



**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JANUARY 22, 2019**

BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

AGENDA

- 1. CALL TO ORDER/ROLL CALL - 6:00 PM**
- 2. EXECUTIVE SESSION**
 - 2.A Pursuant to RCW 42.30.110(1)(b), to consider the selection of a site or the acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, 30 Minutes
- 3. PLEDGE OF ALLEGIANCE / APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:30 PM**
- 4. PUBLIC COMMENT - 6:35 PM**
- 5. MAYOR'S REPORT - 6:50 PM**
- 6. CITY MANAGER'S REPORT - 6:55 PM**
- 7. CITY COUNCIL DISCUSSION**
 - 7.A (7:00 PM) Review of Ethics Complaint No. 2018-04 - Mayor Medina, 20 Minutes
[Memo - Process for Review - Ethics Complaint 2018-04 \(Article II\)](#)
[Ethics Complaint No. 2018-04](#)
[Response to Ethics Complaint No. 2018-04](#)
[Ethics Board Determination on Ethics Complaint No. 2018-04](#)
[Resolution No. 2018-10, Adopting the City's Current Ethics Program](#)
 - 7.B (7:20 PM) Sustainable Transportation Planning - Deputy Mayor Schneider, 30 Minutes
[Sustainable Transportation Proposal](#)
[Sustainable Transportation Proposal Redline](#)

7.C (7:50 PM) Discussion of Councilmember Nassar's Situation - Mayor Medina, 10 Minutes

8. UNFINISHED BUSINESS

8.A (8:00 PM) Subdivision Guidelines and Standards Update - Planning, 20 Minutes
[20190122 Memo Subdivision Ordinance Overview.docx](#)

8.B (8:20 PM) Resolution No. 2019-08 (Formerly Resolution No. 2018-33), Relating to Transportation Benefit District Fee Increase - Finance, 10 Minutes
[Resolution No. 2019-08, Relating to Transportation Benefit District Fee Increase](#)

8.C (8:30 PM) Resolution No. 2019-07 (Formerly Resolution No. 2018-38), Updating Financial Policies Relating to Use of Transportation Benefit Fund Fee Increase - Finance, 10 Minutes
[Resolution No. 2019-07, Updating the City's Financial Policies](#)

8.D (8:40 PM) Resolution No. 2019-06, Directing Use of Additional Vehicle License Fee Revenue - Finance, 15 Minutes
[Councilmember Tirman Memo TBF December 10, 2018.docx](#)
[Resolution No. 2019-06, Specifying Use of Revenue From Increased Vehicle License Fee](#)

9. NEW BUSINESS

9.A (8:55 PM) Shoreline Master Program Periodic Review Process Introduction and Work Plan Overview - Planning, 15 Minutes
[20190122_Staff_Memo____Introduction_and_Work_Plan_Overview.docx](#)
[Periodic Review Summary of Rule.pdf](#)
[Public Participation Program.pdf](#)
[20180111 Draft Work Plan.pdf](#)
[20180111 Staff Memo SMP Guiding Themes.pdf](#)

9.B (9:10 PM) Resolution No. 2019-04, Updating the City's Procurement Policy - Finance, 10 Minutes
[Resolution No. 2019-04, Updating the City's Procurement Policy](#)
[Exhibit A to Resolution No. 2019-04, Updated City Procurement Policy](#)
[Exhibit A to Resolution No. 2019-04 - Redline](#)

9.C (9:20 PM) Greenhouse Gas Emissions Inventory Professional Services Agreement, Executive, 20 Minutes
[PSA for Greenhouse Gas Inventory](#)

9.D (9:40 PM) Appointment to the Planning Commission - Mayor Medina, 5 Minutes
[Domenick - Planning Commission \(Redacted\).pdf](#)
[Dunn - Planning Commission \(Redacted\).pdf](#)
[Etzold - Planning Commission \(Redacted\).pdf](#)
[Forsher - Planning Commission \(Redacted\).pdf](#)
[Haugan - Planning Commission \(Redacted\).pdf](#)
[Miller - Planning Commission \(Redacted\).pdf](#)
[Morss - Planning Commission \(Redacted\).pdf](#)
[Paar - Planning Commission \(Redacted\).pdf](#)

[Weeding - Planning Commission \(Redacted\).pdf](#)
[Wilkinson - Planning Commission \(Redacted\).pdf](#)
[Zigich - Planning Commission \(Redacted\).pdf](#)

10. CONSENT AGENDA

- 10.A (9:45 PM) Agenda Bill for Consent Agenda, 5 Minutes
- 10.B Accounts Payable and Payroll
[Report to Council of Cash Disbursements 01-23-19.pdf](#)
[Payroll.pdf](#)
- 10.C Special City Council Meeting Minutes, January 4, 2019
[CCMIN 010419 SPECIAL WSF TOUR](#)
- 10.D City Council Regular Business Meeting Minutes, January 8, 2018
[CCMIN 010819 BUSINESS](#)
- 10.E Village Pump Station Replacement Project Change Order No. 3 - Public Works, 10 Minutes
[Village Pump Station Project Change Order No. 3](#)
- 10.F Resolution No. 2019-01 to Update the City Fee Schedule - Finance, 10 Minutes
[Resolution No. 2019-01 - Amending Fee Schedule](#)
- 10.G Resolution No. 2019-09, Rescinding Prior Decisions to Surplus Certain City-Owned Real Property - Executive, 5 Minutes
[Staff Memo re Res 2019-09 re Removal of Surplus Designation for Certain Properties](#)
[Resolution No. 2019-09 \(Formerly 2018-37\) Rescinding Prior Decisions to Surplus Certain City-Owned Real Property](#)
[2018 Surplus Property Report](#)
- 10.H Agreement for Provision of Juvenile Detention Facilities - Police, 5 Minutes
[2019 Juvenile Detention Facilities Agreement](#)

11. COMMITTEE REPORTS

- 11.A (9:50 PM) Committee Reports, 5 Minutes
[Climate Change Advisory Committee Minutes, December 17, 2018.pdf](#)
[Ethics Board Minutes, November 19, 2018.pdf](#)
[Ethics Board Minutes, December 17, 2018.pdf](#)
[Marine Access Committee Minutes, November 7, 2018.pdf](#)
[Marine Access Committee Minutes, December 10, 2018.pdf](#)
[Multi-Modal Transportation Advisory Committee Minutes, December 12, 2018.pdf](#)
[Utility Advisory Committee Minutes, December 12, 2018.pdf](#)

12. FOR THE GOOD OF THE ORDER - 9:55 PM

13. ADJOURNMENT - 10:05 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 30 Minutes

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

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

No action.

SUMMARY:

Executive session.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:00 PM) Review of Ethics Complaint No. 2018-04 - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

Review Ethics Complaint No. 2018-04 and then take one of the following four actions:

1. I move to continue the City Council's review of Ethics Complaint No. 2018-04 to [specify a future City Council meeting].

or

2. I move to dismiss Ethics Complaint No. 2018-04.

or

3. I move to adopt a finding that there appears to be a sufficient factual basis to prove a material violation of the City's Code of Ethics by clear and convincing evidence.

or

4. I move to remand Ethics Complaint No. 2018-04 to the Ethics Board with the direction to develop additional written findings and conclusions showing the rationale behind the Ethics Board's determination that a material violation of the Code of Ethics has likely occurred.

SUMMARY:

City Council review of Ethics Complaint No. 2018-04, the response, and the determination in accordance with Article IV, Section A of the City's Ethics Program.

FISCAL IMPACT:

Amount:

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

BACKGROUND:

The Ethics Board has determined, based on the submissions of the Complainant, Chip McDermott, and the Respondent, Councilmember Peltier, that a material violation of the Code of Ethics has likely occurred. As provided for in Article III, Section D, Subsection 6 of the Code of Ethics, the Ethics Board has forwarded this determination to the City Council for review.

In accordance with Article IV, Section A, Subsection 2, Councilmember Peltier has requested that the City Council's review of the ethics complaint shall be open to the public.

The procedure for City Council review of an ethics complaint is outlined in the attached staff memo.

Also attached are the following documents: Ethics Complaint No. 2018-04, Councilmember Peltier's response to the complaint, the Ethics Board's determination, and a copy of the City's current Ethics Program, which was last updated by Resolution No. 2018-10.

ATTACHMENTS:

[Memo - Process for Review - Ethics Complaint 2018-04 \(Article II\)](#)

[Ethics Complaint No. 2018-04](#)

[Response to Ethics Complaint No. 2018-04](#)

[Ethics Board Determination on Ethics Complaint No. 2018-04](#)

[Resolution No. 2018-10, Adopting the City's Current Ethics Program](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Executive Department Memorandum

Date: January 18, 2019

To: The City Council

From: Robbie Sepler, Deputy City Attorney

Subject: Procedure for the Review of Ethics Complaint No. 2018-04

As part of the agenda for the January 22, 2019 Business Meeting, the City Council will review an ethics complaint referred to the Council by the City's Ethics Board. This memo summarizes the procedure, as outlined in the City's Ethics Program, for Council review of such an ethics complaint. For more detail, please see Article III of the Ethics Program.

I. Brief Overview of the City's Ethics Program

The Ethics Program contains two sets of standards that govern the conduct of Councilmembers. Article I contains the City's Core Values and Ethics Principles, which specify general guidelines to promote and maintain the highest standards of personal and professional conduct. Article II sets out the City's Code of Ethics, which contains specific limitations on certain specified conduct.

Article I and Article II are enforced differently. For Article I, the Ethics Program does not contain an explicit enforcement mechanism. Instead, the purpose of Article I appears to be advisory, including related to direction in the Ethics Program for the Ethics Board to interpret and apply Article II (Code of Ethics) in favor of promoting the Core Values and Ethics Principles contained in Article I. A practice of the Ethics Board has been to consider complaints involving alleged violations of Article I (Core Values and Ethics Principles) via "Advisory Opinions," whereas the Board's practice has been to address alleged violations under Article II (Code of Ethics) via the issuance of "Determinations."

Although the Ethics Program isn't as clear as it could be regarding enforcement related to alleged violations of Article I, the Program contains an extensive enforcement mechanism for Article II, which is specified in Articles III and IV, and which is further described in this memorandum.

II. Summary of Ethics Board's Determination

Regarding the complaint at issue here, Complaint 2018-04, the Ethics Board has determined that, based on the submissions of the Complainant, Chip McDermott, and the Respondent, Councilmember Peltier, a material violation of Article II (Code of Ethics) has likely occurred.

III. Council Review of the Ethics Complaint

The Respondent has requested that the Council's review of the ethics complaint be open to the public. Therefore, the Council cannot review the ethics complaint in executive session.

On January 22, 2019, pursuant to the Ethics Program, the Council is to review the following materials to determine whether there appears to be a sufficient factual basis to prove one or more violations of Article II (Code of Ethics) by clear and convincing evidence:

- The ethics complaint, filed by the Complainant;
- The response to the ethics complaint, filed by the Respondent; and
- Any other relevant supporting materials.

As part of the Council's review, the Ethics Program mandates that the Respondent be given an opportunity to respond to the complaint. The Ethics Program does not address whether the Complainant may similarly address the Council. However, the Council could vote to allow the Complainant to speak.

If the Council needs additional time to complete its review of the ethics complaint, the Council can vote to continue its review to a subsequent Council meeting.

If the Council desires clarification of the Ethics Board's rationale in making its determination, the Council can vote to remand the matter to the Ethics Board to develop additional written findings and conclusions supporting the Ethics Board's determination.

IV. Council Decision on the Ethics Complaint

After reviewing the matter, the Ethics Program directs the Council to either:

- (1) dismiss the complaint; or
- (2) make a finding that there appears to be a sufficient factual basis to prove a material violation of the Article II (Code of Ethics) by clear and convincing evidence.

The Respondent shall not participate in such votes.

Proof by “clear and convincing evidence” means that the violation must be established by evidence that carries a greater weight and is more convincing than a preponderance of evidence. A “preponderance of the evidence” means, considering all of the evidence, that a violation is more probably true than not true. In contrast, “clear and convincing evidence” exists when occurrence of the violation has been shown by the evidence to be highly probable. However, clear and convincing evidence does not mean that the violation must be established by evidence that is convincing beyond a reasonable doubt.

V. Respondent’s Options if a Violation is Found

If the Council makes a finding that there appears to be a sufficient factual basis to prove a material violation of Article II (Code of Ethics) by clear and convincing evidence, then the Respondent may take one of the following four actions:

1. Admit to the alleged violations of the Code of Ethics;
2. Not admit to the alleged violations, but expressly forego and waive any right to a hearing to contest the violations and any resulting sanction(s) imposed by the Council;
3. Request a hearing before the City’s Hearing Examiner; or
4. Remain silent.

If the Respondent does not request a hearing before the Hearing Examiner, then the Council is directed to schedule and, to the extent allowed under the Open Public Meetings Act, hold an executive session to hear from the Respondent and deliberate upon the appropriate level of civil sanctions to be imposed. Part VI of this memo outlines the possible sanctions. However, the Respondent may request that such deliberations take place in an open public meeting. After such deliberations, the Council would, in an open public meeting by majority vote, adopt written findings, conclusions, and sanctions. The Respondent shall not participate in such votes.

If the Respondent requests a hearing before the Hearing Examiner, then the Respondent may be represented by legal counsel and the Ethics Program directs the City Attorney to designate special counsel to present the Code of Ethics violations charges and case. A hearing would be held and the Hearing Examiner is directed to issue findings of fact and conclusions of law. If the Hearing Examiner determines that a violation occurred, then the Examiner will forward the complaint to the Council for a determination regarding the appropriate level of sanctions to be imposed. Part VI of this memo outlines the possible sanctions.

VI. Possible Sanctions

In the event that either the Hearing Examiner or the Council concludes that a violation of Article II (Code of Ethics) has occurred, the Ethics Program states that the Council may impose any of the following sanctions:

1. Admonition: An admonition is a verbal non-public statement made by the Mayor to the official who has violated the Code.
2. Reprimand: A reprimand shall be a letter prepared by the Council, signed by the Mayor, and directed to the official who has violated the Code.
3. Censure: A censure shall be a written statement administered personally by the Mayor to the official who has violated the Code of Ethics. The individual shall appear at a time and place directed by the Council to receive the censure. The censure shall be given publicly and the official who has violated Article II (Code of Ethics) shall not make any statement in support or opposition thereto or in mitigation. A censure shall be deemed administered at the time it is scheduled whether or not the member appears as required.
4. Other sanctions: Any sanction imposed under the Ethics Program is in addition to and not in lieu of any other penalty, sanction, or remedy which may be imposed or sought according to law or equity.

**ETHICS COMPLAINT
CITY OF BAINBRIDGE ISLAND**

TO: City Clerk

SUBMITTED BY: Name: CHARMCODERMOTT
Address: 403 MADISON AVE
STE 240
Telephone No.: 949 275 2616

Ethics Complaints concern the actions of individuals in relation to the City of Bainbridge Island Ethics Code.

1. Does the situation for which you are making a complaint involve: (please circle one)

- ☒ a. An Elected Official
- b. A Member of a City Committee or Commission
- c. A Major Contractor with the City
- d. A City Employee

2. Please describe the facts that constitute the violation(s) of the Code of Ethics. (If necessary, please attach additional pages for description)

SEE ATTACHED WORD DOC.

3. Section(s) and subsection(s) of the Code of Ethics that are alleged to have been or would be violated [optional]: _____

4. I certify under penalty of perjury under the laws of the State of Washington that the foregoing is true and correct:

Date: 9 18 Place: Winston, BI, WA


 Signature

12 September 2018

Ethics Complaint Regarding a Bainbridge Island Elected Official

Background: Soon after election to City Council, Rasham Nassar took on the Grow Avenue resident's long-requested drive to reduce the speed limit from 25 to 20 MPH, the length of Grow Avenue from the High School south all the way down to Winslow Way West. From an early Grow resident meeting of approximately 20-25 people at Grow resident Demi Allen's home, a committee of about 6 Grow residents was formed to address the Grow Avenue speeding issue. We named our representative committee the "Slow On Grow" (SOG) Committee and worked for about a year and a half to touch all the bases recommended to us over that period by various City representatives, community activists and City Council members to achieve our goal. After meeting with Rasham a couple times to bring her up to speed, Patty Lyman, another Grow Ave resident, and I, who were chosen to represent the 6-resident 'SOG' Committee, agreed to join Rasham in a meeting at City Hall to discuss again getting 20 MPH done. In this meeting the 3 of us were joined by Councilman Ron Peltier who Rasham had brought in to assist her, the new council person, in navigating the council process.

In the little conference room just down from Doug Schulze's office, Patty Lyman and I articulated our case to Rasham once again and to Ron so that he could be brought up to speed regarding the preceding months of our due-diligence work. This work included many meetings formulating a 3-step plan to reduce the rate of speed, amount and type of traffic on Grow, avenues such as presenting our case in 2-3 Multi Modal meetings, many days of door to door circulation of a 114 signature Grow resident petition for 20 MPH on Grow (as well as Speed Tables and Radar Speed Signs) which was suggested by COBI's Chris Hammer to me, individual meetings with other council members prior to the election, and so forth. I had also met with Kol Medina during his community office hours at Thuy's a few months prior looking for advice regarding best procedural steps to accomplish 20 MPH on Grow Ave. Patty Lyman had also had conversations in the preceding months with other council members on the issue.

As we reviewed our efforts with Ron and Rasham, stating that our goal had long been 20 MPH *the entire length of Grow Avenue*, and that it was implicit in our drive to get it done, Ron's basic position was this: I can help you, but I want 20 MPH on Lovell, too.

This took me back and I asked Ron repeatedly, why (is suddenly) Lovell too, being thrown into the mix? I was pretty upset after all the hoops we jumped thru, to finally get Grow finally teed-up, which included Grow residents' desire documented as well, to have Ron, seemingly under the guise of helping Rasham navigate procedure and helping the community, casually want to 'throw in' a neighboring street too.

I asked Ron, "Why Lovell?" and basically said, "You have to do your due diligence, Ron as we did; get neighborhood buy-in via petition," and so forth—just as we were told by Chris Hammer as the best course of action to insure it is the goal of the majority of residents. "Don't try to simply piggyback on our work--and perhaps even hold up our 1-2 years of diligent set-up, for a neighboring street (Lovell) which has not advocated for

itself, as we have so publicly. “And why Lovell?” I continued to ask him this a couple times because I could see he was trying to ignore my question. At first Patty, sitting to my left, across the table from Ron, sort of motioned to me to let it go, but I don’t know if she—or Rasham either—clued in to my continued push at my end of the small table, seated next to Ron: “Why Lovell, Ron?” Ron’s rationale was “Because if you drop *Upper Grow*--in particular-- to 20 MPH, all Upper Grow traffic will then move over to Lovell,” he said. (to speed on Lovell,) I replied in some manner suggesting this sounded implausible, if not a bit ridiculous: “Do you have any data or evidence of this occurring there, or anywhere?” Pressed again, finally, Ron said, “I have a home on Lovell.” I got a pit in my stomach. Small-town, old-boy politics at its worst, I thought. I honestly couldn’t believe this crap went on, on BI. Naïve? I guess so, but I believe in integrity—*especially* from elected officials. The kicker came next: When I pressed him further asking how he could do this (to us—and ostensibly *for* the Grow Avenue residents) he said, to the effect: “Hey, I’m a Councilman,” with an uncomfortable smile.

...Sometime later, in a Tuesday night Council Meeting, the Grow 20 MPH initiative came up for a council vote. When Rasham requested I come up and speak to it I broadly explained from the podium that I was unhappy and uncomfortable with the “deal” that had to be made to secure our request. And while I was thankful we were in the position to have at least part of Grow speed limit dropped to 20 MPH, I said I was “probably shooting myself in the foot” by explaining how upset Upper Grow residents would be upon hearing what was referred to as a “compromise” we could accept getting at least *lower Grow* done, thanks to Councilmen Peltier. As you no doubt can confirm on the video of the proceedings, Ron explained this lower Grow to 20 MPH ‘compromise’ was being done as a sort of pilot test, to ‘see if it actually slows lower Grow speeds and if so Upper Grow could be added later to the initiative. I can’t be certain, but I think something was said about the desire to have Lovell speed dropped to 20 also, (pending “results” or efficacy of the lower Grow “test”) at a future date.

Thanks for your consideration,
Chip McDermott

Chip.McDermott@vistagechair.com

Comments to COBI Ethics Board
RE: Chip McDermott Complaint
November 14, 2018
By Ron Peltier, COBI City Council Member

RESPONSE TO CHIP MCDERMOTT COMPLAINT

On February 1st I met at City Hall with my colleague, Rasham Nassar, and residents of Grow Avenue, Patty Lyman, and Chip McDermott to discuss long sought after traffic calming measures for Grow Avenue. Mr. McDermott has subsequently filed an ethics complaint against me for what I assume he believes to be a conflict of interest because I own a house on Lovell Avenue and because I insisted that any changes to the speed limit on Upper Grow Avenue should be accompanied by the same changes on Lovell Avenue.

For some additional background, my family has owned a house on Lovell Avenue since 1966. I am very familiar with the traffic issues on Lovell Avenue, which are similar to those on Grow. I currently rent the house to my Son and two or three other young people.

In responding to Mr. McDermott's complaint I am going to focus on three things:

1. A difference in philosophies regarding how decisions should be made by the city council;
2. How Mr. McDermott has characterized my comments and motives; and,
3. The end results.

Conflicting Philosophies

My philosophy, as a member of the city council and member of the community, is that when decisions are made to benefit one neighborhood or part of the Island, all those who would be impacted by the change need to be considered. There are often unintended consequences to the larger community when we simply respond to the interests of one group without considering all those who would be impacted. It doesn't matter if that group, street, or neighborhood lobbying for the changes is more organized: as a council member it's my responsibility to consider everyone.

Mr. McDermott seems to have a more elitist philosophy, which he passionately describes in his response to my comment about the need for Lovell Avenue to be given equal treatment when considering potential changes to the speed limit. From Chip's complaint:

"This took me back and I asked Ron repeatedly, why (is suddenly) Lovell too, being thrown into the mix? I was pretty upset after all the hoops we jumped thru, to finally get Grow finally teed up, which included Grow residents' desire documented as well, to have Ron, seemingly under the guise of helping Rasham navigate procedure and helping the community, casually want to 'throw in' a neighboring street too.

"I asked Ron, "Why Lovell?" and basically said, "You have to do your due diligence, Ron as we did; get neighborhood buy-in via petition," and so forth—just as we were told by Chris Hammer as the best course of action to insure it is the goal of the majority of

residents. “Don’t try to simply piggyback on our work--and perhaps even hold up our 1-2 years of diligent setup, for a neighboring street (Lovell) which has not advocated for itself, as we have so publicly.”

A Twisted Account of our Meeting

Mr. McDermott’s account of our meeting is not accurate. He portrays my initial comment about equal consideration for Lovell Avenue as a sordid attempt at backroom deal making. According to Chip, here’s what I said,

“Ron’s basic position was this: I can help you, but I want 20 MPH on Lovell, too.”

That’s not what I said or how I said it. I simply stated a position that I later explained: lowering the speed limit on Grow, without lowering it on Lovell, would result in more vehicles moving over to Lovell to take advantage of a higher speed limit. I thought it was pretty obvious and didn’t at all expect Mr. McDermott’s angry response. It set an uncomfortable tone for the rest of the meeting.

“I have a house on Lovell”

My point in mentioning that I own a house on Lovell Avenue was to let Chip and Patty know I’m no stranger to the neighborhood. Had it been a more relaxed and amicable meeting I might have taken the time to explain how my family has lived on Lovell Avenue since 1966. I grew up there and walked to High School on Lovell Avenue. That my Father lived in that house until 2015 and my Son now lives there. It wasn’t, however, an amicable meeting at that point and I simply said I owned a house on Lovell just to let them know I had some history in the neighborhood.

Mr. McDermott portrays this exchange as some sort of reluctant admission regarding my real motive for wanting Lovell Avenue to be given equal consideration, going to some length to describe himself prying the truth out of me and then getting a pit in his stomach when he finally exposed “*Small-town, old-boy politics at its worst*”. That is total B.S.

“I’m on the city council”

I may have had an uncomfortable smile on my face when I said this. At that point I was pretty uncomfortable sitting in the same room with Mr. McDermott. It doesn’t change the meaning. As a member of the city council I have a responsibility to consider more than the narrow interests of activists advocating for something to benefit just their neighborhood. I knew that if Chip got what he wanted, special and exclusive treatment for Grow Avenue, because they had done their “due diligence”, that Lovell Avenue would be negatively impacted. It was my way of saying, “you may have been done all of your “due diligence”, and believe that has earned you special consideration, but I’m on the City Council and that’s why I want the folks on Lovell Avenue to be given equal consideration: even though they haven’t organized themselves to advocate for their interests”.

The end result of our meeting

Several days after our meeting with Chip and Patty Rasham and I met with Chris Hammer of COBI Public Works, where we were joined by council colleague Joe Deets. The result was an administrative decision by Public Works to reduce the speed limit on Lower Grow Avenue as discussed at our earlier meeting with Chip and Patty. This was presented to the city council at a meeting, where it was fully supported. In addition, Grow Avenue and other neighborhood streets in Winslow were included in a speed limit study for Island roads. The study later recommend lowering speed limits to 20 mph for neighborhood streets in Winslow. This change included both Grow and Lovell Avenues, giving Lovell the equal consideration it deserved. Council then voted unanimously to approve that recommendation.

While Rasham was most instrumental and getting the speed limit lowered for neighborhood streets I also was supportive of first lowering the speed limit on Lower Grow and later for all the neighborhood streets in Winslow. Rasham and I both advocated for all neighborhood streets to be given equal consideration. There was no special treatment for any street or neighborhood that was more organized or had outdone others by “doing their due diligence.”

City of Bainbridge Island
Ethics Board
Complaint Determination

Case # 2018-04

Date Filed: 14 September 2018

Complainant: Chip McDermott

Respondent: Ron Peltier, Council Member

Chip McDermott (complainant) filed a complaint on September 14, 2018 alleging that Ron Peltier (respondent), a member of the Bainbridge Island City Council, has a conflict of interest because respondent agreed to support complainant's effort to reduce the speed limit on Grow Avenue on the condition that the effort be expanded to include Lovell Avenue, an adjacent street where respondent owns residential property.

Respondent provided the Ethics Board with a response to the complaint on November 14, 2018. In the response, respondent confirms that he owns property on Lovell Avenue but denies that was his motivation for extending the lower speed limit to Lovell.

Conflicts of interest are covered under Article II, Section D, Subsection 1 of the Code of Ethics. The relevant part of the subsection reads:

"...an elected official or member of a City Committee or Commission shall not directly, or indirectly through a subordinate or fellow officer, official or employee, take any direct official action on a matter on behalf of the City if he or she, or a member of the immediate family:

c. Is a party to a contract or the owner of an interest in real or personal property that would be significantly affected by the action."

The Ethics Board has determined that, based on the submissions of the complainant and the respondent, a material violation of the Code of Ethics has likely occurred. As provided for in Article III, Section D, Subsection 6 of the Code of Ethics, the Board will forward this determination to the City Council for review.

Follow up to ethics complaints by City Council is addressed in Article IV, Section A of the Code of Ethics.

Scott Wilder

Chair

RESOLUTION NO. 2018-10

A RESOLUTION of the City Council of Bainbridge Island, Washington, approving an amendment to the Ethics Program for the City of Bainbridge Island in accordance with Chapter 2.07 BIMC.

WHEREAS, Chapter 2.07 BIMC provides that the City Council shall establish by resolution or ordinance an ethics program for the City of Bainbridge Island; and

WHEREAS, on May 10, 2006, the City Council passed Resolution No. 2006-25, adopting an ethics program for the City of Bainbridge Island; and

WHEREAS, on March 23, 2011, the City Council passed Resolution No. 2011-07, adopting a revised ethics program for the City of Bainbridge Island; and

WHEREAS, on May 18, 2011, the City Council passed Resolution No. 2011-13, amending the City's ethics program; and

WHEREAS, on August 22, 2012, the City Council passed Resolution No. 2012-11, amending the City's ethics program; and

WHEREAS, Article V.C of the ethics program requires the Ethics Board to submit an annual report to the Mayor and the City Council summarizing its activities during the previous calendar year and making recommendations for modifying the City's ethics program; and

WHEREAS, on March 20, 2018, the Ethics Board submitted its annual report to the City Council and made recommendations for modifying the City's ethics program; and

WHEREAS, the City Council finds that it is in the best interest of the City of Bainbridge Island to adopt the Ethics Board's recommendations modifying the City's ethics program.

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

Section 1. The ethics programs adopted or amended by Resolution No. 2006-25, Resolution No. 2011-07, Resolution No. 2011-13, and Resolution No. 2012-11 are hereby repealed in their entirety.

Section 2. Pursuant to BIMC 2.07.010, the City of Bainbridge Island Ethics Program attached hereto and made a part hereof by this reference is hereby approved and adopted as the Ethics Program for the City of Bainbridge Island.

PASSED by the City Council this 27th day of March, 2018.

APPROVED by the Mayor this 27th day of March, 2018.

By: 
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: 
Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	March 16, 2018
PASSED BY THE CITY COUNCIL:	March 27, 2018
RESOLUTION NO.	2018-10

Ethics Program

**CITY OF BAINBRIDGE ISLAND
ETHICS PROGRAM**

Updated 3/27/18
Resolution No. 2018-10

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CITY OF BAINBRIDGE ISLAND ETHICS PROGRAM

ARTICLE I - INTRODUCTION, PURPOSE, AND ADMINISTRATION OF PROGRAM

A. Preamble

The City of Bainbridge Island has adopted the following Core Values and Ethics Principles to promote and maintain the highest standards of personal and professional conduct among all the people who comprise the City's government. The optimal operation of democratic government requires that all of its decision-makers be fair and accountable to the people they serve.

All elected and appointed officials, City employees, volunteers, members of Commissions and Committees, and all others who participate in the City's government are expected to adhere to these Core Values and Ethics Principles, apply them to their specific responsibilities, and make them a common aspect of their work.

B. Core Values (adopted by Resolution 97-25)

1. Service, Helpfulness, Innovation

We are committed to providing service to the people of Bainbridge Island and to each other that is courteous, cost effective and continuously improving.

2. Integrity

We will treat one another and the citizens of Bainbridge Island with honesty and integrity, recognizing that the trust that results is hard won and easily lost. We pledge to promote balanced, consistent, lawful policies and directives, in keeping with that integrity and the highest standards of this community.

3. Equality, Fairness, Mutual Respect

We pledge to act with the standard of fairness and impartiality in the application of policies and directives and that of equality and mutual respect with regard to interpersonal conduct.

4. Responsibility, Stewardship, Recognition

We accept our responsibility for the stewardship of public resources, and our accountability for the results of our efforts, and we pledge to give recognition for the exemplary work.

C. Ethics Principles

1. Obligations to the Public

Following the highest standards of public service, all those associated with the government of the City of Bainbridge Island will act to promote the public good and preserve the public's trust. In practice, this principle looks like:

- a. Public meetings and other proceedings conducted in accordance with the Best Practices articulated and issued by the City's Ethics Board (http://www.ci.bainbridge-island.wa.us/ethics_board.aspx)
- b. Transparency and honesty in all public statements and written communications.

2. Obligations to Others

In order to sustain a culture of ethical integrity, all those associated with the government of the City of Bainbridge Island will treat each other and the public with respect and be guided by applicable codes of ethics, labor agreements, and professional codes. In practice, this principle looks like:

- a. Elected and appointed officials, all City employees, and members of citizen Committees and Commissions shall familiarize themselves with the ethical rules governing them (including Washington State statute RCW 42.23 and this Code of Ethics) and obtain annual education regarding such rules.
- b. All those associated with the government of the City of Bainbridge Island shall, in all their interactions, conduct themselves in a manner that demonstrates civility and respect for others.

3. Obligations Regarding the Use of Public Resources

In recognition of the importance of stewardship, all those associated with the government of the City of Bainbridge Island will use and allocate public monies, property, and other resources in a responsible manner that takes into consideration both present and future needs of the community. In practice, this principle looks like:

- a. All those associated with the government of the City of Bainbridge Island shall, to the extent possible, seek advice regarding the use of public resources from citizens and staff experts in order to ensure that public resources are used and conserved for the public good.
- b. All those associated with the government of the City of Bainbridge Island shall ensure that paid experts and consultants who provide advice regarding the use of public resources shall be impartial and free of conflicts of interest.

D. Ethics Program

1. Purpose of the Ethics Program

All those associated with City government, including elected officials, employees, members of City Committees and Commissions, seek to earn and maintain confidence in the City's services and the public's trust in its decision-makers. Our decisions and our work must meet the most rigorous ethical standards and demonstrate the highest levels of achievement in following the Core Values and Ethics Principles. It is therefore the purpose of this program to:

- a. Articulate the Core Values and Ethics Principles that will guide the conduct of City affairs and of all people associated with City government;
- b. Establish standards of ethical conduct in a Code of Ethics for elected officials and members of City Committees and Commissions;
- c. Provide training and clarification concerning the Core Values, Ethics Principles, and the Code of Ethics;
- d. Establish a system that enables all citizens, including members of City government, to seek advice and assistance regarding possible ethical violations;
- e. Provide a process to review possible violations of the Code of Ethics by elected officials and members of City Committees and Commissions;
- f. Maintain an Ethics Board to assist with the administration of the program; and
- g. Provide a comprehensive Ethics Program for the City, ensuring that the ethics standards and the procedures for enforcing them that apply to City employees, including policies and collective bargaining agreements, are consistent with the Core Values and Ethics Principles which apply to all persons associated with City government.

2. Administration of the Ethics Program

The Core Values and Ethics Principles apply to all persons associated with City government. However, there are two sets of rule-based standards, which are separately enforced. The Code of Ethics (Article II of this document) applies to elected and appointed officials, and members of City Committees and Commissions.

The Code of Ethics is enforced by the City Council (as detailed in Article III of this document). A set of guidelines and ethical standards included in the *City of Bainbridge Island Employee Manual* applies to all City employees and is enforced by City administration.

ARTICLE II - CODE OF ETHICS

Except where specifically stated, the rules articulated in Article II apply to elected officials, and citizens serving on City Committees and Commissions.

A. Gifts and Compensation

1. Limitations on City-Related Gifts and Outside Compensation

Except as permitted under subsections (2) and (3) below, no elected official or member of a City Committee or Commission, or any member of their immediate families shall, directly or indirectly, accept any gift (as defined below) for a matter connected with or related to his or her services or duties with the City of Bainbridge Island or accept any non-City compensation for the performance or non-performance of those services or duties.

2. Exceptions to Gift Limitations

The following are exceptions to the limitation on gifts and may be accepted by those subject to subsection (1) above:

- a. Unsolicited items of trivial value. "Items of trivial value" means items or services with a value of fifty dollars (\$50.00) or less, such as promotional tee shirts, pens, calendars, books, or other similar items.
- b. Gifts from other City officers, officials, or employees, or their family members on appropriate occasions.
- c. Gifts appropriate to the occasion and reasonable and customary in light of a familial, social or official relationship of the giver and recipient, such as weddings, funerals, illnesses, holidays and ground-breaking ceremonies.
- d. Campaign contributions as permitted and reported in accordance with law.
- e. Awards that are publicly presented by a non-profit organization in recognition for public service if the award is not extraordinary when viewed in light of the position held by the recipient.
- f. Gifts offered while visiting other cities, counties, states, or countries or hosting visitors from other cities, counties, states, or countries, when it would be a breach of protocol to refuse the gift, provided that any such gifts received shall become property of the City.
- g. Reasonable and necessary costs to attend a conference or meeting that is directly related to the official or ceremonial duties of the elected official, *provided* that any payment of substantial travel or lodging expenses by any person or entity regulated by

the City or doing or seeking to do business with City must be approved in advance by the Mayor or, if the Mayor is the recipient, by the Mayor Pro Tem.

3. Immediate Family Gift Exception

It shall not be a violation of this section for a member of an official's immediate family to accept a gift which arises from an independent relationship, if the official does not significantly benefit from the gift, and it cannot reasonably be inferred that the gift was intended to influence the official in the performance of his or her duties.

B. Use of City Property by Elected Officials

1. Except for limited incidental personal use or emergency circumstances, no elected official shall request, permit, or use City vehicles, equipment, materials, or property for personal use, personal convenience or profit.

2. From the time that an elected official declares or publicly states that he or she intends to run for re-election until the conclusion of the respective general election, that elected official shall not request or direct that City funds be used to purchase any media (including newspaper, radio, television or bulk mailing) that contains the name or image of that elected official unless the names or images of all City elected officials appear in the media being purchased.

C. Confidentiality

Except as required by law, an elected official, former elected official, or current or former member of a City Committee or Commission shall not disclose or use privileged, confidential or proprietary information obtained in executive session or otherwise in the course of their duties as a result of their position.

D. Conflict of Interest – General

1. Applications of Conflict of Interest

Except as permitted in subsection (b) below, an elected official or member of a City Committee or Commission shall not directly, or indirectly through a subordinate or fellow officer, official or employee, take any direct official action on a matter on behalf of the City if he or she, or a member of the immediate family:

- a. Has any substantial direct or indirect contractual employment related to the matter;
- b. Has other financial or private interest in that matter (which includes serving on a Board of Directors for any organization); or
- c. Is a party to a contract or the owner of an interest in real or personal property that would be significantly affected by the action.

2. Conflict of Interest Exceptions for Elected Officials

Subsection (1) above shall not apply when the elected official:

- a. Is required to take or participate in an action based upon the rule of necessity;
- b. Decides to represent himself or herself before the City Council, Hearing Examiner or any other City board, commission or agency, provided that the individual does not also participate in any way in that board's deliberations or decision in an official capacity;
- c. Acquires an interest in bonds or other evidences of indebtedness issued by the City if acquired and held on the same terms available to the general public;
- d. Officially participates in the development and adoption of the City's budget; or establishes the pay or benefit plan of City officers, officials, or employees; or
- e. Makes decisions on any other legislative or regulatory action of general applicability, unless these actions directly affect, or appear to affect the official's or immediate family member's employment.
- f. Serves on the governing body of an organization or entity as part of their official duties as an elected official of the City.

3. Conflict of Interest Exceptions for Members of City Committees and Commissions

Subsection (1) above shall not apply to a member of a City Committee or Commission provided that the member fully discloses the financial interest on the public record of the City Committee or Commission and the Committee or Commission votes to allow the person to participate in discussion or the vote.

4. Disclosure for Elected Officials

All elected officials are required to comply with the Washington State Public Disclosure Commission requirements for financial disclosure. In addition, all elected officials shall publicly disclose their financial interest in any matter that comes before them. All elected officials shall annually complete a conflict of interest statement to be submitted to the City Clerk by April 15th.

E. Conflict of Interest--After Leaving Elected City Office

- 1. For two (2) years after leaving elected City office, no former elected official shall obtain employment in which he or she will take direct or indirect advantage of matters on which he or she took direct official action during his or her service with the City. This includes contractual negotiations or solicitation of business unavailable to others.
- 2. For two (2) years after leaving elected City office, no former elected official shall engage in any action or litigation in which the City is involved, on behalf of any other person or

entity, when the action or litigation involves an issue on which the person took direct official action while in elected City office.

F. Conflict of Interest – Family Members of Elected Officials

1. Appointment of Family Members

Unless he or she obtains a waiver from the Ethics Board, no elected official shall appoint or hire a member of his or her immediate family for any type of employment with the City. This includes, but is not limited to, full time employment, part time employment, permanent employment, temporary employment, and contract employment.

2. Supervision of Family Members

No elected official shall supervise or be in a direct line of supervision over a member of his or her immediate family. If an elected official is placed in a direct line of supervision of a member of his or her immediate family, he or she shall have three (3) months to come into compliance or to obtain a waiver pursuant to section (3) below.

3. Waivers

Waivers from this section may be sought from the Ethics Board to allow a member of the immediate family to be hired or to be in the direct line of supervision of a member of the immediate family. Procedures to consider such a waiver are set forth in Article III, Section G (Waivers).

G. Conflict of Interest – Contractors

Every major contractor submitting bids to the City shall include a statement affirming that he or she has read the Code of Ethics and agrees to abide by its guiding principles and rules. Further, the contractor affirms that neither the contractor nor any agent of the contractor has made any prohibited gift to an elected official who is involved in direct official action on the bid or has a relationship to such an official that would create a conflict of interest for that official.

H. Conflict of Interest - Citizens serving on City Committees and Commissions

Citizens serving on City Committees and Commissions shall sign a conflict of interest statement upon appointment and reappointment.

I. Conduct of Public Meetings

1. Meetings involving elected officials or City Committees and Commissions should be conducted in a manner that maximizes transparency of relationships among individuals or groups that could affect decision-making.
2. Meetings of the City Council and City Committees and Commissions shall have a standing agenda item for disclosure of possible conflicts of interest. Members are

encouraged to disclose relationships with persons and issues on the agenda, including potential conflicts of interests. If necessary, discussion among the members may be undertaken to judge the significance of these relationships and whether a possible conflict of interest exists.

ARTICLE III - ENFORCEMENT OF THE ETHICS PROGRAM

A. Responsibilities of the Ethics Board

1. In considering any matter brought to its attention for action, the Ethics Board shall interpret and apply the Code of Ethics in favor of promoting the City's Core Values and Ethics Principles, protecting the public's interest in full disclosure of conflicts of interest, and promoting ethical behavior.
2. The Ethics Board shall handle the following matters:
 - a. Complaints involving alleged violations of the Code of Ethics, Article II, by elected officials, members of City Committees and Commissions, and persons who contract with the City;
 - b. Advisory opinions concerning the application of the Core Values and Ethics Principles, City policies and practices, or the applicability of the Code of Ethics to the requestor's own behavior; and
 - c. Waivers of certain restrictions, as provided in the Code of Ethics.

B. Submission of Ethics Complaints

Any person may submit to the City Clerk an ethics complaint alleging violations of the Code of Ethics, Article II, or the ethics standards contained in the City of Bainbridge Island Employee Manual. Complaints concerning an elected official, a member of a City Committee or Commission, or a major contractor will be referred to the Ethics Board. Complaints concerning the conduct of City staff will be referred to the City Manager. The Ethics Board may on its own initiative identify a possible violation and initiate its own complaint.

Complaints must include the name and address of the complainant, along with a detailed statement of facts, supported by a declaration in compliance with RCW 9A.72.085, on a form supplied by the Ethics Board (available through the City Clerk's office or on the City website: http://www.ci.bainbridge-isl.wa.us/ethics_board.aspx).

C. Review of Complaints Concerning City Employees

1. The City Manager will review any ethics complaint forwarded by the City Clerk and authorize such investigations as may be necessary to determine whether a violation has occurred, consistent with relevant policies and procedures.
2. The City Manager may request advice from the Ethics Board.
3. If the City Manager determines that no violation has occurred, a written response will be made to the complainant.
4. If a violation of ethics rules has occurred, the City Manager or other appropriate City officer will take action as guided by state law, and relevant policies and procedures.
5. In the event of a violation, the City Manager will provide a response to the complainant and to the Ethics Board outlining the substance of the violation and the action taken, subject to governing rules regarding confidentiality articulated in state law, City policy, and collective bargaining agreements.
6. Apparent violations of law will be reported to the appropriate authorities.

D. Review of Complaints by Ethics Board

1. The Ethics Board will review any complaint forwarded to it by the City Clerk.
2. In the course of reviewing a complaint, the Ethics Board may request clarification of the complaint or other additional information from the complainant.
3. After reviewing a complaint, the Ethics Board may take any of the following actions and inform the complainant, the respondent, and the City Clerk:
 - a. Determine that the complaint lacks reasonable credibility;
 - b. Determine that the facts stated in the complaint, even if true, would not constitute a violation of the Code of Ethics;
 - c. Determine that facts stated in the complaint, even if true, would not constitute a material violation of the Code of Ethics because any potential violation was inadvertent or minor or has been adequately cured, such that further proceedings on the complaint would not serve the purposes of the Code of Ethics;
 - d. Issue an advisory opinion if the subject of the complaint is more appropriate for such action;
 - e. Hold the complaint for action at a future time if the matter is the subject of litigation; or

- f. Make a preliminary determination that the facts stated in the complaint, if true, could potentially constitute a violation of the Code of Ethics such that further proceedings are warranted.
4. If the Ethics Board makes a preliminary determination that the facts stated in the complaint, if true, could potentially constitute a violation of the Code of Ethics such that further proceedings are warranted, the Board will inform the respondent of its preliminary determination and provide the respondent with a reasonable period of time to submit a written response in which the respondent may provide a statement of facts, supported by a declaration in compliance with RCW 9A.72.085, in opposition to the complaint and any further explanation of the respondent's position on the complaint.
5. After receiving the written response from the respondent, the Ethics Board may take any of the following actions and inform the complainant, the respondent, and the City Clerk:
 - a. Determine that the complaint lacks reasonable credibility;
 - b. Determine that the facts stated in the complaint, even if true, would not constitute a violation of the Code of Ethics;
 - c. Determine that facts stated in the complaint, even if true, would not constitute a material violation of the Code of Ethics because any possible violation was inadvertent or minor or has been adequately cured, such that further proceedings on the complaint would not serve the purposes of the Code of Ethics;
 - d. Issue an advisory opinion if the subject of the complaint is more appropriate for such action;
 - e. Hold the complaint for action at a future time if the matter is the subject of litigation; or
 - f. Determine that the existence of a violation of the Code of Ethics would depend on whether the facts are as stated by the complaint or as stated by the respondent.
 - g. Determine that, based on the submissions of the complainant and the respondent, a material violation of the Code of Ethics has likely occurred.
6. If the Board determines either: (1) that the existence of a violation of the Code of Ethics would depend on whether the facts are as stated by the complaint or as stated by the respondent, or (2) that a material violation of the Code of Ethics has likely occurred, the Board will forward its determination, along with the complaint, response and relevant supporting materials, to the complainant and respondent. The Board may also, on its own initiative, forward such a determination to the City Council for its review.
7. Regardless of whether a particular violation of the Code of Ethics has occurred, the Ethics Board may find that City processes or policies could better reflect ethical shared values and principles, and may publish an advisory opinion to this effect.

8. In the course of reviewing any complaint, the Board shall report any apparent violation of law to the appropriate authorities.

E. Advisory Opinions

1. Any person may request an opinion from the Ethics Board as to whether their own behavior has violated or might in the future violate the Code of Ethics or shared values and principles.
2. The City Manager or City Council or any citizen may request an advisory opinion from the Ethics Board regarding City policies or practices in relation to the Code of Ethics.
3. Citizen Committees and Commissions may request an advisory opinion from the Ethics Board regarding operating rules or practices in relation to the Code of Ethics.
4. Any person may request an advisory opinion from the Ethics Board regarding operating policies of the City Council or Citizen Committees and Commissions in relation to the Code of Ethics.
5. The Ethics Board, on its own initiative may prepare and publish its own advisory opinion.
6. The Ethics Board will inform the requestor and publish its advisory opinions.

F. Waivers

Elected officials and members of City Committees and Commissions may apply to the Ethics Board for a waiver from provisions of the Code of Ethics. The Board will publish both the request and its response.

G. Effect of Advisory Opinion or Waiver

An individual who receives a waiver, or who acts in reliance on an advisory opinion, shall not later be found to have violated the Code if the individual acts in a manner consistent with that advisory opinion or waiver.

H. Reporting

1. The City Manager will meet with the Ethics Board annually to discuss the function of the Ethics Program as it applies to City employees.
2. The Ethics Board will report annually on the function of the Ethics Program.

**ARTICLE IV -
FOLLOW-UP TO ETHICS COMPLAINTS**

A. City Council Review of Complaints

1. If, after reviewing a complaint, the Ethics Board has determined: (1) that the existence of a violation of the Code of Ethics would depend on whether the facts are as stated by the complaint or as stated by the respondent, or (2) that a material violation of the Code of Ethics has likely occurred, either the complainant or the Board may submit the determination to the City Council so that the Council may decide whether further action is warranted. The City Clerk shall provide written notification to the complainant and the respondent of the time, date, and place of any City Council meeting at which the complaint will be discussed.
2. The Council shall initially review the complaint, response, and relevant supporting materials in executive session to determine whether there appears to be a sufficient factual basis to prove one or more Code of Ethics violations by clear and convincing evidence; provided, however, and consistent with RCW 42.30.110(1)(f), upon request of the respondent, the review shall be open to the public. The respondent shall have an opportunity to respond to the complaint. If Council determines that the complaint and attachments do not provide a sufficient factual basis to prove one or more Code of Ethics violations by clear and convincing evidence, the Council shall dismiss the complaint, and the complainant and the respondent shall be so informed. The action to dismiss the complaint shall be done by a majority vote of the Council in open public session; provided, that the respondent shall not participate in such a vote.
3. If the Council finds that the complaint and attachments appear to provide a sufficient factual basis to prove one or more Code of Ethics violations by clear and convincing evidence, the respondent shall be so informed. Such a finding shall be done by a majority vote of the Council present in open public session; provided, that the respondent shall not participate in such a vote. At that point, the respondent may:
 - a. Admit the one or more of the Code of Ethics violations alleged in the complaint.
 - b. Not admit the alleged Code of Ethics violations but expressly forego and waive any right to a hearing to contest the violations and any resulting sanction(s) imposed by City Council.
 - c. Request a hearing before the City Hearing Examiner to present evidence to dispute, rebut, mitigate, explain or otherwise defend against any or all of the Code of Ethics violations alleged in the complaint.
 - d. Remain silent.
4. If the respondent admits the Code of Ethics violations or remains silent, the City Council shall schedule and hold an executive session to hear from the respondent, and deliberate upon the appropriate level of civil sanctions to be imposed, except to the extent that the

respondent requests that he or she be heard in open public session. The written findings, conclusions, and sanctions shall be approved by a majority vote of the Council in open public session; provided, that the respondent shall not participate in such a vote. A copy of the findings, conclusions and sanctions shall be forwarded by registered mail to the complainant and to the respondent at addresses as given by both persons to the City Clerk.

B. Hearing before City Hearing Examiner

1. Hearings conducted by the Hearing Examiner shall be informal. The respondent may be represented by legal counsel. The City Attorney shall designate special counsel to present the Code of Ethics violations charges and case. The respondent and special counsel may present and cross examine witnesses and give evidence before the Hearing Examiner. The Hearing Examiner may also call witnesses and compel the production of books, records, papers, or other evidence needed. To that end, the Hearing Examiner may issue subpoenas and subpoenas duces tecum at the request of the respondent, special counsel, or on his or her own initiative. All testimony shall be under oath administered by the Hearing Examiner. The Hearing Examiner may adjourn the hearing from time to time in order to allow for the orderly presentation of evidence.

The Hearing Examiner or designee shall prepare an official record of the hearing, including all testimony, which shall be recorded by mechanical device, and exhibits; provided that the Hearing Examiner or designee shall not be required to transcribe such records unless presented with a request accompanied by payment of the cost of transcription.

2. Within 30 days after the conclusion of the hearing, the Hearing Examiner shall, based upon a standard of proof of clear and convincing evidence, make findings of fact and conclusions of law. If the Hearing Examiner determines that the alleged Code of Ethics violation(s) have not been proven, the Hearing Examiner shall dismiss the complaint. If the Hearing Examiner determines that one or more Code of Ethics violation are proven, the Hearing Examiner shall forward the matter to City Council for a determination regarding the appropriate level of sanctions to be imposed for the Code of Ethics violations. In either event, a copy of the findings and conclusions shall be forwarded to the City Council, by registered mail to the person who made the complaint, and to the respondent at addresses as given by both persons to the Hearing Examiner.

C. Action by City Council upon Hearing Examiner's Findings and Conclusion

1. Upon receipt of the Hearing Examiner's findings and conclusions that sustain a Code of Ethics violation, the City Council shall schedule an executive session to consider the findings and conclusions, hear from the respondent, and deliberate upon the appropriate level of civil sanction(s) to be imposed, except to the extent that the respondent requests that he or she be heard in open public session. The written findings, conclusions, and sanctions shall be approved by a majority vote of the Council in open public session; provided, that the respondent shall not participate in said vote. A copy of the findings, conclusions and sanctions shall be forwarded by registered mail to the person who made the complaint and to the respondent at addresses as given by both persons to the City Clerk.

2. In the event that the City Council concludes that a Code of Ethics violation(s) has occurred, the Council may impose any of the following sanctions:

- a. Admonition: An admonition shall be a verbal non-public statement made by the Mayor or Mayor Pro Tem to the official who has violated the Code.
- b. Reprimand: A reprimand shall be a letter prepared by the City Council, signed by the Mayor or Mayor Pro Tem, and directed to the official who has violated the Code.
- c. Censure: A censure shall be a written statement administered personally by the Mayor or Mayor Pro Tem to the official who has violated the Code violation. The individual shall appear at a time and place directed by the City Council to receive the censure. The censure shall be given publicly and the official who has violated the Code shall not make any statement in support or opposition thereto or in mitigation. A censure shall be deemed administered at the time it is scheduled whether or not the member appears as required.
- d. Other sanctions: Any sanction imposed under this Ethics Program is in addition to and not in lieu of any other penalty, sanction or remedy which may be imposed or sought according to law or equity.

ARTICLE V - ETHICS BOARD

A. Purpose of the Ethics Board

Maintaining an Ethics Board will help to ensure that City government adheres to the highest standards of public service. The Board is responsible for:

- 1. Training all elected officials, and members of City Committees and Commissions covered by the Code of Ethics.
- 2. Working with City Administration so that major contractors and employees (even though they are not covered by this document) read and are familiar with the Code of Ethics in this document and other applicable City documents regarding ethical behavior.
- 3. Providing responses to complaints, advisory opinions and requests for waivers regarding the Code of Ethics.

The Ethics Board shall promote an understanding of ethical standards for City officials, officers, and contractors working with the City, and the general public. Respect for all citizens, including elected officials, will be one of the highest priorities of the Ethics Board. The Board's responsibilities are described below, along with a description of the membership of the Ethics Board.

B. Training

The Ethics Board shall perform the following training related duties:

1. At least biannually, the Ethics Board shall prepare and distribute a pamphlet describing this Code of Ethics to all covered persons, after obtaining the City Attorney's review.
2. The Ethics Board shall disseminate any change in policy that results from a finding of the Board.
3. The Ethics Board shall ensure that all new elected officials and members of City Committees and Commissions receive a pamphlet on this Code of Ethics.
4. The Ethics Board shall develop and present a training course on the Code of Ethics to be presented to all elected officials and members of City Committees and Commissions on a biannual basis.

C. Annual Report

By February 15 of each year, the Ethics Board shall submit an annual report to the Mayor and the City Council summarizing its activities during the previous calendar year. The report shall include any recommendations for modifying the Code of Ethics.

D. Creation, Terms, and Appointments

1. Membership of Ethics Board

The Ethics Board consists of five members appointed in accordance with this section.

2. Qualifications of Board Members

- a. Members of the Board shall represent a diverse set of backgrounds and interests.
- b. No more than one officer or official of the City may serve on the Board.
- c. At least one member of the Ethics Board shall be a former judicial officer or have expertise in ethics acquired through education or experience.

3. Method of Appointment

- a. The Mayor shall nominate Board members for confirmation by the City Council . Members shall be nominated individually, not in groups of two or more persons. Confirmation of each member shall require a unanimous vote of the City Council.
- b. The Mayor and City Council shall work cooperatively to ensure that any person who is nominated enjoys the required support of the City Council. Nominations shall be presented at meetings of the City Council where all seven Councilmembers are present.

4. Terms of Appointment

- a. Board members shall be appointed to terms of three years; however, the first two members nominated by the Mayor and confirmed by the City Council shall initially serve one year terms to achieve staggered ending dates.
- b. If a member is appointed to fill an unexpired term, that member's term shall end at the same time as the term of the person being replaced.
- c. Each member shall continue to serve until a successor has been appointed, unless the member is removed or resigns.

5. Removal of Board Members

- a. The absence of any member of the Board from three (3) official consecutive meetings, unless the Board has excused the absence for good and sufficient reasons as determined by the Board, shall constitute a resignation from the Board.
- b. The appointing authority may remove a member for inappropriate conduct before the expiration of the member's term. Before removing a member, the appointing authority shall specify the cause for removal and shall give the member the opportunity to make a personal explanation. Before removing the member who is jointly appointed, either the Mayor or the Council shall specify the cause for removal and shall give the member the opportunity to make a personal explanation.

6. Compensation

Members of the Ethics Board shall serve without compensation. A member who is an officer or employee of the City shall not receive any additional compensation for serving on the Ethics Board. Members may be reimbursed for reasonable expenses pursuant to the rules of the City.

7. Rules

The City Council shall approve all rules, which have been adopted by the Ethics Board, by resolution.

8. Consultation with City Attorney

The Ethics Board may consult with the City Attorney or special counsel appointed by the City Attorney regarding legal issues which may arise in connection with the Board's duties and functions under this Ethics Program.

ARTICLE VI - DEFINITIONS

For purposes of the Ethics Program, the following definitions shall apply.

"Confidential Information" means (a) specific information, rather than generalized knowledge, that is not available to the general public on request or (b) information made confidential by law.

"Direct official action" means any action which involves:

1. Negotiating, approving, disapproving, administering, enforcing, or recommending for or against a contract, purchase order, lease, concession, franchise, grant, or other similar instrument in which the City is a party. With regard to "recommending," direct official action occurs only if the person making the recommendation is in the formal line of decision-making;
2. Enforcing laws or regulations or issuing, enforcing, or regulating permits;
3. Selecting or recommending vendors, concessionaires, or other types of entities to do business with the city;
4. Appointing and terminating employees, temporary workers, and independent contractors.
5. Doing research for, representing, or scheduling appointments for an officer, official, or employee, provided that these activities are provided in connection with that officer's, official's, or employee's performance of 1 through 4 above.

Direct official action does not include acts that are purely ministerial (that is, acts which do not affect the disposition or decision with respect to the matter). With regard to the approval of contracts, direct official action does not include the signing by the Mayor, City Manager, or other official as required by law, unless the official initiated the contract or is involved in selecting the contractor or negotiating or administering the contract. A person who abstains from a vote is not exercising direct official action.

"Direct line of supervision" means the supervisor of an employee and the supervisor of an employee's supervisor.

"Elected Official" means a member of the City Council.

"Gift" means any favor, reward, or gratuity and any money, good, service, travel, event ticket lodging, dispensation, or other thing of value that is given, sold, rented or loaned to a person without reasonable compensation and that is not available to the general public on the same terms and conditions. Any honoraria or payment for participation in an event will be considered a gift.

"Immediate family" means husband, wife, son, daughter, mother, father, grandmother, grandfather, grandchildren, brother, sister, domestic partner and spouse of the above. The term includes any minor children for whom the person, or his or her domestic partner, provides day-to-day care and financial support. A "domestic partner" is an unmarried adult, unrelated by blood, with whom an unmarried officer, official, or employee has an exclusive committed relationship, maintains a mutual residence, and shares basic living expenses.

"Major Contractor" means any person, corporation, company, firm, business or other entity doing business over \$5,000 with the City under one contract or annually.

"Rule of Necessity" shall be interpreted and defined in accordance with RCW 42.36.090, which provides: In the event of a challenge to a member or members of a decision-making body which would cause a lack of a quorum or would result in a failure to obtain a majority vote as required by law, any such challenged member(s) shall be permitted to fully participate in the proceeding and vote as though the challenge had not occurred, if the member or members publicly disclose the basis for disqualification prior to rendering a decision. Such participation shall not subject the decision to a challenge by reason of violation of the appearance of fairness doctrine.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:20 PM) Sustainable Transportation Planning - Deputy Mayor Schneider,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

Council discussion.

SUMMARY:

The City Council will discuss options related to sustainable transportation planning.

FISCAL IMPACT:

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

BACKGROUND:

See attached proposal.

ATTACHMENTS:

[Sustainable Transportation Proposal](#)

[Sustainable Transportation Proposal Redline](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

A 10-year Strategy to Update and Implement the Bainbridge Island Sustainable Transportation Plan

COBI 2016 Comprehensive Plan Update, Transportation Element, Transportation Vision 2036:

“Bainbridge Island has a safe, dependable, properly maintained, and fiscally responsible, multimodal transportation system. The system provides good facilities for non-motorized users and pedestrians and good access to transit, consistent with and supporting the other Elements of the Comprehensive Plan. The transportation system improves mobility and safety for all users while respecting the character of neighborhoods and maintaining a climate resilient environment. The system is regionally coordinated, adequately financed, and community supported.”

PROPOSAL: Hire an expert in community consensus-building and active transportation who will work with stakeholders and the public to create measurable goals and a strategy for building out sustainable transportation infrastructure that is aligned with *Transportation Vision 2036*.

Recent reports on climate change indicate that we need to make massive behavioral changes to reduce our carbon footprint, and our reliance on automobiles for primary means of transportation is a sizable contributor. Sustainable transportation initiatives that aim to reduce single-driver trips and offer car-free options to Islanders should be at the core of our efforts

Decades of dedicated committee volunteers and City staff efforts have produced detailed plans for a long list of non-motorized transportation projects. Each project has been thoughtfully scored and documented. But this planning by itself has not compelled public and stakeholder support, and the recent failure of a ballot measure for funding is the latest proof.

Transportation is changing. Car-sharing, ride-share companies such as Uber and Lyft, e-bikes, and bike/scooter sharing are transforming communities. Imagine how weekend and late-night ferry commutes might change if the last-mile problem could be solved with community supported last-mile home, designed to fit the needs and transportation requirements of the user? Further, we must look to our Comprehensive Plan and utilize our Neighborhood Centers as hubs for these above activities, ensuring geographic equity in our approach and as broad access to these initiatives as possible.

Recent Bainbridge Island surveys show that up to 60% of respondents want and would use new infrastructure for “active transportation” if it felt safe, compared to roughly [5%?] who currently use active transportation. Bike and car sharing could make housing more affordable by reducing the need for parking requirements. And Bainbridge Island has a built-in incentive to save the cost of a car on the ferry; we can use ferry metrics to help measure success.

A successful outcome of this proposal will:

- Build consensus and support from stakeholder groups to achieve the greatest sustainable transportation benefit for the most people.
- Define inspiring and measurable goals against which all individual projects can be measured. Measurable goals for instance could to reduce the growth of vehicle use

- Provide neutral expertise (i.e. not from stakeholders) that can challenge our perceived constraints, suggest best practices, share success stories from other comparable small town/rural communities, apply creative problem solving, and get consensus on appropriate standards and guidelines for meeting our goals.
- Include formal partnership from other jurisdictions (Bainbridge taxing districts, Kitsap Transit, WSDOT) to maximize opportunities for new solutions and support for those solutions.
- Communicate a compelling vision and high-level plan based on these goals and partnerships, with appropriate visualizations, technology enhancements, illustrations, and narrative to tell a story that is accessible to all islanders.

To address these needs for updated infrastructure strategy and planning, the City will:

1. Request the formal involvement of the BI Parks District, the BI School District, and any other interested government entities such as Kitsap Transit and WSDOT in the development of a new strategy.
2. Issue a Request for Proposal for an expert individual or firm with rich experience in active transportation and community consensus-building to work with stakeholders and the public to establish measurable community goals, evaluate the entirety of the City's [Island-Wide Transportation Plan](#) against these goals, and create a strategy for building out the sustainable transportation infrastructure over the next 10 years.

THE PROCESS

The Facilitator will lead a process that includes the steps listed below.

- A. Determine the stakeholders who will be involved and how they will be involved, including: City staff; the City Multi-Modal Transportation Advisory Committee; Climate Change Advisory Committee; the Race Equity Task Force; the City Council or a subset thereof; other jurisdictions such as the Parks District and the School District; and members of the public. The exact method of involving all of these stakeholders will be decided by the Council with the input of the Facilitator.
- B. Identify the measurable community goals that will be used to guide the Plan and project selection (the "Community Goals"). Goals could be related to safety, integration with public transportation, or reducing the number of vehicle trips.
- C. A thorough and holistic review of the Island's transportation infrastructure, which will include the following:
 - Review existing conditions/infrastructure to identify gaps between current state and the community goals
 - Review list of currently identified projects to assess/rank projects for their ability to achieve/support the community goals
 - Identify/propose new projects that have the ability to achieve/support the community goals
- D. Review and assessment of the current non-motorized systems plan.
- E. A thorough review and assessment of the current public transportation system on the Island and options for increasing ridership with last-mile solutions that could include new forms of active transportation.

- F. Develop a set guidelines and standards that shall apply to all projects to be built, such as width and paving options for separated paths; width and separation of bike shoulders; requirements for native restoration of disturbed landscapes; etc.
- G. Develop a multimedia presentation of the Plan that provides the narrative, clarity, and specificity needed to communicate with and inspire residents.
- H. Make recommendations for education, promotion, and incentives to increase use of infrastructure.

A 10-year Strategy to Update and Implement the Bainbridge Island Sustainable ^[MT1]Transportation Plan

COBI 2016 Comprehensive Plan Update, Transportation Element, Transportation Vision 2036:

“Bainbridge Island has a safe, dependable, properly maintained, and fiscally responsible, multimodal transportation system. The system provides good facilities for non-motorized users and pedestrians and good access to transit, consistent with and supporting the other Elements of the Comprehensive Plan. The transportation system improves mobility and safety for all users while respecting the character of neighborhoods and maintaining a climate resilient environment. The system is regionally coordinated, adequately financed, and community supported.”

PROPOSAL: Hire an expert in community consensus-building and active transportation who will work with stakeholders and the public to create measurable goals and a strategy for building out sustainable transportation infrastructure that is aligned with *Transportation Vision 2036*. ^[MT2]^[MT3]

Recent reports on climate change indicate that we need to make massive behavioral changes to reduce our carbon footprint, and our reliance on automobiles for primary means of transportation is a sizable contributor. Sustainable transportation initiatives that aim to reduce single-driver trips and offer car-free options to Islanders should be at the core of our efforts

Decades of dedicated committee volunteers and City staff efforts have produced detailed plans for a long list of non-motorized transportation projects. Each project has been thoughtfully scored and documented. But this planning by itself has not compelled public and stakeholder support, and the recent failure of a ballot measure for funding is the latest proof.

Transportation is changing. Car-sharing, ride-share companies such as Uber and Lyft, e-bikes, and bike/scooter sharing are transforming communities. Imagine how ~~bus ridership~~ weekend and late-night ferry commutes might change if the last-mile problem could be solved with ~~a carry-on e-scooter~~ community supported last-mile home, designed to fit the needs and transportation requirements of the user? Further, we must look to our Comprehensive Plan and utilize our Neighborhood Centers as hubs for these above activities, ensuring geographic equity in our approach and as broad access to these initiatives as possible.

Recent Bainbridge Island surveys show that up to 60% of respondents want and would use new infrastructure for “active transportation” if it felt safe, compared to roughly [5%?] who currently use active transportation. Bike and car sharing could make housing more affordable by reducing the need for parking requirements. And Bainbridge Island has a built-in incentive to save the cost of a car on the ferry; we can use ferry metrics to help measure success.

A successful outcome of this proposal will:

- Build **consensus and support from stakeholder groups to achieve the ~~biggest~~ greatest sustainable transportation benefit for the most people.**
- Define **inspiring and measurable goals** against which all individual projects can be measured. Measurable goals for instance could to reduce the growth of vehicle use

- Provide **neutral expertise** (i.e. not from stakeholders) that can challenge our perceived constraints, suggest best practices, share success stories from other comparable small town/rural communities, apply creative problem solving, and get consensus on appropriate standards and guidelines for meeting our goals.
- Include **formal partnership from other jurisdictions (Bainbridge taxing districts, Kitsap Transit, WSDOT)** to maximize opportunities for new solutions and support for those solutions.
- Communicate a compelling vision and ~~sh~~high-level plan based on these goals and partnerships, with appropriate **visualizations, technology enhancements, illustrations, and narrative** to tell a story that is accessible to all islanders.

To address these needs for updated infrastructure strategy and planning, the City will:

1. Request the formal involvement of the BI Parks District, the BI School District, and any other interested government entities such as Kitsap Transit and WSDOT in the development of a new strategy.
2. ~~Hire a person or firm~~[Issue a Request for Proposal for an expert individual or firm with rich experience](#) in active transportation and community consensus-building to work with stakeholders and the public to establish measurable community goals, evaluate the [entirety of the section of the City's Island-Wide Transportation Plan](#) against these goals, and create a strategy for building out the [sustainable transportation](#) infrastructure over the next 10 years.

THE PROCESS

The Facilitator ^[MT4] will lead a process that includes the steps listed below.

- A. Determine the stakeholders who will be involved and how they will be involved, including: City staff; the City Multi-Modal Transportation Advisory Committee; Climate Change Advisory Committee; the Race Equity Task Force; the City Council or a subset thereof; other jurisdictions such as the Parks District and the School District; and members of the public. The exact method of involving all of these stakeholders will be decided by the Council with the input of the Facilitator.
- B. Identify the measurable community goals that will be used to guide the Plan and project selection (the "Community Goals"). Goals could be related to safety, integration with public transportation, or reducing the number of vehicle trips.
- C. A thorough ~~review and assessment of the current non-motorized systems plan~~[and holistic review of the Island's transportation infrastructure](#), which will include the following:
 - Review existing conditions/infrastructure to identify gaps between current state and the community goals
 - Review list of currently identified projects to assess/rank projects for their ability to achieve/support the community goals
 - Identify/propose new projects that have the ability to achieve/support the community goals
- D. Review and assessment of the current non-motorized systems plan.
- E. A thorough review and assessment of the current public transportation system on the Island and options for increasing ridership with last-mile solutions that could include new forms of active transportation.

F. Develop a set guidelines and standards that shall apply to all projects to be built, such as width and paving options for separated paths; width and separation of bike shoulders; requirements for native restoration of disturbed landscapes; etc.

~~G. Develop a two-prong Plan. One prong will have a list of non-motorized projects and public transportation initiatives to be funded over the next ten years using the City's regular recurring revenue. The other prong will include the work identified in the first prong and will also include a list of the non-motorized projects and public transportation initiatives to be funded using revenue from a ballot measure that is approved by the public. The elements of each prong of the Plan must be clearly prioritized and chosen to meet the Community Goals defined earlier in the process.~~

~~H.G.~~ _____ Develop a multimedia presentation of the Plan that provides the narrative, clarity, and specificity needed to communicate with and inspire residents.

~~H.H.~~ Make recommendations for education, promotion, and incentives to increase use of infrastructure.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:50 PM) Discussion of Councilmember Nassar's Situation - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

Council discussion.

SUMMARY:

Discussion related to Councilmember Nassar's situation.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:00 PM) Subdivision Guidelines and Standards Update - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

Discussion.

SUMMARY:

The purpose of tonight's agenda item is to provide the City Council with a summary of the ongoing update to the City's subdivision regulations. A high level overview of the project to date is provided in the background materials. Anticipated next steps and timeline include:

Planning Commission public hearing -- Mid-February

Planning Commission final recommendation -- end of February

First City Council review of Planning Commission recommendation -- Early March

City Council adoption of revised subdivision regulations -- Early April

FISCAL IMPACT:

Amount:

Ongoing Cost:

One-Time Cost:

Included in Current Budget?

BACKGROUND:

Beginning in early 2018, the City began a comprehensive update to its subdivision regulations. This project originated to address the City Council's expressed concerns related to development and growth in adopting a temporary moratorium on the acceptance of certain development applications, including subdivisions. The

primary focus of this project is to implement the vision of the City's Comprehensive Plan by translating goals and policies related to residential growth and development patterns into specific guidelines and standards for subdivision development.

