



**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, FEBRUARY 12, 2019**

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

AGENDA

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM**
Absences: Deputy Mayor Schneider and Councilmember Tirman. The Deputy Mayor may join by conference call.
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
3. **PUBLIC COMMENT - 6:05 PM**
4. **MAYOR'S REPORT - 6:20 PM**
5. **CITY MANAGER'S REPORT**
6. **PRESENTATION(S)**
 - 6.A (6:25 PM) Utility Advisory Committee 2018 Annual Report and 2019 Work Plan, 10 Minutes
[2018 Annual Report and 2019 Work Plan \(Utility Advisory Committee\).pdf](#)
[Recommendations on Fire and Other Municipal Codes Impacting Island Water Systems\(Approved by the Utility Advisory Committee - May 9, 2018\)](#)
[Recommendations for a Utility Review Process \(Approved by the Utility Advisory Committee - June 27, 2018\)](#)
7. **UNFINISHED BUSINESS**
 - 7.A (6:35 PM) Project Options for Dave Ullin Open Water Marina - Public Works, 45 Minutes
[DUOWM Existing conditions 2017.pdf](#)
[Option 1](#)
[DUOWM Option 1A.pdf](#)
[DUOWM CC 2_12-2019.pptx](#)
 - 7.B (7:20 PM) Information Services Agreement for Local Update of Census Addresses (LUCA) Operations - Planning, 5 Minutes
[Information Services Agreement for Local Update of Census Addresses \(LUCA\) Operations](#)

[5-22-18 LUCA Agenda Bill](#)

- 7.C (7:25 PM) Proposed 2019-2020 Citywide Communications Plan - Executive, 30 Minutes
[Communications Plan - CC 12 Feb 2019.pptx](#)
[Survey Results - CC 12 Feb 2019.docx](#)
[Proposed Communications Workplan 2019-2020.docx](#)

- 7.D (7:55 PM) Sunset Council Ad Hoc Tree Committee - Mayor Medina, 5 Minutes

- 7.E (8:00 PM) Review 2018 Citywide Workplan Results and 2019 Citywide Workplan Priorities - Executive, 30 Minutes
[Citywide 2018 Workplan Results - Final.pdf](#)
[Citywide Priorities 2019-2020.pdf](#)

8. NEW BUSINESS

- 8.A (8:30 PM) Amendment No. 1 to the Option and Water Tower Lease Agreement with Verizon Wireless - Executive, 10 Minutes
[Amendment No. 1 to the Option and Water Tower Lease Agreement](#)
[Coverage Plot of Upgraded Telecommunications Equipment](#)
[October 13, 2011 Option and Water Tower Lease Agreement](#)
- 8.B (8:40 PM) Resolution No. 2019-11, Authorizing Emergency Repairs to a portion of Manitou Park Boulevard - Public Works, 10 Minutes
[Resolution No. 2019-11 Recognizing Emergency at Manitou Park Blvd and Approving Emergency Work](#)
[Manitou Park Blvd Emergency Shoreline Exemption](#)
[City of Bainbridge Island Rolling Bay Walk Road End Erosion Emergency \(17127\) Hydraulic Project Approval](#)
- 8.C (8:50 PM) Resolution No. 2019-12 Relating to Protection of Southern Resident Orcas - Councilmember Peltier, 10 Minutes
[Resolution No. 2019-12 Related to Protection of Southern Resident Orcas](#)

9. CITY COUNCIL DISCUSSION

- 9.A (9:00 PM) Discuss Annual City Council Retreat and 2019 Council Priority Topics - Mayor Medina, 20 Minutes
[DRAFT - 2019 City Council Priorities.docx](#)
[SGR 2019 Good Governance - Bainbridge Island.pdf](#)

10. CONSENT AGENDA

- 10.A (9:20 PM) Agenda Bill for Consent Agenda, 5 Minutes
- 10.B Accounts Payable and Payroll
[Report to Council of Cash Disbursements 02-13-19](#)

Payroll

- 10.C Special City Council Meeting Minutes, January 15, 2019
[CCMIN 011519 SPECIAL](#)
- 10.D City Council Study Session Minutes, January 15, 2019
[CCMIN 011519 STUDY SESSION](#)
- 10.E Special City Council Meeting Minutes, January 18, 2019
[CCMIN 011819 ANNUAL RETREAT](#)
- 10.F City Council Regular Business Meeting Minutes, January 22, 2018
[CCMIN 012219 BUSINESS](#)
- 10.G Special City Council Meeting Minutes, January 29, 2019
[CCMIN 012919 SPECIAL](#)
- 10.H Resolution No. 2019-04, Updating the City's Procurement Policy - Finance, 5 Minutes
[Exhibit A to Resolution No. 2019-04, Updated City Procurement Policy](#)
[Exhibit A to Resolution No. 2019-04 - Redline](#)
[Resolution No. 2019-04 Updating the Procurement Policy](#)
- 10.I Appointments to the Race Equity Task Force - Mayor Medina
[Albright - Race Equity Task Force \(Redacted\).pdf](#)
[Anderson - Race Equity Task Force \(Redacted\).pdf](#)
[Ashabi - Race Equity Task Force \(Redacted\).pdf](#)
[Brownalenoir - Race Equity Task Force \(Redacted\).pdf](#)
[Butler - Race Equity Task Force \(Redacted\).pdf](#)
[Cash - Race Equity Task Force \(Redacted\).pdf](#)
[Chan - Race Equity Task Force \(Redacted\).pdf](#)
[De Quintero - Race Equity Task Force \(Redacted\).pdf](#)
[DeRosalia - Race Equity Task Force \(Redacted\).pdf](#)
[Epanchin - Race Equity Task Force \(Redacted\).pdf](#)
[Erickson - Race Equity Task Force \(Redacted\).pdf](#)
[Fantroy-Johnson - Race Equity Task Force \(Redacted\).pdf](#)
[Friday - Race Equity Task Force \(Redacted\).pdf](#)
[Frobe - Race Equity Task Force \(Redacted\).pdf](#)
[Golden - Race Equity Task Force \(Redacted\).pdf](#)
[Hersey - Race Equity Task Force \(Redacted\).pdf](#)
[Lyman - Race Equity Task Force \(Redacted\).pdf](#)
[Malatesta - Race Equity Task Force \(Redacted\).pdf](#)
[Montroy - Race Equity Task Force \(Redacted\).pdf](#)
[Peterson - Race Equity Task Force \(Redacted\).pdf](#)
[Phillips - Race Equity Task Force \(Redacted\).pdf](#)
[Rauktis - Race Equity Task Force \(Redacted\).pdf](#)
[Rovelstad - Race Equity Task Force \(Redacted\).pdf](#)
[Tollefson - Race Equity Task Force \(Redacted\).pdf](#)
[Velez - Race Equity Task Force \(Redacted\).pdf](#)

11. COMMITTEE REPORTS

12. FOR THE GOOD OF THE ORDER - 9:30 PM

13. ADJOURNMENT - 9:40 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: February 12, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:25 PM) Utility Advisory Committee 2018 Annual Report and 2019 Work Plan,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to forward to the February 26, 2019, Consent Agenda acceptance of the Utility Advisory Committee's 2018 annual report and 2019 work plan as presented.

SUMMARY:

A representative from the Utility Advisory Committee will present the committee's 2018 annual report and 2019 work plan.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[2018 Annual Report and 2019 Work Plan \(Utility Advisory Committee\).pdf](#)

[Recommendations on Fire and Other Municipal Codes Impacting Island Water Systems\(Approved by the Utility Advisory Committee - May 9, 2018\)](#)

[Recommendations for a Utility Review Process \(Approved by the Utility Advisory Committee - June 27, 2018\)](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

MEMORANDUM

TO: COBI City Council

FROM: COBI Utility Advisory Committee

DATE: January 9, 2019

SUBJECT: Report on UAC's 2018 Activities and Proposal for 2019 Work Plan

This memorandum summarizes the activities of the Utility Advisory Committee during 2018, and proposes topics for its focus during 2019.

2018 Activities

Below is a report on the activities during 2018, in rough chronological order:

1. Impact of Fire Code. The Comprehensive Plan includes Policy U 11.5 relating to differential standards for fire flow requirements in urban and non-urban areas. The Council asked the UAC to study this issue and develop recommendations, which the UAC did during 2017-2018. The UAC completed and submitted its report and recommendation to the Council on May 9, 2018.
2. Periodic Review of Utility Systems. The Comprehensive Plan includes High Priority Action #1 and Goal U-9 relating to periodic review of island utility services. In 2017, the Council suggested the UAC conduct a "heightened review" of a utility each year, starting with the sewer system. The UAC recognized that a comprehensive review of the sewer system had been done in 2015-16 as part of the development of the long-planned Sewer System Plan, and so a focus on the sewer system was not needed. Rather, the UAC decided to begin to implement U Action #1, which is to "develop a process for periodic review of island utility systems." The UAC did that during 2017-2018, completing its report and recommendation to the Council on June 27, 2018.
3. Internet Service. The Comprehensive Plan includes High Priority Action #4 and Policy U 16.10 relating to island internet service. The Council initially asked the UAC to investigate this issue. The UAC learned that the City Manager had also begun examination of this issue, and therefore invited him to coordinate with UAC on his efforts, which he did. The City Manager ultimately made a recommendation to the Council, and therefore the UAC took no further action.
4. 2019-20 Budget. During 2018, the staff developed its proposed biennial budget and the related Capital Improvement Programs for the City's utilities. The staff consulted with and received input from UAC regarding the draft budget and CIP's.
5. Water/Sewer Rate Study. The City retained a consultant to evaluate the rates, fees, and charges of the water and sewer utilities. The consultant and staff met with the UAC on multiple occasions during 2018, and together developed a recommendation regarding one portion of the evaluation, that being the System Participation Fees (SPFs). On November 14, 2018, the UAC recommended approval of the proposed modification to the SPFs, and the City Council adopted the modifications on December 11, 2018. This was a major activity of the UAC this past year, and the work will continue into 2019 as recommendations are finalized for the water and sewer rates.

2019 Work Plan

During 2019, it is anticipated the UAC will be focused on the following topics:

- A. Water/Sewer Rate Study. As discussed in item #5 above, this issue will be a major part of the UAC's work during the first part of 2019.
- B. Small Water Systems. The Comprehensive Plan includes High Priority Action #3 and Policy U 11.6 and 11.7 encouraging cooperation or consolidation of smaller water utilities. In 2017, the UAC began to study processes for implementing these policies, but the effort was not completed to focus on the higher priority activities discussed above. The UAC anticipates resuming this study during 2019.
- C. "Heightened Review" of a Utility. As explained in item #2 above, on June 27, 2018, the UAC submitted a recommended process for conducting periodic "heightened reviews" of selected utilities. The Council has not yet acted on that recommendation. The UAC recommends the council review and adopt a "heightened review process," and select a utility for review based on size of the utility, timing of franchise renewals, and environmental, financial, service, and other issues of concern. (UAC understands that a franchise agreement is presently being negotiated with Kitsap Public Utility District, and that the franchises of Comcast and Puget Sound Energy are up for renewal in 2021 and 2022, respectively.)
- D. Stormwater Study. The 2019-20 budget includes an allocation of \$100,000 for a study of a stormwater quality improvement project. The UAC anticipates discussing the planned study with the Public Works Department staff.
- E. Sewer Tertiary Treatment Study. The 2019-20 budget includes an allocation of \$100,000 for investigation of sewer tertiary treatment at the Winslow Treatment Plant. The UAC anticipates discussing the planned method for doing so with the Public Works Department staff.
- F. CIP Projects. The City Council approved a six-year Capital Improvement Plan for the City's utilities. The UAC anticipates discussing the planned projects with the Public Works Department staff.

Unanimously approved by UAC on January 9, 2019.

Jeff Kanter, Co-Chair
Andy Maron, Co-Chair
Charlie Averill
Steve Johnson

Ted Jones
Nancy Nolan
Emily Sato

CITY OF BAINBRIDGE ISLAND
MEMORANDUM

TO: City Council
FROM: Utility Advisory Committee
DATE: May 9, 2018
SUBJECT: Recommendations on Fire and Other Municipal Codes Impacting Island Water Systems

Background

The COBI municipal code sections applicable to water systems understandably focuses on the City owned systems. Today's code is likely a holdover from when Winslow was the City. Today, there are 28 Class A¹ water systems on the island (two are owned by COBI and four owned by Kitsap Public Utility District) and approximately 155 Class B² water systems.

In 2016 the Utility Advisory Committee responded to concerns that small rural water systems were forestalled from upgrading due to interpretation of the BIMC and construction requirements by recommending the inclusion of a policy in the Utility Element of the Comprehensive Plan to encourage cost effective upgrades of water systems to improve both water quality and possibly fire flow.

The City Council thereafter adopted the following Policy as part of the Utilities Element of the Comprehensive Plan:

Policy U11.5: Adopt standards that differentiate between urban and non-urban density fire flow requirements. A differential policy is needed to promote cost effective water system upgrades by the many small water systems on the island.

In 2017, the City Council added implementation of this policy to the UAC's work plan. Accordingly, a subcommittee of the UAC began research on governmental regulations of upgrades of water systems serving single family residences in an effort to develop the standards and /or policy that would accomplish the goals of Policy U11.5.

The subcommittee's research included review of the current COBI Fire Code and other relevant City codes, review of fire codes from other jurisdictions, meetings with Bainbridge Island Fire Marshal Luke Carpenter, the Fire Marshal of Kitsap County, KPUD, City staff, and managers of various small water systems, and discussions with the Public Works Department regarding the City's Design and Construction Standards.

The subcommittee's research uncovered the following findings:

- 1) Water systems upgrades and improvements are subject to COBI's Fire Code, The City's Right of

¹ Having 15 or more connections or serving public schools.

² Having 3 to 14 connections.

Way Design and Construction Standards, and regulations contained in the Washington Administrative Code and promulgated by the Department of Ecology and the Department of Health's Office of Drinking Water.

- 2) There appears to be a differential review process by the City of Bainbridge Island with regard to water system projects. What governs the review process seems to be determined by :
 - a) Whether the system is owned by the City or one of the independent water purveyors such as KPUD,
 - b) Whether the water system construction/extension is in response to a building permit for new or remodeled structures, and
 - c) Whether the work will be performed in the City's right-of-way or private property.
- 3) BIMC sections that address water systems are:
 - a) BIMC Title 13, chapters 13.08, 13.10, 13.18, and 13.20 Public Services –Water – Codifies the policies and procedures of presumably the City owned water systems.
 - b) BIMC Title 20 Fire Code – Codifies requirements for buildings not water systems
 - c) BIMC Design and Construction Standards, sections 10-15 – Codifies construction practices and specifies materials for water system infrastructure in the city right-of-way.
- 4) BIMC Title 13 appears to apply to only City-owned water systems while Title 20 of the Fire Code applies to the entire Island. However, there are 11 references in Title 20 to Title 13. It is therefore unclear whether specific chapters of 13 that are referenced in Title 20 of the code apply to non-city systems.
- 5) Amendment B 105.1 of the COBI Fire Code,³ section 20.04.110, provides the foundation for fire flow requirements for one and two family dwellings of 3600 square feet or smaller at a rate of 1,000 gallons per minute. The section then provides various exceptions which are intended for construction where the mandated flow is not available. While the section does not provide for a required time period, the IFC code as adopted specifies one hour. Thus, this Code, by reference, implies a requirement that water systems have a fire flow storage capacity of 60,000 gallons.

In Addition to fire flow storage, the Department Health's Office of Drinking Water requires a water system to have sufficient water storage to provide for peak day service during an event.
- 6) The Design and Construction standards outlined in section 10-15 for the installation of water systems in the City Right-of-Way are extensive and appear to have been originally written for extensions to the Winslow system. However, as currently written, these standards can be construed to apply to independent water systems creating an undue burden on smaller systems outside of the City's Winslow core.

³ Based on the International Fire Code

- 7) Achieving the requirements of the fire code and the right-of-way code, as written, along with other jurisdictional codes may result in water system upgrade designs that are cost prohibitive for many of the water systems on the island. As a result, aging water systems may find the financial and physical requirements beyond their capacity. The unintended consequence of the current regulations may actually be impeding implementation of water quality and fire flow improvements and disaster preparedness.
- 8) Kitsap County's Fire Code amends the International Fire Code, the basis for all fire codes including COBI's Fire Code, to reduce the required fire flow requirements to 500 gallons per minute for 30 minutes. Apparently, many other communities do the same, and this standard is also contained in the Washington Survey and Ratings Bureau standards. This standard reduces the required fire flow storage to 15,000 gallons.
- 9) Based on discussions with the Fire Marshal and Public Works director, there is not currently an expectation that independent water systems comply with the standards as strictly interpreted.
- 10) While the current COBI Fire Code does not on its face provide for water systems to depart from the 1000 GPM fire flow standard based on size or capacity, former Fire Marshal Luke Carpenter used his discretion, as authorized under section B 103.1 of the IFC, to provide a more pragmatic and reasonable approach for single family residences under 5000 square feet. He permits construction of such a structure if the serving water system can provide 500 gallons per minute and further requires sprinklers for houses over 5000 square feet.
- 11) The Fire Department estimates that 40% of homes on Bainbridge island do not have access to a fire hydrant.
- 12) Pragmatically, the current governmental review process for water systems is different depending on whether the system is new, is connected to City, KPUD, or smaller preexisting water systems, or is served by an individual well. The level of City review is also affected by whether the water system work is to be performed in a City right of way.
- 13) When a water systems seeks to upgrade its facilities, there needs to be greater clarity and certainty about the review by the Planning Department, Public Works Department, and the Fire Marshal.

After drafting an initial proposal, the subcommittee had several meetings with the Utility Advisory Committee at large and with the Fire Marshals Carpenter and Moravec.

At these meetings the UAC and the Fire Marshals agreed that it would be useful to create a working group of various interested parties including representatives of Group A and B water systems and the Fire Marshal to focus on these issues so as to encourage better fire safety on the island. Also, there was a recommendation that a member of the City Public Works Department attend these meetings to assist with any questions regarding the City's Design and Construction Standards.

Fire Marshal Carpenter also noted that the International Fire Code is due to be revised in 2018 and by the City in 2019, and the working group could provide input about any and all issues that smaller water systems were encountering in following the fire and other municipal codes when upgrading their systems.

The objective of these meetings would be to work with the Fire Marshal and the Public Works

systems to improve water quality and fire flow where possible.

UAC Recommendations:

1. Assemble a working group of Group A and B representatives to discuss their concerns with the Fire Marshal and the city's Public Works department.
2. Clarify Code section BIMC 20.04.110 to reflect the Fire Marshal's actual current approach for residential construction. See Background #13 above.
3. Review and update the fire code standards ~~that~~ to provide clarity for both new developments and water systems seeking to upgrade their facilities.
4. Review and clarify Utilities and Right of Way uses section 10-15 water line requirements.
5. Review and provide clarity regarding BIMC 13 sections on water as to its impact, if any, on non-city owned systems.
6. Revise and map current and projected infrastructure to determine areas that can be upgraded.
7. Work with City staff, major water systems and the fire marshal to develop uniform water system standards for design, construction, and fire flow for island water systems. These standards need to be sensitive to the limitations of small water systems

Approved unanimously at the Utility Advisory Meeting of May 9, 2018



Co-Chair Andrew Maron



Co-Chair Jeff Kanter

Jim Thrash

Nancy Nolan

Emily Sato

Steve Johnson

Ted Jones

Attachments: Excerpts from Bainbridge Island Comprehensive Plan and Code sections of other jurisdictions

Additional Comprehensive Plan Policies -

Policy U 11.6 - “Encourage and support water utilities to enter into cooperative activities, such as jointly managed operations, shared storage, and construction of interties, to manage water resources and systems more efficiently, economically, and safely.”

And,

Policy U 11.7 - “Encourage and facilitate consolidation of water systems, with particular emphasis on mergers of contiguous and small systems, to manage water resources and systems more efficiently, economically, and safely.”

Kitsap County

Municipal Code B105.1 One – and two- family dwellings. The minimum fire-flow requirements for one- and two – family dwellings in subdivisions shall be 500 gallons per minute for thirty (30) minutes.

Developments of 6 homes or less, not exceeding 3,600 sq. ft. are not required to provide fire flow.–
(based on discussion with Morgan Johnson, general manager of Silverdale Water District)

Mason County Interim Fire Flow Standards for Group A Public Water Systems, Existing Residential Development -

- Fire suppression storage shall be based on a minimum of 500 gallons per minute (gpm) flow for 30 minutes duration, which equates to 15,000 gallons for fire protection, and is also consistent with stipulations in the State Water System Coordination Act. The minimum dedicated fire suppression storage volume at any time shall not be less than 15,000 gallons. This minimum would be in addition to other storage volumes required for public water systems under the state drinking water rules and design requirements.
- If water is provided from other sources for fire control purposes, the gallon requirements for fire storage requirement may be reduced by 25%.

King County recognizes a differential requirement based on the following:

17.08.030 Exemptions.

A. The following permits and approvals are exempt from the water flow and fire hydrant requirements of this chapter. These exemptions do not exempt any development from compliance with the requirements of state law.

1. Subdivisions and short subdivisions located outside an Urban Growth Area designated by the King County comprehensive Plan and that do not contain a lot less than thirty-five thousand square feet in size.

4. Building permits for structures that:

a. do not exceed two-thousand-five hundred square feet in floor area (excluding garage);

b. are served by a Group B water system; and

c. are located outside an Urban Growth Area.

5. Building permits for structures that exceed the two-thousand-five hundred square feet limit provided for in subsection A.4.a. of this section, but comply with subsection A.4.b. and c. of this section, shall be exempt from this chapter if the fire marshal determines that the project will not create a substantial fire hazard.

B. The fire marshal shall have the authority to impose conditions including, but not limited to, increased setbacks, use of fire retardant materials or sprinkler system requirements on permits exempt under subsection A. of this section where necessary to mitigate identified fire hazards.

Thurston County exempts private water systems from meeting the code as flows:

Thurston County 14.32.110 - Section 507 amended—Fire protection water supplies.

International Fire Code sections 507.1, 507.2, 507.3 and 507.5.1 are amended, and section 507.6 is added to read as follows:

507.1 Required water supply. An approved water supply capable of supplying the required fire flow for fire protection shall be provided to premises upon which facilities, buildings, or portions of buildings are hereafter constructed, or are converted from a single/two family dwelling or townhome to a non-residential use, or are substantially improved or moved into or within the jurisdiction.

Exceptions:

1. Group U Occupancies.

2. Private residences, townhouses and their accessory structures not served by a municipal water supply. However, if a municipal water system supplies hydrants for group R-3 and U occupancies, the hydrants shall comply with Appendix C as amended by Thurston County.

(Group A and B water systems are not considered municipal water supplies)

MEMORANDUM

TO: CITY COUNCIL
FROM: UTILITIES ADVISORY COMMITTEE
DATE: JUNE 27, 2018
SUBJECT: UAC RECOMMENDATIONS FOR A UTILITY REVIEW PROCESS

The City Council, through the 2018 UAC Work Plan, asked the UAC to establish a process to review Island utility services on a three year cycle. Specifically from the 2018 UAC Work Plan;

d) Sewer System Review. The UAC will consider conducting a “heightened review” of the sewer system, which has been described as a review of “performance, reliability and cost of service.”

g) Review of Utilities. Develop a process for periodic review of island utility services. (This is a High Priority Action in the Utilities Element of the 2017 Comprehensive Plan.)

We hereby present our recommendation and ask to present it to the Council in a public meeting.

Approved by UAC on June 27, 2018

Co-chairs: J. Kanter, A. Maron

Members: S. Johnson, T. Jones, N. Nolan, E. Sato and J. Thrash

Utility Review Scope Elements

Element	Measure Number	Measure	Importance (5 High - 1 Low)	What to review	How to obtain / analyze	Cost	Duration (weeks)	Other Considerations
Performance (Effectiveness)	P1	Unexpected Interruptions	5	COBI Utility Records	COBI Staff	minimal	2	How far back are records?
	P2	Flooding roads	5	COBI Utility Records	COBI Staff	minimal	3	How accurate is data?
	P3	Flooding homes/businesses	4	Records				
	P4	Maintenance down time	1					
	P5	Customer satisfaction		Customer rating/comments	Survey	moderate		
	P6	High and low flow						
	P7	Regulator Compliance						
	P8	Comp Plan adherence		environmental, land use and utility goals				
	P9							
Cost (Efficiency)	C1	Rate payer bills	5	City & other local systems				
	C2	Operating costs		City & other local systems				
	C3	Admin costs		City & other local systems				
	C4	Capital Cost prediction		City & other local systems				
	C5	Debt service costs		City & other local systems				
	C6							
Vulnerability (Risk)	V1	Failing Infrastructure?						
	V2	Damage to private property						
	V3	Required upgrades						
	V4	Damage to enviro (incl fines)						
	V5	Public injury or death						
	V6							
Opportunity	O1	Tech advances						
	O2	Cooperation with others						
	O3	New grants						
	O4	Disaster survival / recovery						
	O5							
Scope	S1	Serving desired area						
	S2	Serving desired customers						
	S3	Level of service to customer						
	S4	Fish passage						
	S5	Aquifer recharge						
	S6							

Utility Review Scope Elements

Element	Measure Number	Measure	Importance (5 High - 1 Low)	What to review	How to obtain / analyze	Cost	Duration (weeks)	Other Considerations
Performance (Effectiveness)	P1							
	P2							
	P3							
	P4							
	P5							
Cost (Efficiency)	C1							
	C2							
	C3							
	C4							
	C5							
Vulnerability (Risk)	V1							
	V2							
	V3							
	V4							
	V5							
Opportunity	O1							
	O2							
	O3							
	O4							
	O5							
Scope	S1							
	S2							
	S3							
	S4							
	S5							

Utility Review Scope Elements

Element	Measure Number	Measure	Importance (5 High - 1 Low)	What to review	How to obtain / analyze	Cost	Duration (weeks)	Other Considerations	UAC Discussed
Performance (Effectiveness)	P1	Unexpected Interruptions	3	COBI Utility Records	COBI Staff	low	2	How far back are records? Pretty rare	
	P2	Large Spills to enviro (equip failure)	5	COBI Utility Records	COBI Staff	low	3	very accurate also Kitsap Health District	
	P3	Impact on homes and business (equip failure)	5	Records				Most failures are reported	
	P4	(denial of service)Maintenance down time	1	don't know				Very rare	
	P5	Customer satisfaction	2	Customer rating/comments	Survey or complaints	med		see-click-fix reports. Survey is overkill	
	P6	Effluent quality (required)	5	COBI Utility Records	daily city sampling reports			Discharge monitoring report to DOE	
	P7	Solids management	5	COBI Utility Records					
	P8	Comp Plan - progress towards vision	3	environmental, land use and utility goals	Comp Plan review				
	P9	Inflow and Infiltration (I&I)	5	PW records	COBI Staff				
Cost (Efficiency)	C1	Rate payer bills	5	benchmark local systems	Consultant	med		possibly UAC	
	C2	Operating costs	4	Rate Study	Consultant	med			
	C3	Admin costs	4	Rate Study	Consultant	med			
	C4	Capital Cost prediction	4	Rate Study	Consultant	med			
	C5	Debt service costs	4	Rate Study	Consultant	med			
	C6	Sufficiency of connection fee schedule	5	Rate Study	Consultant	med		and participation fees.	
Vulnerability (Risk)	V1	Failing Infrastructure?	4						
	V2	Damage to private property	4						
	V3	Required upgrades	4						
	V4	Technology obsolescence	4						
	V5	Cyber security	3						
	V6	Damage to enviro (incl fines)	5						
	V7	Public injury or death	5						
	V8								
Opportunity	O1	Tech advances	4						
	O2	Cooperation with others	5					Irrigation, GW recharge, pre-treatment	
	O3	New grants	4						
	O4	Disaster survival / recovery	5						
	O5								
Scope	S1	Serving desired area	4						
	S2	Serving desired customers	4						
	S3	Level of service to customer	5					Gravity, pumped, grinder	
	S4	Output quality	5					Tertiary treatment, GW recharge, irrigation, outfall	
	S5	Industrial waste pretreatment	4						

Utility Review Scope Elements

Element	Measure Number	Measure	Importance (5 High - 1 Low)	What to review	How to obtain / analyze	Cost	Duration (weeks)	Other Considerations
Performance (Effectiveness)	P1	Unexpected Interruptions	5	COBI Utility Records	COBI Staff	minimal	2	How far back are records?
	P2	Large pipe breaks	5	COBI Utility Records	COBI Staff	minimal	3	How accurate is data?
	P3	Local spills (to homes)	4	Records				
	P4	Maintenance down time	1					
	P5	Customer satisfaction		Customer rating/comments	Survey	moderate		
	P6	Quality (bacteria, taste, smell, color)						
	P7	Regulator Compliance						
	P8	Comp Plan adherence		environmental, land use and utility goals				
	P9	Flouridation						
Cost (Efficiency)	C1	Rate payer bills	5	benchmark local systems				
	C2	Operating costs		Rate Study	Consultant	high		
	C3	Admin costs		Rate Study	Consultant	high		
	C4	Capital Cost prediction		Rate Study	Consultant	high		
	C5	Debt service costs		Rate Study	Consultant	high		
	C6	Sufficiency of connection fee schedule		Rate Study	Consultant	high		and participation fees.
Vulnerability (Risk)	V1	Failing Infrastructure?						
	V2	Damage to private property						
	V3	Required updates						
	V4	Technology obsolescence						
	V5	Cyber security						
	V6	Public injury or death						
	V7	Catastrophic fire flow						
	V8							
Opportunity	O1	Tech advances						
	O2	Cooperation with others						conservation efforts
	O3	New grants						
	O4	Disaster survival / recovery						
	O5							
Scope	S1	Serving desired area						
	S2	Serving desired customers						
	S3	Level of service to customer						Drinking, irrigating, firefighting, industrial
	S4	Water quality						
	S5							

Utility Review Scope Elements

Element	Measure Number	Measure	Importance (5 High - 1 Low)	What to review	How to obtain / analyze	Cost	Duration (weeks)	Other Considerations
Performance (Effectiveness)	P1	Unexpected Interruptions	5	COBI Utility Records	COBI Staff	minimal	2	How far back are records?
	P2	Customer satisfaction		Customer rating/comments	Survey	moderate		
	P3	Regulator Compliance						
	P4	Comp Plan adherence		environmental, land use and utility goals				
	P5							
Cost (Efficiency)	C1	Rate payer bills	5	provider & other local systems				
	C2	Operating costs		provider & other local systems				
	C3	Admin costs		provider & other local systems				
	C4	Capital Cost prediction		provider & other local systems				
	C5	Debt service costs		provider & other local systems				
	C6							
Vulnerability (Risk)	V1	Failing Infrastructure?						
	V2	Damage to private property						
	V3	Required upgrades						
	V4	Damage to enviro (incl fines)						
	V5	Public injury or death						
	V6							
Opportunity	O1	Tech advances						
	O2	Cooperation with others						
	O3	New grants						
	O4	Disaster survival / recovery						
	O5							
Scope	S1	Serving desired area						
	S2	Serving desired customers						
	S3	Level of service to customer						
	S4							
	S5							

Utility Review Scope Elements

Element	Measure Number	Measure	Importance (5 High - 1 Low)	What to review	How to obtain / analyze	Cost	Duration (weeks)	Other Considerations
Performance (Effectiveness)	P1	Unexpected Interruptions	5	Provider, regulator records		minimal		How far back are records?
	P2	Maintenance down time	1	Provider, regulator records				
	P3	Customer satisfaction		Customer rating/comments	Survey	moderate		
	P4	Regulator Compliance		regulator records and actions				
	P5	Comp Plan adherence		environmental, land use and utility goals				
	P6							
Cost (Efficiency)	C1	Rate payer bills	5	provider & other local systems				
	C2	Operating costs		provider & other local systems				
	C3	Admin costs		provider & other local systems				
	C4	Capital Cost prediction		provider & other local systems				
	C5	Debt service costs		provider & other local systems				
Vulnerability (Risk)	V1	Failing Infrastructure?						
	V2	Required upgrades						
	V3	Technology obsolescence						
	V4	Cyber security						
	V5							
Opportunity	O1	Tech advances						
	O2	Cooperation with others						Public and emergency broadcasting
	O3	New grants						
	O4	Disaster survival / recovery						
	O5							
Scope	S1	Serving desired area						all island or zones
	S2	Serving desired customers						residential, school, business, govt
	S3	Level of service to customer						speed, quality, access
	S4							

Utility Review Scope Elements

Element	Measure Number	Measure	Importance (5 High - 1 Low)	What to review	How to obtain / analyze	Cost	Duration (weeks)	Other Considerations
Performance (Effectiveness)	P1	Unexpected Interruptions	5	Provider, regulator records		minimal		How far back are records?
	P2	Maintenance down time	1	Provider, regulator records				
	P3	Customer satisfaction		Customer rating/comments	Survey	moderate		
	P4	Regulator Compliance		regulator records and actions				
	P5	Comp Plan adherence		environmental, land use and utility goals				
	P6							
Cost (Efficiency)	C1	Rate payer bills	5	provider & other local systems				
	C2	Operating costs		provider & other local systems				
	C3	Admin costs		provider & other local systems				
	C4	Capital Cost prediction		provider & other local systems				
	C5	Debt service costs		provider & other local systems				
Vulnerability (Risk)	V1	Failing Infrastructure?						
	V2	Required upgrades						
	V3	Technology obsolescence						
	V4	Cyber security						
	V5							
Opportunity	O1	Tech advances						
	O2	Cooperation with others						Public and emergency broadcasting
	O3	New grants						
	O4	Disaster survival / recovery						
	O5							
Scope	S1	Serving desired area						all island or zones
	S2	Serving desired customers						residential, school, business, govt
	S3	Level of service to customer						speed, quality, access
	S4							

Utility Review Scope Elements

Element	Measure Number	Measure	Importance (5 High - 1 Low)	What to review	How to obtain / analyze	Cost	Duration (weeks)	Other Consideratons
Performance (Effectiveness)	P1	SAIDI						
	P2	SAIFI						
	P3	Impact on homes and business (equip failure)						
	P4	Customer satisfaction						
	P5	Comp Plan - progress towards vision						
	P6							
Cost (Efficiency)	C1							
	C2							
	C3							
	C4							
	C5							
Vulnerability (Risk)	V1							
	V2							
	V3							
	V4							
	V5							
Opportunity	O1							
	O2							
	O3							
	O4							
	O5							
Scope	S1							
	S2							
	S3							
	S4							
	S5							



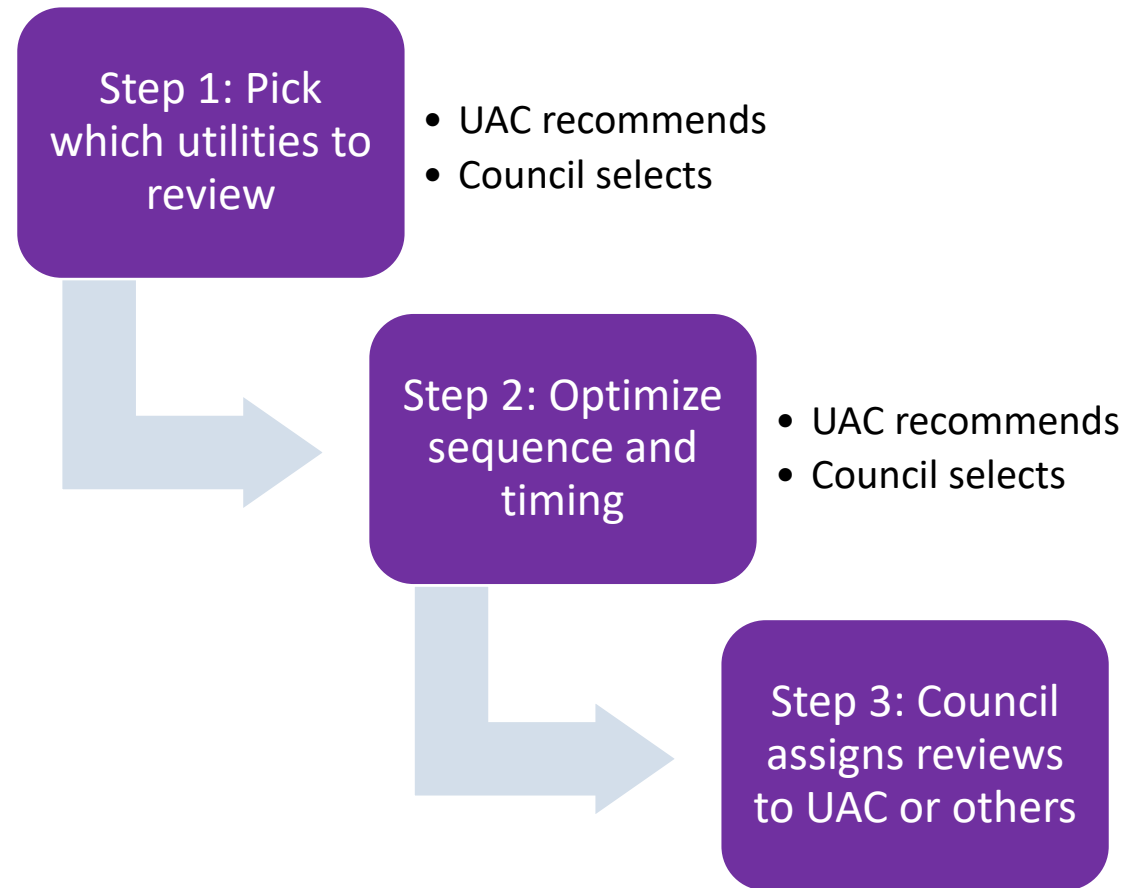
UAC Recommendation to COBI Council for a Periodic Utility Review Process

City of Bainbridge Island | Utility Advisory Committee
July 2018

Periodic Utility Review Process Goals

- Council requested UAC to: Establish a process to review island utility services on a three-year cycle. Specifically from the 2018 UAC Work Plan
 - d) Sewer System Review. The UAC will consider conducting a “heightened review” of the sewer system, which has been described as a review of “performance, reliability and cost of service.”
 - g) Review of Utilities. Develop a process for periodic review of island utility services. (This is a High Priority Action in the Utilities Element of the 2017 Comprehensive Plan.)
- Each review would:
 1. Review current operation; performance and cost
 2. Assess risks and opportunities
 3. Take citizens’ perspective (both as taxpayers and ratepayers)
 4. Provide facts and insight to Council
 5. Potentially recommend actions

Steps in Getting Organized



Details of Step 2: Optimize Sequence and Schedule

City Owned Utilities

- Sewer
- Water
- Storm water

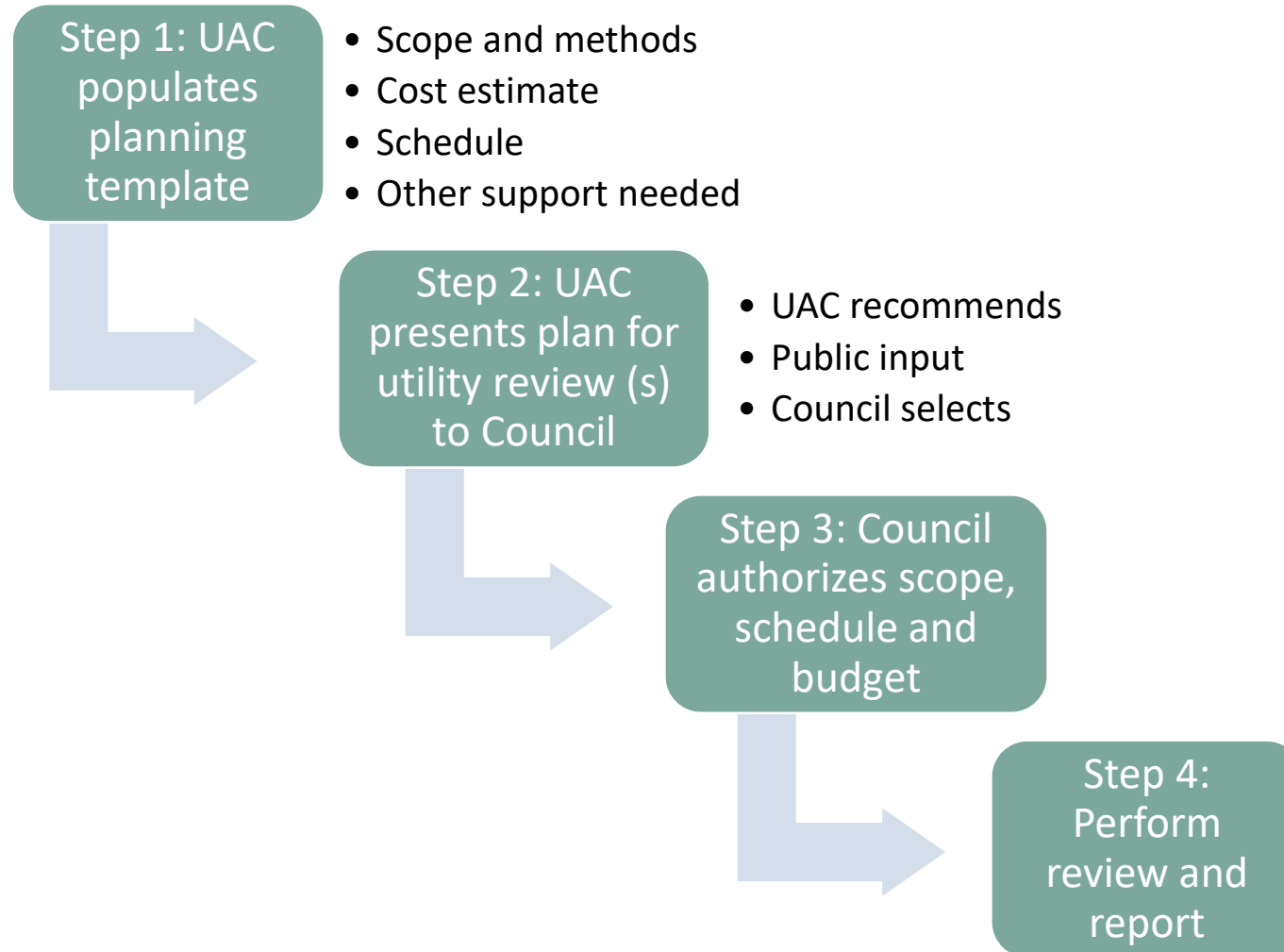
Non-Owned Utilities

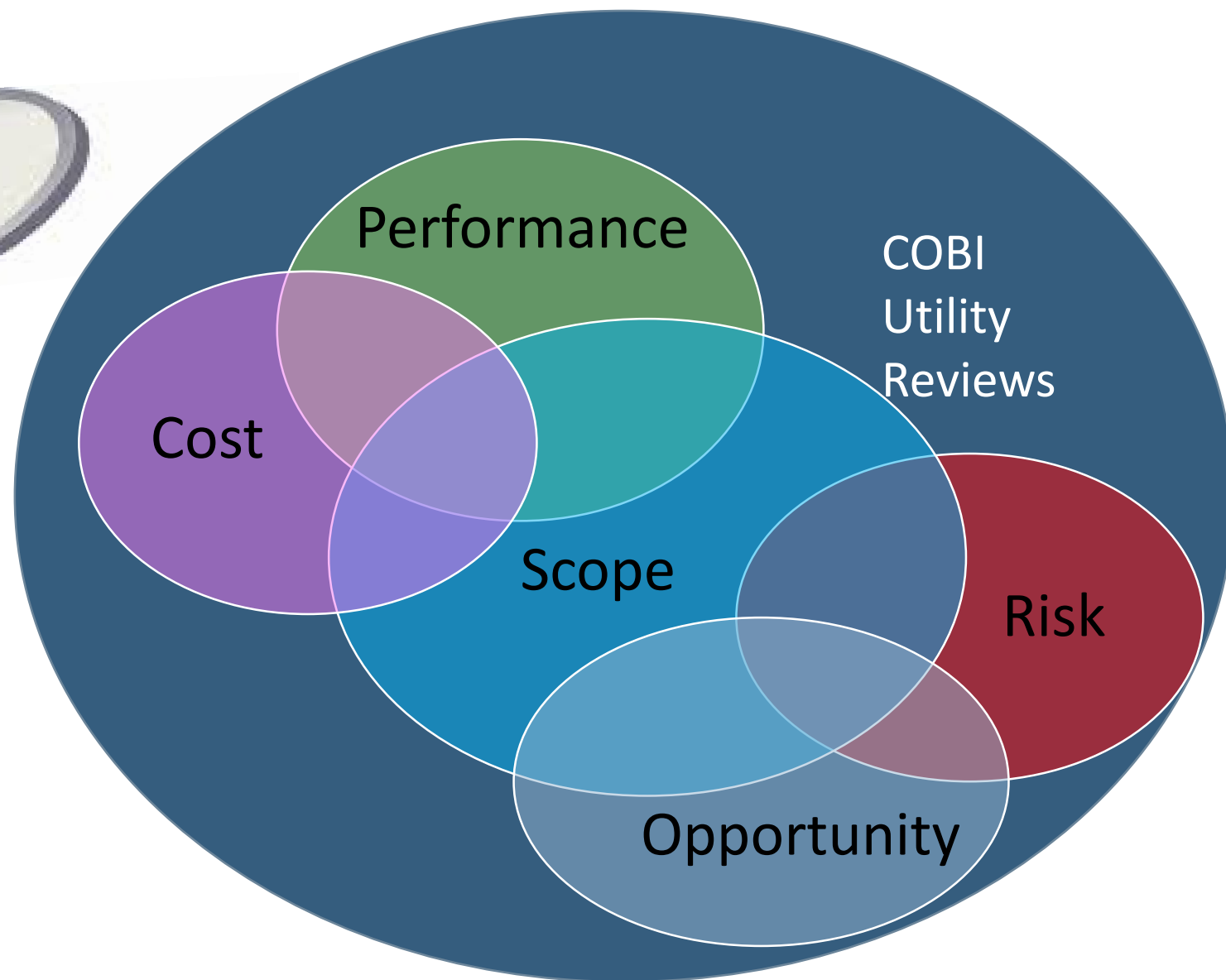
- Electricity
- Telecom
 - Phone
 - Cellular
 - Cable
 - Internet
- Solid waste

Considerations

- Time since prior review (s)
- Regulators' Requirements
- Franchise Renewal Deadlines
- Urgency of Risk or opportunity
- Capacity of UAC and COBI staff

Steps in Planning Each Utility Review





Scalable and Tailorable Template

- Establish general template that can be used for each utility review
- At highest level major element of every review is the same. Template ensures scope is comprehensive.
- Many measures are common to all of our utilities, but
 - Some may be omitted if not germane
 - Some may need significant expansion for a particular utility
- Excel worksheets to help UAC define, structure and execute the reviews

Step 1: Populate Scoping Spreadsheet Template for Each Utility

Rows = Topics (multiple elements in 5 categories)

- Performance (effectiveness)
- Cost (efficiency)
- Vulnerability (risk)
- Opportunity
- Scope

Columns = data elements

- Data to review
- How to obtain / analyze the data
- Approximate cost
- Schedule
- Importance / priority

Example: Portion of Sewer Template *(working draft)*

Element	Measure Number	Measure	Importance (5 High - 1 Low)	What to review	How to obtain / analyze	Cost	Duration (weeks)	Other Considerations
Performance (Effectiveness)	P1	Unexpected Interruptions	3	COBI Utility Records	COBI Staff	low	2	How far back are records? Pretty rare
	P2	Large Spills to enviro (equip failure)	5	COBI Utility Records	COBI Staff	low	3	very accurate also Kitsap Health District
	P3	Impact on homes and business (equip failure)	5	Records				Most failures are reported
	P4	(denial of service)Maintenance down time	1	don't know				Very rare
	P5	Customer satisfaction	2	Customer rating/comments	Survey or complaints	med		see-click-fix reports. Survey is overkill
	P6	Effluent quality (required)	5	COBI Utility Records	daily city sampling reports			Discharge monitoring report to DOE
	P7	Solids management	5	COBI Utility Records				
	P8	Comp Plan - progress towards vision	3	environmental, land use and utility goals	Comp Plan review			
	P9	Inflow and Infiltration (I&I)	5	PW records	COBI Staff			
Cost (Efficiency)	C1	Rate payer bills	5	benchmark local systems	Consultant	med		possibly UAC
	C2	Operating costs	4	Rate Study	Consultant	med		
	C3	Admin costs	4	Rate Study	Consultant	med		

Potential Elements for Any Utility Review

A. Utility Performance (*Effectiveness*)

- Is it doing what it is established to do?
- Reliability and quality
- Is COBI community satisfied?
- Are regulators satisfied?

B. Utility Cost (*Efficiency*)

- Are rates competitive against benchmarks?
- Are rates fair to all rate classes?
- Are rate payers satisfied?

Potential Elements for Any Utility Review

c. Vulnerabilities (*Risks*)

- Financial Risk: Is there a surprise bill looming?
 - Decaying Infrastructure [Example: collapsing culverts]
 - Mandatory additional expenses [Example: fish passages]
- Performance Risk: What could compromise service?
 - Ordinary redundancy and disaster survivability/recovery
- Safety Risk: Explosion, flood...
- Health Risk: Toxic cloud, EM radiation, pathogens, chemicals...
- Environmental Risk: water, air, soil pollution, habitat
- Technological Risks: Obsolescence, cyber security...

Potential Elements for Any Utility Review

D. Opportunities

- Technology advances
- Funding / financing opportunities
- Collaboration and partnership opportunities
- Disaster preparedness: survival, restoration and recovery

E. Scope

- Consistency with Comprehensive Plan
- Compliant with applicable laws, policies, and best practices
- Service area
- Service levels

Finite UAC Capability to Conduct Reviews

- For each utility review, UAC (with Council validation) must decide which elements are most important and which ones may be responsibly omitted
- For each review, UAC will need to chose how to assess each element
 - Some may be a natural fit for COBI staff
 - Some study can be performed by UAC members themselves
 - Some may need to be contracted (requires Council action)
 - Some may involve public participation including workshops or polls

UAC Engagement with Council

1. Advise on selection of utilities to review
2. Advise on selecting elements to be in or out of scope
3. Request any significant staff support beyond routine PW support
4. Request and justify use of consultants if needed
5. Obtain community outreach as needed (workshops, polls, etc.)
6. Inform Council of status
7. Make interim and final recommendations; reports and presentations

Next Steps

1. **Council approves this process**
2. **Council asks us to initiate first reviews(s)**



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME: 45 Minutes

AGENDA ITEM: (6:35 PM) Project Options for Dave Ullin Open Water Marina - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to direct staff to proceed with the design option shown as Option 1.A., providing 16 residential spots in the Dave Ullin Open Water Marina while allowing for an increased width to the safety fairway south of the marina area.

SUMMARY:

Consider approval of the Marine Access Committee ("MAC") recommendation for the placement of 16 residential buoys within the DUOWM allowing for a increased safety fairway to the south of the marina area.

FISCAL IMPACT:

Amount:	\$TBD
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND:

In 2010/2011, the City and the Washington State Department of Natural Resources ("DNR") established an open water marina for residential use and the City installed 10 buoys within the open water marina for five residential vessels, which, together with the linear moorage system, provided for up to eleven residential vessels.

On August 8, 2017, the City, through Resolution No. 2017-15, renamed the open water marina as the “Dave Ullin Open Water Marina” (“DUOWM”).

In September 2018, the linear moorage system was removed due to its deteriorated condition.

The DUOWM is currently full with 11 tenants. The demand for residential use of the DUOWM has increased and a waitlist has been established. Currently, there are six vessels on the waitlist.

In 2018, the City Council directed the Marine Access Committee (“MAC”) to provide a recommendation for the placement of 16 residential buoys within the DUOWM.

On December 10, 2018, the MAC received public comment on Option 1, showing 16 residential boats on a single point swing. For reference, attached is the proposed buoy layout for Option 1. The MAC reviewed the public comments on the proposed layout and evaluated several other options.

The MAC recommends Option 1.A., which would allow for 16 vessels on a single-point swing for those currently residing in the DUOWM, along with 5 additional vessel lengths known to be on the wait list (rounded to the nearest 10'). In doing so, this would create a southern navigation fairway by shifting buoy positions to the north and northeastern boundaries of the DUOWM.

City staff are working to complete project plans in time to allow for construction during the Summer, 2019, fish window. To meet this timeline, the City must select a final layout no later than March 1, 2019. At that time, the proposed layout will be provided to DNR for formal review and approval.

ATTACHMENTS:

[DUOWM Existing conditions 2017.pdf](#)

[Option 1](#)

[DUOWM Option 1A.pdf](#)

[DUOWM CC 2 12-2019.pptx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

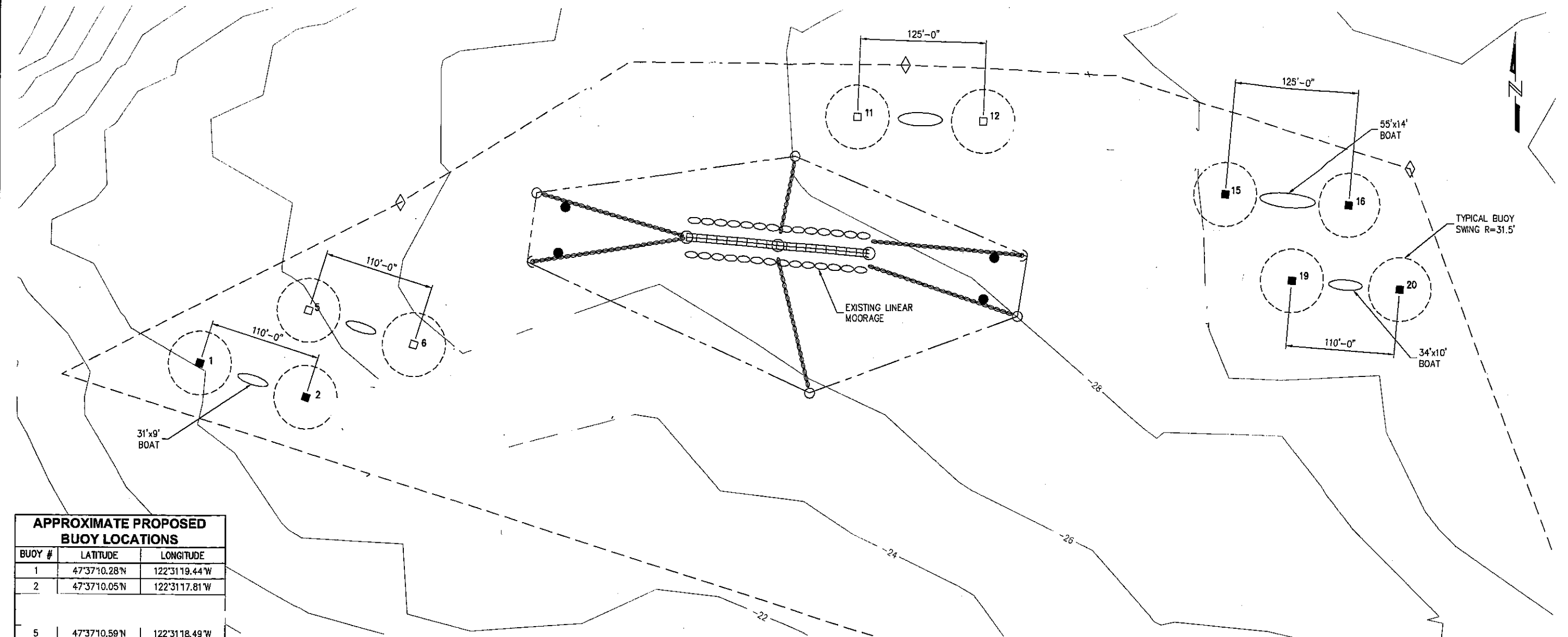
6/9/11
Drawing: 2011114047.01 - Linear Moorage Eval & Permit Ass't
Shoreline Plans\114047-02.dwg

APPROXIMATE PROPOSED BUOY LOCATIONS		
BUOY #	LATITUDE	LONGITUDE
1	47°37'10.28"N	122°31'19.44"W
2	47°37'10.05"N	122°31'17.81"W
5	47°37'10.59"N	122°31'18.49"W
6	47°37'10.50"N	122°31'16.81"W
11	47°37'12.41"N	122°31'10.32"W
12	47°37'12.31"N	122°31'08.51"W
15	47°37'11.68"N	122°31'05.48"W
16	47°37'11.64"N	122°31'03.65"W
19	47°37'10.96"N	122°31'04.75"W
20	47°37'10.96"N	122°31'02.79"W

LEGEND

- 2011 SUMMER INSTALLATION BUOY
- FUTURE INSTALLATION BUOY (TO BE DETERMINED)
- ◇ EXISTING MARKER BUOY
- EXISTING MOORING BUOY
- EXISTING TOW BUOY

MOORING PLAN



C.O.B.I.

JUN 10 2011

RECEIVED PCD

PND
ENGINEERS, INC.

811 First Avenue, Suite 570
Seattle, Washington 98104
Phone: 206-624-1387
Fax: 206-624-1388
mail@pndengineers.com

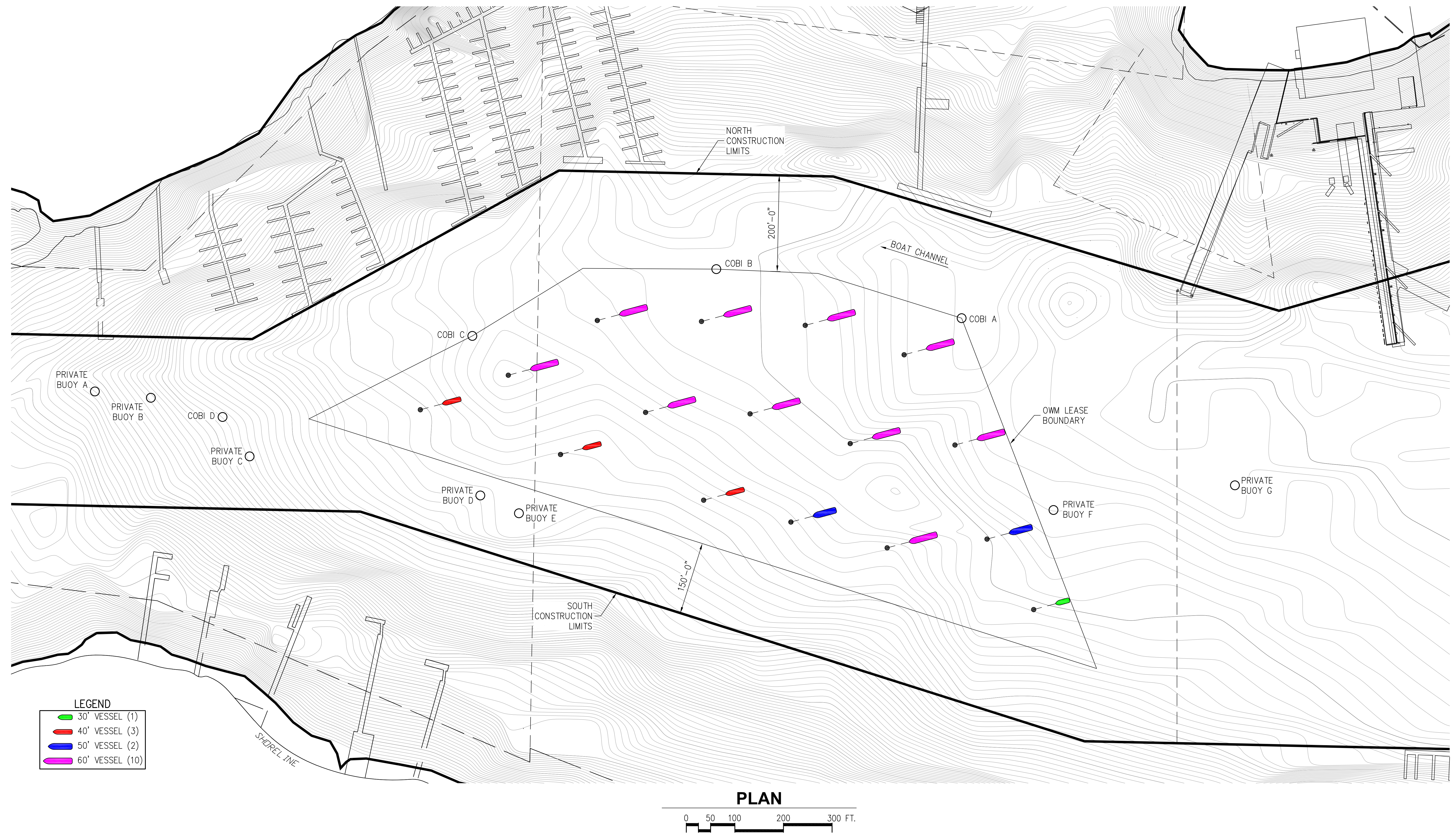
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REVISIONS

REV	DATE	DESCRIPTION

PROJECT: EAGLE HARBOR OPEN WATER MARINA MOORING BUOYS	
TITLE: MOORING PLAN	
DESIGNED BY: DP	PROJECT NO: 114047.01
DRAWN BY: GRD	DATE: JUNE 2011
CHECKED BY:	SCALE: NOTED
SHEET NO: 2 OF 3	

PROPOSED BUOY LAYOUT - BOAT VIEW



PLAN

A horizontal scale bar with markings at 0, 50, 100, 200, and 300 FT.