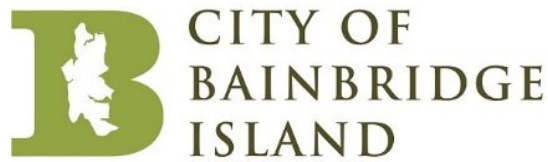
ATTACHMENTS:

[20190122 Memo Subdivision Ordinance Overview.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Department of Planning and Community Development

Memorandum

Date: January 22, 2019
To: City Council
From: Christy Carr, AICP, Senior Planner
Subject: **Subdivision Update Overview**

Introduction and Overview

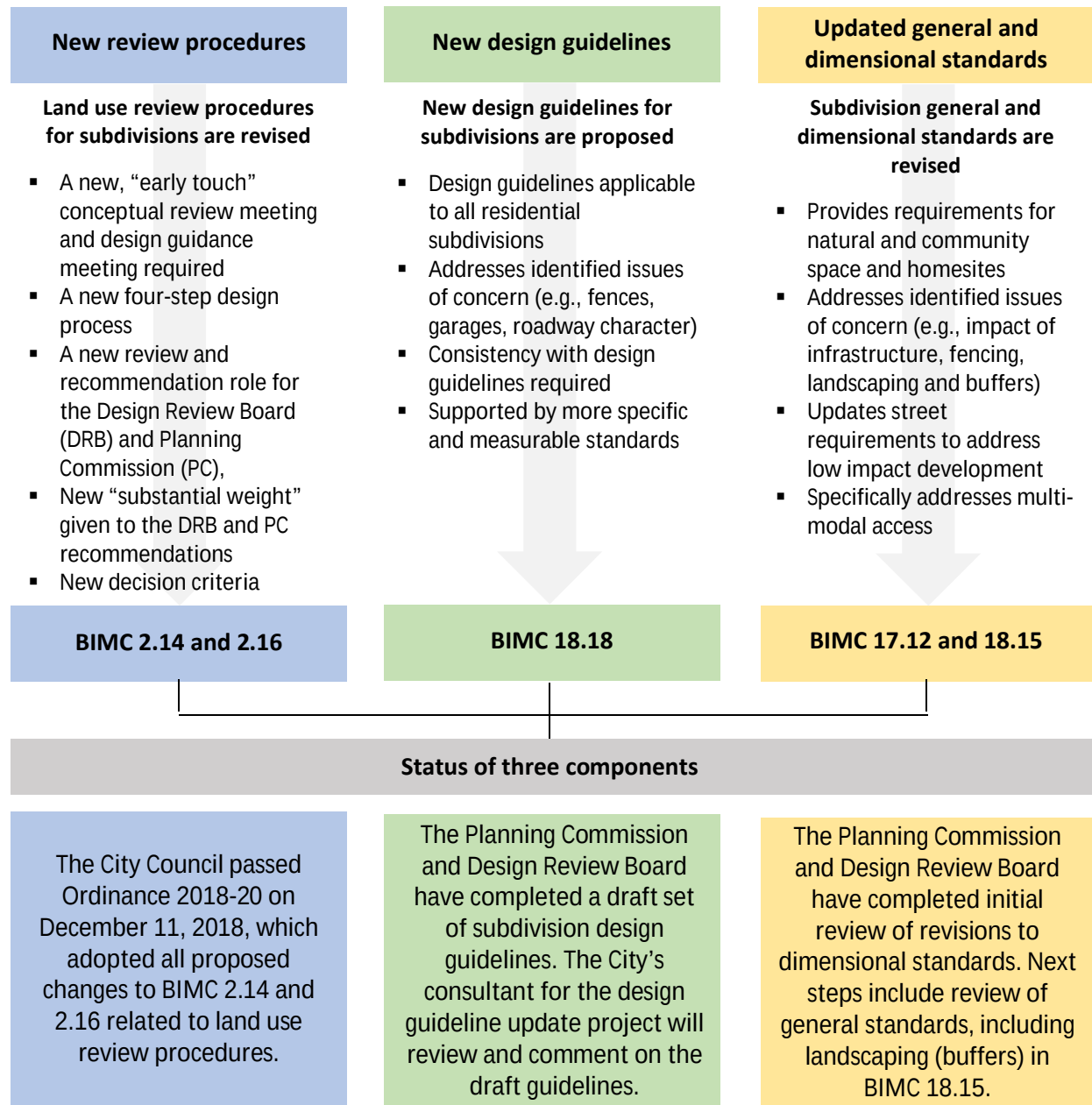
Beginning in early 2018, the City began a comprehensive update to its subdivision regulations. This project originated to address the City Council's expressed concerns related to development and growth in adopting a temporary moratorium on the acceptance of certain development applications, including subdivisions. The primary focus of this project is to implement the vision of the City's Comprehensive Plan by translating goals and policies related to residential growth and development patterns into specific guidelines and standards for subdivision development.

The overall purpose of the proposed revisions is to craft a subdivision ordinance that directs the planning and design of future residential developments in a manner that respects the natural resources of the land and preserves the character and function of the landscape. A further purpose is to develop regulations that result in livable neighborhoods -- a mix of housing types designed with pedestrians and non-motorized transportation in mind, where spaces exist for safe play and recreation, and for neighbors to gather and socialize.

The purpose of this memorandum is to provide a summary of work to date and the proposed approach and tools under consideration and discussion at the Planning Commission. Information presented includes:

- Section I. Overview of Major Components of Subdivision Update: Three Major Components
- Section II. Summary of Key Changes
- Section III. Draft Subdivision Design Guidelines
- Section IV. Draft Subdivision Dimensional Standards
- Section V. Additional Background for Creating Conservation Subdivisions In R-0.4 Zoning
- Section VI. Supporting Comprehensive Plan Goals and Policies

I. Overview of Major Components of Subdivision Update: Three Major Components



II. Summary of Key Changes

Changes are proposed for each of the three major components outlined above: review procedures, design guidelines, and standards. The City's existing subdivision and general standards are located in BIMC 17.12, BIMC 18.12 (dimensional standards), and BIMC 18.15 (landscaping). One organizational change proposed is to consolidate all standards related to subdivisions into one title of the municipal code (Title 17). The majority of proposed changes to Title 17 are to Chapter 17.12, subdivision design standards.

A summary of key changes is provided below. For reference, Comprehensive Plan goals/policies they are intended to implement are provided following the summary.

Review Procedures

A number of new and revised review procedures are proposed to specifically address Comprehensive Plan policy LU 6.8:

Review and specify the authority and the role of the Design Review Board, Hearing Examiner, Planning Commission and City Council in the land use development review and decision-making process. Land use actions can be ministerial, quasi-judicial and legislative in nature. As part of this review, consider a role for the Planning Commission and/or Design Review Board in reviewing preliminary long subdivisions.

In addition to revisions to the role for the Planning Commission (PC) and Design Review Board (DRB), a number of changes are proposed to implement new, more robust, and comprehensive land use review procedures, including new required "early touch" conceptual and design guidance meetings, narrative language around the new review and recommendation roles for the DRB and PC, and new requirements, at the City Council's request, that these recommendations carry "substantial weight" with the decision-maker. Proposed revisions include:

Conceptual review meeting: A new conceptual review meeting is added as the first step in the review process. The conceptual proposal review meeting is a means of screening subdivision proposals in their earliest stages of design before costly engineered plans are completed and proponents are committed to a particular design. This early touch allows review bodies to dialogue in an informal manner with the applicant, review the design guidelines and comprehensive plan goals and policies applicable to the site, and explore design concepts and/or options. Submittal requirements include a statement of intent, site analysis, and context map. The site analysis and context map show existing features on which to base design decisions. *A waiver from this review requirement may be requested.*

Design guidance meeting: A new design guidance review meeting is added as the second step in the review process (this meeting is currently optional for other types of major projects). The design guidance review meeting is intended to provide input and guidance to an applicant on consistency with applicable design guidelines and comprehensive plan goals and policies, including recommendations for how the project could be revised to achieve greater consistency. Submittal requirements include a schematic design, documentation of the four-step design process (described below), and completed design guidelines checklist.

Four-step design process: As part of the design guidance meeting, subdivision proponents are required to document use of the four-step design process. A key feature to conservation design, this process reverses the conventional site planning approach which typically begins by laying out the streets, lot lines, and building footprints as the first part of the process. Instead of first identifying development

areas, the four-step conservation design process begins by identifying what areas are best for preserving and those areas of the site that can best accommodate development. The four steps include: (1) delineate natural area, (2) locate homesites and community space, (3) define access, and (4) draw lot lines.

Community meeting: As part of the pre-application phase, applicants are currently required to “host” a community meeting. This requirement is not changing, except that the meeting will now be held by the Planning Commission. The intent is to give the public a more formal venue for getting information and providing input and give the Planning Commission an earlier look at the proposed project.

Review and recommendation role for the Design Review Board and Planning Commission: A new review and recommendation meeting for each of these land use review bodies is required. These meetings are currently required for other types of major projects. The intent of adding them as a requirement for subdivisions is to better ensure a proposed project’s consistency with applicable design guidelines, BIMC Title 17 and 18, and the Comprehensive Plan.

“Substantial weight” given to the DRB and PC recommendations: New review procedures require that the Design Review Board’s recommendation must hold substantial weight in the consideration of the application by the Planning Commission and the Planning Commission’s recommendation must hold substantial weight in consideration of the application by the Director and Hearing Examiner. Any deviation from the recommendations must be documented in written findings and conclusions.

Decision criteria: Several new decision criteria are added that the Hearing Examiner must determine are met, including safe routes to school, consideration of existing physical characteristics, and requirements for common space maintenance.

Design Guidelines

A new set of design guidelines was created for residential development within subdivisions. These design guidelines do not apply to residential development outside of subdivisions. The purpose of the design guidelines is to define the qualities of subdivisions that make for successful projects and neighborhoods within the context of the City’s Comprehensive Plan, and to serve as a tool for guiding applicants to meet those expectations through the City’s design review process.

The guidelines are separate and in addition to mandatory standards (such as setbacks, homesite size and separation). The guidelines are less quantitative than standards and may be interpreted with some flexibility for specific applications while assuring conformance with the community’s vision and goals for development.

Design guidelines are organized by topic, ranging from island – neighborhood – site – infrastructure – homesite. Each topic includes an intent and guideline. Draft subdivision design guidelines are attached.

Updated general and dimensional standards

Subdivision standards effectively shape the “look and feel” of subdivision development and ultimately have long term impacts on the character and function of the landscape and surrounding neighborhood. Many of the identified issues of concern (see bottom of page 2) can be tied directly to one or more standards. As such, a focus of the subdivision update project is a revision to these standards so that they result in subdivision development reflective of Comprehensive Plan goals and policies.

Subdivision standards are scattered throughout the municipal code, including dimensional standards (BIMC 18.12 -- Table 18.12.020-1 Flexlot Subdivision Dimensional Standards for Residential Zone

Districts), general standards (BIMC 17.12.040), and landscape standards (BIMC 18.15). Work to date includes revisions to dimensional and general standards, while future work will review and revise landscape standards as needed.

The most significant change to the general standards is the elimination of the flexlot design process.

There will no longer be an “open space” or “cluster” option – all residential subdivisions will follow the same set of standards. The new, single standard will essentially merge the two options, and require both the designation of open space (renamed “natural area”) and the clustering of homesites. The approach borrows key concepts from “conservation design” and “conservation subdivisions” dating back over 40 years to Ian McHarg’s seminal book *Design with Nature* (1969) and Randall Arendt’s books *Rural by Design* (1994; updated 2015) and *Conservation Design for Subdivisions* (1996). This type of “conservation design” differs from “conventional design” by first protecting the important natural features of a site and then placing homesites on the remaining area instead of dispersing the development area throughout the site without regard to the site’s existing physical landscape. The City’s proposed approach, however, is not a strict adherence to all principals of conservation design – it is a tailored approach intended to meet the City’s unique regulatory and physical landscape and address specific planning goals and policies and identified issues of concern. As with the City’s current subdivision standards, the new approach must locate lots and infrastructure outside of critical areas with density calculated based on the total site area (critical areas and their buffers are not subtracted from the site area when determining density). There is no decrease in allowable density (number of lots). This approach includes new and revised subdivision standards, including:

Increased/decreased natural area requirement: The current “open space option” requires retention of up to 25 percent of the site’s “valued open space features”. The term “open space” is changed to “natural area” to reflect that the space is not “open” to all uses. The proposal includes revised requirements across the range of zoning districts. Natural area requirements are increased in the island’s conservation area (R-0.4, R-1, and R-2 zoning districts) to 55, 45, and 30 percent, respectively, and remain the same or are decreased in other districts. A site’s required aquifer recharge protection area (ARPA) would serve as its natural area; therefore, a site may have more than its required natural area.

New community space requirement: In order to “create community” instead of simply divide land, a new community space requirement is proposed. The intent is to achieve the creation of more livable neighborhoods, with shared active use community space (vs. more passive use/protected natural area). The amount of required community space varies, again, across the range of zoning districts and is mandatory in all districts except for R-0.4, where the required amount of open space can be, at the applicant’s option, added instead to the natural area.

Required (not optional) homesite clustering and maximum homesite area (size): A homesite is essentially the development area within a residential subdivision lot. As noted earlier, the current “cluster option” has maximum “homesite” size and homesite separation (the maximum distance apart homesites can be). The proposed change is that clustering of homesites is not optional, it is required in all zoning districts. The maximum homesite size for the R-0.4 zoning district (10,000 square feet) is not changing. The maximum homesite size for all other districts is being slightly reduced. The maximum homesite separation (25 feet) is not changing. Currently, the homesite size is effectively created by other dimensional standards such as “building to lot line” or “building to street.” This is illustrated by the orange lines on the subdivision aerial view on page 3 – everything within the orange line is the “development area” and can be cleared. Limiting development to a maximum homesite size (in the example it would be 7,500 square feet) would reduce the overall disturbance and development area by over 75 percent (the development area in the example is over 30,000 square feet on each lot).

Particularly in the island's conservation area (R-0.4, R-1, and R-2 zoning districts), the mandatory homesite clustering and maximum homesite area (size) will serve to consolidate the development area within a smaller footprint. Segregating (i.e., not clustering) building sites requires that longer roads and utilities connect them – increasing site disturbance as well as impervious surface area (roads), which, in turn, increases the size of required stormwater facilities. There is also a beneficial fiscal impact for the City when infrastructure footprint is minimized (roads, stormwater), because the City has to own and maintain it in perpetuity.

To support this approach, a number of **new and revised dimensional standards** are proposed. Some existing standards are revised to better reflect home size (e.g., sideyards and distance to exterior boundary line) and some new standards are proposed to support new general standards (e.g., shared garage sideyard). These dimensional standards follow the same format as the existing BIMC 18.12 -- Table 18.12.020-1 Flexlot Subdivision Dimensional Standards for Residential Zone Districts. Draft proposed dimensional standards are attached.

New and revised general standards are also proposed to provide more specificity related to other City standards and plans (e.g., City of Bainbridge Island Design and Construction Standards, Island-Wide Transportation Plan) and/or provide measurable standards that are more quantitative than design guidelines. These include, in part, revised standards for streets and vehicle access, septic systems, and landscaping, and new standards for remote/shared parking, multi-modal access, and fencing. To date, the Planning Commission has discussed general standards but has not reviewed them in depth.

Additional background information regarding applicability of this approach to the R-0.4 zoning district is provided at the end of this memorandum, in the form of questions and answers.

III. Draft Subdivision Design Guidelines

Subdivision design guidelines will be located with the rest of the City's design guidelines, in BIMC Chapter 18.18. Chapter 17.12 will provide a reference to Chapter 18.18 and the design guidelines document, "Design Guidelines for Residential Subdivisions." Existing language from BIMC 18.18:

18.18.030 Specific design regulations and guidelines.

All development shall comply with the design regulations and guidelines applicable to that type of development as set forth in this section and the reference documents, which are adopted as part of this title by reference. In the event of a conflict between two or more design standards or regulations, the more specific shall apply.

Proposed new section in BIMC 18.18.030 to support this structure:

A. Residential Subdivision Development. Residential developed in accordance with BIMC 17 shall comply with those design guidelines contained in "Design Guidelines for Residential Subdivisions."

Proposed new section in BIMC 17.12.040 to support this structure:

The purpose of these design guidelines is to define the qualities of subdivisions that meet the guiding principals, goals, and policies of the City's Comprehensive Plan and to serve as a tool for guiding individual projects to meet those expectations through the city's land use review procedures. The design guidelines offer a forum for the public to participate in discussions about new subdivisions in their neighborhood, and as a means of allowing flexibility in the application of development standards and zoning requirements. An applicant may be granted a departure from the development standards and zoning requirements by demonstrating that an alternative design better meets the intent of the design guidelines.

All residential subdivisions shall comply with the residential subdivision design guidelines, and shall also comply with the standards of BIMC 17.12.040 (General residential subdivision standards) and with the standards of BIMC 17.12.060 (Special requirements for critical and shoreline areas and designated resource lands) as applicable.

Topic	Design Guideline
	Words/phrases in bold will have a definition in Title 17.
Island Character	Intent: Preserve and maintain Island character . Guideline: Subdivisions should reflect the special character of the island which includes downtown Winslow's small town atmosphere and function, neighborhood centers, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation. **Subsequent discussion that this guideline would be too challenging to implement.
Neighborhood Context	Intent: To reflect and/or enhance the context provided by existing roadway character and neighboring properties. Guideline: Site design should support the purpose of the zoning district in which the development is located, complement the existing character of specific neighborhoods, provide continuity with adjoining properties and, where necessary, provide transition between land uses and protect privacy of residents on adjacent properties.

Topic	Design Guideline
Natural Area	Intent: To incorporate forested and/or other natural areas into site design in such a way that ecological and aesthetic integrity, qualities, and values are preserved or restored. Guideline: The required natural area shall be treated as a feature intrinsic to the subdivision design in order to maintain existing on- and off-site ecological processes and provide an asset of value to subdivision residents.
Natural Site Conditions	Intent: To preserve and integrate existing natural site patterns and features throughout the site. Guideline: Site development should be designed to preserve and integrate the natural conditions of the site, including existing topography, native trees and vegetation, drainage patterns, and ecological features based on an inventory and analysis of existing conditions. Homesite and infrastructure placement should complement natural topography and retain native vegetation to the maximum extent feasible.
Historic and Cultural Resources	Intent: To preserve important historic and cultural resources. Guideline: Site design should maximize opportunities for preserving historic and cultural structures, and retain historic landscape features and connections.
Stormwater	Intent: Integrate stormwater facilities in site design with emphasis on infiltration and dispersion practices. Guideline: Stormwater facilities shall utilize existing drainage patterns and be designed as a site amenity, where feasible. Low impact development practices shall be used throughout the site to minimize the size of ponds or vaults. Open stormwater facilities (ponds and bioswales) shall provide a natural appearance through layout, design and landscape treatment, including shallow side slopes, curvilinear configuration, and use of native vegetation.
Septic Systems	Intent: To minimize impact of septic facilities. Guideline: Design and locate sewage facilities to minimize site disturbance and native vegetation removal and utilize shared systems where feasible.
Water Conservation	Intent: To protect the Island's finite groundwater resources and adapt to the impacts of a changing climate. Guideline: Water conservation measures shall be considered in site design including use of native and drought tolerant vegetation, rainwater capture, and water reuse.
Community Space	Intent: To promote a shared sense of community. Guideline: Community spaces should function as an integral part of the development and be located adjacent to as many homesites as is feasible.
Cluster Homesites	Intent: To promote interaction within the community and facilitate the efficient use of land by reducing disturbed areas, impervious surfaces, utility extensions and roadways. Guideline: Homesites shall be located in cluster groupings and, to the extent feasible, the efficient location of infrastructure shall be used to maximize the undeveloped area.
Solar Access	Intent: To provide solar access for wellbeing and energy production.

Topic	Design Guideline
	Guideline: Site design, including street, lot, and homesite layout and orientation, should allow for passive and active solar access. Massing of buildings, tree retention, and introduced vegetation should take into account the effects of shade.
Access and Circulation	Intent: To provide a practical and pleasant network of multi-modal circulation. Guideline: Adequate provisions for pathways and other pedestrian/bicycle amenities connecting various parts of the development, the surrounding road or trail network, and adjacent parcels should be included in site design.
Motor Vehicles	Intent: To minimize the prominence of motor vehicle use and storage. Guideline: Site design and features related to motor vehicle use and storage should be minimized. Site design shall consider shared driveways, minimum road widths, traffic calming measures such as Woonerfs and chicanes, and shared or clustered parking areas or structures.
Homesite Design	Intent: To efficiently configure building footprint(s) and allowed uses within a homesite. Guideline: Homesite configuration should consider compact and energy-efficient home and site design with massive houses on small lots strongly discouraged.
Diversity in House Design	Intent: To provide a range of home sizes and designs to achieve diversity in visual appearance and affordability. Guideline: House designs should be varied in size, massing, and frontage character using methods such as varied floor plans, staggered front yard setbacks, building modulation, and changes in exterior materials. Houses should display shared architectural features to establish continuity and harmony.
Facing Public Streets	Intent: To reinforce neighborliness of homes along a public street. Guideline: Houses along interior public streets should orient the entry toward the street and avoid the use of solid walls and fences. Garages along the front façade should be de-emphasized by recessing vehicular entrances or locating the garage behind or on the side of the house.

IV. Draft Dimensional Standards

Table 17.12.0XX-1 Subdivision Dimensional Standards

[Numbers in brackets indicate additional requirements listed at the end of the table.]

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC
MINIMUM LOT AREA												
Short and Long Subdivision	If the site is not served by a public sewer system, the minimum individual lot area shall be determined by the Kitsap Public Health District in accordance with Section 15 of the Kitsap County Board of Health Ordinance 2008A-01, Amended June 7, 2011, <i>Onsite Sewage System and General Sewage Sanitation Regulations</i> , as amended.											
	If the site is served by a public sewer system, there is no minimum lot area.											
	Individual lots may contain portions of natural and community space and access easements.											
Large Lot Subdivision	5 ac or 1/128th of a section, whichever is smaller.											
	Individual lots may contain portions of natural area and community space and access easements.											
MAXIMUM DENSITY (Minimum lot area per dwelling unit)												
Note: Subdivisions containing irregularly shaped lots and lots containing critical areas may not be permitted to achieve maximum density. Additional regulations on density may apply pursuant to:												
(a) BIMC 16.20.160.F.5.a, Additional Development Standards for Regulated Uses, Land Divisions and Land Use Permits, Density Calculation												
Short, Long and Large Lot Subdivisions	The maximum number of lots permitted shall be calculated by dividing the total lot area of the property (without deducting areas to be dedicated as public rights-of-way or areas to be encumbered by private road easements) by the minimum lot area for standard lots in the zone district.											
Base Density (minimum lot area)	100,000 sq. ft.	40,000 sq. ft.	20,000 sq. ft. [1]	15,000 sq. ft.	12,500 sq. ft.	10,000 sq. ft.	8,500 sq. ft.	7,260 sq. ft.	5,400 sq. ft.	3,100 sq. ft.	8,500 sq. ft.	See FAR table
Bonus Density pursuant to BIMC 18.12.030.A (minimum lot area)	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	3,630 sq. ft.	2,074 sq. ft.	N/A	N/A
NATURAL AREA [x]												
Note: xxxx												
Minimum percentage of total site	55%	45%	30%	25%	25%	20%	15%	N/A	10%	5%	15%	5%
Minimum width	50 ft.											
COMMUNITY SPACE [x]												
Note: xxxxx												

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC
Minimum percentage of total site	5%	7.5%	10%	15%						10%	15%	10%
HOMESITE [x]												
Note: Refer to definition of homesite and standards for homesites.												
Maximum size	10,000 sq. ft.	7,500 sq. ft.	6,500 sq. ft.	5,500 sq. ft.	4,500 sq. ft.	3,500 sq. ft.	3,500 sq. ft.	N/A	3,000 sq. ft.	2,250 sq. ft.	3,500 sq. ft.	2,250 sq. ft.
Maximum separation – homesite	25 ft.											
HOME SIZE												
Maximum size	N/A								1,600 sq. ft.			
MAXIMUM LOT COVERAGE [3]												
Short and Long Subdivision	Same as applied to the entire property that is the subject of the subdivision application, a portion of which shall be assigned to each lot at the time of preliminary plat approval.											
Large Lot Subdivision	10%	15%	20%	N/A	N/A	N/A	N/A	N/A	25%	40%	N/A	N/A
MINIMUM SETBACKS [4]												
Note: Landscaped areas may serve as setbacks (i.e., setbacks are not in addition to landscaped areas), and some encroachments into setback areas are permitted pursuant to BIMC 18.12.040.												
Note: Additional setbacks may be required by:												
(a) Chapter 16.08 or 16.12 BIMC, or												
(b) Chapter 16.20 BIMC, Critical Areas, or												
(c) BIMC 16.28.040, mining regulations, or												
(d) BIMC 18.09.030, Use-specific standards, or												
(e) BIMC 18.12.030.F, Shoreline Structure Setbacks, or												
(f) BIMC 18.15.010, landscaping and screening.												
[x] attached or zero lot line allowed in all districts but R-0.4 if building is 1,600 sf or less												
[x] ADUs do not need to meet TOTAL building to homesite boundary setback – only minimum setback; must be located within homesite.												
Building to homesite boundary Net building size 1,600 sq. ft. or less Minimum/total [x]	5 ft. min., 10 ft. total						3 ft. min., 10 ft. total					

ZONING DISTRICT DIMENSIONAL STANDARD	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	NC	MUTC
Building to homesite boundary Net building size 1,601 sq. ft. or more Minimum/total	15 ft. min., 50 ft. total	10 ft. min., 25 ft. total	5 ft. min., 20 ft. total		10 ft. min., 20 ft. total	5 ft. min., 20 ft. total	5 ft. min., 15 ft. total	N/A	5 ft. min., 10 ft. total		3 ft. min., 10 ft. total	
Building to exterior plat boundary line Net building size 1,600 sq. ft. or less	25 ft.	15 ft.		10 ft.		5 ft.						
Building to exterior plat boundary line Net building size 1,601 sq. ft. or more	25 ft.					10 ft.					5 ft.	
Building to SR 305 right-of-way	75 ft.	75 ft.	75 ft.	N/A	25 ft.	N/A	N/A	N/A	25 ft.	N/A	25 ft.	25 ft.
Building to arterial and collector rights-of-way	25 ft.	10 ft.										
Building to all other streets	10 ft.							5 ft.				
Building to trail, natural or community space or access easement (except for natural areas that are also roadside or landscape buffers)	10 ft.					5 ft.					10 ft.	5 ft.
Shoreline Jurisdiction	See Table 16.12.030-2, Dimensional Standards Table, and BIMC 18.12.030.F, Shoreline Structure Setbacks. For properties abutting the shoreline, the native vegetation zone required by BIMC 16.12.030 and Table 16.12.030-3 replaces the zoning setbacks along the water.										N/A	
GARAGE DIMENSIONAL STANDARDS Note: xxxxx												
Shared garage to public ROW	0 feet											
Private garage to public ROW	10 feet											
Garage to private access	0 feet											
Shared garage to shared garage	10 feet											
Shared garage maximum length	60 feet											
MAXIMUM BUILDING HEIGHT Note: Bonus may not be available in the shoreline jurisdiction												
Short, Long, and Large Lot Subdivisions	Height requirements for standard lots apply [4]											

[1] The base density for that parcel in the Lynwood Center special planning area designated as R-2 is one unit per 20,000 sq. ft., but may be increased up to 3 units per acre; provided, that a public access easement is granted for that portion of the parcel that lies to the south of Point White Drive along the waters of Rich Passage. The base density of some parcels in the Fort Ward historic overlay district may be increased as shown in BIMC 18.24.070. [3] Educational, governmental, cultural, religious, and health care within residential zone districts must be processed as major conditional use permits pursuant to BIMC 2.16.110.E. [4] Setbacks from rights-of-way may be reduced to maintain neighborhood character by establishing building setbacks equal to or greater than the existing building setbacks on the adjacent properties. Where there are no developed properties adjacent to the property being subdivided, the setbacks in Table 18.12.020-1 shall apply.

V. Additional Background for Creating Conservation Subdivisions in R-0.4 Zoning

1. The Comprehensive Plan's First Guiding Principle Must Guide Subdivision Design

Comprehensive Plan Guiding Principle #1

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

Yes, but there are a number of additional goals and policies that must also guide subdivision design (see end). Current residents, for the most part, expressed strong support for the Comprehensive Plan update, which includes a number of goals and policies related to the development pattern in the residential district inclusive of the R-0.4, 1 and 2 districts. "Cluster development" and "conservation villages" are both provided as tools to achieve the preferred development pattern in the residential district (see definitions at end of comprehensive plan goals and policies).

2. How Will Scenic Views and Scenic and Winding Roads Be Protected?

Rural By Design states that "Conservation design can be used to protect scenic viewsheds along roads where maintaining rural character is a policy goal." Pg. 312. How will that be accomplished through our subdivision site plan guidelines and standards? Requiring that subdivisions in R-0.4 located homes in close proximity to proposed or existing roads will result in multiple homes being built along the roadways. This can wall off the natural area views, thereby changing the rural character of the R-0.4 areas of the island

It is unclear where the notion that clustering is required to be close to existing roads came from. That has never been proposed, and the ARPA specifically includes a provision that allows driveways to go through the ARPA in order to access the area of a site most suitable for development.

Additionally, it is not anticipated that the existing requirement for roadway buffers will be eliminated or decreased. Subdivisions in R-0.4 will not be required to be located in close proximity to existing "frontage" roads. Homes within subdivisions will be required to be located close to the interior road to minimize impervious surface area and tree removal. "Scenic viewsheds" do not include interior subdivision roads.

3. How Would Mandatory Conservation Design Requirements Be Satisfied In Light Of Mandatory ARPA and Other CAO Requirements?

Conservation subdivision design is intended to protect natural resources. How will these design guidelines be integrated into our mandatory ARPA and other CAO provisions, and which guidelines and standards will control when there is a conflict?

As with the current (existing) subdivision standards, conservation subdivisions would require that all provisions of the CAO are met. See BIMC 17.12.060:

A. Critical Areas.

1. Any portion of a short or long subdivision, large lot subdivision, nonresidential or multifamily subdivision that contains a critical area as defined in Chapter 16.20 BIMC must conform to all requirements of that chapter.

2. Any portion of a short or long subdivision, large lot subdivision, or a nonresidential or multifamily subdivision shall comply with the fencing and signage requirements of BIMC 17.12.030.A.8.a or B.2.g, as applicable.

As with the current (existing) subdivision standards, natural space/area (conservation area) will be prioritized. See existing BIMC 17.12.030:

3. Prioritization of Valued Open Space. The relative desirability of different types of open space is ranked in Table 17.12.030-2, and proposed open space subdivisions shall design open spaces to include areas with higher priority rankings if possible. If a subdivision site contains a particularly exceptional or rare open space feature that is lower in priority, the applicant and/or city may choose to preserve that feature over those higher in the table. Where valued open space features are present and some portion of those features is adjacent to the same or other listed valued features in Table 17.12.030-2, the protected open space should be designed to include those areas contiguous to valued open space features on adjacent properties.

Table 17.12.030-2: Valued Open Space Features for Open Space Short and Long Subdivisions

Priority	Open Space Feature	Notes
1.	Critical Areas (as defined in Chapter 16.20 BIMC), Areas Contiguous with Critical Areas and Their Buffers	All critical areas and their associated buffers shall be preserved. [The ARPA would be added here.]
2.	Native Forests and Significant Trees	Significant trees identified consistent with the standards of the landscaping ordinance (BIMC 18.15.010) should be preserved. [This would be revised or deleted because it is included in the ARPA.]
3.	Trails and Greenways	Trails and greenways should be preserved.
4.	Pastures, Meadows, Orchards, and Farmland	Pastures, farmland and land areas currently or traditionally used in agriculture should be preserved. Where possible, the size and configuration of pasture and farmland areas should permit commercially viable farming.
5.	Shoreline View Areas	Shoreline areas identified consistent with the provisions of the shoreline management plan (Chapter 16.12 BIMC) that are suitable for public access and habitat area should be considered.
6.	Mature Vegetation on Ridgelines	Mature vegetation found on ridgelines of community significance (as viewed from off site) should be preserved. [This would be revised or deleted because it is included in the ARPA.]
7.	Wildlife Corridors	Designated wildlife corridors as adopted by Resolution No. 2001-12 should be preserved.

The Planning Commission's recommendation for required natural space in the "ARPA zones" is below the maximum ARPA requirement (R-0.4, 55%; R-2, 45%; R-1; 30%). There are at least two potential scenarios: 1) The required ARPA area is more than the required natural space area and 2) the required natural space area is less than the required ARPA area. In scenario 1, the ARPA would govern, because all subdivisions must comply with the CAO. In scenario 2, the natural area would be the ARPA + whatever priority open space features are present on the site. It should be noted that using the existing subdivision standards, some subdivisions end up with more than the required open space due to the presence of critical areas and their buffers. This would not change.

4. Why are we proposing to make conservation subdivision design mandatory in R-0.4? What does it accomplish in light of our mandatory ARPA and CAO requirements?

Rural by Design acknowledges that some jurisdictions mandate conservation design, at least in some districts, but that such an approach can be politically difficult to adopt. One option the author proposes is to make conservation design permitted as a matter of right but require conventional design to obtain a conditional use permit. This seems cumbersome and unnecessary when we already have mandatory ARPA requirements that will accomplish much of what conservation design is intended to do in the rural areas – conserve the most valuable natural space. A second option is described as allowing full density only in conservation design districts, and restricting conventional design to half that number of house lots. This seems very controversial with little gain in light of our ARPA and CAO requirements.

Recent legislative history does not indicate that the City Council is shying away from adopting regulations that are politically difficult. We are currently in the middle of a development moratorium, they passed an emergency landmark tree ordinance, and passed the critical areas ordinance, which includes several politically difficult provisions. That aside, it has never been suggested that the conservation subdivision approach would include downzoning – allowing fewer lots than the underlying density.

The ARPA preserves native vegetation to maximize groundwater recharge. Subdivision development has impacts beyond vegetation removal – soil compaction and removal, or eliminating upper soil layers, shallow depressions, and natural drainage patterns. All of this can and does occur outside of preserved open space and, the bigger that area gets, the bigger the adverse impact. Clustering reduces the overall impervious surface area because developed lots are sited relatively close together which minimizes the length of streets and sidewalks to connect them, as well as utility infrastructure. Clustering limits the size of the area of disturbance, reducing impacts.

Segregating (i.e., not clustering) building sites requires that longer roads and utilities connect them – this increases site disturbance as well as impervious surface area (roads), which, in turn, increases the size of required stormwater facilities. It is important to consider all of the site features of a subdivision – including roads, stormwater, septic – when thinking about site layout. We want to minimize all of these. There is also a beneficial fiscal impact for the City when infrastructure footprint is minimized (roads, stormwater), because the City has to own and maintain it in perpetuity.

There is also the potential that a site may have little natural space (for example, 30% in the R-2 zone, as currently proposed by the Planning Commission) or that an applicant may elect to use the recharge module and would effectively have no ARPA – in these cases, clustering becomes even more important.

In other parts of the country where conservation subdivisions are optional, a very small percentage of subdivisions end up being conservation subdivisions. By making them mandatory, the City can ensure that progress toward achieving the development pattern envisioned in the Comprehensive Plan is more certain, and not based on voluntary action. In other communities where cluster (conservation) subdivisions are optional, it is generally because some sort of incentive is offered (e.g., increased density, approval by right, etc.). The City, to date, is not contemplating offering incentives in exchange for clustering. An improved TDR program or inclusionary zoning program may or may not change that. If there is no incentive, would people choose it? If they didn't choose it, would we maximize the opportunity to "limit clearing, soil disturbance, promote low impact development and reconcile development and conservation" as articulated in the Comprehensive Plan for the R-0.4 zoning district?

5. Why are we requiring community space in the R-0.4 zoning areas?

It is unclear to me why we would mandate community space in a low density area where many, if not most, of the subdivisions are likely to be short plats of 4 homes or less. If the goal of conservation design is to preserve the highest amount of natural area, mandating some of that as community space seems to be inconsistent. And if community space is required, it should be in an open area located within natural space, to preserve as much natural space as possible. Perhaps one option would be to mandate community space in subdivisions of 10 homes or more.

There are other goals of the subdivision update than just preserving the highest amount of natural area. The Comprehensive Plan includes a number of goals and policies that speak to housing diversity and creating livable neighborhoods:

Policy HO 3.1

Encourage innovative zoning regulations that increase the variety of housing types and choices suitable to a range of household sizes and incomes in a way that is compatible with the character of existing neighborhoods. Examples of innovative approaches are cottage housing development, conservation villages, stacked or common-wall housing, tiny houses and accessory dwelling units.

Policy HO 3.6

Develop standards to encourage development of small to mid-size single-family housing units. These provisions may include a framework to permit small-unit housing development such as tiny houses, micro units and cottage housing.

GOAL HO-6

Facilitate the provision of a diverse affordable housing stock in all geographic areas of the community.

Policy HO 6.7

Support the development of livable neighborhoods.

Livable Neighborhood: Livable neighborhoods are places that are affordable to diverse populations with a mix of housing types. They are designed with pedestrians and non-motorized transportation in mind, where children can play safely outdoors, and where public spaces exist for recreation and for neighbors to gather and socialize.

Cluster Development: A development design technique that concentrates buildings in specific areas on a site to allow the remaining land to be used for recreation, common open space, and preservation of environmentally sensitive areas. Cluster development allows the reduction of lot sizes below the zoning ordinance's minimum requirements if the remaining land is preserved as permanent open space.

6. How Will Drainfield Location Be Selected To Ensure They Are Located on the Most Suitable Soils?

Rural by Design describes one of the advantages of a conservation subdivision as using the most permeable and suitable soils on a site for drainfields, either on individual lots or grouped in a common area. This technique avoids compaction of other soils on the site and enhancing stormwater infiltration and groundwater recharge. How will this be accomplished in our proposed subdivision standards and other mandatory requirements, such as ARPA/CAO?

A site analysis is required as part of the conceptual proposal meeting. The analysis will indicate where suitable soils are for drainfields. There are many options for on-site septic facilities which take more or less space or result in more or less site disturbance – some of these options are allowed within the ARPA. The site analysis should dictate where all site development occurs, including drainfields.

7. Does Mandatory Conservation Design Reduce Flexibility To Work With Natural Features of the Land?

By requiring adoption of conservation design and restricting the location of homes, flexibility to work around natural features of the land – significant trees, wetlands, geotechnically hazardous areas, wildlife corridors, natural vegetation, etc. – seems to be reduced or potentially eliminated.

For example, 4 homes could be built in a subdivision on a 10-acre parcel in the R-.04 zone. If they must be clustered together, there has to be a suitable building site that excludes all of the above natural features, is not included in an ARPA, does not include critical areas or trees that are required to be retained, and is close to an existing or proposed road. Those are a lot of criteria to meet, and the natural areas on that parcel of land may dictate that the homes be placed in different areas on the land to protect the existing natural areas.

Mandatory conservation design that adopts “clustering” reduces or eliminates the flexibility to place the homes where protection of the natural areas suggests they should be built. It also could require that an existing home on a parcel to be subdivided would have to be “clustered” with any additional homes, even if the existing home is not located in an ideal place for such clustering. This is particularly important because most subdivisions in the R-0.4 zoning will be short subdivisions or 4 or fewer homes, with many occurring on land that already has a home on it.

This example assumes that all natural areas must be preserved. This is not true, there does not have to be a building area that is outside of all natural areas. [The development area must be outside of all critical areas. The number of allowed lots may be reduced if there is not enough room outside of critical areas. This is not a change, this is a current requirement.] Only that portion of the site that is required to be preserved must be preserved (either 65% per ARPA or 55% per the Planning Commission’s current recommendation for required natural area). As such, there will most likely be natural area/features that are not preserved. The point of the 4-step design process is that you delineate the natural areas first and, using the site analysis, preserve the most important natural features.

The location of any existing home will not necessarily dictate the location of additional homes. Other jurisdictions include a specific provision that this would not be a requirement (that new homes would need to be clustered around an existing home). The City’s existing flexlot cluster option already includes this standard: The location of homesite cluster groups is not required to be located near any existing home on the property.

The subdivision potential in the R-04 zone does include largely 4-lot subdivisions; however, no analysis has been done to determine how many of these lots already have an existing home.

Existing Number of Parcels	Unit Potential/ Lot Through Subdivision
R-0.4	
2	20+ lots
2	15-20 lots
1	10-14 lots
25	5-9 lots
46	4 lots

8. Conservation Design Could Produce Development Not Anticipated By Current Residents in R-0.4 Zoning

Current residents in the R-0.4 zone do not anticipate that multiple homes could be built on adjacent lots, based on the City's zoning code and the Comprehensive Plan, which seeks to preserve the open, pastoral nature of the R-0.4 areas on the island. Currently, existing residents can anticipate one home will be built on each 2.5-acre lot. On a 10-acre lot, leaving 7.5 acres in open space and building 4 homes on a single 2.5-acre lot does not mitigate the impact to neighboring residents of those 4 homes on 2.5 acres, particularly if those 4 homes are located on an adjoining lot line. This is particularly of concern because most subdivisions in R-0.4 are likely to be short subdivisions, and the location of any existing home could dictate the location of additional homes if conservation design is mandatory.

Existing residents cannot realistically anticipate that one home will be built on each 2.5-acre lot because the City's current subdivision regulations rarely result in one home being built on a 2.5-acre lot due to the flex lot design standards:

Hidden Cove Estates – No 2.5 acre lots; only one over 2 acres

Sunny Hill (off Fort Ward Hill Road) – One over 2.5 acre; average 1.95 acre

Bristle Ridge – No 2.5 acre lots; none over 2 acres

Yankee Girl – No 2.5 acre lots; none over 1 acre

Quitslund – No 2.5 acre lots; largest lot 1.1 acre

The location of any existing home will not necessarily dictate the location of additional homes. Other jurisdictions include a specific provision that this would not be a requirement (that new homes would need to be clustered around an existing home). The City's existing flexlot cluster option already includes this standard: The location of homesite cluster groups is not required to be located near any existing home on the property.

Perimeter buffers are required for the City's existing cluster subdivision option. The Planning Commission has discussed increasing these buffers, which would mitigate any impact to neighboring residents. The entire subdivision update cannot be designed on the assumption that some share of existing residences in the R-0.4 zone are sitting on the property line they may someday share with a

subdivision and that no buffer would be required. Further, those existing homes should be outside of the required yard setback on their property (rear or side – 25 or 15 feet, respectively).

Additionally, the Planning Commission has discussed a design guideline that addresses neighborhood context, including adjacent residences:

Intent: To reflect and/or enhance the context provided by existing roadway character and neighboring properties.

Guideline: Site design should support the purpose of the zoning district in which the development is located, complement the existing character of specific neighborhoods, provide continuity with adjoining properties and, where necessary, provide transition between land uses and protect privacy of residents on adjacent properties.

9. Perpetual Management Of Mandatory Large Open Space Areas Must Be Addressed.

As acknowledged in *Rural by Design*, open space in conservation subdivisions must be owned and maintained in perpetuity by an entity, such as a homeowners association, or deeding the open space to the City or Parks to manage, where it presumably would become public open space. This requires time and money, and it should be addressed in the Site Plan Design Guidelines and Subdivision Standards. This issue also goes directly to the question of lot lines and tax parcels – what would homeowners in a conservation subdivision in the R-0.4 zone actually own and be legally and financially responsible for?

This is not a new issue. The City's current open space subdivision option includes required open space that must be owned and maintained in perpetuity by an entity. This is prescribed in the current subdivision standards. Open space can be owned by one person, and HOA, or another entity. An open space management plan, and full set of covenants, conditions, and restrictions (CC&Rs) – outlining ownership, easements, and maintenance – are required to be submitted at the preliminary plat phase. Maintenance and CC&R references are required to be shown on the face of the plat. This would not change and could be revised to address any specific issues of concern.

VI. Supporting Comprehensive Plan Goals and Policies

Land Use Element

Policy LU 1.2

Outside of Winslow and the Designated Centers, the Island has a rural appearance with forested areas, meadows, farms and winding, narrow, heavily vegetated roadways. These characteristics represent an important part of the Island's special character that is so highly valued by its residents.

As important as preserving Island character is to its residents, of equal importance is the protection of the Island's environmentally sensitive areas. These outlying areas contain much of the Island's sensitive areas – the major recharge areas for the Island's aquifers, wetlands and streams that serve a variety of important functions. Much of the area serves as fish and wildlife habitat. There is strong public support to encourage a pattern of development that preserves and protects this portion of the Island.

GOAL LU-4

As part of a long-term Island-wide Conservation and Development Strategy, focus residential and commercial development in designated centers, increase a network of conservation lands, maximize public access while protecting the shoreline, minimize impacts from the SR 305 corridor and conserve the Island's ecosystems and the green and open character of its landscape.

Policy LU 4.1

Focus development and redevelopment on the Island over the next fifty years in designated centers that have or will have urban levels of services and infrastructure while increasing conservation, protection and restoration on the Island, including shorelines, especially where there is interaction between the fresh and saltwater environments.

Policy LU 4.10

Lands shown on Fig. LU-3 as "Conservation Areas" are appropriate for residential, recreational, agricultural, habitat and open space uses. The City will use a variety of conservation tools, including public acquisition of certain properties, regulatory protection of critical areas and innovative tools such as aquifer conservation zoning and conservation villages to minimize the development footprint within these Conservation Areas.

Policy LU 4.11

To the greatest degree practical, prohibit clearcutting and grading of the natural landscape.

GOAL LU-5

Focus Urban Development in Designated Centers

The Plan focuses residential, commercial, and industrial growth in Winslow and other designated centers with urban services such as the Neighborhood Centers, and the industrial centers at Day Road, and Sportsman Triangle. Collectively, Winslow, the Neighborhood Centers, and the two industrial centers constitute Bainbridge Island's designated centers.

This is a change from the 1994 and 2004 Plans both of which specified a numeric growth strategy as follows: accommodate 50% of the population growth in Winslow through the year 2012 and accommodate 5% of population growth in the Neighborhood Centers. The balance of the growth was to be absorbed throughout the remainder of the Island.

Policy LU 5.1

Winslow is the urban core of the Island while the Neighborhood Centers are smaller-scale mixed-use centers. In order to achieve the goals of the GMA this Plan:

- Encourages development in areas where public facilities and services exist or can be provided in an efficient and effective manner.
- Provides a vibrant, pedestrian-oriented core.
- Reduces sprawl.
- Provides choice of housing location and lifestyle.
- Maintains and protects environmentally sensitive and resource lands.
- Encourages the retention of open space.
- Maintains and enhances fish and wildlife habitat.

GOAL LU-6

Ensure a development pattern that is true to the Vision for Bainbridge Island by reducing the conversion of undeveloped land into sprawling development. Encourage improvement of aging or underutilized developments over development of previously undeveloped property.

Policy LU 6.1

Land use designations reflect the priority of Bainbridge Island to remain primarily residential and agricultural with nonresidential development concentrated in the designated centers.

Policy LU 6.5

Process applications for development approval on Bainbridge Island within the timelines established in the City's land development regulations in order to ensure affordability, fairness, citizen notification and predictability in the land development process.

Policy LU 6.8

Review and specify the authority and the role of the Design Review Board, Hearing Examiner, Planning Commission and City Council in the land use development review and decision-making process. Land use actions can be ministerial, quasi-judicial and legislative in nature. As part of this review, consider a role for the Planning Commission and/or Design Review Board in reviewing preliminary long subdivisions.

GOAL LU-12

Conserve ecosystems and the Island's green, natural, open character.

Policy LU 12.1

Preserve the conservation area outside designated centers through a land use pattern which will enhance the character of the area – forested areas, meadows, farms, scenic and winding roads that support all forms of transportation – and the valuable functions the conservation area serves on the Island (i.e., aquifer recharge, fish and wildlife habitat, recreation).

Policy LU 12.2

Protect open space, critical areas and agricultural uses through public and private initiatives such as open space tax incentives, conservation villages, PUDs, transfer and purchase of development rights, public land acquisition, greenways, conservation easements, landowner compacts or limiting the amount of lot coverage.

Policy LU 12.3

Encourage the aggregation of nonconforming lots of record and undeveloped subdivisions and short plats in order to achieve a development pattern that is consistent with goals of the Plan to preserve open space, provide greenways through the Island, protect environmentally sensitive areas and protect water resources.

Policy LU 12.6

Work with Kitsap Public Health District to allow innovative solutions for on-site sewage treatment including community septic and grey water systems.

Policy LU 12.7

Consider allowing a density bonus in exchange for dedicating a portion of property into conservation as open space, farmland or public access. Priority should be given to conserving these lands near more densely developed areas.

Develop context-sensitive regulations for residential development in areas designated R-2, R-1 or R-0.4, in order to limit clearing, soil disturbance, promote low impact development and reconcile development and conservation.

Policy LU 14.1

The Residential District area is designated for less intensive residential development and a variety of agricultural and forestry uses.

Policy LU 14.2

Encourage residential development that is compatible with the preservation of open space, forestry, agricultural activities, and natural systems. Accessory farm buildings and uses are allowable.

Policy LU 14.3

Maintain the natural and scenic qualities of the Island by limiting residential density.

Housing Element**GOAL HO-1**

Make steady progress toward the following aspirational targets for increasing the diversity of housing types and the supply of affordable housing.

GOAL HO-3

Promote and maintain a variety of housing types to meet the needs of present and future Bainbridge Island residents at all economic segments in a way that is compatible with the character of the Island and encourages more socio-economic diversity. Partner with community non-profit organizations and local and regional private and public entities in carrying out the following policies.

Policy HO 3.1

Encourage innovative zoning regulations that increase the variety of housing types and choices suitable to a range of household sizes and incomes in a way that is compatible with the character of existing neighborhoods. Examples of innovative approaches are cottage housing development, conservation villages, stacked or common-wall housing, tiny houses and accessory dwelling units.

Policy HO 3.6

Develop standards to encourage development of small to mid-size single-family housing units. These provisions may include a framework to permit small-unit housing development such as tiny houses, micro units and cottage housing.

GOAL HO-6

Facilitate the provision of a diverse affordable housing stock in all geographic areas of the community.

Policy HO 6.6

Consider the merits of programs and regulations pioneered by other communities to discourage the land, energy and natural resource consumptive pattern of large single-family homes. Adopt amendments to City programs and development regulations as appropriate.

Policy HO 6.7

Support the development of livable neighborhoods.

Environmental Element**Goal EN-4**

Encourage sustainable development that maintains diversity of healthy, functioning ecosystems that are essential for maintaining our quality of life and economic viability into the future.

Policy EN 4.1

Employ conservation design methods and principles such as low impact development techniques for managing storm and waste water, green building materials, high-efficiency heating and lighting systems.

Policy EN 5.3

The protection and enhancement of mature trees, and fish and wildlife habitat are important criteria used when evaluating the preservation of open space as part of development techniques such as clustering, flexible lot design subdivisions and transfer of development rights (TDRs).

Policy EN 15.3

Where land that had historically been used for agriculture is being subdivided for residential development, a portion should be reserved for agricultural use or community gardens. Existing traditional agricultural lands should be included in the open space of clustered development.

Policy EN 18.2

When acreage classified as timberlands or forest land is being converted to residential or agricultural use promote protection of the most valuable trees and forested area and compact development to limit the extent of clearing and soil disturbance.

Policy EN 19.3

In pre-application conferences and as part of the review of development applications, encourage property owners to maximize the preservation of trees and to maintain and enhance the cohesive quality of tree groves through appropriate site design and construction methods as well as open space dedication of areas that contain these resources.

Incentives such as a building height bonus could be used to encourage tree preservation greater than the preservation required by code during site design. Update Guidelines for Commercial and Mixed Use

Projects including Guidelines for Lynwood Center, Island Center and Rolling Bay to incorporate tree preservation practices and policies.

Glossary

Cluster Development: A development design technique that concentrates buildings in specific areas on a site to allow the remaining land to be used for recreation, common open space, and preservation of environmentally sensitive areas. Cluster development allows the reduction of lot sizes below the zoning ordinance's minimum requirements if the remaining land is preserved as permanent open space.

Conservation Villages: A development form that concentrates housing on a relatively small portion of the total site, with the larger portion of the site left untouched as dedicated conservation easement. The housing may take the form of common wall structures and/or detached units placed close by one another, situated to minimize the cost of running roads and serving utilities and maximizing the retention of scenic views, open space, natural contours, and vegetation. The techniques used to concentrate buildings may include reduction in lot sizes, building setback and/or bulk requirements. An increase in density may be considered only if appropriate limitations are placed on building footprint, bulk, shape, location, orientation, or other site or building design details.

Context Sensitive Design: Site, landscaping, architectural, or engineering design that is compatible with a development's setting, the contours of the land and natural systems on-site and immediately off-site, and that is compatible with the character, location and configuration of improvements and uses on adjacent properties.

Cottage Housing: A grouping of small, single family dwelling units clustered around a common area and developed with a coherent plan for the entire site. Cottage units typically have a shared common area and coordinated design and may allow densities that are somewhat higher than typical in single-family neighborhoods. Cottage housing offers a degree of privacy and some of the benefits of single-family housing combined with the lower cost and maintenance of attached housing. The clustered arrangement can contribute to a sense of community.

Island Character: For purposes of the Bainbridge Island Comprehensive Plan the term is used to describe the special character of the Island - winding, narrow and vegetated roadways and forested areas, meadows, farms, and which contain much of the Island's wetlands and streams, aquifer recharge areas and fish and wildlife habitat.

Livable Neighborhood: Livable neighborhoods are places that are affordable to diverse populations with a mix of housing types. They are designed with pedestrians and non-motorized transportation in mind, where children can play safely outdoors, and where public spaces exist for recreation and for neighbors to gather and socialize.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:20 PM) Resolution No. 2019-08 (Formerly Resolution No. 2018-33), Relating to Transportation Benefit District Fee Increase - Finance,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

I move to approve Resolution No. 2019-08.

SUMMARY:

Resolution No. 2019-08 proposes to increase the Transportation Benefit District vehicle license fee from the current \$20 per vehicle license to \$30. As proposed, the increase to the vehicle license fee will sunset on January 22, 2023.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND:

On December 4, 2018, the City Council discussed a potential \$10 fee increase for vehicle license fees. The current vehicle license fee is \$20. The current fee generates roughly \$400,000 per year in revenue. The increased fee is expected to generate an additional \$200,000, for a total annual amount of \$600,000. Revenue from this fee is collected in the City's Transportation Benefit Fund. Through the budget process, money is transferred out of the fund to eligible projects and programs.

On December 11, 2018, the Council discussed how best to spend an increase to the Vehicle License Fee. As a result of the discussion and per the Council's direction, associated with this Resolution are two other

Resolutions for consideration at this January 22, 2019 Council meeting: one to adopt proposed changes to the City's Financial Policies related to use of the Fee revenue, and another to further specify how a portion of that revenue will be used.

On January 8, 2019, the Council directed staff to modify Resolution No. 2019-08 so that it sunsets after four years. Accordingly, attached is an updated version of Resolution No. 2019-08, which by its terms will sunset on January 22, 2023, which is four years after the effective date of the resolution if adopted on January 22, 2019.

At Council's request City staff researched the City of Seattle's Vehicle License Fee Rebate program. Of note is that the City of Seattle is discontinuing their program in 2020 due to the cost and administrative burden. We are currently researching the legal issues of tying a vehicle license fee rebate program to our current utility discount program. The City's current utility discount program only includes income qualified seniors and disabled persons. To develop a vehicle license rebate program the City would need to develop a localized income eligibility qualification table for those not included in the current utility discount program.

ATTACHMENTS:

[Resolution No. 2019-08, Relating to Transportation Benefit District Fee Increase](#)

FISCAL DETAILS:

Fund Name(s): Other

Coding:

RESOLUTION NO. 2019-08

A RESOLUTION of the City of Bainbridge Island, Washington, approving an increase of the vehicle license fee from \$20 to \$30, as allowed under RCW 36.73.065.

WHEREAS, on August 22, 2012, the City Council adopted Ordinance No. 2012-14, establishing the Bainbridge Island Transportation Benefit District; and

WHEREAS, RCW 36.73.065 authorizes a transportation benefit district to impose, by majority vote of the district's governing board, a fee of up to \$40.00 if a \$20.00 vehicle fee has been imposed for at least twenty-four months; and

WHEREAS, on January 9, 2013, the Bainbridge Island Transportation Benefit District adopted TBD Resolution No. 2013-01, establishing a \$20.00 vehicle license fee in accordance with RCW 36.73.065; and

WHEREAS, on December 1, 2015, the City Council adopted Ordinance No. 2015-31, assuming the rights, powers, functions, and obligations of the Bainbridge Island Transportation Benefit District in accordance with Chapter 36.74 RCW; and

WHEREAS, in accordance with RCW 82.80.140, the new vehicle license fee may not be collected until six months after approval of the increase by the City Council; and

WHEREAS, the City Council finds it to be in the best interest of the City to increase the vehicle fee from the current amount of \$20.00 to \$30.00 and to use the additional revenue from the increase in the vehicle license fee for eligible projects and programs under Chapters 36.73 and 36.74 RCW that are specific to traffic calming and climate change mitigation.

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

Section 1. In accordance with RCW 36.73.065, an annual vehicle license fee in the amount of \$30 is established to be collected and administered by the Washington State Department of Licensing on qualifying vehicles as set forth in RCW 82.80.140 and Chapters 36.73 and 46.17 RCW.

Section 2. The vehicle license fee shall take effect for notices mailed in 2019 for vehicle license renewals due as soon thereafter as the Washington State Department of Licensing is reasonably able to incorporate collection of the \$30.00 fee. Provided that, in accordance with RCW 82.80.140(4), vehicle license fees will not be collected sooner than six months after the passage of this resolution.

Section 3. The revenues received from the \$30.00 license fee shall only be expended on transportation projects approved by the City Council.

Section 4. This resolution shall take effect immediately after its passage and shall remain in full force and effect until January 22, 2023.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor this ____ day of _____, 2019.

By: _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.

December 31, 2018
January ____, 2019
2019-08



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:30 PM) Resolution No. 2019-07 (Formerly Resolution No. 2018-38), Updating Financial Policies Relating to Use of Transportation Benefit Fund Fee Increase - Finance,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

I move to approve Resolution No. 2019-07.

SUMMARY:

Consideration of a resolution amending the City's Financial Policies to address the use of revenue resulting from an increase to the City's vehicle license fee.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND:

During the discussions of the 2019-2020 Proposed Budget, the Council requested that staff bring a resolution to increase the vehicle license fee from \$20 to \$30 and the Council provided guidance as to the use of the new revenue during the budget discussions. On December 4, 2018, the Council considered a draft resolution to increase the vehicle license fee and discussed ways to direct staff on the spending of additional revenue due from an increase in the vehicle license fee. The discussion continued on December 11, 2018, and on January 8, 2019.

Staff suggested that the Council provide guidance through the City's Consolidated Financial Policies and provided draft revised financial policies for consideration with new language to direct the spending of the

additional revenue from an increased vehicle license fee to projects and programs specific to traffic calming and climate change mitigation. New language is highlighted in yellow in the attached resolution to indicate changes responsive to Council's direction.

Revenue from the vehicle license fee is deposited into the City's Transportation Benefit Fund. Through the budget process, money is transferred out of the fund to eligible projects and programs. Use of all Transportation Benefit Fund monies is approved by the Council through the budget appropriation process.

ATTACHMENTS:

[Resolution No. 2019-07, Updating the City's Financial Policies](#)

FISCAL DETAILS: The current car tab fee of \$20 per license generates roughly \$400,000 in annual revenue. The increased rate of \$30 per license is expected to generate an additional \$200,000, for a total of \$600,000 per year.

Fund Name(s): Other

Coding:

RESOLUTION NO. 2019-07

A RESOLUTION of the City of Bainbridge Island, Washington, updating the City's consolidated set of financial and budget policies to provide direction on eligible spending to be supported with Transportation Benefit Fund revenues.

WHEREAS, the City Council ("Council") is responsible for setting financial policy 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, in accordance with Chapter 35A.34 RCW and Chapter 2.82 BIMC, the City prepares a biennial budget with a mid-biennial review; and

WHEREAS, the Council wishes to update the City's consolidated set of Financial and Budget Policies ("Financial Policies") guiding Council action, which Financial Policies are administered by the City's Administration ("Administration"); and

WHEREAS, the Council desires to update the Financial Policies to provide direction on the types of eligible spending to be supported with Transportation Benefit Fund revenue as authorized by Chapters 36.73 and 36.74 RCW; and

WHEREAS, in the past, the Council has approved policies and passed resolutions related to Financial Policies that continue to guide City financial practices, including, but not limited to: Resolution No. 1993-52, which establishes investment policies; Resolution No. 2008-01, which establishes an Emergency Rainy Day Reserve Fund and a Contingency Reserve within the General Fund; Resolution No. 2008-14, which establishes debt management policies; Resolution No. 2010-35, which set targets for General Fund reserves; Resolution No. 2013-13, which provides that funds from the City's utilities shall not be expended for general governmental services; Resolution No. 2014-17, which sets a minimum fund balance policy for the General Fund; Resolution No. 2016-20 adopting a Municipal Securities Disclosure Policy, which establishes public disclosure rules for City-issued municipal securities; Resolution No. 2016-18, which establishes procedures for the surplus and sale of City real property; Resolution No. 2016-19, updating the consolidated Financial Policies; and Resolution No. 2018-07, updating the consolidated Financial Policies.

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

SECTION 1. PURPOSE

The primary purpose of the Financial Policies is to provide guidelines for the 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 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.

City programs and services support achievement of the following results, as identified and approved by the Council:

- Green, Well-Planned Community
- Healthy and Attractive Community
- Reliable Infrastructure and Connected Mobility
- Safe City
- Vibrant Economy
- Good Governance

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 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.

On an annual basis, Transportation Benefit Fund revenue will be distributed in the following manner: two-thirds will be applied to eligible projects and programs under Chapters 36.73 and 36.74 RCW for preservation of the roads network, and one-third will be applied to eligible projects and programs under Chapters 36.73 and 36.74 RCW that are specific to traffic calming and climate change mitigation.

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.

On a periodic basis, 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 in to 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 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.

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 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 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.

General Fund Minimum Fund Balance. The City shall maintain a minimum fund balance of 25% of ongoing 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.

Utility Fund Reserves

Capital Contingency Reserve. Each utility fund shall maintain a separate capital contingency reserve. 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' 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' 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 a Comprehensive Annual 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 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 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 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 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 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 Policies.

PASSED by the City Council this ____ day of ____, 2019.

APPROVED by the Mayor this ____ day of ____, 2019.

By: _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	January 4, 2019
PASSED BY THE CITY COUNCIL:	
RESOLUTION NO.:	2019-07



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (8:40 PM) Resolution No. 2019-06, Directing Use of Additional Vehicle License Fee Revenue - Finance,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

I move to approve Resolution No. 2019-06

SUMMARY:

This resolution directs the spending of additional revenue to be received from an increase in the vehicle license fee toward BI Ride marketing and awareness and neighborhood safety and traffic calming.

In order to direct City staff regarding the spending of a potential increase to the Vehicle License Fee, new language is included within the City's Financial Policies (considered as a separate item). This resolution provides further direction for revenue to be received starting in 2019, and until such time as an additional resolution is passed by Council.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND:

On December 11, 2018, the City Council considered a memo providing guidelines for the use of new revenue to be received from an increase in the vehicle license fee. The memo is attached for reference. The Council

directed that City staff create a resolution based on the memo for consideration during the Council meeting on January 8, 2019.

During the 2019-2020 budget development process and most recently on December 4 and December 11, 2018, the Council discussed a potential \$10 fee increase for vehicle license fees. The current vehicle license fee is \$20. Revenue from this fee is deposited into the City's Transportation Benefit Fund. Through the budget process, money is transferred out of the fund to eligible projects and programs.

Resolution No. 2019-06 provides further direction regarding use of revenue to be received starting in 2019, and until such time as an additional resolution is passed by Council.

On January 8, 2019, the Council directed staff to modify Resolution No. 2019-08 to sunset after four years. Since the intent of Resolution No. 2019-06 is to address the use of the revenue from the increased vehicle fee, language has been added to Resolution No. 2019-08 to limit its applicability to the revenue collected between the date on which the Washington State Department of Licensing begins to collect the increased vehicle fee and January 22, 2023, the sunset date of Resolution No. 2019-08. The current rate of \$20 per car tab generates roughly \$400,000 per year in revenue. The increased rate of \$30 per car tab is expected to generate and additional \$200,000 per year, for a total amount of \$600,000 annually.

ATTACHMENTS:

[Councilmember Tirman Memo TBF December 10, 2018.docx](#)

[Resolution No. 2019-06, Specifying Use of Revenue From Increased Vehicle License Fee](#)

FISCAL DETAILS:

Revenue generated from this fee is deposited into the City's Transportation Benefit Fund. City staff will need to develop and manage a new marketing program for BI Ride and will need to create and manage a new neighborhood traffic calming program. Through the budget process \$100,000 would be transferred to a marketing program for BI Ride, and the remainder would be transferred to eligible traffic calming projects chosen from the application process to fund small (less than \$50,000 per project) traffic calming and safety measures.

Fund Name(s): Other

Coding:



December 10, 2018

Re: Car Tab Fee Raise to Support Mass Transit and Neighborhood Safety and Traffic Calming

Council Colleagues,

Please see below a use of funds plan for the proposed \$10 increase in car tab fees, raising the overall amount to \$30 per vehicle, per year.

Additional revenues generated by the \$10 additional raise shall go toward the following activities and be placed in a separate City account and shall not be spent on any project or effort not specified by Council resolution.

1. BI Ride Marketing and Awareness: To reduce reliance on single-occupancy vehicles, relieve traffic congestion, and lower our island's greenhouse gas output, no more than \$100,000 shall go toward working with Kitsap Transit to engage the community and communicate the benefits of the current BI Ride offering. The City has engaged in no marketing efforts since BI Ride's inception, an effort the City was originally supposed to take the lead on. Efforts should go toward high-value and high-impact marketing outreach that shall include a metrics-based campaign designed to show an increase in awareness and use of the BI Ride service. Approved uses of funds include:
 - Social media and traditional advertising and marketing efforts.
 - Event awareness and subsidizing rides for targeted groups to include seniors and youth during specified times of the year.
 - Collateral development for information campaigns with community groups.
 - Stakeholder engagement and promotion with other taxing districts on Bainbridge Island.
2. Neighborhood Safety and Traffic Calming: City Council has heard from numerous neighborhoods and concerned citizens around the need for small (<\$20,000 per project) traffic calming and safety measures. COBI will establish an annual Neighborhood Safety and Traffic Calming application process that will encompass the following:
 - A web-based form for submitting proposed safety and traffic calming efforts.
 - A process whereby city staff will review, vet, and work with Council Ward reps on the selection and awarding of projects in a manner that best allows for Island-wide geographic equity.
 - Projects must focus on measures that increase pedestrian and driver safety or provide an infrastructure related benefit to the neighborhood in question.

Regards,

Matthew Tirman

Councilmember, Bainbridge Island

280 Madison Avenue North
Bainbridge Island, Washington 98110-1812
www.bainbridgewa.gov
206.842.7633

RESOLUTION NO. 2019-06

A RESOLUTION of the City of Bainbridge Island, Washington, specifying how revenue from the increase of the vehicle license fee from \$20 to \$30, as allowed under RCW 36.73.065, will be used.

WHEREAS, on August 22, 2012, the City Council adopted Ordinance No. 2012-14, establishing the Bainbridge Island Transportation Benefit District; and

WHEREAS, RCW 36.73.065 authorizes a transportation benefit district to impose, by majority vote of the district's governing board, a fee of up to \$40.00 if a \$20.00 vehicle fee has been imposed for at least twenty-four months; and

WHEREAS, on January 9, 2013, the Bainbridge Island Transportation Benefit District adopted TBD Resolution No. 2013-01, establishing a \$20.00 vehicle license fee in accordance with RCW 36.73.065; and

WHEREAS, on December 1, 2015, the City Council adopted Ordinance No. 2015-31, assuming the rights, powers, functions, and obligations of the Bainbridge Island Transportation Benefit District in accordance with Chapter 36.74 RCW; and

WHEREAS, on January 22, 2019, the City Council adopted Resolution No. 2019-08, increasing the vehicle fee from \$20.00 to \$30.00; and

WHEREAS, all revenue from the City's vehicle fee ("Revenue") is deposited in the City's Transportation Benefit Fund; and

WHEREAS, also on January 22, 2019, the City Council adopted Resolution No. 2019-07, updating the City's Financial and Budget Policies to specify that, on an annual basis, two-thirds of the Revenue will be applied to eligible projects and programs under Chapters 36.73 and 36.74 RCW for preservation of the roads network, and one-third of the Revenue will be applied to eligible projects and programs under Chapters 36.73 and 36.74 RCW that are specific to traffic calming and climate change mitigation; and

WHEREAS, the City Council now desires to provide more specificity as to the traffic calming and climate change mitigation projects that one-third of the Revenue will be used for; and

WHEREAS, Policy TR 1.3 of the City's Comprehensive Plan is to "[e]ncourage and support the establishment of ride sharing and ride hailing services"; and

WHEREAS, Policy TR 8.2 of the City’s Comprehensive Plan is to “[s]upport the character of neighborhoods by providing neighborhood programs and projects for place making, traffic calming, greenways, appropriate street width, lighting for safety, curb cuts, and pedestrian and bicycle facilities as consistent with the Comprehensive Plan”; and

WHEREAS, Goal TR-12 of the City’s Comprehensive Plan is to “[d]evelop, operate, and maintain a transportation system that respects and protects the natural environment including the quality of the Island’s air, water and natural habitats”; and

WHEREAS, Policy TR 12.2 of the City’s Comprehensive Plan is to “[d]evelop transportation plans and programs that reduce travel demand, improve traffic flow and consider the impact to air quality including reducing greenhouse gas emissions. Support County, regional and state air quality goals and requirements.”

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

Section 1. In accordance with the City’s Financial and Budget Policies, this resolution describes traffic calming and climate change mitigation projects to be funded with one-third of the Revenue that will be collected between the date on which the Washington State Department of Licensing begins collection of the increased vehicle fee authorized under Resolution No. 2019-08 and January 22, 2023 (the “Time Period”).

Section 2. To reduce reliance on single-occupancy vehicles, relieve traffic congestion, and lower greenhouse gas output on Bainbridge Island, no more than \$100,000 of the one-third of the Revenue collected during the Time Period shall go toward working with Kitsap Transit to engage the community and communicate the benefits of the current BI Ride service. Efforts should go toward high-value and high-impact marketing outreach that shall include a metrics-based campaign designed to show an increase in awareness and use of the BI Ride service. Approved uses of the Revenue for this purpose include:

- A. Social media and traditional advertising and marketing efforts.
- B. Event awareness and subsidizing rides for targeted groups to include seniors and youth during specified times of the year.
- C. Collateral development for information campaigns with community groups.
- D. Stakeholder engagement and promotion with other taxing districts on Bainbridge Island.

Section 3. The City Council hereby establishes an annual neighborhood safety and traffic calming application process to fund small (less than \$50,000 per project) traffic calming and safety measures. The portion of the one-third of the Revenue collected during the Time Period not otherwise allocated by Section 2 of this resolution

shall be awarded by the City Council through this application process. The City Manager is directed to develop the application process, which must encompass the following:

- A. A web-based form for submitting proposed safety and traffic-calming projects.
- B. A process whereby City staff will work with the City Council to select and award projects in a manner that considers Island-wide geographic equity.
- C. Proposed projects must focus on measures that increase pedestrian and driver safety or provide an infrastructure-related benefit to the neighborhood in question.

Section 4. This resolution shall take effect immediately after its passage and shall remain in full force and effect until all Revenue collected during the Time Period has been expended.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor this ____ day of _____, 2019.

By: _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	December 31, 2018
PASSED BY THE CITY COUNCIL:	_____, 2019
RESOLUTION NO.	2019-06



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (8:55 PM) Shoreline Master Program Periodic Review Process Introduction and Work Plan Overview - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

Discussion and direction to staff.

SUMMARY:

Discuss SMP periodic review process.

The purpose of this agenda item is to:

Introduce the periodic review process and requirements;

Get Council direction on which review process to use; and

Get initial Council input on the draft public participation program and work plan.

FISCAL IMPACT:

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

BACKGROUND:

The Shoreline Management Act (SMA) requires local jurisdictions to review and, if necessary, revise their Shoreline Master Program (SMP) at least once every eight years ("periodic review"). The City of Bainbridge

Island's periodic review deadline is June 30, 2020. In order to meet this deadline, staff is proposing to initiate the periodic review at this time.

Background materials include:

Staff memorandum

Department of Ecology's Summary of the Periodic Review Rule

Draft Public Participation Program

Draft Work Plan

January 11, 2018 staff memo to Planning Commission outlining "guiding themes"

ATTACHMENTS:

[20190122 Staff Memo Introduction and Work Plan Overview.docx](#)

[Periodic Review Summary of Rule.pdf](#)

[Public Participation Program.pdf](#)

[20180111 Draft Work Plan.pdf](#)

[20180111 Staff Memo SMP Guiding Themes.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Memorandum

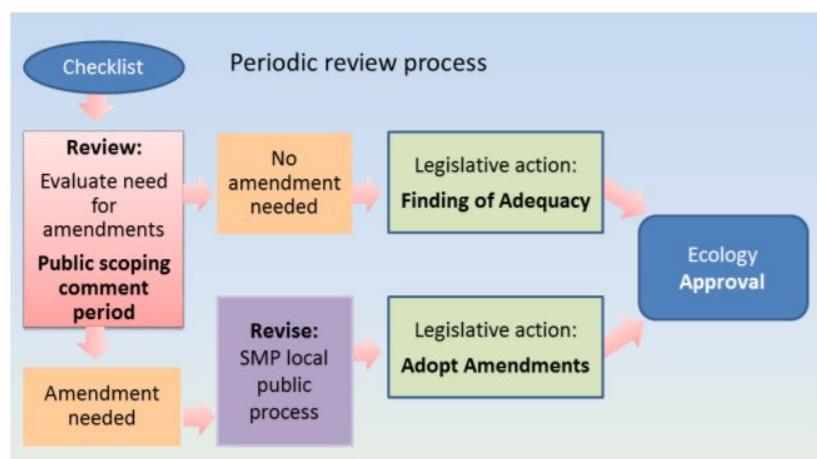
Date: January 7, 2018
 To: City Council
 From: Christy Carr, AICP
 Senior Planner
 Subject: Shoreline Master Program Periodic Review
 Introduction and Work Plan Overview

I. INTRODUCTION

The Shoreline Management Act (SMA) requires each city and county to review, and, if necessary, revise their Shoreline Master Program (SMP) at least once every eight years (“periodic review”). The legislature set a staggered schedule that alternates with similar reviews under the Growth Management Act (GMA). The City of Bainbridge Island’s periodic review deadline is June 30, 2020.

The periodic review addresses changes in state law and rules since the comprehensive update, changes for consistency with revised comprehensive plans and regulations, and any changes deemed necessary to reflect changed circumstances, new information or improved data. Periodic reviews are focused on new laws or rules that were not in effect when the comprehensive update was adopted, or new information a local government finds warrants local amendments.