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Seattle, Washington 98134
P: 206.624.1387
www.pndengineers.com

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REVISIONS		
REV	DATE	DESCRIPTION

PROJECT:

CT: **BAINBRIDGE ISLAND**
DAVE ULLIN OPEN WATER MARINA

TITLE:

PROPOSED BUOY LAYOUT BOAT VIEW

DESIGNED BY:	

CF	PROJECT NO:	184094	S

	DRAWN BY:
	CHECKED BY:

GRD:	DECEMBER 2019
SCALE:	NOTED

EET NO:

2b OF **2**

PROPOSED BUOY LAYOUT - SWING CIRCLE

OPTION 1.A.



LEGEND

30' VESSEL	1/2"	5
40' VESSEL	3/4"	6
50' VESSEL	1"	7
60' VESSEL	1 1/4"	8

PLAN



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REVISIONS		
REV	DATE	DESCRIPTION

PROJECT			
BAINBRIDGE ISLAND			
DAVE ULLIN OPEN WATER MARINA			
TITLE			1.A.
PROPOSED BUOY LAYOUT - OPTION SWING CIRCLE			
DESIGNED BY:	OF PROJECT NO:	104004	SHEET NO.
DRAWN BY:	DATE:	JANUARY 2010	
CHECKED BY:	SCALE:		NOTED
			OF



DUOWM Future Actions

- ❖ Actions as recommended tonight
 - Proceed with installation of 16 mooring buoys
 - Increase safety fairway south of DUOWM an additional approximately 75 feet
 - Review liveaboard dinghy accommodations at current City dock
- ❖ Future Actions
 - Consider liveaboard dinghy accommodations in development of any proposed City dock modifications
 - Review potential actions to reduce conflicts with private buoys in safety fairway south of DUOWM



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (7:20 PM) Information Services Agreement for Local Update of Census Addresses (LUCA) Operations - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

I move to approve the information services agreement for local update of census addresses operations with Kitsap County and to rescind approval of the ILA for the same work that was approved by the City Council on May 22, 2018.

SUMMARY:

Consider approval of an Information Services Agreement with Kitsap County in the amount of \$10,257.50 for addressing work that was previously approved by the City Council on May 22, 2018.

FISCAL IMPACT:

Amount:	\$10,257.50
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	

BACKGROUND: On May 22, 2018, the City Council approved an ILA with Kitsap County to conduct the review, processing, and coordination required to ensure that the City of Bainbridge Island's addressing is in alignment with Federal Census 2020 regulations and Kitsap 911 digital and GIS addressing requirements. For reference, attached is the May 22, 2018 Agenda Bill describing the previously approved ILA.

Following the City Council's actions on May 22, 2018, Kitsap County performed all of the work under the proposed ILA. However, Kitsap County never executed the ILA. To date, the City has not paid Kitsap County for the work performed.

Instead, citing a potential ambiguity in the form of the ILA, Kitsap County now wishes to execute an Information Services Agreement for the same work in the amount of \$10,257.50. This figure is less than the maximum amount that was approved in the ILA, which was \$11,000.00.

Under Section 15.2 of the City's Procurement Policy, all interlocal and interagency agreements must be approved by the City Council.

ATTACHMENTS:

[Information Services Agreement for Local Update of Census Addresses \(LUCA\) Operations](#)

[5-22-18 LUCA Agenda Bill](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

No. KC-302-18
INFORMATION SERVICES AGREEMENT FOR
LOCAL UPDATE OF CENSUS ADDRESSES (LUCA) OPERATIONS

This Information Services Agreement for Local Update of Census Addresses ("LUCA") Operations ("Agreement") is made between Kitsap County ("County") and the City of Bainbridge Island ("City"). In consideration of the mutual covenants contained herein, the parties agree as follows:

Scope of Services by County. The County will provide to the City the services as follows:

Submit updates to LUCA on behalf of the City conducting the review and response of the Census Bureau's address list in accordance with the Census Bureau's response requirements, training, protocols, and security protocols.

The services performed will not exceed the services listed above without the prior written agreement of the parties.

1. Term. This Agreement shall be deemed to have commenced on 12/26/2017 and shall terminate on 5/31/2019.
2. Termination. Either party to this Agreement may terminate the Agreement on thirty (30) days' written notice to the other party. Upon termination of this Agreement, any documents, reports and/or electronic data specifically prepared or produced for the City under this Agreement will be provided to the City within thirty (30) days of a written request from the City.
3. Compensation. The maximum amount of compensation paid under this Agreement is \$10,257.50, which will be paid at the hourly rate of \$93.25. The County will advise the City as soon as possible if it appears that the number of hours required to complete the services under this Agreement will exceed 110 hours, and this Agreement will be amended accordingly.
4. Billing and Payment. Within 45 days of execution of this Agreement, the County will submit a final invoice to the City for all of the services performed under this Agreement. The City will pay the final invoice within 45 days from the invoice date.
5. Notices. All notices required to be in writing shall be delivered to a party by United States mail, postage prepaid, and addressed to the appropriate party as follows:

County:

Kitsap County, Department of Information Services
614 Division Street, MS-21
Port Orchard, WA 98366
Attn: Kitsap County IS Director

City:
City of Bainbridge Island
City Attorney
280 Madison Avenue North
Bainbridge Island, WA 98110
Attn: Joe Levan

6. Compliance with Legal Requirements. Each party shall comply with all applicable federal, state, and local laws and regulations.
7. Ownership of Work Product. Documents, reports and/or electronic data specifically prepared or produced for the City under this Agreement whether finished or not will become the property of the City.
8. Independent Contractor. Each party under the Agreement shall be for all purposes an independent contractor. Nothing contained herein will be deemed to create an association, a partnership, a joint venture, or a relationship of principal and agent, or employer and employee between the parties.
9. Indemnification and Limitation of Liability.
Each party shall defend, indemnify, and hold harmless the other party, and the other party's officers, employees, and agents, from and against any claims, including reasonable attorney fees resulting from such claims, by third parties for any or all injuries to persons, damage to property, disclosure of confidential information, or infringement of a protected intellectual property right of such third parties, which claim arises from intentional, reckless, or negligent acts or omissions of the party, its officers, employees, or agents. If such claims, injuries, damages, disclosures, or infringements, including attorney fees, are caused by or result from the concurrent negligence of one party, its officers, agents, employees, or volunteers, then this indemnity provision shall be valid and enforceable only to the extent of the negligence of the other party.

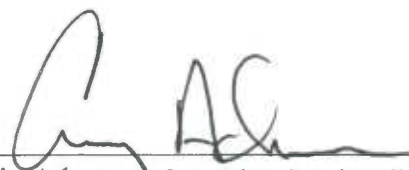
The parties shall not be liable to each other, regardless of the form of action, for consequential, incidental, indirect, or special damages except a claim related to bodily injury or death, or a claim or demand based on disclosure of confidential information, data breach, or infringement of protectable intellectual property right interest.

Neither party shall be liable to the other or be deemed to be in breach of this Agreement by reason of any delay in performing, or any failure to perform any of their respective obligations in relation to the Agreement, if the delay or failure was due to any cause beyond said party's reasonable control including, but not limited to, any act of God, war, explosions, fire, flood, earthquake, epidemics, government or state action, unusually severe weather or other action of third parties out of the reasonable control of a party.

10. Assignments. Except with the prior written consent of the other party, each party shall not assign or transfer, including by merger (whether that party is the surviving or disappearing entity), consolidation, dissolution, or operation of law any right, duty, obligation, or remedy under the Agreement. Any purported assignment or transfer in violation of this section shall be void.
11. Waiver. Either party's failure to insist upon the strict performance of any provision of the Agreement, or to exercise any right based upon a breach thereof or the acceptance of any performance during such breach, will not constitute a waiver of any right or remedy under the Agreement unless expressly so agreed in writing by an authorized representative.
12. Severability. If a court of competent jurisdiction holds any provision of the Agreement to be illegal, invalid, or unenforceable, in whole or in part, the validity of the remaining provisions will not be affected, and the parties' rights and obligations will be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.
13. Survival. Those provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive. Those provisions include, without limitation: Sections 3 (Compensation) and Section 9 (Indemnification and Limitation of Liability).
14. Entire Agreement. The parties acknowledge the 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, oral or written, are hereby revoked and superseded by the Agreement.
15. Authorization. Each party signing below warrants to the other party, that they have the full power and authority to execute this Agreement on behalf of the party for whom they sign.
16. Execution. The parties have executed this Agreement as of the later of the signature dates included below.

DATED this 23 day of Jan, 2019.

KITSAP COUNTY, WASHINGTON



Craig Adams, Information Services Director
(Pursuant to KC Resolution 071-2010)

DATED this ___ day of _____, 2019.

CITY OF BAINBRIDGE ISLAND, WA

Morgan Smith, City Manager

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: Kitsap County Interlocal Agreement for 2020 Census LUCA Addressing, AB 18-085 - Planning (Pg. 357)	Date: 5/22/2018
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: 18-085
Proposed By: Department of Planning & Community Development	Referrals(s):

BUDGET INFORMATION

Department: Planning	Fund:	
Expenditure Req: Not to exceed \$11,000.00	Budgeted? No	Budget Amend. Req? Yes

REFERRALS/REVIEW

Business Meeting: 5/8/2018	Recommendation: Forward to 5/22 Consent Agenda.	
City Manager: Yes	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

Under the proposed interlocal agreement with Kitsap County, Kitsap County would conduct the review, processing, and coordination required to ensure that the City of Bainbridge Island addressing is in alignment with Federal Census 2020 regulations and Kitsap 911 digital and GIS addressing requirements.

As a component of the regular Federal Census, the U.S. Census Bureau coordinates with local jurisdictions in relation to the validation and GIS geolocation of each City or County's address list in accordance with the Census Bureau's training, protocols, and security requirements. Within Kitsap County, all addressing functions, software, and recordkeeping are managed by the County, with input and minor changes as requested by other municipalities located within the County. This arrangement ensures coordination among all jurisdictions and ensures compliance with state and federal regulations in relation to addressing and emergency response requirements.

In previous Census task work, Kitsap County has offered to coordinate the Local Update for Census Addressing (LUCA) operations and validate the process on behalf of each municipality with an intergovernmental contract for the cost of County staff to conduct the work on behalf of each municipality and in the effort of mutual benefit, efficiency, and economy of scale. The attached agreement with Kitsap County is to conduct these services at an hourly rate of \$ 93.25 per hour for an estimated 70-110 hours. The maximum contract would not exceed \$11,000.

The value of the interlocal agreement with Kitsap County lies in that the municipalities would expend at least twice as much in in-house resources, staff time, and training to conduct the same work. Kitsap County's staff already possess the software, the training, the resources, the expertise, and the ability to satisfy the LUCA addressing work and ensure that the addresses within the municipality are in compliance with Federal, State, and Emergency Management requirements.

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
☐ KC Interlocal 2020 Census/LUCA Addressing	Backup Material



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:25 PM) Proposed 2019-2020 Citywide Communications Plan - Executive,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

Discussion only.

SUMMARY:

The City has identified improved and expanded communications initiatives to be a key priority for 2019 - 2020. The Communications Coordinator will review the following topics to inform that work:

- results from recent communications survey
- proposed priority tasks related to communications
- planned allocation of Communications Coordinator/capacity
- proposed use of external/consulting resources

FISCAL IMPACT:

Amount:	\$270,000
Ongoing Cost:	\$60,000
One-Time Cost:	\$150,000
Included in Current Budget?	Yes

BACKGROUND:

The City began efforts in 2018 to improve its communications with the broader community. The proposed 2019 Communications workplan includes the following priorities: City projects + outreach, weekly e-newsletter, social media presence, website enhancements, and a monthly bulletin to be sent by postal mail to all households as requested by City Council.

In addition, the results of a recent communications survey emphasize the need to promote the current tools utilized by the City to inform the public of upcoming projects, City Council agenda items, etc. (e.g. City Manager's Report, ListServ, social media).

ATTACHMENTS:

[Communications Plan - CC 12 Feb 2019.pptx](#)

[Survey Results - CC 12 Feb 2019.docx](#)

[Proposed Communications Workplan 2019-2020.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Proposed Communications Plan 2019-2020

City of Bainbridge Island
City Council Business Meeting
February 12, 2019

Overview

- ▶ Results from Communications Survey
- ▶ Proposed Focus Areas
- ▶ Proposed External Resources
- ▶ Cost Estimates & Budget

Communications Survey Results

- ▶ 550 responses
- ▶ City is doing an “excellent” job communicating (7%)
- ▶ “Good” or “Fair” job communicating (40% and 34%)
- ▶ “Poor” job communicating (16%)

Communications Survey Results

Highlights:

- ▶ Promote current outreach tools
- ▶ Current primary sources are not City-source (i.e. “word of mouth”)
- ▶ Email and text are preferred

Communications Survey Results

Opportunities:

- ▶ Council meeting information
- ▶ Reaching a broader audience
- ▶ More compelling, user-friendly content

Communications Coordinator Focus

Tasks	Share of Total
Content Development	30%
Project Outreach – City Projects	20%
Internal Communications	20%
Social Media (Facebook, Twitter, Nextdoor)	20%

Communications Coordinator Focus

Tasks	Share of Total
Web Activity • Training (Cost TBD) • Create News section • Reorganize Notify Me • Start online open houses for projects (likely will cost \$9,000-\$12,000/yr) • Create 'Hot Topics' Section (to include Council Priorities) • Determine who manages specific pages & updates • Weekly/Monthly: Update News section, Analytics	As available
Community Engagement & Outreach • Create engagement & outreach calendar (Ferry Commuter Days, Farmers Market, etc.) • Education Workshops (e.g. Tree regulations, Bike Box, etc.) • Chamber of Commerce & BIDA Breakfasts	As available

External Resources:

Areas & Tasks	Monthly Cost	Annual Cost
Monthly Bulletin (Consultant) • Research, write, design • Name of bulletin • Topics to be determined by Council + Communications Survey	\$1,000	\$12,000
Monthly Bulletin (Printing & Mailing) Quotes from BlueSky Printing & Olympic Presort include design, print & mail and require a 12-day BlueSky Printing (needs 7-10 days): Graphics, layout, print: \$1,079.67 + tax Olympic Presort (mailing): \$2,330	\$3,500	\$42,000
Total		\$54,000

External Resources:

Areas & Tasks	Monthly Cost	Annual Cost (consultant)	Other Cost	Total Cost
Graphic Design	\$1,000 *Hours will vary	\$12,000	COBI currently pays Canva subscription \$239/year.	\$12,239
Weekly E-Newsletter	\$1,000 *Hours will vary	\$12,000	Constant Contact: Branded Template fee of \$299 Annual cost: \$840	\$13,139
Social Media	\$1,000	\$12,000	(Will depend if use Hootsuite or other platform for scheduling posts)	\$12,000
Total				\$37,378

Cost Estimates & Budget:

Approved 2019-2020, two-year Budget includes:

Annual support at \$60k/year	\$120,000
One-time funding	<u>\$150,000</u>
Total:	\$270,000

Annual costs for monthly bulletin:	\$55,000-\$60,000
Annual costs for other external:	<u>\$35,000-\$40,000</u>
Total Annual Costs:	\$90,000–100,000

Remaining funds (\$70,000 - \$90,000) available for targeted website improvements



Executive Department

Memorandum

Date: February 7, 2019
To: City Council
From: Kristen Drew, Communications Coordinator
Subject: Results of Communications Survey

Communications Survey:

- We conducted a survey to find out how people would like to stay informed about City projects, City Council agenda items, and more. We shared the survey on the COBI website, social media, and e-mail. I also hand-delivered postcards along Winslow Way and during a ferry outreach event. 550 people responded.

The Results:

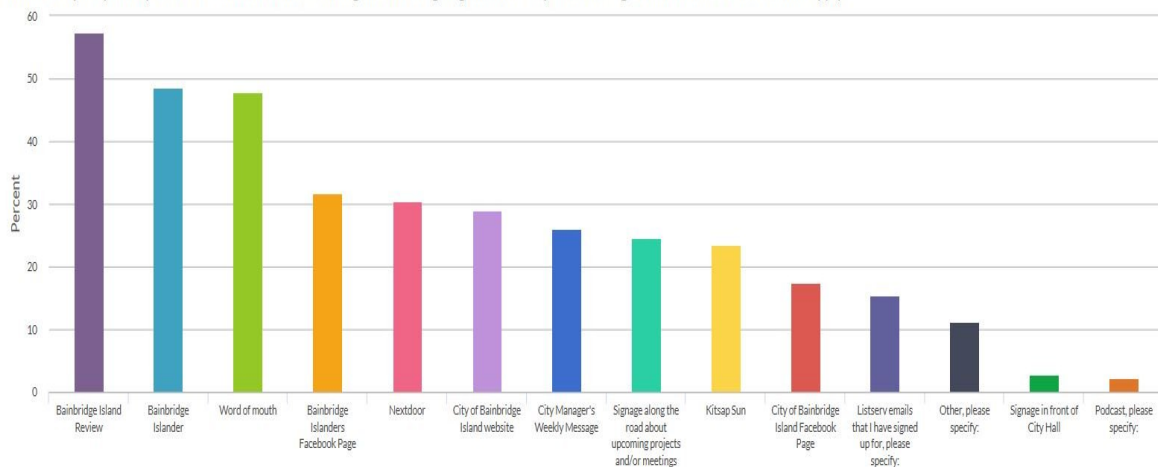
- Overall, 7% surveyed said that the City was doing an “excellent” job of communicating; 40% said good; 34% said “only fair”; and 16% said “poor.”
- Key Points
 - o The City needs to promote its current outreach tools (e.g. City Manager’s Report, Notify Me, social media) as many respondents suggested ideas that the City is already doing.
 - o The top primary sources of information selected by respondents are not initiated or authored by the City. The City needs to be proactive in its approach to projects, as “Word of Mouth” is one of the primary sources for finding out what is going on in the City.
 - o Electronic messages (email and text) are the preferred method of communication.

- o An overwhelming number of respondents said what keeps them from getting involved with projects and issues in the community is that “I’m not sure giving feedback matters or affects the outcome” and they do not feel the City is listening to their input.
- o City Council agenda/meetings: Some people would like a detailed summary of the City Council meetings and discussion. Some people are unaware that meetings are livestreamed on the COBI website. Some people also are not aware they currently have an option to receive the City Council agenda by email via Notify Me (City Council Meeting Notifications).
- o 50% of the respondents were 60+ years old – how do we reach younger audiences?
- o Land use/development ranked among the most important topic.
- o Need to use concise, simple language in materials and more visuals (e.g. “mobility” – people thought it was misleading and sounded like a program for ADA compliance).
- o The lack of trust was a constant theme in responses regarding the SAFE Mobility Levy.
- o Overall, people were satisfied with the levy outreach but not the structure of the levy. Most comments focused on the structure of the levy instead of the outreach.

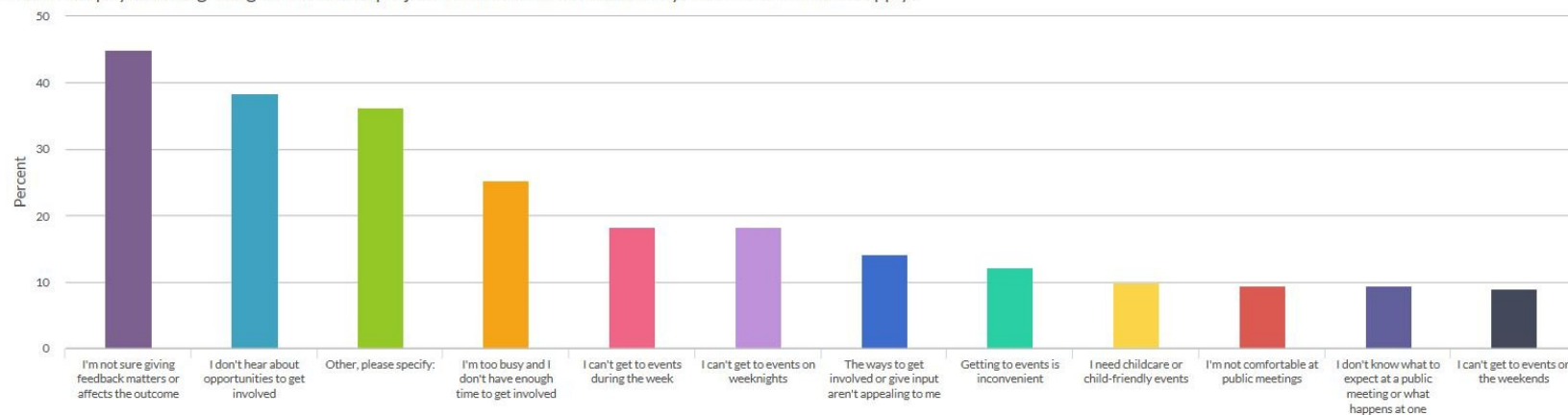
The Outcome:

- The survey results will be used by the Communications Coordinator to shape the 2019 workplan.

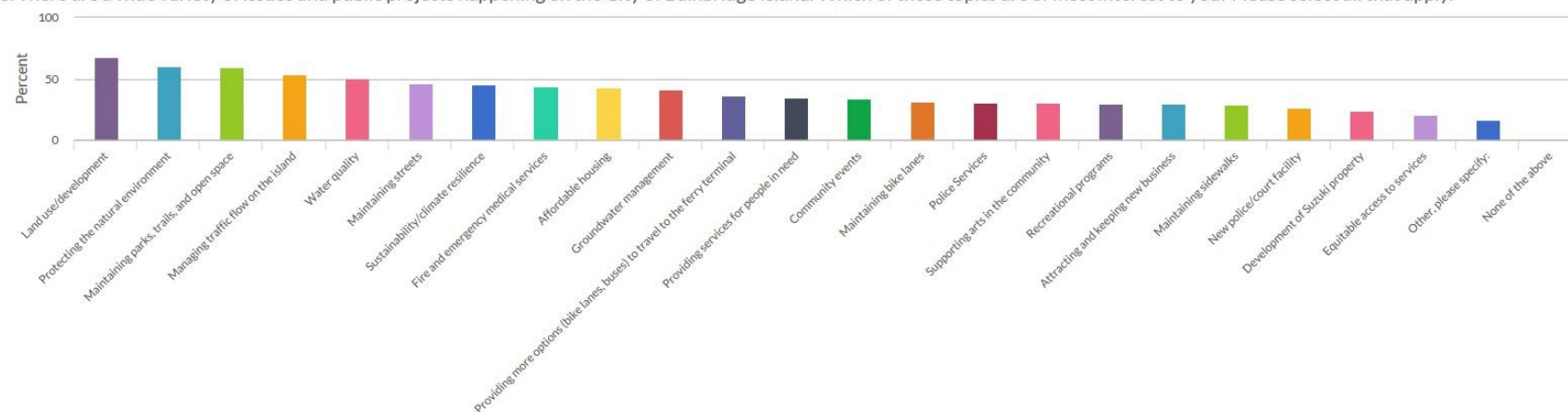
3. What are your primary sources of information for finding out what is going on in the City of Bainbridge Island? Please select all that apply.



7. What keeps you from getting involved with projects and issues in the community? Please select all that apply.



8. There are a wide variety of issues and public projects happening on the City of Bainbridge Island. Which of these topics are of most interest to you? Please select all that apply.





CITY OF
BAINBRIDGE ISLAND

Executive Department

Memorandum

Date: February 7, 2019
To: Morgan Smith, City Manager
From: Kristen Drew, Communications Coordinator
Subject: Proposed Communications Workplan 2019/2020

Priorities: • Monthly Islandwide Bulletin via Postal Mail • Weekly E-Newsletter • Social Media Presence • Website Enhancements • City Projects + Outreach	Costs: • Annual external costs for monthly bulletin: \$55,000-\$60,000 • Annual external costs for other tasks: \$35,000-\$40,000 Total Annual: \$90,000 – 100,000

Approved 2019-2020, two-year Budget includes:

\$120,000	annual support \$60k/year
<u>\$150,000</u>	<u>one-time funding</u>
\$270,000	Total

Approved budget for 2019-2020 is sufficient to support two years of monthly, all-island printed bulletin, and some targeted website improvements.

Recommend a review after 12-months (mid-2020) to assess impact, determine whether to continue monthly bulletin, and inform 2021-2022 budget planning.

Proposed Distribution of Communication Coordinator Effort (2019-2020):

Areas & Tasks	Weekly Hours	Share of Total
Content Development • Oversee/manage outside resources (Monthly Bulletin, Website) • Video (Will require purchase of editing software – \$20-30/mo) • Podcast (Monthly podcast with BCB) • Press Release • City project stories for webpage & social media • Staff spotlight	12	30%
Project Outreach – City Projects • Project one-pager (information about project): -Meet with team -Write one-pager, create video, etc. -Share information on social media & website	8	20%
Internal Communications • Training on Communications (presentation, media, etc.) • E-Newsletter (new employees, Wellness + Green Team updates, etc.) • Toolkit implementation • Mission, Vision, Values	8	20%
Social Media (Facebook, Twitter, Nextdoor) • Create social media calendar • Set up email for COBI social media accounts • Social Media Policy • Create Instagram account • Create YouTube account • Update all photos & contact information • Weekly/Monthly: -Write posts, schedule posts -Analytics, monitoring & responding -Graphics and Photos	8	20%
General Administration • Emails • Master Calendar • Weekly Assignments • Neighborhood Matching Grant • Track volunteer hours	4	10%
Web Activity • Training (Cost TBD) • Create News section • Reorganize Notify Me • Start online open houses for projects (likely will cost \$9,000-\$12,000/yr) • Create 'Hot Topics' Section (to include Council Priorities) • Determine who manages specific pages & updates • Weekly/Monthly: Update News section, Analytics	As available	
Community Engagement & Outreach • Create engagement & outreach calendar (Ferry Commuter Days, Farmers Market, etc.) • Education Workshops (e.g. Tree regulations, Bike Box, etc.) • Chamber of Commerce & BIDA Breakfasts	As available	

Proposed Other Resources:

- External consultants will be responsible for producing the monthly bulletin and weekly e-newsletter. The consulting team will also provide graphic design support and create content for social media. Hours will vary depending on need and number of projects.
- Cost estimates are based on quote from Bainbridge Island based team, which proposed significantly lower rates than other options (\$50/hour).

Areas & Tasks	Weekly Hours	Monthly Cost	Annual Cost (consultant)	Other Cost	Total Cost
Graphic Design • Create posters for project & event support (as requested) • Create social media graphics • Create Ward meeting graphics • Create template for project one-pagers	5	\$1,000 *Hours will vary	\$12,000	COBI currently pays Canva subscription \$239/year.	\$12,239
Weekly E-Newsletter • New design (that includes video option) • New name • Research, write and send weekly updates	5	\$1,000 *Hours will vary	\$12,000	Constant Contact: Branded Template fee of \$299 Annual cost: \$840	\$13,139
Social Media • Work with Communications Coordinator to create Instagram & YouTube accounts • Work with Communications Coordinator to write and schedule posts • Shoot photos and video for future content	5	\$1,000	\$12,000	(Will depend if use Hootsuite or other platform for scheduling posts)	\$12,000
Monthly Bulletin (Consultant) • Research, write, design • Name of bulletin • Topics to be determined by Council + Communications Survey	5	\$1,000	\$12,000		\$12,000
Monthly Bulletin (Printing & Mailing) Quotes from BlueSky Printing & Olympic Presort include design, print & mail and require a 12-day BlueSky Printing (needs 7-10 days): Graphics, layout, print: \$1,079.67 + tax Olympic Presort (mailing): \$2,330		\$3,500	\$42,000		\$42,000
Total					\$91,378



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (7:55 PM) Sunset Council Ad Hoc Tree Committee - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to sunset the Council Ad Hoc Tree Committee, effective immediately.

SUMMARY:

Per Council's discussion at the retreat, the City Council indicated the work of the Ad Hoc Tree Committee is complete. In order to officially sunset the Council Ad Hoc Tree Committee, Council must pass a motion approving that action.

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: February 12, 2019

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (8:00 PM) Review 2018 Citywide Workplan Results and 2019 Citywide Workplan Priorities - Executive,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to approve the 2019 Citywide Workplan Priorities.

SUMMARY:

To review 2018 workplan results and affirm 2019 workplan priorities.

FISCAL IMPACT:

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

BACKGROUND:

Each year, the City Council and City staff work together to identify items of particular significance, emphasis, or complexity to highlight as priorities within the overall City workplan. At mid-year and year-end, the City reviews the status of these tasks to track progress and address challenges. At year-end, the City also reports on selected metrics related to City activities and service delivery.

At this time, the results of the 2018 workplan priorities are provided, showing status as of year-end (December 31, 2018). The identified priority tasks for 2019 are also presented. Both of these reports were provided in draft form as input for the City Council's annual planning retreat on January 18, 2019.

ATTACHMENTS:

[Citywide 2018 Workplan Results - Final.pdf](#)

[Citywide Priorities 2019-2020.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



2018 Workplan Priorities - Status as of Year End (December 31, 2018)

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INTRODUCTION

This report provides an update on Citywide workplan priorities as of year-end (December 31, 2018). In January of 2018, the City Council and City staff worked together to identify key tasks and initiatives for the coming year. These workplan items are grouped by department, and represent areas of additional focus, new activities, or particular community significance. In many cases, these items have a multi-year planning horizon, and so it is helpful to track progress and next steps, and to also identify unexpected challenges or capacity issues.

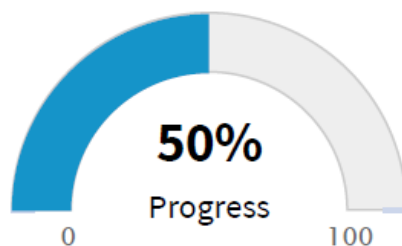
Priority. Each item is assigned a level of priority: 1 = High, 2 = Medium, and 3 = Best Management Practice (BMP).

The priority level for each item is shown as an icon: 

Progress. The report indicates progress, or degree of completeness, for each task as of midyear.

Progress 50%

Overall progress is determined by the summation of each individual items' level of completion. For example, if one half of the items are 25% complete and one half are 75% complete, the overall progress result would be 50%. This high-level indicator is shown as a Progress arch at the start of each department section, and for the City overall.



Status. The report indicates status for each task as of midyear.

If an item is moving forward without impediment, on roughly the timeline anticipated in January, it is shown as “on track.” If it is moving forward without impediment, but on a slower pace than anticipated in January, it is shown as “some disruption.” In only a few cases citywide, there are items that are deferred to 2019 or will not complete at all. These are shown as “major disruption.”

Completed

On Track

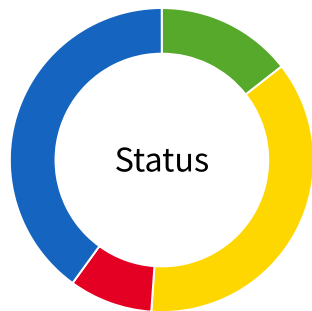
Some Disruption

Major Disruption

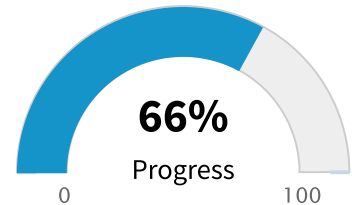
90

Work Plan Item

Overall Summary



	%
● On Track	14.44
● Some Disruption	36.67
● Major Disruption	8.89
● Completed	40.0



RESULTS

Across the organization, results at year end indicate that a many of the City's 2018 workplan highest priorities are completed or are continuing with a moderate level of disruption/delay. A significant number of items have experienced some degree of timing delay ("Some Disruption") but are expected to complete in 2019. Only a very few isolated tasks have been deferred due to capacity or other issues ("Major Disruption").

REPORTING FRAMEWORK

In 2018, the City implemented the use of Envisio software to capture workplan status and data on citywide metrics. This reporting tool was partially implemented in 2018 and was used to produce both the midyear and year-end reports on workplan status. In 2019, the City will complete user training for City staff and will complete the implementation for capturing and reporting on annual metrics. The City also plans to integrate Envisio functionality with OpenGov options, and to provide public access to this information via the City's website.

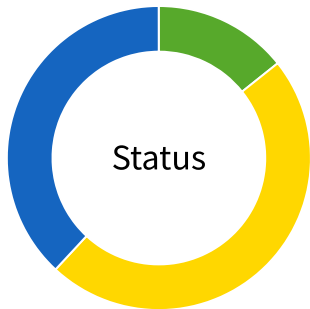


Executive

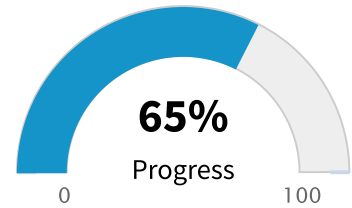
21

Work Plan Item

Overall Summary



	%
● On Track	14.29
● Some Disruption	47.62
● Completed	38.1



Priority: 1

Work Plan Item 1.2.1



Completed

Progress 100%

SR 305 Planning

Support SR 305 / regional transportation planning.

Cloned as Work Plan Item 4.4.2, Work Plan Item 3.6.2, and Work Plan Item 3.1.5

Updated on Jan 02, 2019 22:52:54

Ongoing. WSDOT presented to City Council in Q4.

Work Plan Item 2.1.1



Completed

Progress 100%

Provide briefing to City Council on legal issues for ADUs / condominiums.

Cloned as Work Plan Item 5.5.4 and Work Plan Item 2.6.4

Updated on Jan 14, 2019 23:58:29

Complete. Update provided to Council in Q1.

Work Plan Item 2.6.1



Completed

Progress 100%

Affordable Housing Initiatives

Support Council consideration of affordable housing initiatives, and recommendations from Affordable Housing Task Force.

Cloned as Work Plan Item 5.5.5 and Work Plan Item 4.6.3

Updated on Jan 15, 2019 00:00:50

In Q3-2018, the City Council received final recommendations from the Affordable Housing Task Force. In Q4, the City Council designated an Ad Hoc Committee to focus on implementation of these recommendations. These tasks are anticipated to be a high priority for 2019 workplans.

Work Plan Item 3.4.1



Completed

Progress 100%

Increase Broadband / Fiber Services

Continue to investigate community options to increase broadband coverage and fiber services.

Cloned as Work Plan Item 5.3.2 and Work Plan Item 4.4.3

Updated on Jan 15, 2019 00:02:23

Completed. The City Manager provided a presentation to City Council in Q1. Council requested further evaluation and a recommendation. In Q2 and Q3, City staff held discussions with a local company that is providing fiber service to Winslow area customers. City staff continues to seek ways in which City assistance could accelerate or expand the availability of broadband services in the community.

Work Plan Item 3.5.1 Completed Progress 100%

Downtown Parking Options

Continue work to assess Downtown parking options.

Cloned as Work Plan Item 5.3.1 and Work Plan Item 4.4.1

Updated on Jan 13, 2019 21:55:40

In Q1 and Q2, staff provided to support on this issue to the Infrastructure Ballot Measure Task Force Subcommittee. The Subcommittee did not meet regularly in Q3/Q4 and did not request staff support for additional tasks. It is planned that the Subcommittee will present Council with a recommendations in Q1-2019 for next steps and to confirm whether additional effort will continue and, if so, in what form.

Work Plan Item 4.6.1 Completed Progress 100%

Support for Suzuki Property Planning

Support Council consideration of proposals for Suzuki property.

Cloned as Work Plan Item 5.5.3

Updated on Jan 13, 2019 21:56:29

Completed. In July, City Council approved an 18-month agreement for property development services with Olympic Property Group (OPG). In November, OPG provided the Council with a briefing on the site studies to date, and public outreach. Also in November, OPG conducted a public workshop to share this information with community members.

In Fall, 2019 the City was informed that Housing Kitsap would not be able to act as a development partner for the project as planned. A Council Ad Hoc committee was designated to develop a recommendation for the full Council on how best to identify a new development partner. In Q1-2019, the Council is expected to consider this issue, as well as decision related to final site plan (unit numbers) and stormwater development approach.

Work Plan Item 6.2.2 Completed Progress 100%

Support Council consideration of potential bond measure to support capital projects, and recommendations from Infrastructure Ballot Measure Task Force.

Cloned as Work Plan Item 6.3.4

Updated on Jan 13, 2019 21:53:05

Completed. City Council received recommendations from task force in Q2 and approved ballot measure for November, 2018 ballot. In Q3 and Q4, City staff provided extensive support for communication and community outreach, including several public workshops, educational information provided on the ferry and at other venues, and detailed information via the City's website and printed materials.

In November, voters defeated the levy. In 2019, work will continue to plan and prioritize nonmotorized initiatives that can be completed in the absence of additional levy funds.

Work Plan Item 6.2.1 Some Disruption Progress 75%

Workplan for Comp Plan Implementation Items

Lead citywide efforts to complete multi-year implementation of identified Items from Comprehensive Plan Update.

Updated on Jan 13, 2019 21:58:23

In progress. In Q1-2018, the City selected BERK Inc. to facilitate the project to identified consistency items, coordinate with other identified Code initiatives, and develop an adopted multi-year workplan. City Council workshops were held in Q1 and Q2. Completion of this project was delayed due to the City Manager transition in Q3. A City Council briefing is planned for Q1-2019 to discuss next steps and status.

Work Plan Item 1.3.1 **Some Disruption** **Progress 50%**

Support for Police / Court Building

Support planning process for Police and Municipal Court Building Project.

Cloned as Work Plan Item 6.3.3 and Work Plan Item 3.5.2

Updated on Jan 02, 2019 22:54:46

In progress. City Council reviewed two site options in Q1. Staff and design team provided more detailed analysis and cost estimates for existing building opportunity in Q2. Work to negotiate potential purchase continued in Q3/Q4 per City Council direction. City discussions with property owner are ongoing.

Work Plan Item 3.4.2 **On Track** **Progress 50%**

Improve Cellular Service Coverage

Continue to investigate options to improve community cellular service coverage.

Cloned as Work Plan Item 5.3.3 and Work Plan Item 4.4.4

Updated on Jan 15, 2019 00:01:33

Ongoing. The City has been working with Verizon to upgrade equipment. The Legal Department is in ongoing negotiations with Verizon regarding lease, licensing, and franchise agreements and expects to complete lease agreement by Q2-2019 and a franchise agreement by Q4-2019. The Legal Division is also working with outside counsel in researching and analyzing issues related to franchise agreements more generally in a broader City-wide effort related to such agreements and activities.

Work Plan Item 1.3.2 **Some Disruption** **Progress 25%**

Emergency Preparedness Initiatives

Emergency Preparedness Initiatives: Adopt new EOP; Complete EOC upgrades; Complete planning for neighborhood hubs; Complete development of comprehensive portfolio of regularly scheduled training for City staff and community members.

Cloned as Work Plan Item 6.4.7, Work Plan Item 6.1.6, Work Plan Item 3.4.4, and Work Plan Item 1.5.2

Updated on Jan 02, 2019 22:57:30

Adopt new EOP – draft plan is complete and under review by City Staff and Community Stakeholders, approval planned for Q1-2019.

Complete EOC upgrades – deferred due to reassessment of City EOC functions by new Emergency Management Coordinator.

Complete planning for neighborhood hubs – In partnership with Bainbridge Prepares, planning for neighborhood hubs will continue into 2019.

Complete development of comprehensive portfolio of regularly scheduled training for City staff and community members – training portfolio is complete and a training and exercise plan will be implemented in 2019. Trainings include EOC-specific training for City staff, and Community Emergency Response Team (CERT), Wilderness First Responder (WFR), Map Your Neighborhood (MYN), and disaster preparedness training for community members.

AM Radio Tower – planning for new AM Radio Tower continues and permanent installation will be in place by the end of 2019.

Priority: 2

Work Plan Item 2.5.1



Completed

Progress 100%

Ferry District Planning

Long-range planning for Ferry District.

Cloned as Work Plan Item 6.3.7, Work Plan Item 5.3.4, Work Plan Item 4.7.1, Work Plan Item 4.4.5, Work Plan Item 3.6.3, and Work Plan Item 3.1.6

Updated on Jan 13, 2019 22:13:05

Completed. In Q4, representatives from WSDOT and WSF provided a briefing to City Council on their long-range planning process and key conclusions. City staff will continue to monitor WSF long-range strategic planning process.

Work Plan Item 2.2.1



On Track

Progress 75%

Support Climate Change Advisory Committee

Cloned as Work Plan Item 3.6.4 and Work Plan Item 2.3.1

Updated on Jan 02, 2019 23:00:49

Staff worked with CCAC members in Q2 to develop and issue an RFP for a Green House Gas Inventory. Proposals were reviewed in Q3 and Cascadia was selected as the preferred consultant. Staff discussed scope options with CCAC in Q4 and will bring forward a recommendation to initiate this project in Q1-2019.

Work Plan Item 6.2.4



Some Disruption

Progress 50%

Implement Envisio Software

Implement Envisio software for project tracking / performance metrics: Implement 2018 projects and data; Establish standard reports; User training.

Cloned as Work Plan Item 6.3.5

Updated on Jan 13, 2019 22:11:32

In progress. In Q1, staff worked with Envisio representatives to identify and implement significant changes to software reporting functions and user interface. An Envisio software release in Q2 provided updated and improved functionality. Staff used Envisio to produce the 2018 midyear workplan report. Next steps to complete implementation would be to rollout to other City users and to incorporate annual metrics. These efforts were planned for Q3/Q4 but were delayed due to the City Manager transition. Remaining implementation tasks are planned for Q1/Q2 2019

Work Plan Item 6.2.5



On Track

Progress 50%

Surplus Property Disposition

Continue to effectuate and pursue disposition of designated surplus property (Pritchard, Islandwood Easement, Manitou, Head-of-the-Bay).

Updated on Jan 13, 2019 22:22:41

- The sale of the applicable portion of the upland Manitou property is complete. The transfers of the other Manitou properties are in process with the Bainbridge Island Metropolitan Park and Recreation District (BIMPRD).
- The transfer of the Islandwood Easement is in process with the BIMPRD.
- The City and the BIMPRD have signed the transfer agreement regarding Pritchard Park and are awaiting approval from NOAA.
- After researching options regarding the Head-of-the-Bay properties, an option to un-surplus the properties is planned Council for consideration in Q1 2019.

Work Plan Item 4.2.1 Some Disruption Progress 25%

Support-Code Enforcement Initiatives

Code Enforcement – support consideration of enforcement options.

Updated on Jan 13, 2019 22:20:11

Research and analysis is ongoing. The Legal Department and the Code Compliance Officer provided a briefing to the Council in Q4. In Q1/Q2-2019, City staff will provide additional information and recommendations to the Council .

Work Plan Item 4.3.1 Some Disruption Progress 25%

Support for Sign Ordinance Review

Review sign ordinance.

Updated on Jan 13, 2019 22:20:50

This task is linked to Item 4.2.1 regarding code enforcement initiatives. As with that effort, research and analysis is ongoing. The Legal Department and the Code Compliance Officer provided a briefing to the Council in Q4 2018, and staff will be providing additional information and recommendations to the Council in Q1/Q2 2019.

Work Plan Item 6.2.3 Some Disruption Progress 25%

Establish Franchise Agreements

Establish franchise agreements with Bainbridge Disposal and utilities located in City right-of-way.

Updated on Jan 13, 2019 22:21:31

Research and analysis are ongoing, and negotiations are occurring with some utilities. The Legal Department is working with staff and outside counsel to prioritize franchise negotiation efforts and to evaluate possible improvements to the BIMC related to franchised utilities. It is expected that a determination related to such prioritization and evaluation will be complete by Q2 2019.

Priority: 3

Work Plan Item 6.1.1 Some Disruption Progress 67%

Human Resources Initiatives

Human Resources: Implement new mission, vision, values statements for City staff; Utilize new performance management software; Develop citywide plan for completion of online risk management training.

Cloned as Work Plan Item 6.6.2

Updated on Jan 13, 2019 22:15:36

- Mission/Vision/Values: Presented new staff-focused mission, vision, values statements to all work groups in the City in Q1. In Q2, incorporated new MVV into website, job descriptions and performance evaluations. Staff provided opportunities to recognize each other for “Living Our Values.” Will continue to seek other methods of sharing these statements with staff and also the public.
- Online performance management: New software program was initiated in Q1/Q2. User training was completed in Q2/Q3, along with some testing of the evaluation process. Staff will use this software for 2018 annual reviews.
- Online Risk Management Training. Deferred to 2019 due to need to respond to a high number of staff vacancies.

Work Plan Item 6.4.1 Some Disruption Progress 25%

Expand Code Enforcement Officer Jurisdiction

Updated on Jan 13, 2019 22:23:00

This task is linked to Item 4.2.1 regarding code enforcement initiatives. As with that effort, research and analysis is ongoing. The Legal Department and the Code Compliance Officer provided a briefing to the Council in Q4 2018, and staff will be providing additional information and recommendations to the Council in Q1/Q2 2019.

Work Plan Item 6.4.2 Some Disruption Progress 25%

Code Changes for Animal Control

Update animal control code per recommendations from Kitsap Humane Society.

Updated on Jan 13, 2019 22:23:22

The City Attorney and Deputy City Attorney are engaged in ongoing communications with the Animal Control Officer regarding options for improvements and updates to the Animal Control Code, and proposed amendments to those regulations will be brought to the Council for consideration. This task is linked to Item 4.2.1 regarding code enforcement initiatives more generally. The Legal Department provided an update to the Council in Q4 2018 regarding animal control considerations, and staff will be providing additional information and recommendations to the Council in Q1/Q2 2019, depending on the manner in which the Council prioritizes the various code compliance tasks that are being considered.

Performance Measures – Executive

Priority Based Budgeting

Indicator	2014	2015	2016	2017	2018
Number of City Programs	447	N/A*	392	N/A*	404
Percent of Budgeted Spending on Community Programs in Quartiles One and Two	70%	N/A*	63%	N/A*	70%
Percent of Budgeted Spending on Governance Programs in Quartiles One and Two	60%	N/A*	54%	N/A*	53%

*Data only available for new budget years

National Citizen Survey

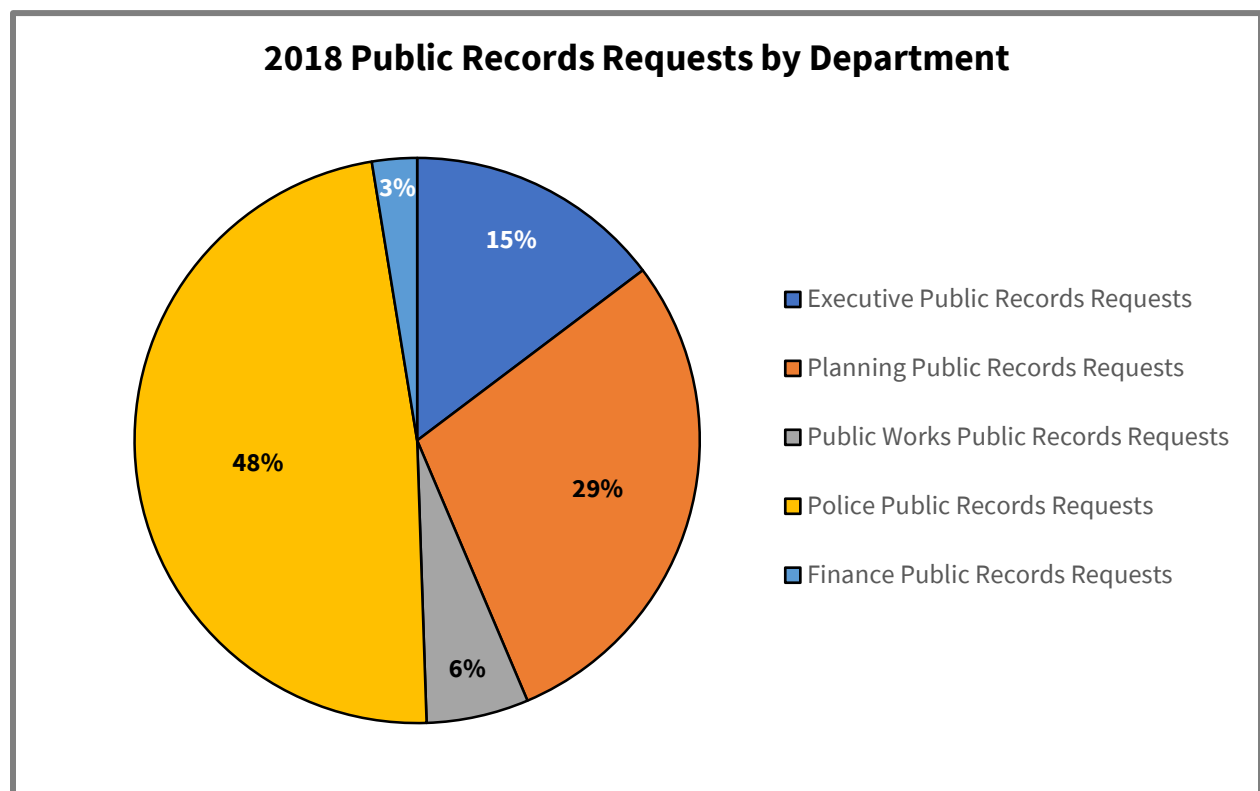
Indicator	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Percentage of Citizens that Value the Level of City Provided Services Per Taxes Paid as Excellent or Good	49%	0.48	51%	N/A*	50%	N/A*
Percentage of Citizens that Believe the Overall Direction of the City is Excellent or Good	44%	0.41	43%	N/A*	41%	N/A*
Percentage of Citizens that Believe the Job the Bainbridge Island Government Does at Welcoming Citizen Involvement is Excellent or Good	59%	0.42	47%	N/A*	54%	N/A*
Percentage of Citizens that Believe the Overall Image or Reputation of Bainbridge Island is Excellent or Good	84%	0.84	86%	N/A*	84%	N/A*
Percentage of Citizens that Believe the Services Provided by the City are Excellent or Good	61%	0.61	68%	N/A*	70%	N/A*
Percentage of Citizens that Believe the Overall Impression of City Employees is Excellent or Good	78%	0.7	77%	N/A*	79%	N/A*

*No NCS data was collected for 2016 or 2018

Performance Measures – Executive

City Clerk

Indicator	2017 Actuals	2018 Actuals
Average Number of Days to Close a Request	8.75	14
Executive Public Records Requests	N/A	166
Planning Public Records Requests	N/A	326
Public Works Public Records Requests	N/A	66
Police Public Records Requests	N/A	541
Finance Public Records Requests	N/A	29
Staff Hours Spent on Public Records Requests	N/A	1,371
Number of Notary Services Performed	152	130

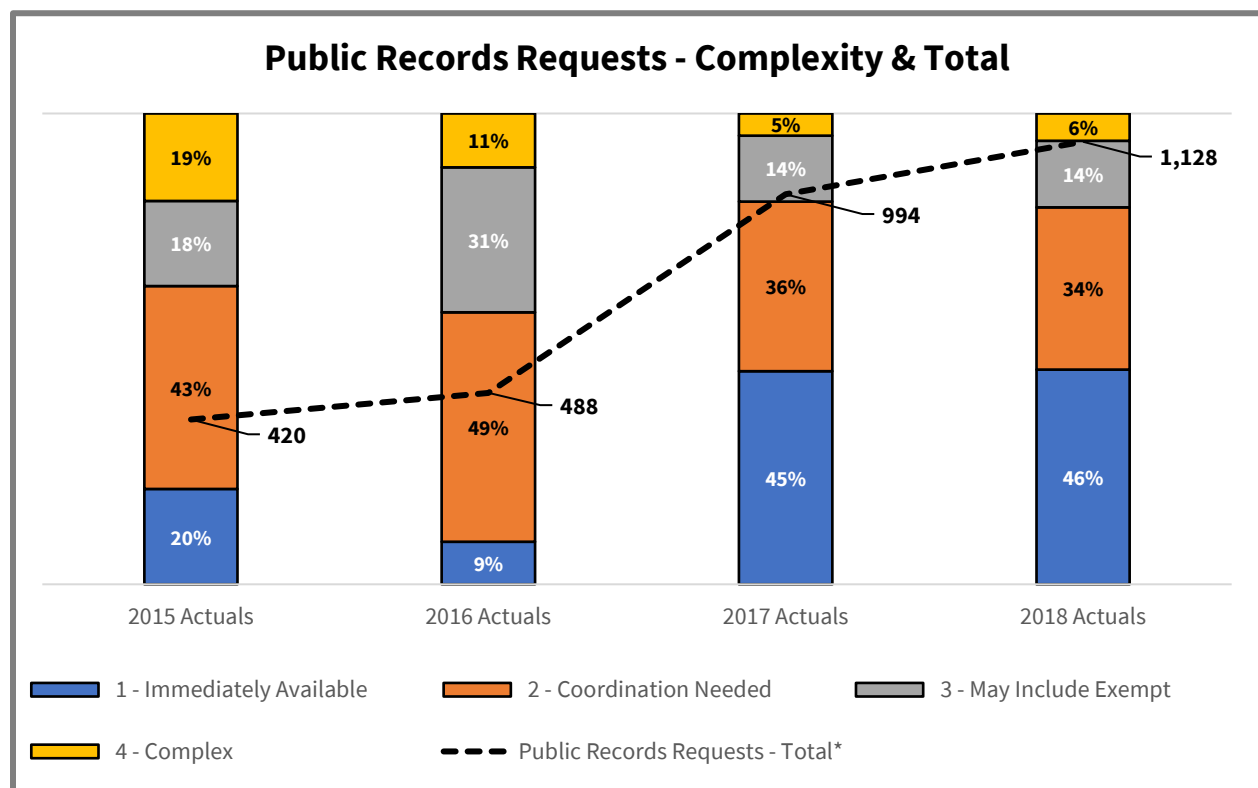


Performance Measures – Executive

City Clerk Cont.

Public Records Requests by Complexity	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
1 - Immediately Available	85	44	443	441
2 - Coordination Needed	181	238	353	333
3 - May Include Exempt	76	150	137	137
4 - Complex	78	56	46	56
Public Records Requests - Total*	420	488	994	1,128

*Total may not equal the sum of the values in the four complexity categories due to a small number of un-classifiable requests



Performance Measures – Executive

Human Resources

Indicator	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Percent of Annual City-Wide Employee Turnover	4%	14%	7%	9%
Percent of Annual Voluntary Employee Turnover	4%	14%	6%	9%
Average Number of Days to Fill a Position	50	63	71	51
Workplace Injuries - Total	7	10	8	8
-Medical Claims	6	8	5	7
-Time Loss Claims	1	2	3	1

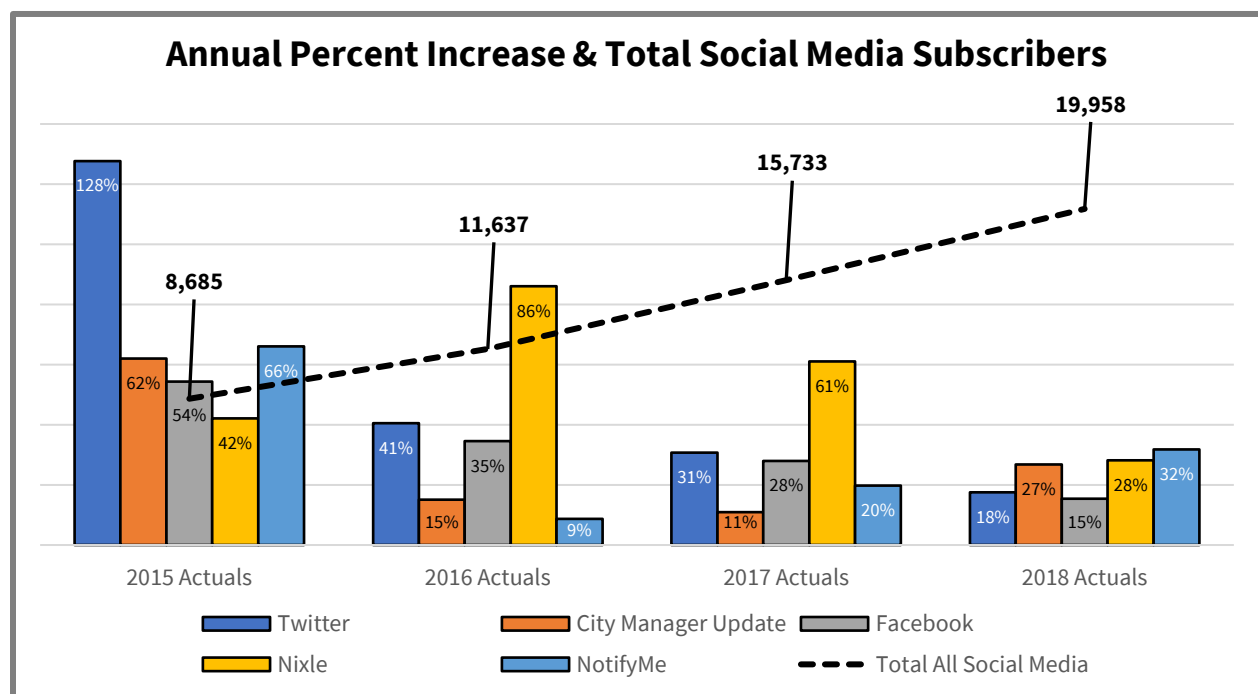
Community Engagement – Traditional Media

Indicator	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Press Releases Issued	24	80	82	79	57

Performance Measures – Executive

Community Engagement – Social Media

Indicator	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Twitter	N/A	271	617	867	1,133	1,332
City Manager Update	306	384	622	716	794	1,007
Facebook	492	791	1,221	1,643	2,102	2,426
Nixle	N/A	1,497	2,128	3,959	6,374	8,168
NotifyMe	N/A	2,467	4,097	4,452	5,330	7,025
Number of Hits on the Website	N/A	N/A	198,207	224,104	208,479	218,716



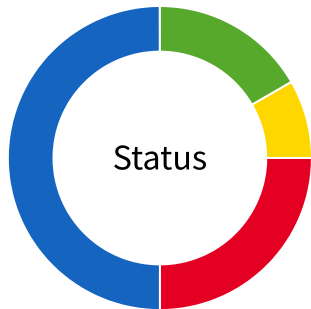


Finance and Administrative Services

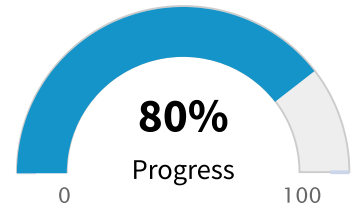
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Work Plan Item

Overall Summary



	%
● On Track	16.67
● Some Disruption	8.33
● Major Disruption	25.0
● Completed	50.0



Priority: 1

Work Plan Item 6.1.2



Completed

Progress 100%

Conduct Biennial Budget Process

Biennial budget process: Financial policy update; Operating budget; Capital budget.

Cloned as Work Plan Item 6.2.10

Updated on Jan 01, 2019 00:10:37

Biennial budget proposal delivered in Q3 and biennial budget and Capital Improvement Plan adopted in Q4.

Budget book will be produced in Q1 2019.

Work Plan Item 6.3.1



Completed

Progress 100%

Financing Support for Major Capital Initiatives

Provide financing support for major capital initiatives: Police and municipal court building; Infrastructure / trails; Credit rating; Potential long-term debt or levy lift.

Updated on Jan 01, 2019 00:01:41

Supported Transportation Levy process during 2018.

Will participate in prioritization and funding process related to CIP projects in 2019.

Work Plan Item 6.3.2



Completed

Progress 100%

Prepare PBB Review for 2019 Council Advance

Prepare for PBB visioning and review with City Council at January 2019 Advance.

Updated on Jan 01, 2019 00:13:20

Council and staff expressed interest in identifying replacement opportunities for Resource Alignment Diagnostic Tool, but plan to retain Fiscal Health approach. Review with Council planned for Q1 2019.

Work Plan Item 3.1.1



On Track

Progress 80%

Support for TBF Options

Transportation Benefit Fund (TBF): Identify spending priorities for existing TBF funds; Support Council consideration of potential rate increase.

Cloned as Work Plan Item 6.3.11 and Work Plan Item 3.2.1

Updated on Dec 31, 2018 23:56:11

The Council is currently discussing increasing the vehicle license fee and use of the new revenue that would result. Council is considering adding language to the Financial Policies to provide guidance on spending the TBD funds.