Local legislative action is required to complete the review, even when a local government determines no changes are needed. The required period review process is outlined in the Department of Ecology document, *Summary of the Periodic Review Rule* (WAC 173-26-090). This document is an annotated version of Ecology’s rule (WAC 173-26-090) on conducting periodic reviews of SMPs under the SMA and includes this diagrammatic overview of the review process:



II. BACKGROUND

Given the City's June 2020 deadline and that the last two SMP amendments each took between 9 to 12 months to process (and those amendments were limited to one or two topics), staff is proposing that what was called the "Phase II" SMP Amendment be rolled into the periodic review process. Additional background summarizing the rationale for this approach is provided below.

The City initiated an amendment to its current SMP in the fall of 2017. After some initial work, staff developed a work plan, timeline, and public participation plan to better focus and publicize the amendment effort. These documents, reviewed by the Planning Commission and then made available at a public open house on November 30, 2017, outlined a two-phase amendment process:

1. Phase I focuses on incorporating updated critical areas regulations.
2. Phase II, which was intended to begin after the completion of Phase I, focuses on a broader set of topics identified by staff, stakeholders, and user groups (shoreline property owners, technical consultants, etc.) related to general issues and specific language to be clarified and/or revisited.

This phased SMP Amendment work program approach was adopted by the City Council as a component of the [City of Bainbridge Island 2018 Department Priorities](#) (see page 11). The timing of Phase I – integration of critical areas regulations – was based on the expectation that the updated critical areas ordinance would be adopted by the Council and be effective in the early part of 2018. Since the Council's review took longer than anticipated, the integration of new critical areas regulations into the SMP has taken longer than anticipated.

In the meantime, the Planning Commission continued its review of the SMP based on the work plan and a list of 10 "guiding themes" or topics. In January, 2018, the Planning Commission chose to begin its review of the guiding themes or topics with existing structures and the term "nonconforming" (SMP Section 4.2). Subsequently, the City Council directed staff to include revisions to SMP Section 4.2 in the amendment along with integration of critical areas regulations. Resolution 2019-05, adopted on January 8, 2018, approved the draft SMP Amendment with proposed changes to both critical areas and nonconforming structures, uses and lots, and authorized staff to transmit the draft amendment to Ecology.

III. Next Steps

Staff recommends the following steps to initiate the City's SMP periodic review:

- Receive City Council direction on whether to participate in the standard or optional joint review process. The City is following the optional joint process for its current SMP amendment. The biggest difference between the joint process and standard process is that the state and local public review (public hearing and comment period) is combined. The City is required to notify Ecology which process it chooses to use.
- Update the Public Participation Program. Staff developed a public participation program for Phase I and II of the SMP Amendment. This document should be reviewed and revised as needed to reflect the City's current communications and public engagement strategy and meet the requirements of the periodic review. The public participation program will include a schedule for the periodic review and identify when legislative action on the review and update

component are proposed to occur. The public participation program will also inform the public of when to comment on the scope of the review and proposed changes to the master program.

- Update the Draft Work Plan. Staff developed a work plan for Phase I and II of the SMP Amendment, along with a list of “guiding themes” or topics to focus the amendment process. These documents should be reviewed and revised as needed to include input from the City Council and meet the requirements of the periodic review.

Staff anticipates presenting updated documents at the February 5, 2019 City Council Study Session.

SHORELINE MASTER PROGRAM PERIODIC REVIEW

Summary of the Periodic Review Rule (WAC 173-26-090)

Introduction

This document is an annotated version of Ecology’s rule ([WAC 173-26-090](#)) on conducting periodic reviews of Shoreline Master Programs (SMPs) under the Shoreline Management Act (SMA). The rule was based on [Department of Commerce rules](#) that guide local governments in meeting the analogous Growth Management Act (GMA) “periodic review” requirement.

The following is a brief summary of each section of the rule.

Section 1: Locally initiated review

This brief section is from a long-standing rule that encourages local governments to review their SMPs to reflect changing local circumstances, new information or improved data. Ecology retained this section to clarify that local governments may prepare SMP amendments outside the statutorily mandated review period. The rule encourages local governments to consult guidance materials available from Ecology that may inform their reviews.

Section 2: Periodic review requirements

The second section summarizes and explains statutory requirements. The SMA requires each city and county to review, and, if necessary, revise their SMP at least once every eight years. The legislature set a staggered schedule that alternates with similar reviews under the Growth Management Act (GMA).¹

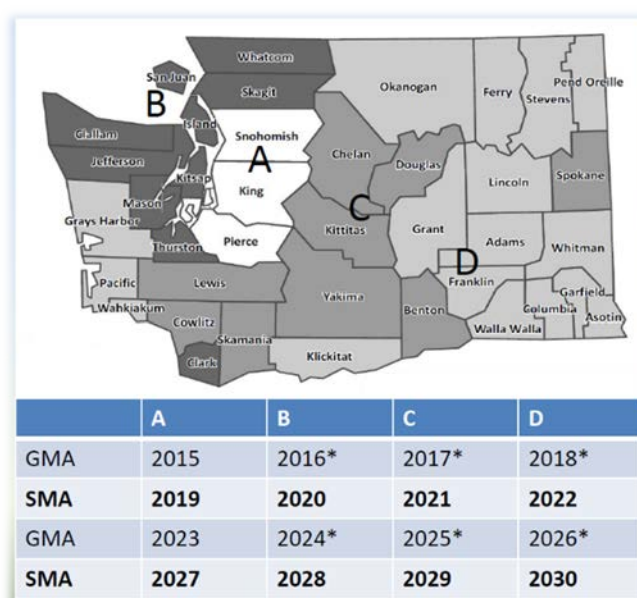


Figure 1. Periodic review schedules under the SMA and GMA.
(NOTE *For GMA reviews, the law gives an extra 2 years for smaller, slower-growing jurisdictions in groups B, C, and D.)

Figure 1 illustrates how GMA and SMA review deadlines alternate over time. For example, Column A indicates that King, Pierce and Snohomish counties and the cities within them have GMA review deadlines in 2015 and eight years later in 2023, interspersed with SMA reviews in 2019 and 2027.

The rule clarifies that local legislative action is required to complete the review, even when a local government determines no changes are needed. It also clarifies how the scope of the periodic review differs from the comprehensive updates that were conducted starting in 2005.

¹ RCW 90.58.080(4)

Section 3: Procedures

The third section of the rule outlines local and state procedures for conducting periodic reviews. The rule follows the GMA periodic review process, with unique steps to reflect Ecology's formal approval role (see Figure 2).

The rule requires Ecology to maintain a checklist that includes potential review elements. The checklist is used at the beginning to help determine what to review, and at the end to identify where each applicable issue is addressed in the SMP.

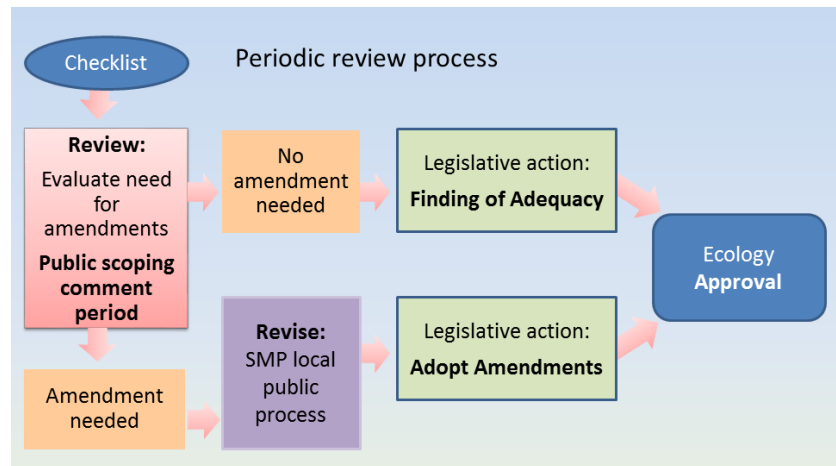


Figure 2. Schematic outline of SMP periodic review process. Ecology final approval triggers an appeal period.

The rule requires a public participation program that provides for early and continuous involvement of interested parties throughout the review process.

For jurisdictions that find no amendments are needed, the scoping could lead directly to final legislative action determining that no amendments are needed ("Finding of Adequacy"). Under the SMA, amendments to SMPs are final only after approval by Ecology. Even when it is determined locally that no amendments are necessary under the periodic review, local governments will submit their Findings of Adequacy to Ecology for review of the local determination and to ensure a definitive conclusion to the periodic review process. If in agreement, Ecology would issue a formal approval. This would provide certainty to all parties that Ecology has concurred with the local determination.

Ecology's approval triggers the appeal period. Any appeals would be of Ecology's action as well as the local government action.

Below is the complete text of Ecology's rule outlining the periodic review requirements and process. The annotation in colored boxes provides context and explanation for each section and is not part of the formally adopted rule.

WAC 173-26-090 - Locally initiated review—Periodic review—Public involvement and approval procedures.

(1) Locally initiated master program reviews

Each local government should review its shoreline master program and make amendments deemed necessary to reflect changing local circumstances, new information or improved data.

Local governments are encouraged to consult department guidance for applicable new information on emerging topics such as sea level rise.

The first sentence of §1 has been in place for decades. Ecology retained this direction to emphasize that local governments may amend their SMPs at any time to address changing circumstances, new information or improved data. Ecology's 2017 amendments suggests local governments consult Ecology guidance for information on emerging issues such as sea level rise. Addressing sea level rise is an example of the kind of work that might be most effectively tackled as part of a broader comprehensive plan initiative, rather than during a focused SMA periodic review. Note that §(3)(b)(iii) calls on local governments to consider these kinds of amendments during the mandatory periodic review. The periodic review can be considered a minimum time period to convene a public process to consider as a community whether your SMP remains relevant with changing conditions. However, these kinds of amendments can be conducted at any time.

(2) Periodic review requirements.

(a) Following the comprehensive updates required by RCW 90.58.080(2), each local government shall conduct a review of their master program at least once every eight years on a schedule established in the act. Following the review, local governments shall, if necessary, revise their master programs. This review and revision is referred to in this section as the periodic review.

§ 2 (a) starts with direct quotes from the SMA at RCW 90.58.080(4), with an additional clarification that the rule uses the term “periodic review” for the mandatory eight-year review. The term “comprehensive update” refers to the one-time updates required under RCW 90.58.080(2) with deadlines from 2005 – 2014.

(2)(b) Deadlines for periodic review.

Local governments must take action to review, and if necessary, revise their master programs according to the schedule established in RCW 90.58.080(4)(b). Deadlines for completion of periodic review are as follows:

Table WAC 173-26-090.1 Deadlines for Completion of Periodic Review

Reviews must be completed on or before June 30 of:	Affected counties and the cities and towns within:
2019/2027*	King, Pierce, Snohomish
2020/2028*	Clallam, Clark, Island, Jefferson, Kitsap, Mason, San Juan, Skagit, Thurston, Whatcom
2021/2029*	Benton, Chelan, Cowlitz, Douglas, Kittitas, Lewis, Skamania, Spokane, Yakima
2022/2030*	Adams, Asotin, Columbia, Ferry, Franklin, Garfield, Grant, Grays Harbor, Klickitat, Lincoln, Okanogan, Pacific, Pend Oreille, Stevens, Wahkiakum, Walla Walla, Whitman

* And every eight years thereafter.

§ 2(b) quotes the statutory directive to review and revise if needed and presents the deadlines in a table.

The statutory requirement is to conduct a periodic review *at least* once every 8 years by June 30 of the year listed. There is no absolute direction in law or rule for how early you can adopt, but as a general guide Ecology recommends conducting periodic review within two years of the deadline. For SMA reviews in particular it will actually be beneficial if local periodic review adoptions are “spread out” around the deadline to distribute the review workload, and ensure Ecology can provide adequate help to individual jurisdictions.

Note that if a local governments simply ignores their deadlines they are potentially vulnerable to a “failure to act” claim before the Growth Management Hearings Boards (for fully planning jurisdictions), or before the Shorelines Hearings Board (for partially planning jurisdictions). Ecology also has authority to adopt SMP amendments by rule under RCW 90.58.070.

(2)(c) Taking legislative action.

(i) The periodic review must be accomplished through legislative action. Legislative action means the adoption of a resolution, motion, or ordinance following notice and a public hearing including, at a minimum, findings that a review and evaluation has occurred and identifying the revisions made, or that a revision was not needed and the reasons therefore. Legislative findings that no revisions are needed are referred to in this section as “findings of adequacy.”

(ii) Legislative action includes two components. It includes a review of the shoreline master program and it includes the adoption of either findings of adequacy or any amendments necessary to bring the program into compliance with the requirements of the act.

(iii) Legislative actions concluding the periodic review must be followed by department approval.

§ 2(c) clarifies that statutory review must be concluded with legislative action. In other words, a local government cannot simply conduct a staff-level review, conclude no local action is needed, and be done with the review obligation. Just like under GMA reviews, the review is a formal public process concluding with elected officials taking formal action after a public hearing.

§ 2(c)(i) creates a new term – locally adopted findings that revisions to the SMP are not needed are called “Findings of Adequacy.” § 2(c)(ii) clarifies that legislative action includes a formal public review and formal action, whether the review results in amendments, or simple findings of adequacy where the review reveals no changes to the SMP are needed. § 2(c) (iii) clarifies Ecology approval is needed to conclude local reviews. This provides a definitive end to the local process. Note that an appeal of local periodic review amendments or local findings of adequacy would also be appeals of Ecology’s approval.

(2)(d) The required minimum scope of review.

(i) The purpose and scope of the periodic review as established by the act is:

(A) To assure that the master program complies with applicable law and guidelines in effect at the time of the review; and

(B) To assure consistency of the master program with the local government's comprehensive plan and development regulations adopted under chapter 36.70A RCW, if applicable, and other local requirements.

(ii) The review process provides the method for bringing shoreline master programs into compliance with the requirements of the act that have been added or changed since the last review and for

responding to changes in guidelines adopted by the department, together with a review for consistency with amended comprehensive plans and regulations. Local governments should also incorporate amendments to reflect changed circumstances, new information, or improved data. The review ensures that shoreline master programs do not fall out of compliance over time through inaction.

(iii) The periodic review is distinct from the comprehensive updates required by RCW 90.58.080(2). The presumption in the comprehensive update process was that all master programs needed to be revised to comply with the full suite of ecology guidelines. By contrast, the periodic review addresses changes in requirements of the act and guidelines requirements since the comprehensive update or the last periodic review, and changes for consistency with revised comprehensive plans and regulations, together with any changes deemed necessary to reflect changed circumstances, new information or improved data. There is no minimum requirement to comprehensively revise shoreline inventory and characterization reports or restoration plans.

§ 2(d)(i) and (ii) define the required scope of review consistent with the purpose set in statute.

§ 2(d)(iii) is intended to distinguish the periodic reviews from the one-time comprehensive SMP update. Comprehensive updates involved a complete review of the SMP based on Ecology's 2003 SMA rules, and included extensive inventory work to determine shoreline jurisdiction and analyze existing conditions. Periodic reviews are focused on new laws or rules that were not effect when the comprehensive update was adopted, or new information a local government finds warrants local amendments.

(3) Procedures for conducting periodic reviews.

(3)(a) Public participation program.

(i) In conducting the periodic review, the department and local governments, pursuant to RCW 90.58.130, shall make all reasonable efforts to inform, fully involve and encourage participation of all interested persons and private entities, tribes, and agencies of the federal, state or local government having interests and responsibilities relating to shorelines of the state and the local master program. Local governments may follow the public participation procedures under either the standard local process outlined in WAC 173-26-100, or the optional joint review process outlined in WAC 173-26-104.

§ 3(a)(i) clarifies that the periodic review is a public process. Even though conducting the review may lead to the conclusion no actual revisions are necessary, the direction in statute for public involvement applies.

(ii) Counties and cities shall establish and broadly disseminate to the public a public participation program identifying procedures whereby review of the shoreline master program will be considered by the local governing body consistent with RCW 36.70A.140. Such procedures shall provide for early and continuous public participation through broad dissemination of informative materials, proposals and alternatives, opportunity for written comments, public meetings after effective notice, provision for open discussion, and consideration of and response to public comments.

The public participation program should include a schedule for the periodic review and identify when legislative action on the review and update component are proposed to occur. The public participation program should also inform the public of when to comment on the scope of the review and proposed changes to the master program. Counties and cities may adjust the public participation program to best meet the intent of the participation requirement.

§ 3(a)(ii) require a public participation program for all jurisdictions, not just those fully planning under GMA. The new additions under (A) and (B) are modified from GMA rules [[WAC 365-196-610\(2\)\(a\)\(i\) and \(ii\)](#)]. The recommendation for a schedule and public scoping addresses Growth Management Hearings Board decisions – highlighting the importance of definitive notice when taking action on periodic reviews.

(3)(b) Review and analysis to determine need for revisions.

(i) Review amendments to the act and shoreline master program guidelines.

Local governments must review amendments to chapter 90.58 RCW and department guidelines that have occurred since the master program was last amended, and determine if local amendments are needed to maintain compliance. The department will maintain a checklist of legislative and rule amendments to assist local governments with this review. The department will provide technical assistance to ensure local governments address applicable changes to the act and master program guidelines.

(ii) Review relevant comprehensive plans and regulations.

Local governments must review changes to the comprehensive plan and development regulations to determine if the shoreline master program policies and regulations remain consistent with them.

WAC 173-26-191(1)(e) and 173-26-211(3) provide guidance on determining internal consistency. It is the responsibility of the local government to assure consistency between the master program and other elements of the comprehensive plan and development regulations. Local governments should document the consistency analysis to support proposed changes.

(iii) Additional review and analysis.

Local governments should consider during their periodic review whether to incorporate any amendments needed to reflect changed circumstances, new information or improved data as described under subsection (1) of this section. Local governments should consider whether the significance of the changed circumstances, new information or improved data warrants amendments.

§ 3(b) is based on the Commerce GMA periodic update rule [[WAC 365-196-610\(2\)\(b\)](#)].

§ 3(b)(i) borrows from the Commerce rule in requiring Ecology to maintain a checklist of statutory and rule amendments.

§ 3(b)(ii) references Ecology's existing rules on how to review SMPs for consistency with GMA plans and regulations. (Those rules clarify that local governments are responsible for determining whether their SMP is consistent with other local plans and regulations, and not Ecology).

§ 3(b)(iii) acknowledges local governments may combine locally initiated amendments together with the periodic review.

(3)(c) Take legislative action.

(i) At the end of the review process, counties and cities must take legislative action declaring the review process complete.

(ii) The notice of hearing for legislative actions that are intended to address the periodic review process must state that the actions to be considered are part of the periodic review process under RCW 90.58.080(4).

(iii) The findings for any legislative action on the periodic review process must state that the action is intended to satisfy the requirements of RCW 90.58.080(4).

(iv) A local government that determines after review that amendments are not needed shall adopt a resolution, motion, or ordinance declaring findings of adequacy. Findings of adequacy are a local written determination that no revisions to a shoreline master program are needed to comply with the requirements of RCW 90.58.080(4).

§ 3(c)(i) – (iii) is based on the GMA periodic update rule [[WAC 365-196-610\(2\)\(c\)](#)]. These rules are based on Growth Management Hearings Board decisions that found procedural errors in some local GMA periodic review adoptions. It is important to definitively conclude the periodic review in legislative findings.

§ 3(c)(iv) clarifies that when no changes are needed a local government will adopt formal “Findings of Adequacy.”

(3)(d) Submittal to the department.

(i) A local government that determines amendments are needed shall submit the amendments to the department consistent with WAC 173-26-110.

(ii) A local government that determines amendments are not needed shall submit the following in lieu of the requirements of WAC 173-26-110:

(A) A resolution or ordinance declaring findings of adequacy.

(B) Evidence of compliance with applicable public notice and consultation requirements.

(C) Copies of all public, agency and tribal comments received during any applicable public comment periods, or where no comments have been received, a statement to that effect.

(D) A completed checklist demonstrating review elements have been considered, and are either inapplicable or have already been addressed through previous locally initiated amendments prior to the scheduled periodic review.

§ 3(d)(i) clarifies that when there are amendments, local governments will follow the normal amendment process.

§ 3(d)(ii) provides submittal requirements when there are no amendments – these are the required elements for complete submittal to accompany “findings of adequacy.”

(e) State process for approving periodic reviews.

(i) The department must issue a formal approval of any amendment or findings of adequacy. Department approval is necessary to affirmatively conclude the periodic review process, to confirm that state review of local action has occurred, and to establish a definitive appeal window consistent with RCW 90.58.190.

(ii) Where the local government final action includes master program amendments, local governments and the department shall follow applicable adoption procedures described in WAC 173-26-120.

(iii) Where the local government final action is to adopt findings of adequacy, the department shall follow applicable adoption procedures described in WAC 173-26-120. The department shall review the findings of adequacy solely for consistency with RCW 90.58.080(4) and this section.

§ 3(e)(i) clarifies that Ecology must approve any amendment as well as the “findings of adequacy.” Any appeals would be of Ecology’s approval rather than the local government determination.

§ 3(e)(ii) clarifies that the normal adoption process applies if there are amendments.

§ 3(e)(iii) provides submittal requirements where there are no amendments. Ecology will follow the normal adoption process but substitute review of the local “findings of adequacy” with evaluation of actual amendments.

City of Bainbridge Island Shoreline Master Program Amendment

Public Participation Plan

Introduction

The City of Bainbridge Island is undertaking an amendment of its Shoreline Master Program (SMP). The Shoreline Management Act (SMA) requires local governments *“To insure that all persons and entities having an interest in the guidelines and master programs ... are provided with a full opportunity for involvement in both their development and implementation (WAC 173-26-201(3)(b)).* This Public Participation Program outlines the scope and timing of the amendment process, and describes opportunities for public participation throughout.

Scope of SMP Amendment

The City anticipates amending the SMP in at least two phases. **Phase I** is focused on incorporating updated critical areas regulations. The critical areas regulations are currently under review by City Council and will likely become effective in the early part of 2018. It is important to amend the SMP to ensure consistency between the SMP and critical areas regulations. Phase I will also include review and revisions to associated vegetation management provisions in the SMP since the role of vegetation is very similar in critical areas and the shoreline environment.

Phase II will begin after the completion of Phase I and focus on a broader number of topics. The topics to be addressed in Phase II are largely those identified by staff, stakeholders and user groups (shoreline property owners, technical consultants, etc.) as general issues and specific language to be clarified and/or revisited. While the public will be welcome to suggest topics for consideration, the scope of the amendment may be limited based on state requirements for amending a SMP and/or other staff workplan priorities.

Goals

Overall goals of this Public Participation Program are to:

- Provide objective information to assist the public in understanding issues and solutions related to the SMP itself and the amendment process.
- Provide opportunities to the public to contribute ideas and provide feedback through all phases of the amendment process.
- Make the amendment process accessible and engaging to interested participants by using a variety of media, plain language, and easy-to-understand materials.

Role of the Planning Commission

The City of Bainbridge Island Planning Commission (Commission) provides independent and objective recommendations to City Departments and City Council on broad planning goals, policies, and plans for the development of Bainbridge Island. The Commission focuses on issues that shape Bainbridge Island, such as land use, transportation, housing, and environmental policy.

The Planning Commission will be involved throughout both phases of the process and will provide recommendations and comments to the City Council. The Commission will discuss and consider revisions to the SMP at regularly scheduled meetings and hold at least one public hearing. The

Commissioners will consider public input to craft draft revisions to the SMP. Finally, the Commission will prepare a final set of recommendations for the City Council on the SMP amendments.

Role of the City Council

For each phase, the Council will receive the Planning Commission's final recommended amendments to the SMP and take action by adopting the SMP amendments. The Council will discuss and consider revisions to the SMP at regularly scheduled City Council meetings and hold at least one public hearing.

Opportunities for Public Involvement

The City is committed to providing multiple opportunities for the public to engage in the SMP amendment throughout both phases of the process. Most meetings will be hosted by the Planning Commission or City Council according to the estimated timeline below. The City will strive to provide one-week notice or more on all public meetings related to the amendment.

In-Person Public Participation Opportunities	
Anticipated Meetings	Estimated Timeline
Phase I	
Regularly scheduled Planning Commission meeting	October 26, 2017 November 16, 2017
Planning Commission Open House/Regular meeting	November 30, 2017
Planning Commission Public Hearing	December 7, 2017
Action – Recommendation to City Council	December 14, 2017
City Council deliberation and adoption	January-February 2018
Phase II*	
Planning Commission review	March-June 2018
City Council review and adoption	July-September 2018

*An updated estimated schedule will be provided at the beginning of Phase II. Specific meeting dates and times will be available on the City's website once scheduled.

How to Get and Stay Involved

The City will use several modes of communication to inform the public and encourage participation.

- **Sign up on NotifyMe:** Members of the public can sign up to receive email or text notifications about public meetings and other aspects of the SMP amendment.
- **Comment:** In person to the Planning Commission, City Council or Staff, or by written comment submitted to the City by letter, or email. All comments will be documented, preserved, and available for public review.
- **Website:** The City maintains a [SMP Amendment project page](#) on its website
- **Invite:** Request City staff to give a presentation and take Q&A on the SMP amendment to community groups or any public forum.

Contact Information for SMP Amendment

- To submit written comments: pcd@bainbridgewa.gov or 280 Madison Avenue N, Bainbridge Island, Washington 98110
- To submit questions or comments over the phone: Christy Carr, Senior Planner, 206.780.3719
- To sign-up for Notify Me: <http://www.bainbridgewa.gov/list.aspx>
- To sign-up for the City Manager Report: <http://www.bainbridgewa.gov/500/City-Managers-Report>
- To arrange to have a presentation at your community meeting: Kellie Stickney, Communications Manager, kstickney@bainbridgewa.gov or 206.780.3741

Potential Groups for Outreach

City staff will initiate contact and regularly communicate about the SMP amendment process with the following potential groups for outreach. Staff anticipates developing an email listserv to maintain communication with these groups.

City Citizen Advisory Groups Climate Change Advisory Committee Environmental Technical Advisory Committee Marine Access Committee Planning Commission (see Role above) Utility Advisory Committee	Other Public Agencies Bainbridge Island Fire District Bainbridge Island Metro Park and Recreation District Bainbridge Island School District Kitsap Public Utility District Kitsap Public Health District Puget Sound Regional Council Washington State Ferries
Community Groups Association of Bainbridge Communities Bainbridge Island Japanese American Exclusion Memorial Organization Bainbridge Island Land Trust Bainbridge Island Watershed Council Chamber of Commerce Environmental Bainbridge Friends of the Farms Homeowner Associations Housing Resources Board Islanders for Responsible Development Rotary Club of Bainbridge Island Sustainable Bainbridge	Other Organizations Bloedel Reserve Cooke Aquaculture Kitsap Building Association Kitsap County Association of Realtors SEPA review agencies Yacht clubs and marinas

Outreach Methods and Tools

The overall objective of this program is to describe how the City will engage the public during the course of the amendment process. Public participation methods and tools may vary by phase of the amendment process. This Public Participation Program may continue to be reviewed and refined throughout the amendment process, if needed. The City will take advantage of all modes of communication to engage the public. Public outreach will consist of in-person outreach efforts, traditional media and advertising, and outreach efforts utilizing technology and social media. Public

meetings shall be noticed as far in advance as possible, and the City shall strive to provide one week notice.

In-person Outreach methods

- In-person presentations at group meetings, i.e. Bainbridge Island Watershed Council, homeowners associations, realtor groups

Traditional media and advertising

- Press releases to local papers, blogs and newsletters
- Utilize community organization email lists, newsletters and social media
- US mail flyer to shoreline property owners
- Announcements in the Bainbridge Island Review
- Emails to current City email listservs, volunteer lists and citizen advisory groups

Technology and Social media

- City website – Background information, existing SMP, useful weblinks to planning resources, and materials prepared for public meetings will be available to the public on the City's SMP amendment project page and as hard copies at City Hall
- [Notify Me](#) – There is a listserv for the public to sign up for *SMP Amendment Project Update*
- Press releases related to SMP amendment process
- Posting SMP amendment meetings to the calendar on the City website
- City Manager's Report – updates and announcements of meeting dates included as needed in the weekly report

SMP Amendment Proposed Work Plan

November 30, 2017 – Updated January 11, 2018

The following summary of proposed revisions was developed by staff based on topics and issues identified through implementation and permit review since July 2014. The focus of these revisions is largely housekeeping in nature: clerical (correction/consistency), implementation efficiency (clarification/simplification) and integration (of other codes/policies). Revisions are anticipated in almost every section; however, a section is not listed below if only clerical or implementation efficiency revisions are anticipated. **Although the Planning Commission and City Council may consider policy decisions as they arise throughout the process, significant policy changes are not anticipated as part of the amendment.** With some exceptions that may be considered, the amendment is not intended to change the intent of the SMP, but rather to significantly improve its implementation. All revisions must demonstrate consistency with all goals, policies, and designation criteria as well as the background documents of the SMP.

SMP Section	Topic	Summary of Proposed Topics to Consider	Guiding Theme(s)
4.1.5	Critical Areas	Integration of BIMC 16.20 pending Council adoption	6,10
Appendix B	Critical Areas	Integration of BIMC 16.20 pending Council adoption	6,10
4.2.1	Existing Development (Nonconforming)	Nonconforming Uses, Nonconforming Lots, and Existing Development • Revisit optional approach to consider legally existing structures as conforming structures • Clarify applicability of “most restrictive” clause • Clarify difference between existing (nonconforming) structure and nonconforming use • Clarify consistency between general regulations and specific regulations (SMP 4.2.1.4) • Correct “entirely contained within the building” error (SMP 4.2.1.6.3.1.2.c) • Clarify that existing structures destroyed by natural disasters can be replaced if meeting geologically hazardous area provisions (SMP 4.2.1.6.1.2) • Revisit/clarify single family primary structures alteration/expansion (SMP 4.2.1.6.3.2) – applies only to within shoreline buffer, provide definition of landward, clarify “building configuration,” 25 percent of existing building footprint, clarify building area vs. development area, clarify what “bulk dimensions” and “lifetime” mean • Correct numbering structure of SMP 4.2.1.6.5; clarify non-essential residential accessory structures • Clarify SMP 4.2.1.7 – Encumbered and Nonconforming Lots – provide definition of redevelopment, clarify if it applies to critical areas or just critical area buffers, clarify what building area means, clarify if applicant can reduce buffers first (e.g., landslide hazard buffer) before being considered encumbered • Ensure consistency of SMP 4.2.1.7.1.e with critical areas section • Improve consistency of SMP 4.2.1.8 – Aquatic Structures – with Single Family Mitigation Manual • Clarify SMP 4.2.1.8.1 – what is included in “materials and standards”? • Clarify SMP 4.2.1.8.2 – where does it apply and to what?	1,2,5,9,10

SMP Section	Topic	Summary of Proposed Topics to Consider	Guiding Theme(s)
		Provide clarity/detail in SMP 4.2.1.8.1.a – what are thresholds for when conditional use permit required?	
4.0	Table 4-1 Table 4-2 Table 4-3	Table 4-1 (Use and Modification Table) - Clarify footnotes (revisit #22 re: mixed use physical separation) - Correct inconsistencies between table and text (e.g., subdivisions) - Revisit requirement for shoreline conditional use permit for all retaining walls - Clarify primary vs. accessory utilities - Clarify allowance of overwater structures when used as public trails Table 4-2 (Dimensional Standards) - Address missing footnotes (#5 and 7) - Clarify utilities setbacks Table 4-3 (Buffers) - Revise for improved readability and ease of administration - Clarify when “expands to include existing native vegetation applies” - Clarify that all shallow lots (<200 feet deep) are assigned narrower buffer - Clarify how buffer is measured for high bluff properties (i.e., what is between Zone 1 at OHWM and top of bluff) - Clarify criteria for Category A and B lots - Add figure reference and reference to Section 4.1.3 - Clarify what geomorphic classes are or where information about them is located No change in required buffer widths is anticipated	10
4.1.2	Environmental Impacts	- Clarify that mitigation follows a sequence/”when mitigation is required” language – if an impact cannot be avoided, mitigation is required - Simplify and clarify applicability section, clarify “development, use, activity” - Move vegetation management regulations to Section 4.1.3 (e.g., 4.1.2.5, Revegetation Standards) - Clarify and emphasize that either use of the Single-Family Mitigation Manual or submittal of a site-specific impact analysis is required; clarify when manual can be used - Delete references that don’t exist - Revisit “in perpetuity” requirement when mitigation is required (SMP 4.1.2.7) - Clarify mitigation and monitoring requirements (SMP 4.1.2.8), consider threshold (e.g., not required for > \$1000) for performance, mitigation/monitoring - Clarify that new impervious surface area requires mitigation (only mentioned in Single-Family Mitigation Manual); better tie to manual	5,8,9,10

SMP Section	Topic	Summary of Proposed Topics to Consider	Guiding Theme(s)
		Consider new language that requires prioritizing where mitigation planting is located – has to go where it will have most ecological benefit	
4.1.3	Vegetation Management	- Relocate and revise, if needed, vegetation management-related regulations from SMP 4.1.2.5 - SMP 4.1.2.5.1 – Revegetation Standards – improve clarity - SMP 4.1.2.5.3 – Clarify what “altered or reduced” means; when applicable? - SMP 4.1.2.5.4 – Revise for clarity; remove requirement for offsite mitigation to be in Zone 1 - Clarify applicability section, non-retroactive nature of regulations - Clarify which requirements apply to new development vs. existing development - SMP 4.1.3.4 – Exceptions – clarify what is allowed without City review or approval, replace this section with tree and vegetation regulations (including exemption for yard and garden activities) from critical areas ordinance, remove requirement to leave downed hazard tree on site (if left, considered sufficient mitigation) - SMP 4.1.3.5 – Create new section that just explains establishment of shoreline buffers (2 options); revisit HMP requirement and review process; remove references to documents that don’t exist or consider programmatic approach to vegetation maintenance by City or other land managers (SOP manual, also referenced in SMP 4.1.3.7) - Provide mechanism for some level of significant tree removal (e.g., develop significant tree removal criteria) - Revisit requirements for vegetation removal/replacement outside shoreline buffer (native and non-native, significant trees) - SMP 4.1.3.6 – Clarify “1/3 2/3” provision; applicable to new development only? - SMP 4.1.3.7 – Clarify applicability, provide consistency with other vegetation maintenance provisions, define “modified area,” delete minor pruning section, refer to critical areas tree and vegetation regulations, revisit requirement for clearing permit, clarify connection to SMP 4.1.4, Land Modification, as referenced, clarify utilities - SMP 4.1.3.7.2 – Consolidate with new section relating to just shoreline buffers, clarify what “dimensions altered” means, clarify requirement for when Zone 1 must be restored - SMP 4.1.3.7.3 – Clarify what “minimum necessary for public use” means, improve connection to Single-Family Mitigation Manual, clarify whether stairs need to be grated and type of mitigation required if not grated - SMP 4.1.3.8.1 and 3 – Revise entire sections for clarity; no changes to size thresholds anticipated - SMP 4.1.3.8.4 – View maintenance – clarify and simplify; reference critical areas tree and vegetation requirements?, delete requirement for Bluff Management Plan	3,4,5,7,8,9,10

SMP Section	Topic	Summary of Proposed Topics to Consider	Guiding Theme(s)
		SMP 4.1.3.11 – Shoreline Structure Setback View Requirements – Clarify applicability, relocate option to build in Zone 2 language, correct figure references, simplify language, clarify what constitutes “most waterward point”	
4.1.4	Land Modification	- Eliminate requirement for clearing permit for “all clearing” to allow for nominal landscaping activities (e.g., 25 cubic yards/200 square foot thresholds) - Clarify language, better integrate with other sections	9,10
4.1.6	Water Quality and Stormwater Management	- Integrate new (2016) stormwater regulations (BIMC 15.20) - Add direct discharge criteria (i.e., when is one allowed? Considered necessary?) - Update wood treatment regulations per agency guidelines - Improve consistency with Single-Family Mitigation Manual	6,10
Appendix D	Single-Family Mitigation Manual	- Better integrate into code language – when it can be used and how it relates to vegetation management requirements - Provide alternatives to rain garden for new impervious surface area; clarify where rain garden must be located when required (inside or outside shoreline buffer) - Update per current agency guidance/requirements (e.g. Corps of Engineers, WDFW)	4,5,6, 8,9,10
5.3	Boating Facilities	- Revisit liveaboard threshold (currently 10 percent) - Revisit management and operations (implementation)	8,10
6.3	Overwater Structures	- Improve consistency with Single-Family Mitigation Manual and other agency mitigation requirements - Clarify grammar in prohibitions section - Clarify length thresholds (how to determine) - Clarify buoy density	7,8,9,10
8.0	Definitions	- Add missing definitions (e.g., significant tree, alteration, redevelopment) - Clarify definitions	10
Appendix A	Shoreline Designation Map	- Correct inconsistencies between paper and GIS maps (one identified) - Correct error (one identified) No changes to shoreline designations anticipated other than corrections	10
Appendix E	Special Area Maps	- Include corrected maps - Consider construction limit lines for Manzanita Bay and Fletcher Bay	7,10
All	Global edits	Clerical and implementation efficiency edits anticipated in every section	10
--	Climate Change/Sea Level Rise	Incorporate climate adaptation/sea level rise into goals, policies and regulations.	6
5.2	Aquaculture	To be included in amendment pending outcome of current limited amendment.	7,10

DRAFT

MEMORANDUM

Date: January 11, 2018
To: Planning Commission
From: Christy Carr, AICP
Senior Planner
Subject: SMP Amendment – Guiding Themes

The following themes are those which have been identified by staff, project applicants and others as the most in need of review and revision. As stated in the November 30, 2017 draft work plan, although the Planning Commission and City Council may consider policy decisions as they arise throughout the process, **significant policy changes are not anticipated as part of the amendment.** Exceptions may include the optional approach to nonconforming structures and any revisions to specific regulations or performance standards (see item 2 and 7, below). These could result in a change in intent of the SMP rather than changes only in its implementation. Such changes would more than likely trigger the need for review and potential revision to SMP background documents, such as the Cumulative Impacts Analysis.

The draft workplan (attached) has been updated to assign each proposed topic to consider to one or more of these guiding themes, summarized below. The intent is for the Planning Commission to arrive at consensus on this list and for staff to revise specific language only as it pertains to one or more of the themes.

1. **Existing structures:** WAC 173-27-080 includes definitions and standards for nonconforming development that apply when a local program does not contain locally adopted standards (see attached for reference). The City's SMP refers to nonconforming structures as "existing development" (see SMP Section 4.2). This section has a "general" section and is then divided into specific types of structures (e.g., primary structures, accessory structures, aquatic structures), each of which have different provisions for expansion/alteration. In addition to improving the overall clarity of the section, several questions have been addressed by staff and project applicants:
 - a. Which parts of the SMP apply to existing, nonconforming structures, if any?
 - b. What triggers the requirement to comply with the SMP for existing, nonconforming structures? This needs to be specific to avoid misinterpretation, inconsistency of application or default to "most restrictive" clause.
 - c. Can someone tear down their entire house (100%) (or accessory/appurtenant structure) and rebuild in the same footprint? Should there be a threshold (e.g., up to 50% square footage or percent value)?

- d. Does the City want to retain the current thresholds on expansion of existing, nonconforming structures (only landward, no more than 25%, once in lifetime of structure)?
 - e. What are clear definitions of applicable terms and which ones should be used: alteration, expansion, remodel, redevelopment, etc.?
- 2. **Non-conforming structures (term itself):** Although a well-established concept in land use, regulating nonconforming uses and development is a contentious issue. The word “nonconforming” has raised concerns and confusion among property owners. Home owners are worried about having a “nonconforming” label on their property. Their concerns and questions include: Can they repair and maintain their house? Will homeowners insurance cost more? Will they be able to get a loan for house repairs or improvements? Will potential buyers be able to get a mortgage? RCW 90.58.620 states that new or amended SMPs approved by Ecology after September 1, 2011 may include provisions that allow “legally established residential structures and appurtenant structures that are used for a conforming use to be considered a conforming structure even though they do not meet SMP standards for setbacks, buffers, yards, area, bulk, height or density” (See SMP Handbook, starting on page 6 for background). During its update process, the City did not use this optional approach to nonconforming structures. If the City wants to consider this optional approach, a new strategy for regulating existing structures needs to be developed. Note, some provisions for nonconforming structures may no longer apply, which could necessitate the requirement for a shoreline variance in some circumstances.
- 3. **Vegetation management – Existing landscaping (“established yard”):** Staff, shoreline property owners and vegetation maintenance providers continue to struggle with what can or cannot be done in terms of existing landscaping. There are endless variations on what shoreline property owners may consider their “yard” and what constitutes “normal or routine maintenance” or “ongoing maintenance.” Clarity is needed as to if/when/which vegetation management provisions apply to existing landscaping.
- 4. **Vegetation management – other:** A number of vegetation management regulations need to be simplified and clarified, and with that, some policy direction is needed. Examples include: removal of significant trees, “1/3-2/3” provision where a structure is allowed to encroach into up to 1/3 of Zone 2 of the shoreline buffer with the remaining 2/3 of Zone 2 (and all of Zone 1) planted with native vegetation.
- 5. **Consistency with no net loss standard:** The current conditions of the shorelines, including existing development, are the starting point or baseline for determining no net loss. Regulations and provisions need to be reviewed for consistency with the no net loss standard. For example, do any vegetation management regulations result in “restoration” vs. “mitigation” for identified impacts. Examples of means to achieve the no net loss standard would also be helpful for project applicants and qualified professionals completing site specific impact analysis reports to “demystify” the concept of no net loss.
- 6. **Integration of other codes/policies (stormwater, climate change):** The City’s stormwater regulations have been updated since the SMP update (BIMC 15.20). These should be integrated. A direct discharge criteria should be considered and consistency with the Single-Family Mitigation Manual should needs improvement. The Planning Commission may want to consider acknowledging sea level rise and climate change impacts.

7. **Specific regulations or performance standards:** While staff does not recommend any changes to current thresholds or performance standards, the Planning Commission may want to review and consider revisions to specific regulations. Any revisions would likely trigger the need to review and update background documents (e.g., Cumulative Impacts Analysis). Examples include:
 - a. Limits/requirements on bulkhead repair/replacement (SMP Section 6.2)
 - b. Prohibition of docks (SMP Section 6.3)
 - c. Buffer widths (SMP Section 4.1.3; Table 4-3)
 - d. Limit on liveaboards (SMP Section 5.3)
 - e. New construction limit lines for Manzanita and Fletcher Bays (Special Area Maps)
8. **Mitigation manual:** The mitigation manual needs to be updated to reflect current standards of other agencies (e.g., US Army Corps of Engineers), provide alternatives for impervious surface impacts and improve consistency/integration with the text of the SMP.
9. **Applicability:** The applicability of the SMP in general needs to be clarified. The use of terms such as “development, use or activity,” “human activity,” “whether it requires a permit or not,” among others, is confusing. Complexity and redundancy could be reduced by eliminating the applicability subsection in every section of the SMP.
10. **Improve clarity, simplify and reduce complexity; correct errors and omissions**

Planning Commission Action:

- Review and revise as needed list of guiding themes, above
- Finalize work plan within context of guiding themes



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:10 PM) Resolution No. 2019-04, Updating the City's Procurement Policy - Finance,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

I move to forward Resolution No. 2019-04, Updating the City's Procurement Policy, for approval with the February 12, 2019 Consent Agenda.

SUMMARY:

This resolution incorporates a recent increase in the procurement threshold on federal grant funded projects. It also corrects and clarifies disaster declarations and procurement procedures during an emergency.

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	No

BACKGROUND:

This procurement policy update incorporates several changes.

1. The formal bidding procurement threshold for federal grant funded projects has increased from \$150,000 to \$250,000, and the City's procurement policy should reflect this change.
2. The policy was updated to come into compliance with Chapter 2.44 BIMC regarding disaster declarations and emergency procurements.
3. A reference to the EOC Manual was added to clarify procurement during an emergency.
4. Minor change to Section 15.1 related to grants clarifying that the City Manager, or her designee, can perform 121 certain tasks.

ATTACHMENTS:

[Resolution No. 2019-04, Updating the City's Procurement Policy](#)

[Exhibit A to Resolution No. 2019-04, Updated City Procurement Policy](#)

[Exhibit A to Resolution No. 2019-04 - Redline](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2019-04

A RESOLUTION of the City Council of Bainbridge Island,
Washington, updating the City's procurement policy.

WHEREAS, on June 14, 2016, the City Council approved Resolution No. 2016-14,
adopting a comprehensive procurement policy for the City; and

WHEREAS, on May 22, 2018, the City Council approved Resolution No. 2018-16,
adopting an updated procurement policy; and

WHEREAS, the City's procurement policy serves as a guide for the community and the
City's staff and officers; and

WHEREAS, the City Council now desires to update the City's procurement policy to
reflect a recent increase in procurement thresholds for federal grant funded projects, to bring the
policy into compliance with the Bainbridge Island Municipal Code regarding emergency
declarations, and to provide additional clarity with respect to procurement during an emergency.

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

Section 1. The procurement policy adopted by Resolution No. 2018-16 is hereby
repealed in its entirety.

Section 2. The procurement policy attached as Exhibit A to this resolution is hereby
adopted in its entirety.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor this ____ day of _____, 2019.

By: _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, City Clerk

FILED WITH THE CITY CLERK: January 18, 2019
PASSED BY THE CITY COUNCIL: _____, 2019
RESOLUTION NO. 2019-04

Exhibit A
Procurement Policy



CITY OF
BAINBRIDGE ISLAND

PROCUREMENT POLICY
PURCHASING GUIDELINES
CONTRACT AND SURPLUS AUTHORITY

Effective Date: February 12, 2019

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I. GENERAL

1.1 Purpose

This document is intended to direct the purchase of goods and services at a reasonable cost. An open, fair, documented, and competitive process is to be used whenever reasonable and possible. The purchasing function's integrity, efficiency, and effectiveness are critical elements of sound government.

1.2 Objectives

The objectives of the City's purchasing program are as follows:

- To provide a uniform system to obtain supplies, materials, equipment, and services in an efficient and timely manner;
- To facilitate responsibility and accountability with the use of City resources;
- To ensure equal opportunity and competition among vendors and contractors;
- To promote effective relationships and clear communication between the City and its vendors and contractors;
- To comply with State procurement statutes governing expenditures of public funds;
- To promote use of recycled materials and products, and dispose of surplus and scrap materials with regards to cost savings and the environment.

1.3 Scope

These guidelines apply to purchases of:

- Supplies, materials and equipment
- Professional services (including architectural and engineering services)
- Non-professional services (purchased services)
- Public works projects

The guidelines do not apply to the acquisition, sale, or lease of real property, except as described in Section 15.3.

If grant or debt funding is involved in the proposed purchase, applicable requirements should be obtained from the funding agency. Such requirements may be more restrictive than the City's policy.

1.4 Controlling Laws

All purchases shall comply with appropriate and relevant Federal, State, and City laws and policies. If the appropriate and relevant Federal or State laws, regulations, grants, debt, or requirements are more restrictive than these guidelines, such laws, regulations, grants, debt, or requirements should be followed.

The City Attorney shall be consulted when questions regarding potential conflicts arise. Applicable laws and regulations will be cited throughout this document.

2.0 DETERMINING TOTAL PURCHASE COST

2.1 Use Anticipated Cost

The anticipated annual need for a good or service (when it can reasonably be projected) shall be used to determine the cost of that good or service, and thus which contract approval level, cost threshold, and other related purchasing requirements apply.

2.2 No “Bid Splitting”

Requirements shall not be divided to come up with a lower total cost to avoid contract approval levels or competition requirements. If one item being purchased requires another item to “make a whole,” the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which approval level and cost threshold apply, unless the two items are not available from a single vendor.

2.3 Costs to include

Include costs such as taxes, freight, and installation charges when determining which cost threshold applies. Do not include the value of a trade-in. Trade-in value should be considered, however, to determine the lowest bid when competitive bidding is used.

2.4 Include Total Quantity Needed

Requirements for the total quantity of an item (when they can be reasonably projected) should be considered when determining which cost threshold and related purchasing requirements apply.

2.5 Multiphase Programs

If a project is to be completed in phases, the total accumulated cost for all phases should be considered when determining which cost threshold applies.

3.0 CONTRACT APPROVAL LEVELS

These approval levels are designed for contracts whose costs are covered by budget appropriations previously approved by the City Council. Contracts requiring additional appropriations must be approved by the Council.

3.1 Purchasing of Equipment, Supplies & Materials

3.1.1 \$10,000 or Less

Purchases in this price range are to be approved by the Department Director.

3.1.2 \$10,001 to \$50,000

Purchases in this price range are to be approved by the City Manager.

3.1.3 \$50,001 or More

Purchases in this price range are to be approved by the City Council.

3.2 Professional Services (Personal Services and Architecture & Engineering Services)

3.2.1 \$50,000 or Less

Contracts in this price range are to be approved by the City Manager.

3.2.2 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

3.3 Non-Professional Services (Purchased Services)

3.3.1 \$10,000 or Less

Contracts in this price range are to be approved by the Director.

3.3.2 \$10,001 to \$50,000

Contracts in this price range are to be approved by the City Manager.

3.3.3 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

3.4 Public Works Projects

3.4.1 \$10,000 or Less

Contracts in this price range are to be approved by the Public Works Director.

3.4.2 \$10,001 to \$50,000

Contracts in this price range are to be approved by the City Manager, provided they are included in the Capital Improvement Plan (CIP).

3.4.3 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

4.0 COST THRESHOLD REQUIREMENTS – PURCHASING AND NON-PROFESSIONAL SERVICES (PURCHASED SERVICES)

The following cost thresholds apply for purchases of supplies, equipment, non-professional services, and information services.

Non-professional services (referred to as purchased services by Municipal Research and Services Center (MRSC)) are for routine and continuing functions, mostly related to physical activities that:

- Follow established or standardized procedures
- Contribute to the day-to-day business operations
- Completion of assigned and specific tasks
- Require only routine decisions
- May require payment of prevailing wages

Examples include delivery services, landscaping and janitorial services, vehicle inspection and repair services, HVAC system maintenance, and office furnishings installation and repair service. Consult with the City Attorney prior to contracting for these services for advice on bidding and prevailing wage requirements.

The cost thresholds below do not apply to the purchase of services that are considered to constitute a *public work* – see Section 5.0 on public works projects.

They also do not apply to the purchase of *professional services* (including architectural or engineering services) – see Section 7.0 on professional services and Section 8.0 on architectural and engineering services.

Refer to Section 10.0 in situations involving *sole source* or *emergency* purchases.

4.1 \$10,000 OR LESS – Direct Negotiation

Purchases in this price range may be entered into through direct negotiation. Competition is not required, though departments should still make every effort to receive the best price possible. Documentation on all quotes should be retained.

4.2 \$10,001 TO \$50,000 – 3 Quotes Needed

For purchases in this price range, at least three quotes shall be obtained. Quotes may be obtained by telephone or in writing. Documentation on all quotes will be retained. The documentation will include the date, time, vendor contact name, phone number, email (if applicable), price quoted and any reasons for acceptance or refusal of the quote.

4.3 \$50,001 or More– Competitive Bids

For purchases in this price range, competitive bids shall be obtained from at least 3 vendors. Bids do not need to be sealed, but shall be in writing. See Section 6.0 on competitive bidding for a detailed description of the procedures to be followed.

4.4 Auctions

RCW 39.30.045 allows for the purchase of any supplies or equipment at auctions rather than through competitive bidding, if the items can be obtained at a competitive price. This authority allows the City to make a purchase on an internet-based auction service, such as eBay, as well as through in-person auctions. The City may also use federal, state or local governmental auctions.

4.5 Purchasing Surplus Property from Other Governmental Agencies

RCW 39.33.010 allows for the purchase of surplus property from other governmental agencies without regard to bid laws.

4.6 Contracting for Services with Other Governmental Agencies

RCW 39.04.080 authorizes one public agency to contract with another public agency to perform any function which each agency is authorized by law to perform itself.

4.7 Environmentally-Friendly Purchasing

Where appropriate environmentally-friendly products are available and reasonably priced compared to competing products, such environmentally-friendly products are to be purchased by the City. Environmentally-friendly products may include, but are not limited to, products that are: less toxic or hazardous, energy and water efficient, recyclable or made from recycled content or renewable resources, bio-based, sustainably certified, or shipped or made with reduced packaging.

4.8 Neonicotinoids

Pursuant to Resolution No. 2016-11, the City will not purchase landscaping materials, including plants and seeds, that have been treated with neonicotinoids, except for use in: (a) a well-defined research study; or (b) when the life or health of a valuable or significant tree is threatened and neonicotinoid application is the least environmentally impactful option.

4.9 Pesticides

Pursuant to Chapter 16.30 BIMC, the City will not purchase any pesticide, except for those included on the Least Toxic Products List established by Resolution 2003-23 or subsequent resolutions of the City Council.

5.0 PUBLIC WORKS PROJECTS

As defined in RCW 39.04.010, *public works* include (but are not limited to) all work, construction, alteration, repair, or improvement (other than *ordinary maintenance*, engineering analysis, and design and other professional services) executed at the City's cost, or which is by law a lien or charge on any property therein. If the City contracts out for maintenance or repairs, the work is a public work for bidding and prevailing wage purposes.

5.1 Defining Project Cost

The cost of a public works project includes the costs of materials, supplies, equipment, and labor on the construction of that project.

5.2 Bid Requirements

Washington State law requires the City to call for bids whenever the cost of a public work will exceed \$65,000, if more than one craft or trade is involved. If only a single craft or trade is involved, or if the project is for street signalization or street lighting, bids must be called for if the cost is greater than \$40,000. The City has established the following additional guidelines for the bidding process:

5.2.1 Public Works Projects \$0 to \$500: No competitive bidding is needed.

5.2.2 Public Works Projects \$501 to \$2500: Solicit 3 informal quotes by telephone or in writing.

5.2.3 Public Works Projects \$2501 to \$10,000: Solicit 3 informal quotes by telephone or in writing, preferably from the small works roster.

5.2.4 Public Works Projects \$10,001 to \$35,000: Solicit 3 quotes from the small works roster.

5.2.5 Public Works Projects \$35,001 to \$150,000: Solicit quotes from at least five contractors on the small works roster in a manner that will equitably distribute opportunities among contractors on the roster.

"Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

5.2.6 Public Works Projects \$150,001 to \$300,000: Solicit 5 quotes from small works roster and notify the remaining contractors on the roster that quotes on the work are being sought. This notice can be made by:

- Publishing notice in a legal newspaper in general circulation in the area where the work is to be done; or
- Mailing a notice to these contractors; or
- Sending a notice to these contractors by electronic means such as email or fax.

5.2.7 Exception: If the public works project is \$250,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

5.2.8 Public Works Projects More than \$300,000: Advertise and call for bids using the formal bid process.

All contracts are to be awarded to the lowest responsible bidder. RCW 39.04.350 outlines criteria that a bidder must meet in order to be considered responsible.

5.3 Small Works Roster

RCW 39.04.155 authorizes cities to use a small works roster to award public works contracts of less than \$300,000.

Exception: If the public works project is \$250,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

Using a small works roster provides a streamlined method for soliciting competitive bids for public works projects costing less than \$300,000.

A small works roster consists of all responsible contractors who have requested to be listed, and are properly licensed or registered to perform such work in the State of Washington.

As an alternative to creating and maintaining the City's own small works roster for construction of public works projects, the City Manager is authorized to enter into agreements with the Municipal Research and Services Center (MRSC) or any other agency for use of their small works roster, as long as such small works rosters are in compliance with the latest State of Washington rules, regulations, requirements, and laws regarding the establishment, maintenance, and use of small works rosters for public works projects. The City is currently using MRSC's small works roster.

A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed, as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

Performance bonds are required on small works roster projects, and the City requires bid bonds for small works roster projects with an estimated cost of more than \$100,000. Although not required for small works roster projects below that threshold, bid bonds are recommended to ensure that the contractor enters into the contract.

The City Council will award contracts with a value of more than \$50,000.

The Public Works Director shall post a list of the contracts awarded using the small works roster at least once a year. The list shall contain the names of the contractors awarded the contracts, the amount of the contracts, a brief description of the type of work performed under the contracts, and the date the contracts were awarded. The list shall also state the location where the bid proposals for the contracts are available for public inspection.

5.4 Limited Public Works Process

The limited public works process is a type of small works roster process that applies only to contracts estimated to cost less than \$35,000. To use this process, the City must solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster. This process is described in RCW 39.04.155(3) and allows the City to waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage requirements of Chapter 60.28 RCW. Consult with the City Attorney for prior approval when waiving both of these requirements.

5.5. Public Works Performed by City Employees

RCW 35.23.352 allows City employees to perform public works projects as long as the project's estimated cost is lower than the bidding limits (\$40,000 single craft/trade or \$65,000 multiple craft/trade).

Work performed within the City by other public employees under an interlocal agreement shall also be included in these limits.

The City is required to provide a report to the state auditor of the costs of all public works in excess of \$5,000 that are not let by contract (RCW 35A.40.200 and 35.23.352(4)). For any project using City employees in excess of \$25,000, the City must publish a description of the project and its estimated cost in the official newspaper at least fifteen days before beginning the work (RCW 39.04.020).

5.6 Prevailing Wages

The City is required by RCW 39.12.040 to require contractors to pay prevailing wages on all public works contracts.

A "Statement of Intent to Pay Prevailing Wages" must be received from a contractor before any payment is made, and an "Affidavit of Wages Paid" must be received following final acceptance of the work.

5.7 Performance and Payment Bonds

RCW 39.08.010 mandates that the City require payment and performance bonds for every public works contract, except as described below. This ensures that the job will be completed and that all workers, vendors, and subcontractors will be paid.

The bonds shall be executed by a surety company authorized to do business in Washington State, in an amount equal to 100% of the price specified in the contract.

For contracts of \$150,000 or less, the City is allowed, at the option of the contractor, to forego requiring payment and performance bonds. Instead, the City may retain 10% of the contract for 30 days after final acceptance, or until receipt of all necessary releases from the Department of Revenue, Department of Labor & Industries, and Employment Security Department, and settlement of any liens filed under RCW 60.28, whichever is later. The intent of this exception is to assist small contractors who may have difficulty securing bonds.

RCW 39.08.015 subjects the City to claims of laborers, materialmen, subcontractors, and mechanics if the required payment and performance bonds are not obtained.

RCW 60.28.011 prohibits agencies from withholding retainage on public works projects funded in whole or in part by federal transportation funds. Instead, agencies must rely on the contractor's bond.

5.8 Public Works over \$1 Million

RCW 39.30.060 specifies that in order for their bid to be considered responsive, every bidder for a public works contract of over \$1 million must submit (either with their bid or within one hour of the bid submittal time) the names of all subcontractors that will be used for heating, ventilation and air conditioning, plumbing and electrical work.

5.9 Change Orders

Change orders are to be approved in accordance with the cost thresholds outlined in this section, provided that the changes do not increase the project's cost in excess of previously approved budget appropriations.

The City Council must approve any change order that increases a project's cost beyond previously-approved budget appropriations.

Public Work Contract total remains below \$300,000 – Change orders are to be approved by the City Manager.

Public Work Contract total moves to \$300,000 or more, but the total cumulative amount of change orders is 10% or less – Change orders are to be approved by the City Manager.

Public Work Contract total moves to \$300,000 or more and the total cumulative amount of change orders is more than 10% – Council must authorize the City Manager to approve the revised contract.

In the event unforeseen conditions necessitate an immediate change to avoid a contractor's claim against the City for delays, the City Manager may authorize and direct work irrespective of the limits above, provided any work change directive issued in excess of the City Manager's authority shall be incorporated into a change order and presented to the City Council as soon as practicable.

5.10 Project Acceptance

At the completion of a public works project, as confirmed by the Director of Public Works or designee, the City Manager is authorized to accept the work.

The Director of Public Works, Director of Planning and Community Development and the Director of Finance are further authorized to sign exoneration and release forms for bonds and other security devices submitted with respect to a project.

6.0 COMPETITIVE BIDDING PROCEDURES

6.1 Public Notice

RCW 35.23.352(1) sets out the advertising requirements for the public works bidding process. For all contracts that require bids, notice shall be published in the official newspaper at least 13 days prior to the due date for bids.

Advertisements for bids should include the following items:

- Title of the project
- Nature and scope of the work
- Materials and equipment to be furnished
- Where contract documents (plans, *specifications*) may be obtained
- Cost to obtain a set of contract documents
- Place, date, and time that bids are due
- Statement that a *bid bond* must accompany the bid
- Statements that the City retains the right to reject any or all bids, and to waive minor irregularities in the bidding process

6.2 Bid Specifications

Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be purchased. Such descriptions should not contain features that unduly restrict competition.

When it is impractical or uneconomical to make clear and accurate description requirements, a “brand name or equal” description may be used. The responsibility of demonstrating to the City’s satisfaction that a product is “equal” to that specified shall be on the vendor proposing the substitution.

Requests for approval of substitutions must be made with sufficient time to allow the City to adequately review the proposal, including time for vendors to respond to questions and requests for additional information or clarification. The City has no obligation to accept proposed substitutions.

Acceptance of a substitute product proposed as an “equal” to that specified will be made in writing. If this acceptance occurs prior to the bid, other bidders will be notified to the extent practical.

6.3 Award

The contract will be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and criteria included in the invitation for bids, or all bids will be rejected. RCW 39.04.350 outlines criteria that a bidder must meet in order to be considered responsible. The City may not negotiate with any of the bidders.

RCW 39.04.350 established bidder responsibility criteria. Before the City may accept a Contractor's bid, the contractor must:

- Be a registered contractor at the time of bid submittal (RCW 18.27.020)
- Have a current Unified Business Identifier (UBI) number
- Have industrial insurance coverage
- Have an employment security department number
- Have a state excise tax registration number
- Have never been disqualified from bidding under RCW 39.06.010 or 39.12.065(3)

The City also requires that the contractor must:

- Have or agree to obtain a current City business license
- Be current with all applicable licenses, taxes, and fees owed to the City of Bainbridge Island

In addition, the City adopts the following supplemental criteria which may be used in connection with specified projects:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder
- Whether the bidder can perform the contract within the time specified
- The quality of performance of previous contracts or services
- The previous and existing compliance by the bidder with laws relating to the contract or services
- Such other information as may be secured having a bearing on the decision to award the contract

When using the supplemental criteria described above, the City will include the supplemental criteria in the bidding documents, together with a basis for evaluation, deadline for bidder to submit responsibility documentation, and deadline for bidder to appeal a "not responsible" determination.

Contracts over \$50,000 are awarded by the City Council.

When a trade-in option exists and is in the City's best interest, the price offered on the trade will be considered when determining the lowest responsive and responsible bid.

RCW 39.30.040 allows any local sales tax revenue generated by the purchase to be considered in determining the lowest responsive and responsible bid. Other preferences favoring local businesses are not permitted.

6.4 Cancellation

An invitation for bids may be cancelled. Additionally, the City (at its sole discretion) may choose to reject any or all bids, in whole or in part.

6.5 Submittal of Bids

Bids will be submitted as specified in the invitation for bid by the appointed date and time listed in the invitation. Each bid will be dated and time stamped as it is received. Late bids will not be accepted. If the bid is a sealed bid, all qualified bids will be opened and read aloud publicly at the appointed time.

No City representative shall inform a contractor of the terms or amount of any other contractor's bid for the same project prior to the bid opening date and time. Once bids have been submitted (and opened, if the bids are sealed), the City may not negotiate with bidders. The contract must be awarded to the lowest responsive and responsible bidder, or else all bids must be rejected.

A written record shall be made of each contractor's bid on a project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations shall be recorded, open to public inspection, and available by telephone inquiry.

Original specifications and the original bid responses will be retained for review and audit as required.

6.6 Bid Security

Bid security shall be required for all competitive bidding for public works contracts, and shall be included in the bid package. Security shall be in the form of a bond with a value of at least 5% of the amount of the bid, provided by a surety company that is authorized to do business in Washington State, or the equivalent in cash or certified check.

Bid bonds are not required when small works procedures are used for projects under \$100,000.

Bid security shall be required on all bids for materials, supplies, and equipment only if it is determined to be necessary.

When the invitation for bids requires submittal of bid security, noncompliance will result in rejection of the bid.

If a bidder is permitted to withdraw a bid before award, its bid security shall be returned.

6.7 Non-Collusion Affidavit

Each bidder shall be required to warrant that their bid is genuine, and that they have not entered into collusion with other bidders, by submitting with their bid an executed and notarized affidavit on a form approved by the City Attorney.

7.0 PROFESSIONAL SERVICES

*Professional services*¹ are services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement.

Professional services include, but are not limited to:

- Architectural, engineering, or design services
- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisal or title abstracts
- Relocation assistance
- Surveying
- Soils analysis or core testing

7.1 Competitive Process

A competitive process is recommended but not required for professional services, other than professional architectural engineering, or surveying services (see Section 8.0 for procedures to be followed when obtaining these services). The contract approval levels outlined in Section 3.0 still apply.

7.2 Solicitation of Proposals

The City may request a Request for Qualification (RFQ) as an initial submission or together with a Request for Proposals (RFP) in connection with a formal solicitation. An RFQ asks a company to submit their general capabilities, list of principal employees, previous projects, and other qualifications for a project. An RFP asks a company to both submit their qualifications and a proposed scope of services for a specific project, including information on the schedule and deliverables.

¹ MRSC uses the terms “personal services” and “architecture and engineering services” in their contract guidelines.

An RFP should include:

- a detailed scope of work describing the project tasks
- an estimated budget
- an estimated schedule
- evaluation criteria
- instructions regarding the submittal information (page limitations, number of copies, etc.)
- proposal deadline
- copy of agreement for professional services

A department director may evaluate proposals for smaller projects, but a review panel of at least three employees is recommended for more complex projects. City staff should review all submittals received prior to the deadline to ensure they comply with the requirements of the RFP. The director or review panel should then use the evaluation criteria to evaluate each proposal.

Guidelines for issuing RFPs and RFQs are as follows:

Dollar Threshold: \$0 to \$25,000

Competitive Process: Minimal competition

Major Activities:

- Select qualified firms (1-3) based on established criteria from MRSC roster
- OR advertise for statements of qualifications and proposals from interested firms
- Ask for proposals from selected firm(s)
- Select most qualified firm
- Negotiate a contract with the firm deemed the most highly qualified
- Document the process

Dollar Threshold: \$25,000 to \$100,000

Competitive Process: Informal Competition

Major Activities:

- Select 3-5 qualified firms based on established criteria from MRSC roster
- OR advertise for statements of qualifications and proposals from interested firms
- Prepare written solicitation, including at a minimum, description of services required, project schedule, request for consultant's qualifications and/or non-price proposal and due date for the responses
- Send to a minimum of 3 firms

- Evaluate responses and select most qualified firm
- Negotiate a contract with most qualified firm
- Document the process for file, including selection criteria, names of firms considered, all responses to RFP, basis for award decision, and copy of contract

Dollar Threshold: Over \$100,000

Competitive Process: Formal Competition

Major Activities:

- Prepare formal solicitation document (RFP or RFQ/RFP)
- Publish legal notice in major daily newspapers
- Post solicitation document on City website
- Develop score sheets for use by evaluators
- Issue RFP or RFQ/RFP to a minimum of six firms.
- Conduct pre-proposal conference, if required in RFP or RFQ/RFP and issue addendum
- Provide answers to bidders' questions via addenda and post on website
- Date and time stamp proposals received by the due date
- Evaluate proposals strictly against criteria set forth in the RFP or RFQ/RFP and score. Use 3 evaluators for scoring and score proposals using score sheets. Tabulate scores and determine ranking of proposers
- Schedule and conduct oral interviews of top finalists, if desired
- Determine final scoring and select most qualified firm
- Notify successful and unsuccessful firms
- Negotiate a contract with most qualified firm
- Conduct debriefing conferences with unsuccessful proposers, if requested

8.0 ARCHITECTURAL, ENGINEERING, AND SURVEYING SERVICES

Services for professional architectural (including landscape architectural), engineering or surveying services are procured using the qualifications based selection requirements in Chapter 39.80 RCW. Examples include architectural blueprints, road design, and sewer and water system design. The requirements outlined in that chapter, as stated in these guidelines, or as may be amended by the State Legislature, must be carefully followed.

8.1 Annual Roster

As an alternative to creating and maintaining the City's own annual roster for the procurement of architectural, surveying, and engineering services, the City Manager is authorized to enter into agreements with the MRSC and/or any other agencies for use of their annual rosters as long as such rosters are in compliance with the latest state of Washington rules, regulations, requirements and laws regarding the procurement of architectural, surveying, and engineering services. The City currently uses MRSC's roster.

The City encourages architectural, engineering and surveying firms to submit to MRSC a statement of qualifications and performance data annually. When services are needed, the City will evaluate current statements of qualifications and performance data on file with those submitted by other firms regarding a proposed project.

8.2 Contract Negotiations

Discussions will be conducted with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services. Using criteria established by the City for the project, category, or type of services needed, a professional services contractor will be selected that is deemed to be the most highly qualified to provide the services required for the proposed project. See Section 7.2 for the RFQ and RFP process. RFPs for architectural, engineering, and surveying services may not request a price. The City must select the most qualified firm and then negotiate a price for the project.

The City will negotiate a contract with the most qualified firm at a price that the City determines is fair and reasonable. In making its determination, the City will take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature of the service to be provided. If the City is unable to negotiate a satisfactory contract with the firm selected at a price that is determined fair and reasonable, negotiations with that firm will be formally terminated. Another firm will then be selected and the process continued until an agreement is reached or the process terminated.

Contracts for these services will be approved in accordance with the contract approval levels outlined in Section 3.2.

9.0 CONTRACT AMENDMENTS

The City Manager may execute an amendment to a contract without City Council approval, provided that the amendment:

- Simply extends the time of completion for a project. Such an extension can be for up to one year from the original termination date of the contract.
- Provides for a cost increase that does not exceed 10% of the original contract cost (or \$50,000, whichever is greater), and is supported by the City's budget.
- Is solely for "On-Call" services to ensure compliance with City Codes and regulations by development applications and studies associated with development applications, when the cost of the work performed is recovered from applicant reimbursements or applications fees. Examples include agreements for geotechnical studies and traffic impact analysis.

All changes to the scope of work must be done by contract amendment. Substantial changes to the scope of work must be submitted to the City Attorney for a determination as to whether the work should be awarded as a new contract.

10.0 SOLE SOURCE AND EMERGENCIES

Situations may occur when competition among multiple vendors is not practical. These situations, as outlined in RCW 39.04.280, include:

- There is clearly and legitimately only one source capable of supplying the good or service in a timely fashion.
- There are special circumstances or market conditions that result in only one appropriate source. (This includes parts and services for equipment, and technical support for computer software or hardware, that the City is already using. Other costs associated with a potential purchase, such as the need for additional staff training, may also be considered.)
- Purchases of insurance or bonds.
- In the event of an *emergency*.

Purchases may be made from a *sole source* vendor without soliciting other quotes or bids. In non-emergency situations, written documentation demonstrating the appropriateness of a sole source purchase shall be submitted to the Finance Department in advance of the purchase. Finance (and the City Attorney, when needed) will evaluate whether a vendor can legitimately be defined as a sole source.

In accordance with RCW 39.04.280 and Chapter 2.44 BIMC, if an *emergency* exists, the City Council, the City Manager, the Finance Director, or the person(s) designated by the City Manager to act in the event of an emergency may:

- Declare that an emergency situation exists.
- Waive competitive requirements.
- Award, on behalf of the City, contracts necessary to address the emergency situation (including, but not limited to, contracts for architectural and engineering services).

Chapter 2.44 BIMC contains additional provisions relating to emergency management. RCW 39.04.280 requires that a written finding of the existence of an emergency be made and entered into the public record no later than two weeks following the award of the contract. In accordance with BIMC 2.44.110, such written findings authorizing the emergency procurement shall be presented to the City Council for ratification and confirmation, modification or rejection. However, all emergency procurements under this section shall be considered to be in full force and effect until the City Council acts otherwise.

See the Emergency Operations Center (EOC) Manual for additional information on the resource request process used in the EOC during emergencies

11.0 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS

RCW 39.34.030 allows the City to join with other governmental agencies for the purchase of supplies, equipment, or services. This is done by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an “Interlocal Agreement”).

Prior to making a purchase under such an agreement, the City must ensure that the procedure used by the agency that originally awarded the bid, proposal, or contract is allowable with the City’s purchasing policy. The originating agency must also have fulfilled one of two additional public notice requirements:

- Posted the bid or solicitation notice on a web site established and maintained by a public agency, purchasing cooperative, or similar service provider, for purposes of posting public notice of bid or proposal solicitations.
- Provided an access link on the state’s web portal to the notice.

The City may also make a bid call with another government entity as a joint purchase that complies with the procurement requirements of both jurisdictions.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from City of Bainbridge Island’s contracts or purchase orders, provided that other agencies provide similar rights and reciprocal privileges to the City of Bainbridge Island.

Pursuant to RCW 39.34.030, the City may make purchases through state contracts. The City has signed a Master Contracts Usage Agreement with the Department of Enterprise Services (“DES”). The DES’ webpage provides information and instructions for making purchases with the state contract.

The City Council shall approve all Intergovernmental Cooperative Purchasing Agreements.

12.0 VENDOR RELATIONS

12.1 Code of Ethics

Employees will follow applicable personnel policies in this subject area.

12.2 Quote or Bid Revisions

If a vendor is permitted to submit a revised quote or bid, other competitors will be given the same opportunity. Bidders are expected to offer their best bid first, and offering an opportunity to re-quote should be done only when absolutely necessary.