Work Plan Item 3.3.1 On Track Progress 75%

Support Sewer Utility Rate Study

Support rate study for Sewer Utility and Water Utility.

Cloned as Work Plan Item 6.3.14

Updated on Jan 01, 2019 00:00:43

In progress. Council is currently considering the initial phase of the consultant's work related to System Participation Fees. Ongoing work related to rates in Q1 of 2019.

Work Plan Item 5.5.1 Some Disruption Progress 75%

Business License Initiatives

Business license program: Transition to State program; Improve compliance; Develop code enforcement mechanism; Vacation rental properties.

Cloned as Work Plan Item 6.4.10 and Work Plan Item 6.2.13

Updated on Jan 01, 2019 00:12:17

Model code adopted in Q3.

Focus on enforcement efforts planned for Q1/Q2 in 2019 as more data is available from the state and City code enforcement approach solidifies.

Vacation rental properties – deferred.

Priority: 2

Work Plan Item 3.1.2 Completed Progress 100%

Improve Capital Projects Reporting

Provide regular capital and operating project status in conjunction with Public Works.

Cloned as Work Plan Item 6.2.11, Work Plan Item 3.5.4, and Work Plan Item 3.3.6

Updated on Jan 01, 2019 00:14:03

Ongoing. Q3 reporting delayed due to budget development.

Work Plan Item 6.2.7 Completed Progress 100%

Priority Base Budgeting Initiatives

Priority Based Budgeting: Consider options for including this information in ongoing accounting; Update program inventory approach; Include in 2019-2020 biennial budgeting.

Cloned as Work Plan Item 6.3.6

Updated on Jan 01, 2019 00:14:54

Information on PBB program and quartile information included with Proposed Budget materials.

Work Plan Item 6.2.6 **Major Disruption** **Progress 50%**

Payroll System Initiatives

Implement payroll initiatives: Move to online timesheets; Increase use of project coding.

Updated on Jan 01, 2019 00:15:29

Ongoing effort. Pilot program implemented in Q4. Full roll out for most departments and work groups planned in Q1/Q2 2019.

Work Plan Item 6.4.3 **Major Disruption** **Progress 25%**

Support ePlan Check/SmartGov Initiatives

Support implementation of ePlan Check initiative.

Updated on Jan 01, 2019 00:15:54

Data integration deferred pending completion of higher priority PCD initiatives.

Priority: 3

Work Plan Item 6.4.4 **Completed** **Progress 100%**

Support for Citizen Advisory Committees

Support citizen advisory committees: Utility Advisory Committee, Multi-Modal Transportation Advisory Committee, Island Center Subarea Planning, Infrastructure Ballot Measure Task Force.

Updated on Jan 01, 2019 00:17:14

Support provided as requested.

Work Plan Item 6.1.3 **Major Disruption** **Progress 50%**

GIS Initiatives

Support initiatives to expand use of GIS for City asset management.

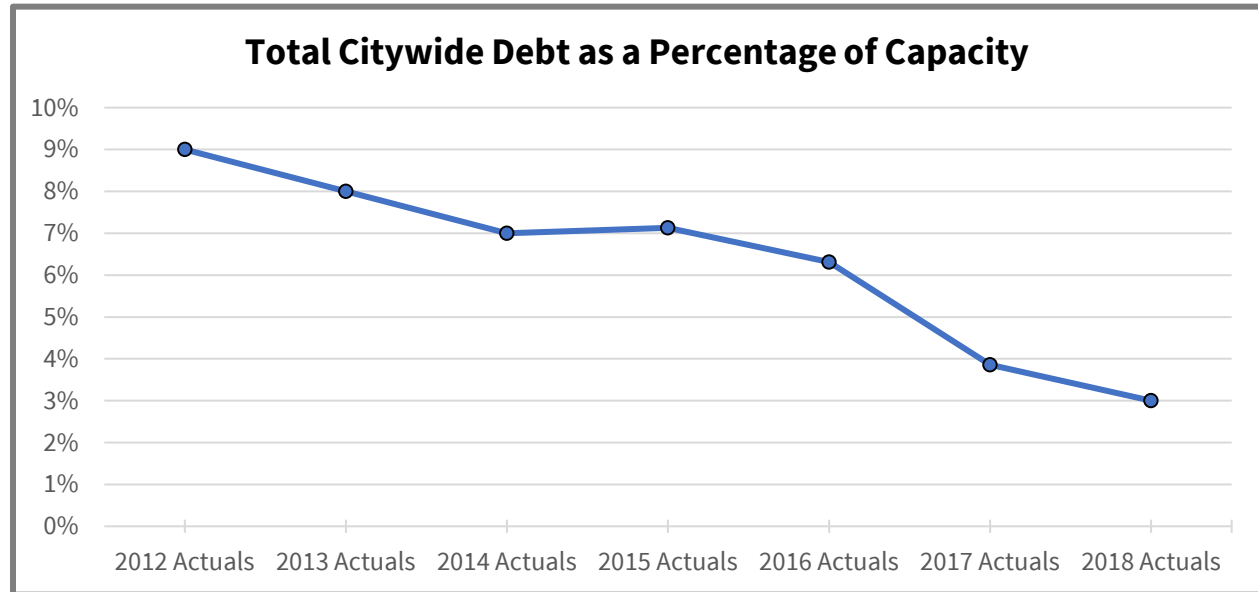
Updated on Jan 01, 2019 00:16:38

Ongoing.

Performance Measures – Finance & Administrative Services

Budget & Revenue

Indicators	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Number of Utility Connections	4,413	4,442	4,504	4,531	4,595	4,738	4,886
General Fund Year-End Cash Balance as a Percent of Annual General Fund Revenues	58%	71%	89%	97%	95%	84%	105%
Bond Rating Change over Time	A1	A1	Aa3	Aa3	Aa1	Aa1	Aa1
Total Citywide Capital-Debt as a Percentage of Total Capital Assets (at Book Value)	24%	22%	20%	20%	19%	15%	12%
Total Citywide Debt as a Percentage of Capacity	9%	8%	7%	7%	6%	4%	3%
Obtained Distinguished Budget Award from GFOA	No	No	No	Yes	Yes	Yes	Yes



Performance Measures – Finance & Administrative Services

Accounting & Audit

Indicators	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
State Audit Results (for prior year report)	No Findings	Finding	No Findings	No Findings	No Findings	No Findings	No Findings
Number of Accounts Payable Invoices Processed	6,167	6,600	6,913	7,058	7,358	7,789	7,937
Number of Cash Receipt Transactions Processed	38,976	40,070	31,644	30,578	30,869	31,840	33,290
Number of Payroll Direct Deposits Processed	2,783	2,555	2,635	2,725	2,895	3,035	3,185
Number of Business Licenses Issued	2,877	3,100	3,141	3,236	3,429	3,713	3,021
Number of New Business Licenses Issued	300	471	312	315	341	300	467
Percent of Total Dollar Value Paid by Credit Card	1%	2%	1%	2%	2%	2%	2%
Obtained Certificate of Achievement for Excellence in Financial Reporting from GFOA	N/A	N/A	N/A	Yes	Yes	Yes	Yes

Information Technology

Indicators	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Number of Computers Managed	178	184	186	173	178	185	194
Number of Peripherals Managed	45	49	52	129	133	150	156
Number of GIS-Related Map and Data Requests (internal/external)	N/A	141/66	126/88	162/51	178/38	130/96	177/106
Number of Applications Moved to Hosted Versions to Utilize Cloud-Based Data Storage	1	1	2	3	1	0	0
Percentage of Data Stored in Cloud-Based Data Storage	Less than 1%	Less than 1%	Approx 3%	Approx 5%	Approx 6%	Approx 6%	Approx 6%

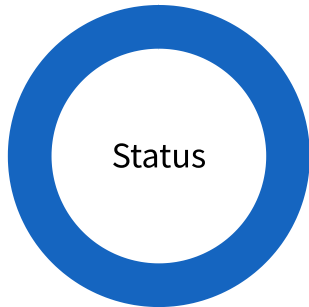


Municipal Court

2

Work Plan Item

Overall Summary



● Completed

%
100.0



Work Plan Item 3.4.3



Completed

Progress 100%

Expand Outreach for Passport Services

Passport processing: Continue offering passport service three times per week by appointment; Additional outreach / advertising efforts to raise community awareness of the service being offered.

Updated on Jan 01, 2019 00:34:39

The Municipal Court continues to process passports by appointment Wednesday through Friday. Advertising and outreach were expanded in 2018.

Work Plan Item 4.6.2



Completed

Progress 100%

Explore Options for Mental Health Partnerships

Mental health support: Explore options for partnerships with Helpline House, Kitsap Mental Health, and other organizations to provide support for mentally ill defendants with criminal charges.

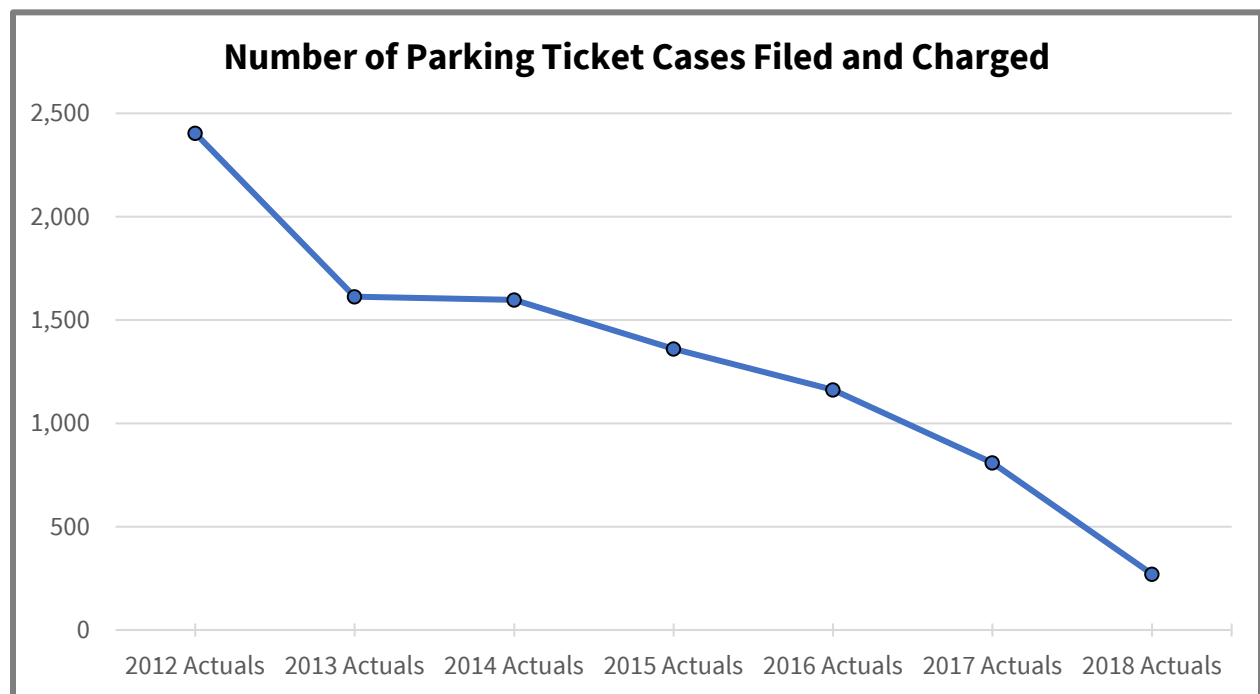
Cloned as Work Plan Item 4.7.2

Updated on Jan 01, 2019 00:34:16

The Court refers appropriate defendants to Helpline House for social work appointments and other service needs. The Mental Health Navigator grant takes cases referred by Bainbridge Island law enforcement and at times assists defendants going through the court process. The current Mental Health Navigator, Kelsey Lynch, has been present in Court on Bainbridge Island many times and has successfully assisted several seriously mentally ill defendants in connecting with services.

Performance Measures – Municipal Court

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Cases Filed	3,256	2,542	2,381	2,419	1,985	1,826	1,197
Protection Orders Filed	40	40	48	34	59	67	50
Cases Disposed of	3,661	2,661	2,265	2,675	2,245	1,928	1,299
Hearings Held	3,446	2,879	2,405	2,236	2,196	2,366	2,519
Days per Electronic Home Monitoring (EHM) Use	402	1,375	1,226	864	770	1,054	1,789
Number of Parking Ticket Cases Filed and Charged	2,404	1,613	1,597	1,361	1,163	810	271
EHM vs Jail - Savings to City	N/A	N/A	N/A	\$53,460	\$50,820	\$90,644	\$155,965
Number of Passports Handled / Processed	N/A	N/A	N/A	N/A	N/A	N/A / 653	1280/1036



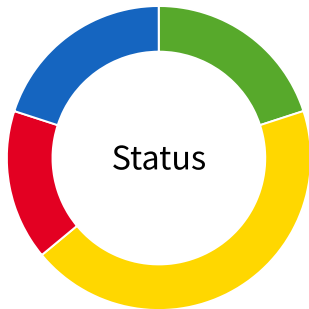


Planning and Community Development

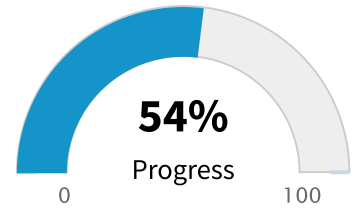
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Work Plan Item

Overall Summary



● On Track	20.0
● Some Disruption	44.0
● Major Disruption	16.0
● Completed	20.0



Priority: 1

Work Plan Item 1.4.1



Completed

Progress 100%

Update Critical Areas Ordinance

Update Critical Areas Ordinance (CAO) to comply with Growth Management Act requirements.

Cloned as Work Plan Item 4.2.5, Work Plan Item 2.2.6, and Work Plan Item 2.1.8

Updated on Jan 07, 2019 21:36:00

Completed. City Council adopted CAO Ordinance 2018-01 on February 27, 2018. The ordinance became effective April 23, 2018.

Work Plan Item 1.4.5



Completed

Progress 100%

Support for Land Use Litigation Cases

Coordinate and support City Attorney in land use litigation cases.

Cloned as Work Plan Item 6.4.9 and Work Plan Item 2.1.11

Updated on Jan 07, 2019 21:41:24

Ongoing.

Work Plan Item 2.1.3



Completed

Progress 100%

Business / Industrial Zoning BIMC Update

Update business / industrial zoning district: Update BIMC to address appropriate uses the regulations.

Cloned as Work Plan Item 5.3.7

Updated on Jan 07, 2019 21:36:35

Completed. On June 12, 2018, the City Council adopted Ordinance 2018-13. . In 2019, the City Council will revisit the “live/work unit” provisions of the Business/Industrial zoning district.

Work Plan Item 2.1.4



Completed

Progress 100%

Support for LID Initiatives

Support low impact development (LID) implementation (led by Public Works): Address and implement storm water regulations consistent with Federal and State requirements; Phase 2 LID administration and code changes.

Cloned as Work Plan Item 2.3.2

Updated on Jan 07, 2019 21:37:23

Completed. The Site Assessment Review (SAR) application form was condensed and improved to be more user-friendly. Process improvements are still being considered.

Work Plan Item 2.2.2 On Track Progress 80%

Comp Plan - Vegetation / Low Impact Development

Tree / Low Impact Development Ad Hoc (in collaboration with Public Works): Update Municipal Code to address land clearing, vegetative management, critical area trees / vegetation, and native vegetation protection areas. COMP PLAN

Cloned as Work Plan Item 4.2.2

Updated on Jan 15, 2019 00:06:47

Completed/In Process. During February – September 2018, the Tree/Low Impact Development Ad Hoc committee met to discuss BIMC 16.18 and 18.15.010. The Committee completed its work and transmitted recommendations to the Planning Commission. In August 2018, the Planning Commission discussed and forwarded to the City Council proposed Ordinance No. 2018-19 addressing land clearing and landmark tree regulations. In September/October 2018, the City Council reviewed the proposed ordinance and held a public hearing. On October 23, 2018, the City Council adopted Ordinance No. 2018-19 relating to tree removal permitting and tree and landscaping retention and maintenance requirements; and, repealed and replaced BIMC 16.18 and amended Section 18.15.010.

On April 24, 2018, the City Council repealed BIMC 16.22, Vegetation Management.

On June 26, 2018, the City Council adopted Ordinance No. 2018-25 which imposed an interim official control governing the preservation, protection, and retention of Landmark Trees. On December 11, 2018, the City Council adopted Ordinance No. 2018-45 which amended and extended the Landmark Tree regulations. The interim regulation ordinance is in effect until June 2019, unless the City Council acts before then.

In October 2018, the City Council authorized the City Manager to enter into a contract with a team of arborists to review and make recommendations on City regulations governing tree and vegetation removal, including Chapter 16.32 BIMC. The report will be presented to the City Council in Q1 2019.

Work Plan Item 1.4.2 On Track Progress 75%

Amend SMP for Consistency

Adopt Shoreline Master Plan (SMP) Amendments: Phase 1 - amend SMP to be consistent with CAO, Growth Management Act, and Shoreline Management Act.

Cloned as Work Plan Item 4.2.6, Work Plan Item 2.2.7, and Work Plan Item 2.1.9

Updated on Jan 15, 2019 00:07:25

In Process. Initiated in the fall of 2017, the Planning Commission continued their discussions (Q1-Q2) on the SMP amendment to integrate the CAO. On May 24 and June 7, 2018, a public hearing was held on the SMP/CAO integration. The Planning Commission recommended that the SMP/CAO integration amendment be addressed concurrently with amendments to nonconforming structures, uses and lots.

On September 11, 2018, the City Council held a public hearing on SMP/CAO integration and nonconforming structures, uses and lots. In October/November 2018, the City Council held study sessions and continued to receive public comment on the proposal. On December 11, 2018, the City Council completed their deliberations on proposed SMP amendments regarding SMP/CAO integration and nonconforming issues. On January 8, 2019, the City Council considered Resolution 2019-05, approving the draft SMP amendment and authorizing staff to transmit the draft amendment to Washington State Department of Ecology for initial review. The SMP amendment process is expected to be completed in Q2/ Q3 2019.

Work Plan Item 5.5.2 On Track Progress 75%

Comp Plan - Improve Development Review Process

Improve development review process. COMP PLAN

Cloned as Work Plan Item 6.4.11 and Work Plan Item 6.2.14

Updated on Jan 07, 2019 21:45:54

Ongoing. Progress and implementation is captured via other specific workplan tasks.

Work Plan Item 6.2.8



Some Disruption

Progress 75%

Administrative Initiatives

Improve department administrative functions: PCD section of City website; Development review process; Utilization of SmartGov functionality; Standard operation procedures and policies.

Cloned as Work Plan Item 6.6.1

Updated on Jan 07, 2019 21:47:55

In Process. City website refreshed and updated in Q2 (April). Implemented Latimore recommendations, improved SmartGov functionality, initiated process performance improvement days, established new operational standards, procedures and policies. Created “consultation meeting” development review process and “zoning verification letter,” established internal “development review committee” (DRC), initiated single comprehensive intra-department development review letter for revisions and request for additional information, transitioned to HEX administrative clerk duty responsibilities, created on-line appointment scheduling, and developed “new” post card public notice standards. Researching options for electronic communications with the public to increase staff accessibility.

Work Plan Item 1.2.2



On Track

Progress 50%

Comp Plan - Island Center Subarea Plan

Island Center subarea plan: Citizen Advisory Steering Committee to address land use, traffic circulation, utilities / infrastructure, and neighborhood planning issues. COMP PLAN

Cloned as Work Plan Item 6.5.2, Work Plan Item 3.6.5, Work Plan Item 3.3.5, Work Plan Item 2.6.5, and Work Plan Item 2.1.7

Updated on Jan 15, 2019 00:07:50

In Process. In fall 2017, a citizen advisory steering committee was established. Committee meetings are held bi-monthly. A consultant was hired in 2018 Q1. Subarea planning scope of work, budget and timeline have been established. A widely-advertised public community meeting was held in March 2018. Subarea Plan issues have been identified, a vision statement and planning goals have been drafted. A subarea plan community survey was conducted. Existing conditions have been analyzed and alternatives will be developed. The Committee recommended subarea plan is expected to be presented to the City Council in Q3/Q4 2019.

Work Plan Item 1.4.3



Some Disruption

Progress 50%

General SMP Amendments

Adopt Shoreline Master Plan (SMP) Amendments: Phase 2 - amend SMP to address general issues.

Cloned as Work Plan Item 4.2.7, Work Plan Item 2.2.8, and Work Plan Item 2.1.10

Updated on Jan 07, 2019 21:51:17

In Process. In January 2018, the Planning Commission began its review of the SMP Amendment Phase 2 and developed a list of 10 “guiding themes” or topics. “Nonconforming” was addressed first. On April 12, 2018, the Planning Commission completed its review of “nonconforming.” The City Council considered these amendments throughout September – December, 2018. On January 8, 2019, the City Council will consider Resolution 2019-05, approving the draft SMP amendment and authorizing staff to transmit the draft amendment to Washington State Department of Ecology for initial review. Additional amendments will be considered in 2019 as part of the 2020 Shoreline Master Program periodic review process.

Work Plan Item 2.1.2 Some Disruption Progress 50%

Develop CAO / SMP Monitoring Plan

Develop Critical Areas / Shoreline Master Plan monitoring plan: Capture and track permit activity; Ensure compliance.

Cloned as Work Plan Item 4.2.9, Work Plan Item 2.4.4, and Work Plan Item 2.2.10

Updated on Jan 07, 2019 21:41:58

In Process. An intern was hired in Q2 and a monitoring program is being developed, largely based on permit tracking and compliance efforts.

Work Plan Item 2.1.5 On Track Progress 50%

Comp Plan - Consistency Updates to BIMC

Update Bainbridge Island Municipal Code. COMP PLAN

Cloned as Work Plan Item 2.6.6, Work Plan Item 2.5.9, Work Plan Item 2.4.5, Work Plan Item 2.3.3, and Work Plan Item 2.2.11

Updated on Jan 15, 2019 00:08:19

In Process. BERK Consulting, in partnership with the Watershed Company, worked with City staff to undertake a review of the BIMC and Comprehensive Plan to identify a docket of potential changes, develop and apply a prioritization tool to the items identified in the docket, and create a prioritized workplan to guide implementation. A project kick-off meeting was held with the City Council in Q4, and the Planning Commission in May, 2018. Work to develop a draft workplan continued in Q3/Q4. A proposed structure will be presented to City Council in Q1 2019

Work Plan Item 2.1.6 Some Disruption Progress 50%

Comp Plan - TDR / PDR Program Review

Transfer of Development Rights (TDR) / Purchase of Development Rights (PDR) Program Review: Determine reasons the City's PDR and TDR programs have been unsuccessful and explore ways to improve them; Integrate with other planning initiatives (subarea planning, affordable housing). COMP PLAN

Cloned as Work Plan Item 6.2.15 and Work Plan Item 5.3.8

Updated on Jan 07, 2019 21:52:08

In Process. On June 12, 2018, City Council approved a contract with ECONorthwest, in partnership with Forterra, to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights Program. On June 19, 2018, ECONorthwest and Forterra presented the project methodology to the City Council. In October and December 2018, the City Council received updates on the analysis and study. A final report is expected in Q1 2019.

Work Plan Item 2.6.3 Some Disruption Progress 50%

Comp Plan - Affordable Housing Initiatives

Affordable housing: Update Municipal Code to address affordable housing regulations and standards; Affordable Housing Task Force to identify programs, policies, regulations, and incentives. COMP PLAN

Cloned as Work Plan Item 5.5.6 and Work Plan Item 4.6.5

Updated on Jan 07, 2019 21:54:18

In Process. On June 12, 2018, City Council approved a contract with ECONorthwest, in partnership with Forterra, to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights Program. On June 19, 2018, ECONorthwest and Forterra presented the project methodology to the City Council. In October and December 2018, the City Council received updates on the analysis and study. A final report is expected in Q1 2019.

Work Plan Item 6.1.4 Some Disruption Progress 50%

Expand Use of SmartGov Development Review

Utilize and expand SmartGov development review software features.

Updated on Jan 07, 2019 21:47:03

In Process. Created Initial Level of Service (iLOS) standards for development review, developed weekly cross-team prioritization and SmartGov development review due dates, and worked on reducing "backlog aging" projects and establishing priority workflow procedures.

Work Plan Item 6.2.9 Some Disruption Progress 50%

Comp Plan - Development Moratorium

Building Permit and Land Use Application Moratorium: Administer and develop work plan. COMP PLAN

In Process. On January 9, 2018, the City Council passed Ordinance 2018-02 declaring a temporary six-month moratorium on the acceptance of certain development applications, with specified exclusions. In 2018, the ordinance was amended 7 times for clarifications and to further address development regulations. On November 13, 2018, the interim ordinance was extended to April 8, 2019 to allow additional work to be done on subdivision guidelines/standards/criteria, design guidelines, and affordable housing, unless the City council takes further action before such date.

Critical Areas Ordinance

On April 24, 2018, the City Council amended the ordinance to apply the aquifer recharge protection area (ARPA) requirement to the City's shoreline jurisdiction areas (Ordinance 2018-14). On November 13, 2018, the City Council adopted Ordinance 2018-43 to remove the ARPA requirement from the moratorium.

On September 11, 2018, the City Council conducted a public hearing on the SMP amendment and held study sessions in October – November, 2018. On December 11, 2018, the City Council directed staff to draft a resolution to integrate the SMP/CAO and address non-conforming issues. In Q1 2019, the City's proposed SMP amendment will be transmitted to Washington State Department of Ecology for initial review. The SMP amendment process is expected to be completed in Q2/ Q3 2019.

Subdivisions

The Design Review Board and Planning Commission met frequently in 2018 to review, discuss, and make recommendations on subdivision design guidelines, standards and the review process, decision criteria, and decision-making authority. On October 23, 2018, the City Council held a public hearing related to the Design Review Board and Planning Commission recommendations on subdivision review process and decision-making authority. On December 13, 2018, the City Council adopted Ordinance No. 2018-20 relating to revisions to BIMC Title 2 regarding Land Use Review and Approval Bodies and Procedures. The Planning Commission will continue its discussion on subdivision design guidelines and standards in Q1-Q2 2019. Further Planning Commission recommendations will be forwarded to the City Council in 2019 regarding subdivision development regulations.

Design Guidelines Update

On October 23, 2018, the City Council authorized a professional services agreement with a consultant to produce an updated set of design guidelines. On November 13, 2018, a project kick-off meeting was held with the Design Review Board. On December 19, 2018, focus groups met. The update to the City's Design Guidelines is expected to be completed in Q2 2019.

Affordable Housing

On July 24 and August 21, 2018, the City Council discussed the Affordable Housing Task Force report. The City Council subsequently "accepted" the report and recommendations and requested that a work program be developed to explore the priority recommendations and quick wins identified in the report. A work program will be presented in Q1 2019. On November 13, 2018, the City Council dissolved the Affordable Housing Task Force and created a Council Ad Hoc Committee for Affordable Housing.

On June 12, 2018, the City Council approved a contract with a consultant to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's transfer of development rights program. The City Council received updates on the analysis and study in October and December 2018. A final report is expected in Q1 2019.

Business/Industrial Zoning District

On November 13, 2018, the City Council adopted Ordinance No. 2018-43 exempting from the moratorium B/I zoning district Major Site Plan and Design review and Major Conditional Use permits. In Q1 2019, the City Council will discuss whether B/I zoning district commercial subdivisions should also be exempt from the moratorium.

Accessory Dwelling Units

On October 23, 2018, the City Council considered whether the City can prohibit, regulate, or otherwise discourage property owners from making condominiums out of accessory dwelling units locate on their property. The City Council will address this issue in Q1 2019.

Work Plan Item 1.2.11 **Major Disruption** **Progress 25%**

Comp Plan - Winslow Subarea Parking Study

Winslow subarea parking study (in collaboration with Public Works): Understand efficiency of parking system use, identify system capacity, and identify solutions for system improvement; Study parking system interaction with traffic circulation, public transportation, and non-motorized transportation. COMP PLAN

Cloned as Work Plan Item 6.3.8, Work Plan Item 5.3.5, Work Plan Item 4.4.6, Work Plan Item 3.5.3, Work Plan Item 3.1.7, and Work Plan Item 2.5.2

Updated on Jan 07, 2019 21:50:47

In Process. Coordinating near term implementing actions with the downtown association. Parking study recommendations are being reviewed and prioritized.

Work Plan Item 1.4.6 **Some Disruption** **Progress 25%**

Support-Code Enforcement Initiatives

Rewrite / update code enforcement regulations (in collaboration with City Attorney).

Cloned as Work Plan Item 4.2.8

Updated on Jan 07, 2019 21:51:40

In Process. Conducting legal review and code enforcement regulation research. On September 18 and November 27, 2018, the City Council received an update on general code enforcement trends, Chapter BIMC 1.26, sign codes, and animal control code. The City Council will address code compliance in Q1/Q2 2019.

Work Plan Item 2.2.3 **Some Disruption** **Progress 25%**

Comp Plan - Green Building Certificate Program

Green Building Certification program. COMP PLAN

Cloned as Work Plan Item 2.4.3

Updated on Jan 07, 2019 21:52:38

In Process. On July 17, 2018, the City Council was presented information on a 2018 Green Building Incentive Program, including the description of green building principles and sustainable building programs, and various policy options. The City Council will address this issue in Q1/Q2 2019.

Work Plan Item 2.6.2 **Some Disruption** **Progress 25%**

Support for Suzuki Property Planning

Support Suzuki property planning: Conduct project development review consistent with the development agreement and Municipal Code.

Cloned as Work Plan Item 4.6.4

Updated on Jan 07, 2019 21:53:52

In Process. On June 12, 2018, the City Council approved a professional services agreement for Suzuki Property Entitlement Services. The project development review phase of the project has not yet begun.

Work Plan Item 4.3.2 **Some Disruption** **Progress 25%**

Support for Sign Ordinance Review

Review / update sign regulations (in collaboration with City Attorney).

Updated on Jan 07, 2019 21:54:50

In Process. Conducting legal review and sign regulation research. On September 18 and November 27, 2018, the City Council received an update on general code enforcement trends, Chapter BIMC 1.26, sign codes, and animal control code. The City Council will address code compliance in Q1/Q2 2019.

Work Plan Item 6.1.5 **Major Disruption** **Progress 25%**

Implement SmartGov ePlan Check

Implement SmartGov e-Plan Check electronic on-line permit submittal and review process.