12.3 Samples

When vendors offer samples for evaluation, they will be accepted only under the following conditions:

- The sample is accepted as property of the City.
- The product is of a type presently in use by the City, or is of potential use. Samples of goods not likely to be purchased are not to be accepted.
- The quantity or size of the sample is relatively small and of minimal value.
- Any chemicals offered as vendor samples shall not be accepted unless accompanied by an OSHA product safety data sheet or material safety data sheet (MSDS).
- If vendor samples are accepted, they must be sent to the appropriate location or department for testing.
- Samples that are requested for evaluation must be purchased.

12.4 Local Business Participation

The City will take affirmative steps not only to encourage local businesses to apply to participate in the procurement process, but to the extent legally possible, the City will consider the use of those local businesses.

13. VENDOR APPEALS

Vendors may appeal or protest a proposal solicitation or award of contract issued by the City of Bainbridge Island, provided that the vendor strictly follows the procedures described below.

Prior to the deadline for submitting bids or proposals, vendors may appeal or protest specifications, terms, or requirements. After the deadline for submission of bids or proposals, vendors may appeal or protest the award or pending award to the apparent low bidder, or the selection of the apparently most advantageous proposal.

13.1 Procedures for Initial Appeal or Protest

The appeal or protest must:

- Be submitted in writing;
- Explicitly identify itself as an appeal or protest;
- Explicitly identify the bid/project/request for which the appeal or protest is made;
- Explicitly state all reasons and bases in law and fact supporting the appeal or protest (including, but not limited to, identification of any and all specifications, terms, requirements, or conditions to which the vendor objects);
- Include any and all supporting documents; and
- Be filed with the City Clerk within the following deadlines:
 - o For appeals or protests involving specifications, terms, conditions, or requirements, no later than 7 business days prior to the bid deadline.
 - o For appeals or protests involving an award or pending award – no later than 5 business days after the award is made.

13.2 Consideration of Initial Appeal or Protest

A vendor's initial appeal or protest will be reviewed by the City Manager, the City Attorney, the Director of the procuring department, and the Finance Director, or their designees.

The initial appeal or protest will be decided based upon the written materials, supporting documents, and other information obtained by those reviewing the appeal or protest. In the event that a meeting or conference with the appellant or protestor would materially assist the City in making its decision, a meeting may be scheduled.

Only those issues identified by the appellant or protestor in the initial written appeal or protest filed with the City Clerk will be considered. The City Attorney or designee will issue a written decision no later than 10 business days after the filing of the initial appeal or protest with the City Clerk.

13.3 Appeals from Denial of Initial Appeal or Protest

A vendor may only appeal the City's initial decision by following the procedures described in this section. The appeal will be decided by the City Council.

The appellant or protestor must file the appeal or protest in writing with the City Clerk no later than 7 business days after the date of the City's written decision. The appeal must state the basis in law for the appeal, include a copy of the initial appeal or protest, and the decision from which the appellant or protestor appeals, and state whether the appellant requests time to appear before the Council to present the appeal.

Council will not consider any issues that were not raised in the initial appeal or protest. At its sole discretion, Council may decide to allow the appellant to make any presentation other than the written submission if the Council finds that such a presentation would materially aid its decision.

Council may form a committee of less than the entire Council to consider the appeal and recommend a decision to the entire Council.

The Council's decision shall be final and binding.

14.0 SALE OR DISPOSAL OF CITY PROPERTY

14.1 Authorization

The City Manager may authorize the sale or disposal of City property, provided that the property is no longer needed and that notice of intention to sell is given as provided in this section. The property will be deemed as *surplus* or *scrap*.

Permission must be obtained from the grantor before selling or disposing of any property which was purchased with grant funding. Failure to obtain permission could obligate the City to repay grant funding used to purchase the property.

14.2 Sale versus Disposal

Sales of surplus items to other governmental agencies may occur via private sale. Other sales of surplus items shall be sold via public auction. It is the City's policy to utilize third-party auction services rather than conduct the auction itself.

Scrap may be sold via public auction, via private sale at prices established by current market conditions, or may be disposed of if there is not a viable market. The City Manager may donate items with a nominal value to a charitable organization which is tax exempt pursuant to Internal Revenue Code Section 501(c)(3).

14.3 Trade-Ins

Trade-in of old equipment to upgrade similar or reasonably related equipment is permitted when it is in the best interest of the City. The requesting Department Director shall be responsible for the sale, trade, or other disposition of surplus property and scrap belonging to the City of Bainbridge Island when used for a trade-in.

14.4 Public Notice of Sale

If the City opts not to use a third-party auction service and instead chooses to conduct an auction itself, the notice of intent to sell surplus or scrap at a public sale shall be published once a week for two consecutive weeks in the City's official newspaper immediately prior to the sale. The notice shall state the time and place at which the property will be sold. Any other reasonable means to attract potential buyers to the sale may be used in conjunction with the notice posted in the official newspaper.

14.5 Conflict of Interest

Because City employees have more information than the general public about City property to be auctioned and an appearance of fairness is necessary to maintain the public trust, employees, their spouses, and their agents are not permitted to bid on or buy property auctioned or sold directly by the City.

14.6 Inventoried Items

Surplus, scrap or trade-in of any inventoried item will be confirmed by the employee responsible and approved by the Department Director. A Property Disposition form will be completed and submitted to the Finance Department.

Each Department will be responsible for storing and retaining an inventory of such property until issued disposition instructions.

15.0 ADDITIONAL SIGNING AUTHORITY

15.1 Grants

If a grant would require material matching dollars or impact policy, the City Manager, or designee, will seek City Council approval prior to applying. The City Manager will bring grant opportunities the City Manager becomes aware of to the full City Council. The City Council may also initiate the process of pursuing a grant. If other entities, such as non-profit organizations or community interest groups, wish to apply for a grant on behalf of the City, the group must first obtain the approval of City Council.

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.

Amendments to grants that simply extend the term of the grant may be approved by the City Manager.

15.2 Interlocal Agreements

All interlocal and interagency agreements must be approved by City Council. Amendments to interlocal agreements that simply extend the term of the agreement may be approved by the City Manager.

15.3 Real Property

Contracts and agreements that relate to real property (other than as described below) must be approved by the City Council.

The City Manager is authorized to enter into leases of real property where the rent does not exceed \$50,000 total over the term of the lease; Provided, that the City Council's approval is required for all leases of real property that are for a term of more than five (5) years.

The City Manager is authorized to enter into licenses, permits, or other agreements in order to manage the use of the City's right-of-way. Any such license, permit, or other agreement shall contain the provisions set forth in Resolution No. 2013-09.

The City Manager, Director of Public Works and Director of Planning and Community Development are authorized to accept dedications, easements, rights-of-way, fee estates, or other interests in real property for use by or on behalf of the city. Pursuant to this authority, the City Manager, the Director of Public Works, or the Director of Planning and Community Development are each authorized to sign and accept delivery of real property acquisition documents on behalf of the City.

The Director of Planning and Community Development is further authorized to sign and accept documents relating to any notice to title recorded with Kitsap County in connection with the Critical Areas ordinance.

15.4 Settlement Authority

The City Manager is authorized to sign settlement agreements requiring the City to pay less than \$50,000 to resolve and settle any damage claims or suits against the City and to execute all necessary documents pursuant to the resolution of such claims. The City Manager shall have the further authority to approve the issuance of checks pursuant to the resolution of such claims. Claims settled by the City Manager under this authority will be reported to the City Council at the next City Council meeting following the settlement.

16.0 COMPLIANCE WITH POLICY

A violation of any of the provisions of this policy may result in discipline to the individual involved where, in the opinion of the City Manager (in the case of employees) or the City Council (in the case of an elected official or City Manager), such discipline is in the interest of the public and good government.

Officers and employees should be aware of possible personal penalties, termination, and financial liability for intentional or willful violation of competitive bidding laws. RCW 39.30.020 states (emphasis added):

In addition to any other remedies or penalties contained in any law, municipal charter, ordinance, resolution, or other enactment, any municipal officer by or through whom or under whose supervision, in whole or in part, any contract is made in willful and intentional violation of any law, municipal charter, ordinance, resolution, or other enactment requiring competitive bidding upon such contract shall be held liable to civil penalty of not less than three hundred dollars and may be liable, jointly and severally, with any other such municipal officer for all consequential damages to the municipal corporation. If, as a result of a criminal action, the violation is found to have been intentional, the municipal officer shall immediately forfeit their office. For purposes of this section “municipal officer” shall mean an “officer” or “municipal officer” as those terms are defined in RCW 42.23.020(2).

17.0 SUMMARY OF PURCHASING GUIDELINES

Public Works Projects

Estimated Cost	Signing Authority	Purchase/Bidding Process	Contract Mechanism
\$0 - \$500	Public Works Director	No competition needed	Estimate/Invoice
\$501 - \$2500		Minimal competition – call for 2-3 quotes/bids (phone or written)	Small Project Contract
\$2501- \$10,000		Minimal competition – call for 2-3 quotes/bids (phone or written) at a minimum via the small works roster	
\$10,001 - \$35,000	City Manager	Solicit 3 quotes/bids from small works roster	Limited Public Works Contract
\$35,001- \$50,000		Solicit 5 quotes/bids from small works roster. Provide notice to others on roster for projects \$150,000 or more.	Small Works Contract
\$50,001- \$300,000	City Council		
\$300,001- Greater			Formal bidding process with advertisement

Exception: If the public works project is \$250,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

Purchasing

This matrix is to be used for purchasing charges that includes, goods, equipment, materials and supplies that are not part of a Public Works project (telecommunications is not included and is governed by RCW 39.04.270). For items that are defined as a purchased service, please see “Non-professional Services” matrix. For purchases relative to a public works project, please see “Public Works Projects.”

Purchasing Procedure	Signing Authority	Purchase \$10,000 Or Less	Purchase \$10,001 - \$50,000	Purchase Over \$50,001
Direct Negotiations – Informal	Directors	X		
Quotes (3 minimum) Telephone, fax or email – Informal	City Manager		X	
Bids (3 minimum) Must be in writing – Formal Competitive Bid	City Council			X

Non-Professional Services

(Purchased Services)

Services provided by vendors for routine, necessary and continuing functions of a local agency, relative to a physical activity. Examples include courier, janitorial, disposal, vehicle inspection repair or up-fitting, office furnishing install.

Note that prevailing wages may need to be paid in connection with the contract.

Bidding Procedure	Signing Authority	Purchase \$10,000 or Less	Purchase \$10,001 - \$50,000	Purchase Over \$50,001
Direct Negotiations – Informal	Directors	X		
Quotes (3 minimum) Telephone, fax or email – Informal	City Manager		X	
Bids (3 minimum) Must be in writing – Formal Competitive Bid	City Council			X

Professional Services

(Personal Services and Architecture & Engineering Services)

RCW 39.80 must be followed for architectural, engineering and surveying services (see Section 8.0) and price may not be considered in the initial selection process.

Agreement Amount	Signing Authority	Recommended Solicitation Process
\$25,000 or Less	City Manager	Minimal competition needed. Contact 1-3 qualified firms.
\$25,001 to \$50,000		Informal competition. Prepare RFQ/RFP and contact 3-5 qualified firms.
\$50,001 to \$100,000	City Council	
Over \$100,000		Formal competition. Prepare RFP/RFQ and advertise.

18.0 GLOSSARY

Appropriation - City Council authorization to expend funds for a specific purpose.

Bid – The executed document submitted by a bidder in response to a notice inviting bids, a proposal, or a request for quotations.

Bid Bond – A bond or deposit submitted with a bid, for a sum not less than 5% of the bid amount (including sales tax). Designed to help ensure that a bid has been made in good faith and that the bidder will enter into a contract if a bid is accepted.

Bidder – A person or legal entity who submits a bid in response to a solicitation.

Change Order – Written modification or addition to a purchase order or contract authorized by the appropriate authority.

Competitive Bidding – The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

Contract – A verbal or written, legally binding mutual promise between two parties.

Designee – A duly authorized and appointed representative of an employee that holds a superior position to the person appointed to represent him or her.

Emergency – Unforeseen circumstances beyond the City's control that present a real, immediate threat to the proper performance of essential functions, or that will likely result in material loss to property, bodily injury, or loss of life if immediate action is not taken.

Lowest (Responsive and) Responsible Bidder – The bidder submitting the lowest price that is also capable of performing the proposed contract. See also “responsive bidder” and “responsible bidder.”

Non-Professional Services or Purchased Services – Services provided by vendors for routine, necessary and continuing functions of a local agency, relative to a physical activity. Examples include, but are not limited to:

- Courier services
- Janitorial services
- Disposal services
- Vehicle inspection, repair or up-fitting
- Office furnishing installation
- HVAC system maintenance

Non-Responsive Bid – A bid that does not conform to the essential requirements of the notice inviting bids.

Ordinary Maintenance – Work not performed by contract and that is performed on a regular basis (daily, weekly, monthly – but not less than once per year) to service, check or replace items that are not broken. Also defined as work not performed by contract that is not regularly scheduled, but is required to maintain an asset so that repair does not become necessary.

Prevailing Wages – The hourly wages, usual benefits, and overtime paid in the largest city in each county to the majority of workers, laborers, and mechanics. Prevailing wages are established by the Washington State Department of Labor and Industries for each trade and occupation employed in the performance of public work. They are established separately for each county, and are reflective of local wage conditions.

Professional Services – Services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement. Examples include, but are not limited to:

- Architectural, engineering or design services
- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisals or title abstracts
- Relocation assistance
- Surveying
- Soils analysis or core testing
- Water quality monitoring

Public Work – All work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the City, or which is by law a lien or charge on any property therein.

Quotation – A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding. For professional service contracts, quotes would typically include the qualifications of the provider and may or may not include pricing information depending on the situation.

Request for Proposal (RFP) – All documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals. The RFP procedure permits negotiation of proposals and prices, as distinguished from competitive bidding and a notice inviting bids. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

Request for Quotation/Qualification (RFQ) – A document generally used for obtaining a summary of qualification from prospective providers of professional services.

Responsible Bidder – A person or legal entity who has the capability in all respects to perform in full the contract requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidder - A person or legal entity who has submitted a bid conforming in all material respects to the terms and conditions, specifications and other requirements in a request for bids.

Scrap – Any equipment or material which cannot service its original purpose.

Sealed Bid – A bid which has been submitted in a sealed envelope to prevent its contents from being revealed before the deadline for the submission of all bids.

Sole Source – An award for a purchase to the only reasonably known capable vendor due to the unique nature of the requirement, the vendor, or market conditions.

Specifications – A description of what the purchaser seeks to buy or accomplish – and consequently what a bidder must be responsive to in order to be considered for award of a contract. May be a description of the physical or functional characteristics, or the nature of a supply or service. May also include a description of any requirements for inspecting, testing, or preparing a supply or service item for delivery.

Surplus property – Any tangible, personal property owned by the City that is no longer needed or usable, presently or in the foreseeable future.

REFERENCES

“City Bidding Book, Washington State” by MRSC (2015)

“Contracting for Services: Guidelines for Local Governments in Washington State” by MRSC (November 2013)



CITY OF
BAINBRIDGE ISLAND

PROCUREMENT POLICY
PURCHASING GUIDELINES
CONTRACT AND SURPLUS AUTHORITY

Effective Date: February 12, 2019

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I. GENERAL

1.1 Purpose

This document is intended to direct the purchase of goods and services at a reasonable cost. An open, fair, documented, and competitive process is to be used whenever reasonable and possible. The purchasing function's integrity, efficiency, and effectiveness are critical elements of sound government.

1.2 Objectives

The objectives of the City's purchasing program are as follows:

- To provide a uniform system to obtain supplies, materials, equipment, and services in an efficient and timely manner;
- To facilitate responsibility and accountability with the use of City resources;
- To ensure equal opportunity and competition among vendors and contractors;
- To promote effective relationships and clear communication between the City and its vendors and contractors;
- To comply with State procurement statutes governing expenditures of public funds;
- To promote use of recycled materials and products, and dispose of surplus and scrap materials with regards to cost savings and the environment.

1.3 Scope

These guidelines apply to purchases of:

- Supplies, materials and equipment
- Professional services (including architectural and engineering services)
- Non-professional services (purchased services)
- Public works projects

The guidelines do not apply to the acquisition, sale, or lease of real property, except as described in Section 15.3.

If grant or debt funding is involved in the proposed purchase, applicable requirements should be obtained from the funding agency. Such requirements may be more restrictive than the City's policy.

1.4 Controlling Laws

All purchases shall comply with appropriate and relevant Federal, State, and City laws and policies. If the appropriate and relevant Federal or State laws, regulations, grants, debt, or requirements are more restrictive than these guidelines, such laws, regulations, grants, debt, or requirements should be followed.

The City Attorney shall be consulted when questions regarding potential conflicts arise. Applicable laws and regulations will be cited throughout this document.

2.0 DETERMINING TOTAL PURCHASE COST

2.1 Use Anticipated Cost

The anticipated annual need for a good or service (when it can reasonably be projected) shall be used to determine the cost of that good or service, and thus which contract approval level, cost threshold, and other related purchasing requirements apply.

2.2 No “Bid Splitting”

Requirements shall not be divided to come up with a lower total cost to avoid contract approval levels or competition requirements. If one item being purchased requires another item to “make a whole,” the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which approval level and cost threshold apply, unless the two items are not available from a single vendor.

2.3 Costs to include

Include costs such as taxes, freight, and installation charges when determining which cost threshold applies. Do not include the value of a trade-in. Trade-in value should be considered, however, to determine the lowest bid when competitive bidding is used.

2.4 Include Total Quantity Needed

Requirements for the total quantity of an item (when they can be reasonably projected) should be considered when determining which cost threshold and related purchasing requirements apply.

2.5 Multiphase Programs

If a project is to be completed in phases, the total accumulated cost for all phases should be considered when determining which cost threshold applies.

3.0 CONTRACT APPROVAL LEVELS

These approval levels are designed for contracts whose costs are covered by budget appropriations previously approved by the City Council. Contracts requiring additional appropriations must be approved by the Council.

3.1 Purchasing of Equipment, Supplies & Materials

3.1.1 \$10,000 or Less

Purchases in this price range are to be approved by the Department Director.

3.1.2 \$10,001 to \$50,000

Purchases in this price range are to be approved by the City Manager.

3.1.3 \$50,001 or More

Purchases in this price range are to be approved by the City Council.

3.2 Professional Services (Personal Services and Architecture & Engineering Services)

3.2.1 \$50,000 or Less

Contracts in this price range are to be approved by the City Manager.

3.2.2 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

3.3 Non-Professional Services (Purchased Services)

3.3.1 \$10,000 or Less

Contracts in this price range are to be approved by the Director.

3.3.2 \$10,001 to \$50,000

Contracts in this price range are to be approved by the City Manager.

3.3.3 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

3.4 Public Works Projects

3.4.1 \$10,000 or Less

Contracts in this price range are to be approved by the Public Works Director.

3.4.2 \$10,001 to \$50,000

Contracts in this price range are to be approved by the City Manager, provided they are included in the Capital Improvement Plan (CIP).

3.4.3 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

4.0 COST THRESHOLD REQUIREMENTS – PURCHASING AND NON-PROFESSIONAL SERVICES (PURCHASED SERVICES)

The following cost thresholds apply for purchases of supplies, equipment, non-professional services, and information services.

Non-professional services (referred to as purchased services by Municipal Research and Services Center (MRSC)) are for routine and continuing functions, mostly related to physical activities that:

- Follow established or standardized procedures
- Contribute to the day-to-day business operations
- Completion of assigned and specific tasks
- Require only routine decisions
- May require payment of prevailing wages

Examples include delivery services, landscaping and janitorial services, vehicle inspection and repair services, HVAC system maintenance, and office furnishings installation and repair service. Consult with the City Attorney prior to contracting for these services for advice on bidding and prevailing wage requirements.

The cost thresholds below do not apply to the purchase of services that are considered to constitute a *public work* – see Section 5.0 on public works projects.

They also do not apply to the purchase of *professional services* (including architectural or engineering services) – see Section 7.0 on professional services and Section 8.0 on architectural and engineering services.

Refer to Section 10.0 in situations involving *sole source* or *emergency* purchases.

4.1 \$10,000 OR LESS – Direct Negotiation

Purchases in this price range may be entered into through direct negotiation. Competition is not required, though departments should still make every effort to receive the best price possible. Documentation on all quotes should be retained.

4.2 \$10,001 TO \$50,000 – 3 Quotes Needed

For purchases in this price range, at least three quotes shall be obtained. Quotes may be obtained by telephone or in writing. Documentation on all quotes will be retained. The documentation will include the date, time, vendor contact name, phone number, email (if applicable), price quoted and any reasons for acceptance or refusal of the quote.

4.3 \$50,001 or More– Competitive Bids

For purchases in this price range, competitive bids shall be obtained from at least 3 vendors. Bids do not need to be sealed, but shall be in writing. See Section 6.0 on competitive bidding for a detailed description of the procedures to be followed.

4.4 Auctions

RCW 39.30.045 allows for the purchase of any supplies or equipment at auctions rather than through competitive bidding, if the items can be obtained at a competitive price. This authority allows the City to make a purchase on an internet-based auction service, such as eBay, as well as through in-person auctions. The City may also use federal, state or local governmental auctions.

4.5 Purchasing Surplus Property from Other Governmental Agencies

RCW 39.33.010 allows for the purchase of surplus property from other governmental agencies without regard to bid laws.

4.6 Contracting for Services with Other Governmental Agencies

RCW 39.04.080 authorizes one public agency to contract with another public agency to perform any function which each agency is authorized by law to perform itself.

4.7 Environmentally-Friendly Purchasing

Where appropriate environmentally-friendly products are available and reasonably priced compared to competing products, such environmentally-friendly products are to be purchased by the City. Environmentally-friendly products may include, but are not limited to, products that are: less toxic or hazardous, energy and water efficient, recyclable or made from recycled content or renewable resources, bio-based, sustainably certified, or shipped or made with reduced packaging.

4.8 Neonicotinoids

Pursuant to Resolution No. 2016-11, the City will not purchase landscaping materials, including plants and seeds, that have been treated with neonicotinoids, except for use in: (a) a well-defined research study; or (b) when the life or health of a valuable or significant tree is threatened and neonicotinoid application is the least environmentally impactful option.

4.9 Pesticides

Pursuant to Chapter 16.30 BIMC, the City will not purchase any pesticide, except for those included on the Least Toxic Products List established by Resolution 2003-23 or subsequent resolutions of the City Council.

5.0 PUBLIC WORKS PROJECTS

As defined in RCW 39.04.010, *public works* include (but are not limited to) all work, construction, alteration, repair, or improvement (other than *ordinary maintenance*, engineering analysis, and design and other professional services) executed at the City's cost, or which is by law a lien or charge on any property therein. If the City contracts out for maintenance or repairs, the work is a public work for bidding and prevailing wage purposes.

5.1 Defining Project Cost

The cost of a public works project includes the costs of materials, supplies, equipment, and labor on the construction of that project.

5.2 Bid Requirements

Washington State law requires the City to call for bids whenever the cost of a public work will exceed \$65,000, if more than one craft or trade is involved. If only a single craft or trade is involved, or if the project is for street signalization or street lighting, bids must be called for if the cost is greater than \$40,000. The City has established the following additional guidelines for the bidding process:

5.2.1 Public Works Projects \$0 to \$500: No competitive bidding is needed.

5.2.2 Public Works Projects \$501 to \$2500: Solicit 3 informal quotes by telephone or in writing.

5.2.3 Public Works Projects \$2501 to \$10,000: Solicit 3 informal quotes by telephone or in writing, preferably from the small works roster.

5.2.4 Public Works Projects \$10,001 to \$35,000: Solicit 3 quotes from the small works roster.

5.2.5 Public Works Projects \$35,001 to \$150,000: Solicit quotes from at least five contractors on the small works roster in a manner that will equitably distribute opportunities among contractors on the roster.

"Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

5.2.6 Public Works Projects \$150,001 to \$300,000: Solicit 5 quotes from small works roster and notify the remaining contractors on the roster that quotes on the work are being sought. This notice can be made by:

- Publishing notice in a legal newspaper in general circulation in the area where the work is to be done; or
- Mailing a notice to these contractors; or
- Sending a notice to these contractors by electronic means such as email or fax.

5.2.7 Exception: If the public works project is \$250,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

5.2.8 Public Works Projects More than \$300,000: Advertise and call for bids using the formal bid process.

All contracts are to be awarded to the lowest responsible bidder. RCW 39.04.350 outlines criteria that a bidder must meet in order to be considered responsible.

5.3 Small Works Roster

RCW 39.04.155 authorizes cities to use a small works roster to award public works contracts of less than \$300,000.

Exception: If the public works project is \$250,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

Using a small works roster provides a streamlined method for soliciting competitive bids for public works projects costing less than \$300,000.

A small works roster consists of all responsible contractors who have requested to be listed, and are properly licensed or registered to perform such work in the State of Washington.

As an alternative to creating and maintaining the City's own small works roster for construction of public works projects, the City Manager is authorized to enter into agreements with the Municipal Research and Services Center (MRSC) or any other agency for use of their small works roster, as long as such small works rosters are in compliance with the latest State of Washington rules, regulations, requirements, and laws regarding the establishment, maintenance, and use of small works rosters for public works projects. The City is currently using MRSC's small works roster.

A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed, as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

Performance bonds are required on small works roster projects, and the City requires bid bonds for small works roster projects with an estimated cost of more than \$100,000. Although not required for small works roster projects below that threshold, bid bonds are recommended to ensure that the contractor enters into the contract.

The City Council will award contracts with a value of more than \$50,000.

The Public Works Director shall post a list of the contracts awarded using the small works roster at least once a year. The list shall contain the names of the contractors awarded the contracts, the amount of the contracts, a brief description of the type of work performed under the contracts, and the date the contracts were awarded. The list shall also state the location where the bid proposals for the contracts are available for public inspection.

5.4 Limited Public Works Process

The limited public works process is a type of small works roster process that applies only to contracts estimated to cost less than \$35,000. To use this process, the City must solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster. This process is described in RCW 39.04.155(3) and allows the City to waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage requirements of Chapter 60.28 RCW. Consult with the City Attorney for prior approval when waiving both of these requirements.

5.5. Public Works Performed by City Employees

RCW 35.23.352 allows City employees to perform public works projects as long as the project's estimated cost is lower than the bidding limits (\$40,000 single craft/trade or \$65,000 multiple craft/trade).

Work performed within the City by other public employees under an interlocal agreement shall also be included in these limits.

The City is required to provide a report to the state auditor of the costs of all public works in excess of \$5,000 that are not let by contract (RCW 35A.40.200 and 35.23.352(4)). For any project using City employees in excess of \$25,000, the City must publish a description of the project and its estimated cost in the official newspaper at least fifteen days before beginning the work (RCW 39.04.020).

5.6 Prevailing Wages

The City is required by RCW 39.12.040 to require contractors to pay prevailing wages on all public works contracts.

A "Statement of Intent to Pay Prevailing Wages" must be received from a contractor before any payment is made, and an "Affidavit of Wages Paid" must be received following final acceptance of the work.

5.7 Performance and Payment Bonds

RCW 39.08.010 mandates that the City require payment and performance bonds for every public works contract, except as described below. This ensures that the job will be completed and that all workers, vendors, and subcontractors will be paid.

The bonds shall be executed by a surety company authorized to do business in Washington State, in an amount equal to 100% of the price specified in the contract.

For contracts of \$150,000 or less, the City is allowed, at the option of the contractor, to forego requiring payment and performance bonds. Instead, the City may retain 10% of the contract for 30 days after final acceptance, or until receipt of all necessary releases from the Department of Revenue, Department of Labor & Industries, and Employment Security Department, and settlement of any liens filed under RCW 60.28, whichever is later. The intent of this exception is to assist small contractors who may have difficulty securing bonds.

RCW 39.08.015 subjects the City to claims of laborers, materialmen, subcontractors, and mechanics if the required payment and performance bonds are not obtained.

RCW 60.28.011 prohibits agencies from withholding retainage on public works projects funded in whole or in part by federal transportation funds. Instead, agencies must rely on the contractor's bond.

5.8 Public Works over \$1 Million

RCW 39.30.060 specifies that in order for their bid to be considered responsive, every bidder for a public works contract of over \$1 million must submit (either with their bid or within one hour of the bid submittal time) the names of all subcontractors that will be used for heating, ventilation and air conditioning, plumbing and electrical work.

5.9 Change Orders

Change orders are to be approved in accordance with the cost thresholds outlined in this section, provided that the changes do not increase the project's cost in excess of previously approved budget appropriations.

The City Council must approve any change order that increases a project's cost beyond previously-approved budget appropriations.

Public Work Contract total remains below \$300,000 – Change orders are to be approved by the City Manager.

Public Work Contract total moves to \$300,000 or more, but the total cumulative amount of change orders is 10% or less – Change orders are to be approved by the City Manager.

Public Work Contract total moves to \$300,000 or more and the total cumulative amount of change orders is more than 10% – Council must authorize the City Manager to approve the revised contract.

In the event unforeseen conditions necessitate an immediate change to avoid a contractor's claim against the City for delays, the City Manager may authorize and direct work irrespective of the limits above, provided any work change directive issued in excess of the City Manager's authority shall be incorporated into a change order and presented to the City Council as soon as practicable.

5.10 Project Acceptance

At the completion of a public works project, as confirmed by the Director of Public Works or designee, the City Manager is authorized to accept the work.

The Director of Public Works, Director of Planning and Community Development and the Director of Finance are further authorized to sign exoneration and release forms for bonds and other security devices submitted with respect to a project.

6.0 COMPETITIVE BIDDING PROCEDURES

6.1 Public Notice

RCW 35.23.352(1) sets out the advertising requirements for the public works bidding process. For all contracts that require bids, notice shall be published in the official newspaper at least 13 days prior to the due date for bids.

Advertisements for bids should include the following items:

- Title of the project
- Nature and scope of the work
- Materials and equipment to be furnished
- Where contract documents (plans, *specifications*) may be obtained
- Cost to obtain a set of contract documents
- Place, date, and time that bids are due
- Statement that a *bid bond* must accompany the bid
- Statements that the City retains the right to reject any or all bids, and to waive minor irregularities in the bidding process

6.2 Bid Specifications

Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be purchased. Such descriptions should not contain features that unduly restrict competition.

When it is impractical or uneconomical to make clear and accurate description requirements, a “brand name or equal” description may be used. The responsibility of demonstrating to the City’s satisfaction that a product is “equal” to that specified shall be on the vendor proposing the substitution.

Requests for approval of substitutions must be made with sufficient time to allow the City to adequately review the proposal, including time for vendors to respond to questions and requests for additional information or clarification. The City has no obligation to accept proposed substitutions.

Acceptance of a substitute product proposed as an “equal” to that specified will be made in writing. If this acceptance occurs prior to the bid, other bidders will be notified to the extent practical.

6.3 Award

The contract will be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and criteria included in the invitation for bids, or all bids will be rejected. RCW 39.04.350 outlines criteria that a bidder must meet in order to be considered responsible. The City may not negotiate with any of the bidders.

RCW 39.04.350 established bidder responsibility criteria. Before the City may accept a Contractor's bid, the contractor must:

- Be a registered contractor at the time of bid submittal (RCW 18.27.020)
- Have a current Unified Business Identifier (UBI) number
- Have industrial insurance coverage
- Have an employment security department number
- Have a state excise tax registration number
- Have never been disqualified from bidding under RCW 39.06.010 or 39.12.065(3)

The City also requires that the contractor must:

- Have or agree to obtain a current City business license
- Be current with all applicable licenses, taxes, and fees owed to the City of Bainbridge Island

In addition, the City adopts the following supplemental criteria which may be used in connection with specified projects:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder
- Whether the bidder can perform the contract within the time specified
- The quality of performance of previous contracts or services
- The previous and existing compliance by the bidder with laws relating to the contract or services
- Such other information as may be secured having a bearing on the decision to award the contract

When using the supplemental criteria described above, the City will include the supplemental criteria in the bidding documents, together with a basis for evaluation, deadline for bidder to submit responsibility documentation, and deadline for bidder to appeal a "not responsible" determination.

Contracts over \$50,000 are awarded by the City Council.

When a trade-in option exists and is in the City's best interest, the price offered on the trade will be considered when determining the lowest responsive and responsible bid.

RCW 39.30.040 allows any local sales tax revenue generated by the purchase to be considered in determining the lowest responsive and responsible bid. Other preferences favoring local businesses are not permitted.

6.4 Cancellation

An invitation for bids may be cancelled. Additionally, the City (at its sole discretion) may choose to reject any or all bids, in whole or in part.

6.5 Submittal of Bids

Bids will be submitted as specified in the invitation for bid by the appointed date and time listed in the invitation. Each bid will be dated and time stamped as it is received. Late bids will not be accepted. If the bid is a sealed bid, all qualified bids will be opened and read aloud publicly at the appointed time.

No City representative shall inform a contractor of the terms or amount of any other contractor's bid for the same project prior to the bid opening date and time. Once bids have been submitted (and opened, if the bids are sealed), the City may not negotiate with bidders. The contract must be awarded to the lowest responsive and responsible bidder, or else all bids must be rejected.

A written record shall be made of each contractor's bid on a project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations shall be recorded, open to public inspection, and available by telephone inquiry.

Original specifications and the original bid responses will be retained for review and audit as required.

6.6 Bid Security

Bid security shall be required for all competitive bidding for public works contracts, and shall be included in the bid package. Security shall be in the form of a bond with a value of at least 5% of the amount of the bid, provided by a surety company that is authorized to do business in Washington State, or the equivalent in cash or certified check.

Bid bonds are not required when small works procedures are used for projects under \$100,000.

Bid security shall be required on all bids for materials, supplies, and equipment only if it is determined to be necessary.

When the invitation for bids requires submittal of bid security, noncompliance will result in rejection of the bid.

If a bidder is permitted to withdraw a bid before award, its bid security shall be returned.

6.7 Non-Collusion Affidavit

Each bidder shall be required to warrant that their bid is genuine, and that they have not entered into collusion with other bidders, by submitting with their bid an executed and notarized affidavit on a form approved by the City Attorney.

7.0 PROFESSIONAL SERVICES

*Professional services*¹ are services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement.

Professional services include, but are not limited to:

- Architectural, engineering, or design services
- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisal or title abstracts
- Relocation assistance
- Surveying
- Soils analysis or core testing

7.1 Competitive Process

A competitive process is recommended but not required for professional services, other than professional architectural engineering, or surveying services (see Section 8.0 for procedures to be followed when obtaining these services). The contract approval levels outlined in Section 3.0 still apply.

7.2 Solicitation of Proposals

The City may request a Request for Qualification (RFQ) as an initial submission or together with a Request for Proposals (RFP) in connection with a formal solicitation. An RFQ asks a company to submit their general capabilities, list of principal employees, previous projects, and other qualifications for a project. An RFP asks a company to both submit their qualifications and a proposed scope of services for a specific project, including information on the schedule and deliverables.

¹ MRSC uses the terms “personal services” and “architecture and engineering services” in their contract guidelines.

An RFP should include:

- a detailed scope of work describing the project tasks
- an estimated budget
- an estimated schedule
- evaluation criteria
- instructions regarding the submittal information (page limitations, number of copies, etc.)
- proposal deadline
- copy of agreement for professional services

A department director may evaluate proposals for smaller projects, but a review panel of at least three employees is recommended for more complex projects. City staff should review all submittals received prior to the deadline to ensure they comply with the requirements of the RFP. The director or review panel should then use the evaluation criteria to evaluate each proposal.

Guidelines for issuing RFPs and RFQs are as follows:

Dollar Threshold: \$0 to \$25,000

Competitive Process: Minimal competition

Major Activities:

- Select qualified firms (1-3) based on established criteria from MRSC roster
- OR advertise for statements of qualifications and proposals from interested firms
- Ask for proposals from selected firm(s)
- Select most qualified firm
- Negotiate a contract with the firm deemed the most highly qualified
- Document the process

Dollar Threshold: \$25,000 to \$100,000

Competitive Process: Informal Competition

Major Activities:

- Select 3-5 qualified firms based on established criteria from MRSC roster
- OR advertise for statements of qualifications and proposals from interested firms
- Prepare written solicitation, including at a minimum, description of services required, project schedule, request for consultant's qualifications and/or non-price proposal and due date for the responses
- Send to a minimum of 3 firms

- Evaluate responses and select most qualified firm
- Negotiate a contract with most qualified firm
- Document the process for file, including selection criteria, names of firms considered, all responses to RFP, basis for award decision, and copy of contract

Dollar Threshold: Over \$100,000

Competitive Process: Formal Competition

Major Activities:

- Prepare formal solicitation document (RFP or RFQ/RFP)
- Publish legal notice in major daily newspapers
- Post solicitation document on City website
- Develop score sheets for use by evaluators
- Issue RFP or RFQ/RFP to a minimum of six firms.
- Conduct pre-proposal conference, if required in RFP or RFQ/RFP and issue addendum
- Provide answers to bidders' questions via addenda and post on website
- Date and time stamp proposals received by the due date
- Evaluate proposals strictly against criteria set forth in the RFP or RFQ/RFP and score. Use 3 evaluators for scoring and score proposals using score sheets. Tabulate scores and determine ranking of proposers
- Schedule and conduct oral interviews of top finalists, if desired
- Determine final scoring and select most qualified firm
- Notify successful and unsuccessful firms
- Negotiate a contract with most qualified firm
- Conduct debriefing conferences with unsuccessful proposers, if requested

8.0 ARCHITECTURAL, ENGINEERING, AND SURVEYING SERVICES

Services for professional architectural (including landscape architectural), engineering or surveying services are procured using the qualifications based selection requirements in Chapter 39.80 RCW. Examples include architectural blueprints, road design, and sewer and water system design. The requirements outlined in that chapter, as stated in these guidelines, or as may be amended by the State Legislature, must be carefully followed.

8.1 Annual Roster

As an alternative to creating and maintaining the City's own annual roster for the procurement of architectural, surveying, and engineering services, the City Manager is authorized to enter into agreements with the MRSC and/or any other agencies for use of their annual rosters as long as such rosters are in compliance with the latest state of Washington rules, regulations, requirements and laws regarding the procurement of architectural, surveying, and engineering services. The City currently uses MRSC's roster.

The City encourages architectural, engineering and surveying firms to submit to MRSC a statement of qualifications and performance data annually. When services are needed, the City will evaluate current statements of qualifications and performance data on file with those submitted by other firms regarding a proposed project.

8.2 Contract Negotiations

Discussions will be conducted with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services. Using criteria established by the City for the project, category, or type of services needed, a professional services contractor will be selected that is deemed to be the most highly qualified to provide the services required for the proposed project. See Section 7.2 for the RFQ and RFP process. RFPs for architectural, engineering, and surveying services may not request a price. The City must select the most qualified firm and then negotiate a price for the project.

The City will negotiate a contract with the most qualified firm at a price that the City determines is fair and reasonable. In making its determination, the City will take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature of the service to be provided. If the City is unable to negotiate a satisfactory contract with the firm selected at a price that is determined fair and reasonable, negotiations with that firm will be formally terminated. Another firm will then be selected and the process continued until an agreement is reached or the process terminated.

Contracts for these services will be approved in accordance with the contract approval levels outlined in Section 3.2.

9.0 CONTRACT AMENDMENTS

The City Manager may execute an amendment to a contract without City Council approval, provided that the amendment:

- Simply extends the time of completion for a project. Such an extension can be for up to one year from the original termination date of the contract.
- Provides for a cost increase that does not exceed 10% of the original contract cost (or \$50,000, whichever is greater), and is supported by the City's budget.
- Is solely for "On-Call" services to ensure compliance with City Codes and regulations by development applications and studies associated with development applications, when the cost of the work performed is recovered from applicant reimbursements or applications fees. Examples include agreements for geotechnical studies and traffic impact analysis.

All changes to the scope of work must be done by contract amendment. Substantial changes to the scope of work must be submitted to the City Attorney for a determination as to whether the work should be awarded as a new contract.

10.0 SOLE SOURCE AND EMERGENCIES

Situations may occur when competition among multiple vendors is not practical. These situations, as outlined in RCW 39.04.280, include:

- There is clearly and legitimately only one source capable of supplying the good or service in a timely fashion.
- There are special circumstances or market conditions that result in only one appropriate source. (This includes parts and services for equipment, and technical support for computer software or hardware, that the City is already using. Other costs associated with a potential purchase, such as the need for additional staff training, may also be considered.)
- Purchases of insurance or bonds.
- In the event of an *emergency*.

Purchases may be made from a *sole source* vendor without soliciting other quotes or bids. In non-emergency situations, written documentation demonstrating the appropriateness of a sole source purchase shall be submitted to the Finance Department in advance of the purchase. Finance (and the City Attorney, when needed) will evaluate whether a vendor can legitimately be defined as a sole source.

In accordance with RCW 39.04.280 and Chapter 2.44 BIMC, if an *emergency* exists, the City Council, the City Manager, the Finance Director, or the person(s) designated by the City Manager to act in the event of an emergency may:

- Declare that an emergency situation exists.
- Waive competitive requirements.
- Award, on behalf of the City, contracts necessary to address the emergency situation (including, but not limited to, contracts for architectural and engineering services).

Chapter 2.44 BIMC contains additional provisions relating to emergency management. RCW 39.04.280 requires that a written finding of the existence of an emergency be made and entered into the public record no later than two weeks following the award of the contract. In accordance with BIMC 2.44.110, such written findings authorizing the emergency procurement shall be presented to the City Council for ratification and confirmation, modification or rejection. However, all emergency procurements under this section shall be considered to be in full force and effect until the City Council acts otherwise.

See the Emergency Operations Center (EOC) Manual for additional information on the resource request process used in the EOC during emergencies

11.0 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS

RCW 39.34.030 allows the City to join with other governmental agencies for the purchase of supplies, equipment, or services. This is done by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an “Interlocal Agreement”).

Prior to making a purchase under such an agreement, the City must ensure that the procedure used by the agency that originally awarded the bid, proposal, or contract is allowable with the City’s purchasing policy. The originating agency must also have fulfilled one of two additional public notice requirements:

- Posted the bid or solicitation notice on a web site established and maintained by a public agency, purchasing cooperative, or similar service provider, for purposes of posting public notice of bid or proposal solicitations.
- Provided an access link on the state’s web portal to the notice.

The City may also make a bid call with another government entity as a joint purchase that complies with the procurement requirements of both jurisdictions.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from City of Bainbridge Island’s contracts or purchase orders, provided that other agencies provide similar rights and reciprocal privileges to the City of Bainbridge Island.

Pursuant to RCW 39.34.030, the City may make purchases through state contracts. The City has signed a Master Contracts Usage Agreement with the Department of Enterprise Services (“DES”). The DES’ webpage provides information and instructions for making purchases with the state contract.

The City Council shall approve all Intergovernmental Cooperative Purchasing Agreements.

12.0 VENDOR RELATIONS

12.1 Code of Ethics

Employees will follow applicable personnel policies in this subject area.

12.2 Quote or Bid Revisions

If a vendor is permitted to submit a revised quote or bid, other competitors will be given the same opportunity. Bidders are expected to offer their best bid first, and offering an opportunity to re-quote should be done only when absolutely necessary.

12.3 Samples

When vendors offer samples for evaluation, they will be accepted only under the following conditions:

- The sample is accepted as property of the City.
- The product is of a type presently in use by the City, or is of potential use. Samples of goods not likely to be purchased are not to be accepted.
- The quantity or size of the sample is relatively small and of minimal value.
- Any chemicals offered as vendor samples shall not be accepted unless accompanied by an OSHA product safety data sheet or material safety data sheet (MSDS).
- If vendor samples are accepted, they must be sent to the appropriate location or department for testing.
- Samples that are requested for evaluation must be purchased.

12.4 Local Business Participation

The City will take affirmative steps not only to encourage local businesses to apply to participate in the procurement process, but to the extent legally possible, the City will consider the use of those local businesses.

13. VENDOR APPEALS

Vendors may appeal or protest a proposal solicitation or award of contract issued by the City of Bainbridge Island, provided that the vendor strictly follows the procedures described below.

Prior to the deadline for submitting bids or proposals, vendors may appeal or protest specifications, terms, or requirements. After the deadline for submission of bids or proposals, vendors may appeal or protest the award or pending award to the apparent low bidder, or the selection of the apparently most advantageous proposal.

13.1 Procedures for Initial Appeal or Protest

The appeal or protest must:

- Be submitted in writing;
- Explicitly identify itself as an appeal or protest;
- Explicitly identify the bid/project/request for which the appeal or protest is made;
- Explicitly state all reasons and bases in law and fact supporting the appeal or protest (including, but not limited to, identification of any and all specifications, terms, requirements, or conditions to which the vendor objects);
- Include any and all supporting documents; and
- Be filed with the City Clerk within the following deadlines:
 - o For appeals or protests involving specifications, terms, conditions, or requirements, no later than 7 business days prior to the bid deadline.
 - o For appeals or protests involving an award or pending award – no later than 5 business days after the award is made.

13.2 Consideration of Initial Appeal or Protest

A vendor's initial appeal or protest will be reviewed by the City Manager, the City Attorney, the Director of the procuring department, and the Finance Director, or their designees.

The initial appeal or protest will be decided based upon the written materials, supporting documents, and other information obtained by those reviewing the appeal or protest. In the event that a meeting or conference with the appellant or protestor would materially assist the City in making its decision, a meeting may be scheduled.

Only those issues identified by the appellant or protestor in the initial written appeal or protest filed with the City Clerk will be considered. The City Attorney or designee will issue a written decision no later than 10 business days after the filing of the initial appeal or protest with the City Clerk.

13.3 Appeals from Denial of Initial Appeal or Protest

A vendor may only appeal the City's initial decision by following the procedures described in this section. The appeal will be decided by the City Council.

The appellant or protestor must file the appeal or protest in writing with the City Clerk no later than 7 business days after the date of the City's written decision. The appeal must state the basis in law for the appeal, include a copy of the initial appeal or protest, and the decision from which the appellant or protestor appeals, and state whether the appellant requests time to appear before the Council to present the appeal.

Council will not consider any issues that were not raised in the initial appeal or protest. At its sole discretion, Council may decide to allow the appellant to make any presentation other than the written submission if the Council finds that such a presentation would materially aid its decision.

Council may form a committee of less than the entire Council to consider the appeal and recommend a decision to the entire Council.

The Council's decision shall be final and binding.

14.0 SALE OR DISPOSAL OF CITY PROPERTY

14.1 Authorization

The City Manager may authorize the sale or disposal of City property, provided that the property is no longer needed and that notice of intention to sell is given as provided in this section. The property will be deemed as *surplus* or *scrap*.

Permission must be obtained from the grantor before selling or disposing of any property which was purchased with grant funding. Failure to obtain permission could obligate the City to repay grant funding used to purchase the property.

14.2 Sale versus Disposal

Sales of surplus items to other governmental agencies may occur via private sale. Other sales of surplus items shall be sold via public auction. It is the City's policy to utilize third-party auction services rather than conduct the auction itself.

Scrap may be sold via public auction, via private sale at prices established by current market conditions, or may be disposed of if there is not a viable market. The City Manager may donate items with a nominal value to a charitable organization which is tax exempt pursuant to Internal Revenue Code Section 501(c)(3).

14.3 Trade-Ins

Trade-in of old equipment to upgrade similar or reasonably related equipment is permitted when it is in the best interest of the City. The requesting Department Director shall be responsible for the sale, trade, or other disposition of surplus property and scrap belonging to the City of Bainbridge Island when used for a trade-in.

14.4 Public Notice of Sale

If the City opts not to use a third-party auction service and instead chooses to conduct an auction itself, the notice of intent to sell surplus or scrap at a public sale shall be published once a week for two consecutive weeks in the City's official newspaper immediately prior to the sale. The notice shall state the time and place at which the property will be sold. Any other reasonable means to attract potential buyers to the sale may be used in conjunction with the notice posted in the official newspaper.

14.5 Conflict of Interest

Because City employees have more information than the general public about City property to be auctioned and an appearance of fairness is necessary to maintain the public trust, employees, their spouses, and their agents are not permitted to bid on or buy property auctioned or sold directly by the City.

14.6 Inventoried Items

Surplus, scrap or trade-in of any inventoried item will be confirmed by the employee responsible and approved by the Department Director. A Property Disposition form will be completed and submitted to the Finance Department.

Each Department will be responsible for storing and retaining an inventory of such property until issued disposition instructions.

15.0 ADDITIONAL SIGNING AUTHORITY

15.1 Grants

If a grant would require material matching dollars or impact policy, the City Manager, or designee, will seek City Council approval prior to applying. The City Manager will bring grant opportunities the City Manager becomes aware of to the full City Council. The City Council may also initiate the process of pursuing a grant. If other entities, such as non-profit organizations or community interest groups, wish to apply for a grant on behalf of the City, the group must first obtain the approval of City Council.

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.

Amendments to grants that simply extend the term of the grant may be approved by the City Manager.

15.2 Interlocal Agreements

All interlocal and interagency agreements must be approved by City Council. Amendments to interlocal agreements that simply extend the term of the agreement may be approved by the City Manager.

15.3 Real Property

Contracts and agreements that relate to real property (other than as described below) must be approved by the City Council.

The City Manager is authorized to enter into leases of real property where the rent does not exceed \$50,000 total over the term of the lease; Provided, that the City Council's approval is required for all leases of real property that are for a term of more than five (5) years.

The City Manager is authorized to enter into licenses, permits, or other agreements in order to manage the use of the City's right-of-way. Any such license, permit, or other agreement shall contain the provisions set forth in Resolution No. 2013-09.

The City Manager, Director of Public Works and Director of Planning and Community Development are authorized to accept dedications, easements, rights-of-way, fee estates, or other interests in real property for use by or on behalf of the city. Pursuant to this authority, the City Manager, the Director of Public Works, or the Director of Planning and Community Development are each authorized to sign and accept delivery of real property acquisition documents on behalf of the City.

The Director of Planning and Community Development is further authorized to sign and accept documents relating to any notice to title recorded with Kitsap County in connection with the Critical Areas ordinance.

15.4 Settlement Authority

The City Manager is authorized to sign settlement agreements requiring the City to pay less than \$50,000 to resolve and settle any damage claims or suits against the City and to execute all necessary documents pursuant to the resolution of such claims. The City Manager shall have the further authority to approve the issuance of checks pursuant to the resolution of such claims. Claims settled by the City Manager under this authority will be reported to the City Council at the next City Council meeting following the settlement.

16.0 COMPLIANCE WITH POLICY

A violation of any of the provisions of this policy may result in discipline to the individual involved where, in the opinion of the City Manager (in the case of employees) or the City Council (in the case of an elected official or City Manager), such discipline is in the interest of the public and good government.

Officers and employees should be aware of possible personal penalties, termination, and financial liability for intentional or willful violation of competitive bidding laws. RCW 39.30.020 states (emphasis added):

In addition to any other remedies or penalties contained in any law, municipal charter, ordinance, resolution, or other enactment, any municipal officer by or through whom or under whose supervision, in whole or in part, any contract is made in willful and intentional violation of any law, municipal charter, ordinance, resolution, or other enactment requiring competitive bidding upon such contract shall be held liable to civil penalty of not less than three hundred dollars and may be liable, jointly and severally, with any other such municipal officer for all consequential damages to the municipal corporation. If, as a result of a criminal action, the violation is found to have been intentional, the municipal officer shall immediately forfeit their office. For purposes of this section “municipal officer” shall mean an “officer” or “municipal officer” as those terms are defined in RCW 42.23.020(2).

17.0 SUMMARY OF PURCHASING GUIDELINES

Public Works Projects

Estimated Cost	Signing Authority	Purchase/Bidding Process	Contract Mechanism
\$0 - \$500	Public Works Director	No competition needed	Estimate/Invoice
\$501 - \$2500		Minimal competition – call for 2-3 quotes/bids (phone or written)	Small Project Contract
\$2501- \$10,000		Minimal competition – call for 2-3 quotes/bids (phone or written) at a minimum via the small works roster	
\$10,001 - \$35,000	City Manager	Solicit 3 quotes/bids from small works roster	Limited Public Works Contract
\$35,001- \$50,000		Solicit 5 quotes/bids from small works roster. Provide notice to others on roster for projects \$150,000 or more.	Small Works Contract
\$50,001- \$300,000	City Council		
\$300,001- Greater			Formal bidding process with advertisement

Exception: If the public works project is \$250,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

Purchasing

This matrix is to be used for purchasing charges that includes, goods, equipment, materials and supplies that are not part of a Public Works project (telecommunications is not included and is governed by RCW 39.04.270). For items that are defined as a purchased service, please see “Non-professional Services” matrix. For purchases relative to a public works project, please see “Public Works Projects.”

Purchasing Procedure	Signing Authority	Purchase \$10,000 Or Less	Purchase \$10,001 - \$50,000	Purchase Over \$50,001
Direct Negotiations – Informal	Directors	X		
Quotes (3 minimum) Telephone, fax or email – Informal	City Manager		X	
Bids (3 minimum) Must be in writing – Formal Competitive Bid	City Council			X

Non-Professional Services

(Purchased Services)

Services provided by vendors for routine, necessary and continuing functions of a local agency, relative to a physical activity. Examples include courier, janitorial, disposal, vehicle inspection repair or up-fitting, office furnishing install.

Note that prevailing wages may need to be paid in connection with the contract.

Bidding Procedure	Signing Authority	Purchase \$10,000 or Less	Purchase \$10,001 - \$50,000	Purchase Over \$50,001
Direct Negotiations – Informal	Directors	X		
Quotes (3 minimum) Telephone, fax or email – Informal	City Manager		X	
Bids (3 minimum) Must be in writing – Formal Competitive Bid	City Council			X

Professional Services

(Personal Services and Architecture & Engineering Services)

RCW 39.80 must be followed for architectural, engineering and surveying services (see Section 8.0) and price may not be considered in the initial selection process.

Agreement Amount	Signing Authority	Recommended Solicitation Process
\$25,000 or Less	City Manager	Minimal competition needed. Contact 1-3 qualified firms.
\$25,001 to \$50,000		Informal competition. Prepare RFQ/RFP and contact 3-5 qualified firms.
\$50,001 to \$100,000	City Council	
Over \$100,000		Formal competition. Prepare RFP/RFQ and advertise.

18.0 GLOSSARY

Appropriation - City Council authorization to expend funds for a specific purpose.

Bid – The executed document submitted by a bidder in response to a notice inviting bids, a proposal, or a request for quotations.

Bid Bond – A bond or deposit submitted with a bid, for a sum not less than 5% of the bid amount (including sales tax). Designed to help ensure that a bid has been made in good faith and that the bidder will enter into a contract if a bid is accepted.

Bidder – A person or legal entity who submits a bid in response to a solicitation.

Change Order – Written modification or addition to a purchase order or contract authorized by the appropriate authority.

Competitive Bidding – The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

Contract – A verbal or written, legally binding mutual promise between two parties.

Designee – A duly authorized and appointed representative of an employee that holds a superior position to the person appointed to represent him or her.

Emergency – Unforeseen circumstances beyond the City's control that present a real, immediate threat to the proper performance of essential functions, or that will likely result in material loss to property, bodily injury, or loss of life if immediate action is not taken.

Lowest (Responsive and) Responsible Bidder – The bidder submitting the lowest price that is also capable of performing the proposed contract. See also “responsive bidder” and “responsible bidder.”

Non-Professional Services or Purchased Services – Services provided by vendors for routine, necessary and continuing functions of a local agency, relative to a physical activity. Examples include, but are not limited to:

- Courier services
- Janitorial services
- Disposal services
- Vehicle inspection, repair or up-fitting
- Office furnishing installation
- HVAC system maintenance

Non-Responsive Bid – A bid that does not conform to the essential requirements of the notice inviting bids.

Ordinary Maintenance – Work not performed by contract and that is performed on a regular basis (daily, weekly, monthly – but not less than once per year) to service, check or replace items that are not broken. Also defined as work not performed by contract that is not regularly scheduled, but is required to maintain an asset so that repair does not become necessary.

Prevailing Wages – The hourly wages, usual benefits, and overtime paid in the largest city in each county to the majority of workers, laborers, and mechanics. Prevailing wages are established by the Washington State Department of Labor and Industries for each trade and occupation employed in the performance of public work. They are established separately for each county, and are reflective of local wage conditions.

Professional Services – Services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement. Examples include, but are not limited to:

- Architectural, engineering or design services
- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisals or title abstracts
- Relocation assistance
- Surveying
- Soils analysis or core testing
- Water quality monitoring

Public Work – All work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the City, or which is by law a lien or charge on any property therein.

Quotation – A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding. For professional service contracts, quotes would typically include the qualifications of the provider and may or may not include pricing information depending on the situation.

Request for Proposal (RFP) – All documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals. The RFP procedure permits negotiation of proposals and prices, as distinguished from competitive bidding and a notice inviting bids. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

Request for Quotation/Qualification (RFQ) – A document generally used for obtaining a summary of qualification from prospective providers of professional services.

Responsible Bidder – A person or legal entity who has the capability in all respects to perform in full the contract requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidder - A person or legal entity who has submitted a bid conforming in all material respects to the terms and conditions, specifications and other requirements in a request for bids.

Scrap – Any equipment or material which cannot service its original purpose.

Sealed Bid – A bid which has been submitted in a sealed envelope to prevent its contents from being revealed before the deadline for the submission of all bids.

Sole Source – An award for a purchase to the only reasonably known capable vendor due to the unique nature of the requirement, the vendor, or market conditions.

Specifications – A description of what the purchaser seeks to buy or accomplish – and consequently what a bidder must be responsive to in order to be considered for award of a contract. May be a description of the physical or functional characteristics, or the nature of a supply or service. May also include a description of any requirements for inspecting, testing, or preparing a supply or service item for delivery.

Surplus property – Any tangible, personal property owned by the City that is no longer needed or usable, presently or in the foreseeable future.

REFERENCES

“City Bidding Book, Washington State” by MRSC (2015)

“Contracting for Services: Guidelines for Local Governments in Washington State” by MRSC (November 2013)



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (9:20 PM) Greenhouse Gas Emissions Inventory Professional Services Agreement, Executive,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to authorize the City Manager to sign the contract in the amount of \$42,599 with Cascadia Consulting to conduct a two-year greenhouse gas emissions inventory, with optional items as recommended by the Climate Change Advisory Committee.

or

I move to authorize the City Manager to sign the contract with Cascadia Consulting to conduct a two-year greenhouse gas emissions inventory, as amended to include [specify the additional optional items to include].

SUMMARY:

The contract with Cascadia Consulting, the scope of work for which is attached, provides for a greenhouse gas emissions inventory.

The Climate Change Advisory Committee (CCAC) reviewed the draft contract and recommends that the City include optional items in the scope of work. Staff requests Council review and approval of the items to be included in the consultant's scope of work.

FISCAL IMPACT:

Amount:	\$42,599
Ongoing Cost:	
One-Time Cost:	\$42,599
Included in Current Budget?	Yes

BACKGROUND: In 2018, the City issued an RFQ for services to conduct an Green House Gas Inventory for both the City municipal operations and for the community more generally. The City received several proposals

and selected Cascadia Consulting to perform this work. In Fall, 2018 City staff work with Cascadia to develop options for project scope, schedule and budget.

During the 2019-2020 budget discussions, the City Council provided direction for City staff to add funding for a greenhouse gas emissions inventory project in 2018 and to begin the work as soon as possible. This decision allowed staff to begin discussions with the Climate Change Advisory Committee (CCAC) to seek the CCAC's recommendation on the project scope options provided by Cascadia.

The project's intent is to estimate greenhouse gas emissions from the City's municipal and community activity. Cascadia provided a draft scope of work with a baseline set of tasks and several optional tasks. Baseline tasks include data collection and municipal and community inventory analysis for a particular study year. The optional tasks include expanding the analysis to include two study years, as well as including a consumption-based inventory, land carbon changes, and business-as-usual forecasting.

In December of 2018, the CCAC and Cascadia Consulting discussed the potential scope of work and optional tasks. The CCAC recommends the two-year inventory approach, and also recommends electing most of the other optional tasks listed. A task they did not recommend is "business as usual forecasting." The main purpose for the two-year inventory would be to allow a "contribution analysis" to detail the factors making up with greenhouse gas emission inventory totals.

The project is anticipated to last approximately four months for data collection, data analysis, and inventory reporting and presentation. Assuming Council direction to the City Manager to sign the attached agreement either as presented or with amendments, the project will be completed in the first half of 2019.

ATTACHMENTS:

[PSA for Greenhouse Gas Inventory](#)

FISCAL DETAILS: Depending on the City Council's direction, the project's cost could range from \$26,000 to \$43,000. Options are listed below.

One-year inventory approach – no optional tasks: \$26,444

One-year inventory approach – include optional tasks (consumption-based inventory, land carbon changes, and business-as-usual forecasting): \$35,101

Two-year inventory approach – no optional tasks: \$35,706

Two-year inventory approach – include optional tasks (consumption-based inventory, land carbon changes, and business-as-usual forecasting): \$46,394

CCAC recommendation: two-year inventory with optional tasks (consumption-based inventory, land carbon changes): \$42,599

Fund Name(s): General Fund

Coding:

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 Cascadia Consulting Group, Inc., a Washington State corporation ("Consultant").

WHEREAS, the City needs professional services in connection with conducting a greenhouse gas emissions inventory on Bainbridge Island; 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 A** 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, 2019, 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 for such services: (check one)

[] Hourly, plus actual expenses, in accordance with **Attachment A**, but not more than a total of [write out the total payment for services] (\$_____);

[X] Fixed Sum: a total amount of forty-two thousand five hundred ninety-nine dollars (\$42,599.00) in accordance with **Attachment A**;

[] Other: \$_____, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

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, 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 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. 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 insurance as follows:

- ☒ Commercial General Liability as described in **Attachment B**.
- ☒ Professional Liability as described in **Attachment B**.
- ☒ Automobile Liability as described in **Attachment B**.
- ☒ Workers' Compensation as described in **Attachment B**.
- ☐ None.

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: Cascadia Consulting Group, Inc.
 1109 First Ave Ste 400
 Seattle, WA 98101

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.

CASCADIA CONSULTING GROUP, INC.

CITY OF BAINBRIDGE ISLAND

Date:_____

Date:_____

By:_____

By:_____

Name_____

Morgan Smith, City Manager

Title_____

Tax I.D. #_____

City Bus. Lic. #_____

ATTACHMENT A SCOPE OF SERVICES

Task A. Kick-off Meeting & Define Methodology

We will convene an initial in-person **kick-off meeting** to help us understand the data available for the municipal and community greenhouse gas inventories and make key decisions regarding the methodology, scope, and boundaries of the project. We will also review and refine our data collection process—in cases where data availability may be limited, we will discuss alternative approaches and corresponding tradeoffs to arrive at the most defensible and informative analysis for the City.

As part of this initial meeting, we will discuss and confirm a base year and which greenhouse gases and sectors to include. Factors that may influence these decisions include guidance from accepted protocols, anticipated applications for climate action planning, data availability, budgetary constraints, and consistency with other governments in the region (e.g., Washington State GHG targets, Kitsap County inventory years, inventory and target years for other Puget Sound cities). At a minimum, we anticipate including the most common sources of greenhouse gas emissions: carbon dioxide (CO₂), nitrous oxide (N₂O), and methane (CH₄).

Once these parameters are set, we anticipate using the remaining time at the kick-off meeting to begin identification and sharing of relevant activity data and sources available to the City, such as for energy consumption, transportation activities, and waste disposal. We will also discuss the project's ultimate goals and outcomes, including how the City plans to use the final inventory data and associated materials, and how this project can most effectively support future climate action implementation and evaluation. Outcomes from the kick-off meeting will include a final project **work plan and schedule**.

Budget: \$3,360

Deliverables: Kick-off meeting, finalized and approved project work plan and schedule

Task B. Data Collection

Cascadia will develop a comprehensive **data collection checklist** for the community and municipal inventories. The checklist, which will be based in Excel or Google Sheets depending on the City's preferences, will outline specific data items needed for the inventories along with a brief description of the item, source for the information, and point of contact for data collection. This checklist will allow the City to monitor data collection at any point in the project, including which data are collected, which are outstanding, and who is responsible for delivering those data. The checklist will be built around the requirements and organization of the U.S. Community Protocol, corresponding ClearPath tool, and if desired by the City, the GPC BASIC + reporting level—including scopes, sectors, and sub-sectors. This organization will facilitate easy transfer of data into ClearPath and the GPC reporting spreadsheets.

With the checklist established, Cascadia will lead **data collection** efforts for the community and municipal inventories. The checklist will outline specific data items needed for the inventory along with a brief description of the item, source for the information, and point person for data collection. We anticipate that the City will provide assistance in locating and transcribing data owned by the City and providing contact information for outside data sources, where available.

The data collection phase will include solicitation of two types of data: 1) **activity data**, such as kilowatt-hours and vehicle miles traveled, and 2) **emission factors**, such as utility-specific emissions profiles or regional eGRID values. We will seek to collect the most locally specific data available (e.g., utility-specific emission factors), and will work closely with the City to clearly discuss and document instances in which more regional or national averages or assumptions are used. We will also coordinate closely with internal and external agencies such as local utilities and government organizations to obtain the most granular and up-to-date data possible for a robust and informative inventory. Where possible, we will bundle data requests to minimize the administrative burden of source data entities.

Having completed Kitsap County's greenhouse gas inventory for the Puget Sound Clean Air Agency, we are deeply familiar with local data sources, including transportation data from the Puget Sound Regional Council, utility data from Puget Sound Energy, and solid waste data from local haulers. If sufficient local data are not available for those sectors, we will use regional or national estimations, as stipulated by the selected protocol. Examples of potential data sources for the community inventory are provided below.

Emissions Source	Data Collection Source
Electricity consumption	Activity Data: Puget Sound Energy (PSE)
	Emissions Factors: PSE Fuel Mix Disclosure Report and/or US EPA eGRID
Heating fuel consumption	Activity Data: Propane Northwest, Inc.; other vendors as applicable
	Emissions Factors: U.S. Community Protocol default fuel emission factors
On-road vehicle travel: <i>passenger and commercial</i>	Activity Data: Puget Sound Regional Council community VMT estimates
	Emissions Factors: Puget Sound Regional Council execution of EPA MOVES model
Solid waste disposal	Activity Data: Bainbridge Disposal
	Emissions Factors: Washington Statewide Waste Characterization Study; U.S. Community Protocol default landfill assumptions
Wastewater treatment	Total Emissions: Either emissions data from Fort Ward Wastewater Treatment Plant or U.S. Community Protocol's population-based emissions models
Public transit: <i>Kitsap Transit</i>	Activity Data: Kitsap Transit or APTA's NTD Data Tables (most recent year)
	Emissions Factors: EPA Climate Leadership Emissions Factors
Public transit: <i>WA State Ferry</i>	Activity Data: Washington State Ferries (route statements)
	Emission Factors: Washington State Ferries (fuel usage)
Air travel	Activity Data: SeaTac Airport
	Emission Factors: IPCC & US EPA Inventory of U.S. GHG Emissions and Sinks
Other maritime emissions	Total Emissions: 2016 Puget Sound Maritime Emissions Inventory
Non-road equipment	Total Emissions: EPA MOVES NONROAD model
Agriculture	Activity Data: USDA Agriculture Census
	Emissions Factors: US EPA Inventory of U.S. Greenhouse Gas Emissions and Sinks

We understand that gathering activity data for some sectors, such as on-road transportation may require additional coordination and analysis. We are prepared to either 1) work closely with a third party to obtain those data or 2) develop and implement a methodology for modeling activity within those sectors. We are comfortable working with third-party models for these purposes—for example, we have worked with the EPA MOVES model, EPA WARM model, and economic input-output IMPLAN model to quantify transportation, solid waste, and consumption-based emissions, respectively.

All inventory data will be organized transparently in electronic file folders and summarized in a single **comprehensive Excel workbook** that will ultimately be delivered to the City. The workbook will be thoroughly reviewed for quality control, clearly organized for ease of use, and carefully documented for transparency and replicability. For example, we typically begin each of our Excel workbooks with a hyperlinked table of contents to facilitate navigation and understanding of individual inventory components and datasets. Our goal will be to provide the City with all the information needed to conduct subsequent inventories accurately and efficiently.

Budget: \$6,820

Deliverables: Data collection checklist; populated Excel workbook and corresponding data file folders

Task C. Data Analysis

With available data collected and organized, Cascadia will work with City staff to conduct **sector-based municipal and communitywide greenhouse gas inventories** for the chosen base year and one additional year (for the contribution analysis).

Where available, we will seek to collect *measured* activity data, such as measured kilowatt-hours or therms used for building energy. In some cases, measured activity data are not available, such as community passenger vehicle transportation emissions. In those cases, we will collect *modeled* data outputs or perform modeling of available data. In all cases, we will closely document all inventory sources and methodologies for arriving at emissions estimates. An estimate of measured versus modeled emissions for selected sectors are summarized below (note that these are estimates; actual methodologies will depend on data availability).

Sector	Measured Subsectors	Modeled Subsectors
Residential Energy	Utility-derived electricity, natural gas, and propane energy usage	Fugitive emissions from natural gas systems
Commercial Energy	Utility-derived electricity, natural gas, and propane energy use	Fugitive emissions from natural gas systems
Transportation	- On-road transit - Passenger ferry	- Non-transit on-road and off-road vehicles - Air travel
Solid Waste	- Solid waste disposal - Biological treatment of waste	
Wastewater	Treatment of wastewater generated in city	
Agriculture & Forestry		- Livestock grazing - Forest carbon sequestration
Consumption		Household goods, food, and services

We recommend compiling and summarizing all activity data in an Excel data management workbook and uploading the data into **ICLEI's ClearPath tool** for analysis. We have found this arrangement to work best for local government clients, as it allows for customized and transparent data collection, while also ensuring that the inventory is housed in a platform that allows for easy updates and comparisons for future inventories. The ClearPath tool has many advantages, including user-friendliness, available technical support, assisted compliance with the U.S. Community Protocol, and ability to benchmark against other jurisdictions. It is also an online tool, which means that multiple City users can access the data if desired without worry of version control issues or conflicted local copies. Use of the ClearPath tool will also ensure that the City of Bainbridge Island's inventory stays up-to-date as protocol requirements change over time. Tracking and analyzing the data in Excel prior to uploading to ClearPath supports transparency and record-keeping over time.

Cascadia has a robust **quality control (QC) team** that will review all quantitative products. We create Excel models that have built-in QC checks and dynamic referencing to accommodate changes (e.g., retroactive changes in emissions factors during inventory updates). Our model will include real-time, interactive capabilities for data visualization so that customized graphs can be easily created and modified to meet user needs and highlight different elements of the GHG inventory story. For example, we envision creating both higher-level summary charts for the public and decision-makers, as well as detailed charts aimed at technical experts and City staff.

Budget: \$10,740

Contribution Analysis

With the GHG inventories for two years available, Cascadia will also conduct a contribution analysis. With U.S. Department of Energy grant funds, ICLEI and Cascadia recently completed development of a user-friendly contribution analysis tool that allows cities to quantify the extent that external factors—such as population growth, weather patterns, electricity fuel mix, and economic conditions—drive emissions trends. For example, the tool can differentiate the increase in emissions attributable to population growth versus a colder winter. This state-of-the-art analytical technique reveals new inventory insights to inform climate action planning, such as by identifying key foci for emission reductions (e.g., electricity emissions factor) and quantifying the role of specific local actions in meeting reduction goals.

Cascadia will provide the City with a completed two-year contribution analysis comparison (including delivery of the populated tool).

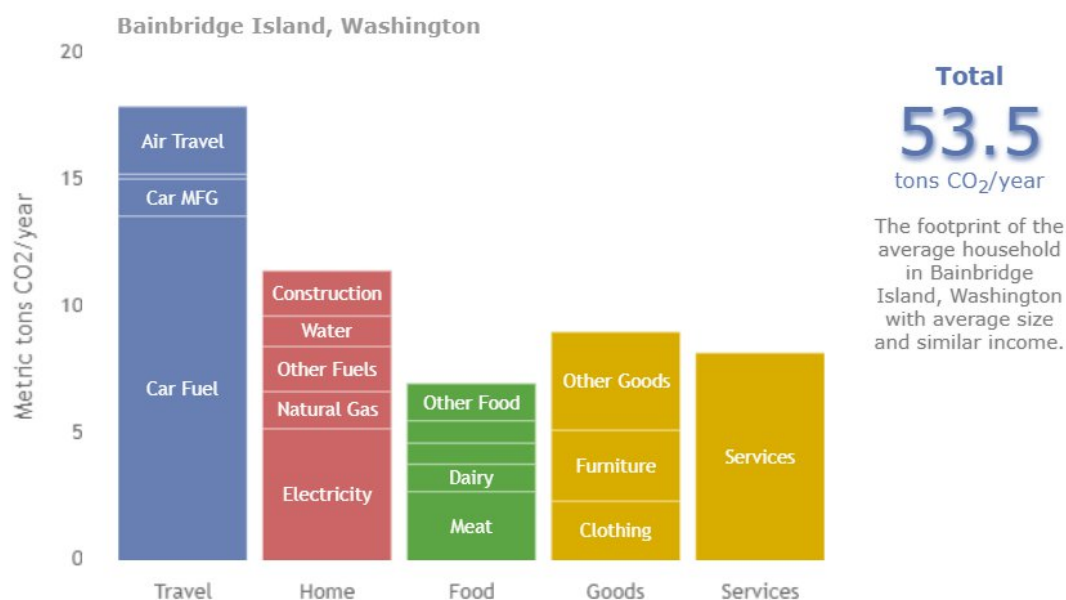
Budget: \$2,500

Consumption-Based Inventory

For both inventory years, we will also conduct a local **consumption-based inventory**. Cascadia brings a long history of conducting and applying consumption-based inventories for climate action planning, including working with King County and SEI in 2012 to pioneer a new methodology for quantifying consumption-based emissions at the local scale. Because consumption-based inventories are inevitably coarse in scale compared to other inventory sectors, we recommend that the City of Bainbridge Island use readily available sources to estimate its consumption-based emissions, such as using UC Berkeley's CoolClimate Calculator (see figure below) or extrapolating from King County's recent 2015 consumption-based inventory, which was completed as part of a recent contract with Cascadia. The CoolClimate Calculator employs the Economic Input-Output Life Cycle Assessment model (EIO-LCA), designed by Carnegie Mellon University, and the Comprehensive Environmental Database Archive to calculate consumption-based emissions, which uses an economy-wide model of cradle-to-grave emissions of all major greenhouse gases for over 400 economic sectors of the economy.

Budget: \$2,918

Figure 1. Estimated consumption-based GHG emissions for Bainbridge Island, using [UC Berkeley's CoolClimate Calculator](#).



Land Carbon Changes

We will also coordinate with the City to quantify the **land carbon changes** associated with clearing of land for development. We will implement an approach similar to that taken by King County for its 2015 GHG inventory, which involved using County Assessor data to quantify acres of land cleared for development and multiplying that acreage by an estimate of carbon stock losses, as quantified by a regional study conducted by scientists at the University of Washington.

Budget: \$1,508

Task D. Inventory Report

Cascadia will prepare a **Greenhouse Gas Inventory Report** that summarizes the methodology and findings of the community and municipal inventories. While we expect to finalize the report's structure with the client team, we anticipate it will include the elements below.

- ▶ **Brief executive summary**, including key takeaways and graphics. We anticipate designing this summary to function as a standalone communications piece that accompanies the report and can be used to communicate key findings to City leadership and the broader Bainbridge Island community.
- ▶ **Introduction and methodology**, including a discussion of the context and value of the inventory, an overview of the methods used to conduct the inventories and contribution analysis, and other brief considerations such as data gaps and assumptions.
- ▶ **Inventory results and implications**, including a discussion of major emissions sources over which the City may have influence and priority areas for focus in a mitigation planning process.

We pride ourselves on creating final products that are not only accurate and actionable but attractive and engaging too. To that end, we envision producing an accessible, user-friendly report with concise text and a focus on graphs and other visual aids. The goal will be to provide a clear, high-level snapshot of methodologies and the importance of tracking and reducing emissions—and to serve as a baseline for setting goals and monitoring progress.

Cascadia has an in-house design team that crafts visually appealing products that are scaled to the needs of each client. We offer Word- and Adobe-based document design and production services, infographic development, and compelling data displays, should the City desire such elements in the final report. Our standards are upheld with rigorous quality control processes that involve editorial board review and senior-level oversight of all written work products and deliverables.

Budget: \$5,400

Deliverables: Draft and final Greenhouse Gas Inventory Report

Task E. Training & Tracking Hand-off

To make progress toward GHG emission reduction goals, it is imperative that cities have the ability to accurately measure and track GHG emission progress over time. Cascadia is prepared to thoroughly equip the City with the tools, methodologies, and training needed to update the GHG inventory on an ongoing basis. We are currently assisting the cities of Shoreline and Bellevue in this process, and we will incorporate lessons learned from those experiences into our work with the City of Bainbridge Island. Specifically, we suggest the following approach to ensure a smooth transition:

- ▶ **Complete file packaging:** We will package all relevant documents into one organized place so that City staff have intuitive, transparent, and streamlined access to all data sources and analysis files. We will include in those documents files that provide step-by-step guidance for conducting the inventory, such as PowerPoint slides with screenshots for each step.
- ▶ **Detailed documentation:** We will create a single comprehensive Excel workbook that contains all the information needed to update the inventory, including contact information for data sources, step-by-step methodologies, listed underlying assumptions, and transparent computations. This file will also provide placeholders for future years so that future data collection and entry is straightforward. We find that housing this information in Excel, rather than in a Word document, makes the underlying data and methodologies easier to understand, reference, and update in the future. We will also populate ClearPath with underlying assumptions and data documentation, and we will walk through the ClearPath tool with City staff to ensure that information is accessible and understandable to future users. If desired, we can also create a brief summary memorandum that outlines key methodology decisions and steps.
- ▶ **Training sessions:** We will sit down with City staff to go through each step of the inventory process. We find that the best way to do this is to run through a mock update scenario for a year other than the base year that was analyzed (e.g., a past year). We anticipate two sessions—one session to review the materials and the methodology for the base year inventory that was completed and another session to test update capacity using a mock year scenario. We recommend conducting the training with at least two City staff members to ensure redundancy should future role or staffing changes occur. These trainings sessions will be critical for ensuring that all documentation provides the necessary information for updating the inventory over time; we anticipate needing to update guidance documentation in an iterative manner as the trainings are conducted.

Budget: \$5,480

Deliverables: Electronic file package with all underlying data and computations; comprehensive Excel workbook with methodology documentation and accompanying high-level summary memorandum; two in-person training sessions.

Task F. Project Management

Throughout the project, Cascadia will continue to coordinate with the client team, including participating in **biweekly check-in calls** with the client. (We are happy to adjust the frequency of our check-ins to meet the City's needs.) We will also invoice for work on a monthly basis and provide monthly activity reports. Cascadia will use its Deltek Vision project management software to provide real-time budget updates and regular detailed reports and invoices, and we will provide monthly progress reports that cover budget, timeline, and deliverables. Our project manager, Kendra White, will be available for three meetings with the City's Climate Change Advisory Committee and the City Council, to provide project updates and address technical questions.

Budget: \$3,873

Deliverables: Monthly administrative reporting and biweekly check-ins throughout the project

Schedule

We estimate that this project will take approximately four months. The schedule below assumes a start date of January 1, 2019.

Task	2019							
	January		February		March		April	
A. Kick-off Meeting & Define Methodology								
B. Data Collection								
C. Data Analysis								
D. Inventory Report								
E. Training & Tracking Hand-off								
F. Project Management								

Budget

We estimate a total project budget of \$42,599.

Task	Budget
A. Kick-off Meeting & Define Methodology	\$3,360
B. Data Collection	\$6,820
C. Data Analysis	\$17,666
D. Inventory Report	\$5,400
E. Training & Tracking Hand-off	\$5,480
F. Project Management	\$3,873
Total	\$42,599

ATTACHMENT B 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 \$1,000,000 each occurrence, \$2,000,000 general aggregate.

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

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Consultant Limits

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:40 PM) Appointment to the Planning Commission - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to appoint Joe Parr to the Planning Commission, Position 7, through June 2019.

SUMMARY:

A call for participation was issued for one volunteer to serve on the Planning Commission. Interviews were completed and Mayor Medina has brought forward his recommended appointment for City Council consideration. The appointment is for Position 7, which is currently vacant and for which the term runs through June 2019.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Domenick - Planning Commission \(Redacted\).pdf](#)

[Dunn - Planning Commission \(Redacted\).pdf](#)

[Etzold - Planning Commission \(Redacted\).pdf](#)

[Forsher - Planning Commission \(Redacted\).pdf](#)

[Haugan - Planning Commission \(Redacted\).pdf](#)

[Miller - Planning Commission \(Redacted\).pdf](#)

[Morss - Planning Commission \(Redacted\).pdf](#)

[Paar - Planning Commission \(Redacted\).pdf](#)

[Weeding - Planning Commission \(Redacted\).pdf](#)

[Wilkinson - Planning Commission \(Redacted\).pdf](#)

[Zigich - Planning Commission \(Redacted\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 11, 2019 10:52:31 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	Martine Domenick

Email	

Phone	

Address	

City	Bainbridge Island

State	WA

Zip	98110

Current Employer	self

Current Position	parent

I am interested in serving on one of the following advisory groups (select all that apply):	Planning Commission (ONE VACANCY)

Experience & Qualifications

Have you served on any city advisory groups in the past?	No

If so, please indicate which groups:	<i>Field not completed.</i>

Please share your qualifications for this appointment (skills,	I am a landscape architect by education and worked as a land planner during my career. I have taken development projects (both commercial and residential) through the permitting process

activities, training, education) if any:

in many municipalities which required me to be well versed in all aspects of each city's unique planning guidelines and practices. From the initial planning phases to the final permitted plan, my responsibility was to make sure these projects were designed in accordance with local and state ordinances. I have served as a liaison between two large community developers helping them navigate the covenants and guidelines during planning and construction. In addition, I have served as the administrator of the design review board for a commercial retail center which included plan review and approval. My ability to read and understand site plans as well as my experience interpreting and designing to many jurisdictions' different ordinances makes my experience well suited to fill the needs of this position.

Please share your community interests (groups, committees, organizations) if any:

Field not completed.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Nextdoor

Email not displaying correctly? [View it in your browser.](#)

MARTINE A. DOMENICK

Career Summary

Professional with extensive experience in managing people, projects, and budgets within the land development, construction, and service industries. Excellent communication and problem solving skills. Areas of expertise include:

☐ Exceptional Customer Service	☐ Photography
☐ Employee Management	☐ Land Planning/ Design
☐ Social Media/Marketing	☐ Property management
☐ Project Management	☐ Budget forecasting and management

Professional Experience

WinkPhoto

January 2011-Present

Ponte Vedra, FL 32081

WinkPhoto is a custom, natural light, on-location photography studio specializing in families, maternity, newborn, couples, engagement, wedding, and corporate portraiture.

Owner/Photographer

Responsible for all aspects of the business.

- Designed and implemented all marketing strategies for the company including digital, print, and social media.
- Responsible for all photographic services from initial client session through final image deliverables including photography, editing, gallery generation, in home image selection/sales, final product delivery, and client follow-up.
- Managed the day-to-day business operations.

Reynolds American Properties, Linger Longer Communities Greensboro, GA 30642

November 2006 – March 2008

Linger Longer Communities is internationally recognized as a leader in developing resort communities focusing on preserving the integrity of the land while offering world-class amenities.

Land Planner, Project Manager

Responsibilities included assisting senior broker in determining highest and best use of existing properties as well as potential property acquisitions, office management, property management, review board administration, and construction observation, estimating, and budgeting.

- Responsible for coordinating consultants for real estate due diligence for purchase and sale of properties as well as determining highest and best use for these properties through site planning and cost estimating.
- Responsible for new construction within Lake Oconee Village, a Linger Longer commercial retail development, including budget preparation and analysis, design, permitting, and construction observation.
- Served as the administrator to the Design Review Board for Lake Oconee Village including preliminary submittal review, coordination with board members, and feedback to the submitters.
- Responsible for the property management of Lake Oconee Village including landscape, hardscape, covenant adherence, and financials.
- Served as a liaison between Reynolds Plantation and Del Webb at Lake Oconee coordinating Reynolds' construction to coincide with the development of Del Webb as well as assist Del Webb in adhering to the covenants set in place by Reynolds Plantation.
- Provided presentation graphics to Linger Longer communities for in house and marketing purposes.

Williams and Associates
Athens, GA 30606

September 2005 – November 2006

Athens based land planning/engineering firm specializing in residential communities and commercial development in the Southeast.

Design Associate III

Responsible for landscape architectural and land planning services for a variety of projects including single and multi-family residential and commercial projects from conceptual site planning through the permitting phase.

- Responsible for conceptual and final land planning for residential and commercial projects in accordance with local and state ordinances.
- Designed landscape and tree protection plans in accordance with local and state ordinances.
- Secured necessary permits for land development and construction processes

Precision Planning, Inc.
Lawrenceville, GA 30042

April 2002 – September 2005

Lawrenceville based full service planning firm including landscape architecture, engineering, surveying, and architecture specializing in residential, commercial, and municipal development in the Southeast.

Landscape Architect/ Project Manager

Responsible for conceptual planning and design of residential, commercial, municipal and streetscape developments as well as landscape and tree protection plans from conceptual site planning through the permitting phase.

- Managed conceptual and final land planning for residential and commercial projects in accordance with local and state ordinances.
- Prepared project budgets and coordinated consultants and clients for optimum design team performance.
- Responsible for project budgets and client billing.
- Secured necessary permits for land development and construction processes.
- Prepared and coordinated RFP's for municipal projects.
- Responsible for landscape and tree protection plans for the commercial and residential developments.
- Responsible for presentation graphics for in house as well as client use.

Wood + Partners Inc.
Hilton Head Island, SC 29925

December 1999 – April 2002

Wood + Partners is an award winning land planning/ landscape architecture firm providing services in the market segments of communities, parks and recreation, resorts and hotels, urban design, colleges and institutions, and commercial development.

Project Planner

Responsible for conceptual land planning and design of a variety of projects specifically assisting in the design development within the parks and recreation department as well as providing presentation graphics.

- Responsible for conceptual design and planning of municipal parks as well as assisting with recreation needs assessments.
- Managed the design and permitting of commercial developments in accordance with local and state regulations.
- Provided presentation graphics within all departments of the company as well as designed new presentation techniques incorporating several programs including Photoshop and Quark Express to become the company standard.
- Managed and updated the resource library as well as edited the weekly company newsletter.

Education

University of Georgia
Athens, Georgia 30606
Bachelor of Landscape Architecture-1999

Computer Skills

Expert AutoCad; Adobe Creative Suite including Photoshop and InDesign, Microsoft Office.

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, December 17, 2018 9:16:06 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name david dunn

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Duff and Phelps

Current Position Deputy Chief Information Security Officer

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission (ONE VACANCY)

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, Having just gone through the process of obtaining a building permit for my property and now in the process of converting the open space to farm land, I feel that I have a unique perspective

activities, training, education) if any:	as someone who has worked through the planning and permitting process. I have lived on the Island my entire life and my family first settled here in 1853, so I have a tremendous amount of historical background as it relates to land use and the transitions that have occurred on the Island. From a skill perspective, I manage multiple multi-million dollar projects and processes. On a daily basis I balance business risk with opportunity and have to coordinate with internal stakeholders, clients and vendors. I feel this would suit the planning commission well.
Please share your community interests (groups, committees, organizations) if any:	I have two children and have been focusing on them for the past several years. My current external activity is as a strategic advisor for the Seattle Police Department in the area of cyber crime where I advise them on transnational cyber crime and investigation tactics. I have previously served as a volunteer firefighter with the BIFD from 1997-2010. I was also a Police Cadet and reserve officer for BIPD from 1993-2000.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2018
How did you hear about the volunteer opportunity?	Other - See below
Other	Friend notified me

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, December 17, 2018 8:53:41 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name William B. Etzold

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer early retirement

Current Position self scheduler

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission (ONE VACANCY)

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, My father was a Village Trustee and served on the Planning Commission in my home town when I was growing up, so the importance of the work is familiar and ingrained a bit. I am a

activities, training, education) if any:

good information organizer, a quick study with a very diverse background who is able to process new and complex information well. Consensus builder, effective and efficient in meetings, congenial and eager to work with others on the team to clearly define objectives and achieve them. Five year Bainbridge homeowner/resident after years of visiting. Love this place and want to be part of the solution.

Please share your community interests (groups, committees, organizations) if any:

My Beloved and I actively participate on the BI Parks Foundation, Trails Committee, volunteer with Islandwood and strongly support a variety of groups through OCFA every year.

Feel free to attach your resume (optional):

Type the Year

2018

How did you hear about the volunteer opportunity?

City Announcement

Other

Next Door Bainbridge

Email not displaying correctly? [View it in your browser.](#)

William B. Etzold

Employment History:

• The Boeing Company	January 2011 – May 2016
• Northwest Air Lines / Delta Air Lines	November 1998 – December 2010
• Sequent Computer Corp.	April 1998 – October 1998
• Louisiana Pacific Corp.	June 1989 – March 1998

Safety Experience:

- Deputy Chief Engineer, System Safety and Regulatory Affairs (March 2012-May 2016)
- Boeing Flight Technical & Safety – Safety Pilot (January 2011 – March 2012)
- ASIAS Issues Analysis Team member (2007-2009)
- ALPA Director of Safety Information Analysis (2007-2009)
- Vice Chairman, ALPA Air Safety Committee (July 2003-March 2007)
- NWA ASAP program ERC member (June 2000-September 2009)
- FOQA Gatekeeper (February 2010 – December 2010)

Investigative Training and Experience:

- USC Aviation Safety/Security Certificate Program (completed September 2013)
- Perkins-Coie product liability training (2013)
- FAA Basic and Advanced Accident Investigation Courses (completed June 2002)
- NWA/ALPA Go-Team member from 2002
- NWA ALPA Chief Accident Investigator (April 2007- September 2009)
- IFALPA accredited investigator
- Trained and experienced in NTSB/ICAO accident investigation protocols
- Instructor for Basic and Advanced Accident Investigation courses – Air Line Pilots Association
- Instructor for NWA and Delta Go-Team training

Accident/Incident Investigation Experience:

- Merlin Metro 3, Wilmington, NC (April 1987 – Fatal, NTSB) – company representative
- PCL 3701, Jefferson City, MO (Oct. 2004 – Fatal, NTSB) – Party Coordinator
- NWA 1495, MSP (May 2005 – Serious injury, Hull loss, NTSB) – P.C.
- 8 other significant Part 121 NTSB investigated events between 2005-2008

Instructor:

- System Safety presentations – Boeing Flight Ops Safety Program visits
- Safety Action Partnership Programs (ASAP, FOQA)
- ICAO Safety Management Systems
- ASIAS (Aviation Safety Information Sharing and Analysis)
- ALPA Advanced Accident Investigation Course (UND, Grand Forks, ND)

Ratings:

- Airline Transport Pilot: MEL
- A.T.P. Type Rating in, A320, B737, B757, B767, CE650, C500, LR-JET, G1159
- Commercial Pilot: SEL; Instrument

Instructor Pilot:

- Airbus 319/320 Sim Instructor (May 2009 – December 2010)

Flight Experience:

- Over 11,500 hrs total time.
- Boeing, Seattle, WA (Jan. 2011 – March 2012)
 - Boeing 757/767 (25 hrs) and 737 (50 hrs) Type Rating / ferry flights
- Northwest / Delta Air Lines, Minneapolis, MN (Nov. 1998 – January 2011)
 - Airbus 319/320 (3,000 hrs), DC-9 (860 hrs), B-727 (100 hrs)
 - International and Domestic operations
- Sequent Computer Systems, Beaverton, OR (April 1998 – October 1998)
 - Captain, Gulfstream II
- Louisiana Pacific Corporation, Portland, OR (June 1989 – March 1998)
 - Captain, Gulfstream II, Citation 3, Learjet 24 and 35

Education:

- Lewis & Clark College, Portland Oregon (September 1977- June 1981)
 - Bachelor of Science - Natural Science (Physics, Chemistry, Biology)

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, December 18, 2018 2:53:55 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name James Forsher

Email

Phone

Address

City Bainbridge Island

State wa

Zip 98110

Current Employer University of Vienna (PT)

Current Position Guest Professor

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission (ONE VACANCY)

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Historic Preservation

Please share your qualifications for this appointment (skills, I have a PhD in Urban Planning. I spent many years teaching Urban Planning at the college level and worked in the LA City office of the Mayor. In addition, I have produce numerous films

activities, training, education) if any:	dealing with issues related to planning (www.forsherproductions.com). On the island, I learned about the planning process first hand when I built my home in 2012. I also organized the Battlepoint neighborhood neighborhood emergency response effort.
Please share your community interests (groups, committees, organizations) if any:	I was on the Historic Commission for a year, but I was teaching part time and the class times conflicted with the meeting times. I have also been a Rotarian and active at the summer auction. I am deeply involved in the island emergency response efforts over the past few years.
Feel free to attach your resume (optional):	
Type the Year	2018
How did you hear about the volunteer opportunity?	Social Media
Other	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

James Forsher PhD
Bainbridge Island, WA

PROFILE:

Energetic professional with excellent human resource management, problem solving and communication skills. Process-oriented leader with proven experience motivating and managing cross-functional teams.

EDUCATION

PhD in Urban Planning. University of Southern California. 2000

Masters in Urban and Regional Studies. University of Southern California. 1980

BA in Psychology. University of California, Santa Cruz 1975

SKILLS

- Exceptional Communication Skills
- Community Organizing
- Instructional Design
- Government Relations
- Media Production
- Web SEO & Design
- Non-profit Development
- Project Management
- Fundraising
- Proposal writing
- Media Relations

SAMPLE WORK EXPERIENCE

Non-Profit Development. 3 Years of non-profit development and administration. Founding director of a transitional housing program based in Oakland, California. 1975 – 1977.

Government & Community Relations. Two years of experience working as a staff aide and community organizer for the City of Los Angeles (Mayor Tom Bradley. Human Relations Commission).

Public Affairs. Involved in numerous public affairs oriented projects, including Public Affairs Associate Producer at KNBC in Los Angeles, producer of The Cadillac Hotel (aging), Lost Warriors (homeless vets), Best Little Towns in America (small town growth) & Changing Culture of the Workplace 1975 –

Web & Media Productions. James Forsher Productions. Ran a media production company between 1980 and 1997. The company produced over 100 shows that were carried on such domestic systems as the Discovery Channel, A & E, Cinemax, Movie Channel, Warner Home Video, PBS & Pearson Education.

Instructional Design. Taught communication and urban planning courses at the following schools: Florida State University. Assistant Professor 1997 – 2001. California State University, East Bay. Associate Professor 2001-07. Seattle University. Associate Professor. 5 year contract. 2007 – 2012.

From: noreply@civicplus.com
To: rlassoff@bainbridgewa.gov
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, January 8, 2019 7:57:51 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Richard Haugan

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Self

Current Position Retires

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission (ONE VACANCY)

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I am just now retiring from the routine workplace and have time and interest to devote to community activities. Recent Work History: I founded a large advertising agency in Seattle which

activities, training, education) if any:

included direct mail, television, radio and other media for a wide variety of clients both regional and international. I was the main liaison with the customer which implies the need to get along with a diverse and sometimes challenging clients. Bainbridge Island (44 year resident). Civic experience: Ran for City Council in 2013. Although I lost, I became acutely aware of many issues facing the City and had to speak publicly on them. That process forces one to dig into the core issues. I have interfaced with most of the departments within COBI. There were many issues but certainly the Comp Plan, SMP, Storm Water management, CAO, BI harbor environmental cleanup, rain garden potential, fiscal control, affordable housing, zoning, trees, traffic studies and sewage control were among the ones I studied. I am a problem solver. I look for simple, understandable solutions. Education: Undergrad at Bradley University with a major in math and minors in German and chemistry. Graduate: MBA at Seattle University.

Please share your community interests (groups, committees, organizations) if any:

My interest in the Planning Commission is grounded in experience from attending and participating in many, many Planning Commission meetings. I have come to realize the important role the Planning Commission plays in sorting out the details on many diverse subjects to enable the City Council to make informed decisions. Becoming an active participant in the issues at hand would be markedly different than sitting in the audience with limited opportunity to express ideas. Balance should be a critical factor on the Planning Commission. Although we all have opinions, I endorse the democratic process and would support the decisions of the whole voting committee. Through experience, I have come to recognize the importance of consideration of honest public input. I am open-minded and I do listen. And I would study the packet ahead of the meeting. The Planning Commission has done significant work for community benefit. I would like to be a part of and could make a positive contribution to the ongoing Bainbridge planning process.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Participation

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, January 1, 2019 4:22:51 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Timothy Miller

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110-2314

Current Employer CBRE

Current Position Workplace Strategy Manager, Microsoft

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission (ONE VACANCY)

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Commissioner, Planning Board, Village of Tuckahoe, New York; 2008-2014

Please share your qualifications for this appointment (skills, BS in Urban and Regional Studies, Cornell University with concentration in Urban Design 20+ years experience in Facility Planning in academic, municipal, and corporate sectors 6 years

activities, training, education) if any:	experience as commissioner on local Planning Board in New York Knowledge of and experience with site planning and development, architectural design and review, interpretation and enforcement of municipal codes, and service on local planning board
Please share your community interests (groups, committees, organizations) if any:	<i>Field not completed.</i>
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Newspaper
Other	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, December 23, 2018 2:14:05 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Jim Morss

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Self

Current Position Architect

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission (ONE VACANCY)

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, Architect for 50 years. Completed projects in many parts of the country and overseas and have worked with many different planning boards and commissions.

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Member of Rotary and a volunteer for IVC.

Feel free to attach your
resume (optional):

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Social Media

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

James Clarence Morss

Profile

Morss Architecture, Bainbridge Island, WA

1998- Present

Morss Architecture provides architectural services for outpatient ambulatory care facilities, residential and commercial projects. All projects are designed using Revit. Major projects are:

- Southern Oregon Health Trust 25,000 SF MOB, Medford, OR *Complete 1999*
- Southern Oregon Health Trust 12,000 SF MOB, Medford, OR *Complete 1999*
- Medford Clinic 61,000 SF Conversion, Medford, OR *Complete 2001*
- Lake District Hospital expansion of outpatient and radiology department, Lakeview, OR *Complete 2002.*
- Physicians Medical Center and Radiology Center 25,000 SF, McMinnville, OR *complete 2002*
- Valley Medical Center 10,000 SF remodel, Lewiston, ID *Complete 2003*
- The Doctors Clinic, 56,000 SF MOB, Silverdale, WA, *Complete 2005*
- Olympic Peninsula Kidney Center, 5,000 SF dialysis center, Poulsbo, WA, *Complete 2006*
- Coastal Internal Medicine, 6,000 SF primary care clinic, Aberdeen, WA *Complete 2006*
- Bellingham ENT, 8,000 SF ENT and plastic surgery suite, Bellingham, WA *Complete 2006*
- Silverdale Surgery Center, 9,000 SF surgery center, (consulting services) Silverdale, WA *Complete 2007*
- Ellensburg Medical Center 35,000 SF MOB, Ellensburg, WA. *Complete 2007*
- Kean Lawlor M.D., 6,000 SF dermatology suite, Edmonds, WA *Complete 2007*
- Swofford Halma Clinic, 12,000 SF primary care clinic, Sunnyside, WA *Complete 2008*
- Ponderay Surgery Center, 8,200 SF surgery center, Sandpoint, ID *Complete 2008*
- Kitsap Sleep Center, 10,000 SF infill, Poulsbo, WA *Complete 2010*
- Olympic Peninsula Kidney Center, 4,000 SF dialysis center, Port Townsend, WA, *Complete 2009*
- Olympic Peninsula Kidney Center, 10,000 SF dialysis center, Bremerton, WA, *Complete 2010*
- Gregory Keyes M.D., 6,000 SF general practice suite, Bainbridge Island, WA *Complete 2011*
- Kitsap Eye 4,000 SF Ophthalmology practice suite, Silverdale, WA *Complete 2011*
- Bellingham OBGYN, 7,500 SF OBGYN practice, Bellingham WA, WA, *Complete 2010*
- Olympic Peninsula Kidney Center 2,500 dialysis center *Completed 2014*

Professional Experience

Simmonds HealthCare, Bellevue, Washington

1995- 1998

Senior Project Director. Project coordination of major outpatient health care projects.

Responsibilities included programming, planning, design, zoning applications, and coordination of consultants, schedules, budgets and construction oversight.

Project experience includes freestanding clinics, surgery centers and medical office buildings. Major projects were:

- Two multi-specialty clinics and a surgery center in Auckland, New Zealand
- Garden Medical Clinic- 40,000 SF. Multi-specialty clinic, Garden City, KS
- Southwest Kansas Surgery Center- 15,000 SF. Garden City, KS
- Valley Medical Center a multi-specialty clinic- 25,000 SF, Lewiston, ID

Marshall Erdman & Associates, Madison, Wisconsin

1985-1995

Senior Project Director. Project coordination of over 30-outpatient health care projects. Major projects were:

- Marshfield Clinic- 150,000 SF. Multi-specialty clinic, Marshfield, WI
- Skemp Clinic- 105,000 SF. Multi-specialty clinic, La Crosse, WI
- Rancho Surgery Center- 6 OR with associated functions. Las Vegas, NV
- North Tenaya Clinic- 45,000 SF. Multi-specialty clinic, Las Vegas, NV
- Cathedral Rock MOB- 60,000 SF. Las Vegas, NV
- Mankato Clinic- 105,000 SF. Multi-specialty clinic, Mankato, MN
- Bay State Ambulatory Surgery Center- 6 OR, Boston, MA
- Mason City Clinic- 80,000 SF. Multi-specialty clinic, Mason City, IA
- Narragansett MOB- 40,000 SF. Narragansett, RI
- Plymouth MOB- 60,000 SF. Plymouth, MA
- Methuen MOB- 80,000 SF. Methuen, MA
- Evergreen MOB- 120,000 SF. Evergreen Park, IL

James Morss Architects, Minneapolis, Minnesota

1974-1985

Principal. A general architectural practice including medical, residential, commercial and multi-family projects. Major projects were:

- 7500 York, 330 high end condominiums, Edina, Minnesota
- Northwest hospital conversion to a nursing home

Parker Klein Architects, Minneapolis, Minnesota

1970-1974

Architect for a general architectural practice including residential, commercial and multi-family projects. Major projects were:

- Rockford Road library
- Minneapolis Institute of Art
- University of Minnesota Law School

US Navy Civil Engineer Corps

1967-1970

Officer in charge of construction for Navy facilities. Major projects were:

- BOQ for Navy War College
- Low frequency submarine antenna, Quonset Point, Rhode Island
- Salt water conversion plant, Newport Naval Base

E d u c a t i o n

Bachelor of Architectural Engineering, School of Architecture, University of Minnesota

Minors in Art, Naval Science and German

Navy Contract Administration School

Navy Flight Indoctrination School

Navy Fire Fighting School

Other

Member of American Institute of Architects

Registered Architect in 20 States

Member of Toastmasters International

Married with four children

Hobbies are art, yoga, travel and golf

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, December 18, 2018 11:59:36 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Joe Paar

Email

Phone

Address

City Bainbridge

State Washington

Zip 98110

Current Employer Paar Development / Village Builders

Current Position Principal

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission (ONE VACANCY)

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I have been a developer and builder of workforce and affordable housing in Seattle. These projects have been brownfield redevelopments close to mass transit that have all been certified

activities, training, education) if any:

built green. I believe in dense urban areas that are close to transportation and services thus allowing rural lands to be used for things other than suburban sprawl. In 2015 this work was recognized by the Puget Sound Regional Council with a vision 2040 award for my Marion Green project. Please see my resume for additional qualifications.

Please share your community interests (groups, committees, organizations) if any:

Wilkes Elementary Building Leadership Team

Feel free to attach your resume (optional):

Type the Year

2018

How did you hear about the volunteer opportunity?

Social Media

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

JOE PAAR

Award-winning developer using 20 years' knowledge and connection to Seattle commercial and residential real estate market – including permitting authorities and design, construction, and real estate firms – to manage entire project ecosystems and deliver complex projects within schedule and budget.

PAAR
DEVELOPMENT



EXPERIENCE

Principal | PAAR Development

2012-Present | Seattle

- Developed and built over 300 apartment units and over 10,000SF of prime retail space in 7 apartment/mixed-use buildings in Roosevelt, Wallingford, Capitol Hill, Ballard and West Seattle (some projects still in development but will be completed soon)
- All apartment projects have participated in the City Of Seattle's Multi-Family Tax Exempt program and have 20% affordable units
- All projects have been certified *Built Green* by a third-party verifier
- Developed and built over 50 townhouses throughout Seattle
- Completed comprehensive plan amendment and contract rezone of West Seattle Church of the Nazarene, to include building a private park for public use and renovation of historic church

Renovation Project Manager | Pike Place Market PDA 2007 – 2012 | Seattle

- As Development Manager, oversaw all aspects of design and construction, through 3 phases, for \$80 million renovation of 10 Pike Place Market buildings, project delivered just under budget and ahead of finance plan
- Managed construction contract for Turner Construction without any claims, and the design contract for SRG Architects and all consultants for the project, through a staff of 6 direct reports

Project Manager | BN Builders (Commercial General Contractor) 2005-2007 | Seattle

- Budgeted, scheduled, performed pre-construction services, and executed various projects from inception through close-out. Contributed to business development and marketing efforts

Project Manager, Engineer, & Superintendent | Lease Crutcher Lewis 2000-2005 | Seattle

- Coordinated construction of 165,000-square-foot, SBRI bio-tech building in South Lake Union
- Supervised construction of 185,000-square-foot, 12-story office building. Successfully excavated and erected building over operating bus tunnel
- Executed design-build construction of 2,800-stall parking garage in 10 months. Opened first floor four months after construction began

EDUCATION

- 2005 Master of Business Administration | University of Washington
- 1999 BACHELOR OF SCIENCE IN CONSTRUCTION MANAGEMENT | University of Washington

COMMUNITY INVOLVEMENT

- **Guardian** of person and estate for a disabled man with Down Syndrome and Autism, 2008 - 2014
- **Board of Directors and Finance Committee member**, Northwest Center, 2001 – 2003
- **Sponsor** of Roosevelt Neighborhood Association Bull Moose festival 2015 and Weedon Place Festival 2017

AWARDS

- **2015 Puget Sound Regional Council (PSRC) VISION 2040 AWARD** | Marion Green
- **2011 Commercial Real Estate Development Association (NAIOP), Public Project of the Year** | Pike Place Market

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, December 26, 2018 11:36:10 AM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name	David Weeding

Email	

Phone	

Address	

City	Bainbridge Island

State	WA

Zip	98110

Current Employer	Retired

Current Position	Retired

I am interested in serving on one of the following advisory groups (select all that apply):	Planning Commission (ONE VACANCY)

Experience & Qualifications

Have you served on any city advisory groups in the past?	No

If so, please indicate which groups:	<i>Field not completed.</i>

Please share your qualifications for this appointment (skills,	B.A. Degree-University Of Minnesota(Political Science) Career in business-senior levels of management-23 years Business Owner-12 Years

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Served on the Port Townsend Yacht Club board-6 years (Past
Commodore) Served on several committees in local churches
Currently serving as Trustee on the board of the Ferncliff Water
Association

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2018

How did you hear
about the volunteer
opportunity?

Newspaper

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Monday, December 17, 2018 10:34:38 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Brian D. Wilkinson

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Baonbridge Island Fire Department

Current Position Firefighter, EMT, Fire Inspector

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission (ONE VACANCY)

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, I am a public servant in this community dedicated to protecting the citizenship and the environment. 5th Generation from Western Washington with a great interest in the character of our

activities, training, education) if any:	island with a respect for the past and a responsibility to the future. I believe in leading by example and am a dedicated Forestry Stewardship Forest Manager /Owner and built our energy efficient family home by my hand.
Please share your community interests (groups, committees, organizations) if any:	Bainbridge Island Fire Department Local Union 4034, American Legion, Volunteerism= Built Trails for the Community along Sportsman Club Rd., Donated the cedar for the construction of the Japanese American Memorial Wall.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2018
How did you hear about the volunteer opportunity?	City Announcement
Other	<i>Field not completed.</i>

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [Roz Lasso](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 9, 2019 3:31:56 PM

Citizen Advisory Group Application

Step 1

Please complete the form below if you are interested in serving on a committee or commission. Once completed, this form will become part of the City's Volunteer Roster. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name Michael Zigich

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer None

Current Position Retired

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission (ONE VACANCY)

Experience & Qualifications

Have you served on any city advisory groups in the past? No

If so, please indicate which groups: *Field not completed.*

Please share your qualifications for this appointment (skills, BS Chemical Engineering - University of Arizona MBA - University of Southern California Forty year career in petroleum refining industry. Positions included strategic planning and

activities, training,
education) if any:

management.

Please share your
community interests
(groups, committees,
organizations) if any:

Interested in current Planning Commission work to provide
recommendations on subdivision development standards,
Shoreline Master Program and affordable housing. I want to
maintain the character of Bainbridge Island.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

Field not completed.

How did you hear
about the volunteer
opportunity?

Other - See below

Other

Attendance at Planning Commission meeting

Email not displaying correctly? [View it in your browser.](#)



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:45 PM) Agenda Bill for Consent Agenda,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to approve the Consent Agenda as presented.

SUMMARY:

Consider approval of the following Consent Agenda items:

- A. Accounts Payable and Payroll
- B. Special City Council Meeting Minutes, January 4, 2019
- C. City Council Regular Business Meeting Minutes, January 8, 2018
- D. Village Pump Station Project Change Order No. 3
- E. Resolution No. 2019-01 to Update the City Fee Schedule
- F. Resolution No. 2019-09, Rescinding Prior Decisions to Surplus Certain City-Owned Real Property
- G. Agreement for Provision of Juvenile Detention Facilities

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME:

AGENDA ITEM: Accounts Payable and Payroll

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

Approve with Consent Agenda

SUMMARY:

Approve with Consent Agenda

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Report to Council of Cash Disbursements 01-23-19.pdf](#)

[Payroll.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: January 7, 2019 - January 21, 2019
CITY COUNCIL: January 8, 2019 - January 22, 2019

Last check from previous run: 349468 dated 01/09/19 issued to Comcast in the amount of \$11.36

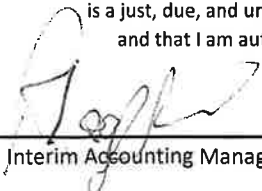
Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	N/A	N/A	N/A	N/A
ACH	N/A	N/A	N/A	N/A
ACH	N/A	N/A	N/A	N/A
VOID	12/19/18	349349	PW/Kitsap County Noxious/Solid waste permit fee - wrong remit	N/A
VOID	01/09/19	349474	PW/Kitsap Public Health/Solid waste permit fee - check print error	N/A
Manual	01/04/19	349469	CenturyLink/Citywide telemetry services - December 2018	2,804.23
Manual	01/04/19	349470	ENG/Kelley Imaging System/E-Studio4505AC copier lease	283.78
Manual	01/09/19	349471	Puget Sound Energy/Citywide electrical services - December 2018	30,737.46
Manual	01/09/19	349472	CC/Sound Reprographics/Council name plate - Sepler	17.96
Manual	01/09/19	349473	US Bank/Credit card purchases - December 2018	23,905.91
Manual	01/09/19	349475	PW/Kitsap Public Health/Solid waste permit fee	870.00
Manual	01/11/19	349476	CenturyLink/Citywide telemetry services - December 2018	1,091.94
Manual	01/11/19	349477	Verizon Wireless/Citywide cell phone services - December 2018	5,366.37
Manual	01/16/19	349478	Johnson Controls/City Hall HVAC software	92,416.74
Manual Checks and Electronic Disbursements				157,494.39

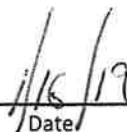
Regular Run	01/20/19	349479-349608	Regular Check Run	455,635.39
				613,129.78

Retainage Release	01/07/19	171	Fox Fire Prevention/Retainage - Fire sprinkler RPR	1,488.03
Retainage Release	01/15/19	172	Action Communication/Retainage - EOC antenna repair	1,389.82
Travel Advance	N/A	N/A		N/A

Prepared and Reviewed by  Carrie Christianson, 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.


Ron Logghe, Interim Accounting Manager


Date

01/08/2019 07:51 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

VOID
② 1/8/19

FL
1/8/19

|P 1
|apcsbdb

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

349349 12/19/2018 VOID 2421 KITSAP COUNTY NOXIOUS 227661 312746 12/01/2018 -870.00

Invoice: 312746

PW/SOLID WASTE PERMIT FEE

-870.00 73435838 549800

O&M-DECANT-PERMIT

CHECK 349349 TOTAL: -870.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -870.00

COUNT AMOUNT

TOTAL VOIDED CHECKS 1 870.00

*** GRAND TOTAL *** -870.00

Issued to incorrect remittance (~~NOI~~ Noxious Weeds).
Voided check & updated invoice in Munis to
reflect correct remit. Payment will be reissued.

01/08/2019 07:51 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdab

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 1 83									
APP 403-213000						ACCOUNTS PAYABLE			870.00
	01/08/2019	349349	VOID			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		870.00	
	01/08/2019	349349	VOID			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								870.00	870.00
APP 631-130000						DUE TO/FROM CLEARING			870.00
	01/08/2019	12/23/18	VOID						
APP 403-130000						DUE TO/FROM CLEARING		870.00	
	01/08/2019	12/23/18	VOID						
SYSTEM GENERATED ENTRIES TOTAL								870.00	870.00
JOURNAL 2019/01/83 TOTAL								1,740.00	1,740.00

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE		DEBIT	CREDIT
ACCOUNT					ACCOUNT DESCRIPTION		
403 STORM & SURFACE WATER FUND	2019	1	83	01/08/2019			
403-130000					DUE TO/FROM CLEARING	870.00	
403-213000					ACCOUNTS PAYABLE		870.00
					FUND TOTAL	870.00	870.00
631 CLEARING FUND	2019	1	83	01/08/2019			
631-130000					DUE TO/FROM CLEARING		870.00
635-111100					CASH	870.00	
					FUND TOTAL	870.00	870.00

FUND		DUE TO	DUE FROM
403 STORM & SURFACE WATER FUND			870.00
631 CLEARING FUND		870.00	
	TOTAL	870.00	870.00

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

01/08/2019 07:53 |CITY OF BAINBRIDGE ISLAND
cchristianson |MODIFY INVOICES

|P 1
|apinvmnt

CLERK: cchristianson

INVOICE HEADER CHANGED

VENDOR DOCUMENT	CHECK RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE	INV DATE	DISCOUNT AMOUNT	
					STAT	DUE DATE	INVOICE NET	ERROR
002421 74206		227661	FIN 2018 12 635	111100	INV	12/01/2018	.00	
KITSAP PUBLIC HEALTH	RMT: 0	PW/SOLID WASTE	PERMIT FEE		ACT	12/26/2018	870.00	
INVOICE: 312746								
73435838 549800		DEC-PERMIT		N 1		870.00		

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

VOID
11/19

KW
11/9/19
P 1
apcshdsb

01/09/2019 08:46 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE DTL DESC

349474 01/09/2019 VOID 2421 KITSAP PUBLIC HEALTH 227661 312746 12/01/2018 -870.00
Invoice: 312746 PW/SOLID WASTE PERMIT FEE
-870.00 73435838 549800 O&M-DECANT-PERMITS

CHECK 349474 TOTAL: -870.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -870.00

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	870.00

*** GRAND TOTAL *** -870.00

Check print error

CLERK: fintemp

JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 1 105									
APP 403-213000						ACCOUNTS PAYABLE			870.00
01/09/2019	349474 VOID					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		870.00	
01/09/2019	349474 VOID					AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								870.00	870.00
APP 631-130000						DUE TO/FROM CLEARING			870.00
01/09/2019	M010819 VOID								
APP 403-130000						DUE TO/FROM CLEARING		870.00	
01/09/2019	M010819 VOID								
SYSTEM GENERATED ENTRIES TOTAL								870.00	870.00
JOURNAL 2019/01/105 TOTAL								1,740.00	1,740.00

01/09/2019 08:46
fintemp

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

|P 3
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
403 STORM & SURFACE WATER FUND	2019	1	105	01/09/2019		
403-130000				DUE TO/FROM CLEARING	870.00	
403-213000				ACCOUNTS PAYABLE		870.00
				FUND TOTAL	870.00	870.00
631 CLEARING FUND	2019	1	105	01/09/2019		
631-130000				DUE TO/FROM CLEARING		870.00
635-111100				CASH	870.00	
				FUND TOTAL	870.00	870.00

01/09/2019 08:46
fintemp

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

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
403 STORM & SURFACE WATER FUND			870.00
631 CLEARING FUND		870.00	
	TOTAL	870.00	870.00

** END OF REPORT - Generated by Khammy Wahaus **

Manual

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1/9/19

01/09/2019 08:45 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
349474	01/09/2019	PRTD	2421 KITSAP PUBLIC HEALTH	227661	312746	12/01/2018		M010819	870.00
Invoice: 312746						PW/SOLID WASTE PERMIT FEE			
870.00 73435838 549800						O&M-DECANT-PERMITS			
CHECK 349474 TOTAL:									870.00
NUMBER OF CHECKS						1	*** CASH ACCOUNT TOTAL ***		870.00
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						1	870.00		
*** GRAND TOTAL ***									870.00

check print error
this has been voided

01/09/2019 08:45 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 1 104									
APP 403-213000						ACCOUNTS PAYABLE		870.00	
01/09/2019	M010819	010819				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			870.00
01/09/2019	M010819	010819				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		870.00	870.00
APP 631-130000						DUE TO/FROM CLEARING		870.00	
01/09/2019	M010819	010819							
APP 403-130000						DUE TO/FROM CLEARING			870.00
01/09/2019	M010819	010819							
						SYSTEM GENERATED ENTRIES TOTAL		870.00	870.00
						JOURNAL 2019/01/104 TOTAL		1,740.00	1,740.00

01/09/2019 08:45
fintemp

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
403 STORM & SURFACE WATER FUND	2019	1	104	01/09/2019		
403-130000				DUE TO/FROM CLEARING		870.00
403-213000				ACCOUNTS PAYABLE	870.00	
				FUND TOTAL	870.00	870.00
631 CLEARING FUND	2019	1	104	01/09/2019		
631-130000				DUE TO/FROM CLEARING	870.00	
635-111100				CASH		870.00
				FUND TOTAL	870.00	870.00

01/09/2019 08:45
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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 4
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
403 STORM & SURFACE WATER FUND			870.00
631 CLEARING FUND		870.00	
	TOTAL	870.00	870.00

** END OF REPORT - Generated by Khammy Wahaus **

Manual
001/4/19

01/04/2019 15:41 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

349469 01/04/2019 PRD 551 CENTURYLINK 228029 0399DEC18 12/23/2018 M010319 2,804.23
Invoice: 0399DEC18 CITYWIDE TELEMETRY & FAX SVC DEC 18

1,539.49 91425358 542100 GG-WWTP-TELEPHONE/FAX
730.38 91411891 542100 GG-WTR-FAC-PHONE
68.17 91011755 542100 GG-C/E-COMMONS-PHONE
136.94 91011189 542100 GG-C/E-CITY HALL-PHONE
212.49 91011897 542100 GG-C/E-O&M YARD FAC-PHONE
65.84 91011255 542100 GG-C/E-COURT BLDG-PHONE
50.92 91011215 542100 GG-C/E-PD-PHONE

CHECK 349469 TOTAL: 2,804.23

349470 01/04/2019 PRD 1971 KELLEY IMAGING SYSTE 228030 23949540 12/24/2018 M010319 283.78
Invoice: 23949540 ENG/E-STUDIO4505AC COPIER LEASE

283.78 72011321 545000 ENG - C/E ADMIN RENTS & LEASES

CHECK 349470 TOTAL: 283.78

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 3,088.01

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	3,088.01

*** GRAND TOTAL *** 3,088.01

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 1 58									
APP 402-213000						ACCOUNTS PAYABLE		1,539.49	
01/04/2019	M010319	010319				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			3,088.01
01/04/2019	M010319	010319				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		730.38	
01/04/2019	M010319	010319				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		818.14	
01/04/2019	M010319	010319				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								3,088.01	3,088.01
APP 631-130000						DUE TO/FROM CLEARING		3,088.01	
01/04/2019	M010319	010319							
APP 402-130000						DUE TO/FROM CLEARING			1,539.49
01/04/2019	M010319	010319							
APP 401-130000						DUE TO/FROM CLEARING			730.38
01/04/2019	M010319	010319							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			818.14
01/04/2019	M010319	010319							
SYSTEM GENERATED ENTRIES TOTAL								3,088.01	3,088.01
JOURNAL 2019/01/58 TOTAL								6,176.02	6,176.02

01/04/2019 15:41 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 3
 |apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 1	58	01/04/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		818.14
001-213000				GENERAL - ACCOUNTS PAYABLE	818.14	
				FUND TOTAL	818.14	818.14
401 WATER OPERATING FUND	2019 1	58	01/04/2019			
401-130000				DUE TO/FROM CLEARING		730.38
401-213000				ACCOUNTS PAYABLE	730.38	
				FUND TOTAL	730.38	730.38
402 SEWER OPERATING FUND	2019 1	58	01/04/2019			
402-130000				DUE TO/FROM CLEARING		1,539.49
402-213000				ACCOUNTS PAYABLE	1,539.49	
				FUND TOTAL	1,539.49	1,539.49
631 CLEARING FUND	2019 1	58	01/04/2019			
631-130000				DUE TO/FROM CLEARING	3,088.01	
635-111100				CASH		3,088.01
				FUND TOTAL	3,088.01	3,088.01

FUND		DUE TO	DUE FROM
001	GENERAL FUND		818.14
401	WATER OPERATING FUND		730.38
402	SEWER OPERATING FUND		1,539.49
631	CLEARING FUND	3,088.01	
TOTAL		3,088.01	3,088.01

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

KC
1/9/19

01/09/2019 08:12 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: 635			111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
349471	01/09/2019	PRTD	1205 PUGET SOUND ENERGY	228167	828DEC18	12/31/2018		M010819	152.13	
Invoice: 828DEC18				152.13	91415345 547100	TAYLOR WELLS LID17 PHASE1 GG-ROCKAWAY BCH-UTILITIES				
Invoice: IL3DEC18				228168	IL3DEC18	12/31/2018		M010819	29.45	
				29.45	91111263 547100	ROUNDAABOUT HS/MADISON IMPR GG-STRT-STREET LIGHTING-UTIL				
Invoice: 647DEC18				228169	647DEC18	12/31/2018		M010819	45.76	
				45.76	91111263 547100	STREET LIGHTS/TRAFFIC CONTR GG-STRT-STREET LIGHTING-UTIL				
Invoice: IL8DEC18				228170	IL8DEC18	12/31/2018		M010819	107.32	
				107.32	91111263 547100	MADISON AVENUE SOUTH GG-STRT-STREET LIGHTING-UTIL				
Invoice: 285DEC18				228171	285DEC18	12/31/2018		M010819	208.55	
				208.55	91421355 547100	SPS NORTH TOWN/SPORTSMAN GG-SWR-ELECTRIC				
Invoice: 735DEC18				228172	735DEC18	12/31/2018		M010819	69.66	
				69.66	91011768 547100	SHANNON DRIVE/WFP DOCK GG-C/E-PARKS-ELECTRIC				
Invoice: 182DEC18				228173	182DEC18	12/31/2018		M010819	61.65	
				61.65	91011255 547100	MUNICIPAL COURT - METER E6 GG-C/E-COURT BLDG-ELECTRIC				
Invoice: 058DEC18				228174	058DEC18	12/31/2018		M010819	44.60	
				44.60	91011897 547100	NE HIDDEN COVE - SHOP GG-C/E-O&M YARD FAC-ELECTRIC				
Invoice: 973DEC18				228175	973DEC18	12/31/2018		M010819	77.97	
				77.97	91415345 547100	OC RESERVIOR LID17 PHASE 2 GG-ROCKAWAY BCH-UTILITIES				
Invoice: 558DEC18				228176	558DEC18	12/31/2018		M010819	2,641.96	
				2,641.96	91011897 547100	7315 NE HIDDEN COVE ROAD GG-C/E-O&M YARD FAC-ELECTRIC				
Invoice: 336DEC18				228177	336DEC18	12/31/2018		M010819	143.92	
				143.92	91421355 547100	SLS-9 ISLAND TERRACE GG-SWR-ELECTRIC				
Invoice: IL11DEC18				228178	IL11DEC18	12/31/2018		M010819	20.87	
				20.87	91111263 547100	STREET LIGHTS WW MAD TO 305 GG-STRT-STREET LIGHTING-UTIL				
Invoice: 520-330DEC18				228179	520-330DEC18	12/31/2018		M010819	43.78	
				43.78	91011768 547100	210 WINSLOW WAY E IRRIGATION GG-C/E-PARKS-ELECTRIC				

01/09/2019 08:12 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

CASH ACCOUNT: 635			111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
Invoice: 823DEC18				228180	823DEC18	12/31/2018		M010819	10.42	
				10.42	91011768 547100	BRIAN DRIVE N/BOOTH EL PANEL				
						GG-C/E-PARKS-ELECTRIC				
Invoice: 682-B-DEC18				228181	682-B-DEC18	12/31/2018		M010819	28.60	
				28.60	91111263 547100	MUNIC PARKING LOT-MADISON/MADRONA				
						GG-STRT-STREET LIGHTING-UTIL				
Invoice: 736DEC18				228182	736DEC18	12/31/2018		M010819	78.91	
				78.91	91011768 547100	SHANNON DRIVE/WFP RESTRM				
						GG-C/E-PARKS-ELECTRIC				
Invoice: 040-581DEC18				228183	040-581DEC18	12/31/2018		M010819	145.99	
				145.99	91421355 547100	3900 HALLS HILL ROAD PUMP				
						GG-SWR-ELECTRIC				
Invoice: 884DEC18				228184	884DEC18	12/31/2018		M010819	142.67	
				142.67	91421355 547100	SLS FERRY TERMINAL				
						GG-SWR-ELECTRIC				
Invoice: 111DEC18				228185	111DEC18	12/31/2018		M010819	480.96	
				480.96	91011215 547100	POLICE STATION - METER 2				
						GG-C/E-PD-ELECTRIC				
Invoice: 717DEC18				228186	717DEC18	12/31/2018		M010819	280.05	
				280.05	91011215 547100	POLICE STATION - METER 1 (ORIGI)				
						GG-C/E-PD-ELECTRIC				
Invoice: 520-374DEC18				228187	520-374DEC18	12/31/2018		M010819	64.47	
				64.47	91111264 547100	SIGNAL AT 108 OLYMPIC DR SE				
						GG-STREET-TRAF CONTROL-UTILITY				
Invoice: 520-136DEC18				228188	520-136DEC18	12/31/2018		M010819	1,480.52	
				1,480.52	91411345 547100	HOP BOOSTER PUMP/WELL				
						GG-WTR-ELECTRIC				
Invoice: IL5DEC18				228189	IL5DEC18	12/31/2018		M010819	99.70	
				99.70	91111263 547100	COMMODORE OFF HS @ OLYMPIC				
						GG-STRT-STREET LIGHTING-UTIL				
Invoice: 021DEC18				228190	021DEC18	12/31/2018		M010819	90.91	
				90.91	91421355 547100	SLS-3 TREATMENT PLANT				
						GG-SWR-ELECTRIC				
Invoice: 291DEC18				228191	291DEC18	12/31/2018		M010819	14.30	
				14.30	91411345 547100	HEAD OF THE BAY WELL FIELD				
						GG-WTR-ELECTRIC				
Invoice: 031DEC18				228192	031DEC18	12/31/2018		M010819	117.94	
				117.94	91421355 547100	SLS-6 LOVELL LOWER				
						GG-SWR-ELECTRIC				

01/09/2019 08:12 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

|P 3
|apcshdsb

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: IL12DEC18		228193	IL12DEC18	12/31/2018	M010819	73.11
		73.11	91111263 547100	STREET LIGHTS WW 305-FRNCLFF GG-STRT-STREET LIGHTING-UTIL		
Invoice: 573DEC18		228194	573DEC18	12/31/2018	M010819	13.54
		13.54	91411345 547100	COMMODORE/HS RESERVIOR GG-WTR-ELECTRIC		
Invoice: 040-714DEC18		228195	040-714DEC18	12/31/2018	M010819	10.42
		10.42	91021182 547100	7095 NE TWIN PONDS RD GG-OS-PROP MNGT-ELECTRIC		
Invoice: 206DEC18		228196	206DEC18	12/31/2018	M010819	406.82
		406.82	91421355 547100	4586 POINT WHITE DRIVE NE GG-SWR-ELECTRIC		
Invoice: 256DEC18		228197	256DEC18	12/31/2018	M010819	376.69
		376.69	91421355 547100	SLS-8 HWY 305/HARBORVIEW GG-SWR-ELECTRIC		
Invoice: 636DEC18		228198	636DEC18	12/31/2018	M010819	83.64
		83.64	91421355 547100	SLS-7 WING POINT WAY GG-SWR-ELECTRIC		
Invoice: 888DEC18		228199	888DEC18	12/31/2018	M010819	253.03
		253.03	91411345 547100	NE HIGH SCHOOL ROAD PUMP GG-WTR-ELECTRIC		
Invoice: 658DEC18		228200	658DEC18	12/31/2018	M010819	57.14
		57.14	91421355 547100	SLS-4 IRENE/LOWER HAWLEY GG-SWR-ELECTRIC		
Invoice: 520-298DEC18		228201	520-298DEC18	12/31/2018	M010819	295.63
		295.63	91421355 547100	SLS-5 WW/SUNDAY COVE GG-SWR-ELECTRIC		
Invoice: 640DEC18		228202	640DEC18	12/31/2018	M010819	15.53
		15.53	91011768 547100	BRIAN DRIVE S/BOOTH EL PANEL GG-C/E-PARKS-ELECTRIC		
Invoice: 983DEC18		228203	983DEC18	12/31/2018	M010819	11.38
		11.38	91111264 547100	MILLER ROAD NE BEACON GG-STREET-TRAF CONTROL-UTILITY		
Invoice: 067DEC18		228204	067DEC18	12/31/2018	M010819	10.42
		10.42	91111263 547100	MADISON PARKING LOT GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL7DEC18		228205	IL7DEC18	12/31/2018	M010819	73.57
		73.57	91111263 547100	MADISON PRJ HS TO WINSLOW II GG-STRT-STREET LIGHTING-UTIL		

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CASH ACCOUNT: 635			111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN			NET	
INVOICE DTL DESC												
Invoice: 466DEC18				228206	466DEC18	12/31/2018		M010819			11.46	
				11.46	91111264 547100	MADISON/HS RAINBRINGER						
						GG-STREET-TRAF CONTROL-UTILITY						
Invoice: 093DEC18				228207	093DEC18	12/31/2018		M010819			2,029.73	
				2,029.73	91411345 547100	FLETCHER BAY WELL FIELD						
						GG-WTR-ELECTRIC						
Invoice: 444DEC18				228208	444DEC18	12/31/2018		M010819			754.48	
				754.48	91011755 547100	BI COMMONS						
						GG-C/E-COMMONS-ELECTRIC						
Invoice: 461DEC18				228209	461DEC18	12/31/2018		M010819			6,070.15	
				6,070.15	91425358 547100	WWTP - 1220 DONALD PLACE						
						GG-WWTP-ELECTRIC						
Invoice: WW&305DEC18				228210	WW&305DEC18	12/31/2018		M010819			510.80	
				510.80	91111264 547100	WINSLOW WAY & 305						
						GG-STREET-TRAF CONTROL-UTILITY						
Invoice: 831DEC18				228211	831DEC18	12/31/2018		M010819			2,647.42	
				2,647.42	91411345 547100	SAND AVENEU NE WELL FIELD						
						GG-WTR-ELECTRIC						
Invoice: 797DEC18				228212	797DEC18	12/31/2018		M010819			220.33	
				220.33	91011255 547100	MUNICIPAL COURT - METER E3						
						GG-C/E-COURT BLDG-ELECTRIC						
Invoice: 247DEC18				228213	247DEC18	12/31/2018		M010819			28.00	
				28.00	91435838 547100	SSWM/DECANT FACILITY						
						GG-DECANT-ELECTRIC						
Invoice: 143DEC18				228214	143DEC18	12/31/2018		M010819			10.42	
				10.42	91111264 547100	REITAN ROAD/WELCOM TO BI						
						GG-STREET-TRAF CONTROL-UTILITY						
Invoice: IL1DEC18				228215	IL1DEC18	12/31/2018		M010819			215.91	
				215.91	91111263 547100	ERCKSN/MDSN/WNSLW/KNCHTL						
						GG-STRT-STREET LIGHTING-UTIL						
Invoice: 710DEC18				228216	710DEC18	12/31/2018		M010819			270.69	
				270.69	91421355 547100	SLS-2 VILLAGE CENTER						
						GG-SWR-ELECTRIC						
Invoice: 893DEC18				228217	893DEC18	12/31/2018		M010819			693.18	
				693.18	91111263 547100	MUNICIPAL STREET LIGHTING - #LITES						
						GG-STRT-STREET LIGHTING-UTIL						
Invoice: 040-751DEC18				228218	040-751DEC18	12/31/2018		M010819			11.05	
				11.05	91411345 547100	520 ERICKSEN AVNE PRV						
						GG-WTR-ELECTRIC						

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				228219	SPRINGDEC18	12/31/2018	M010819	50.97
Invoice: SPRINGDEC18								
				50.97	91111263 547100	SPRINGRIDGE RD/HANSEN HILL		
						GG-STRT-STREET LIGHTING-UTIL		
				228220	LYNCTRDEC18	12/31/2018	M010819	84.03
Invoice: LYNCTRDEC18								
				84.03	91111263 547100	4238 LYNWOOD CENTER RD, BLOSSOM HILL		
						GG-STRT-STREET LIGHTING-UTIL		
				228221	BKLYN&MADDEC18	12/31/2018	M010819	13.74
Invoice: BKLYN&MADDEC18								
				13.74	91111263 547100	NEW BROOKLYN & MAD AVE-STREET LIGHT		
						GG-STRT-STREET LIGHTING-UTIL		
				228222	2360-MADDEC18	12/31/2018	M010819	13.74
Invoice: 2360-MADDEC18								
				13.74	91111263 547100	2360 MAD AVE N - E ENTRNCE ST LGHT		
						GG-STRT-STREET LIGHTING-UTIL		
				228223	MAD&ORDDEC18	12/31/2018	M010819	13.74
Invoice: MAD&ORDDEC18								
				13.74	91111263 547100	MADISON AVE N, ORDWAY CROSS-ST LGHT		
						GG-STRT-STREET LIGHTING-UTIL		
				228224	BKLYN&NTOWNDEC18	12/31/2018	M010819	13.74
Invoice: BKLYN&NTOWNDEC18								
				13.74	91111263 547100	NEW BROOKLYN & N.TOWN-ST. LIGHT		
						GG-STRT-STREET LIGHTING-UTIL		
				228225	WING&AZALEADEC18	12/31/2018	M010819	11.32
Invoice: WING&AZALEADEC18								
				11.32	91111263 547100	WING POINT & AZALEA AVE NE-ST. LIGHT		
						GG-STRT-STREET LIGHTING-UTIL		
				228226	W.OFMAD-PH1DEC18	12/31/2018	M010819	940.29
Invoice: W.OFMAD-PH1DEC18								
				940.29	91111263 547100	W. OF MADISON-BAINBRIDGE CO PH1		
						GG-STRT-STREET LIGHTING-UTIL		
				228227	E.OFMAD-PH2DEC18	12/31/2018	M010819	1,864.69
Invoice: E.OFMAD-PH2DEC18								
				1,864.69	91111263 547100	E. OF MADISON-BAINBRIDGE CO PH2		
						GG-STRT-STREET LIGHTING-UTIL		
				228228	MAD&H.S.DEC18	12/31/2018	M010819	43.61
Invoice: MAD&H.S.DEC18								
				43.61	91111263 547100	MADISON AVE/H.S. AVE - ST LGHT		
						GG-STRT-STREET LIGHTING-UTIL		
				228229	2665DEC18	12/31/2018	M010819	272.30
Invoice: 2665DEC18								
				272.30	91011768 547100	301 SHANNON DR SE - WFP		
						GG-C/E-PARKS-ELECTRIC		
				228230	2681DEC18	12/31/2018	M010819	10.42
Invoice: 2681DEC18								
				10.42	91011768 547100	WTRFRT PK EL PANEL #4		
						GG-C/E-PARKS-ELECTRIC		
				228231	2996DEC18	12/31/2018	M010819	21.13
Invoice: 2996DEC18								
				21.13	91411345 547100	965 WEAVER RD NW		
						GG-WTR-ELECTRIC		

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CASH ACCOUNT: 635 111100 CASH

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INVOICE DTL DESC									
Invoice: 3010DEC18				228232	3010DEC18	12/31/2018		M010819	10.53
				10.53	91011768 547100	WTRFRT PK EL PANEL #3 GG-C/E-PARKS-ELECTRIC			
Invoice: 3028DEC18				228233	3028DEC18	12/31/2018		M010819	11.89
				11.89	91011768 547100	WTRFRT PK EL PANEL #2 GG-C/E-PARKS-ELECTRIC			
Invoice: 3044DEC18				228234	3044DEC18	12/31/2018		M010819	10.42
				10.42	91011739 547100	278 WINSLOW WAY E # KIOSK COMM EVENTS-ELECTRICITY			
Invoice: 3051DEC18				228235	3051DEC18	12/31/2018		M010819	10.84
				10.84	91011768 547100	WTRFRT PK EL PANEL #1 GG-C/E-PARKS-ELECTRIC			
Invoice: CITY HALL- JAN 2019				228236	CITY HALL- JAN 2019	01/02/2019		M010819	5,502.46
				5,502.46	91011189 547100	CITY HALL - JAN 2019 GG-C/E-CITY HALL-ELECTRIC			
CHECK 349471 TOTAL:									30,737.46
349472 01/09/2019 PRD		601	SOUND REPROGRAPHICS	228166	66949	11/19/2018		M010819	17.96
Invoice: 66949				17.96	11011116 531100	CC/COUNCIL NAME PLATE: RS COUNCIL - SUPPLIES			
CHECK 349472 TOTAL:									17.96
349473 01/09/2019 PRD		7314	US BANK	228058	11/28/18-CB	01/08/2019		M010819	25.00
Invoice: 11/28/18-CB				25.00	36011143 549100	EXCC/WAPRO/MEMBERSHIP RENEWAL CLERK-DUES/SUBSCR/MEMBRSHPS			
Invoice: 11/29/18-BB				228059	11/29/18-BB	01/08/2019		M010819	36.00
				36.00	55011757 541100	POL/WA STATE PATROL/WATCH BACKGROUND CHECKS PD-HARBORMASTER-PROF SVCS			
Invoice: 11/29/18-BB-A				228060	11/29/18-BB-A	01/08/2019		M010819	88.22
				88.22	53011212 520000	POL/AMAZON.COM/DUTY RAIN PONCHO POLICE - C/E PATROL BENEFITS			
Invoice: 11/30/18-BB				228061	11/30/18-BB	01/08/2019		M010819	7.62
				7.62	53011212 531100	POL/AMAZON.COM/KEY HOLDER FOR OFFICER PD-C/E-PATROL SUPPLIES			
Invoice: 12/03/18-BB				228062	12/03/18-BB	01/08/2019		M010819	151.75
				151.75	91011215 542500	POL/UPS.COM/FOREVER STAMPS X3 ROLLS GG-C/E-PD-POSTAGE			
Invoice: 12/04/18-BB				228063	12/04/18-BB	01/08/2019		M010819	186.88
						POL/COSTCO/FOOD - WINTER WONDERLAND S'MORES			

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				186.88	51011211	53110000589	PD-COMM OUTREACH-SUPPLIES			
Invoice: 12/05/18-BB				228064	12/05/18-BB		01/08/2019	M010819	152.26	
							POL/MSA SYS/RESIN RIBBON TO ZEBRA LABEL PRINTER			
				152.26	51011191	531100	PD-C/E-PROP RM-SUPPLIES			
Invoice: 12/04/18-BB-A				228065	12/04/18-BB-A		01/08/2019	M010819	17.88	
							POL/SAFEWAY/MARSHMALLOWS - WINTER WONDERLAND S'MOR			
				17.88	51011211	53110000589	PD-COMM OUTREACH-SUPPLIES			
Invoice: 12/06/18-BB				228066	12/06/18-BB		01/08/2019	M010819	40.00	
							POL/GOOD2GO/TRANSPONDER ACCOUNT REPLENISHMENT			
				10.00	51011214	443410	PD-C/E-ADMIN-TRAINING			
				5.00	53011212	443410	POLICE - C/E PATROL TRAINING			
				25.00	53011212	543100	PATROL-TRAVEL/MEALS/LODGING			
Invoice: 12/08/18				228067	12/08/18		01/08/2019	M010819	318.46	
							POL/SPEAKWRITE/TRANSCRIPTION SVCS			
				318.46	52011212	541100	POLICE - C/E INVEST PROF SVCS			
Invoice: 12/12/18-BB				228068	12/12/18-BB		01/08/2019	M010819	24.08	
							POL/AMAZON.COM/FOOTREST FOR DEPUTY CHIEF			
				24.08	51011211	531100	PD-C/E-ADM-SUPPLIES			
Invoice: 12/14/18-BB				228069	12/14/18-BB		01/08/2019	M010819	326.99	
							POL/AMAZON.COM/STEINER 2444 PREDATOR BINOCULARS			
				326.99	53011212	531100	PD-C/E-PATROL SUPPLIES			
Invoice: 12/15/18-BB				228070	12/15/18-BB		01/08/2019	M010819	131.36	
							POL/SPEAKWRITE/TRANSCRIPTION SVCS			
				131.36	52011212	541100	POLICE - C/E INVEST PROF SVCS			
Invoice: 12/19/18-BB				228071	12/19/18-BB		01/08/2019	M010819	17.55	
							POL/AMAZON.COM/FOOTREST FOR POLICE CLERK			
				17.55	51011211	531100	PD-C/E-ADM-SUPPLIES			
Invoice: 12/07/18-GC				228072	12/07/18-GC		01/08/2019	M010819	26.89	
							PCD/YACHTCLUBBROLIER/CITYCOUN PLANNING DIR LUNCH			
				26.89	61011581	543100	PCD - C/E ADMIN TRAVEL EXPENSE			
Invoice: 11/27/18-KD				228073	11/27/18-KD		01/08/2019	M010819	11.00	
							EX/U-PARK/PARKING - TREE REGULATIONS			
				11.00	31011572	543100	EX-GF-OUTREACH-TRAVEL			
Invoice: 11/29/18				228074	11/29/18		01/08/2019	M010819	14.04	
							EX/FACEBOOK/AD - WINTER WONDERLAND			
				14.04	31011572	542450	EX-GF-OUTREACH-ADV			
Invoice: 11/30/18-KD				228075	11/30/18-KD		01/08/2019	M010819	695.00	
							EX/GOVTSOCIALMEDIA/CONFERENCE - TRAINING			
				695.00	31011572	443410	EX-GF-OUTREACH-TRAINING			

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CASH ACCOUNT: 635			111100	CASH			INV DATE	PO	CHECK RUN	NET
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INVOICE DTL DESC										
Invoice: 12/10/18-KD				228076	12/10/18-KD		01/08/2019		M010819	3.59
				3.59	31011572 531100	EX/T&C/TABLECLOTH - MAC WORKSHOP				
						EX-GF-OUTREACH-SUPPLIES				
Invoice: 12/14/18-KD				228077	12/14/18-KD		01/08/2019		M010819	10.00
				10.00	31011572 549900	EX/CANVA/GRAPHIC - HR SOCIAL MEDIA POST				
						EX-GF-OUTREACH-MISC				
Invoice: 12/20/18-KD				228078	12/20/18-KD		01/08/2019		M010819	32.11
				32.11	31011572 543100	EX/CHEVRON/GAS - PORT ORCHARD TORNADO				
						EX-GF-OUTREACH-TRAVEL				
Invoice: 12/06/18-KD				228079	12/06/18-KD		01/08/2019		M010819	256.88
				256.88	91029179 531100	T&C/CITY SWAP FOOD				
						GG-SELF INS-WELLNESS-SUPPLIES				
Invoice: 12/03/18-KE				228080	12/03/18-KE		01/08/2019		M010819	21.15
				21.15	51011211 53110000589	POL/MCDONALS,BAINBRIDGE/MEAL FOR STRANDED FAMILY				
						PD-COMM OUTREACH-SUPPLIES				
Invoice: 12/08/18-KE				228081	12/08/18-KE		01/08/2019		M010819	10.47
				10.47	51011211 53110000589	POL/SAFEWAY/VEGAN MARSHMALLOWS - S'MORES W/SQUAD				
						PD-COMM OUTREACH-SUPPLIES				
Invoice: 12/06/18-MH				228082	12/06/18-MH		01/08/2019		M010819	15.35
				15.35	51011214 443410	POL/WSDOT FERRIES/PASSAGE- TRAINING IN REDMOND				
						PD-C/E-ADMIN-TRAINING				
Invoice: 12/06/18-MH-A				228083	12/06/18-MH-A		01/08/2019		M010819	15.35
				15.35	51011214 443410	POL/WSDOTFERRIES/RETURN PASSAGE F/REDMOND				
						PD-C/E-ADMIN-TRAINING				
Invoice: 12/13/18-GK				228084	12/13/18-GK		01/08/2019		M010819	86.66
				86.66	53011212 531100	POL/MAGPUL IND/POLYMER SLOT RAIL X10				
						PD-C/E-PATROL SUPPLIES				
Invoice: 12/14/18-GK				228085	12/14/18-GK		01/08/2019		M010819	326.44
				326.44	53011212 531100	POL/MAGPUL IND/SLINGS AND SLINGS ATTACHMENTS X5				
						PD-C/E-PATROL SUPPLIES				
Invoice: 12/16/18-GK				228086	12/16/18-GK		01/08/2019		M010819	1,305.70
				1,305.70	53011212 531100	POL/AMAZON.COM/INFORCE WEAPONLIGHTS X10				
						PD-C/E-PATROL SUPPLIES				
Invoice: 11/26/18-RL				228087	11/26/18-RL		01/08/2019		M010819	26.95
				26.95	11011116 543100	CC/KRCC/KRCC 2018 LEGISLATIVE RECP - DEETS				
						COUNCIL-TRAVEL/MEALS/LODGING				
Invoice: 12/26/18-RL-A				228088	12/26/18-RL-A		01/08/2019		M010819	12.08
				12.08	32011152 549100	LEGAL/WA STATE BAR ASSOC/2019 LICENSE - SEPLER				
						LGL-GF-DUES & SUBSCRIPTIONS				