Updated on Jan 07, 2019 21:55:19

In Process. Preparing for electronic submittal and plan review. Visited Kitsap County to learn about the software program opportunities and constraints. Project is delayed, pending program review and assessment. This project will be addressed in 2019.

Work Plan Item 1.4.4 **Major Disruption** **Progress 0%**

Amend SEPA Ordinance

Amend State Environmental Policy Act (SEPA) Ordinance to reflect updates approved by State in 2014.

Cloned as Work Plan Item 6.4.8 and Work Plan Item 2.2.9

Updated on Jan 07, 2019 21:55:45

Delayed until 2019 due to other tasks and priorities.

Work Plan Item 2.4.1 **Major Disruption** **Progress 0%**

Comp Plan - ARL Designation

Agricultural Resource Land (ARL) designation: Collaborate with regional agencies, organizations, and stakeholders to potentially create a new ARL designation; Consider designating City-owned farmland as ARL; Integrate with other planning initiatives (TDR/PDR program, subarea planning, affordable housing). COMP PLAN

Cloned as Work Plan Item 4.7.3 and Work Plan Item 4.3.3

Updated on Jan 07, 2019 21:56:15

Delayed due to other tasks and priorities.

Priority: 3

Work Plan Item 6.5.1



Completed

Progress 100%

Support for Citizen Advisory Committees

Support citizen advisory committees: Planning Commission, Design Review Board, Historic Preservation Commission, Environmental Technical Advisory Committee, Ad Hoc Tree LID Committee, Affordable Housing Task Force, Island Center Subarea Plan Steering Committee.

Updated on Jan 07, 2019 21:56:33

Ongoing. Department staff provide support for monthly or bi-monthly meetings.

Performance Measures – Planning & Community Development

Current Planning

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Number of Current Planning Permits Submitted	186	197	216	242	262	225	256
Number of Current Planning Permits Completed	196	162	156	249	236	215	285
Value (fees) of Submitted Current Planning Permits	\$389,358	\$445,630	\$336,903	\$408,763	\$562,811	\$370,950	\$289,582
Value (fees) Collected for Completed Current Planning Permits	\$283,315	\$284,173	\$386,443	\$462,222	\$432,547	\$306,118	\$231,127
Number of Clearing Permits Issued	42	51	94	123	128	146	83
Number of Appeals	2	8	4	1	10	4	2

Long-Range Planning

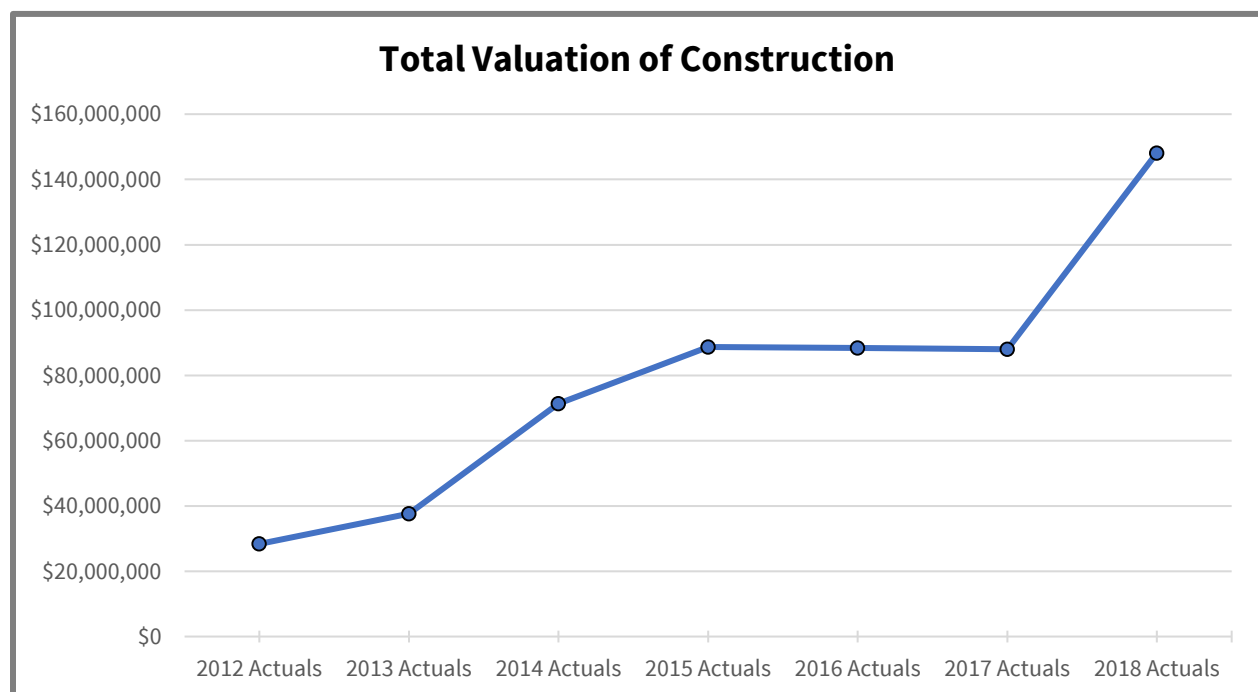
Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Number of Ordinances in Legislative Process	6	15	13	12	3	3	3
Number of Approved Ordinances	3	11	11	7	7	3	21
Number of Resolutions in Legislative Process*	N/A	N/A	N/A	N/A	N/A	N/A	2
Number of Approved Resolutions	0	2	4	6	1	2	6

* New measure since January 1, 2018

Performance Measures – Planning & Community Development

Building Services

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Average Permit Turnaround (in days)	42	38	29	39	44	53	80
Percent of Construction Document Review Completed in 30 Days (1st Submittal)	62%	64%	63%	60%	65%	68%	59%
Number of Building Plans Reviewed (including revisions)	557	583	695	724	828	976	774
Number of Building Site Inspections Performed	2,326	4,137	3,750	3,974	3,201	5,021	4,682
Number of Permits Issued Online	0	0	3	30	56	143	80
Total Valuation of Construction	\$28,370,525	\$37,641,588	\$71,337,448	\$88,698,532	\$88,413,722	\$88,031,328	\$148,130,009
Commercial Permits Issued	N/A	N/A	N/A	95	131	151	104
Residential Permits Issued	N/A	N/A	N/A	611	675	820	655
Total Number of Building Permits Issued	489	509	670	706	806	971	774



Performance Measures – Planning & Community Development

Code Compliance

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Request for Service	118	115	188	183	212	168	170
Service Request Converted to Full Cases	N/A	N/A	63	66	76	71	53
Cases Move Forward to Enforcement	0	0	0	0	3	1	3
Court Hearings	0	0	0	0	2	0	0
Sign Permits Issued	11	9	33	18	16	18	13
Building Violations	N/A	N/A	N/A	63	80	63	70
Planning Violations	N/A	N/A	N/A	85	86	65	61
Stormwater Violations	N/A	N/A	N/A	7	4	4	0
Miscellaneous Violations	N/A	N/A	N/A	28	42	36	39
Total Violations	N/A	N/A	N/A	183	212	168	170

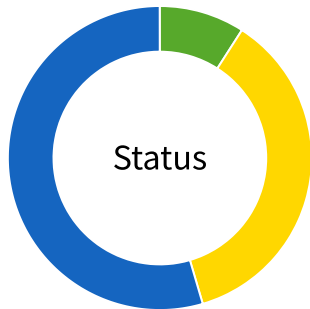


Public Safety

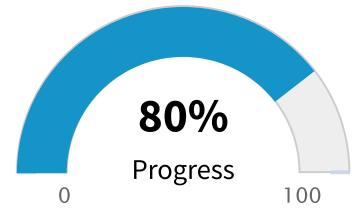
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Work Plan Item

Overall Summary



	%
● On Track	9.09
● Some Disruption	36.36
● Completed	54.55



Priority: 1

Work Plan Item 1.1.3



Completed

Progress 100%

Crisis Intervention Training (CIT).

Cloned as Work Plan Item 6.1.7, Work Plan Item 4.6.6, and Work Plan Item 1.3.6

Updated on Jan 15, 2019 00:05:14

All officers have been through the 40-Hour CIT course. Officers are in the process of completing a state mandated 2-hour online course.

Work Plan Item 1.3.3



Completed

Progress 100%

Continue supporting Council on the Police Station replacement project.

Cloned as Work Plan Item 6.3.17 and Work Plan Item 3.5.7

Updated on Jan 02, 2019 21:44:27

Ongoing.

Work Plan Item 1.5.1



Completed

Progress 100%

Continue department support of the Public Safety Committee.

Cloned as Work Plan Item 6.2.16

Updated on Jan 02, 2019 21:54:18

Attended quarterly meetings for Q1 - Q4.

Work Plan Item 6.1.9



Completed

Progress 100%

Implement rank of Corporal to replace Relief Supervisor designation.

Updated on Jan 02, 2019 21:51:44

In mid-November, testing was held for the new rank of corporal. The list was certified by the Civil Service Commission and the Chief selected four officers for promotion.

Work Plan Item 6.4.5



Completed

Progress 100%

WASPC Accreditation Maintenance

Maintain proofs for Washington Association of Sheriffs and Police Chiefs (WASPC) department accreditation.

Updated on Jan 02, 2019 21:43:51

On track for 2018 proofs. Several of the 2018 proofs are completed at the conclusion of the year.

Work Plan Item 1.1.1 Some Disruption Progress 75%

Continue hiring initiative to fill remaining vacancies.

Cloned as Work Plan Item 6.6.3

Updated on Jan 15, 2019 00:04:41

Officer was hired for remaining vacant position in Q4 but resigned in December, 2018.

Work Plan Item 6.4.12 Some Disruption Progress 75%

Implement new body-worn camera policy.

Updated on Jan 02, 2019 21:53:01

Program was approved and the hardware is arriving at the police station. Implementation has been delayed to 2019 Q1.

Work Plan Item 6.1.10 On Track Progress 50%

Guild contract negotiation.

Cloned as Work Plan Item 6.6.4 and Work Plan Item 6.5.4

Updated on Jan 02, 2019 21:53:29

Contract negotiations are currently underway between the Guild and the City.

Work Plan Item 1.1.2 Some Disruption Progress 25%

Develop a five-year strategic plan.

Cloned as Work Plan Item 5.3.10 and Work Plan Item 1.3.5

Updated on Jan 02, 2019 21:50:11

Ongoing. Will continue to work with WASPC Director Strachan in 2019 for further development.

Priority: 2

Work Plan Item 1.1.4 Some Disruption Progress 50%

Implement K9 program.

Cloned as Work Plan Item 6.1.8

Updated on Jan 02, 2019 21:55:54

Staff training was completed in 2017. The initial bloodhound that was being trained for BIPD did not work out for law enforcement purposes and a second bloodhound is being trained for tracking. The second bloodhound is being trained with promising early reports. Hoping for a 2019 Q2 arrival.

Priority: 3

Work Plan Item 3.4.5



Completed

Progress 100%

Continue to improve and add new content to the BIPD website.

Cloned as Work Plan Item 6.5.5 and Work Plan Item 6.1.11

Updated on Jan 02, 2019 21:54:55

Content is continuously updated as needed.

Performance Measures – Public Safety

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Calls for Service	11,021	12,849	13,161	15,001	16,978	17,478	21,752
Top Priority Calls: Average Time from Dispatch to Arrival (min/sec)	N/A	N/A	N/A	4.28	4.14	4.39	3.43
Case Reports	1,731	1,870	1,876	1,703	1,877	1,669	1,805
Criminal Citations	96	81	59	77	53	27	60
Traffic Infractions	636	761	573	817	602	784	624
Traffic Collisions	194	200	217	265	280	220	230
Adult Arrests	437	353	248	265	330	320	369
Juvenile Arrests	46	16	6	10	13	15	12
Violent Crime Cases Categorized as Domestic Violence	N/A	N/A	N/A	40	40	15	13
Driving Under the Influence	32	30	37	26	50	39	65
Drugs/Narcotics	47	27	28	23	28	24	15
Use of Force Incidents	N/A	5	5	3	6	4	8
Complaints Against Sworn Personnel: Total	7	9	27	15	14	11	9
Complaints Sustained Against Sworn Personnel: Total	4	0	3	6	3	2	3
Crimes Against Persons (Murder, Forcible Sex Offenses, Robbery, Aggravated Assault, Simple Assault, Intimidation, Non-Forcible Sex Offenses, Kidnapping, Human Trafficking, and Violation of No Contact Order)	101	90	84	83	103	82	127
Crimes Against Persons: Cleared by Arrest	35	35	25	23	42	28	31
Crimes Against Property (Burglary/Breaking and Entering, Arson, Larceny, Motor Vehicle Theft, Extortion / Blackmail, Counterfeiting / Forgery, Fraud, Embezzlement, Stolen Property Offenses, and Destruction / Damage/ Vandalism of Property)	510	568	582	524	489	376	369
Crimes Against Property: Cleared by Arrest	47	44	39	41	43	30	30

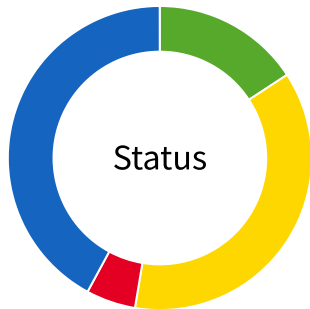


Public Works

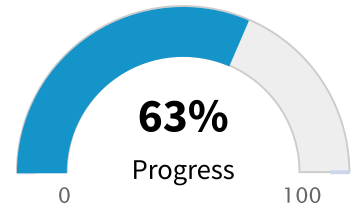
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Work Plan Item

Overall Summary



	%
● On Track	15.79
● Some Disruption	36.84
● Major Disruption	5.26
● Completed	42.11



Priority: 1

Work Plan Item 1.2.3



Completed

Progress 100%

Sound-to-Olympics Project Phase 2 and 4

Complete construction for Phases 2 and 4 of Sound-to-Olympics (STO) Trail Project.

Cloned as Work Plan Item 4.4.8, Work Plan Item 4.1.2, Work Plan Item 3.1.9, and Work Plan Item 2.5.4

Updated on Jan 02, 2019 20:48:33

Completed Q1.

Work Plan Item 1.2.4



Completed

Progress 100%

Sound-to-Olympics Project Phase 3

Complete design for STO Phase 3.

Cloned as Work Plan Item 4.4.7, Work Plan Item 4.1.1, Work Plan Item 3.1.8, and Work Plan Item 2.5.3

Updated on Jan 02, 2019 20:49:30

Project cancelled per Council direction in Q2.

Work Plan Item 1.2.6



Completed

Progress 100%

Miller and Fletcher Roads Shoulder Improvements

Complete construction of Miller and Fletcher Roads shoulder improvements.

Cloned as Work Plan Item 5.3.6, Work Plan Item 4.4.10, Work Plan Item 3.1.11, and Work Plan Item 2.5.6

Updated on Jan 02, 2019 20:53:44

Completed Q4.

Work Plan Item 1.2.8



Completed

Progress 100%

Support STO Project Reivew

Support City Council review of complete STO project.

Cloned as Work Plan Item 6.3.10, Work Plan Item 3.1.12, and Work Plan Item 2.5.7

Updated on Jan 02, 2019 20:49:59

Overview presented to City Council Q2.

Work Plan Item 2.4.2



Completed

Progress 100%

City Dock Replacement Project

Complete construction for City Dock replacement

Cloned as Work Plan Item 5.3.9, Work Plan Item 4.1.4, and Work Plan Item 3.5.6

Updated on Jan 02, 2019 20:50:26

Completed in Q1.

Work Plan Item 3.6.1



Completed

Progress 100%

SR 305 Planning

Support SR 305 / regional transportation planning.

Cloned as Work Plan Item 6.3.16

Updated on Jan 02, 2019 20:51:27

Ongoing. WSDOT presented preliminary plans to City Council Q3.

Work Plan Item 3.1.3



On Track

Progress 75%

Support for TBD Options

Identify uses for Transportation Benefit District (TBD) funds.

Cloned as Work Plan Item 6.3.12 and Work Plan Item 3.2.2

Updated on Jan 02, 2019 20:51:01

In progress. Public Works is coordinating with Finance Department.

Work Plan Item 1.2.5



Some Disruption

Progress 50%

Sound-to-Olympics Project Phase 1

Complete re-design and construction for Phase 1 - Olympic Dr. of Sound-to-Olympics (STO) Trail Project.

Cloned as Work Plan Item 4.4.9, Work Plan Item 4.1.3, Work Plan Item 3.1.10, and Work Plan Item 2.5.5

Updated on Jan 02, 2019 20:52:48

Design and ROW acquisition complete. Will re-bid project for construction 2019 Q1.

Work Plan Item 3.3.2



Some Disruption

Progress 50%

Support Sewer Utility Rate Study

Complete rate study for sewer utility.

Cloned as Work Plan Item 6.3.15

Updated on Jan 02, 2019 20:52:03

In progress. Anticipate to complete 2019 Q1.

Work Plan Item 6.4.6 On Track Progress 50%

APWA Accreditation

Pursue agency accreditation through APWA.

Updated on Jan 02, 2019 20:54:58

Mult-year accreditation process underway. Expect to complete by Q4 2019

Work Plan Item 1.3.4 Some Disruption Progress 25%

Police and Municipal Court Building Project: Site selection; Funding plan; Initiate project design.

Cloned as Work Plan Item 6.3.18 and Work Plan Item 3.5.8

Updated on Jan 02, 2019 20:54:21

Site selection in progress. Anticipate City Council decision on property acquisition 2019 Q1.

Work Plan Item 1.2.7 Some Disruption Progress 0%

Support Traffic Concurrency / Traffic Study Review

Support City Council review of traffic concurrency / traffic study methodology.

Cloned as Work Plan Item 6.3.9

Updated on Jan 02, 2019 20:56:18

Deferred due to higher priority work. Plan to procure consultant for 2019 Q1.

Work Plan Item 2.2.4 Some Disruption Progress 0%

Groundwater Management Plan

Provide workplan for development of Groundwater Management Plan following City Council direction.

Cloned as Work Plan Item 3.3.4

Updated on Jan 02, 2019 20:57:05

Included in 2019-20 Budget. Workplan will be developed by 2019 Q2 pending hiring action.

Priority: 2

Work Plan Item 1.2.9 Some Disruption Progress 50%

Wyatt Way Project Phase 1

Complete Wyatt Way – Phase 1 design.

Cloned as Work Plan Item 4.4.11, Work Plan Item 3.1.13, and Work Plan Item 2.5.8

Updated on Jan 02, 2019 20:57:33

Right-of-way acquisition in progress. To complete in Q2 2019.

Work Plan Item 1.4.7 **Some Disruption** **Progress 25%**

Ordinance for Fats Oils and Grease

Adopt ordinance to regulate Fats, Oil and Grease (FOG).

Cloned as Work Plan Item 4.2.3 and Work Plan Item 3.3.8

Updated on Jan 02, 2019 20:58:30

Scheduled for initial Council discussion in 2019 Q1.

Work Plan Item 1.4.8 **Major Disruption** **Progress 0%**

State of the Island's Waters Report

Complete 2nd Edition of State of the Island's Waters Report.

Cloned as Work Plan Item 4.2.4, Work Plan Item 2.2.5, and Work Plan Item 1.5.4

Updated on Jan 02, 2019 20:59:03

Deferred due to staff availability.

Priority: 3

Work Plan Item 1.2.10 **Completed** **Progress 100%**

Support for Citizen Advisory Committees

Support citizen advisory committees: Utility Advisory Committee, Multi-Modal Transportation Advisory Committee, Island Center Subarea Planning, Infrastructure Ballot Measure Task Force.

Cloned as Work Plan Item 6.5.3 and Work Plan Item 1.5.3

Updated on Jan 02, 2019 20:59:41

Ongoing.

Work Plan Item 3.1.4 **Completed** **Progress 100%**

Improve Capital Projects Reporting

Develop improved internal reporting with Finance to monitor capital project status.

Cloned as Work Plan Item 6.3.13, Work Plan Item 3.5.5, and Work Plan Item 3.3.7

Updated on Jan 02, 2019 21:00:16

In progress. Public Works is coordinating with Finance Department to improve content and format for quarterly reports.

Work Plan Item 3.3.3



On Track

Progress 75%

GIS Initiatives

Support initiatives to expand use of GIS for City asset management.

Cloned as Work Plan Item 6.2.12

Updated on Jan 02, 2019 21:08:12

In progress. Current project includes the use of mobile technology to complete the stormwater system mapping.

Performance Measures – Public Works

Streets

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Number of Miles Completed Towards the C40 Non-Motorized Improvements	0.71	0.16	0.11	0.30	0.39	0.00	1.67
Number of Cubic Yards of Street Waste Removed During Roadway Sweeping	349	237	321	191	262	441	463
Number of Hours Spent on Roadside Mowing	1,012	1,154	768	841	705	595	881
Number of Hours Spent on Overhead Vegetation Control	728	1,046	1,186	1,883	1,632	1,405	1,425
Number of Hours Spent on Street Sweeping	835	798	820	671	364	810	788
Number of Hours Spent on Bikelane Sweeping	N/A	N/A	201	205	98	100	206

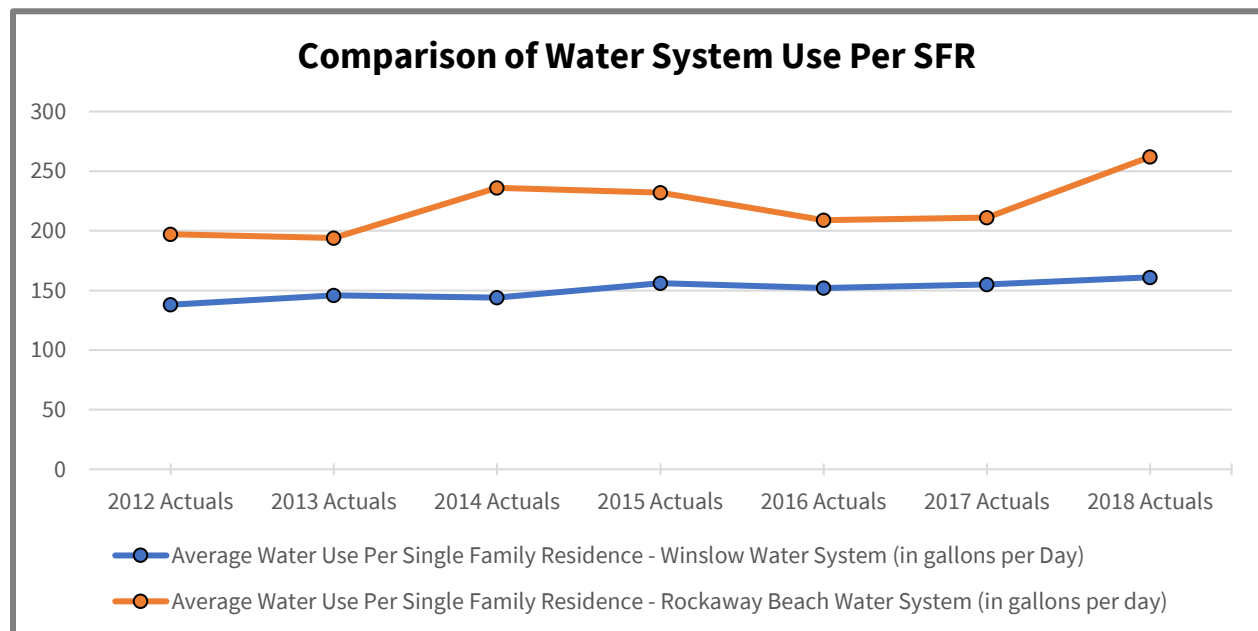
Fleet & Facilities Services

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Number of Square Feet Facilities Maintained*	62,607	62,607	62,607	62,607	62,607	62,607	62,607
Number of Vehicles and Equipment Maintained	145	145	149	153	160	157	164
Average Age of Vehicles and Equipment (in years)	9	10	11	11	11	11	11

Performance Measures – Public Works

Water Utility

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Number of Scheduled Water Plant Inspections	799	804	853	832	810	901	917
Number of Coliform Bacteria Samples Collected	151	217	156	167	166	169	185
Number of Unsatisfactory Routine Coliform Bacteria Samples	0	0	0	0	0	0	0
Average Water Use Per Single Family Residence - Winslow Water System (in gallons per Day)	138	146	144	156	152	155	161
Average Water Use Per Single Family Residence - Rockaway Beach Water System (in gallons per day)	197	194	236	232	209	211	262



Performance Measures – Public Works

Sewer Utility

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Winslow Wastewater Treatment Plant (WWTP): average sewage flow treated (million gallons per day)	0.49	0.46	0.56	0.54	0.60	0.61	.55
Annual average percent of WWTP Biochemical Oxygen Demand (BOD) removal - 85% required by NPDES permit	99%	99%	99%	99%	98%	98%	99%
Average percent of treatment plant total suspended solids (TSS) removal	99%	99%	99%	98%	98%	98%	99%
Number of Sewage Pump Stations Inspected	780	780	832	884	884	884	884
Sewage Spills (in Gallons)	1,550	450,550	275,160	880	2,635	5,000	4,105

Storm Water Utility

Indicator	2012 Actuals	2013 Actuals	2014 Actuals	2015 Actuals	2016 Actuals	2017 Actuals	2018 Actuals
Number of Catch Basins Inspected	153	322	375	410	554	739	1,112
Number of Catch Basins Cleaned	138	221	176	379	506	647	1,110
Linear Feet of Open Conveyance Ditched	1,745	5,885	5,967	1,285	4,735	4,959	4,833
Number of Culverts Inspected (Four Year Cycle by Zone)	519	1,154	806	696	139	403	228
Number of Culverts Cleaned	136	125	101	263	40	3	53



CITY OF BAINBRIDGE ISLAND

2019 Workplan Priorities

February 12, 2019

EXECUTIVE

Task	Timing
Complete site selection/acquisition for Police/Court project	Q1 - Q2 2019
Suzuki project: support Council decisions to identify new development partner, finalize site plans, select stormwater management method, and complete site development	Q1 – Q4 2019
Replace Finance Director: recruitment and onboarding	Q1 - Q2 2019
Replace Police Chief: recruitment and onboarding	Q1 – Q3 2019
Groundwater Management Plan: consider partnership options with KPUD	Q1 2019
Resolve requirements related to Crawford property shade covenants	Q1 2019
Complete Guild contract negotiations	Q1 2019
Complete implementation of online performance management tool	Q1 2019
Support Council reconsideration of ILA for community WiFi	Q1 2019
Develop and implement additional marketing for BI Ride	Q1 2019
Plan and support community workshop on teen mental health services	Q1 2019
Pursue improved cellular coverage for underserved areas	Q1 – Q4 2019
Support and coordinate Greenhouse gas inventory project	Q1 - Q4 2019
Develop and Implement Communications Strategy & New Initiatives • Present 2019-2020 plan to Council • Identify and launch new tools • Measure and assess impacts	Q1 – Q4 2019
Emergency Management: • Council and Community Emergency Management Briefing (Q1) • Develop Emergency Management 5 Year Strategic Plan for 2020-2024 (Q2) • Complete update to the Comprehensive Emergency Management Plan (Q4) • Implement Training & Exercise program for City EOC Staff and Community Partners (Q4) • Scope Emergency Operations Center upgrades within City Hall (Q4) • Complete equipment installation for AM radio tower	Q1 - Q4 2019
Continue internal initiatives to emphasize Mission/Vision/Values	Q1 – Q4 2019
Update Public Art code to reflect fixed annual funding	Q2 2019
Determine options for viewing platform at WSF terminal	Q2 2019
Facilitate Council review of City Farmland master lease and ongoing funding for FOF	Q2 2019
Facilitate funding cycle for 2020-2021 Cultural Funding	Q2 – Q4 2019
Support Council consideration of wayfinding initiative	Q2 2019
Facilitate Council review of ongoing administrative funding for Public Art Committee/AHB	Q2 2019
Complete disposition of designated surplus property (Pritchard, Islandwood Easement, Manitou).	Q2 2019

Task	Timing
Support consideration of update to sign code regulations.	Q3 2019
Support update to code enforcement regulations related to authority of code compliance officer and consideration of enforcement options.	Q3 2019
Support mid biennial Budget Modifications	Q3 – Q4 2019
Complete update to animal control regulations.	Q4 2019
Continue to investigate options to improve community cellular service coverage via franchises with Verizon (Q4 2019) and other service providers (Q4 2020).	2019 - 2020
Establish franchise agreements with utilities located in City right-of-way (KPUD: Q4 2019, others: Q4 2020).	2019 – 2020
Complete IAM contract negotiations	Q4 2019
Transition Planning Commission and advisory committees to Granicus agenda platform	Q4 2019
Implement closed captioning for City Council meetings	Q4 2019
Plan for 2021 Community Needs Assessment	Q2 - Q3 2020

FINANCE

Task	Timing
Coordinate w/PW on capital budgeting process and quarterly reports	Q1 – Q4 2019
Deliver all monthly and quarterly reporting on schedule	Q1 – Q4 2019
Address identified issues related to administration of City fees	Q1 – Q4 2019
Develop recommendation for replacement for PBB RAD tool	Q1 2019
ExecuTime implementation roll out	Q1 2019
Publish Adopted Budget - Submit for Distinguished presentation award	Q1 2019
CAFR - Certificate of Excellence in Financial Reporting award	Q1/Q2 2019
Implement TBD fee increase. Support development of Traffic Calming program	Q1 2019
Support B&DS rate study	Q1/Q2 2019
Police/Court financing and debt issuance	Q3/Q4 2019
Partner w/PW on CIP development process	Q3/Q4 2019
Mid-Biennial budget amendments	Q4 2019
Budget - GFOA budget presentation award	Q1 – Q4 2020
CAFR - Distinguished presentation award	Q1/Q2 2020
Develop PAFR	Q1 2020
Update CIP process, including consideration of budgeting labor within projects	2019 – 2020
Update financial capacity planning, including revenue scenario	2019 – 2020