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Invoice: 11/26/18-RL-B		228089	11/26/18-RL-B	01/08/2019	M010819	483.00
				LEGAL/WA STATE BAR ASSOC/NF TRANS FEE - SEPLER		
		483.00	32011152 549100	LGL-GF-DUES & SUBSCRIPTIONS		
Invoice: 11/28/18-RL		228090	11/28/18-RL	01/08/2019	M010819	279.00
				CC/PAYPAL/2018 RE-WIRE POLICY CONF - DEETS		
		279.00	11011116 543100	COUNCIL-TRAVEL/MEALS/LODGING		
Invoice: 12/05/18-RL		228091	12/05/18-RL	01/08/2019	M010819	54.50
				CC/AMAZON/VARIDESK MAT - LESAGE		
		54.50	31011131 531100	EX-GF-SUPPLIES		
Invoice: 12/17/18-RL		228092	12/17/18-RL	01/08/2019	M010819	25.00
				LEGAL/WAPRO/2019 MEMBERSHIP - SEPLER		
		25.00	32011152 549100	LGL-GF-DUES & SUBSCRIPTIONS		
Invoice: 12/21/18-RL		228093	12/21/18-RL	01/08/2019	M010819	35.00
				LEGAL/CVENT.COM/PRA/OPMA CASE LAW UPDATE		
		35.00	32011154 443410	LGL-GF-TRAINING		
Invoice: 12/04/18-JL		228094	12/04/18-JL	01/08/2019	M010819	32.75
				POL/UNITED PACIFIC/FUEL		
		32.75	52011212 532000	PD DET-C/E-FUEL		
Invoice: 12/06/18-JL		228095	12/06/18-JL	01/08/2019	M010819	7.41
				USPS/CERTIFIED MAIL		
		7.41	91011215 542500	GG-C/E-PD-POSTAGE		
Invoice: 12/08/18-JL		228096	12/08/18-JL	01/08/2019	M010819	44.58
				POL/T&C/FOOD - WINTER WONDERLAND S-MORES W/SQUAD		
		44.58	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES		
Invoice: 12/17/18-AL		228097	12/17/18-AL	01/08/2019	M010819	1,739.92
				EX/QUAKEHOLD IND/EMERGENCY SUPPLIES FOR C.H.		
		1,739.92	31011256 531100	EX-GF-EMERG PREP-SUPPLIES		
Invoice: 12/04/18-RL		228098	12/04/18-RL	01/08/2019	M010819	195.00
				FIND/GFOA/VOGT GAAP UPDATE - RL		
		195.00	41011144 443410	FIN - C/E TRAINING		
Invoice: 12/04/18-RL-A		228099	12/04/18-RL-A	01/08/2019	M010819	195.00
				FIN/GFOA/GOVT GAAP UPDATE - CC		
		195.00	41011144 443410	FIN - C/E TRAINING		
Invoice: 11/28/18-CL		228100	11/28/18-CL	01/08/2019	M010819	12.12
				PCD/AMAZON/DEPT SUPPLIES		
		12.12	61011581 531100	PCD - C/E ADMIN SUPPLIES		
Invoice: 12/03/18-CL		228101	12/03/18-CL	01/08/2019	M010819	-212.06
				PCD/RIVERHOUSEHOTEL/REFUND - CC CONF LODGING		
		-212.06	61011584 443410	PCD - C/E ADM TRAINING		

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CASH ACCOUNT: 635			111100		CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
Invoice: 12/17/18-CL				228102	12/17/18-CL	01/08/2019	M010819		17.95	
				17.95	61011581 531100	PCD/AMAZON/DEPT SUPPLIES				
						PCD - C/E ADMIN SUPPLIES				
Invoice: 12/20/18-CL				228103	12/20/18-CL	01/08/2019	M010819		24.61	
				24.61	61011581 531100	PCD/WALMART/DEPT HOLIDAY PARTY SUPPLIES				
						PCD - C/E ADMIN SUPPLIES				
Invoice: 12/04/18-EP				228104	12/04/18-EP	01/08/2019	M010819		69.92	
				69.92	52011212 443410	POL/AMY'S ON THE BAY/LUNCH - DV TRAINING				
						POLICE - C/E INVEST TRAINING				
Invoice: 11/27/18-JR				228105	11/27/18-JR	01/08/2019	M010819		35.00	
				35.00	61011584 443410	PCD/MRSC/LAND USE CASE LAW WEBINAR - CC				
						PCD - C/E ADM TRAINING				
Invoice: 11/29/18-JR				228106	11/29/18-JR	01/08/2019	M010819		48.33	
				48.33	61011581 531100	PCD/SAFEGWAY/CAKE, FLOWERS FOR RETIRMENT - GV				
						PCD - C/E ADMIN SUPPLIES				
Invoice: 11/30/18-JR				228107	11/30/18-JR	01/08/2019	M010819		147.80	
				147.80	65470597 531100	PCD/AMAZON.COM/CHAIR FOR A. POOL				
						CODE - DEV OFFICE SUPPLIES				
Invoice: 12/05/18-JR				228108	12/05/18-JR	01/08/2019	M010819		795.69	
				795.69	61011581 531100	PCD/AMAZON.COM/PROJECTOR				
						PCD - C/E ADMIN SUPPLIES				
Invoice: 12/11/18-JR				228109	12/11/18-JR	01/08/2019	M010819		111.37	
				111.37	61011584 443410	PCD/WESTSIDE PIZZA/LUNCH FOR TRAINING WEBINAR				
						PCD - C/E ADM TRAINING				
Invoice: 12/12/18-JR				228110	12/12/18-JR	01/08/2019	M010819		11.69	
				11.69	61011584 443410	PCD/SAFEGWAY/DRINKS & ICE FOR LUNCH WEBINAR				
						PCD - C/E ADM TRAINING				
Invoice: 12/13/18-JR				228111	12/13/18-JR	01/08/2019	M010819		134.18	
				134.18	62471591 531100	PCD/AMAZON.COM/CHAIR FOR T. CUNNINGHAM				
						BLDG - BLDG OFFICE SUPPLIES				
Invoice: 12/14/18-JR				228112	12/14/18-JR	01/08/2019	M010819		14.17	
				14.17	61011581 531100	PCD/AMAZON.COM/PHOTO FRAM FOR CERT - GC				
						PCD - C/E ADMIN SUPPLIES				
Invoice: 12/18/18-JR				228113	12/18/18-JR	01/08/2019	M010819		69.12	
				69.12	62471591 531100	PCD/AMAZON.COM/WHITEBOARD & PENS - TC				
						BLDG - BLDG OFFICE SUPPLIES				
Invoice: 12/18/18-JR-A				228114	12/18/18-JR-A	01/08/2019	M010819		27.14	
				27.14	62471591 531100	PCD/AMAZON.COM/CALENDAR FOR TC				
						BLDG - BLDG OFFICE SUPPLIES				

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 12/19/18-JR	228115	12/19/18-JR	01/08/2019	M010819	46.20
			PCD/BLACKBIRD BAKERY/MTG COFFEE & SNACKS		
	46.20	61011581 531100	PCD - C/E ADMIN SUPPLIES		
Invoice: 12/01/18-JR	228116	12/01/18-JR	01/08/2019	M010819	900.00
			PCD/STORAGE98110/ARCHIVE STORAGE UNIT RENT		
	900.00	61470581 545000	PCD - DEV ADMIN RENTS & LEASES		
Invoice: 12/14/18-CS	228117	12/14/18-CS	01/08/2019	M010819	41.41
			POL/AMAZON.COM/TEDDY BEAR - POLICE OFFICER COSTUME		
	41.41	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES		
Invoice: 12/16/18-CS	228118	12/16/18-CS	01/08/2019	M010819	21.48
			POL/WALMART/DONUTS		
	21.48	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES		
Invoice: 12/17/18-CS	228119	12/17/18-CS	01/08/2019	M010819	7.99
			POL/SAFEWAY/DONUTS		
	7.99	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES		
Invoice: 12/01/18-TD	228120	12/01/18-TD	01/08/2019	M010819	-124.40
			CRT/HOME DEPOT/RETURNED LADDER		
	-124.40	21011125 531100	COURT - SUPPLIES		
Invoice: 12/14/18-KB	228122	12/14/18-KB	01/08/2019	M010819	1.00
			HR/CANVA/IMAGE		
	1.00	33011161 531100	HR-C/E-SUPPLIES		
Invoice: 12/17/18-KB	228123	12/17/18-KB	01/08/2019	M010819	100.00
			HR/NPERLA/JOB AD - HR ANALYST		
	100.00	33011161 544000	HR-C/E-ADVERTISING		
Invoice: 12/17/18-KB-A	228124	12/17/18-KB-A	01/08/2019	M010819	90.00
			HR/CRAIGSLIST/JOB AD - HR ANALYST		
	90.00	33011161 544000	HR-C/E-ADVERTISING		
Invoice: 12/24/18	228125	12/24/18	01/08/2019	M010819	45.00
			HR/CRAIGSLIST/JOB AD - OPERATIONS PM		
	45.00	33011161 544000	HR-C/E-ADVERTISING		
Invoice: 11/26/18-SM	228126	11/26/18-SM	01/08/2019	M010819	564.62
			IT/RAKUTEN.COM/MICROSOFT SURFACE GO & TYPE COVER 1		
	564.62	81011881 535500	IT - C/E COMPUTER PARTS & EQ		
Invoice: 12/05/18-SM	228127	12/05/18-SM	01/08/2019	M010819	633.94
			IT/RAKUTEN.COM/MONITOR REPLACEMENT - 4		
	633.94	81011881 535500	IT - C/E COMPUTER PARTS & EQ		
Invoice: 12/07/18-SM	228128	12/07/18-SM	01/08/2019	M010819	2,831.82
			IT/RAKUTEN.COM/MICROSOFT SURFACE LAPTOP - 2		
	2,831.82	81011881 535500	IT - C/E COMPUTER PARTS & EQ		

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

Invoice: 12/07/18-SM-A	228129	12/07/18-SM-A	01/08/2019	M010819	272.50
			IT/AMAZON.COM/MICROSOFT SURFACE DOC - 2		
	272.50	81011881 535500	IT - C/E COMPUTER PARTS & EQ		
Invoice: 12/07/18-SM-B	228130	12/07/18-SM-B	01/08/2019	M010819	152.50
			IT/AMAZON.COM/MICROSOFT SURFACE GO CASE - 2		
	152.50	81011881 535500	IT - C/E COMPUTER PARTS & EQ		
Invoice: 12/07/18-SM-C	228131	12/07/18-SM-C	01/08/2019	M010819	1,733.21
			IT/AMAZON.COM/CISCO NETWORK SWITCH - 1		
	1,733.21	81011881 535500	IT - C/E COMPUTER PARTS & EQ		
Invoice: 12/14/18-SM	228132	12/14/18-SM	01/08/2019	M010819	12.96
			IT/AMAZON.COM/WIRELESS HEADSET BATTERY		
	12.96	81011881 535500	IT - C/E COMPUTER PARTS & EQ		
Invoice: 12/14/18-SM-A	228133	12/14/18-SM-A	01/08/2019	M010819	400.00
			IT/PAYPAL VERISIGNGOVDOTGOV/DOMAIN RENEWAL		
	400.00	81011881 548500	IT - C/E COMPUTER SUPPORT		
Invoice: 12/14/18-SM-B	228134	12/14/18-SM-B	01/08/2019	M010819	185.29
			IT/AMAZON.COM/MONITOR REPLACEMENT - 1		
	185.29	81011881 535500	IT - C/E COMPUTER PARTS & EQ		
Invoice: 12/18/18-SM	228135	12/18/18-SM	01/08/2019	M010819	19.00
			IT/ACUITY SCHEDULING/WEBSITE CALENDAR SCHED MONTH		
	19.00	81011881 548500	IT - C/E COMPUTER SUPPORT		
Invoice: 12/18/18-SM-A	228136	12/18/18-SM-A	01/08/2019	M010819	77.04
			IT/AMAZON.COM/VIDEO ADAPTERS		
	77.04	81011881 535500	IT - C/E COMPUTER PARTS & EQ		
Invoice: 12/18/18-SM-B	228137	12/18/18-SM-B	01/08/2019	M010819	56.66
			IT/AMAZON.COM/LAPTOP BAGS		
	56.66	81011881 535500	IT - C/E COMPUTER PARTS & EQ		
Invoice: 11/28/18-MS	228138	11/28/18-MS	01/08/2019	M010819	1,400.00
			EX/ICMA/2019 MEMBERSHIP		
	1,400.00	31011131 549100	EX-GF-DUES/SUBCR/MEMBERSH		
Invoice: 11/08/18-KJ-A	228139	11/08/18-KJ-A	01/08/2019	M010819	-414.18
			EXCC/IRON MOUNTAIN/SHREDDING		
	-414.18	36011143 545000	CLERK-RENTS		
Invoice: 12/04/18-KJ	228140	12/04/18-KJ	01/08/2019	M010819	54.23
			CC/T&C/COUNCIL DINNER		
	54.23	11011116 539100	COUNCIL-C/E-WORKED MEALS		
Invoice: 12/05/18-KJ	228141	12/05/18-KJ	01/08/2019	M010819	245.56
			EXCC/IRON MOUNTAIN/SHREDDING		
	245.56	36011143 545000	CLERK-RENTS		

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

				228142	12/11/18-KJ	01/08/2019	M010819	32.54
Invoice: 12/11/18-KJ						CC/T&C/COUNCIL DINNER		
				32.54	11011116 539100	COUNCIL-C/E-WORKED MEALS		
				228143	12/12/18-KJ	01/08/2019	M010819	330.00
Invoice: 12/12/18-KJ						CC/BIMPRD/WARD MEETINGS		
				330.00	11011116 542450	COMMUNITY OUTREACH/PARTICIPA		
				228144	12/27/18-KS	01/08/2019	M010819	80.00
Invoice: 12/27/18-KS						FIN/ACCOUNTING TOOLS/GOVT ACCOUNTING WEBINAR		
				80.00	41011144 443410	FIN - C/E TRAINING		
				228145	11/27/18-KG	01/08/2019	M010819	45.59
Invoice: 11/27/18-KG						ENG/AMAZON/LEGAL MAGNETIC FILES		
				45.59	72011322 531100	ENG - C/E PLANS SUPPLIES		
				228146	11/28/17-KG	01/08/2019	M010819	-45.59
Invoice: 11/28/17-KG						ENG/AMAZON/LEGAL MAGNETIC FILES		
				-45.59	72011322 531100	ENG - C/E PLANS SUPPLIES		
				228147	11/29/18-KG	01/08/2019	M010819	128.77
Invoice: 11/29/18-KG						ENG/OFFICE DEPOT/FILE FOLDERS & SUPPLIES		
				64.39	72421351 531100	ENG - SEWER ADMIN SUPPLIES		
				64.38	72411341 531100	ENG - WATER ADMIN SUPPLIES		
				228148	12/06/18-KG	01/08/2019	M010819	80.00
Invoice: 12/06/18-KG						ENG/ISI SUSTAINABLE/MUNTER RENEWAL MEMBERSHIP		
				80.00	72011325 549100	ENG-C/E-FACILITIES/EQ/VEH-MISC		
				228149	12/07/18-KG	01/08/2019	M010819	30.90
Invoice: 12/07/18-KG						PW/JIMMY MACS/LUNCH - TRAINING CIENEGA, GORMANOUS		
				30.90	71011321 443410	PW - C/E TRAINING		
				228150	12/11/18-KG	01/08/2019	M010819	75.00
Invoice: 12/11/18-KG						ENG/WSU CONF/STORMWATER CONF - COLLIER		
				75.00	72011322 549100	ENG - C/E PLANS MISCELLANEOUS		
				228151	12/12/18-KG	01/08/2019	M010819	500.00
Invoice: 12/12/18-KG						ENG/WSU CONF/DESIGN BUILD SUMMIT - MUNTER, HAMMER		
				250.00	72421351 443410	ENG - SEWER TRAINING		
				250.00	72431831 443410	ENG - SSWM ADM TRAINING		
				228152	12/12/18-KG-A	01/08/2019	M010819	249.00
Invoice: 12/12/18-KG-A						ENG/MINDEGE/PMI TRAINING COURSE - MUNTER		
				249.00	72011324 443410	ENG - C/E - TRAINING		
				228153	12/14/18-KG	01/08/2019	M010819	230.00
Invoice: 12/14/18-KG						ENG/LSAW/SERVEYOR LIC RENEWAL - GRANT		
				230.00	72011321 549100	ENG - C/E ADMIN MISCELLEANEOUS		
				228154	12/14/18-KG-A	01/08/2019	M010819	480.00
Invoice: 12/14/18-KG-A						ENG/LAND SUVEYORS/SURVEYOR CONF - GRANT		

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

	480.00	72011324	443410	ENG - C/E - TRAINING		
Invoice: 12/20/18-KG	228155	12/20/18-KG		01/08/2019	M010819	143.87
				ENG/OFFICE DEPOT/WHITEBOARD - MICHAEL		
	143.87	72011322	531100	ENG - C/E PLANS SUPPLIES		
Invoice: 12/03/18-CK	228156	12/03/18-CK		01/08/2019	M010819	42.00
				PW/GREEN RIVER/2019 WATERWORKS - BRICKSON		
	42.00	73637892	549100	O&M-ALLOC-WTR-DUES/SUBSCR		
Invoice: 12/03/18-CK-A	228157	12/03/18-CK-A		01/08/2019	M010819	42.00
				PW/GREEN RIVER/2019 WATERWORKS - FRANTZ		
	42.00	73637892	549100	O&M-ALLOC-WTR-DUES/SUBSCR		
Invoice: 12/03/18-CK-B	228158	12/03/18-CK-B		01/08/2019	M010819	42.00
				PW/GREEN RIVER/2019 WATERWORKS - OTTE		
	42.00	73637892	549100	O&M-ALLOC-WTR-DUES/SUBSCR		
Invoice: 12/03/18-CK-C	228159	12/03/18-CK-C		01/08/2019	M010819	42.00
				PW/GREEN RIVER/2019 WATERWORKS - KRAMER		
	42.00	73637892	549100	O&M-ALLOC-WTR-DUES/SUBSCR		
Invoice: 12/07/18-CK	228160	12/07/18-CK		01/08/2019	M010819	1,950.00
				PW/GRAVITEC SYSTEMS/TRAINING		
	1,950.00	73011183	531100	O&M-C/E-CH FAC-SUPPLIES		
Invoice: 12/12/18-CK	228161	12/12/18-CK		01/08/2019	M010819	1,165.76
				PW/BARCO PROD/MEMORIAL BENCH		
	1,165.76	73011183	531100	O&M-C/E-CH FAC-SUPPLIES		
Invoice: 12/14/18-CK	228162	12/14/18-CK		01/08/2019	M010819	100.00
				PW/IMSA/2019 SIGNS II RENEW - ROGER		
	100.00	73111264	549100	O&M-STREET-TRAF CONTROL-MISC		
Invoice: 12/14/18-CK-A	228163	12/14/18-CK-A		01/08/2019	M010819	16.34
				PW/ADOBE/PRO SUBSCRIPTION		
	16.34	73411345	549100	DUES/SUBSCRIPTIONS		
				CHECK	349473 TOTAL:	23,905.91

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NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 54,661.33

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	54,661.33

*** GRAND TOTAL *** 54,661.33

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JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 1 103									
APP 401-213000						ACCOUNTS PAYABLE		6,781.54	
01/09/2019	M010819	010819				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			54,661.33
01/09/2019	M010819	010819				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		5,156.29	
01/09/2019	M010819	010819				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		8,725.13	
01/09/2019	M010819	010819				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		32,274.13	
01/09/2019	M010819	010819				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		278.00	
01/09/2019	M010819	010819				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		1,278.24	
01/09/2019	M010819	010819				AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		168.00	
01/09/2019	M010819	010819				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								54,661.33	54,661.33
APP 631-130000						DUE TO/FROM CLEARING		54,493.33	
01/09/2019	M010819	010819							
APP 401-130000						DUE TO/FROM CLEARING			6,781.54
01/09/2019	M010819	010819							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			5,156.29
01/09/2019	M010819	010819							
APP 402-130000						DUE TO/FROM CLEARING			8,725.13
01/09/2019	M010819	010819							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			32,274.13
01/09/2019	M010819	010819							
APP 403-130000						DUE TO/FROM CLEARING			278.00
01/09/2019	M010819	010819							
APP 407-130000						DUE TO/FROM CLEARING			1,278.24
01/09/2019	M010819	010819							
SYSTEM GENERATED ENTRIES TOTAL								54,493.33	54,493.33
JOURNAL 2019/01/103 TOTAL								109,154.66	109,154.66

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019 1	103	01/09/2019		
001-130000			GENERAL - DUE TO/FROM CLEARING		32,274.13
001-213000			GENERAL - ACCOUNTS PAYABLE	32,274.13	
			FUND TOTAL	32,274.13	32,274.13
101 STREET FUND	2019 1	103	01/09/2019		
101-130000			STREETS - DUE TO/FROM CLEARING		5,156.29
101-213000			STREETS - ACCOUNTS PAYABLE	5,156.29	
			FUND TOTAL	5,156.29	5,156.29
401 WATER OPERATING FUND	2019 1	103	01/09/2019		
401-130000			DUE TO/FROM CLEARING		6,781.54
401-213000			ACCOUNTS PAYABLE	6,781.54	
			FUND TOTAL	6,781.54	6,781.54
402 SEWER OPERATING FUND	2019 1	103	01/09/2019		
402-130000			DUE TO/FROM CLEARING		8,725.13
402-213000			ACCOUNTS PAYABLE	8,725.13	
			FUND TOTAL	8,725.13	8,725.13
403 STORM & SURFACE WATER FUND	2019 1	103	01/09/2019		
403-130000			DUE TO/FROM CLEARING		278.00
403-213000			ACCOUNTS PAYABLE	278.00	
			FUND TOTAL	278.00	278.00
407 BUILDING & DEVELOPMENT FUND	2019 1	103	01/09/2019		
407-130000			DUE TO/FROM CLEARING		1,278.24
407-213000			ACCOUNTS PAYABLE	1,278.24	
			FUND TOTAL	1,278.24	1,278.24
631 CLEARING FUND	2019 1	103	01/09/2019		
631-130000			DUE TO/FROM CLEARING	54,493.33	
631-213000			ACCOUNTS PAYABLE	168.00	
635-111100			CASH		54,661.33
			FUND TOTAL	54,661.33	54,661.33

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		32,274.13
101	STREET FUND		5,156.29
401	WATER OPERATING FUND		6,781.54
402	SEWER OPERATING FUND		8,725.13
403	STORM & SURFACE WATER FUND		278.00
407	BUILDING & DEVELOPMENT FUND		1,278.24
631	CLEARING FUND	54,493.33	
	TOTAL	54,493.33	54,493.33

** END OF REPORT - Generated by Khammy Wahaus **

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
349475	01/09/2019	PRTD	2421 KITSAP PUBLIC HEALTH	227661	312746	12/01/2018		M010819	870.00	
Invoice: 312746										
						PW/SOLID WASTE PERMIT FEE				
870.00						73435838 549800		O&M-DECANT-PERMITS		
								CHECK	349475 TOTAL:	870.00
NUMBER OF CHECKS						1	*** CASH ACCOUNT TOTAL ***		870.00	
						COUNT	AMOUNT			
TOTAL PRINTED CHECKS						1	870.00			
								*** GRAND TOTAL ***	870.00	

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JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 1 106									
APP 403-213000						ACCOUNTS PAYABLE		870.00	
01/09/2019 M010819		010819				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			870.00
01/09/2019 M010819		010819				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		870.00	870.00
APP 631-130000						DUE TO/FROM CLEARING		870.00	
01/09/2019 M010819		010819							
APP 403-130000						DUE TO/FROM CLEARING			870.00
01/09/2019 M010819		010819							
						SYSTEM GENERATED ENTRIES TOTAL		870.00	870.00
						JOURNAL 2019/01/106 TOTAL		1,740.00	1,740.00

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JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
403	STORM & SURFACE WATER FUND	2019 1	106	01/09/2019			
	403-130000				DUE TO/FROM CLEARING		870.00
	403-213000				ACCOUNTS PAYABLE	870.00	
					FUND TOTAL	870.00	870.00
631	CLEARING FUND	2019 1	106	01/09/2019			
	631-130000				DUE TO/FROM CLEARING	870.00	
	635-111100				CASH		870.00
					FUND TOTAL	870.00	870.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
403 STORM & SURFACE WATER FUND			870.00
631 CLEARING FUND		870.00	
	TOTAL	870.00	870.00

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CASH ACCOUNT: 635			111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
349476	01/11/2019	PRTD	551 CENTURYLINK	228305	3736JAN19	01/02/2019		M011119	104.10	
Invoice: 3736JAN19						C.H. FIRE ALARM MONITORING				
				104.10	91011189 542100	GG-C/E-CITY HALL-PHONE				
				228306	9136JAN19	01/02/2019		M011119	141.04	
Invoice: 9136JAN19						C.H. SECURITY ALARM MONITORING				
				141.04	91011189 542100	GG-C/E-CITY HALL-PHONE				
				228307	0225JAN19	01/02/2019		M011119	104.10	
Invoice: 0225JAN19						O&M FIRE ALARM MONITORING				
				104.10	91011897 542100	GG-C/E-O&M YARD FAC-PHONE				
				228308	1745JAN19	01/02/2019		M011119	50.01	
Invoice: 1745JAN19						C.H. ELEVATOR SVC LINE				
				50.01	91011189 542100	GG-C/E-CITY HALL-PHONE				
				228309	8731JAN19	01/02/2019		M011119	72.75	
Invoice: 8731JAN19						COMMONS FIRE ALARM MONITORING				
				72.75	91011755 542100	GG-C/E-COMMONS-PHONE				
				228310	9858JAN19	01/02/2019		M011119	50.35	
Invoice: 9858JAN19						SANDS AVE WELL TELEM.				
				50.35	91411891 542100	GG-WTR-FAC-PHONE				
				228311	9791JAN19	01/02/2019		M011119	137.80	
Invoice: 9791JAN19						POL T.I. MANDUS TELEM				
				137.80	91011215 542100	GG-C/E-PD-PHONE				
				228312	0754JAN19	01/02/2019		M011119	72.94	
Invoice: 0754JAN19						FLETCHER BAY WELL TELEM				
				72.94	91411891 542100	GG-WTR-FAC-PHONE				
				228313	5211JAN19	01/02/2019		M011119	188.16	
Invoice: 5211JAN19						POL/PHONE SVC				
				188.16	91011215 542100	GG-C/E-PD-PHONE				
				228314	0456JAN19	01/02/2019		M011119	69.99	
Invoice: 0456JAN19						VILLAGE SEWER PUMP TELEM				
				69.99	91421891 542100	GG-SWR-FAC-PHONE				
				228315	9840JAN19	01/02/2019		M011119	100.70	
Invoice: 9840JAN19						HEAD OF BAY WELL TELE				
				100.70	91411891 542100	GG-WTR-FAC-PHONE				
								CHECK	349476 TOTAL:	1,091.94
349477	01/11/2019	PRTD	1485 VERIZON WIRELESS	228316	9821431836	01/01/2019		M011119	5,366.37	
Invoice: 9821431836						DEC 18 CITY WIDE CELL PHONE SVC				
				5,366.37	91011189 542100	GG-C/E-CITY HALL-PHONE				

		CHECK	349477	TOTAL:	5,366.37
NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***			6,458.31
		COUNT	AMOUNT		

TOTAL PRINTED CHECKS	2	6,458.31			
		*** GRAND TOTAL ***			6,458.31

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 1 138									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		6,164.33	
01/11/2019	M011119	011119				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			6,458.31
01/11/2019	M011119	011119				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		223.99	
01/11/2019	M011119	011119				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		69.99	
01/11/2019	M011119	011119				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								6,458.31	6,458.31
APP 631-130000						DUE TO/FROM CLEARING		6,458.31	
01/11/2019	M011119	011119							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			6,164.33
01/11/2019	M011119	011119							
APP 401-130000						DUE TO/FROM CLEARING			223.99
01/11/2019	M011119	011119							
APP 402-130000						DUE TO/FROM CLEARING			69.99
01/11/2019	M011119	011119							
SYSTEM GENERATED ENTRIES TOTAL								6,458.31	6,458.31
JOURNAL 2019/01/138 TOTAL								12,916.62	12,916.62

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 1	138	01/11/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		6,164.33
001-213000				GENERAL - ACCOUNTS PAYABLE	6,164.33	
				FUND TOTAL	6,164.33	6,164.33
401 WATER OPERATING FUND	2019 1	138	01/11/2019			
401-130000				DUE TO/FROM CLEARING		223.99
401-213000				ACCOUNTS PAYABLE	223.99	
				FUND TOTAL	223.99	223.99
402 SEWER OPERATING FUND	2019 1	138	01/11/2019			
402-130000				DUE TO/FROM CLEARING		69.99
402-213000				ACCOUNTS PAYABLE	69.99	
				FUND TOTAL	69.99	69.99
631 CLEARING FUND	2019 1	138	01/11/2019			
631-130000				DUE TO/FROM CLEARING	6,458.31	
635-111100				CASH		6,458.31
				FUND TOTAL	6,458.31	6,458.31

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		6,164.33
401	WATER OPERATING FUND		223.99
402	SEWER OPERATING FUND		69.99
631	CLEARING FUND	6,458.31	
TOTAL		6,458.31	6,458.31

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
349478	01/16/2019	PRTD	1826 JOHNSON CONTROLS INC	228441	1-78213969841	09/27/2018	21800103 M011519	52,086.74
Invoice: 1-78213969841							CITY HALL HVAC SOFTWARE RPLC	
				52,086.74	73011183 54110000791	CH HVAC SOFTWARE UPGRD-PR SVCS		
				228442	1-81069155580	10/31/2018	21800103 M011519	40,330.00
Invoice: 1-81069155580							CITY HALL HVAC SOFTWARE RPLC	
				40,330.00	73011183 54110000791	CH HVAC SOFTWARE UPGRD-PR SVCS		
							CHECK 349478 TOTAL:	92,416.74
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		92,416.74
					COUNT	AMOUNT		
					-----	-----		
				TOTAL PRINTED CHECKS	1	92,416.74		
							*** GRAND TOTAL ***	92,416.74

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 1 202									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		92,416.74	
01/16/2019	M011519	011519				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			92,416.74
01/16/2019	M011519	011519				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								92,416.74	92,416.74
APP 631-130000						DUE TO/FROM CLEARING		92,416.74	
01/16/2019	M011519	011519							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			92,416.74
01/16/2019	M011519	011519							
SYSTEM GENERATED ENTRIES TOTAL								92,416.74	92,416.74
JOURNAL 2019/01/202 TOTAL								184,833.48	184,833.48

FUND	YEAR PER	JNL	EFF DATE		DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019 1	202	01/16/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		92,416.74
001-213000				GENERAL - ACCOUNTS PAYABLE	92,416.74	
				FUND TOTAL	92,416.74	92,416.74
631 CLEARING FUND	2019 1	202	01/16/2019			
631-130000				DUE TO/FROM CLEARING	92,416.74	
635-111100				CASH		92,416.74
				FUND TOTAL	92,416.74	92,416.74

FUND		DUE TO	DUE FROM
001 GENERAL FUND			92,416.74
631 CLEARING FUND		92,416.74	
	TOTAL	92,416.74	92,416.74

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CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE DTL DESC					
349479	01/16/2019	PRTD 5 ACE HARDWARE	228245	42568/1	12/31/2018		01/20/19	31.60
		Invoice: 42568/1			PW/AUGER 1/4" X 25'			
			31.60	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
			228246	42425/1	12/07/2018		01/20/19	27.00
		Invoice: 42425/1			PW/WOOD STAIN, WIPING CLOTHS, PAINTBRUSH			
			27.00	73011255 531100	O&M-C/E-COURT FAC-SUPPLIES			
			228281	42595/1	01/04/2019		01/20/19	36.23
		Invoice: 42595/1			PW/SUPPLIES			
			36.23	73425358 531100	O&M-WWTF-SUPPLIES			
			228282	42590/1	01/03/2019		01/20/19	144.89
		Invoice: 42590/1			PW/SUPPLIES			
			144.89	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
			228283	42576/1	01/02/2019		01/20/19	27.24
		Invoice: 42576/1			PW/BATTERY			
			27.24	73421355 531100	WIN COLL-SUPPLIES			
					CHECK	349479	TOTAL:	266.96
349480	01/16/2019	PRTD 8427 ALAMO GROUP (TX) INC	228436	6461113	01/03/2019	21800117	01/20/19	81,579.58
		Invoice: 6461113			PW/2018 ALAMO MAVERICK AND ALAMO			
			61,732.86	73111944 66400000720	ROADSIDE MOWER ACQ-EQ			
			15,433.22	73434438 66400000720	ROADSIDE MOWER ACQ-EQ			
			4,413.50	73501448 66400000720	2018 ROADSIDE MOWER			
					CHECK	349480	TOTAL:	81,579.58
349481	01/16/2019	PRTD 863 INTERSTATE BATTERIES	228262	22055747	12/20/2018		01/20/19	130.75
		Invoice: 22055747			PW/SUPPLIES			
			130.75	73011321 531100	O&M-C/E-ENG VEH WORK-SUPPLIES			
					CHECK	349481	TOTAL:	130.75
349482	01/16/2019	PRTD 7166 AMERICAN MESSAGING	228286	W4104492TA	01/01/2019		01/20/19	85.24
		Invoice: W4104492TA			PW/MESSAGING SVC			
			85.24	73637891 542100	O&M - ALLOC FACIL TELEPHONE			
					CHECK	349482	TOTAL:	85.24
349483	01/16/2019	PRTD 4710 ASSOCIATED PETROLEU	228410	1357878-IN	12/20/2018		01/20/19	274.23
		Invoice: 1357878-IN			PW/85 GAL DIESEL FUEL			
			274.23	73638893 532000	O&M-FUEL USE-ALLOCATION			
			228411	1360853-IN	12/27/2018		01/20/19	1,030.19
		Invoice: 1360853-IN			PW/435 GAL DIESEL FUEL			

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CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	INVOICE DTL DESC					
			1,030.19	73638893 532000	O&M-FUEL USE-ALLOCATION			
Invoice: 1357849-IN			228412	1357849-IN	12/20/2018		01/20/19	557.81
					PW/232 GAL UNLEADED FUEL			
			557.81	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 1360858-IN			228413	1360858-IN	12/27/2018		01/20/19	671.98
					PW/299 GAL UNLEADED FUEL			
			671.98	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
					CHECK	349483	TOTAL:	2,534.21
349484	01/16/2019	PRTD 7821 AUS WEST LOCKBOX	228247	1991043105	12/27/2018		01/20/19	53.99
Invoice: 1991043105					PW/LAUNDRY SVCS			
			53.99	73638893 589310	LAUNDRY SERVICES			
Invoice: 1991033005			228248	1991033005	12/20/2018		01/20/19	53.99
					PW/LAUNDRY SVCS			
			53.99	73638893 589310	LAUNDRY SERVICES			
Invoice: 1991022955			228249	1991022955	12/13/2018		01/20/19	56.64
					PW/LAUNDRY SVCS			
			56.64	73638893 589310	LAUNDRY SERVICES			
Invoice: 1991053286			228287	1991053286	01/03/2019		01/20/19	53.99
					PW/LAUNDRY SVC			
			53.99	73638893 589310	LAUNDRY SERVICES			
					CHECK	349484	TOTAL:	218.61
349485	01/16/2019	PRTD 6492 ASSOCIATED EARTH SCI	228445	045744	08/29/2018		01/20/19	1,506.75
Invoice: 045744					ENG/3RD PARTY GEOTECHNICAL REVIEW			
			1,506.75	72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS			
Invoice: 046299			228446	046299	10/18/2018		01/20/19	743.25
					ENG/3RD PARTY GEOTECHNICAL REVIEW			
			743.25	72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS			
					CHECK	349485	TOTAL:	2,250.00
349486	01/16/2019	PRTD 1235 AT&T ONENET SERVICE	228284	1269385640	01/01/2019		01/20/19	.81
Invoice: 1269385640					PCD/FAX LONG DIST JAN 19			
			.81	91011189 542100	GG-C/E-CITY HALL-PHONE			
Invoice: 1269377131			228424	1269377131	01/01/2019		01/20/19	16.55
					FIN/FAX LONG DIST JAN 19			
			16.55	91011189 542100	GG-C/E-CITY HALL-PHONE			

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CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME						
INVOICE DTL DESC								
CHECK 349486 TOTAL:								17.36
349487	01/16/2019	PRTD 1159 AUTOGLASS PLUS INC	228250	WO B0040557	12/18/2018		01/20/19	321.55
Invoice: WO B0040557				321.55	53011212	548100	PW/REPAIR SVC V-202 POLICE - C/E PATROL MAINTENANC	
CHECK 349487 TOTAL:								321.55
349488	01/16/2019	PRTD 4365 AUTOMATIC FUNDS TRAN	228251	105399	12/10/2018		01/20/19	5.09
Invoice: 105399				.90	43411341	541100	UB/PRINT AND MAIL FIN - WATER ADMIN PROF SERVICE	
				.90	43421351	541100	FIN - SEWER ADMIN PROF SERVICE	
				1.65	91411891	542500	GG-WTR-FAC-POSTAGE	
				1.64	91421891	542500	GG-SWR-FAC-POSTAGE	
Invoice: 105161				228382	105161		11/30/2018 01/20/19	5.81
				1.02	43411341	541100	FIN/FINAL BILL : PREP AND MAIL FIN - WATER ADMIN PROF SERVICE	
				1.03	43421351	541100	FIN - SEWER ADMIN PROF SERVICE	
				1.88	91411891	542500	GG-WTR-FAC-POSTAGE	
				1.88	91421891	542500	GG-SWR-FAC-POSTAGE	
Invoice: 104707				228383	104707		11/06/2018 01/20/19	8.72
				1.54	43411341	541100	FIN/FINAL BILL: PREP AND MAIL FIN - WATER ADMIN PROF SERVICE	
				1.54	43421351	541100	FIN - SEWER ADMIN PROF SERVICE	
				2.82	91411891	542500	GG-WTR-FAC-POSTAGE	
				2.82	91421891	542500	GG-SWR-FAC-POSTAGE	
Invoice: 104606				228384	104606		11/02/2018 01/20/19	761.15
				159.59	43411341	541100	FIN/STMT PREP AND MAIL FIN - WATER ADMIN PROF SERVICE	
				159.59	43421351	541100	FIN - SEWER ADMIN PROF SERVICE	
				220.98	91411891	542500	GG-WTR-FAC-POSTAGE	
				220.99	91421891	542500	GG-SWR-FAC-POSTAGE	
CHECK 349488 TOTAL:								780.77
349489	01/16/2019	PRTD 762 ASSOCIATION OF WASHI	228425	67226	12/13/2018		01/20/19	1,190.00
Invoice: 67226				1,190.00	91011586	541100	2019 ANNUAL MEMBERSHIP - DRUG & ALCOHOL CONSORTIUM INTERGVMTNL PROFESSIONAL SERV	
Invoice: 67360				228426	67360		12/13/2018 01/20/19	9,996.29
				5,708.81	91011176	520000	2019 WORKERS' COMP RETRO PROGRAM GG-C/E-WORKERS COMP SVC-ADMIN	
				968.74	91111176	520000	GG-STRT-WORKERS COMP SVC-ADMIN	
				396.39	91411176	520000	GG-WTR-WORKERS COMP SVC-ADMIN	
				758.08	91421176	520000	GG-SWR-WORKERS COMP SVC-ADMIN	
				697.39	91431176	520000	GG-SSWM-WORKERS COMP SVC-ADMIN	

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CASH ACCOUNT: 635			111100	CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
				815.33	91470176 520000	GG-DEV-WORKERS COMP SVC-ADMIN			
				651.55	91471176 520000	GG-BLDG-WORKERS COMP SVC-ADMIN			
								CHECK 349489 TOTAL:	11,186.29
349490	01/16/2019	PRTD	47 BAINBRIDGE DISPOSAL	228252	0000823970	12/31/2018		01/20/19	258.98
Invoice: 0000823970				257.98	91011755 547900	SEN CTR - COMMONS GARBAGE SVC			
				1.00	41011141 549900	GG-C/E-COMMONS-GARBAGE			
				FIN-C/E-MISC EXP					
								CHECK 349490 TOTAL:	258.98
349491	01/16/2019	PRTD	54 BAINBRIDGE RENTAL IN	228253	CON# 43452	12/27/2018		01/20/19	67.75
Invoice: CON# 43452				67.75	73111427 531100	PW/MIXING OIL FOR CHAINSAWS			
				OFFICE SUPPLIES					
				228254	CON# 43244	12/20/2018		01/20/19	91.82
Invoice: CON# 43244				91.82	73111427 531100	PW/SUPPLIES			
				OFFICE SUPPLIES					
								CHECK 349491 TOTAL:	159.57
349492	01/16/2019	PRTD	55 SOUND PUBLISHING, IN	228365	7892518	12/31/2018		01/20/19	140.50
Invoice: 7892518				140.50	63470586 544000	PCD/AD - WILLIAM GROW HOUSE			
				CUR-DEV-ZONING-ADV					
								CHECK 349492 TOTAL:	140.50
349493	01/16/2019	PRTD	55 SOUND PUBLISHING, IN	228414	7892737	12/31/2018		01/20/19	43.92
Invoice: 7892737				43.92	33011161 544000	HR/AD: OPERATIONS PROJECT MANAGER			
				HR-C/E-ADVERTISING					
				228415	7892737-A	12/31/2018		01/20/19	43.50
Invoice: 7892737-A				43.50	33011161 544000	HR/AD: HUMAN RESOURCES ANALYST			
				HR-C/E-ADVERTISING					
								CHECK 349493 TOTAL:	87.42
349494	01/16/2019	PRTD	57 BAY HAY & FEED	228255	1389192	12/21/2018		01/20/19	86.98
Invoice: 1389192				86.98	73421355 531100	PW/SUPPLIES - FERT LIME DOLO			
				WIN COLL-SUPPLIES					
								CHECK 349494 TOTAL:	86.98

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
349495	01/16/2019	PRTD	45 BAINBRIDGE ISLAND CH	228288	8624	12/12/2018		01/20/19	215.00	
Invoice: 8624						EX/2019 MEMBER RENEWAL				
				215.00	31011131 549100	EX-GF-DUES/SUBCR/MEMBERSH				
								CHECK	349495 TOTAL:	215.00
349496	01/16/2019	PRTD	4751 BLUEBEAM SOFTWARE IN	228356	1211655	12/20/2018		01/20/19	8,301.44	
Invoice: 1211655						IT/BLUEBEAM SOFTWARE AND MAINTENANCE				
				8,301.44	81011881 548500	IT - C/E COMPUTER SUPPORT				
								CHECK	349496 TOTAL:	8,301.44
349497	01/16/2019	PRTD	8595 BRUCE TITUS FORD, IN	228256	67080020/2	12/17/2018		01/20/19	47.83	
Invoice: 67080020/2						POL/REPAIR SVC VEH #237				
				47.83	53011212 548100	POLICE - C/E PATROL MAINTENANC				
				228290	67080527/4	01/03/2019		01/20/19	1,982.95	
Invoice: 67080527/4						PW/REPAIR SVC VEH 198				
				1,982.95	53011212 548100	POLICE - C/E PATROL MAINTENANC				
								CHECK	349497 TOTAL:	2,030.78
349498	01/16/2019	PRTD	1847 CATALYST WORKPLACE A	228427	284296	01/10/2019		01/20/19	10,006.20	
Invoice: 284296						HR/ADJUSTABLE DESKS (12)				
				10,006.20	33011161 531900	HR-C/E-ERGONOMIC SUPPLIES				
								CHECK	349498 TOTAL:	10,006.20
349499	01/16/2019	PRTD	460 CITY OF BI - PETTY C	228366	POL-2018-12	12/31/2018		01/20/19	.20	
Invoice: POL-2018-12						POL/SHORTAGE IN TILL				
				.20	01136 369810	CASHIER'S OVERAGES & SHORTAGES				
								CHECK	349499 TOTAL:	.20
349500	01/16/2019	PRTD	103 CITY OF BAINBRIDGE I	228257	21900010	01/07/2019		01/20/19	149.14	
Invoice: 21900010						PW/DEC 2018 WELL WATER USE				
				61.53	73421355 547500	O&M-SWR-CITY WATER/SEWER BILL				
				33.90	73426355 547500	O&M-SIS-CITY WATER/SEWER BILLS				
				53.71	73431835 547500	O&M-SSWM MAINT-CITY WTR/SWR				
								CHECK	349500 TOTAL:	149.14
349501	01/16/2019	PRTD	2624 COASTAL GEOLOGIC SER	228367	19-002	01/08/2019		01/20/19	2,688.75	
Invoice: 19-002						ENG/MANITOU PARK BLVD SHORELINE ST				
				2,688.75	72111421 54110000952	MANITOU PARK RD-DESIGN/ENG				

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

INVOICE DTL DESC

					CHECK	349501 TOTAL:	2,688.75	
349502	01/16/2019	PRTD	8111 COMMUNITY SOLAR SOLU	228291	JAN19	01/02/2019	01/20/19	132.64
Invoice: JAN19					JAN 2019 SOLAR NET METERING			
					132.64	91011189	54500000627	CH SOLAR-NET METERING PYMTS
					CHECK	349502 TOTAL:	132.64	
349503	01/16/2019	PRTD	9107 CONNORS, CRAIG & KAR	228238	74763	01/08/2019	01/20/19	190.62
Invoice: 74763					UB 12105 1169 WING POINT WAY NE			
					190.62	411	122100	WATER ACCOUNTS RECEIVABLE
					CHECK	349503 TOTAL:	190.62	
349504	01/16/2019	PRTD	8564 WILLIAM E COOPER	228428	1-2019	01/15/2019	01/20/19	134.00
Invoice: 1-2019					LEOFF 1 REIMBURSEMENT JAN 19			
					134.00	91029211	521500	POLICE - INS ADD MEDICAL COSTS
					CHECK	349504 TOTAL:	134.00	
349505	01/16/2019	PRTD	142 COPIERS NORTHWEST IN	228357	INV1884401	01/08/2019	01/20/19	411.79
Invoice: INV1884401					PCD/ENG/OCE PLOTTER OVERAGE			
					205.89	61011581	545000	PCD - C/E ADMIN RENTS & LEASES
					205.90	72011321	545000	ENG - C/E ADMIN RENTS & LEASES
					CHECK	349505 TOTAL:	411.79	
349506	01/16/2019	PRTD	6363 LN CURTIS & SONS	227693	CM13379	11/07/2018	01/20/19	-203.81
Invoice: CM13379					POL/RETURN PANTS: DAY			
					-203.81	53011212	520000	POLICE - C/E PATROL BENEFITS
					228368	INV240647		
Invoice: INV240647					12/13/2018			01/20/19
					219.78	53011212	520000	POL/UNIFORM PANTS: DAY
					POLICE - C/E PATROL BENEFITS			
					CHECK	349506 TOTAL:	15.97	
349507	01/16/2019	PRTD	7016 CUSTOM PRINTING	228369	8203	12/21/2018	01/20/19	128.30
Invoice: 8203					POL/BOAT-TRAILER PARKING PASSES			
					128.30	55011757	531100	PD-HARBORMASTER-SUPPLIES
					228370	8161		
Invoice: 8161					11/22/2018			01/20/19
					111.18	62471591	531100	PCD/BUS CARDS: DE
					BLDG - BLDG OFFICE SUPPLIES			

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CASH ACCOUNT: 635			111100		CASH		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME									
INVOICE DTL DESC												
									CHECK	349507	TOTAL:	239.48
349508	01/16/2019	PRTD	212	FABRICARE 02 - PLANT	228371	01/01/19		01/01/2019		01/20/19		266.22
	Invoice: 01/01/19							POL/LAUNDRY SERVICES				
					36.72	51011211	520000					
					124.57	52011212	520000					
					104.93	53011212	520000					
										CHECK	349508	TOTAL: 266.22
349509	01/16/2019	PRTD	1953	FERGUSON ENTERPRISES	228258	0728370		12/27/2018		01/20/19		545.00
	Invoice: 0728370							PW\SUPPLIES				
					545.00	411	141100					
								WATER - INVENTORY				
										CHECK	349509	TOTAL: 545.00
349510	01/16/2019	PRTD	6374	FILEONQ INC	228372	7529		12/28/2018		01/20/19		713.95
	Invoice: 7529							POL/ZEBRA ZD420 PRINTER SUPPLIES				
					214.18	52011212	548500					
					499.77	53011212	548500					
								PD-C/E-INV-COMPUTER SUPT MAINT				
								PD-C/E-PATROL-COMP SPT MAINT				
										CHECK	349510	TOTAL: 713.95
349511	01/16/2019	PRTD	8292	PRJ GROUP INC	228259	21149		12/19/2018		01/20/19		3,497.80
	Invoice: 21149							PW/REPAIR SERVICES VEH6				
					3,497.80	73431835	548100					
								REPAIRS & MAINTENANCE				
										CHECK	349511	TOTAL: 3,497.80
349512	01/16/2019	PRTD	9112	FOSTER, BRIAN	228243	74768		01/08/2019		01/20/19		99.46
	Invoice: 74768							UB 10861 563 PARK AVENUE NE				
					99.46	411	122100					
								WATER ACCOUNTS RECEIVABLE				
										CHECK	349512	TOTAL: 99.46
349513	01/16/2019	PRTD	231	GALLS, LLC	228373	011555806		12/20/2018		01/20/19		54.49
	Invoice: 011555806							POL/PANTS : GEILEN FELDT				
					54.49	53011212	520000					
								POLICE - C/E PATROL BENEFITS				
					228374	011600764		12/27/2018		01/20/19		-54.49
	Invoice: 011600764							POL/CREDIT ON RETURN				
					-54.49	53011212	520000					
								POLICE - C/E PATROL BENEFITS				
					228375	011506916		12/14/2018		01/20/19		29.28
	Invoice: 011506916							POL/BELT : GEILEN FELDT				
					29.28	53011212	520000					
								POLICE - C/E PATROL BENEFITS				

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CASH ACCOUNT: 635			111100 CASH		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME				INVOICE DTL DESC			
					228376	011506900	12/14/2018		01/20/19	19.57
		Invoice: 011506900					POL/FLASHLIGHT HOLDER			
					19.57	53011212 531100	PD-C/E-PATROL SUPPLIES			
					228377	011496541	12/13/2018		01/20/19	16.30
		Invoice: 011496541					POL/BELT KEEPERS			
					16.30	53011212 531100	PD-C/E-PATROL SUPPLIES			
							CHECK	349513	TOTAL:	65.15
349514	01/16/2019	PRTD	4262	GEMPLER'S	228422	SI04351114-A	12/28/2018		01/20/19	119.76
		Invoice: SI04351114-A					PW/COATED GLOVES			
					119.76	73637891 531100	OFFICE SUPPLIES			
							CHECK	349514	TOTAL:	119.76
349515	01/16/2019	PRTD	2096	GRAY & OSBORNE INC	228437	15	01/07/2019	21700158	01/20/19	1,011.12
		Invoice: 15					ENG/2017 WATER SYSTEM DESIGN IMPRVMENTS			
					1,011.12	72413434 64110000819	WATER IMPR PROJECTS 2017-ENG			
							CHECK	349515	TOTAL:	1,011.12
349516	01/16/2019	PRTD	8127	GUARDIAN TRACKING, L	228430	2019-0001	01/01/2019		01/20/19	1,464.00
		Invoice: 2019-0001					POL/ANNUAL SUBSCRIPTION			
					1,464.00	51011215 548500	POLICE - C/E FACIL COMP MAINT			
							CHECK	349516	TOTAL:	1,464.00
349517	01/16/2019	PRTD	253	HACH COMPANY	228260	11259688	12/13/2018		01/20/19	3,190.09
		Invoice: 11259688					PW/SUPPLIES			
					3,190.09	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	349517	TOTAL:	3,190.09
349518	01/16/2019	PRTD	9115	CHAVURAT SHIR HAYAM	228429	01/13/19	01/13/2019		01/20/19	150.00
		Invoice: 01/13/19					FIN/DAMAGE DEPOSIT REFUND			
					150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
							CHECK	349518	TOTAL:	150.00
349519	01/16/2019	PRTD	6857	INGERSOLL RAND COMPA	228261	24679917	12/15/2018		01/20/19	488.01
		Invoice: 24679917					PW/DESICCANT SVC KIT, FILTERS, LUBRICANT			
					488.01	73425358 531100	O&M-WWTP-SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
CHECK 349519 TOTAL:									488.01
349520	01/16/2019	PRTD	7528 DEERE & COMPANY	228438	116479009	12/21/2018	21800116	01/20/19	93,533.58
Invoice: 116479009						PW/JOHN DEERE 6110M CAB TRACTOR			
						ROADSIDE MOWER ACQ-EQ			
						ROADSIDE MOWER ACQ-EQ			
						2018 ROADSIDE MOWER			
CHECK 349520 TOTAL:									93,533.58
349521	01/16/2019	PRTD	333 KITSAP COUNTY AUDITO	228360	424751	11/19/2018		01/20/19	38.00
Invoice: 424751						EXCC/LID 20 RELEASE 201811190033			
						CLERK-SIS-RECORDING			
Invoice: 423134						ENG/RESOLUTION 2018-25			
						ENG-STREET-RECORDING AT CO AUD			
CHECK 349521 TOTAL:									141.00
349522	01/16/2019	PRTD	4109 KITSAP COUNTY AUDITO	228417	01/15/19	01/15/2019		01/20/19	61,970.00
Invoice: 01/15/19						2018 VOTER REGISTRATION COSTS			
						COUNCIL - VOTER REGISTRATION			
CHECK 349522 TOTAL:									61,970.00
349523	01/16/2019	PRTD	1496 KITSAP COUNTY SEWER	228293	KCSD7-COBI-2019-JAN	12/20/2018		01/20/19	18,217.71
Invoice: KCSD7-COBI-2019-JAN						PW/JAN 2019 SEWER SERVICES			
						SIS-SD#7 PROCESSING CHGS			
CHECK 349523 TOTAL:									18,217.71
349524	01/16/2019	PRTD	338 KITSAP COUNTY SHERIF	228379	NOV18	12/26/2018		01/20/19	5,581.90
Invoice: NOV18						POL/PRISONER BOARD			
						POLICE - C/E PRISONER DETENT'N			
Invoice: DEC18						POL/PRISONER BOARD			
						POLICE - C/E PRISONER DETENT'N			
CHECK 349524 TOTAL:									11,145.50
349525	01/16/2019	PRTD	4168 KITSAP COUNTY SHERIF	228381	01/02/19	01/02/2019		01/20/19	3,419.89
Invoice: 01/02/19						POL/EXTRADITION REIMB CASE I18-001181			
						POLICE - C/E INVEST PROF SVCS			

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CASH ACCOUNT: 635			111100	CASH		INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE				
INVOICE DTL DESC									
						CHECK	349525	TOTAL:	3,419.89
349526	01/16/2019	PRTD	1971 KELLEY IMAGING SYSTE	228358	IN477215	01/02/2019	01/20/19		1,111.63
Invoice: IN477215				1,111.63	61470581 545000	PCD/COLOR OVERAGE CHARGES			
				228359	IN477216	01/02/2019	01/20/19		766.74
Invoice: IN477216				766.74	61470581 545000	PCD/COLOR OVERAGE CHARGES			
						PCD - DEV ADMIN RENTS & LEASES			
						CHECK	349526	TOTAL:	1,878.37
349527	01/16/2019	PRTD	1971 KELLEY IMAGING SYSTE	228439	24064839	01/14/2019	01/20/19		239.26
Invoice: 24064839				239.26	61470581 545000	PCD/E-STUDIO4555C COPIER LEASE			
						PCD - DEV ADMIN RENTS & LEASES			
						CHECK	349527	TOTAL:	239.26
349528	01/16/2019	PRTD	8135 MIDWEST MOTOR SUPPLY	228263	6830260	12/31/2018	01/20/19		570.57
Invoice: 6830260				570.57	73638935 531100	PW/SHOP SUPPLIES			
						O&M-STD ALLOCATION-SUPPLIES			
						CHECK	349528	TOTAL:	570.57
349529	01/16/2019	PRTD	309 KITSAP TIRE CENTER I	228264	218738	12/26/2018	01/20/19		50.14
Invoice: 218738				50.14	73637945 548100	PW/FLAT REPAIR #228			
				228265	218641	12/19/2018	01/20/19		145.99
Invoice: 218641				145.99	53011212 531100	PW/TIRES #235			
				228266	218586	12/17/2018	01/20/19		8.72
Invoice: 218586				8.72	91011897 547900	PD-C/E-PATROL SUPPLIES			
						DISPOSAL			
						GG-C/E-O&M YARD FAC-GARBAGE			
				228294	218854	01/03/2019	01/20/19		592.60
Invoice: 218854				592.60	73011189 531100	PW/TIRES VEH 84			
						O&M - C/E FACIL OFC SUPPLIES			
						CHECK	349529	TOTAL:	797.45
349530	01/16/2019	PRTD	9113 KOLBEGGER, ROZZELLA	228244	74769	01/08/2019	01/20/19		147.09
Invoice: 74769				147.09	411 122100	UB 10863 540 PARK AVENUE NE			
						WATER ACCOUNTS RECEIVABLE			

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
CHECK 349530 TOTAL:									147.09
349531	01/16/2019	PRTD	5011 LEXISNEXIS RISK SOLU	228385	1272084-20181231	12/31/2018		01/20/19	54.50
Invoice: 1272084-20181231					POL/INFORMATION SVCS				
					54.50	52011212	548500	PD-C/E-INV-COMPUTER SUPT MAINT	
CHECK 349531 TOTAL:									54.50
349532	01/16/2019	PRTD	9111 MARTIN, DAVID	228242	74767	01/08/2019		01/20/19	98.54
Invoice: 74767					UB 10530 662 MADISON AVENUE N				
					98.54	411	122100	WATER ACCOUNTS RECEIVABLE	
CHECK 349532 TOTAL:									98.54
349533	01/16/2019	PRTD	9108 MICARELLI, BETHANY	228239	74764	01/08/2019		01/20/19	646.68
Invoice: 74764					UB 11464 6601 NEW BROOKLYN ROAD NE				
					646.68	411	122100	WATER ACCOUNTS RECEIVABLE	
CHECK 349533 TOTAL:									646.68
349534	01/16/2019	PRTD	9110 MUFFOLETTO, FILIPE &	228241	74766	01/08/2019		01/20/19	11.36
Invoice: 74766					UB 11276 9208 SEA RAY COURT NE				
					11.36	411	122100	WATER ACCOUNTS RECEIVABLE	
CHECK 349534 TOTAL:									11.36
349535	01/16/2019	PRTD	2574 NATIONAL BARRICADE C	228267	279661	12/20/2018		01/20/19	447.68
Invoice: 279661					PW/YIELD SIGNS				
					447.68	990	141100	MERCHANDISE	
CHECK 349535 TOTAL:									447.68
349536	01/16/2019	PRTD	1441 MEMBERSHIP LOCKBOX 4	228295	152318	12/18/2018		01/20/19	1,916.83
Invoice: 152318					EX/2019 MEMBERSHIP DUES				
					1,916.83	31011131	549100	EX-GF-DUES/SUBCR/MEMBERSH	
CHECK 349536 TOTAL:									1,916.83
349537	01/16/2019	PRTD	4111 OLYMPIC SPRINGS INC	228388	314473	12/31/2018		01/20/19	114.83
Invoice: 314473					POL/PURIRIED WATER				
					114.83	51011215	531100	POLICE - C/E FACIL SUPPLIES	
CHECK 349537 TOTAL:									114.83

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
349538	01/16/2019	PRTD	8164 OPENGOV, INC	228296	INV-001189	01/02/2019		01/20/19	6,500.00
Invoice: INV-001189						IT/OPENGOV REPORTING 2019			
				6,500.00	81011881 548500	IT - C/E COMPUTER SUPPORT			
								CHECK 349538 TOTAL:	6,500.00
349539	01/16/2019	PRTD	8286 SUPERINTENDENT OF P	228386	14704	12/27/2018		01/20/19	43.00
Invoice: 14704						POL/FINGERPRINTING			
				43.00	65438 386110	AGENCY-FINGERPRINT REV TO SPI			
				228387	14713	12/27/2018		01/20/19	43.00
Invoice: 14713						POL/FINGERPRINTING			
				43.00	65438 386110	AGENCY-FINGERPRINT REV TO SPI			
								CHECK 349539 TOTAL:	86.00
349540	01/16/2019	PRTD	1754 OTIS ELEVATOR COMPAN	228297	ST05151G119	12/20/2018		01/20/19	2,224.56
Invoice: ST05151G119						PW/01/01/19 - 03/31/19 ELEVATOR SVC			
				2,224.56	73011183 548100	O&M-C/E-CH FAC-REPAIRS			
								CHECK 349540 TOTAL:	2,224.56
349541	01/16/2019	PRTD	9106 OWENS, EDWARD	228237	74762	01/08/2019		01/20/19	86.78
Invoice: 74762						UB 10400 560 WOOD AVENUE SW			
				86.78	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK 349541 TOTAL:	86.78
349542	01/16/2019	PRTD	8544 PHILANTHROPY NORTHWE	228269	TGP 2996	11/30/2018		01/20/19	225.00
Invoice: TGP 2996						EX/HUMAN SERVICES			
				225.00	31017572 54110000297	EX-COMMUNITY FUNDING RESOURCES			
								CHECK 349542 TOTAL:	225.00
349543	01/16/2019	PRTD	5812 PROJECT MANAGEMENT I	228298	12/10/18	12/10/2018		01/20/19	159.00
Invoice: 12/10/18						PW/2019 MEMBERSHIP DUES - CLAIRBORNE			
				159.00	73637891 549100	DUES/SUBSCRIPTIONS			
								CHECK 349543 TOTAL:	159.00
349544	01/16/2019	PRTD	2203 PUBLIC SAFETY TESTIN	228418	2018-8810	12/24/2018		01/20/19	257.00
Invoice: 2018-8810						CIV SCV TESTING Q4 2018			
				257.00	91011211 541100	GG-C/E-CIVIL SVC-PROF SVCS			

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
CHECK 349544 TOTAL:									257.00
349545	01/16/2019	PRTD	1864 PUGET SOUND CLEAN AI	228431	19-017S	01/11/2019		01/20/19	26,080.00
Invoice: 19-017S						2019 CLEAN AIR ASSESSMENT			
					26,080.00	91011317	553000	EXEC - C/E POLLUTION CONTROL	
CHECK 349545 TOTAL:									26,080.00
349546	01/16/2019	PRTD	1205 PUGET SOUND ENERGY	228361	3319DEC18	01/07/2019		01/20/19	18.13
Invoice: 3319DEC18						PW/CASEY ST WATER METER			
					18.13	73416345	547100	CASEY STREET WTR-ELECTRICITY	
Invoice: 9932DEC18						184 WINSLOW WAY E			
					10.42	91011739	547100	COMM EVENTS-ELECTRICITY	
CHECK 349546 TOTAL:									28.55
349547	01/16/2019	PRTD	9109 RANSOM, KEITH & MAUR	228240	74765	01/08/2019		01/20/19	208.70
Invoice: 74765						UB 11892 356 WYATT WAY NE			
					208.70	411	122100	WATER ACCOUNTS RECEIVABLE	
CHECK 349547 TOTAL:									208.70
349548	01/16/2019	PRTD	408 ROLLING BAY COMMERCIAL	228299	786223	12/31/2018		01/20/19	3,955.00
Invoice: 786223						CRT/JAN 19 RENT			
					3,955.00	91011255	545000	GG-C/E-COURT BLDG-RENT	
CHECK 349548 TOTAL:									3,955.00
349549	01/16/2019	PRTD	617 S & B INC	228270	SB-25044	12/24/2018		01/20/19	545.31
Invoice: SB-25044						PW/BI PHONE SUPPORT			
					272.65	73421355	548100	WIN COLL-R&M	
					272.66	73421355	548100	WIN COLL-R&M	
CHECK 349549 TOTAL:									545.31
349550	01/16/2019	PRTD	1670 SEATTLE PUMP & EQUIP	228271	200589-1	12/13/2018		01/20/19	145.43
Invoice: 200589-1						PW/3/4IN X 15FT LEADER HOSE			
					145.43	73421355	531100	WIN COLL-SUPPLIES	
CHECK 349550 TOTAL:									145.43

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

349551	01/16/2019	PRTD	8129 SMARSH INC	228363	INV00447794	12/31/2018		01/20/19	632.50										
Invoice: INV00447794				632.50	81011881 548500	IT/TEXT & SOCIAL MEDIA ARCHIVE - DEC 18 IT - C/E COMPUTER SUPPORT													
								CHECK	349551 TOTAL:						632.50				
349552	01/16/2019	PRTD	8040 SOLENIS LLC	228300	131394797	12/31/2018		01/20/19	4,293.29										
Invoice: 131394797				4,293.29	73425358 531100	PW/SUPPLIES O&M-WWTP-SUPPLIES													
								CHECK	349552 TOTAL:						4,293.29				
349553	01/16/2019	PRTD	601 SOUND REPROGRAPHICS	228301	67650	12/31/2018		01/20/19	17.96										
Invoice: 67650				17.96	11011116 531100	CC/COUNCIL NAME PLATE: LESLIE COUNCIL - SUPPLIES													
								CHECK	349553 TOTAL:						17.96				
349554	01/16/2019	PRTD	8738 SPEAKWRITE, LLC	228389	571811E0	01/01/2019		01/20/19	39.00										
Invoice: 571811E0				39.00	52011212 541100	POL/TRANSCRIPTION SVCS POLICE - C/E INVEST PROF SVCS													
								CHECK	349554 TOTAL:						39.00				
349555	01/16/2019	PRTD	8132 SPECTRA LABORATORIES	228419	18-09608	12/19/2018		01/20/19	126.96										
Invoice: 18-09608				126.96	73411345 54110000391	PW/WINWTR ECOLI TESTING LAB SVCS-WATER													
								CHECK	349555 TOTAL:						126.96				
349556	01/16/2019	PRTD	5882 STAR RENTALS	228272	35921-36	12/13/2018		01/20/19	230.88										
Invoice: 35921-36				230.88	73431835 545000	PW/BIVR ROLLER, 3T RIDE ON RENTS & LEASES - OPERATING													
								CHECK	349556 TOTAL:						230.88				
349557	01/16/2019	PRTD	8243 CRANE & CRANE HOLDIN	228273	IPAD_31002	01/01/2019		01/20/19	100.00										
Invoice: IPAD_31002				100.00	91111427 547900	PW/WOOD WASTE GG-STREET-ROADSIDE-GARBAGE													
								CHECK	349557 TOTAL:						100.00				

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
349558	01/16/2019	PRTD	6714 TOSHIBA FINANCIAL SE	228016	23825741-A	12/03/2018		01/20/19	-273.60	
Invoice: 23825741-A						PCD/REVERSE INCORRECT CODING				
				-273.60	61470581 545000	PCD - DEV ADMIN RENTS & LEASES				
				228017	23825741-B	12/03/2018		01/20/19	273.60	
Invoice: 23825741-B						PW/COPIER LEASE, CORRECT CODING				
				273.60	73637891 545000	RENTS & LEASES - OPERATING				
				228302	24010990	01/03/2019		01/20/19	273.60	
Invoice: 24010990						PW/E-STUDIO 4555C COPIER LEASE				
				273.60	73637891 545000	RENTS & LEASES - OPERATING				
				228440	24064838	01/14/2019		01/20/19	353.16	
Invoice: 24064838						PCD/E-STUDIO6560C COPIER LEASE				
				353.16	61470581 545000	PCD - DEV ADMIN RENTS & LEASES				
								CHECK	349558 TOTAL:	626.76
349559	01/16/2019	PRTD	7876 TYLER BUSINESS FORMS	228303	27530	01/07/2019		01/20/19	439.32	
Invoice: 27530						FIN/ACCTS PAYABLE CHECKS X3000				
				439.32	41011141 531100	FIN - C/E ADMIN SUPPLIES				
								CHECK	349559 TOTAL:	439.32
349560	01/16/2019	PRTD	2190 UNITED PARCEL SERVIC	228390	000028Y3Y1518	12/22/2018		01/20/19	21.12	
Invoice: 000028Y3Y1518						POL/SHIPPING				
				21.12	91011215 542500	GG-C/E-PD-POSTAGE				
								CHECK	349560 TOTAL:	21.12
349561	01/16/2019	PRTD	4297 WACE TREASURER ORLAN	228304	01/04/19	01/04/2019		01/20/19	40.00	
Invoice: 01/04/19						PCD/ANNUAL MEMBERSHIP - AP				
				40.00	65470597 549100	CODE - DEV DUES/SUBSCRIPTIONS				
								CHECK	349561 TOTAL:	40.00
349562	01/16/2019	PRTD	1210 WATER PURVEYORS ASSO	228432	WP1902	01/11/2019		01/20/19	200.00	
Invoice: WP1902						PW/ANNUAL DUES				
				200.00	73411345 549100	DUES/SUBSCRIPTIONS				
								CHECK	349562 TOTAL:	200.00
349563	01/16/2019	PRTD	2064 WEST SOUND WORKFORCE	228420	38029	12/10/2018		01/20/19	1,432.40	
Invoice: 38029						FIN/TEMP HIRE HRS: KW				
				1,432.40	41011141 515000	FIN - C/E ADMIN SALARY TEMP				

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

CHECK 349563 TOTAL:

1,432.40

349564 01/16/2019 PRD 6488 WOOD ENVIRONMENT & I 228448 S51701079 12/31/2018 01/20/19 1,123.00

Invoice: S51701079 ENG/3RD PARTY GEOTECHNICAL REVIEW

1,123.00 72655860 58600000370 GEO TECCH-3RD PARTY REVIEWS

CHECK 349564 TOTAL:

1,123.00

NUMBER OF CHECKS 86 *** CASH ACCOUNT TOTAL *** 381,406.70

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	86	381,406.70

*** GRAND TOTAL *** 381,406.70

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JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2019 1 205									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		152,862.25	
01/16/2019	01/20/19	012019				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			381,406.70
01/16/2019	01/20/19	012019				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		28,312.19	
01/16/2019	01/20/19	012019				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		137,195.33	
01/16/2019	01/20/19	012019				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		37,737.38	
01/16/2019	01/20/19	012019				AP CASH DISBURSEMENTS JOURNAL			
APP 501-213000						ER&R-ACCOUNTS PAYABLE		8,825.18	
01/16/2019	01/20/19	012019				AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		4,284.73	
01/16/2019	01/20/19	012019				AP CASH DISBURSEMENTS JOURNAL			
APP 650-213000						ACCOUNTS PAYABLE		3,459.00	
01/16/2019	01/20/19	012019				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		4,177.21	
01/16/2019	01/20/19	012019				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		3,955.75	
01/16/2019	01/20/19	012019				AP CASH DISBURSEMENTS JOURNAL			
APP 622-213000						ACCOUNTS PAYABLE		150.00	
01/16/2019	01/20/19	012019				AP CASH DISBURSEMENTS JOURNAL			
APP 901-213000						ACCOUNTS PAYABLE		447.68	
01/16/2019	01/20/19	012019				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								381,406.70	381,406.70
APP 631-130000						DUE TO/FROM CLEARING		377,121.97	
01/16/2019	01/20/19	012019							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			152,862.25
01/16/2019	01/20/19	012019							
APP 402-130000						DUE TO/FROM CLEARING			28,312.19
01/16/2019	01/20/19	012019							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			137,195.33
01/16/2019	01/20/19	012019							
APP 403-130000						DUE TO/FROM CLEARING			37,737.38
01/16/2019	01/20/19	012019							
APP 501-130000						ER&R-DUE TO/FROM CLEARING			8,825.18
01/16/2019	01/20/19	012019							
APP 650-130000						DUE TO/FROM CLEARING			3,459.00
01/16/2019	01/20/19	012019							
APP 401-130000						DUE TO/FROM CLEARING			4,177.21
01/16/2019	01/20/19	012019							
APP 407-130000						DUE TO/FROM CLEARING			3,955.75
01/16/2019	01/20/19	012019							
APP 622-130000						DUE TO/FROM CLEARING			150.00

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
01/16/2019	01/20/19	012019							
APP 901-130000						DUE TO/FROM CLEARING			447.68
01/16/2019	01/20/19	012019							
SYSTEM GENERATED ENTRIES TOTAL								377,121.97	377,121.97
JOURNAL 2019/01/205 TOTAL								758,528.67	758,528.67

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019 1	205	01/16/2019		
001-130000			GENERAL - DUE TO/FROM CLEARING		152,862.25
001-213000			GENERAL - ACCOUNTS PAYABLE	152,862.25	
			FUND TOTAL	152,862.25	152,862.25
101 STREET FUND	2019 1	205	01/16/2019		
101-130000			STREETS - DUE TO/FROM CLEARING		137,195.33
101-213000			STREETS - ACCOUNTS PAYABLE	137,195.33	
			FUND TOTAL	137,195.33	137,195.33
401 WATER OPERATING FUND	2019 1	205	01/16/2019		
401-130000			DUE TO/FROM CLEARING		4,177.21
401-213000			ACCOUNTS PAYABLE	4,177.21	
			FUND TOTAL	4,177.21	4,177.21
402 SEWER OPERATING FUND	2019 1	205	01/16/2019		
402-130000			DUE TO/FROM CLEARING		28,312.19
402-213000			ACCOUNTS PAYABLE	28,312.19	
			FUND TOTAL	28,312.19	28,312.19
403 STORM & SURFACE WATER FUND	2019 1	205	01/16/2019		
403-130000			DUE TO/FROM CLEARING		37,737.38
403-213000			ACCOUNTS PAYABLE	37,737.38	
			FUND TOTAL	37,737.38	37,737.38
407 BUILDING & DEVELOPMENT FUND	2019 1	205	01/16/2019		
407-130000			DUE TO/FROM CLEARING		3,955.75
407-213000			ACCOUNTS PAYABLE	3,955.75	
			FUND TOTAL	3,955.75	3,955.75
501 EQUIPMENT RENTAL & REVOLVING	2019 1	205	01/16/2019		
501-130000			ER&R-DUE TO/FROM CLEARING		8,825.18
501-213000			ER&R-ACCOUNTS PAYABLE	8,825.18	
			FUND TOTAL	8,825.18	8,825.18
622 EXPENDABLE TRUST FUND	2019 1	205	01/16/2019		
622-130000			DUE TO/FROM CLEARING		150.00
622-213000			ACCOUNTS PAYABLE	150.00	
			FUND TOTAL	150.00	150.00
631 CLEARING FUND	2019 1	205	01/16/2019		

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000				DUE TO/FROM CLEARING	377,121.97	
631-213000				ACCOUNTS PAYABLE	4,284.73	
635-111100				CASH		381,406.70
				FUND TOTAL	381,406.70	381,406.70
650 AGENCY FUND	2019 1	205	01/16/2019			
650-130000				DUE TO/FROM CLEARING		3,459.00
650-213000				ACCOUNTS PAYABLE	3,459.00	
				FUND TOTAL	3,459.00	3,459.00
901 CITY-WIDE REPORTING FUND	2019 1	205	01/16/2019			
901-130000				DUE TO/FROM CLEARING		447.68
901-213000				ACCOUNTS PAYABLE	447.68	
				FUND TOTAL	447.68	447.68

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		152,862.25
101	STREET FUND		137,195.33
401	WATER OPERATING FUND		4,177.21
402	SEWER OPERATING FUND		28,312.19
403	STORM & SURFACE WATER FUND		37,737.38
407	BUILDING & DEVELOPMENT FUND		3,955.75
501	EQUIPMENT RENTAL & REVOLVING		8,825.18
622	EXPENDABLE TRUST FUND		150.00
631	CLEARING FUND	377,121.97	
650	AGENCY FUND		3,459.00
901	CITY-WIDE REPORTING FUND		447.68
TOTAL		377,121.97	377,121.97

** END OF REPORT - Generated by Khammy Wahaus **

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

Invoice: 105843

FIN/STATEMENT PREP AND MAIL

160.33	43411341	541100	FIN - WATER ADMIN PROF SERVICE
160.33	43421351	541100	FIN - SEWER ADMIN PROF SERVICE
221.52	91411891	542500	GG-WTR-FAC-POSTAGE
221.52	91421891	542500	GG-SWR-FAC-POSTAGE

CHECK 349569 TOTAL: 1,763.12

349570 01/16/2019 PRTD
Invoice: 0000824008

47 BAINBRIDGE DISPOSAL

228034 0000824008

12/31/2018 1/20/19

1,273.11

CITYWIDE DISP SVCS DEC 18

143.25	91011215	547900	GG-C/E-PD-GARBAGE
100.00	91111427	547900	GG-STREET-ROADSIDE-GARBAGE
525.75	91011768	547900	GG-C/E-PARKS-GARBAGE
332.83	91425358	547900	GG-WWTP-GARBAGE (NOT BIOSOLIDS)
170.25	91011897	547900	GG-C/E-O&M YARD FAC-GARBAGE
1.03	41011141	549900	FIN-C/E-MISC EXP

228035 0000824266

12/31/2018 1/20/19

57.07

BIG BELLY DISP SVCS DEC 18

56.07	91011189	547903	BIG BELLY SOLAR GARBAGE CANS
1.00	41011141	549900	FIN-C/E-MISC EXP

Invoice: 0000824266

228036 0000824208

12/31/2018 1/20/19

347.39

C.H. DISPOSAL SVCS DEC 18

347.39	91011189	547900	GG-C/E-CITY HALL-GARBAGE

Invoice: 0000824208

CHECK 349570 TOTAL: 1,677.57

349571 01/16/2019 PRTD
Invoice: 1393510

57 BAY HAY & FEED

228338 1393510

01/07/2019 1/20/19

35.92

PCD/BOOT STEEL-TOE MENS

35.92	65470597	531100	CODE - DEV OFFICE SUPPLIES

CHECK 349571 TOTAL: 35.92

349572 01/16/2019 PRTD 4513 WASTE MANAGEMENT
Invoice: 0048683-2588-9

228278 0048683-2588-9

12/15/2018 1/20/19

3,707.15

PW/2018 SPOILS DISPOSAL

3,707.15	73435838	54790000618	DECANT SPOILS DISPOSAL

CHECK 349572 TOTAL: 3,707.15

349573 01/16/2019 PRTD 7016 CUSTOM PRINTING
Invoice: 8229

228339 8229

01/04/2019 1/20/19

111.18

PCD/BUSINESS CARDS: TC

111.18	62471591	531100	BLDG - BLDG OFFICE SUPPLIES

CHECK 349573 TOTAL: 111.18

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
349574	01/16/2019	PRTD	8336 ENVIROISSUES, INC.	228037	240-002-000-4	12/19/2018		1/20/19	380.00
Invoice: 240-002-000-4						EX/PROF SVC: SAFE MOBILITY			
				380.00	31011572 54245000957	SAFE MOBILITY LEVY-OUTREACH			
						CHECK	349574	TOTAL:	380.00
349575	01/16/2019	PRTD	7510 EXPERIAN	228392	CD1909002022	12/28/2018		1/20/19	92.65
Invoice: CD1909002022						POL/INFORMATION SERVICES			
				92.65	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
						CHECK	349575	TOTAL:	92.65
349576	01/16/2019	PRTD	705 FCS GROUP	228038	2854-21812052	12/14/2018	21800065	1/20/19	3,295.07
Invoice: 2854-21812052						ENG/WATER SEWER RATE STUDY			
				1,647.54	72411342 54110000923	WATER RATE STUDY-PROF SVCS			
				1,647.53	72421352 54110000923	SEWER RATE STUDY-PROF SVCS			
						CHECK	349576	TOTAL:	3,295.07
349577	01/16/2019	PRTD	8709 PLATFORM DESIGN LLC	228044	02	12/31/2018		1/20/19	4,243.75
Invoice: 02						PCD/UPDATE OF CITY'S DESIGN GUIDEL			
				4,243.75	61011586 54110000930	COMP PLAN IMPL-PROF SVCS			
						CHECK	349577	TOTAL:	4,243.75
349578	01/16/2019	PRTD	6940 FREMONT ANALYTICAL	228040	1812131	12/27/2018	21800036	1/20/19	3,039.50
Invoice: 1812131						ENG/CHEM & BIO ASSAY SVCS			
				3,039.50	72637319 54110000809	WATER QUAL FLOW MONIT-PRO SVCS			
						CHECK	349578	TOTAL:	3,039.50
349579	01/16/2019	PRTD	7059 GLOBAL SOFTWARE INC	228351	10-13067	10/17/2018		1/20/19	5,399.06
Invoice: 10-13067						IT/SPREADSHEET SERVER ANNUAL MAINT			
				5,399.06	81011881 548500	IT - C/E COMPUTER SUPPORT			
						CHECK	349579	TOTAL:	5,399.06
349580	01/16/2019	PRTD	1517 GUARDIAN SECURITY SY	228394	876226	01/01/2019		1/20/19	44.00
Invoice: 876226						POL/ALARM MONITORING			
				44.00	51011215 541100	POLICE - C/E FACIL PROF SVCS			
						CHECK	349580	TOTAL:	44.00

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CASH ACCOUNT: 635 111100 CASH					INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC			
349581	01/16/2019	PRTD 4199 IAPE, INC.	228395	M19-32325	01/08/2019		1/20/19	50.00
		Invoice: M19-32325			POL/ANNUAL DUES: COOPER			
			50.00	51011191 549100	PD-C/E-PROP RM-DUES/MEMBERSHIP			
			228396	M19-35572	01/08/2019		1/20/19	50.00
		Invoice: M19-35572			POL/ANNUAL DUES: BURNS			
			50.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
			228397	M19-C285180	01/08/2019		1/20/19	50.00
		Invoice: M19-C285180			POL/ANNUAL DUES: HORN			
			50.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
CHECK 349581 TOTAL:								150.00
349582	01/16/2019	PRTD 6857 INGERSOLL RAND COMPA	228041	24646765	11/15/2018		1/20/19	479.89
		Invoice: 24646765			PW/DESICCANT SVC KIT, FILTERS, LUBRICANT			
			479.89	73425358 531100	O&M-WWTP-SUPPLIES			
CHECK 349582 TOTAL:								479.89
349583	01/16/2019	PRTD 1505 KITSAP COUNTY TREASU	228042	DEC 18	12/31/2018		1/20/19	48.40
		Invoice: DEC 18			DEC 18 KC OUT COURT REMIT			
			48.40	41612860 586000	CRIME VICTIMS-OUT			
CHECK 349583 TOTAL:								48.40
349584	01/16/2019	PRTD 1971 KELLEY IMAGING SYSTE	228398	24010991	01/03/2019		1/20/19	306.94
		Invoice: 24010991			POL/STANDARD LEASE			
			306.94	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
CHECK 349584 TOTAL:								306.94
349585	01/16/2019	PRTD 8546 KITSAP 911 PUBLIC AU	228399	BIPD2019-01	12/15/2018		1/20/19	10,970.17
		Invoice: BIPD2019-01			POL/CALL CENTER SERVICES			
			3,291.05	52011286 551000	POLICE - C/E - INVEST CENCOM			
			7,679.12	53011286 551000	POLICE - C/E PATROL CENCOM			
CHECK 349585 TOTAL:								10,970.17
349586	01/16/2019	PRTD 6889 LEADS ONLINE LLC	228400	248489	12/01/2018		1/20/19	1,758.00
		Invoice: 248489			POL/ANNUAL SUBSCRIPTIONS			
			1,758.00	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
CHECK 349586 TOTAL:								1,758.00

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CASH ACCOUNT: 635			111100		CASH														
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET										
										INVOICE DTL DESC									
349587	01/16/2019	PRTD	7038 MOON SECURITY SERVIC	228045	960053	12/31/2018		1/20/19	1,396.00										
			Invoice: 960053			CRT/HOUSE ARREST MONITORING DEC 19													
				1,396.00	21011232	545000	COURT-ELECT HOME DET'N-EQ RENT												
								CHECK	349587 TOTAL:	1,396.00									
349588	01/16/2019	PRTD	8642 MULTICARE HEALTH SYS	228333	M5123067897	12/12/2018		1/20/19	100.00										
			Invoice: M5123067897			PW/ACCT #M5123067897													
				100.00	73425358	541100	O&M-WWTP-PROF SVCS												
								CHECK	349588 TOTAL:	100.00									
349589	01/16/2019	PRTD	6732 NAT'L ASSOC OF TOWN	228401	9322	01/07/2019		1/20/19	35.00										
			Invoice: 9322			POL/ANNUAL MEMBERSHIP													
				35.00	51011211	549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH												
								CHECK	349589 TOTAL:	35.00									
349590	01/16/2019	PRTD	7925 OMNIPARK, INC	228402	112282	01/02/2019		1/20/19	379.32										
			Invoice: 112282			POL/PARKING SYSTEM SUPPORT													
				379.32	51011215	548500	POLICE - C/E FACIL COMP MAINT												
								CHECK	349590 TOTAL:	379.32									
349591	01/16/2019	PRTD	6865 RYAN WALSH	228046	1830	12/12/2018	21800119	1/20/19	10,900.00										
			Invoice: 1830			PW/2310 UPPER FARMS RD: TAKE DOWN													
				10,900.00	73111427	54810000354	TREE PRES & REMOVAL-ROADS												
								CHECK	349591 TOTAL:	10,900.00									
349592	01/16/2019	PRTD	8745 RELIABLE STORAGE BAI	228404	30386	01/07/2019		1/20/19	299.00										
			Invoice: 30386			POL/STORAGE UNIT J28													
				299.00	53011212	545000	POLICE - C/E PATROL RENTS												
								CHECK	349592 TOTAL:	299.00									
349593	01/16/2019	PRTD	617 S & B INC	228048	SB-25030	12/27/2018		1/20/19	4,868.54										
			Invoice: SB-25030			ENG/4" FLOWMETER ASSEMBLY													
				4,868.54	72421358	54810000532	ANNUAL SWR COLL UPGRADE-R&M												
				228049	SB-25051	12/27/2018		1/20/19	4,923.53										
			Invoice: SB-25051			ENG/6" FLOWMETER ASSEMBLY													
				4,923.53	72421358	54810000532	ANNUAL SWR COLL UPGRADE-R&M												

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
								CHECK 349593 TOTAL:	9,792.07
349594	01/16/2019	PRTD	2122 STERICYCLE INC	228405	3004533738	12/31/2018		1/20/19	10.36
Invoice: 3004533738						POL/BIOHAZARD DISPOSAL			
				10.36	51011211 541100	PD-C/E-ADM-PROF SVCS			
								CHECK 349594 TOTAL:	10.36
349595	01/16/2019	PRTD	4819 THOMSON REUTERS - WE	228050	839423074	12/04/2018		1/20/19	274.68
Invoice: 839423074						CRT/SUBSCRIPTION SVCS NOV 18			
				274.68	21011125 549100	COURT-DUES/SUBSCR/MEMBERSHIPS			
								CHECK 349595 TOTAL:	274.68
349596	01/16/2019	PRTD	6088 ULINE SHIPPING SUPPL	228274	104062191	12/12/2018		1/20/19	128.00
Invoice: 104062191						PW/GLOVES			
				128.00	73637891 531100	OFFICE SUPPLIES			
								CHECK 349596 TOTAL:	128.00
349597	01/16/2019	PRTD	1152 USA BLUE BOOK	228275	763141	12/14/2018		1/20/19	423.88
Invoice: 763141						PW/WASH BOTTLE 500 ML			
				423.88	73425358 531100	O&M-WWTP-SUPPLIES			
								CHECK 349597 TOTAL:	423.88
349598	01/16/2019	PRTD	553 UTILITIES UNDERGROUN	228276	8120125	12/31/2018		1/20/19	188.34
Invoice: 8120125						PW/EXCAVATION NOTIFICATIONS			
				188.34	73637893 54110000393	O&M ALLOC-LOCATING SVCS			
								CHECK 349598 TOTAL:	188.34
349599	01/16/2019	PRTD	4104 WA ST FERRIES	228277	RK322777	12/31/2018		1/20/19	206.15
Invoice: RK322777						DEC18 WAVE2GO FERRY CHARGES			
				117.60	51011211 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
				23.85	61011581 543100	PCD - C/E ADMIN TRAVEL EXPENSE			
				47.70	72011321 543100	ENG - C/E ADMIN TRAVEL EXPENSE			
				17.00	73011189 543100	O&M-FAC-TRAVEL/MEALS/LODGING			
								CHECK 349599 TOTAL:	206.15
349600	01/16/2019	PRTD	952 WA ST PATROL	228053	I19004370	01/03/2019		1/20/19	176.00
Invoice: I19004370						FIN/DEC 18 BACKGROUND CHECKS			
				176.00	41654861 586100	AGENCY DISBURSEMENTS			

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

CHECK 349600 TOTAL: 176.00

349601 01/16/2019 PRD 2251 WA ST TREASURER 228051 DEC 18 12/31/2018 1/20/19 3,891.34
Invoice: DEC 18 DEC 18 STATE OUT COURT REMIT

1,577.11 41611860 586000 PSEA 60% OUT
806.20 41610860 586000 PSEA 30% OUT
18.74 41619860 586000 PSEA 3 - STATE DISB OUT
336.01 41616860 586000 THEFT PRV&TR BRAIN INJ-OUT
67.08 41616860 586000 THEFT PRV&TR BRAIN INJ-OUT
849.83 41614860 586000 JUDICIAL INFO SYST.-OUT
.65 41615860 586000 BREATH TEST-CUSTODIAL
3.68 41615860 586000 BREATH TEST-CUSTODIAL
.31 41617860 586000 SCHOOL SAFETY ZONE-OUT
168.25 41618860 586000 TRAUMA CARE-OUT
12.25 41618860 586000 TRAUMA CARE-OUT
4.83 41618860 586000 TRAUMA CARE-OUT
27.80 41618860 586000 TRAUMA CARE-OUT
18.60 41615860 586961 STATE CRIME LAB

228052 DEC 18 SBCC 12/31/2018 1/20/19 130.50
Invoice: DEC 18 SBCC DEC 18 STATE OUT COURT REMIT SBCC
130.50 41652860 586000 SBCC BLDG.-OUT

CHECK 349601 TOTAL: 4,021.84

349602 01/16/2019 PRD 9114 WATECH MISC AND OTH 228406 90811935 01/02/2019 1/20/19 3,000.00
Invoice: 90811935 IT/AERIAL IMAGERY SERVICE CONTRACT
3,000.00 81011881 541100 IT - C/E PROF SERVICES

CHECK 349602 TOTAL: 3,000.00

349603 01/16/2019 PRD 5709 WEBCHECK INC 228054 6178 01/02/2019 1/20/19 114.45
Invoice: 6178 FIN/WEBCHECK SVC DEC 18
57.23 43411341 541100 FIN - WATER ADMIN PROF SERVICE
57.22 43421351 541100 FIN - SEWER ADMIN PROF SERVICE

CHECK 349603 TOTAL: 114.45

349604 01/16/2019 PRD 8390 WEST HILLS FORD MAZD 228279 108360 12/27/2018 1/20/19 88.31
Invoice: 108360 POL/REPAIR SVC VEH202
88.31 53011212 531100 PD-C/E-PATROL SUPPLIES
228280 108227 01/19/2018 1/20/19 169.60
Invoice: 108227 POL/WHEEL ASY VEH 235
169.60 53011212 531100 PD-C/E-PATROL SUPPLIES

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NET

CHECK	349604	TOTAL:	257.91

349605 01/16/2019 PRTD	499 WESTBAY AUTO PARTS I	228320	418656	12/28/2018	1/20/19	104.15
Invoice: 418656				PW/OIL AND AIR FILTER		
		73.41	73411345 531100	OFFICE SUPPLIES		
		27.34	990 141100	MERCHANDISE		
		3.40	73638935 531100	O&M-STD ALLOCATION-SUPPLIES		
		228321	417355	12/21/2018	1/20/19	31.39
Invoice: 417355				PW/SUPPLIES - FUSES		
		31.39	73638935 531100	O&M-STD ALLOCATION-SUPPLIES		
		228322	417222	12/20/2018	1/20/19	88.75
Invoice: 417222				PW/SHOP SUPPLIES		
		71.87	73638935 531100	O&M-STD ALLOCATION-SUPPLIES		
		16.88	73111427 531100	OFFICE SUPPLIES		
		228323	416857	12/19/2018	1/20/19	60.36
Invoice: 416857				PW/SHOP SUPPLIES		
		50.96	990 141100	MERCHANDISE		
		9.40	73638935 531100	O&M-STD ALLOCATION-SUPPLIES		
		228324	416875	12/19/2018	1/20/19	241.46
Invoice: 416875				PW/SHOP SUPPLIES		
		241.46	73638935 531100	O&M-STD ALLOCATION-SUPPLIES		
		228325	415844	12/14/2018	1/20/19	130.48
Invoice: 415844				PW/ FILTERS - OIL & AIR		
		130.48	990 141100	MERCHANDISE		
		228326	415578	12/13/2018	1/20/19	27.56
Invoice: 415578				PW/AIR FILTER		
		27.56	990 141100	MERCHANDISE		
		228327	415526	12/13/2018	1/20/19	66.72
Invoice: 415526				PW/OIL FILTER		
		66.72	990 141100	MERCHANDISE		
		228328	415207	12/12/2018	1/20/19	195.25
Invoice: 415207				PW/NEW STARTER		
		97.63	73111423 531100	OFFICE SUPPLIES		
		97.62	73111427 531100	OFFICE SUPPLIES		
		228329	410521	11/21/2018	1/20/19	5.76
Invoice: 410521				PW/SUPPLIES - FUSES		
		5.76	73638935 531100	O&M-STD ALLOCATION-SUPPLIES		
		228334	420743	01/07/2019	1/20/19	152.60
Invoice: 420743				PW/O-RING KITS		
		152.60	73638935 531100	O&M-STD ALLOCATION-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: 419503		228335	419503		01/02/2019		1/20/19		16.34	
				PW/GLOVES						
				16.34	73638935	531100	O&M-STD ALLOCATION-SUPPLIES			
CHECK 349605 TOTAL:									1,120.82	
349606	01/16/2019	PRTD	6488	WOOD ENVIRONMENT & I	228055	S51700876		10/01/2018	1/20/19	1,190.00
Invoice: S51700876				ENG/3RD PARTY GEOTECHNICAL REVIEW						
				1,190.00	72655860	58600000370	GEO TECCH-3RD PARTY REVIEWS			
CHECK 349606 TOTAL:									1,190.00	
349607	01/16/2019	PRTD	2607	ZEE MEDICAL SERVICE	228336	68369137		01/02/2019	1/20/19	85.26
Invoice: 68369137				PW/FIRST AID RESTOCK						
				85.26	73637891	531100	OFFICE SUPPLIES			
				228407	68369141		01/02/2019	1/20/19	67.30	
Invoice: 68369141				POL/FIRST AID RESTOCK						
				67.30	51011211	531100	PD-C/E-ADM-SUPPLIES			
CHECK 349607 TOTAL:									152.56	
349608	01/16/2019	PRTD	8875	ZETX, INC	228408	WA19.0180700		12/17/2018	1/20/19	2,020.00
Invoice: WA19.0180700				POL/INFORMATION SERVICES						
				2,020.00	52011212	549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
CHECK 349608 TOTAL:									2,020.00	
				NUMBER OF CHECKS	44	*** CASH ACCOUNT TOTAL ***				74,228.69
						COUNT	AMOUNT			
TOTAL PRINTED CHECKS						44	74,228.69			
*** GRAND TOTAL ***									74,228.69	

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JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR	PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2019 1 206										
APP 631-213000						ACCOUNTS PAYABLE			3,974.62	
01/16/2019 1/20/19		012019				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH				74,228.69
01/16/2019 1/20/19		012019				AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000						ACCOUNTS PAYABLE			2,684.17	
01/16/2019 1/20/19		012019				AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			32,689.03	
01/16/2019 1/20/19		012019				AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000						ACCOUNTS PAYABLE			5,796.44	
01/16/2019 1/20/19		012019				AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000						ACCOUNTS PAYABLE			13,714.99	
01/16/2019 1/20/19		012019				AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000						STREETS - ACCOUNTS PAYABLE			11,212.13	
01/16/2019 1/20/19		012019				AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000						ACCOUNTS PAYABLE			147.10	
01/16/2019 1/20/19		012019				AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000						ACCOUNTS PAYABLE			3,707.15	
01/16/2019 1/20/19		012019				AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000						ACCOUNTS PAYABLE			303.06	
01/16/2019 1/20/19		012019				AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL									74,228.69	74,228.69
APP 631-130000						DUE TO/FROM CLEARING			70,254.07	
01/16/2019 1/20/19		012019								
APP 401-130000						DUE TO/FROM CLEARING				2,684.17
01/16/2019 1/20/19		012019								
APP 001-130000						GENERAL - DUE TO/FROM CLEARING				32,689.03
01/16/2019 1/20/19		012019								
APP 650-130000						DUE TO/FROM CLEARING				5,796.44
01/16/2019 1/20/19		012019								
APP 402-130000						DUE TO/FROM CLEARING				13,714.99
01/16/2019 1/20/19		012019								
APP 101-130000						STREETS - DUE TO/FROM CLEARING				11,212.13
01/16/2019 1/20/19		012019								
APP 407-130000						DUE TO/FROM CLEARING				147.10
01/16/2019 1/20/19		012019								
APP 403-130000						DUE TO/FROM CLEARING				3,707.15
01/16/2019 1/20/19		012019								
APP 901-130000						DUE TO/FROM CLEARING				303.06
01/16/2019 1/20/19		012019								
SYSTEM GENERATED ENTRIES TOTAL									70,254.07	70,254.07
JOURNAL 2019/01/206 TOTAL									144,482.76	144,482.76

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019 1	206	01/16/2019		
001-130000			GENERAL - DUE TO/FROM CLEARING		32,689.03
001-213000			GENERAL - ACCOUNTS PAYABLE	32,689.03	
			FUND TOTAL	32,689.03	32,689.03
101 STREET FUND	2019 1	206	01/16/2019		
101-130000			STREETS - DUE TO/FROM CLEARING		11,212.13
101-213000			STREETS - ACCOUNTS PAYABLE	11,212.13	
			FUND TOTAL	11,212.13	11,212.13
401 WATER OPERATING FUND	2019 1	206	01/16/2019		
401-130000			DUE TO/FROM CLEARING		2,684.17
401-213000			ACCOUNTS PAYABLE	2,684.17	
			FUND TOTAL	2,684.17	2,684.17
402 SEWER OPERATING FUND	2019 1	206	01/16/2019		
402-130000			DUE TO/FROM CLEARING		13,714.99
402-213000			ACCOUNTS PAYABLE	13,714.99	
			FUND TOTAL	13,714.99	13,714.99
403 STORM & SURFACE WATER FUND	2019 1	206	01/16/2019		
403-130000			DUE TO/FROM CLEARING		3,707.15
403-213000			ACCOUNTS PAYABLE	3,707.15	
			FUND TOTAL	3,707.15	3,707.15
407 BUILDING & DEVELOPMENT FUND	2019 1	206	01/16/2019		
407-130000			DUE TO/FROM CLEARING		147.10
407-213000			ACCOUNTS PAYABLE	147.10	
			FUND TOTAL	147.10	147.10
631 CLEARING FUND	2019 1	206	01/16/2019		
631-130000			DUE TO/FROM CLEARING	70,254.07	
631-213000			ACCOUNTS PAYABLE	3,974.62	
635-111100			CASH		74,228.69
			FUND TOTAL	74,228.69	74,228.69
650 AGENCY FUND	2019 1	206	01/16/2019		
650-130000			DUE TO/FROM CLEARING		5,796.44
650-213000			ACCOUNTS PAYABLE	5,796.44	
			FUND TOTAL	5,796.44	5,796.44

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
901 CITY-WIDE REPORTING FUND	2019	1	206	01/16/2019			
901-130000					DUE TO/FROM CLEARING		303.06
901-213000					ACCOUNTS PAYABLE	303.06	
FUND TOTAL						303.06	303.06

FUND	DUE TO	DUE FROM
001 GENERAL FUND		32,689.03
101 STREET FUND		11,212.13
401 WATER OPERATING FUND		2,684.17
402 SEWER OPERATING FUND		13,714.99
403 STORM & SURFACE WATER FUND		3,707.15
407 BUILDING & DEVELOPMENT FUND		147.10
631 CLEARING FUND	70,254.07	
650 AGENCY FUND		5,796.44
901 CITY-WIDE REPORTING FUND		303.06
TOTAL	70,254.07	70,254.07

** END OF REPORT - Generated by Khammy Wahaus **

Retainage
Release

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CASH ACCOUNT: 628	111100	CASH-RETAINAGE								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
171	01/07/2019	PRTD	7894 FOX FIRE PREVENTION, 228056	RETREL-910		01/07/2019		RT010719	1,488.03	
Invoice: RETREL-910						RET REL FIRE SPRINKLER RPR				
				1,488.03	41628860 586000	RETAINAGE RELEASE				
								CHECK	171 TOTAL:	1,488.03
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***			1,488.03	
						COUNT	AMOUNT			
TOTAL PRINTED CHECKS						1	1,488.03			
								*** GRAND TOTAL ***	1,488.03	

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JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	ACCOUNT		REF 1	REF 2	REF 3	LINE DESC			
2019	1	81							
APP 622-213000						ACCOUNTS PAYABLE		1,488.03	
	01/07/2019	RT010719	010719			AP CASH DISBURSEMENTS JOURNAL			
APP 628-111100						CASH-RETAINAGE			1,488.03
	01/07/2019	RT010719	010719			AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2019/01/81	TOTAL	1,488.03	1,488.03

01/07/2019 13:06
fintemp

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

|P 3
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622	2019	1	81	01/07/2019	EXPENDABLE TRUST FUND		
					622-213000 ACCOUNTS PAYABLE	1,488.03	
					628-111100 CASH-RETAINAGE		1,488.03
					FUND TOTAL	1,488.03	1,488.03

** END OF REPORT - Generated by Khammy Wahaus **

Retainage Release

KW
1/15/19

01/15/2019 08:39 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: 628 111100 CASH-RETAINAGE

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

INVOICE DTL DESC

172	01/15/2019	PRTD	2201 ACTION COMMUNICATION	228364	RETREL-920	01/14/2019		RT011419	1,389.82
					Invoice: RETREL-920	RETREL - EOC ANTENNA REPAIR			
					1,389.82 41628860 586000	RETAINAGE RELEASE			

CHECK	172 TOTAL:	1,389.82

NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	1,389.82

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	1,389.82

*** GRAND TOTAL ***	1,389.82

01/15/2019 08:39	CITY OF BAINBRIDGE ISLAND	P	2
fintemp	A/P CASH DISBURSEMENTS JOURNAL	apcshdsb	

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER	JNL								
SRC ACCOUNT					ACCOUNT DESC	T OB	DEBIT	CREDIT	
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2019 1	177								
APP 622-213000					ACCOUNTS PAYABLE		1,389.82		
01/15/2019	RT011419	011419			AP CASH DISBURSEMENTS JOURNAL				
APP 628-111100					CASH-RETAINAGE			1,389.82	
01/15/2019	RT011419	011419			AP CASH DISBURSEMENTS JOURNAL				
					JOURNAL 2019/01/177	TOTAL	1,389.82	1,389.82	

01/15/2019 08:39 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

|P 3
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
622	EXPENDABLE TRUST FUND	2019	1	177	01/15/2019		
	622-213000				ACCOUNTS PAYABLE	1,389.82	
	628-111100				CASH-RETAINAGE		1,389.82
					FUND TOTAL	1,389.82	1,389.82

** END OF REPORT - Generated by Khammy Wahaus **

PAYROLL

PAYROLL CHECK RUN: 1 - 22 - 2019

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	1/22/2019	043754 - 043878	P/R check run - direct deposit	328,541.81
Normal	1/22/2019	108833 - 108835	P/R check run - regular	11,991.78
Vendor	1/22/2019	108836 - 108847	P/R vendor check run	127,274.44
Vendor	1/22/2019	N/A	P/R vendor ACH	308.69
EFTPS	1/22/2019	N/A	Federal Tax Electronic Transfer	130,316.64
			TOTAL:	598,433.36

Prepared and Reviewed by: Deborah Lee Date 1-18-19
Deborah Lee

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.

Kimberly M. Dunscombe Date 1/18/19
Kimberly M. Dunscombe, Budget Manager



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME:

AGENDA ITEM: Special City Council Meeting Minutes, January 4, 2019

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

Consider approval of meeting minutes.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[CCMIN 010419 SPECIAL WSF TOUR](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



SPECIAL CITY COUNCIL MEETING
WSDOT EAGLE HARBOR MAINTENANCE FACILITY TOUR
FRIDAY, JANUARY 4, 2019

MEETING MINUTES

Mayor Medina, Deputy Mayor Schneider, and Councilmembers Peltier and Deets toured the Washington State Department of Transportation Eagle Harbor Maintenance Facility and the Wenatchee ferry on Friday, January 4, 2019, from 8:00 a.m. to 9:30 a.m. Washington State Ferries representatives provided information on workforce development, stormwater management, noise mitigation and hybrid-electric conversion of Jumbo Mark II vessels.

Kol Medina, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME:

AGENDA ITEM: City Council Regular Business Meeting Minutes, January 8, 2018

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

Consider approval of meeting minutes.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[CCMIN 010819 BUSINESS](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JANUARY 8, 2019

MEETING MINUTES

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

Mayor Medina called the meeting to order at 6:02 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Schneider, and Councilmembers Blossom, Peltier, Nassar, Deets, and Tirman were present.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Peltier moved and Councilmember Tirman seconded to approve the agenda as presented. The motion was approved by unanimous consent. There were no conflicts of interest disclosed.

3) PUBLIC COMMENT

David Dunn spoke about a conflict of interest and a Code compliance complaint relating to Councilmember Nassar.

Joan Geraghty spoke about permits and enforcement issues.

Brian Wilkinson expressed concerns with land use decisions made the past year.

Bonnie McBryan thanked the Ethics Board for their work.

4) MAYOR'S REPORT

Mayor Medina provided an update on the Police Facility and mentioned that the non-motorized transportation plan will be on the agenda next week.

5) CITY MANAGER'S REPORT

City Manager Smith mentioned the North Ward meeting, the Waterfront Bridge closure, a community meeting on recycling, Race Equity Task Force applications, and public outreach relating to the design guidelines update.

6) UNFINISHED BUSINESS

6.A Resolution No. 2019-05 Relating to Approval of and Submittal to the Washington State Department of Ecology Amendments to the Shoreline Master Program (SMP) Relating to

Integration of Critical Areas Regulations and Nonconforming Structures, Uses, and Lots - Planning

Cover Page

20190108 CC Staff Memo SMP Amendment

Resolution No. 2019-05 Approving Draft SMP amendment and authorizing transmittal of the amendment to Ecology

20190108 Draft SMP Amendment -- Critical Areas and Nonconforming -- All track changes.pdf

20190108 Draft SMP Amendment -- Clean Section 4.1.5 -- Critical Areas.docx

20190108 Draft SMP Amendment -- Clean Section 4.2.1 -- Nonconforming.docx

Mayor Medina introduced the agenda item. Senior Planner Carr highlighted decision points for Council.

MOTION: Councilmember Blossom moved to include in the draft SMP to be sent to Ecology, staff's recommended changes to SMP Section 4.0.1.7.

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

MOTION: I move to approve the staff recommendation to use the WAC version of nonconforming structures.

Peltier/Tirman: The motion carried unanimously, 7-0.

MOTION: I move that we incorporate the staff suggested language relating to essential versus non-essential accessory structures.

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

Councilmember Blossom moved and Councilmember Nassar seconded to approve the draft SMP amendment, as amended, and authorize staff to submit the amendment to the Department of Ecology for their initial review. The motion was withdrawn.

MOTION: I move to approve Resolution No. 2019-05 submitting the SMP amendment, as amended.

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

6.B Resolution No. 2019-08 (Formerly Resolution No. 2018-33), Relating to Transportation Benefit District Fee Increase - Finance

Cover Page

Resolution No. 2019-08 Approving an Increase to Vehicle License Fee

Interim Accounting Manager Logghe introduced the agenda item.

Public Comment

James Noble spoke against the increase.

Erika Shriner spoke in favor of the use of funds.

Brian Wilkinson spoke in favor of village hubs.

Council discussed the intended use of the funds and the increased fee.

MOTION: I move to direct staff to create a 4-year sunset for this resolution.

Deets/Blossom: Motion carried 5 – 2.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Leslie Schneider, Kol Medina
NOES: Rasham Nassar, Matt Tirman
ABSENT: None
ABSTAIN: None

6.C Resolution No. 2019-07 (Formerly Resolution No. 2018-38), Updating Financial Policies Relating to Use of Transportation Benefit Fund Fee Increase - Finance
Resolution No. 2019-07, Updating the City's Financial Policies

Mayor Medina introduced the ordinance. Interim Accounting Manager Logghe provided information on the resolution. Council expressed no concerns with the proposed resolution.

6.D Resolution No. 2019-06, Directing Use of Additional Vehicle License Fee Revenue - Finance
Cover Page
Resolution No. 2019-06 Specifying Use of Revenue from Increased Vehicle License Fee
Councilmember Tirman Memo TBF December 10, 2018.docx

MOTION: I move to amend Resolution No. 2019-06 so that section 3 reads that it will fund small traffic safety calming measures up to \$50,000.

Blossom/Nassar: Motion carried 6 – 0.

AYES: Sarah Blossom, Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina
NOES: None
ABSENT: None
ABSTAIN: Ron Peltier

6.E Discussion of WSDOT Response to Proposed Design of Visconsi Trail Segment - Public Works
Cover Page
WSDOT design guidance Visconsi Trail.docx
Conceptual Trail Alignment 2018-02-13.pdf
Proposed Alignment_CCmtg_2018-04-17.pptx

Public Works Director Loveless introduced the agenda item, and Council discussed the proposed design.

MOTION: I move to approve the revised design for the trail at a 10-foot standard.

Tirman/Blossom: Motion carried 5 – 2.

AYES: Sarah Blossom, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina
NOES: Ron Peltier, Rasham Nassar
ABSENT: None
ABSTAIN: None

7) NEW BUSINESS

7.A Village Pump Station Replacement Project Change Order No. 3 - Public Works
Cover Page
Village Pump Station Project Change Order No. 3

Public Works Director Loveless introduced the agenda item.

MOTION: I move to forward the Village Pump Station Replacement Project Change Order No. 3 for approval with the January 22, 2019 Consent Agenda.

Blossom/Nassar: The motion was approved by unanimous consent.

7.B Resolution No. 2019-02, Updating the Administrative Manual for the Department of Planning and Community Development to Address Amendments to Chapter 2.16 BIMC - Planning

[Cover Page](#)

[Resolution No. 2019-02 PCD Administrative Manual Chapter 2.16 BIMC Updates.docx](#)

[20190108 Administrative Manual.docx](#)

Senior Planner Carr introduced the agenda item.

MOTION: I move to approve Resolution No. 2019-02.

Nassar/Tirman: The motion was approved by unanimous consent.

7.C Resolution No. 2019-01 to Update the City Fee Schedule - Finance

[Cover Page](#)

[Resolution No. 2019-01 - Amending Fee Schedule](#)

Interim Accounting Manager Logghe introduced the agenda item.

MOTION: I move to forward Resolution 2019-01, Updating the City's Fee Schedule, to the Consent Agenda on January 22, 2019.

Nassar/Schneider: The motion was approved by unanimous consent.

7.D Resolution No. 2019-09, Rescinding Prior Decisions to Surplus Certain City-Owned Real Property - Executive

[Cover Page](#)

[Staff Memo re Res 2019-09 re Removal of Surplus Designation for Certain Properties](#)

[Resolution No. 2019-09 \(Formerly 2018-37\) Rescinding Prior Decisions to Surplus Certain City-Owned Real Property](#)

[2018 Surplus Property Report](#)

Deputy City Attorney Sepler introduced the agenda item.

MOTION: I move to forward Resolution No. 2019-09 for approval with the January 22, 2019, Consent Agenda.

Schneider/Deets: The motion was approved by unanimous consent.

7.E Agreement for Provision of Juvenile Detention Facilities - Police

[Cover Page](#)

[2019 Juvenile Detention Facilities Agreement](#)

Deputy City Attorney Sepler introduced the agenda item.

MOTION: I move to forward the Agreement for Provision of Juvenile Detention Facilities for approval with the January 22, 2019 Consent Agenda.

Nassar/Deets: The motion was approved by unanimous consent.

8) CITY COUNCIL DISCUSSION

8.A Process to Select Facilitator for Community Workshop on Youth Mental Health - Mayor Medina

[Cover Page](#)

City Manager Smith introduced the agenda item.

MOTION: I move to delegate the selection of a facilitator for the planned community workshop on youth mental health to the Mayor and Deputy Mayor.

Peltier/Nassar: The motion was approved by unanimous consent.

8.B Discuss Recent Complaint against Councilmember - Mayor Medina

[Cover Page](#)

Mayor Medina introduced the agenda item. He explained the City process and options for Council in connection with the Code compliance complaint against Councilmember Nassar's property.

9) CONSENT AGENDA

9.A Agenda Bill for Consent Agenda

[Cover Page](#)

9.B Accounts Payable and Payroll

[Cover Page](#)

[Report to Council of Cash Disbursements 01-09-19.pdf](#)

[Report to Council of Cash Disbursements 12-26-18.pdf](#)

[Payroll.pdf](#)

Accounts Payable (1-9-19) last check number 349399 from previous run for \$11.36; manual check number sequence 349400 – 349408 for \$49,330; regular check number sequence 349409 – 349468 for \$142,218.55; EFT number 326 for \$13,578.15; ACH 327 – 328 for \$4227.00. Total disbursement = \$209,403.73. Retainage release number 170 for \$1823.66.

Accounts Payable (12-26-18) last check number 349294 from previous run for \$265.26; manual check number sequence 349295 – 349309 for \$668,155.97; regular check number sequence 349310 – 349399 for \$188,034.25; Total disbursement = \$856,190.22.

Payroll (12-20-18) normal direct deposit check sequence 043504 – 043628 for \$307,027.51; normal payroll check sequence 108789 – 108790 for \$4,076.32; vendor check run sequence 108791 – 108800 for \$122,981.96; ACH for \$308.69; Federal Tax Electronic Funds Transfer for \$113,410.96. Total disbursement = \$547,805.44.

Payroll (1-5-19) normal direct deposit check sequence 043629 – 043753 for \$289,663.56; normal payroll check sequence 108801 – 108802 for \$2786.60; normal check number 108818 for \$2333.19; vendor check run sequence 108819 – 108832 for \$315,835.13; ACH for \$308.69; Federal Tax Electronic Funds Transfer for \$109,572.46. Total disbursement = \$720,499.63.

9.C Special City Council Study Session Minutes, December 4, 2018

[Cover Page](#)

[CCMIN 120418 SPECIAL STUDY SESSION](#)

9.D City Council Regular Business Meeting Minutes, December 11, 2018

[Cover Page](#)

[CCMIN 121118 BUSINESS](#)

9.E Ordinance No. 2019-01 (Formerly Ordinance No. 2018-46), Creating a Uniform Process for the Removal and Resignation of Members of Citizen Advisory Committees as well as for the Demotion of the Chairs of Citizen Advisory Committees - Mayor Medina,

[Cover Page](#)

[Ordinance No. 2019-01 Creating a Uniform Process for the Removal of Members of City Advisory Bodies](#)

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

Blossom/Deets: The motion was approved by unanimous consent.

10) COMMITTEE REPORTS

10.A Committee Reports

[Cover Page](#)

[Climate Change Advisory Committee Minutes, October 17, 2018](#)

[Climate Change Advisory Committee Minutes, November 28, 2018](#)

[Environmental Technical Advisory Committee Minutes, November 15, 2018](#)

[Environmental Technical Advisory Committee Minutes, November 19, 2018](#)

[Multi-Modal Transportation Advisory Committee Minutes, October 10, 2018](#)

[Multi-Modal Transportation Advisory Committee Minutes, November 14, 2018](#)

[Utility Advisory Committee Minutes, November 14, 2018](#)

Councilmember Peltier reported on a Puget Sound Regional Council Growth Management Policy Board meeting.

11) FOR THE GOOD OF THE ORDER

Council discussed the upcoming meeting schedule and Council absences.

Councilmember Deets will follow-up on a proposed Joint meeting with the City of Poulsbo and Suquamish tribe.

Mayor Medina noted he has a conflict of interest with the Park District's request for a letter of support for Kitsap Public Facilities District funding for a replacement pool. Deputy Mayor Schneider provided information on the request, and Council authorized her to sign the letter.

Council discussed organizing a visit to the homeless camp.

Councilmembers expressed interest in attending the Bainbridge Island Police Department's Gala at IslandWood.

Council discussed the possibility of filming ward meetings.

12) ADJOURNMENT

Mayor Medina adjourned the meeting at 8:31 p.m.

Kol Medina, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: Village Pump Station Replacement Project Change Order No. 3 - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

Change Order No. 3 is needed for additional repairs to the existing force main on the east side of SR 305, installation of a new flow meter, and replacement materials for the recommended structural backfill.

FISCAL IMPACT:

Amount:	\$58,053.69
Ongoing Cost:	
One-Time Cost:	\$58,053.69
Included in Current Budget?	Yes

BACKGROUND: The Village Pump Station Replacement Project was awarded to Liden Land Development in the amount of \$394,341.29 at the March 27, 2018 City Council meeting. The project consisted of the installation of a new package pump station and removal of the existing station.

Change Order No. 1 was issued on 9/26/18 in the amount of \$26,288.49 due to freight delay causing an extension of the crane operator and time. The City is in negotiations with the pump station supplier to recover these costs, but the change order was required to pay the construction contractor for costs incurred.

Change Order No. 2 was issued on 11/19/18 in the amount of \$10,478.36 for electrical repairs, generator parts for the existing generator heater block, and vegetation removal from the existing station.

Change Order No. 3 in the amount of \$58,053.69 is for alterations to the existing force main on the east side of SR 305, installation of a new flow meter, and replacement of the required structural backfill materials. The re-routed force main will provide better access for future maintenance and will shorten the length, therefore providing for more pumping capacity from the new pump station. The existing unconsolidated fill soil conditions caused the excavation to unexpectedly ravel and the consultant recommended removal of the unsuitable soils and replace with a combination of control density fill, quarry spalls, and suitable compactable structural fill material.

Under Section 5.9 of the City's Procurement Manual, the City Council must approve change orders where the total cumulative amount of change orders is more than 10% of the original contract amount and the contract amount moves to \$300,000 or more.

It is anticipated that this project will be completed within the budgeted amount and that a final change order will be processed at close out.

ATTACHMENTS:

[Village Pump Station Project Change Order No. 3](#)

FISCAL DETAILS: The Sewer CIP - Rehabilitate Pump Station (Village) budget is \$900,000 with a remaining balance of \$206,911.

Fund Name(s): Sewer Fund

Coding:



Change Order

Village Pump Station Replacement Project

City of Bainbridge Island - Public Works Department

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

Change Order No. 3
DATE 11/19/2018
Vendor ID 5262

CONTRACTOR
Liden Land Development & Excavation
1298 Old Military Road, NE
Poulsbo, WA 98370

Contract No. 2180079
PO /Pynt No. 2180076
PO / Ret No. 5%

CHANGE ORDER DESCRIPTION: The contract is hereby revised as shown below and on any applicable attached detail, sheet, and sheet notes to this Change Order.

Item No.	Description	Unit	Unit Price	Bid Qty	Actual Qty	Final CO
Forcemain	8" HDPE Force Main-180 lf mobilzition and demob	LS	\$ 2,500.00		1.00	\$2,500
Traffic Control	Traffic control	LS	\$ 2,000.00		1.00	\$2,000
Clearing	Saw cut 360 lf asphalt	LS	\$ 1,080.00		1.00	\$1,080
Gravel Borrow	Gravel backfill w/compaction and stabilization	CY	\$ 100.00		115.00	\$11,500
Excavation	Disposal of unsuitable soil	CY	\$ 95.50		34.50	\$3,295
Install Package PS	Additional material required-ravel	LS	\$ 1,800.00		1.00	\$1,800
8" Piping	Connect to existing sewer systems	LF	\$ 40.00		180.00	\$7,200
Quarry Spalls	Support for crane and structure fill-ravel	TN	\$ 150.00		33.74	\$5,061
Crushed surface	Crushed surfacing base course-ravel	TN	\$ 150.00		26.00	\$3,900
CDF	Control Density Fill-ravel	CY	\$ 150.00		22.00	\$3,300
HMA CL 1/2	Pavement removal and repair	TN	\$ 250.00		20.50	\$5,125
MH rechannel	Cut in and rechannel manhole @ Deercliff	1.00	\$ 10,000.00		0.50	\$5,000
8" valve	Install isolation valve on exist'g FM	EA	\$ 1,500.00		1.00	\$1,500
					Total C/O:	\$53,260.27

	Amount tax incl.	Sales Tax	Total w/ Tax
Original Contract Amount:	\$361,781.00	\$32,560.29	\$394,341.29
Previous Change Orders:	\$33,731.05	\$3,035.79	\$36,766.84
Current Contract Amount:	\$395,512.05	\$35,596.08	\$431,108.13
Net Change This Change Order:	\$53,260.27	\$4,793.42	\$58,053.69
New Contract Amount:	\$448,772.32	\$40,389.51	\$489,161.83

Contractors

Acceptance: _____
Liden Land Development & Excavation Date

Prepared By: _____
Patricia Jenkins, Project Engineer Date

Approved By: _____
City Manager Date



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: Resolution No. 2019-01 to Update the City Fee Schedule - Finance,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

This resolution incorporates a number of previously-approved changes to the fee schedule or recent changes imposed by outside governmental bodies. This resolution does not implement any new fees.

FISCAL IMPACT:

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

BACKGROUND:

This resolution incorporates a number of recent Council approved fee changes, or recent changes imposed by outside governmental bodies, as follows:

1. The FBI has increased its portion of the concealed weapon permit fee by \$1.25 from \$12.00 to \$13.25.
2. Outdoor burning permits are processed by the Fire Department. The fee schedule needs to reflect a recent decision to not charge for these permits.
3. The State Building Code Council has increased its building permit fees and the fee schedule needs to reflect this change.

4. There are changes to clearing land permits as a result of Resolution No. 2018-35 that necessitate the removal of the no charge land clearing permit from the fee schedule.

5. The City's Storm and Surface Water Management (SSWM) fee is increased from \$184.00 to \$190.07 per impervious surface unit (ISU) in accordance with Ordinance No. 2017-22, which increases the City's SSWM fee by the Seattle June-June CPI-U in each year from 2018 through 2022.

ATTACHMENTS:

[Resolution No. 2019-01 - Amending Fee Schedule](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2019-01

A RESOLUTION of the City Council of Bainbridge Island, Washington, amending the City's Fee Schedule to reflect previously-approved changes to the Fee Schedule or recent changes imposed by outside governmental bodies.

WHEREAS, the City of Bainbridge Island periodically updates the Fee Schedule to reflect City Council actions and the actual cost to the City of various services in accordance with state law; and

WHEREAS, the U.S. Federal Bureau of Investigation has increased its fee for concealed pistol permits by \$1.25 from \$12.00 to \$13.25; and

WHEREAS, outdoor burning permits are processed by the Bainbridge Island Fire Department (BIFD) and the Fee Schedule needs to reflect a recent decision between the City and the BIFD to not charge for these permits; and

WHEREAS, the City collects and remits to the Washington State Building Code Council (SBCC) building permit fees and the SBCC has increased its fees; and

WHEREAS, changes to land clearing permits as a result of Resolution No. 2018-35 necessitate the removal of the no charge land clearing permit from the Fee Schedule; and

WHEREAS, the City's Storm and Surface Water Management (SSWM) fee is increased from \$184.00 to \$190.07 per impervious surface unit (ISU) in accordance with Ordinance No. 2017-22, which increased the City's SSWM fee by the June-June CPI-U for the Seattle-Tacoma-Bellevue area in each year from 2018 through 2022; and

WHEREAS, the City's Fee Schedule needs to be updated to reflect these recent changes in fees.

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

Section 1. Section 6. PERMITS (Except Building & Planning) of the City's Fee Schedule is hereby amended as follows:

CONCEALED PISTOL LICENSE (first time application) ~~\$48.00~~ \$49.25
(RCW 9.41.070(5); Resolution No. 2017-01; Resolution No. 2019-01)
\$18.00 is the City's share; \$18.00 goes to the State; ~~\$12.00~~ \$13.25 goes to the FBI

Section 2. Section 8. FIRE AND INSPECTION FEES of the City's Fee Schedule is hereby amended as follows:

OUTDOOR BURNING PERMITS

(Ordinance No. 2000-27, Resolution No. 2001-28, Resolution No. 2019-01)

All fires must comply with all applicable Washington State laws and regulations.

The property owner is responsible for payment of all permit fees.

Agricultural fires

On land designated by the City or Kitsap County as agricultural land No Charge

All other locations ~~\$70.00~~ No Charge

Firefighting instructional fires No Charge

Recreational fires greater than three feet diameter ~~\$70.00~~ No Charge

Recreational fires less than three feet diameter no permit required

Storm or flood debris burning ~~\$70.00~~ No Charge

(may be waived in times of emergency)

Section 3. Section 9. BUILDING AND PLANNING FEES of the City's Fee Schedule is hereby amended as follows:

BUILDING FEE (SBCC) ~~\$4.50~~ \$6.50 for the first unit, plus (Ordinance No. 92-24, Resolution No. 2019-01) \$2.00 for each additional unit. Commercial projects permitted under the IBC or IEBC \$25.00. This fee is remitted to the State of Washington and funds studies on building activity.

~~LAND CLEARING PERMIT~~ No Charge

Section 4. Section 11. UTILITY FEES, Subsection C. STORM AND SURFACE WATER FEE of the City's Fee Schedule is hereby amended as follows:

C. STORM AND SURFACE WATER FEE

(BIMC 13.24, Ordinance No. 2016-23, ~~and~~ Resolution No. 2017-01, Ordinance No. 2017-22, Resolution No. 2019-01)

Storm and Surface Water fees are billed on property tax bills.

CHARGE PER IMPERVIOUS SURFACE UNIT (ISU) ~~\$184.00~~ \$190.07 annually

Section 5. This resolution will take effect immediately upon passage.

PASSED by the City Council this ___ day of January, 2019.

APPROVED by the Mayor this ___ day of January, 2019.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.

December 31, 2018
January __, 2019
2019-01



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Resolution No. 2019-09, Rescinding Prior Decisions to Surplus Certain City-Owned Real Property - Executive,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

If adopted, Resolution No. 2019-09 would rescind prior decisions of the City Council that declared as surplus the following City-owned real property: Head-of-the-Bay Properties (i.e., Myer's Pit and Old Decant Facility properties), Miller Road Shed/Old County Road Maintenance Site, Weaver Well Property, and the Lovgreen Road Property (i.e., Lovgreen Pit Site).

FISCAL IMPACT:

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

BACKGROUND:

In 2009 and 2011, the City Council designated, through several resolutions, the following properties as surplus to the City's needs: Head-of-the-Bay Properties (i.e., Myer's Pit and Old Decant Facility properties), Miller Road Shed/Old County Road Maintenance Site, Weaver Well Property, and the Lovgreen Road Property (i.e., Lovgreen Pit Site). The City currently still owns each of these properties.

With the passage of time and changing circumstances and needs, there may now be a public use for these properties. If adopted, Resolution No. 2019-09 would remove the "surplus" designation for these properties, allowing the City Council to consider what the best public use of each property may be.

For reference, attached is the 2018 Annual Report on Surplus Real Property, which provides more detail on the five properties at issue. In addition, also attached is a staff memo, which briefly outlines reasons for removing the "surplus" designation for these properties.

ATTACHMENTS:

[Staff Memo re Res 2019-09 re Removal of Surplus Designation for Certain Properties](#)

[Resolution No. 2019-09 \(Formerly 2018-37\) Rescinding Prior Decisions to Surplus Certain City-Owned Real Property](#)

[2018 Surplus Property Report](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Executive Department

Memorandum

Date: January 8, 2019

To: The City Council

From: Robbie Sepler, Deputy City Attorney

Subject: Resolution No. 2019-09;
Summary Reasons Supporting Removal of “Surplus” Designation for Certain
City-Owned Real Property

Resolution No. 2019-09 proposes to rescind prior decisions of the City Council to declare surplus the following City-owned real property: Head-of-the-Bay Properties (i.e., Myer’s Pit and Old Decant Facility), Miller Road Shed/Old County Road Maintenance Site, Weaver Well Property, and the Lovgreen Road Property (i.e., Lovgreen Pit Site).

Reasons supporting the removal of the “surplus” designation for each property are summarized below:

Head-of-the-Bay Properties

- Given the passage of time and changing circumstances and needs, the City Council may wish to review and revisit the potential uses of these properties.

Miller Road Shed/Old County Road Maintenance Site

- The potential for use of this property may change depending on the ongoing Island Center Subarea Planning Process.

Weaver Well Property

- The City has an interest in retaining the water rights attached to this property.
- Due to the property's low potential for development, sale of the property would likely not generate much revenue.

Lovgreen Road Property

- In 2014, the City Council made the decision to use the Lovgreen Road Property to hold clean road spoils (e.g., road shoulders, ditch cleaning, pot holing, and landslide waste).
- The City has an interest in continuing to use the property for this purpose.

RESOLUTION NO. 2019-09

A RESOLUTION of the City Council of Bainbridge Island, Washington, rescinding prior decisions of the City Council that declared surplus certain City-owned real property.

WHEREAS, the City owns a 6.08-acre parcel of real property in the Head-of-the-Bay area just south of Carmella Lane, which property is commonly known as the Myer's Pit and identified as Parcel No. 272502-2-016-2002; and

WHEREAS, adjacent to the Myer's Pit, the City also owns a 6.2-acre parcel of real property in the Head-of-the-Bay area, which property is commonly known as the Old Decant Facility and identified as Parcel No. 272502-2-050-2009; and

WHEREAS, the City owns a 3.28-acre parcel of real property located at 8964 Miller Road NE, which property is commonly known as the Miller Road Shed/Old County Road Maintenance Site and identified as Parcel No. 202502-1-049-2002; and

WHEREAS, the City owns a 0.69-acre parcel of real property at the intersection of Shepard Way NW and Weaver Road NW, which property is commonly known as the Weaver Well Property and identified as Parcel No. 272502-4-035-2005; and

WHEREAS, the City owns a 14.39-acre parcel of real property located off of Miller Road NE, which property is commonly known as the Lovgreen Property or Lovgreen Pit Site and identified as Parcel No. 092502-4-002-2006; and

WHEREAS, on September 2, 2009, the City Council adopted Resolution No. 2009-24, which declared the Head-of-the-Bay Properties (i.e., Myer's Pit and the Old Decant Facility properties) to be surplus to the needs of the City and authorized the sale of the two properties if certain conditions specified in the resolution were met; and

WHEREAS, on September 2, 2009, the City Council adopted Resolution No. 2009-20, which declared the Miller Road Shed/Old County Road Maintenance Site to be surplus to the needs of the City and authorized the sale of the property if certain conditions specified in the resolution were met; and

WHEREAS, on September 2, 2009, the City Council adopted Resolution No. 2009-23, which declared the Weaver Well Property to be surplus to the needs of the City and authorized the sale of the property if certain conditions specified in the resolution were met; and

WHEREAS, on August 10, 2011, the City Council adopted Resolution No. 2011-16, which declared the Lovgreen Road Property (i.e., the Lovgreen Pit Site) to be surplus to the needs of the City and authorized the sale of the property if certain conditions specified in the resolution were met; and

WHEREAS, the Head-of-the-Bay Properties (i.e., Myer's Pit and Old Decant Facility properties), Miller Road Shed/Old County Road Maintenance Site property, Weaver Well Property, and Lovgreen Road Property (i.e., Lovgreen Pit Site) are legally described on attached and incorporated **Exhibit A**; and

WHEREAS, since being declared surplus, the Head-of-the-Bay Properties (i.e., Myer's Pit and Old Decant Facility properties), Miller Road Shed/Old County Road Maintenance Site property, Weaver Well Property, and Lovgreen Road Property (i.e., Lovgreen Pit Site) have not been sold and remain City-owned real property; and

WHEREAS, the City Council now desires to reconsider whether there are public uses for these properties and wishes to rescind its prior decisions declaring these properties to be surplus to the needs to the City.

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

Section 1. Resolution Nos. 2009-20, 2009-23, and 2009-24 are hereby repealed in their entirety and the City Council hereby finds and declares that the Myer's Pit, Old Decant Facility, Miller Road Shed/Old County Road Maintenance Site, and Weaver Well properties, which are legally described on **Exhibit A**, are no longer surplus to the needs of the City of Bainbridge Island.

Section 2. The City Council hereby finds and declares that the Lovgreen Pit Site, legally described on **Exhibit A**, is no longer surplus to the needs of the City of Bainbridge Island. To the extent that Resolution No. 2011-16 conflicts with this resolution, this resolution shall control.

Section 3. This resolution shall take effect immediately after its passage.

PASSED by the City Council this ____ day of _____, 2019.

APPROVED by the Mayor this ____ day of _____, 2019.

By: _____

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: _____

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.

December 31, 2018
January ____, 2019
2019-09

Attached: Exhibit A

Exhibit A
Legal Descriptions of Real Property

Myer's Pit (Head-of-the Bay)
(Parcel No. 272502-2-016-2002)

PART OF THE WEST HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF SECTION 27, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., KITSAP COUNTY, WASHINGTON DESCRIBED AS FOLLOWS:

BEGINNING AT THE NORTHWEST CORNER OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER; THENCE SOUTH 89°32'51" EAST 660.97 FEET, MORE OR LESS, TO THE NORTHEAST CORNER OF THE WEST HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER; THENCE SOUTH 0°04'46" EAST 729.50 FEET; THENCE NORTH 88°18'40" WEST 297.12 FEET; THENCE SOUTH 1°21'20" WEST 112.11 FEET; THENCE SOUTH 66°40'20" WEST 162.82 FEET; THENCE NORTH 74°49'30" WEST 219.64 FEET, MORE OR LESS, TO THE SECTION LINE; THENCE NORTH 0°03'02" WEST 850.75 FEET ALONG THE SECTION LINE TO POINT OF BEGINNING CONTAINING 12.3 ACRES, MORE OR LESS;

EXCEPT THAT PORTION CONVEYED TO THE CITY OF WINSLOW PER STATUTORY WARRANTY DEED RECORDED UNDER AUDITOR'S FILE NO. 8309270152;

TOGETHER WITH AN EASEMENT FOR ROAD PURPOSES OVER AND ACROSS A STRIP OF LAND 30 FEET WIDE, THE CENTERLINE OF WHICH IS DESCRIBED AS FOLLOWS:

BEGINNING AT A POINT 15 FEET WEST FO THE SOUTHEAST CORNER OF THE WEST HALF OF THE SOUTHWEST QUARTER OF THE NORTHWEST QUARTER OF THE ABOVE MENTIONED SECTION AND RUNNING; THENCE NORTH 0°04'46" WEST 247.0 FEET, MORE OR LESS; THENCE NORTH 85°25' WEST 492 FEET; THENCE NORTH 26°50' WEST 120 FEET; THENCE NORTH 7°00' EAST 70 FEET, MORE OR LESS, TO ABOVE DESCRIBED COUNTY PROPERTY.

Old Decant Facility (Head-of-the Bay)

(Parcel No. 272502-2-050-2009)

TH PTN OF W1/2 SW1/4 NW1/4 DAF BAT NW COR OF SW1/4 NW1/4 TH S89*32'51E 315FT TH S0*00'02E 722.01FT TH S88*18'40E 49.38FT TO NW COR OF PRTY CNVYD TO ELMER SWEDINE BY DEED RECD SEPT 11 1961 UNDER AUD NO 754980 TH S1*21'20W 112.11FT TH S66*40'20W 162.82FT TH N74*49'30W 219.64 FT M/L TO W SEC LN TH N0*03'02W 850.75FT ALG SD SEC LN TO TPOB EXC N 15FT OF E 179.76FT ALSO EXC A STRIP OF LAND 30FT IN WIDTH FOR RD PURP CTRLN OF WH IS DAF BAT NW COR OF SW1/4 NW1/4 TH S89*32' 51E 660.97FT M/L TO NE COR OF W1/2 SW 1/4 NW1/4 TH S0*04'46E 729.50FT TH N88* 18'40W 312.12FT BEING TPOB OF 30FT STRIP TH S1*21'20W 103.62FT TH S66* 40'20W 146.73FT TH N74*41'39W 95FT M/L TO E LN OF EXST R/W ALSO EXC ESMT FOR RD PURP RECD UNDER AUD NO 422781 ALSO EXC ESMT FOR UTIL PURP RECD UNDER AUD NO 782718 ALSO EXC BUCKLIN HILL RD TGW ESMT OVER STRIP OF LAND 30FT WIDE FOR RD PURP CTRLN DAF BAAP 15FT W OF SE COR OF W1/2 SW1/4 NW1/4 TH N0*04'46W 247.0 FT M/L TH N85*25'W 492FT TH N26*50'W 120FT TH N7*00'E 70FT M/L TO ABV DESC CO PRTY

Miller Road Shed/Old County Road Maintenance Site

(Parcel No. 202502-1-049-2002)

BEGINNING AT A POINT ON THE EAST BOUNDARY LINE OF SECTION 20, WHICH POINT IS 700 FEET NORTH OF THE ONE QUARTER SECTION POST ON THE EAST BOUNDARY LINE OF SECTION 20, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., KITSAP COUNTY, WASHINGTON; THENCE RUNNING WEST 512 FEET; THENCE NORTH 22.50° WEST 223 FEET; THENCE NORTH 125 FEET; THENCE NORTH 82° EAST 390 FEET; THENCE SOUTH 119 FEET; THENCE EAST 209 FEET TO THE EAST BOUNDARY LINE OF SAID SECTION 20; THENCE SOUTH ALONG SAID BOUNDARY LINE 261 FEET TO A POINT OF BEGINNING. LESS 10 FEET ON NORTH END RESERVED FOR ROAD.

SITUATE IN THE COUNTY OF KITSAP, STATE OF WASHINGTON.

Weaver Well Property

(Parcel No. 272502-4-035-2005)

PT OF NW 1/4 SE 1/4 THE E 200FT OF W 215FT OF S 200FT OF NW 1/4 NW 1/4 SE 1/4 EX RD

Lovgreen Pit (Lovgreen Property)
(Parcel No. 092502-4-002-2006)

THAT PORTION OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SECTION 9, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., KITSAP COUNTY, WASHINGTON DESCRIBED AS FOLLOWS:

BEGINNING AT THE SOUTHWEST CORNER OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SECTION 9; THENCE NORTH $0^{\circ}11'22''$ EAST 495.25 FEET TO A POINT WHICH IS 834 FEET SOUTH OF THE NORTHWEST CORNER OF SAID SOUTHEAST QUARTER OF THE NORTHEAST QUARTER; THENCE SOUTH $89^{\circ}48'34''$ EAST 200.00 FEET; THENCE SOUTH $35^{\circ}31'56''$ EAST 607.49 FEET; THENCE SOUTH $89^{\circ}58'42''$ WEST 554.69 FEET TO THE POINT OF BEGINNING;

AND THAT PORTION OF THE NORTH HALF OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 25, RANGE 2 EAST, W.M., KITSAP COUNTY, WASHINGTON LYING WESTERLY OF THE FOLLOWING DESCRIBED LINE:

BEGINNING AT A POINT 100 FEET WEST OF THE NORTHEAST CORNER OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER OF SAID SECTION 9; THENCE SOUTHEASTERLY TO A POINT 100 FEET EAST OF THE SOUTHEAST CORNER OF SAID NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE SOUTHEAST QUARTER TO THE TERMINUS OF SAID LINE;

AND THE NORTH 100 FEET OF THAT PART OF THE FOLLOWING DESCRIBED TRACT LYING EAST OF THE COUNTY ROAD TRAVERSING SAID PROPERTY IN A GENERAL NORTHERLY AND SOUTHERLY DIRECTION, THAT IS TO SAY:

BEGINNING AT THE NORTHWEST CORNER OF THE SOUTHEAST QUARTER OF SECTION 9, TOWNSHIP 25, RANGE 2 EAST, W.M., KITSAP COUNTY, WASHINGTON; THENCE SOUTH 214.50 FEET; THENCE EAST 884 FEET; THENCE SOUTH 26.50° WEST 394 FEET; THENCE EAST 606 FEET; THENCE NORTH 569.91 FEET; THENCE WEST 1320 FEET TO PLACE OF BEGINNING.



CITY OF
BAINBRIDGE ISLAND

Executive Department
Memorandum

Date: 8/14/2018
To: The City Council
From: Robbie Sepler, Deputy City Attorney
Subject: Annual Report on Surplus Real Property

This memorandum will provide an update on the status of the City's surplus properties and the progress made since the August 2017 report to the City Council.

From 2009-2011, the City undertook a comprehensive review of City-owned real property. The result was a series of decisions to surplus various properties, with some properties identified for transfer to the Bainbridge Island Metropolitan Park and Recreation District ("BIMPRD"), and some properties identified as candidates to be sold.

Table 1 provides an overview of the surplus properties still owned or recently transferred by the City as of August 1, 2018. This report then provides an update on the current status of these surplus properties.

Table 1.

Property	Year of Surplus	Intended Disposition	Status
Head-of-the-Bay property (2 parcels)	2009	Market sale	City still owns
Miller Rd.	2009	Market sale	City still owns
Weaver Well Site	2009	Negotiated sale to affordable housing nonprofit, or market sale	City still owns
Islander Mobile Home Park (IMHP) shares	2010	Market sale upon vacancy of individual shares	5 shares sold 2011-2016 2 shares remain
Lovgreen Rd.	2011	Transfer to BIMPRD	City determined to retain for spoils disposal; surplus resolution should be rescinded
Pritchard Park (3 parcels)	2011	Transfer to BIMPRD	Once NOAA has signed, the City and BIMPRD will have executed a transfer agreement for one of the parcels. The City will retain the other two parcels. Surplus resolution should be clarified as to what parcels the City will retain.
Manitou Beach Tidelands	2011	Transfer to BIMPRD	City still owns, transfer to BIMPRD is in process
Manitou Beach Uplands	2017	Transfer to BIMPRD	City still owns, transfer to BIMPRD is in process
Islandwood Trail	2017	Transfer to BIMPRD	City still holds easement, transfer to BIMPRD is in process
Unnamed 30-Foot Strip (Related to the 10-Acre Soutter Addition to the Grand Forest)	2018	Transfer to BIMPRD	The City and BIMPRD have executed a transfer agreement.

Head of the Bay Parcel (Myer's Pit) (Parcel No. 272502-2-016-2002)

Current Status:

In 2014, the City finalized a boundary line adjustment that resolved an encroachment with the property to the South and provided an access and utility easement along Carmella Lane. Resolution No. 2009-24 specified that a conservation easement should be granted in favor of Bainbridge Island Land Trust along Cooper Creek to protect the salmon habitat and conservation work. A trail easement across the northern boundary will be retained to connect the Bethany Lutheran Church trail with the Lost Valley trail easements. As noted below, no active recreation facilities can be located at this site.

Background:

- a. Description of the location and size of the property: This is a 6.08 acre parcel in the Head of the Bay area just south of Carmella Lane; adjacent to the Old Decant Facility.
- b. Description of the circumstances under which the property was obtained: The purchase of this parcel was approved by the City Council on May 9, 2001, under a Real Estate Contract with Kitsap County that was signed on August 13, 2001. Lovgreen Road and the Miller Road Shed were purchased under the same contract. The City paid the appraised price for two of the parcels and received the third parcel at no cost. Final payment was made in 2011. In connection with the Brewer Settlement Agreement, the City agreed that no active recreation facilities are permitted.
- c. Description of the funds used to acquire the property: General Fund.
- d. Surplus information: The parcel was declared surplus by Resolution No. 2009-24, and staff was authorized to list the property with a real estate agent through a multiple listing service or sell the parcel to Puget Sound Energy through a negotiated sale.
- e. Description: The parcel was used by Kitsap County for extraction of gravel and for stockpiling road building materials. The site was used by the Operations and Maintenance Department following the City's acquisition in 2001. It is unused at the current time.



Head of the Bay Parcel (Old Decant Facility) (Parcel No. 272502-2-050-2009)

Current Status:

In 2014, the City finalized a boundary line adjustment that resolved an encroachment with the property to the South, created a well protection area, and provided an access and utility easement along Carmella Lane. A trail easement across the western boundary will be retained to connect the Bethany Lutheran Church trail with the Lost Valley trail easements. As noted below, no active recreation facilities can be located at this site.

Background:

- a. Description of the location and size of the property: This is a 6.2 acre parcel in the Head of the Bay area just south of Carmella Lane and adjacent to Myer's Pit.
- b. Description of the circumstances under which the property was obtained: The City Council approved the purchase of this parcel on June 16, 1983 for use as a maintenance facility and new well site. The property was purchased from Kitsap County on September 12, 1983.
- c. Description of the funds used to acquire the property: General Fund; Limited Tax General Obligation Bonds issued under Limited Tax General Obligation Bond Ordinance No. 83-06. The final payment was made in 1993.
- d. Surplus information: The parcel was declared surplus by Resolution No. 2009-24, and staff was authorized to list the property with a real estate agent through a multiple listing service or sell the parcel to Puget Sound Energy through a negotiated sale.
- e. Description: The parcel was used as a decant facility and for storage of equipment by the Operations and Maintenance Department. It is unused at this time. Under the Brewer settlement agreement, no active recreation facilities are permitted.



Miller Road Shed/Old County Road Maintenance Site (Parcel No. 202502-1-049-2002)

Current Status:

The property was surveyed in 2011 and a boundary line adjustment was prepared to address conflicting legal descriptions. The survey also revealed that a portion of the road that serves the Island Cemetery parcel is on City property. An ingress and egress access easement was prepared to grant Island Cemetery use of the road. A boundary line adjustment was put on hold when agreement could not be reached with one of the property owners. That property has subsequently been sold. In addition to the boundary line adjustment and cemetery easement, a new ingress and egress access easement and maintenance agreement among all of the adjacent property owners will need to be finalized and recorded. The parcel should also be reviewed by the Non-Motorized Transportation Committee to see if retaining a trail easement is advisable.

Background:

- a. Description of the location and size of the property: A 3.28 parcel located at 8964 Miller Road NE adjacent to Kol Shalom and near Bainbridge Gardens.
- b. Description of the circumstances under which the property was obtained: The purchase of this parcel was approved by the City Council on May 9, 2001, under a Real Estate Contract with Kitsap County which was signed on August 13, 2001. Lovgreen Road and Meyer's Pit were purchased under the same contract. The City paid the appraised price for two of the parcels and received the third parcel at no cost. Final payment was made in 2011.
- c. Description of the funds used to acquire the property: General Fund.
- d. Surplus information: The property was declared surplus by Resolution No. 2009-20 with authorization to list it for sale with a real estate agent through a multiple listing service.
- e. Description: The Road Shed site was used by Kitsap County as a storage and vehicle servicing facility for Kitsap County Public Works equipment. The property is zoned R-2; seven residential lots/units are permitted. There are no critical areas on the parcel. An access easement, along the northern property line, is granted to adjoining properties to the northeast. A well on the site was decommissioned to Department of Ecology standards on June 14, 2002.