PLANNING & COMMUNITY DEVELOPMENT

Task	Timing
Support Council adoption of Multi-Year Workplan for Comprehensive Plan Implementation	Q1 2019
Support Council considerations of Affordable Housing Initiatives	Q1 – Q4 2019
Complete project to consider TDR Implementation / ARL Designation	Q1 - Q2 2019
Support Council consideration of changes in regulation of ADU's	Q1
Complete revisions to Design Guidelines	Q1-Q3 2019
Complete changes to Code Enforcement (BIMC 2.16, signs, animal control)	Q1 – Q4 2019
Complete SMP 2020 Periodic Update	Q1 – Q4 2019
Complete revisions to Subdivision guidelines, standards, and criteria	Q1 - Q3 2019
Continue Department Process Improvements - Adjust counter hours to improve service to all customers - Expand options for online permit submittal - Ongoing initiatives to improve efficiency and communication	Q1 – Q4 2019
Complete revisions to Native Vegetation, Landmark Trees	Q1 2019
Support Council consideration of Green Building Initiatives	Q1-Q3 2019
Complete Building & Development Services Rate Study	Q1 – Q3 2019
Complete Island Center Subarea Plan	Q1 – Q4 2019
Enhanced SMP monitoring, outreach, stewardship & restoration projects	Q1 – Q4 2019
Lead Citywide “reboot” of SeeClickFix reporting tool	Q1 - Q4 2019
Provide quarterly reporting to Council on requests for BIMC changes	Q1 - Q4 2019
Report results on new Live/Work provisions in B/I Zone	Q2 2019
Support Council review of workplan items associated with Development Moratorium	Q2 2019
Obtain consulting services related to proposed solar ordinances	Q2 – Q4 2019
Increase annual noxious weed control activities	Q2 – Q4 2019
Consistency changes to Parking Standards	Q3 – Q4 2019
Consistency changes to Dimensional Standards	Q3 – Q4 2019
Complete Administrative Corrections to Title 18	Q3 – Q4 2019
Complete Clarifications of Use Definitions	Q3 – Q4 2019
Amend Addressing for County Consistency	Q3 – Q4 2019
Amend SEPA ordinance to reflect updates approved by State in 2014	Q3 – Q4 2019
Develop and implement change in noticing requirements for tree clearing	Q3 – Q4 2019
Develop and implement requirements for off-site construction staging	Q3 – Q4 2019
Initiate Winslow Master Plan update	2020
Review Noise Standards	2020
Initiate additional Subarea Plan update (TBD)	2020

PUBLIC SAFETY

Task	Timing
Personnel: • Complete hiring for department vacancies/new positions. • Provide enhanced training for the four newly promoted Corporals. • Continue expanded emphasis on department-wide training and professional development. • Respond to Initiative 940 training requirements	Q4 2019
Traffic Safety Initiatives: • Designate a traffic improvement officer • Purchase an additional hand-held radar gun • Purchase two additional speed signs	Q1-Q4 2019
Technology Initiatives • Complete training and installation for camera system. • Replace manual inventory system with software which not only tracks resources but ensures timely equipment replacement cycles.	Q4 2019
K9 Team. Receive K9 currently in training in Sarasota. Complete training for designated K9 handler.	Q4 2019
Police Station Replacement. The department continues to support efforts to plan for a replacement station.	Q1 – Q4 2019
Strategic Planning: • Identify 1, 5, and 10 year goals and developing strategies to achieve them. • Goals based on anticipated workload, staffing needs, population trends, capital and equipment needs, and funding issues.	Q1 2019

PUBLIC WORKS

Task	Timing
Initiate Groundwater Management Plan: - Assess options for coordination with KPUD - Hire hydrogeologist - Confirm project scope and timing with Council and ETAC	Q1 2019
Develop annual program for neighborhood traffic calming	Q2 2019
Complete rate study for water and sewer utilities	Q2 2019
Police and Municipal Court Building Project: Support next steps on site selection, funding plan, project design.	Q2 2019
Adopt ordinance to regulate Fats, Oil and Grease (FOG) in City sewer system.	Q2 2019
Support City Council review of traffic concurrency / traffic study methodology	Q3 2019
Support City Council consideration of \$150k for Nonmotorized planning/projects	Q3 2019
Complete study to upgrade WWTP to tertiary treatment	Q3 2019
Wyatt Way Roundabout and Improvements – Complete Design	Q3 2019
Open Water Marina Buoy Replacement – Complete Installation	Q3 2019
Support completion of trail segment by Visconsi	Q3 2019
Support Council consideration of Code changes requested by Living Building Challenge project	Q3 2019
Develop and implement noticing requirements for City capital projects	Q4 2019
Complete implementation of short-term recommendations from parking study	Q4 2019
Complete additional drainage improvements to Parkhill Drive	Q4 2019
Complete consistency changes to Design and Construction Standards	Q4 2019
Complete consistency changes to stormwater Code	Q4 2019
Complete re-design and construction of Olympic Drive Improvements	Q4 2019
Complete Major Maintenance Projects per 2018 Facility Assessment	Q4 2019
Complete project to cover and improve Farmer's Market area (Town Square)	Q4 2019
High School Road Safety Improvements – Complete Design	Q4 2019
Waterfront Park Pedestrian Bridge Improvements – Complete Construction	Q2 2019
Eagle Harbor Drive McDonald Creek Culvert Repairs – Complete Construction	Q4 2019
Sportsman Club/New Brooklyn Roundabout – Complete Design	Q4 2019
Review design and scoping options for City Hall renovations	2020 Q1
Initiate work to assess site options at Vincent Road property	2020 Q1
Complete Islandwide stormwater study	2020 Q3
Complete Groundwater Management Plan	2020 Q4
Complete project for viewing platform at WSF terminal	2020 Q4
Pursue agency accreditation through APWA.	2020 Q4
Improve administration of road approach permitting	2020 Q4
Consolidate Codes related to right of way (ROW)	2020 Q4
Update fees for Traffic Concurrency and Mitigation	2020 Q4
Update BIMC related to recovery of infrastructure costs (charge period for latecomers, bonding for civil improvements)	2020 Q4



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:30 PM) Amendment No. 1 to the Option and Water Tower Lease Agreement with Verizon Wireless - Executive,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to forward Amendment No. 1 to the Option and Water Tower Lease Agreement with Verizon Wireless for approval with the February 26, 2019 Consent Agenda.

SUMMARY:

Consider approval of an amendment to an existing lease agreement with Verizon Wireless, allowing Verizon Wireless to update, subject to obtaining all required permits and approvals, telecommunications equipment mounted on the City's Water Tower located at 9445 NE New Brooklyn Road in exchange for an increase in the annual fees paid to the City.

FISCAL IMPACT:

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

BACKGROUND: On October 13, 2011, the City and the School District executed an Option and Water Tower Lease Agreement ("Lease Agreement") with Verizon Wireless ("Verizon"), allowing Verizon to mount telecommunications equipment on the City's water tower located on School District property at 9445 NE New Brooklyn Road.

By its terms, the duration of the Lease Agreement can last for up to four five-year terms, unless terminated earlier.

Currently, Verizon annually pays \$10,350 to the City and \$10,350 to the School District for a total of \$20,700 each year, which increases by 15% at the start of each new five-year term under the agreement.

Under the proposed amendment, Verizon would annually pay \$12,250 each to the City and to the School District for a combined total of \$25,000 per year. This sum would then increase by 2.5% annually for the duration of the Lease Agreement.

Under the terms of the Lease Agreement, Verizon must obtain all required permits and permissions before installing or modifying telecommunications equipment located on the City's water tower.

According to Verizon, the planned upgrades to the telecommunications equipment mounted on the City's water tower would improve coverage in the immediate area. See the attached coverage plot, provided by Verizon, for more detail. According to Verizon, green on the coverage plot indicates a strong cellular signal, yellow indicates a moderate cellular signal, and gray indicates a poor cellular signal. Note, the coverage plot was developed to show only the effect of the proposed upgrades to the equipment located on the City's water tower.

ATTACHMENTS:

[Amendment No. 1 to the Option and Water Tower Lease Agreement](#)

[Coverage Plot of Upgraded Telecommunications Equipment](#)

[October 13, 2011 Option and Water Tower Lease Agreement](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

**AMENDMENT NO. 1 TO
OPTION AND WATER TOWER LEASE AGREEMENT**

THIS AMENDMENT NO. 1 TO THE OPTION AND WATER TOWER LEASE AGREEMENT ("Amendment") amends the Option and Water Tower Lease Agreement ("Agreement") entered into on October 13, 2011, by the City of Bainbridge Island, a Washington State municipal corporation, ("LESSOR"), Seattle SMSA Limited Partnership d/b/a Verizon Wireless, a Delaware limited partnership, ("LESSEE"), and the Bainbridge Island School District #303, a Washington State municipal corporation, ("OWNER").

WHEREAS, on September 22, 1988, the LESSOR and the OWNER executed a Supplemental Water Reservoir Lease under which the LESSOR operates a Water Tower on real property owned by the OWNER; and

WHEREAS, on October 13, 2011, the LESSOR, OWNER, and LESSEE executed a the Agreement under which the LESSEE leases space on the LESSOR's water tower, 480 square feet of the OWNER's real property, and right-of-way over, under, and along which the LESSEE may install and maintain utility wires, poles, cables, conduits, and pipes; and

WHEREAS, the LESSEE now desires to increase the size of the antennas mounted on the LESSOR's water tower; and

WHEREAS, the LESSOR and OWNER are willing to allow an increase in the size of the antennas in exchange for an increase in a rent paid by the LESSEE.

NOW, THEREFORE, the LESSOR, LESSEE, and OWNER agree to amend the Agreement as follows:

1. Notwithstanding anything contained in the Agreement to the contrary, commencing on January 1, 2019, the annual rent shall be \$25,000.00 to be paid in equal monthly installments on the first day of the month in advance to LESSOR and OWNER in equal 50% shares. Beginning on January 1, 2020, the annual rent shall increase by 2.5% over the annual rent then in effect and by 2.5% over the then current annual rent on each one year anniversary of January 1, 2020 thereafter.

2. Section 6 of the Agreement is hereby amended to read as follows:

6. ADDITIONAL EXTENSIONS. If at the end of the third (3rd) five (5) year extension term this Agreement has not been terminated by either Party by giving to the other written notice of an intention to terminate it at least six (6) months prior to the end of such term, this Agreement shall continue in force upon the same covenants, terms, and conditions for a further term of five (5) years and for five (5) year terms thereafter until terminated by either Party by giving to the other written notice of its intention to so terminate at least six (6) months prior to the end of such term. Annual rental for each year of such additional five (5) year term shall be equal to one hundred and two and one-half percent (102.5%) of the annual rent paid under this Agreement in the immediately preceding year. The initial term and all extensions shall be collectively referred to herein as the "Term".

3. The LESSOR, LESSEE, and OWNER agree that the copies of Exhibit B and Exhibit C included with this Amendment constitute the Exhibit B and Exhibit C referred to in the Agreement. In the event of a conflict or inconsistency between Exhibit A to the Agreement and Exhibit B and Exhibit C attached hereto, Exhibit B and Exhibit C shall govern and control.
4. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

[Signature Page to Follow]

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

LESSOR: City of Bainbridge Island

Date: _____

By: _____

Morgan Smith, City Manager

OWNER: Bainbridge Island School District No. 303

Date: _____

By: _____

Dr. Peter Bang-Knudsen, Superintendent

LESSEE: Seattle SMSA Limited Partnership d/b/a Verizon Wireless

By Cellco Partnership, Its General Partner

Date: _____

By: _____

Name/Title: _____

LESSOR ACKNOWLEDGMENT

STATE OF WASHINGTON)
) SS
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that Morgan Smith is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument, and acknowledged it as the City Manager of the City of Bainbridge Island, Washington to be the free and voluntary act of such entity for the uses and purposes mentioned in the instrument.

DATED: _____

NAME: _____
(Print Name)

Notary Public in and for the State of Washington
Commission Expires: _____

OWNER ACKNOWLEDGMENT

[illegible]

I certify that I know or have satisfactory evidence that Dr. Peter Bang-Knudsen is the person who appeared before me, and said person acknowledged that HE signed this instrument, on oath stated that HE was authorized to execute the instrument, and acknowledged it as the Superintendent of Bainbridge Island School District #303 to be the free and voluntary act of such entity for the uses and purposes mentioned in the instrument.

DATED: _____

NAME: _____
(Print Name)

Notary Public in and for the State of Washington
Commission Expires: _____

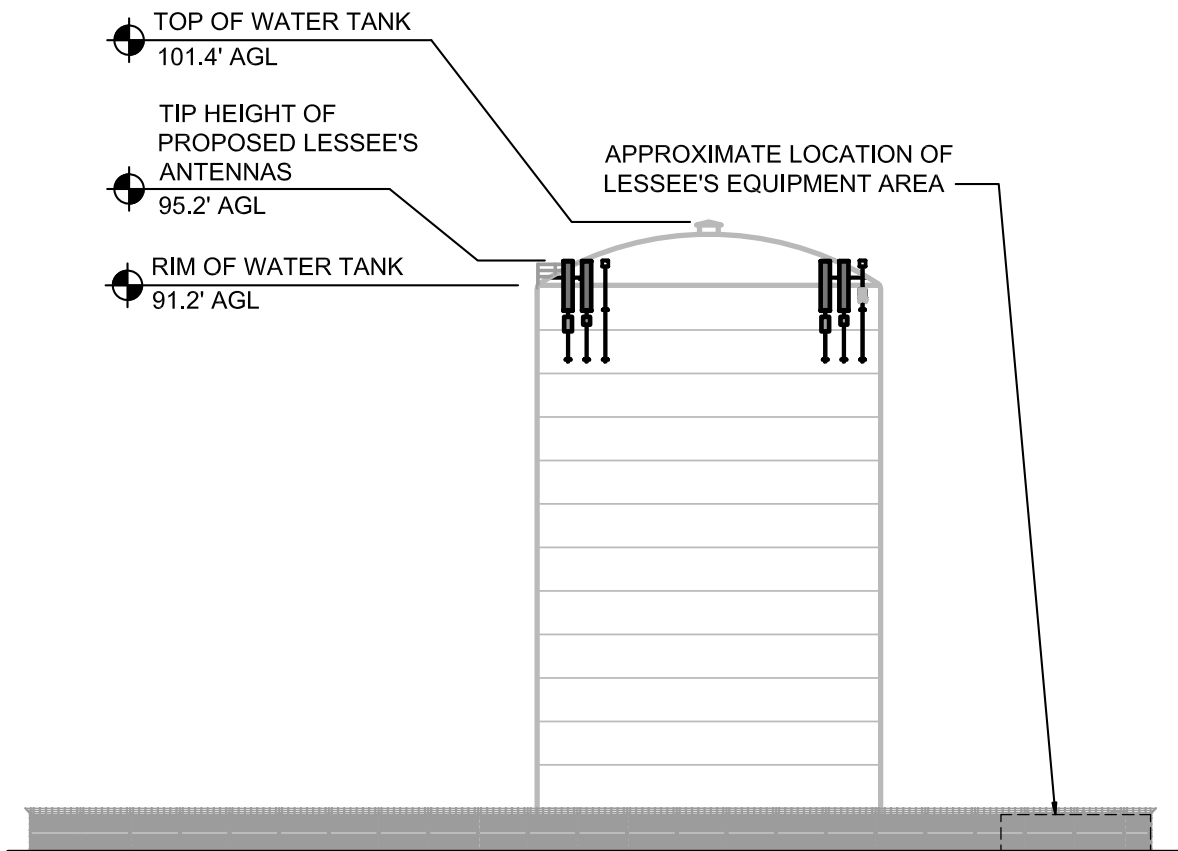
Exhibit B
Premises

BRE FERNCLIFF
9455 NE NEW BROOKLYN RD
BAINBRIDGE ISLAND, WA 98110
PARCEL # 222502-4-003-2008



EXHIBIT B
PAGE 2 OF 2

BRE FERNCLIFF
9455 NE NEW BROOKLYN RD
BAINBRIDGE ISLAND, WA 98110
PARCEL # 222502-4-003-2008



VERIZON EQUIPMENT:

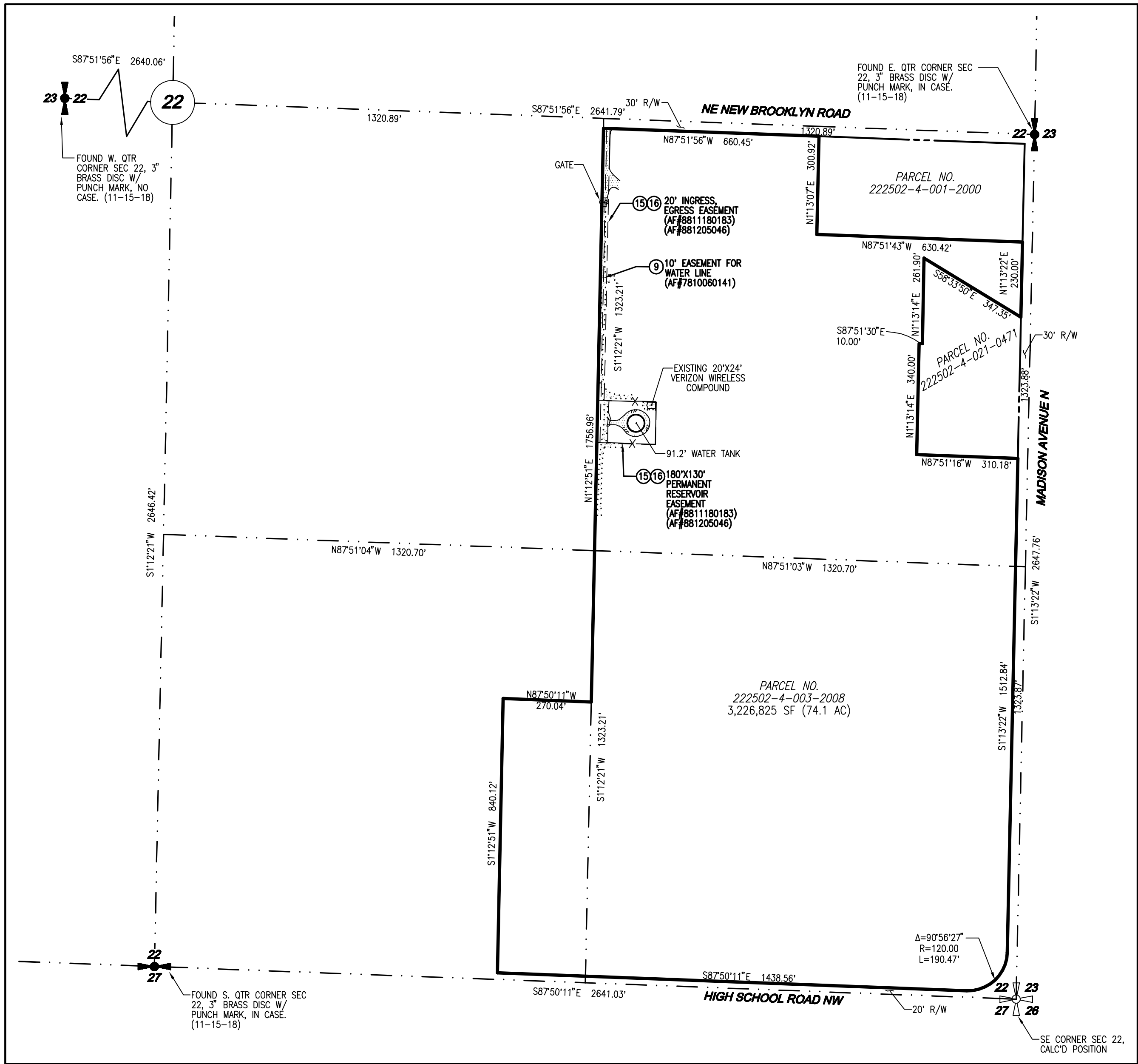
- (8) PANEL ANTENNAS
- (6) RRUS UNITS
- (3) DISTRIBUTION OVP BOXES
- (3) HYBRID CABLES
- (4) 1 5/8" COAX CABLES

NOT TO SCALE

Exhibit C
Survey

BRE FERNCLIFF

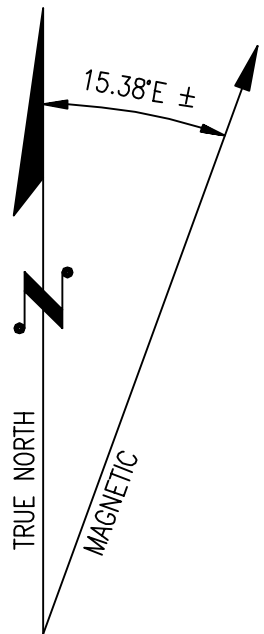
SE 1/4 OF SEC. 22, T. 25 N., R. 2 E, W.M.
KITSAP COUNTY, WASHINGTON



BOUNDARY DETAIL
SCALE: 1"=250'

LEGEND

	BOUNDARY LINE		EXISTING CONCRETE		SEWER MANHOLE
	SECTION LINE		EXISTING PAVEMENT		SEWER CLEANOUT
	EASEMENT LINE		EXISTING BUILDING		STORM MANHOLE
	RIGHT-OF-WAY LINE		ITEMS FROM TITLE EXCEPTIONS		CATCH BASIN
	RIGHT-OF-WAY CENTERLINE		TREE CONIFEROUS		SEWER MANHOLE
	GAS PAINT MARK		TREE DECIDUOUS		WATER VALVE
	POWER PAINT MARK		HEDGEROW		POWER VAULT
					JUNCTION BOX
					GAS METER
					GAS VALVE
					LIGHT POLE



TITLE EXCEPTIONS

FIDELITY NATIONAL TITLE INSURANCE COMPANY
ORDER/GUARANTEE NO. 611198751
DATE OF GUARANTEE: NOVEMBER 12, 2018

1. ASSESSMENTS, IF ANY, LEVIED BY THE CITY OF BAINBRIDGE ISLAND.

2. WAIVER OF ANY CLAIMS FOR DAMAGES TO SAID LAND BY REASON OF THE LOCATION, CONSTRUCTION, LANDSCAPING OR MAINTENANCE OF THE STREET OR HIGHWAY ADJOINING SAID LAND, AS CONTAINED IN THE DEED TO COUNTY/CITY/STATE: KITSAP COUNTY
NAME OF STREET OR HIGHWAY: WINSLOW-PORT MADISON ROAD
RECORDING DATE: SEPTEMBER 30, 1938
RECORDING NO.: 285564
(PLOTTED HEREON)

3. RIGHT TO MAKE NECESSARY SLOPES FOR CUTS OR FILLS UPON PROPERTY HEREIN DESCRIBED AS GRANTED OR RESERVED IN DEED IN FAVOR OF: KITSAP COUNTY
RECORDING DATE: DECEMBER 7, 1939
RECORDING NO.: 303980
(PLOTTED HEREON)

4. WAIVER OF ANY CLAIMS FOR DAMAGES TO SAID LAND BY REASON OF THE LOCATION, CONSTRUCTION, LANDSCAPING OR MAINTENANCE OF THE STREET OR HIGHWAY ADJOINING SAID LAND, AS CONTAINED IN THE DEED TO COUNTY/CITY/STATE: KITSAP COUNTY
NAME OF STREET OR HIGHWAY: COUNTY ROAD NO.105
RECORDING DATE: MARCH 9, 1962
RECORDING NO.: 765821
(PLOTTED HEREON)

5. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: PACIFIC NORTHWEST BELL TELEPHONE COMPANY, A WASHINGTON CORPORATION, ITS SUCCESSORS AND ASSIGNS
PURPOSE: UNDERGROUND COMMUNICATION LINES
RECORDING DATE: AUGUST 7, 1969
RECORDING NO.: 958529
AFFECTS: A PORTION OF SAID PREMISES
(DOES NOT IMPACT SITE)

6. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: PUGET SOUND POWER AND LIGHT COMPANY
PURPOSE: ELECTRIC TRANSMISSION AND/OR DISTRIBUTION LINE, TOGETHER WITH NECESSARY APPURTENANCES
RECORDING DATE: JULY 9, 1970
RECORDING NO.: 977946
AFFECTS: A PORTION OF SAID PREMISES
(DOES NOT IMPACT SITE)

7. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: POND AND WATER RIGHTS
PURPOSE: POND AND WATER RIGHTS
RECORDING DATE: MARCH 31, 1977
RECORDING NO.: 1164135
AFFECTS: 10 FOOT EASEMENT AROUND THE SOUTHERLY PERIMETER OF AN EXISTING POND IN THE NORTHERLY PORTION OF SAID PREMISES
(CANNOT BE PLOTTED)

8. ANY RIGHTS, INTERESTS, OR CLAIMS WHICH MAY EXIST OR ARISE BY REASON OF THE FOLLOWING MATTERS DISCLOSED BY SURVEY, RECORDING DATE: JUNE 27, 1977
RECORDING NO.: 7708270143
MATTERS SHOWN: 10' EASEMENT AROUND POND
(CANNOT BE PLOTTED)

9. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: CITY OF WINSLOW
PURPOSE: WATER MAINS
RECORDING DATE: OCTOBER 6, 1978
RECORDING NO.: 7810060141
AFFECTS: A PORTION OF SAID PREMISES
(PLOTTED HEREON)

10. NOTICE OF POSSIBLE (PRESENT OR FUTURE) TAP OR CONNECTION CHARGES LEVIED, OR TO BE LEVIED, AS SET FORTH BELOW:
LEVIED BY: CITY OF WINSLOW
RECORDING DATE: JULY 10, 1979
RECORDING NO.: 7907100114
(CANNOT BE PLOTTED)

11. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: PUGET SOUND POWER AND LIGHT COMPANY
PURPOSE: ELECTRIC TRANSMISSION AND/OR DISTRIBUTION LINE, TOGETHER WITH NECESSARY APPURTENANCES
RECORDING DATE: AUGUST 10, 1981
RECORDING NO.: 8108100034
AFFECTS: A PORTION OF SAID PREMISES
(CANNOT BE PLOTTED)

12. WAIVER OF ANY CLAIMS FOR DAMAGES TO SAID LAND BY REASON OF THE LOCATION, CONSTRUCTION, LANDSCAPING OR MAINTENANCE OF THE STREET OR HIGHWAY ADJOINING SAID LAND, AS CONTAINED IN THE DEED TO COUNTY/CITY/STATE: KITSAP COUNTY
NAME OF STREET OR HIGHWAY: HIGH SCHOOL ROAD
RECORDING DATE: DECEMBER 24, 1986
RECORDING NO.: 8612240126
(DOES NOT IMPACT SITE)

13. RIGHT TO MAKE NECESSARY SLOPES FOR CUTS OR FILLS UPON PROPERTY HEREIN DESCRIBED AS GRANTED OR RESERVED IN DEED IN FAVOR OF: KITSAP COUNTY
RECORDING DATE: NOVEMBER 18, 1988
RECORDING NO.: 8811180183
AFFECTS: A PORTION OF SAID PREMISES
(PLOTTED HEREON)

14. ANY RIGHTS, INTERESTS, OR CLAIMS WHICH MAY EXIST OR ARISE BY REASON OF THE FOLLOWING MATTERS DISCLOSED BY SURVEY, RECORDING DATE: JULY 28, 1987
RECORDING NO.: 8707280132
MATTERS SHOWN: EASEMENT AND RESERVOIR SITE
(DOES NOT IMPACT SITE)

15. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: RESERVOIR AND ACCESS EASEMENT
PURPOSE: RESERVOIR AND ACCESS EASEMENT
RECORDING DATE: NOVEMBER 18, 1988
RECORDING NO.: 8811180183
AFFECTS: A PORTION OF SAID PREMISES
(PLOTTED HEREON)

16. ANY RIGHTS, INTERESTS, OR CLAIMS WHICH MAY EXIST OR ARISE BY REASON OF THE FOLLOWING MATTERS DISCLOSED BY SURVEY, RECORDING DATE: JULY 28, 1987
RECORDING NO.: 8707280132
MATTERS SHOWN: EASEMENT AND RESERVOIR SITE
(DOES NOT IMPACT SITE)

17. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: PUGET SOUND POWER AND LIGHT COMPANY
PURPOSE: ELECTRIC TRANSMISSION AND/OR DISTRIBUTION LINE, TOGETHER WITH NECESSARY APPURTENANCES
RECORDING DATE: NOVEMBER 2, 1989
RECORDING NO.: 8911020187
AFFECTS: A PORTION OF SAID PREMISES
(CANNOT BE PLOTTED)

TITLE EXCEPTIONS (CONT.)