Weaver Well Property (Parcel No. 272502-4-035-2005)

Current Status:

This property was reviewed by Public Works to assess the site's current significance to the Water Utility. The conclusion was that the City does not need the site for our water system. To prepare for a sale of the property, the City would need to: (1) properly decommission the existing wells; and (2) transfer the water rights to another location where they would be useful to the City.

Before proceeding with this process, staff would review costs associated with a transfer and the potential market value of the property sale.

Background:

- a. Description of the location and size of the property: This is a .69-acre parcel at the intersection of Shepard Way and Weaver Road NW, on the western edge of Winslow in a residential neighborhood. Note: An appraisal and 2000 study refer to this parcel as being .92 acres.
- b. Description of the circumstances under which the property was obtained: It was acquired by the Town of Winslow in the 1950s.
- c. Description of the funds used to acquire the property: Unknown; the Finance Department has no record of its purchase.
- d. Surplus information: The parcel was declared surplus by Resolution No. 2009-23 with the recommendation that the City retain water rights and an access and utility easement. The surplus recommendation specified that a negotiated sale with a nonprofit provider of affordable housing be attempted first, and if unsuccessful, the property may be listed through a multiple listing service.
- e. Description: The property has two City non-potable wells used to obtain water for use in the City's operations. There is a small shed on the west side. The City proposed locating a decant facility on this site in 1999-2000 but faced significant community opposition. The site is zoned R-3.5, but a stream divides the parcel. The stream is an unregulated class V stream, and there are no stream setback requirements for use of the parcel. A 2003 appraisal says that the parcel's highest and best use is subdivision into 3 lots. [Note: In 2003, Michelle Fischer arranged for an appraisal of the parcel in connection with a property transfer between departments. No information on this transfer could be found in the files.]



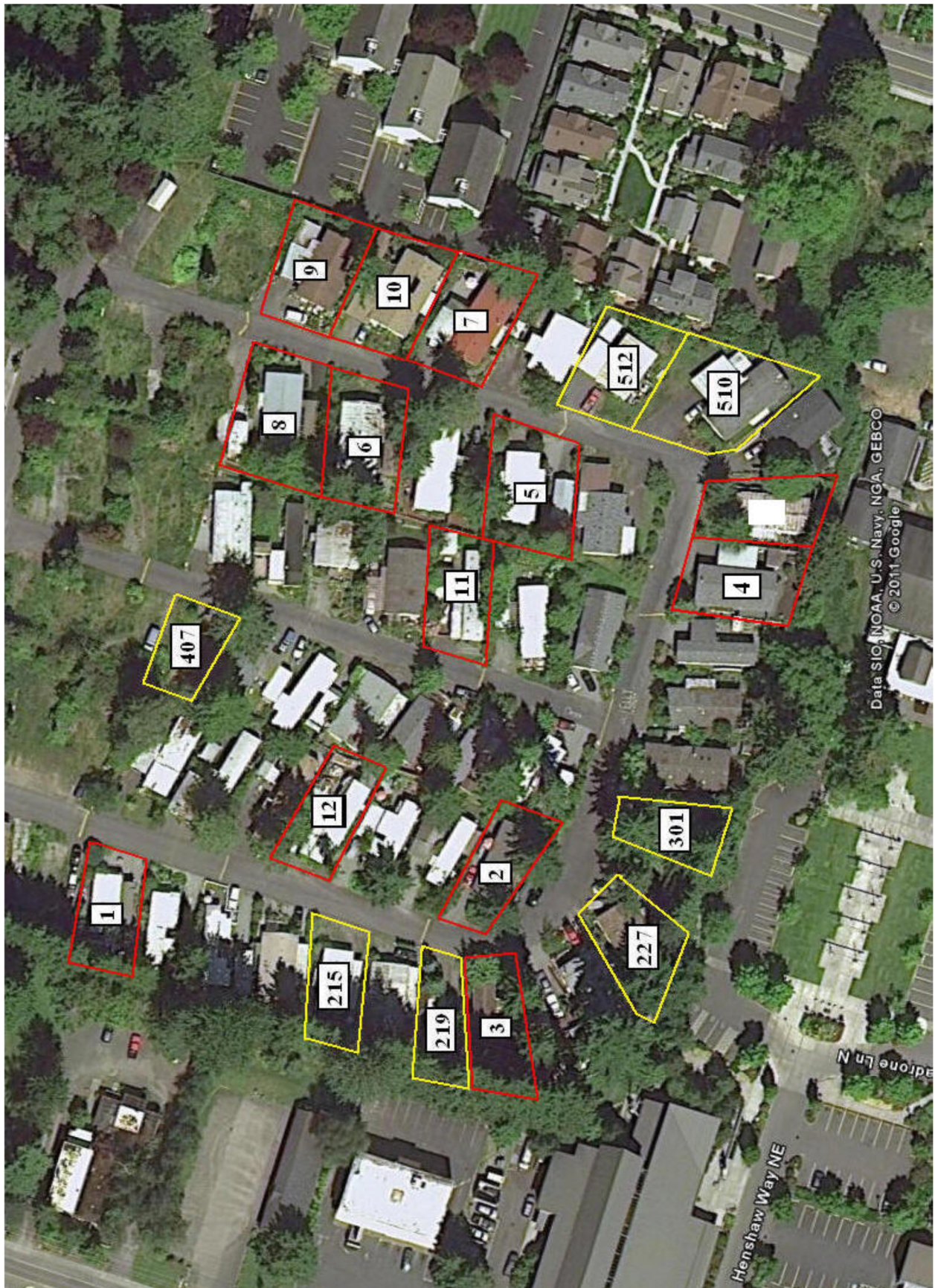
Islander Mobile Home Park

Current Status:

In 2016, the City sold three City-owned shares. One of these shares was sold to the long-term tenant of the property. Two additional shares became vacant due to the death of the residents, and the City sold those shares using a closed bidding process. The City will continue to pursue the sale of the remaining two shares when circumstances allow. Until that time, the current tenants will remain in place and are responsible for paying the monthly fees for their units.

Background:

- a. Description of the location of the property: The Islander Mobile Home Park property is located in downtown Winslow, just north of City Hall.
- b. Description of the circumstances under which the property was obtained: In 2003, after 30 years of ownership by a private individual, the Islander Mobile Home Park property was put up for sale. In 2004, the City purchased seven shares in the Islanders Mobile Home Park Association for affordable and income qualified housing purposes, all of which Shares were associated with residents who wanted to remain at the park but were financially unable to purchase a share in the Association.
- c. Description of the funds used to acquire the property: General Fund.
- d. Surplus information: The parcel was declared surplus by Resolution No. 2010-24 on August 25, 2010, and staff were authorized to sell the shares only as current residents choose to vacate and the shares become available. The sale price of the City's Shares will be generally calculated based upon the Multiple Listing Service data for appreciation/depreciation rates of residential real estate in the City, from the date of the City's initial purchase of the City's Shares, which calculation the City generally accepts as a fair and accurate estimate of the "fair market value."
- e. Description: The Islander Residents Association is a non-profit corporation formed with the stated purpose of purchasing the majority of the Islander Mobile Home Park and then owning and operating it as a mobile home park in perpetuity. The City purchased seven shares in the association, associated with the addresses 215, 219, 227, 301, 407, 510 and 512 Madrona Way (shown on attached map) and entered into subleases with the current residents. The shares associated with 227 and 301 Madrona Way remain under City ownership, with subleases to the current tenants.



Lovgreen Road (Parcel No. 092502-4-002-2006)

Current Status:

In 2014, the City determined to use this site for spoils disposal and completed the regulatory requirements for use of the site. As it is now used for City operations, the City should rescind the surplus resolution for this site to clarify the property's status.

Background:

- a. Description of the location and size of the property: A 14.39-acre site located off of Miller Road.
- b. Description of the circumstances under which the property was obtained: The purchase of this parcel was approved by the City Council on May 9, 2001, under a Real Estate Contract with Kitsap County which was signed on August 13, 2001. The City paid the appraised price for two of the parcels and received the third parcel at no cost. Final payment was made in 2011.
- c. Description of the funds used to acquire the property: General Fund.
- d. Surplus information: The City Council declared the property surplus pursuant to Resolution No. 2011-16 and authorized its transfer to the BIMPRD. In November 2014, the City Council chose to move forward with the re-use option that was presented.
- e. Description: This was the site of a former gravel pit. Mining operations ceased in 1992.



Pritchard Park (Parcel No. 352502-1-001-2001, No. 352502-1-034-2002, and No. 352502-1-035-2001)

Current Status:

Once NOAA has signed, the City and BIMPRD will have executed a transfer agreement for one of the parcels (Parcel No. 352502-1-001-2001). The City will retain the other two parcels (Parcel No. 352502-1-034-2002 and No. 352502-1-035-2001). The City Council should, by resolution, clarify that the parcels retained by the City are not surplus real property.

Background:

- a. Description of the location and size of the property: Approximately 49.5 acres of the Wyckoff-Eagle Harbor Superfund Site.
- b. Description of the circumstances under which the property was obtained: The City purchased, in successive phases, three parcels of the Wyckoff-Eagle Harbor Superfund Site in the years 2004-2006.
- c. Description of the funds used to acquire the property: Funds from the voter-approved Open Space Bond, sent to the voters by Ordinance No. 2001-36, and grant money
- d. Surplus information: The City Council declared the property surplus pursuant to Resolution No. 2011-16 and authorized its transfer to the BIMPRD.
- e. Description: This property, generally, is the former Wyckoff Creosote property, home to wood treatment operations from the early 1900's to 1994. During the nearly 90 years of operations, the soils at the facility and the groundwater beneath became contaminated with creosote and other wood treatment compounds. In 1987, the Environmental Protection Agency listed the site as a Superfund site and commenced remedial action in 1990.

Manitou Tidelands (Parcel No. 142502-3-107-2005)

Current Status:

The City continues to own the parcel. The City Attorney's Office has prepared a draft transfer agreement to transfer the parcel to the BIMPRD, which will soon be submitted to the BIMPRD for review and approval.

Background:

- a. Description of the location and size of the property: A 0.13-acre parcel located on Manitou Beach Drive NE.
- b. Description of the circumstances under which the property was obtained: The City acquired the Manitou Tidelands with funds from the voter-approved Open Space Bond, sent to the voters by Ordinance No. 2001-36.
- c. Description of the funds used to acquire the property: Bonds issued pursuant to Ordinance No. 2001-36.
- d. Surplus information: The City Council declared the property surplus pursuant to Resolution No. 2011-16 and authorized its transfer to the BIMPRD
- e. Description: The property is a tideland parcel that the City acquired from Peter and Elyse Kane.

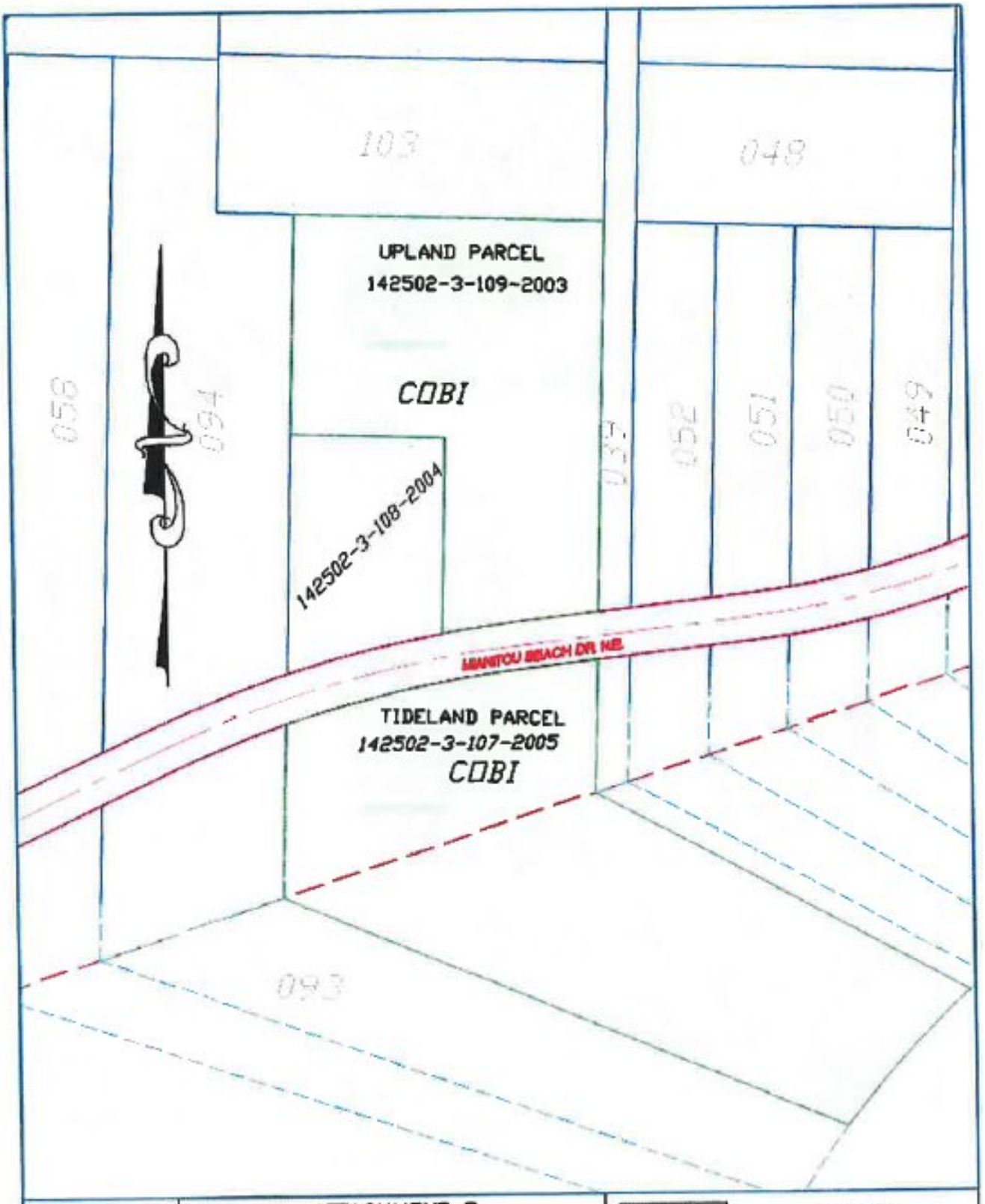
Manitou Uplands (Parcel No. 142502-3-109-2003)

Current Status:

On January 30, 2018, the City and the adjacent property owners executed a Purchase and Sale Agreement for the north 25-feet of the parcel, with the City retaining ownership of the remainder. The City Attorney's Office has prepared a draft transfer agreement to transfer the parcel to the BIMPRD, which will soon be submitted to the BIMPRD for review and approval.

Background:

- a. Description of the location and size of the property: A 0.88-acre parcel located on Manitou Beach Drive NE.
- b. Description of the circumstances under which the property was obtained: The City acquired the Manitou Uplands with funds from the voter-approved Open Space Bond, sent to the voters by Ordinance No. 2001-36.
- c. Description of the funds used to acquire the property: Bonds issued pursuant to Ordinance No. 2001-36.
- d. Surplus information: The City Council declared the property surplus pursuant to Resolution No. 2017-12 and authorized its transfer to the BIMPRD
- e. Description: The property is an upland parcel that the City acquired from Peter and Elyse Kane.



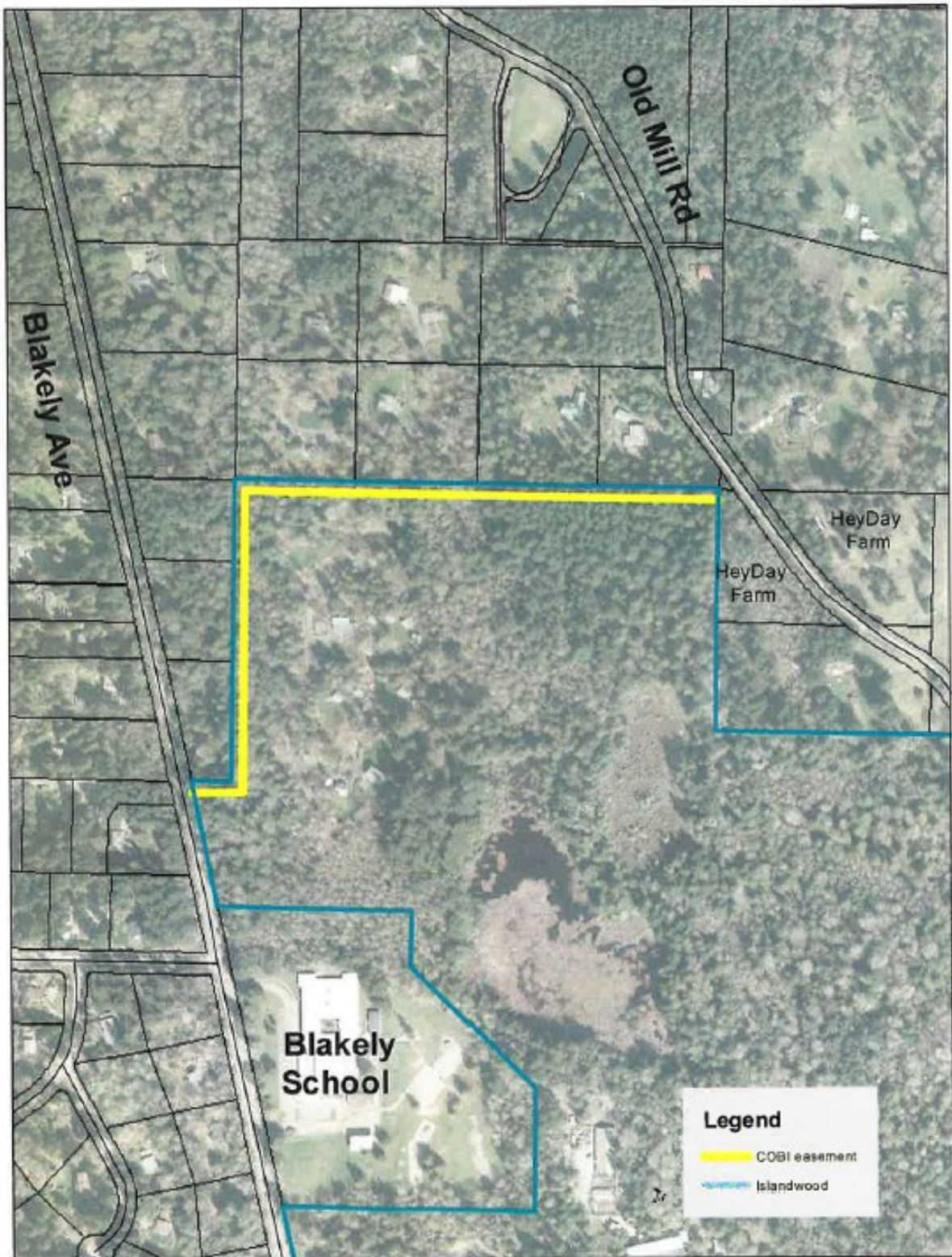
IslandWood Trail (AFN 200208270486)

Current Status:

The City continues to hold the easement. The City Attorney's Office has prepared a draft transfer agreement to transfer the easement to the BIMPRD, which will soon be submitted to the BIMPRD for review and approval.

Background:

- a. Description of the location and size of the property: 15-foot wide easement along a portion of Parcel No. 032402-1-033-2002.
- b. Description of the circumstances under which the property was obtained: The City acquired the Trail Easement from IslandWood for the purpose of providing public access to the easement area for pedestrian and non-motorized recreational activities, such as walking, bicycling, jogging, running, and riding horses.
- c. Description of the funds used to acquire the property: N/A
- d. Surplus information: The City Council declared the easement surplus pursuant to Resolution No. 2017-11 and authorized its transfer to the BIMPRD.
- e. Description: The City's Non-Motorized Transportation Advisory Committee recommended that the City allow the BIMPRD to construct a non-motorized trail over the easement. The City Council held a public hearing on the proposed transfer on April 11, 2017.



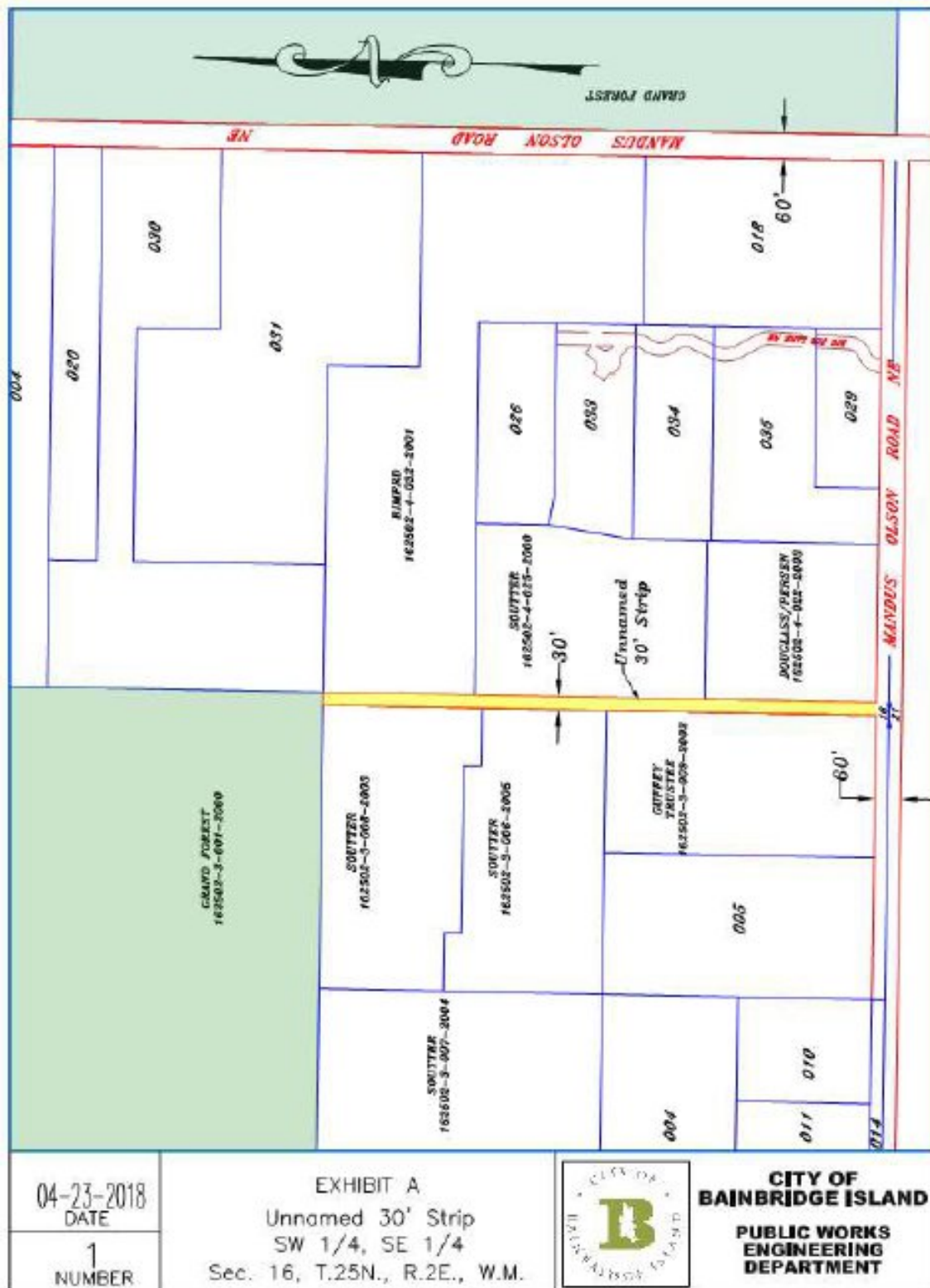
Unnamed 30-Foot Strip

Current Status:

The City and the BIMPRD executed a transfer agreement on July 24, 2018, approving the transfer of the property from the City to the BIMPRD.

Background:

- a. Description of the location and size of the property: A 30-foot strip of property running north from Mandus Olson Road.
- b. Description of the circumstances under which the property was obtained: On February 27, 2017, Kitsap County conveyed fee title to the unnamed 30-foot strip to the City by quit claim deed.
- c. Description of the funds used to acquire the property: N/A
- d. Surplus information: The City Council declared the easement surplus pursuant to Ordinance No. 2018-16 and authorized its transfer to the BIMPRD.
- e. Description: The BIMPRD, the Bainbridge Island Land Trust, and Sarah Soutter have agreed to a proposed transaction that, if completed, would ultimately result in a 10-acre addition to the Grand Forest. The transfer of the 30-foot strip from the City to the District is a necessary step for the proposed transaction to be completed.





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Agreement for Provision of Juvenile Detention Facilities - Police,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

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

RECOMMENDED MOTION:
Approve with Consent Agenda.

SUMMARY:

Consider the renewal of an existing agreement with Kitsap County for the detention of juveniles for offenses that are within the jurisdiction of, and charged within, the Bainbridge Island Municipal Court under RCW 13.04.030(1)(e)(iii).

FISCAL IMPACT:

Amount:	
Ongoing Cost:	500.00
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: Kitsap County is authorized by law to operate a Juvenile Detention Facility for juvenile offenders. The City of Bainbridge Island does not have or operate such a facility. Attached is a proposed renewal of an existing agreement with the County for the detention of juveniles for offenses that are within the jurisdiction of, and charged within, the Bainbridge Island Municipal Court under RCW 13.04.030(1)(e)(iii).

If approved, this agreement would be effective from January 1, 2019, through December 31, 2019, unless terminated earlier or extended. Under the proposed agreement, the City of Bainbridge Island is not required to continuously house juvenile offenders with Kitsap County.

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s): General Fund

Coding: 51011236/551000

AGREEMENT FOR PROVISION OF JUVENILE DETENTION FACILITIES
BETWEEN KITSAP COUNTY AND THE CITY OF BAINBRIDGE ISLAND

This AGREEMENT FOR THE PROVISION OF JUVENILE DETENTION FACILITIES (“Agreement”) is entered into by and between Kitsap County (“County”), a political subdivision of Washington State, and the City of Bainbridge Island, a municipal corporation of Washington State (“City”).

RECITALS

WHEREAS, the County is authorized by law to operate the Kitsap County Juvenile Detention Facility (“Detention Facility”) to confine juvenile offenders;

WHEREAS, the City does not possess sufficient facilities to confine juvenile offenders;

WHEREAS, the County has space available in its Detention Facility and is amenable to making such space available to confine the City’s juvenile offenders, pursuant to the lawful authority of the City, for a rate of compensation as mutually agreed to by the parties; and

WHEREAS, the County and the City have determined that it would be mutually beneficial to the parties to enter into this Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals which are incorporated herein by this reference, the parties agree as follows:

SECTION 1 DEFINITIONS

- 1.1 “Admitted” or “Admission” of the Juvenile by Kitsap County will occur when the Detention Facility staff has advised City’s Representative that the Juvenile presented to the Detention Facility for confinement has been accepted for admission by the Detention Facility, the booking process completed, and Kitsap County has taken physical control of the Juvenile.
- 1.2 “Additional Health Care Services” means any medical, mental health, dental or other form of health care and/or treatment provided to a Juvenile not routinely provided by Kitsap County’s in-house health care provider in the Detention Facility, regardless of where such services are provided including, without limitation, emergency medical services, prescriptions, laboratory tests, medical imaging services, necessary durable medical equipment, and any in-patient or out-patient treatment or referral.
- 1.3 “Bed-Day” means any consecutive period of time exceeding 12 hours during which a Juvenile is in the custody of the Kitsap County Juvenile Department Detention Facility, which includes booking.
- 1.4 “Booking” means the process in which the Juvenile’s personal data is recorded, the City’s Representative confirms the Juvenile’s identity and the lawful basis for

confinement, and any other screening process routinely required by the Detention Facility prior to Admission.

- 1.5 “City Representative” means an authorized member of the City of Bainbridge Island Police Department or other authorized representative of the City.
- 1.6 “Detention Facility” means Kitsap County Juvenile Department Detention Facility.
- 1.7 “Detention Manager” means the Manager of the Kitsap County Juvenile Detention Facility or his/her designee.
- 1.8 “Gravely Disabled” means a person who, as a result of a mental disorder, is in danger of serious physical harm resulting from a failure to provide for his/her essential human needs of health or safety; or manifests severe deterioration in routine functioning evidenced by repeated and escalating loss of cognitive or volitional control over his/her actions and is not receiving such care as is essential for his/her health or safety.
- 1.9 “Juvenile” means a youth under the chronological age of eighteen years of age arrested on a Bainbridge Island warrant or by the City’s law enforcement officers for violation of a law for which confinement of a juvenile is lawful.
- 1.10 “Partial Bed-Day” means any consecutive period of time of 12 hours or less during which a Juvenile is in the custody of the Kitsap County Juvenile Detention Facility, which includes Booking.

SECTION 2 SERVICES

- 2.1 This Agreement is limited to the detention of juveniles for offenses which are within the jurisdiction of, and charged within, the Bainbridge Island Municipal Court under RCW 13.040.030(1)(e)(iii).
- 2.2 The County agrees to accept Juveniles for confinement in the Detention Facility and the City agrees to compensate the County for such services as provided in this Agreement.
- 2.3 The County will provide the Juveniles confined in the Detention Facility with access to the same education, medical, dental, and other services provided to other juveniles confined in the Detention Facility as required by law and County policy and procedures.
- 2.4 Juvenile Compliance. All Juveniles confined in the Detention Facility shall be subject to and expected to comply with all Detention Facility rules, including those related to discipline, emergency, safety and security rules.
- 2.5 Juveniles Exceeding 18 years. Upon the prior written request from the City, the County may continue to confine the City’s Juveniles in the Detention Facility beyond the age of 18 years, but in no event older than 21 years of age.
- 2.6 Right of Refusal. The County at all times and for all purposes under this Agreement

retains the absolute right in its sole discretion to reject, limit, or revoke the acceptance of any or all Juvenile(s), or any other person, for confinement in the Detention Facility at any time and for any reason whatsoever.

- 2.7 Non-Detention Services. Court services, probation services, or the like, shall continue to be the sole responsibility of the City and are not subject to this Agreement.

SECTION 3 TERM

This Agreement shall commence on the date last signed by both parties ("Effective Date") and terminate on December 31, 2019, unless terminated or extended. This Agreement may be extended for additional consecutive one (1) year periods at the mutual written agreement of the parties, not to exceed a total of Five (5) years. Neither party has an obligation to extend this Agreement.

SECTION 4 TERMINATION

This Agreement may be terminated by either party, at the mutual convenience of the party, upon 60 days' prior written notice to the Contract Representative of the other party. The notice shall set forth the reasons for the termination and identify the specific plan for accommodating the removal of the Juveniles affected by the termination. In the event of termination, the City shall at its own expense, transport the Juveniles from the Detention Facility on or before the effective date of the termination.

SECTION 5 COMPENSATION AND BILLING

- 5.1 Bed-Day Rate/Housing. The City shall pay the County a basic fee of One Hundred Twenty-Five Dollars (\$125.00) per bed-day for every Juvenile confined in the Detention Facility
- 5.2 Partial Bed-Day Rate. The City shall pay the County a partial bed-day fee of \$62.50 per partial bed-day for every Juvenile confined in the Detention Facility.
- 5.3 Method of Billing. County will invoice the City monthly for amounts due the County under this Agreement for services provided in the previous month. Such fees shall be due and payable by the City within thirty (30) days from the billing date. Account balances overdue 30 days or more will be subject to a service charge of 1% per month (12% per annum). Should collection become necessary, the City shall be responsible for the payment of all collection costs, including reasonable attorney fees, associated with the collection of late payments.
- 5.4 Annual Increase. The bed-day and partial bed-day rate shall be increased annually by one hundred percent (100%) of that percentage increase set forth in the All Urban Consumers Index (CPI-U) (1982-1984=100) for the Seattle-Tacoma-Bremerton area as is specified by the Bureau of Labor Statistics, United States Department of Labor for the prior 12-month period ending in December; provided, however, the increase shall not be more than six percent (6%) of the amount for the prior year.
- 5.5 Other Costs. The City shall promptly pay all other costs, including those for

Additional Health Care Services to the County or third parties as provided herein.

SECTION 6

PRESENTATION AND ADMISSION

- 6.1 Prior Verification. *Prior* to presenting a Juvenile for confinement, the City's Representative shall contact the Detention Facility and obtain verification from the Detention Manager that the Detention Facility may Admit the Juvenile for confinement and ensure the order authorizing confinement contains a provision authorizing the Detention Manager to provide emergency medical treatment to the Juvenile. Prior verification does not guarantee Admission by the Detention Facility.
- 6.2 Presentation. When presenting a Juvenile to the County for confinement, the City Representative shall remain at the Detention Facility with the Juvenile and comply with all requirements of this Section and all Detention Facility procedures and rules until the Juvenile has been admitted.
- 6.3 Prohibitions
- A. Any Juvenile who is unconscious, under the influence of alcohol and/or drugs (as determined by Kitsap County), or Gravely Disabled may not be Admitted into the Detention Facility.
 - B. Any Juvenile with significant injuries, or who reports that he/she is currently experiencing significant medical or mental health issues, may be Admitted in the Detention Facility only when the Juvenile has been medically cleared for confined Detention by a medical doctor, nurse practitioner, or other equivalent medical personnel, and approved by Kitsap County.
- 6.4 Certification. The City is at all times solely responsible for determining that all Juveniles presented by City Representatives to the County for confinement are lawfully detained and confined, and certifies the same by the act of presenting the Juvenile for confinement to the Detention Facility. The City shall defend, indemnify and hold the County harmless as provided herein for any claim or action resulting from the detention of a Juvenile wrongfully presented by the City, or its representative, to the County for confinement.
- 6.5 Intake Assessment. When presenting a Juvenile to the Detention Facility for confinement, the City's Representative shall provide the Detention Facility staff with the following:
- A. Duration/Conditions – provide copies of all records in the possession pertaining to the Juvenile's confinement, which includes without limitation, all relevant court orders which identify the duration and other terms of confinement.
 - B. Emergency Medical Treatment - ensure the order of confinement contains authorization for Director of Kitsap County Juvenile Detention Facility to provide the Juvenile emergency medical treatment.

- C. Intake Assessment – provide all information requested on the Detention Facility Intake Assessment attached hereto as **Exhibit A**.
 - D. Parental Consent (Medical Treatment) – provide a signed copy of the Parental Consent for Medical Treatment and a copy of any medical insurance coverage information for the Juvenile in the event the Juvenile requires medical treatment while in the Detention Facility. See **Exhibit B - Parental Consent for Medical Treatment**. The City is and remains responsible for obtaining all consents and providing medical insurance coverage information.
 - E. Medical/Mental Health Status – provide a copy of the Juvenile’s medical records in the City’s possession and advise the Detention Facility staff of all information known about a Juvenile’s medical and mental health status (current and historical), including the Juvenile’s psycho-sexual history.
 - F. Drugs/Alcohol - inform the Detention Facility staff of all information known about the Juvenile’s alcohol and drug usage (current and historical).
 - G. ADA Accommodations - inform the Detention Facility staff of any known accommodation needs of the Juvenile consistent with the requirements of the Americans with Disabilities Act.
 - H. Other Information - provide all relevant information available regarding the Juvenile and such other information/documentation routinely required by the Detention Facility.
- 6.6 Admission. The City Representative transporting the Juvenile to the Detention Facility shall remain at the Detention Facility with the Juvenile until advised by the Detention Facility staff that the preliminary portion of the booking procedure has been completed and the Juvenile has been admitted into the Detention Facility.
- 6.7 Personal Property. Upon Admission of the Juvenile for confinement, County agrees to accept and store the Juvenile’s personal belongings in an amount not to exceed a day pack or equivalent in volume. Any personal belongings exceeding this amount will require approval from County. Any personal property not removed from the Detention Facility by the Juvenile upon the Juvenile’s release from the Detention Facility will be deemed to be abandoned and automatically become the property of the County without the requirement of further court action.
- 6.8 Notice. The County will use reasonable efforts to advise the City if a Juvenile is being detained by another law enforcement agency on a warrant issued by the City.

SECTION 7

LEGAL REPRESENTATION- JUVENILE

The City shall be responsible for responding to requests for legal assistance or legal representation made by the Juvenile confined in the Detention Facility. The County will notify the City of any requests for legal assistance or legal representation made by a Juvenile to a County detention officer.

SECTION 8

TRANSFER AND RELEASE

- 8.1 Release. The Juvenile may be released from confinement from the Detention Facility as provided below.
- A. Request by City. The Juvenile may be released to the City's Representative upon written direction or verified verbal direction from the City's Representative.
 - B. Court Order/Bail. The Juvenile may be released by valid court order or posting of bail.
 - C. Treatment. The Juvenile may be released due to medical, mental health, dental treatment or any other health care services not available within the Detention Facility.
 - D. Emergency/Catastrophe. The Juvenile may be released in the event of any emergency or catastrophic condition occurring that poses a reasonably imminent danger to the safety of the Juvenile or County personnel. The decision to release or remove persons from the Detention Facility will be at the sole discretion of the County. In such cases, the County will provide the City reasonable notice of the removal and shall exercise reasonable care for the safekeeping and custody of the Juvenile(s) so removed.
- 8.2 Resumption of Custody. The City shall be deemed to have resumed custody of the Juvenile upon the County's presentation of the Juvenile to the City, or upon the City's Representative taking physical control of the Juvenile.

SECTION 9

TRANSPORTATION AND SECURITY

- 9.1 Transportation. Unless otherwise agreed, the City shall be responsible for all transportation of Juveniles, which includes the delivery and pickup of the Juvenile(s) for all purposes under this Agreement.
- 9.2 Release. A City Representative shall be promptly available to pick up the Juvenile when released from the Detention Facility, regardless of the basis of the release. Promptly available means immediately available, and in no event longer than four (4) hours after the City receives notice from the County of the Juvenile's release. Notice for this purpose may be a written or oral notice from the Detention Facility to the City.
- 9.3 Reimbursement – Transportation/Security. In the event that the County provides the transportation, regardless of the reason, the City shall be required to reimburse the County for all costs of transportation and associated security incurred by the County to secure emergent medical evaluations, emergency treatment and to support the reasonable necessary operational needs of the Detention Facility. The cost for transportation and custodial security time performed by County staff shall be the Internal Revenue Service mileage rate in effect at the time of the service performed and the current cost to provide a detention officer (currently \$40.14 per officer per hour).

SECTION 10

HEATH CARE

- 10.1 Services Provided. Upon County's Admission of the Juvenile, the County will provide the Juvenile at no additional charge the routine medical services that are readily available to other detainees from the County's in-house third-party health care provider for which the health care provider does not render a separate billing for providing such service to a detainee. Services for which a separate billing is provided are considered Additional Health Care Services.
- 10.2 Reimbursement. The City shall reimburse County for its proportion of all Additional Health Care Services and associated costs and expenses in providing such services to a Juvenile. Reimbursement shall be paid directly to the County or third parties, as directed by the County.
- 10.3 Hospitalization. In the event a Juvenile is hospitalized, the County will advise the City. The City's Representative will advise the County accordingly if the City will be providing the security or requests the County to do so. If the City is to provide the custodial security, the Juvenile shall be released to the custody of the City. If the County agrees to provide the custodial security for the Juvenile, the City shall be responsible for reimbursing the County for all costs associated with the transportation and custodial security, as provided in Section 9.
- 10.4 Emergency/Non-emergent Care (outside) Facility – Notification. The County will use reasonable efforts to notify the City within four (4) business hours of transport (Monday-Friday, 9am – 5pm) of emergent care for a Juvenile outside the Detention Facility. For non-emergent care outside of the facility, the County will use reasonable efforts to notify the City before noon on the next business day after the transport occurs. Lack of notice will not relieve the City of its reimbursement obligations to Kitsap County.
- 10.5 No Waiver of Right to Seek Reimbursement. Nothing in this Agreement shall be construed to waive the rights of either party to seek reimbursement for costs from the Department of Social and Health Services, or from the detainee, his or her parent/guardian, or any other responsible third-party.

SECTION 11

INSURANCE AND INDEMNIFICATION

- 11.1 Insurance. The County and City shall maintain, throughout the term of this Agreement, insurance adequate to protect both parties against claims that may arise as a result of the performance of this Agreement. Such insurance shall be placed with responsible insurers, self-insured, or carried through participation in an insurance pool at levels of coverage adequate to protect the County and the City against loss, and as ordinarily carried by municipalities engaged in similar operations. Upon request of the other party, the County and City shall provide evidence of liability coverage.
- 11.2 Indemnification. The City agrees to defend, indemnify and hold harmless the County, its appointed and elected officials, employees and agents from and against all liability, loss, cost, damage and expense whatsoever, including costs and attorney's fees in defense thereof because of actions, claims or lawsuits alleging damages sustained by any person or property including death at any time resulting thereof, arising from or alleged to have arisen from: i) the City's performance under this Agreement or as a

consequence of any wrongful or negligent acts or omission of the City, its appointed and elected officials, employees and agents; ii) the wrongful detention of a Juvenile as a result of the City's actions or failure to act; and/or iii) failure or refusal to timely release a Juvenile as a result of the City's actions or failure to act.

- 11.3 To the extent the claim, damages, losses and expenses are caused by intentional acts of or by the concurrent negligence of Kitsap County, its officers, agents, or employees, the City's indemnification obligation hereunder shall be limited to the City's proportionate share of liability as agreed to by the parties to this Agreement or determined by a court of competent jurisdiction.
- 11.4 Kitsap County agrees to defend, indemnify and hold harmless the City, its appointed and elected officials, employees and agents from and against all liability, loss, cost, damage and expense including costs and attorney's fees in defense thereof because of actions, claims or lawsuits alleging damages sustained by any person or property including death at any time resulting thereof, arising from, or alleged to have arisen from: i) Kitsap County's performance under this Agreement or as a consequence of any wrongful or negligent acts or omission of Kitsap County, its appointed and elected officials, employees and agents; ii) wrongful detention of a Juvenile as a result of Kitsap County's actions or failure to act; and/or iii) Kitsap County's failure or refusal to timely release a Juvenile.
- 11.5 To the extent the claim, damages, losses and expenses are caused by intentional acts of or by the concurrent negligence of the City, its officers, agents, or employees, Kitsap County's indemnification obligation hereunder shall be limited to Kitsap County's proportionate share of liability as agreed to by the parties to this Agreement or determined by a court of competent jurisdiction.
- 11.6 Solely for the purposes of this indemnification provision, the City expressly waives any immunity derived from Title 51 (Industrial Insurance) of the Revised Code of Washington or the City's equivalent thereof, and acknowledges that this waiver was mutually agreed upon by the parties.
- 11.8 Obligations/Notice of Claim. County will provide the City notice of the assertion of liability by a third party that may give rise to a Claim by County against the City based on the indemnity contained herein. City shall promptly advise County in writing, which shall in no event exceed 14 calendar days from the notice date, whether City accepts or denies tender of the claim. City shall reimburse County for all fees and costs of defense whether incurred before or after the notice of claim. City shall keep County timely and fully informed through all stages of the defense and promptly respond to and comply with County's requests for information. The County at all times reserves the right, but not the obligation, to participate in the defense and such participation shall not constitute a waiver of City's indemnity and defense obligations under the Contract.

SECTION 12

GOVERNING LAW

Governing Law/Venue. The Agreement, and the Juvenile(s) confined under this Agreement, shall be made under, construed in accordance with, and governed by the laws of the State of Washington, without regard to conflicts of law or choice of law provisions. Any action arising out of, related to or in connection with this Agreement shall be instituted and

maintained only in a court of competent jurisdiction in Kitsap County, Washington or as provided by RCW 36.01.050.

SECTION 13 CONTRACT REPRESENTATIVES

Unless otherwise provided herein, any required notice will be in writing and deemed given and received either on the date personally served to the other party's Contract Representative or on the third day after the date of the postmark of deposit by registered or certified first class U.S. mail, postage prepaid and properly addressed to the Contract Representative as follows:

County: Michael S. Merringer
Director
Kitsap County Juvenile and Family Court Services
Kitsap County Juvenile Service Center
1338 SW Old Clifton Road
Port Orchard, WA 98367

City: Matthew Hamner
Chief of Police
Bainbridge Island Police Department
280 Madison Avenue North
Bainbridge Island, WA 98110

SECTION 14 NON-DISCRIMINATION

The parties in the performance of this Agreement shall not discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88 354 and Americans with Disabilities Act of 1990.

SECTION 15 INDEPENDENT CONTRACTOR

For all purposes, each party will act in its individual capacity and not as an agent, employee, partner, joint venture, or associate of the other. An employee, agent, or subcontractor of one party shall not be deemed or construed to be the employee, agent or subcontractor of the other for any purpose whatsoever including responsibility for any federal or state tax, industrial insurance or social security liability.

SECTION 16 ACCESS AND RECORDS

16.1 Access - Detention Facility. The City shall have the right to inspect, at mutually agreeable times, the Detention Facility in order to confirm the County maintains standards acceptable to the City and that its detainees are treated appropriately. The County agrees to manage, maintain and operate its Detention Facility consistent with applicable federal, state and local laws.

16.2 Access to Juveniles. City law enforcement shall have the right to interview Juveniles at any reasonable time within the Detention Facility and the option to use the Detention Facility interview rooms.

- 16.3 Records. The County agrees to maintain a system of record keeping relative to the booking and confinement of each Juvenile consistent with the record keeping by the County for all other detainees. The County will keep records of all medical, mental health or dental services it provides to a Juvenile as required by law. The County agrees to share all information, including insurance information, regarding a Juvenile with the City as authorized by law.

SECTION 17

GENERAL PROVISIONS

- 17.1 Force Majeure. Neither party shall be in default by reason of any failure in performance of this Agreement if such failure arises out of causes beyond their reasonable control and without the fault or negligence of said party including acts of God, terrorism and other acts of public enemy, war, epidemics or quarantine restrictions.
- 17.2 No Waiver. No waiver of any right under this Agreement shall be effective unless made in writing by an authorized representative of the party to be bound thereby. Failure to insist upon full performance on any occasion shall not constitute consent to or waiver of any continuation of nonperformance or any later nonperformance; nor does payment of a billing or continued performance, after notice of a deficiency in performance, constitutes acquiescence thereto.
- 17.3 Priority. The Detention Facility policies and rules shall apply for all purposes, unless they conflict with the terms and conditions of this Agreement. In the event of conflict, this Agreement will control.
- 17.4 Modification. No supplement, modification, or amendment of any term of this Agreement will be deemed binding or effective unless in writing and signed by both parties.
- 17.5 Assignment/Delegation. Neither party may assign or delegate its rights, nor its responsibilities under this Agreement to a third party, without the prior written consent of the other party. Any purported assignment or delegation in violation of the subsection is void.
- 17.6 Severability. The provisions of this Agreement are severable. Any term or condition of the Agreement or application thereof deemed to be illegal, invalid or unenforceable, in whole or in part, shall not affect any other term or condition of the Agreement and the parties' rights and obligations will be construed and enforced as if the Agreement did not contain the particular provision.
- 17.7 Third Party Beneficiary. Nothing under this Agreement shall be construed to give any rights or benefits in the Agreement to anyone other than the County and the City, and all duties and responsibilities undertaken pursuant to this Agreement will be for the sole and exclusive benefit of the County and the City, and not for the benefit of any other party.
- 17.8 No Waiver. Either party's failure to insist on strict performance of any term or condition of the Agreement shall not be deemed a waiver of that term or condition even if the party accepting or acquiescing in the nonconforming performance knows of the nature of the performance and fails to object to it.

- 17.9 Entire Agreement. The parties acknowledge that this Agreement is the product of negotiation between the parties and represents the entire agreement of the parties with respect to its subject matter. All previous agreements and representations, whether oral or written, entered into prior to this Agreement are hereby revoked and superseded.
- 17.10 Provisions Required by Law. Each and every provision of law and any clause required by law to be in the Agreement shall be read and enforced as though it were included herein and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the Agreement shall forthwith be physically amended to make such insertion or correction.
- 17.11 Counterparts. This Agreement may be executed by the parties in any number of separate counterparts, each of which when executed and delivered shall be deemed an original, and all such counterparts shall together constitute one original document. All signatures need not be on the same counterpart.
- 17.12 Survival. Those provisions of the Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive such as references to compensation and indemnification. Those provisions include, but are not limited to, Sections 5 (Compensation and Billing); 6 (Presentation and Admission); 9 (Transportation and Security); 10 (Health Care); 11 (Insurance and Indemnification); 12 (Governing Law); 15 (Independent Contractor) and 17 (General Provisions).
- 17.13 Authorization. Any authorizations, actions required, or permitted to be taken, and any document required or permitted to be executed under this Agreement will be taken or executed only by a duly authorized representative of the party. Each party warrants and represents to the other that the person signing below has been properly authorized and empowered to execute this Agreement on behalf of the Party for whom they sign.

Approved and executed this _____ day of _____ 2019

CITY OF BAINBRIDGE ISLAND

Morgan Smith, City Manager

Approved and executed this _____ day of _____ 2019

**BOARD OF COUNTY COMMISSIONERS
KITSAP COUNTY, WASHINGTON**

ATTEST:

EDWARD E. WOLFE, Chair

CHARLOTTE GARRIDO, Commissioner

Dana Daniels
Clerk of the Board

ROBERT GELDER, Commissioner

EXHIBIT A

DETENTION FACILITY INTAKE ASSESSMENT

HEALTH SERVICES INTAKE SCREENING FORM

Date:

Time:

Juvenile Name:				Age:	
Legal Guardian:			Phone:		
Address:					
DOB:	Sex:	POB:	Ethnicity:	JCS #:	
Hgt:	Wgt:	Hair:	Eyes:		

Examiner's Observations

1.	Unconscious	Yes	No
2.	Visible signs of trauma or illness requiring emergency medical care Describe:	Yes	No
3.	Obvious fever, swollen glands, jaundice or evidence of infection. Describe:	Yes	No
4.	Evidence of cough, coughing up blood, weight loss or night sweats. Describe:	Yes	No
5.	Poor skin condition, rash, vermin or needle marks. Describe:	Yes	No
6.	Under the influence of alcohol, or other mind-altering drugs, including inhalants (within the past 6 hours). Describe:	Yes	No
7.	Visible signs of ETOH or drug withdrawal, i.e. extreme perspiration, pinpoint pupils, shakes, nausea, vomiting or cramping. Describe:	Yes	No
8.	Behavior suggesting suicide or assault, i.e. withdrawn, suicidal thoughts, or aggressive behavior. Describe:	Yes	No
9.	Carrying medication or reporting being on medication: With you: Y ☐ N ☐ List:	Yes	No
10.	Visible signs of physical deformity. (Scars/Marks/Tattoos:) Describe:	Yes	No
11.	Allergies Describe:	Yes	No
12.	Have you had a recent head injury? Describe:	Yes	No
13.	Under the care of a Physician? With who: For what:	Yes	No
14.	Females: Are you currently pregnant? Date of last Menstrual Cycle: Method of birth Control:	Yes	No
15.	Temperature:		

Screening Officer: _____ DO# _____

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EXHIBIT B
PARENTAL CONSENT FOR MEDICAL TREATMENT

**KITSAP COUNTY JUVENILE DETENTION CENTER
HEALTH SERVICES**

Parental Consent for Medical Treatment

I, _____, parent/legal guardian of _____, a detainee at the Kitsap County Juvenile Detention facility (KCJDF), do hereby give my consent for the routine and/or emergency medical or dental care and/or immunizations, as deemed necessary by the Health Services staff or the Detention Specialist staff.

-In the event my child develops a medical or dental problem beyond the capabilities of the KCJDF Health Services, I authorize the medical or dental facility, the medical or dental provider to which my child is referred, to evaluate and treat as indicated.

-I further authorize the medical or dental facility; the medical or dental provider to release such information as may be needed for the completion of hospital claims, to any insurer or to the KCJDF and Health Services for the determination of follow-up treatment.

-I also agree to be financially responsible for any and all medical and dental care, including prescriptions that may be necessary for my child.

-I further authorize the KCJDF staff, under the direction of the Health Services staff; to administer any approved prescription or over-the-counter medications, to my child pursuant to the prescribed medical indications and directions on the container. All approved medications given my child shall be appropriately recorded.

-Emergency medical care will be provided at Kaiser Permanente in Port Orchard, at CHI Franciscan Health Urgent Care Clinic, Port Orchard, the Emergency Room, Harrison Medical Center, Bremerton, or the Emergency Room, Naval Hospital, Bremerton, (dependent upon acuteness, urgency and eligibility for care), unless otherwise specified.

Our family physician is (Name) _____ (Phone#) _____ and, if possible, should be notified in order to provide emergency and continuing medical care for my child.

This authorization is valid from this date of this authorization until the minor has completed all detention time under this Cause Number as ordered by the Court, or until the minor has reached the age of consent.

Medical Insurance		Contract Number		Group Number	

(If possible, please attach a photocopy of the coupon or insurance card.)

Parent / Guardian / Other _____ Date _____ Time _____

DO# _____
Detention Officer / Probation Officer _____ Date _____ Time _____

VERBAL Consent

Verbal consent given by _____, parent or legal guardian of named juvenile
For the medical or dental care listed above by telephone conference with the Detention Intake Officer.

(Two Detention Officers' signatures are required when receiving verbal medical consent)

Detention Officer #1 _____ **DO#** _____ **Date:** _____ **Time:** _____

Detention Officer #2 _____ **DO#** _____ **Date:** _____ **Time:** _____

Comments: _____

***Notify parents: HIPPA rights notification is "on-line" on the Juvenile Department's webpage or they may request a printed copy.**

Are there any medical problems your child is being treated for?	Yes	No
If yes, describe; _____		
Is your child taking any medication?	Yes	No
If yes, describe; _____		
Is there any important information we should know about your child?	Yes	No
If yes, describe; _____		
Does your child have any food/drug allergies or require any special needs while in detention?		
If yes, describe; _____		

Have visitation times and procedure been explained?	Yes	No
Has court time and/or probable cause weekend procedure been explained?	Yes	No

Is the child in special education or does the child have an IEP (Individual Education Plan) at school?	Yes	No
Does the child receive SSI (Supplemental Security Income)?	Yes	No
Does the Child have a DDD (Division of Developmental Disabilities) Case Manager?	Yes	No

Case Managers name: _____



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 22, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:50 PM) Committee Reports,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Report

PROPOSED BY: Executive

RECOMMENDED MOTION:

Information only.

SUMMARY:

Recent committee reports are provided for information only.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Climate Change Advisory Committee Minutes, December 17, 2018.pdf](#)

[Ethics Board Minutes, November 19, 2018.pdf](#)

[Ethics Board Minutes, December 17, 2018.pdf](#)

[Marine Access Committee Minutes, November 7, 2018.pdf](#)

[Marine Access Committee Minutes, December 10, 2018.pdf](#)

[Multi-Modal Transportation Advisory Committee Minutes, December 12, 2018.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CLIMATE CHANGE
ADVISORY COMMITTEE
WEDNESDAY, DECEMBER 17, 2018
CITY HALL
280 MADISON AVENUE
NORTH
BAINBRIDGE ISLAND, WA 98110

MINUTES

Attendees: James Rufo Hill, David McCaughey, Deb Rudnick, Michelle McClure, Lara Hansen, Mike Cox, Derik Broekhoff, Gary Lagerloef

Absent: Nora Ferm

Public attendees: Brandon Leyritz (PSE), Debbie ^{Weinmann} Lyman (Western Student)

Council Liaison: Councilmember Ron Peltier (for Joe Deets)

6:21 pm Call to Order

6:24 Roll Call

6:25 Accept or Modify Agenda:

Deb Rudnick modified the agenda to change:

“Climate Mayors Electric Vehicle Purchasing Collaborative” to discuss “COBI fleet EV ”

6:26 Conflict of Interest Disclosure: none noted.

6:26 Approve November 28, 2018 minutes.

6:27 Public Comment- none

6:28 New CCAC member appointment by Council: Michael Cox

6:29 Work Plan

- Tracking and Sharing of Workplan within Committee and outside Committee discussed. Decision to use common spreadsheet.
- Committee discussed workplan items. Completed all but seven items, being held over to January meeting.

7:41 January meeting:

Date approved for 16 January, agenda will focus on completion of workplan and development of committee report to Council for February.

7:45 pm Adjourned



Co-Chair

01/16/19



CITY OF
BAINBRIDGE ISLAND

ETHICS BOARD
REGULAR MEETING
MONDAY, NOVEMBER 19, 2018
CITY HALL
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

Minutes

1. Call to order. Meeting was called to order at 6:34 PM Present were Scott Wilder, Maradel Gale, Brian Strully, Ingrid Billies, and Joe Deets, Council liaison. Also present members of the public Salvatore "Sal" DeRosalia, Bonnie McBryan, and David Johnson.
2. Changes or Additions to Agenda. Maradel asked to add an item between items 7 and 8 on the agenda.
3. Disclosure of conflicts of interest. None.
4. Minutes of the ^{October 17} ~~September~~ 2018 meeting were accepted. ~~Melanie Keenan's presentation paper will be attached with the minutes.~~
5. Communications. Maradel and Brian had communications back and forth with each other with regard to their subcommittee. Scott emailed with Bonnie McBryan, Councilman Peltier.
6. Public Comment. Discussion regarding the process for complaints and notifying the person the complaint is against.
7. Frank Gremse's Complaint. Revision of response to the complaint by the Board. Maradel presented the work she and Brian had done within their subcommittee. Board discussion on the subcommittee work product. Specifics will be addressed within the subcommittee and their drafted response.
8. David Johnson's Complaint. Discussion by the Board, and response drafted by the subcommittee.
9. Chip McDermott's Complaint. Discussion on the complaint, Scott will draft the response and bring to the next meeting.
10. Bonnie McBryan's Complaint. The subcommittee will revise the response. Scott will email all the complainants before the next meeting with status of the decisions.
11. Training schedule for other committees/Review Education Module. Scott will be doing training for a couple of committees before the next meeting. There is a need for someone to do some training for a committee in January.
12. Items for next meeting agenda. Final draft for all complaints. Review Education Module. Election of new Chair person.
13. Next meeting date. December 17, 2018, 6:30 PM.
14. Adjournment. 8:02 PM.


Scott Wilder, Chair

12/17/18
12/17/18

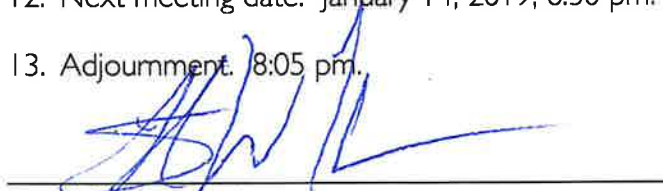


CITY OF
BAINBRIDGE ISLAND

ETHICS BOARD
REGULAR MEETING
MONDAY, DECEMBER 17, 2018
6:30 PM – 8:00 PM
COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

Minutes

1. Call to order. Meeting was called to order at 6:33 PM Present were Scott Wilder, Maradel Gale, Brian Strully, Suzanne Keel-Eckmann, Ingrid Billies, and Matthew Tirman, Council representative.
2. Welcome New Member. The Board welcomed new member, Suzanne Keel-Eckmann.
3. Changes or Additions to Agenda. None.
4. Disclosure of conflicts of interest. None.
5. Minutes of the November 2018 meeting were accepted with corrections.
6. Communications. Brian and Maradel had communications for the sub-committee. Scott had communications with Roz. Scott presented the Education Module to ETAC, Rasham Nassar and Leslie Schneider. He also had interviews with the candidates for the open position on the Ethics Board.
7. Public Comment. None.
8. Complaints. Frank Gremse's Complaint. Brian led a discussion on the Advisory Opinion. A final draft of the Advisory Opinion was decided. Discussion on Johnson complaint led by Maradel. A final draft of the Advisory Opinion was decided. Discussion on McDermott complaint. Determination for McDermott complaint was accepted by the Board as written. McBryan complaint discussion led by Maradel. McBryan Advisory Opinion accepted by the Board.
9. Proposed changes to the Code. Maradel and Brian led a discussion of the proposed changes.
10. Training update/Review Education Module. Waiver, advisory opinion.
11. Items for next meeting agenda. Proposed changes to the Code, proposed changes to the Education Module. Annual report, work plan for next year.
12. Next meeting date. January 14, 2019, 6:30 pm.
13. Adjournment. 8:05 pm.



Scott Wilder, Chair



CITY OF
BAINBRIDGE ISLAND

**Marine Access Committee
Special Meeting Minutes
November 7, 2018**

The meeting was **called to order** at 5:35 pm by Co-Chair Anthony Oddo.

Minutes were recorded by Elise Wright. **In attendance** were Committee Members Fred Grimm, Peter Hill, Anthony Oddo and Elise Wright, Harbor stewards Mark Leese and Rich Seubert and Council Liaison Ron Peltier.

No **conflicts** were reported

The October 2018 minutes were **approved**. (Hill, Grimm)

City Staff members in attendance were

Tami Allen, Harbormaster

Officer Ben Sias, BI Police Department

Aaron Claiborne, COBI Public Works

Several members of the public were present.

From Bainbridge Island Rowing: Sue Entress, President of BIR Board,
Board Member Rob Hershberg, Head Coach Bruce Beall.

From the DUOWM Liveaboard Community:

Ted Davis, Rich Seubert, Jason Deitehler, Susie and Reince Wilson, Ted Stoughton

Community Members: Charlotte and Andy Rovelstad, Dave Henry

Council Liaison Report: Ron reports that the Council would like us to share information and take the initiative to take comments on buoy placement in the Dave Ullin Open Water Marina (DUOWM) at the workshop/Open House on Monday, Dec 10th.

Harbor Stewards Report:

Mark Leese reminded us of the Harbor Stewards' concerns re certain features of the Waterfront Dock. The Stewards are (Mark is?) coordinating the lighted ships to tie up at the dock for the Dec. 8th "Winter Wonderland" event. He refers us to the Parks brochure for timing. The Argosy will arrive at 8pm for caroling.

Harbormasters Report: Since our meeting is a week early Tami had not yet compiled the figures for October dock moorage. She reports there has been the expected seasonal drop in moorage collections. The oily boat from Manitou has been removed and disposed of. There is still a submerged vessel north of Manzanita.

Ongoing business:

Committee Vacancy - a successful applicant could join MAC in January. Community member Dave Henry suggested a representative of the live aboard community join the committee.

Lapinski Dock Variance: Elise reported that the site of a dock for which a variance has been sought in central Eagle Harbor has been visited from the water. It and the buoy being sought have the potential of infringing on navigation in the central harbor. She and Peter are compiling comments to send to the city planner overseeing the project - Dave Greetham.

Community member, BIR member and Eagle Harbor neighbor Rob Hershberg hopes that the variance will be denied since the length of this dock would exceed the neighboring docks around it. A discussion followed regarding the construction limit line (which does not extend into the inner harbor) and the depth of water required beneath a boat at all times to prevent it from grounding.

Dec. 10 workshop/Open House:

Aaron Claiborne sought advice from the MAC regarding the scope of services contract to be let with engineering firm PND, who will be designing the DUOWM layout. Apparently 60% design is a deliverable to MAC following our recommendation. Peter expressed concern that we are being asked to comment on scope of work, since we are an advisory committee only.

Aaron needs feedback by the end of next week on what we need for the workshop. He suggested having the engineering firm at our workshop. The committee agreed with Peter that it might be premature. Council member Peltier suggests we think of it a workshop, with visual displays. Comments could be made on paper at each station or emailed to Peter, who will be chairing the meeting. (Subsequent to this meeting it was decided that Aaron Claiborne, the project manager, will be the recipient for comments, which will be open until Dec. 14.)

Asked about the timeline for design and construction, the fish window (during which construction is not allowed) is Feb. - July. Design will be finalized before then, with construction planned for late summer, when it is allowed.

Public Comment:

Rob Hershberg, Eagle Harbor inquired about enforcement of the sanitation rules in Eagle Harbor. He was referred to the Harbormaster.

Sue Entress, BIR Board President, has contacted Aaron Claiborne and the City Council regarding BIR's navigation needs. Citing the size of the club and the fact that they have worked together with the liveaboard community for 15 years, she asked that the club have a seat at the design table.

Bruce Beall, BIR Head Coach, would like to share the water.

Rich Seubert, Harbor Steward and liveaboard, notes that some of the boats impeding BIR are outside of the DUOWM, and some buoys to the south are out of line, making navigation more difficult.

Dave Henry, harbor resident (not DUOWM), noted the amount of misinformation on the issue, is concerned about behind the scenes communication, manipulation of information and public comment. He emphasized process and protocol to allow the public to comment intelligently on the options before a decision is made.

Ted Davis, DUOWM resident, pointed out the many accommodations made for BIR at the City dock and compared it with the lack of easily accessible designated space for the dinghies of the liveaboards, who are on the water 24/7.

Charlotte Rovelstad, member of *Friends of the Liveaboards*, noted that misinformation about what was labeled on a flyer as "expansion" of the DUOWM is unfortunate, and is concerned about what appears to her to be confusion between the City and MAC.

Harbormaster Tami Allen responded that the dimensions of the DUOWM are not being enlarged. The purpose of the Dec 10 workshop is to gather information on the layout and size of swing circles within the DUOWM.

Liveaboards Jason Deitehler and Susie and Reince Wilson noted that having the rowers go by is an enjoyable part of their day. They are very grateful to be able to live on their boat in the DUOWM.

Live aboard Ted Stoughton has been living in the harbor since 1981, enjoys have BIR there.

Architect and *Friend of the Liveaboards* Andy Rovelstad asked about the duration of the DNR permitting process - Aaron and Tami responded 6 months to 1 year, but one permit has been received already and is awaiting only designation of the coordinates for buoy location. Andy also noted that the DUOWM brings in substantial revenue. (Note - all revenue is returned to DNR as lease payments.)

Mark Leese, Harbor steward and Svornich Point resident, noted that the discipline of the coxswains is important since they are new every year. Some steer too close to the marinas.
He supports having additional oversight of the DUOWM, noting the Harbormaster is stretched thin around the island.

Questions for Aaron:

What boat lengths are being considered? (60, 50, 40, 30) - to allow flexibility in management.

Who decides which buoys are to be used, re-used, removed?

What is the overall timeline - when is input from MAC needed?

Ron: City Council wants to maximize residential use of the DUOWM.

Peter and Anthony agreed with the suggestion that we may need two meetings re the DUOWM - one to gather information and a second to present a plan or options.

Elise reassured the public that MAC is committed to a fair and objective process, and urged them to attend the workshop/Open House on Dec. 10th.

After a brief discussion among committee members regarding ongoing planning for the workshop by subcommittee members, the meeting was adjourned at 6:58 pm.

Respectfully submitted,
Elise Wright

 1/14/19
Anthony Oddo, Co-Chair, January 14, 2019

Peter Hill, Co-Chair, January 14, 2019



**MARINE ACCESS COMMITTEE
PUBLIC WORKSHOP MINUTES
MONDAY, DECEMBER 10, 2018**

The Marine Access Committee hosted a public workshop on Monday, December 10, 2018. The purpose of the meeting was to gather input from the community about the placement of new buoys in the Dave Ullin Open Water Marina (DUOWM) in Eagle Harbor. **DUOWM Project Subcommittee Members**, Peter Hill, Anthony Oddo, and Elise Wright were present for a workshop and Q&A. **Marine Access Committee Members** Fred Grimm, Greg Spils, and Frank Ostrander were also present as audience participants.

The following members of City Staff were also present: Harbormaster Tami Allen, Communications Coordinator, Kristen Drew, and Operations Project Manager, Aaron Claiborne.

Marine Access Committee Council Liaison, Ron Peltier, joined the subcommittee for the Q&A with the above members of Staff.

The event began with a **PUBLIC WORKSHOP** from 5:30 – 6:00 PM and included poster presentations of the history, current status, and proposed layout of the DUOWM, as well as a draft project timeline. **A Presentation and Question & Answer (Q&A) Session** followed at 6:00 PM.

The Q&A and Presentation portion of the meeting was recorded and can be accessed through the Dave Ullin Open Water Marina Layout/Design Project website: <https://www.bainbridgewa.gov/1114/Dave-Ullin-Open-Water-Marina-LayoutDesig>.

NEXT MEETING: Monday, January 14, 2019.

The Public Workshop was **ADJOURNED** by Peter Hill at 6:58 PM.

 1/14/19
Anthony Oddo, Co-Chair, January 14, 2019

Peter Hill, Co-Chair, January 14, 2019



CITY OF
BAINBRIDGE ISLAND

MULTI-MODAL TRANSPORTATION
ADVISORY COMMITTEE
REGULAR MEETING
DECEMBER 12, 2018
CITY HALL
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

Minutes

Members Present: Lief Horwitz, Don Willott, Erin Thomasson, Shannon Glass, DEMI ALLEN

Members Absent: Robert Shulock, David Freeburg

Additional attendees: Joe Deets, Leslie Schneider (City Council); Chris Hammer, Mark Epstein (City Staff); Kjell Stoknes, Lynn Harmeling, Susan Loftus, Ross Hathaway, John Grinter, Don Rooks

Leslie Schneider introduced herself as the new Council liaison to MTAC and indicated her interests in enhancing the environment for active transportation.

Public Comment

*Ross Hathaway and Don Rooks each expressed strong support for encouraging Council to take real action to make roads safe for all users - to give people who want to bike, walk and run a real option to do that.

*John Grinter made comments about the importance of a good process for building consensus around the island transportation plan, and expressed optimism about how close we are to making real progress on active transportation.

*Lynn Harmeling mentioned the importance of making sure sidewalks in Winslow work for all users, included people with physical limitations.

City Staff Report

*Chris noted recent adjustments to the trail alignment at Finch & Sportmans' Club road to address safety concerns for pedestrians.

*Olympic Drive improvements - all approvals from WSDOT have been received - the grant money is secured and is not at risk. The committee discussed the multi-year process that has brought us to this point.

*The Committee addressed the need to gather and tell "success stories" about projects that have been completed over the past several years. We will incorporate part of this in a report out to Council in January.

*Sportmans' Club and New Brooklyn intersection - Council approved moving forward with this project.

*The Waterfront Park bridge repair project will begin in early January - bridge surface will be redecked and railing replaced.

Development Review

*Ericksen Townhomes - The committee noted the need to ensure that the existing bike lane is preserved fully, as contemplated by the COBI Non-Motorized System Plan.

*Hildebrand Hotel Project - This project has frontage along Hildebrand Lane from just north of Wallace way to the existing Country Inn.

*The committee discussed the process for development reviews - the current process used by Planning to obtain MTAC comments on proposed developments.



CITY OF
BAINBRIDGE ISLAND

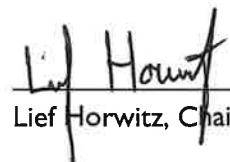
MULTI-MODAL TRANSPORTATION
ADVISORY COMMITTEE
REGULAR MEETING
DECEMBER 12, 2018
CITY HALL
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

Committee Discussion

*Mark reviewed the budget for the 2019-2020 biennium; he noted that city spending for non-motorized projects over the next two years (as shown in the approved CIP) is only about \$100,000. The committee also noted that the city money that had been allocated to the bike-ped bridge project (approximately \$700,000) was not reprogrammed for non-motorized projects.

*Mark reviewed the process for how projects get into the CIP and proposed improvements to that process, as included in his presentation to Council on November 20, 2018. The committee then discussed the extent to which we should rely on grant funding for non-motorized projects, and how much city money should be spent on projects that are not grant funded.

*Leslie and Joe reviewed the current proposal for an increase to car tab fees to raise money for climate change mitigation, traffic calming, and marketing funds for BI rides.


Lief Horwitz, Chair

1/9/19
1/9/19



CITY OF
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, DECEMBER 12, 2018
CITY HALL
BAINBRIDGE ISLAND, WA 98110

Minutes

Call to Order / Roll Call / Accept or Modify Agenda / Conflict of Interest Disclosure

Meeting was called to order at 5:00 p.m.

Members Present: Andy Maron, Jeff Kanter (co-chairs), Charles Averill, Steve Johnson, Ted Jones, Nancy Nolan, Emily Sato.

Others present: Rasham Nassar (council liaison), Barry Loveless (staff), Robert Dashiell

Minutes of November 14 were accepted as presented.

Public Comment: Robert Dashiell mentioned several items:

- Recommended and distributed copies of the magazine "Stormwater," subscriptions free on request. Provided a handout entitled "Bainbridge Island Groundwater Simplified," with an overview of facts about our groundwater.
- Commented on the city budget, stating that overhead costs for sewer and storm water management are too high, causing sewer rate payers to pay a higher share of city expenses.
- Discussed the storm water monitoring program, indicating that the city doesn't use the data.

Public Works Update: Barry Loveless updated the committee

- Chris Gonzales reported to the city council on the water/sewer rate study on Dec. 4
- The council on Dec. 11 approved the Sewer Participation Fee schedule as recommended by the UAC.
- Chris will be back in January for further work on the rate study, hoping to wrap it up quickly.
- The storm water drainage project at the Winslow Way ravine has been completed without problems.

Report to City Council:

- Discussion of a draft memo to the city council, reviewing the UAC's 2018 activities and proposing topics for focus in 2019. Discussion of various details of the draft. Suggested possible additions for 2019 included stormwater retrofit study, study of tertiary sewer treatment possibilities.
- Andy and Jeff will update the draft, for further review at our next meeting.

Meeting adjourned at 6:10 p.m.

Andrew Maron and Jeff Kanter, Co-chairs

1/9/19