FIDELITY NATIONAL TITLE INSURANCE COMPANY
ORDER/GUARANTEE NO. 611198751
DATE OF GUARANTEE: NOVEMBER 12, 2018

18. DECLARATION OF COVENANTS ASSOCIATED WITH MULTI-FAMILY/COMMERCIAL STORM DRAINAGE FACILITIES
RECORDING DATE: JUNE 21, 1990
RECORDING NO.: 9006210077
(CANNOT BE PLOTTED)

19. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: PUGET SOUND POWER AND LIGHT COMPANY
PURPOSE: ELECTRIC TRANSMISSION AND/OR DISTRIBUTION LINE, TOGETHER WITH NECESSARY APPURTENANCES
RECORDING DATE: SEPTEMBER 8, 1992
RECORDING NO.: 9209080067
AFFECTS: A PORTION OF SAID PREMISES
(DOES NOT IMPACT SITE)

20. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: PUGET SOUND POWER AND LIGHT COMPANY
PURPOSE: ELECTRIC TRANSMISSION AND/OR DISTRIBUTION LINE, TOGETHER WITH NECESSARY APPURTENANCES
RECORDING DATE: AUGUST 12, 1994
RECORDING NO.: 9408120116
AFFECTS: A PORTION OF SAID PREMISES
(CANNOT BE PLOTTED)

21. LATECOMER REIMBURSEMENT AGREEMENT
RECORDING DATE: MAY 31, 1995
RECORDING NO.: 9505310192
(CANNOT BE PLOTTED)

22. COVENANTS, CONDITIONS, RESTRICTIONS, RECITALS, RESERVATIONS, EASEMENTS, EASEMENT PROVISIONS, DEDICATIONS, BUILDING SETBACK LINES, NOTES, STATEMENTS, AND OTHER MATTERS, IF ANY, BUT OMITTING ANY COVENANTS OR RESTRICTIONS, IF ANY, INCLUDING BUT NOT LIMITED TO THOSE BASED UPON RACE, COLOR, RELIGION, SEX, SEXUAL ORIENTATION, FAMILIAL STATUS, MARITAL STATUS, DISABILITY, HANDICAP, NATIONAL ORIGIN, ANCESTRY, OR SOURCE OF INCOME, AS SET FORTH IN APPLICABLE STATE OR FEDERAL LAWS, EXCEPT TO THE EXTENT THAT SAID COVENANT OR RESTRICTION IS PERMITTED BY APPLICABLE LAW, AS SET FORTH ON BOUNDARY ADJUSTMENT:
RECORDING NO.: 3179470
(PLOTTED HEREON)

23. RECIPROCAL EASEMENTS, FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO AS CREATED BY THE FOLLOWING DOCUMENT:
DOCUMENT: RECIPROCAL PARKING AND ACCESS EASEMENT
EXECUTED BY: CHURCH OF JESUS CHRIST OF LATTER-DAY SAINTS AND BAINBRIDGE ISLAND SCHOOL DISTRICT #303
PURPOSE: PARKING AND ACCESS
RECORDING DATE: MAY 17, 1999
RECORDING NO.: 3179473
AFFECTS: A PORTION OF SAID PREMISES
(DOES NOT IMPACT SITE)

24. ANY RIGHTS, INTERESTS, OR CLAIMS WHICH MAY EXIST OR ARISE BY REASON OF THE FOLLOWING MATTERS DISCLOSED BY SURVEY, RECORDING DATE: MAY 20, 1999
RECORDING NO.: 3180418
MATTERS SHOWN: BOUNDARY ADJUSTMENT AND EASEMENT
(PLOTTED HEREON)

25. DECLARATION THAT THE DESCRIBED PROPERTY IS BOUND BY A CONDITIONAL USE PERMIT
RECORDING DATE: AUGUST 24, 2000
RECORDING NO.: 200008240052
(CANNOT BE PLOTTED)

26. WAIVER OF ANY CLAIMS FOR DAMAGES TO SAID LAND BY REASON OF THE LOCATION, CONSTRUCTION, LANDSCAPING OR MAINTENANCE OF THE STREET OR HIGHWAY ADJOINING SAID LAND, AS CONTAINED IN THE DEED TO COUNTY/CITY/STATE: CITY OF BAINBRIDGE ISLAND
NAME OF STREET OR HIGHWAY: HIGH SCHOOL ROAD ROUNDABOUT
RECORDING DATE: JUNE 5, 2001
RECORDING NO.: 200106050001
(DOES NOT IMPACT SITE)

27. RIGHT TO MAKE NECESSARY SLOPES FOR CUTS OR FILLS UPON PROPERTY HEREIN DESCRIBED AS GRANTED OR RESERVED IN DEED IN FAVOR OF: CITY OF BAINBRIDGE ISLAND
RECORDING DATE: JUNE 5, 2001
RECORDING NO.: 200106050001
(DOES NOT IMPACT SITE)

28. EASEMENT(S) FOR THE PURPOSE(S) SHOWN BELOW AND RIGHTS INCIDENTAL THERETO, AS GRANTED IN A DOCUMENT:
GRANTED TO: PUGET SOUND ENERGY, INC., A WASHINGTON CORPORATION
PURPOSE: ONE OR MORE UTILITY SYSTEMS
RECORDING DATE: AUGUST 29, 2001
RECORDING NO.: 200108290268, A RE-RECORD OF RECORDING NO. 200108290268
AFFECTS: A PORTION OF SAID PREMISES
(DOES NOT IMPACT SITE)

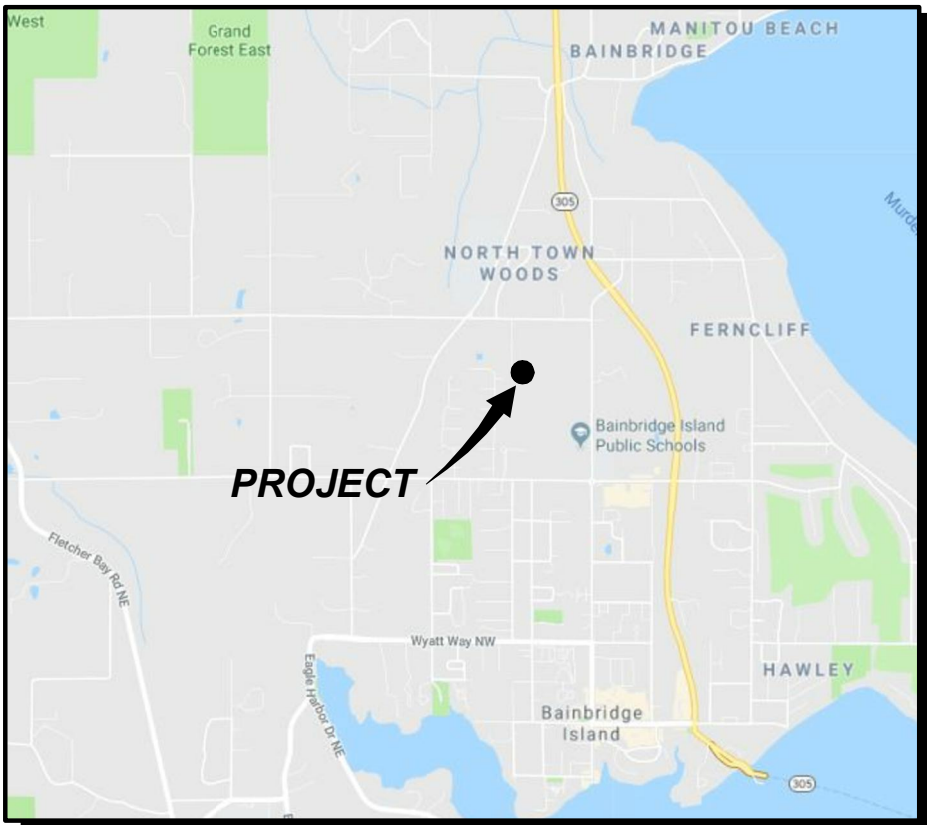
29. LICENSE AGREEMENT
RECORDING DATE: FEBRUARY 7, 2002
RECORDING NO.: 200202070041
ASSIGNMENT OF LICENSE RECORDED UNDER RECORDING NO. 200712210037.
(CANNOT BE PLOTTED)

30. THE PROPERTY HEREIN DESCRIBED IS CARRIED ON THE TAX ROLLS AS EXEMPT. HOWEVER, IT WILL BECOME TAXABLE ON THE DATE OF THE EXECUTION OF A CONVEYANCE TO A TAXABLE ENTITY AND SUBJECT TO THE LIEN OF REAL PROPERTY TAXES FOR THE BALANCE OF THE YEAR FROM THAT DATE:
TAX ACCOUNT NO.: 222502-4-003-2006
LEVY CODE: 0215
ASSESSED VALUE-LAND: \$0.00
ASSESSED VALUE-IMPROVEMENTS: \$0.00
(CANNOT BE PLOTTED)

31. A LEASE WITH CERTAIN TERMS, COVENANTS, CONDITIONS AND PROVISIONS SET FORTH THEREIN.
DATED: JUNE 1, 1972
LESSOR: BAINBRIDGE ISLAND SCHOOL DISTRICT NO.303
LESSEE: CITY OF WINSLOW
RECORDING DATE: JULY 11, 1972
RECORDING NO.: 1025848
(DOES NOT IMPACT SITE)

32. AN UNRECORDED LEASE WITH CERTAIN TERMS, COVENANTS, CONDITIONS AND PROVISIONS SET FORTH THEREIN AS DISCLOSED BY THE DOCUMENT ENTITLED: MEMORANDUM OF AGREEMENT
LESSOR: BAINBRIDGE ISLAND PARKS DISTRICT
LESSEE: BOYS AND GIRLS CLUB OF KING COUNTY
RECORDING DATE: DECEMBER 16, 2003
RECORDING NO.: 200312160226
(CANNOT BE PLOTTED)

33. AN UNRECORDED LEASE WITH CERTAIN TERMS, COVENANTS, CONDITIONS AND PROVISIONS SET FORTH THEREIN AS DISCLOSED BY THE DOCUMENT ENTITLED: MEMORANDUM OF OPTION AND WATER TOWER LEASE AGREEMENT
LESSOR: CITY OF BAINBRIDGE ISLAND
LESSEE: SEATTLE SMSA LIMITED PARTNERSHIP D/B/A VERIZON WIRELESS
RECORDING DATE: JANUARY 12, 2012
RECORDING NO.: 201201120220
(CANNOT BE PLOTTED)



VICINITY MAP
NOT TO SCALE

PROJECT INFORMATION

SITE NAME: BRE FERNCLIFF
SITE ADDRESS: 9455 NE NEW BROOKLYN RD
BAINBRIDGE ISLAND, WA 98057
OWNERS NAME: BAINBRIDGE ISLAND SCHOOL DISTRICT #303
OWNERS ADDRESS: N/A
PARCEL NUMBER(S): 222502-4-003-2008
PARCEL AREA: 3,226,825 SQ. FT. (74.1 AC)
PROJECT LEASE AREA: N/A
VERTICAL DATUM: NAVD 88 BASED ON GPS OBSERVATION
BASIS OF BEARINGS: WASHINGTON STATE PLANE, NORTH ZONE, NAD 83
GROUND ELEVATION: 247.2'
TOWER COORDINATES: 47°38'25.93" N (47.640535° N)
122°31'33.12" W (122.525866° W)

PARCEL LEGAL DESCRIPTION

FIDELITY NATIONAL TITLE INSURANCE COMPANY
ORDER/GUARANTEE NO. 611198751
DATE OF GUARANTEE: NOVEMBER 12, 2018

RESULTANT PARCEL A OF BOUNDARY LINE ADJUSTMENT RECORDED UNDER RECORDING NO. 3179470, RECORDS OF KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

THAT PORTION OF THE SOUTHEAST QUARTER OF SECTION 22, TOWNSHIP 25 NORTH, RANGE 2 EAST, WILLAMETTE MERIDIAN, CITY OF BAINBRIDGE ISLAND, KITSAP COUNTY, WASHINGTON, DESCRIBED AS FOLLOWS:

THE SOUTH QUARTER OF THE NORTHEAST QUARTER OF SAID SOUTHEAST QUARTER, AND THE SOUTHEAST QUARTER OF SAID SOUTHEAST QUARTER, AND THE SOUTH 880 FEET OF THE EAST 270 FEET OF THE SOUTHWEST QUARTER OF SAID SOUTHEAST QUARTER; EXCEPT FOR THE SOUTH 20 FEET FOR ROAD; AND THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SOUTHEAST QUARTER; EXCEPT THE NORTH 30 FEET FOR ROAD; AND THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SOUTHEAST QUARTER; AND THE WEST HALF OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SOUTHEAST QUARTER; AND THE WEST HALF OF THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF SAID SOUTHEAST QUARTER;

TOGETHER WITH THE FOLLOWING DESCRIBED: COMMENCING AT THE NORTHWEST CORNER OF THE SOUTH HALF OF THE NORTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SOUTHEAST QUARTER; THENCE EAST 330 FEET TO THE POINT OF BEGINNING; THENCE CONTINUING EAST 300 FEET TO THE WEST MARGIN OF COUNTY ROAD; THENCE SOUTH ALONG SAID MARGIN 230 FEET; THENCE NORTHWESTERLY TO A POINT WHICH IS 60 FEET SOUTH OF THE POINT OF BEGINNING; THENCE NORTH 60 FEET TO THE POINT OF BEGINNING; EXCEPT FROM THE ABOVE, THE FOLLOWING DESCRIBED: BEGINNING AT THE SOUTHEAST CORNER OF THE NORTHWEST QUARTER OF THE SOUTHEAST QUARTER OF THE NORTHEAST QUARTER OF SAID SOUTHEAST QUARTER; THENCE WEST 10 FEET ALONG THE SOUTH LINE OF SAID SUBDIVISION; THENCE NORTH 340.00 FEET PARALLEL WITH THE EAST LINE OF SAID SUBDIVISION; THENCE EAST 10 FEET TO THE EAST LINE OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE NORTHEAST

SITE

VERIZON
BRE FERNCLIFF
9455 NE NEW BROOKLYN RD
BAINBRIDGE ISLAND, WA 98110

SHEET TITLE

CIVIL SURVEY

SHEET NUMBER

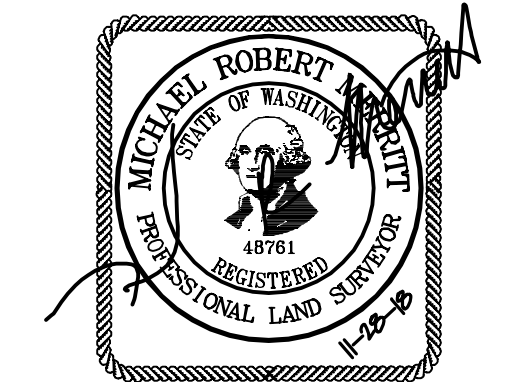
SV-1.0

verizon

15th ANNIVERSARY
LDC Surveying
Engineering
Planning
20210 142nd Avenue NE, 425.806.1869
Woodinville, WA 98072 Fax: 425.482.2893
www.LDCcorp.com

DATE: 11-26-18
DRAWN BY: NSY
CHECKED BY: MRM

SUBMITTALS			
REV	DATE	DESCRIPTION	BY



BRE FERNCLIFF

SE 1/4 OF SEC. 22, T. 25 N., R. 2 E, W.M.
KITSAP COUNTY, WASHINGTON

FIR
TOP EL=381'

SCALE: 1" = 10'
10' 0 10' 20'

PARCEL NO.
222502-4-003-2008

PARCEL NO.
5101-000-011-004

10' EASEMENT
FOR WATER LINE
(AF#7810060141)

PARCEL NO.
5101-000-009-0107

PARCEL NO.
5101-000-008-0009

20' INGRESS
EGRESS EASEMENT
(AF#8811180183)
(AF#881205046)

LEGEND

- BOUNDARY LINE
- SECTION LINE
- EASEMENT LINE
- RIGHT-OF-WAY LINE
- RIGHT-OF-WAY CENTERLINE
- GAS PAINT MARK
- POWER PAINT MARK
- EXISTING CONCRETE
- EXISTING PAVEMENT
- EXISTING BUILDING
- ITEMS FROM TITLE EXCEPTIONS
- TREE CONIFEROUS
- TREE DECIDUOUS
- HEDGEROW
- SEWER MANHOLE
- SEWER CLEANOUT
- STORM MANHOLE
- CATCH BASIN
- SEWER MANHOLE
- WATER VALVE
- POWER VAULT
- JUNCTION BOX
- GAS METER
- GAS VALVE
- LIGHT POLE
- LIGHT STANDARD

SURVEY REFERENCES

1. R.O.S. AFN NO. 3103397, FILED IN KITSAP COUNTY.
2. R.O.S. AFN NO. 88120500046, FILED IN KITSAP COUNTY.
3. R.O.S. AFN NO. 3180418, FILED IN KITSAP COUNTY.
4. R.O.S. AFN NO. 8707280132, FILED IN KITSAP COUNTY.

SURVEYOR'S NOTES

1. THIS SURVEY WAS COMPLETED WITH THE BENEFIT OF A TITLE REPORT.
2. LATITUDE AND LONGITUDE TAKEN AT PROPOSED TOWER LOCATION.
3. MAGNETIC NORTH DECLINATION OF APPROXIMATELY 15.38° FOR THE DATE OF 11-15-18, COMPUTED BY USING THE MAGNETIC FIELD CALCULATOR ON THE NOAA NATIONAL GEOPHYSICAL DATA CENTER WEBSITE AND DOES NOT ACCOUNT FOR ANY LOCAL VARIATION OR ANOMALY.

BOUNDARY DISCLAIMER

THIS SURVEY HAS BEEN PREPARED FOR THE EXCLUSIVE USE OF PARTIES WHOSE NAMES APPEAR HEREON ONLY, AND DOES NOT EXTEND TO ANY UNNAMED THIRD PARTIES WITHOUT EXPRESS RECERTIFICATION BY THE LAND SURVEYOR.

THIS DOES NOT PURPORT TO BE A BOUNDARY SURVEY. DEED LINES SHOWN HAVE NOT BEEN FIELD VERIFIED.

UTILITY NOTE

THE LOCATION OF EXISTING UTILITY FACILITIES HAS NOT BEEN RESEARCHED. SURVEYOR DOES NOT GUARANTEE THAT ALL UTILITIES ARE SHOWN OF THEIR LOCATIONS. IT IS THE RESPONSIBILITY OF THE CONTRACTOR AND DEVELOPER TO CONTACT THE "ONE-CALL SERVICE" AND ANY OTHER INVOLVED AGENCIES TO LOCATE ALL UTILITIES PRIOR TO CONSTRUCTION. REMOVAL, RELOCATION AND/ OR REPLACEMENT IS THE RESPONSIBILITY OF THE CONTRACTOR. THE SURVEYOR ASSUMES NO RESPONSIBILITY FOR THE DELINEATION OF SUCH UNDERGROUND UTILITIES, NOR FOR THE EXISTENCE OF BURIED OBJECTS WHICH ARE NOT SHOWN ON THE MAP.

BASIS OF ELEVATION

ELEVATION ESTABLISHED FROM GPS DERIVED ORTHOMETRIC HEIGHTS, APPLYING GEOID 12B SEPARATIONS USING WSRN RTK NETWORK SOLUTION. ACCURACY MEETS OR EXCEEDS 1A STANDARDS AS DEFINED ON THE FAA ASAC INFORMATION SHEET 91-003.

BASIS OF BEARING

GEODETIC BEARING PER GPS OBSERVATION.

SURVEY DATE

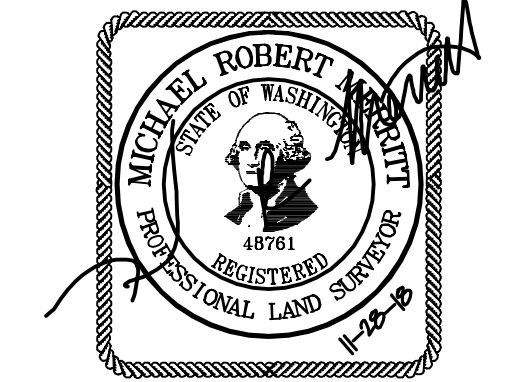
NOVEMBER 15, 2018

verizon

15th ANNIVERSARY
LDC Surveying
Engineering
Planning
20210 142nd Avenue NE, 425.806.1869
Woodinville, WA 98072Fx: 425.482.2893
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DATE: 11-26-18
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CHECKED BY: MRM

SUBMITTALS			
REV	DATE	DESCRIPTION	BY

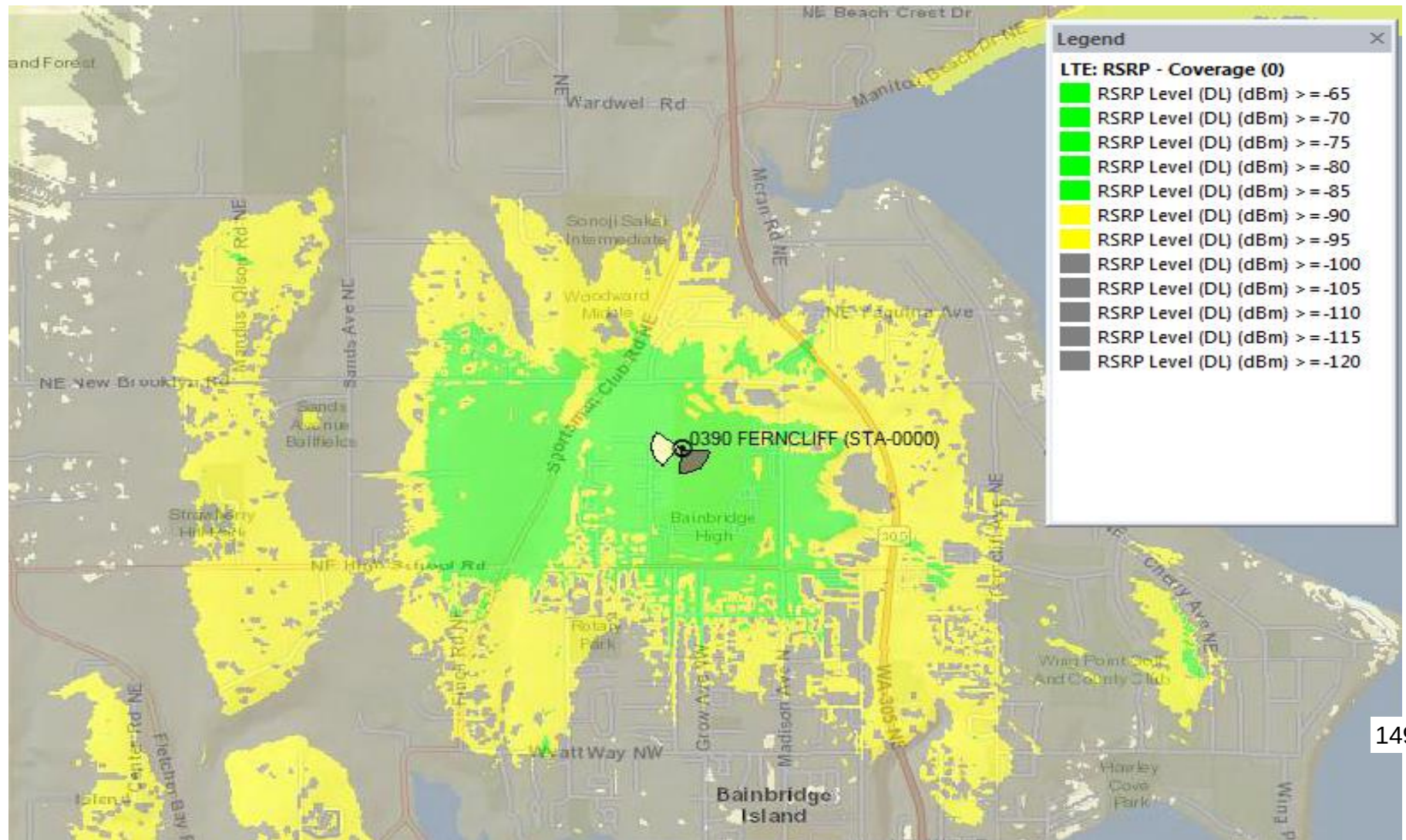


SITE
VERIZON
BRE FERNCLIFF
9455 NE NEW BROOKLYN RD
BAINBRIDGE ISLAND, WA 98110

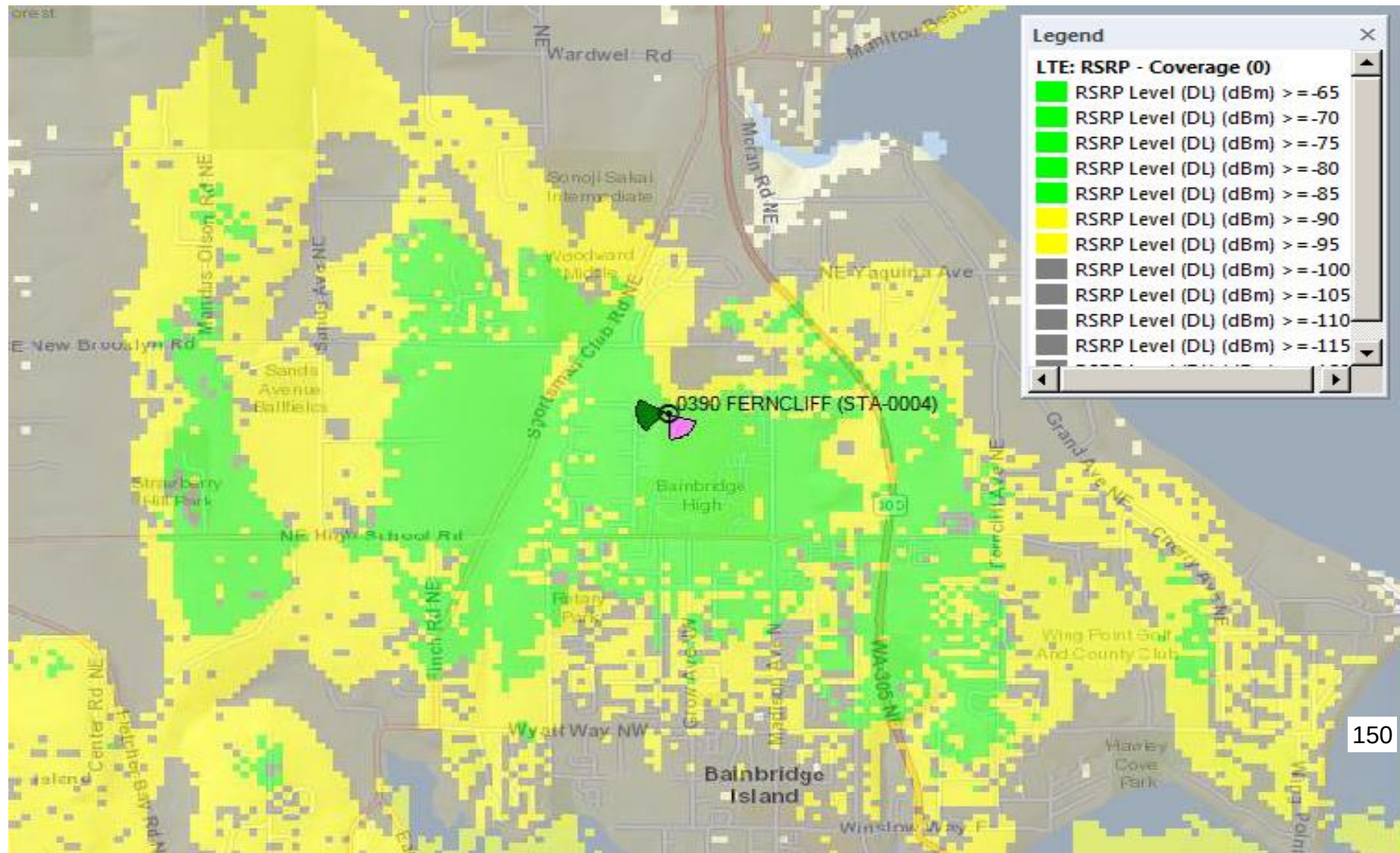
SHEET TITLE
CIVIL SURVEY

SHEET NUMBER
SV-1.1

FERNCLIFF Coverage plot current



FERNCLIFF Coverage plot After



OPTION AND WATER TOWER LEASE AGREEMENT

This Option and Water Tower Lease Agreement, made this 13th day of October, 2011, between City of Bainbridge Island, with its principal offices at 280 Madison Avenue North, Bainbridge Island, WA 98110, hereinafter designated LESSOR and Seattle SMSA Limited Partnership d/b/a Verizon Wireless with its principal offices at One Verizon Way, Mail Stop 4AW100, Basking Ridge, New Jersey 07920 (telephone number 866-862-4404), hereinafter designated LESSEE, and Bainbridge Island School District #303, with its principal offices at 8489 Madison Avenue NE, Bainbridge Island, Washington 98110, hereinafter designated OWNER. The LESSOR and LESSEE are at times collectively referred to hereinafter as the "Parties" or individually as the "Party".

LESSOR leases property located in Kitsap County, Washington, as shown on Exhibit "A" attached hereto and made a part hereof (the entirety of LESSOR's leased property is referred to hereinafter as the "Property") pursuant to a Supplemental Water Reservoir Lease dated September 22, 1988 (the "Prime Lease"), executed between LESSOR and OWNER. LESSEE desires to obtain an option to lease a portion of said Property, being described as space on Lessor's water tower ("Tower Space") and a parcel containing 480 square feet (the "Land Space"), together with the non-exclusive right of ingress and egress, seven (7) days a week twenty-four (24) hours a day, on foot or motor vehicle, including trucks over or along a twenty (20') foot wide right-of-way extending from the nearest public right-of-way, NE New Brooklyn Road, to the Land Space (the "Right of Way"), and for the installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under, and along said Right of Way from the Land Space. The Tower Space, Land Space and Right of Way (hereinafter collectively referred to as the "Premises") are described in Exhibit "B" attached hereto and made a part hereof.

I. Option to Lease.

NOW THEREFORE, in consideration of the sum of One Thousand and No/100 Dollars (\$1,000.00), to be paid by LESSEE to the LESSOR and OWNER in equal fifty percent (50%) shares, the LESSOR hereby grants to LESSEE the right and option to lease the Premises, for the term and in accordance with the covenants and conditions set forth herein. The foregoing payment shall be made by LESSEE within forty-five (45) days of execution of this Agreement or upon receipt by LESSEE from LESSOR of the Rental Documentation, as defined in and in accordance with Paragraph 3 of the Agreement below, whichever occurs later. LESSOR's provision of the Rental Documentation to LESSEE shall be a prerequisite for the payment of the foregoing amount or any other option or rental payment, if applicable, by LESSEE, and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any payment(s) until Rental Documentation has been given to LESSEE.

The option to lease the Premises may be exercised at any time on or prior to twelve (12) months after the date of this Agreement. If the option has not been so exercised, it shall be automatically extended for one additional period of twelve (12) months, unless LESSEE gives written notice to the LESSOR of the intent not to extend prior to the end of the initial option

period. If the option is extended, LESSEE shall make an additional payment of One Thousand and No/100 Dollars (\$1,000.00) to LESSOR and OWNER proportionately in equal fifty percent (50%) shares within thirty (30) days of the option being extended, provided LESSOR has supplied to LESSEE the Rental Documentation, as defined in and in accordance with Paragraph 3 of the Agreement below. The time during which the option may be exercised may be further extended by mutual agreement in writing. If during said option period, or during the term of the lease, if the option is exercised, the LESSOR decides to change the status of the Property, LESSOR shall immediately notify LESSEE in writing so that LESSEE can take steps necessary to protect LESSEE's interest in the Premises.

This option may be sold, assigned or transferred by the LESSEE without any approval or consent of the LESSOR to the LESSEE's principal, affiliates, subsidiaries of its principal; to any entity which acquires all or substantially all of LESSEE's assets in the market defined by the Federal Communications Commission in which the Property is located by reason of a merger, acquisition or other business reorganization; or to any entity which acquires or receives an interest in the majority of communication towers of the LESSEE in the market defined by the Federal Communications Commission in which the Property is located. As to other parties, this Agreement may not be sold, assigned or transferred without the written consent of the LESSOR and OWNER, which such consent will not be unreasonably withheld, delayed or conditioned. No change of stock ownership, partnership interest or control of LESSEE or transfer upon partnership or corporate dissolution of LESSEE shall constitute an assignment hereunder.

Should LESSEE fail to exercise this option or any extension thereof within the time herein limited, all rights and privileges granted hereunder shall be deemed completely surrendered, this option terminated, and LESSOR and OWNER shall retain all money paid for the option, and no additional money shall be payable by LESSEE to LESSOR or OWNER.

LESSOR and OWNER shall cooperate with LESSEE in its effort to obtain all certificates, permits and other approvals that may be required by any Federal, State or Local authorities which will permit LESSEE use of the Premises. LESSOR or OWNER shall take no action which would adversely affect the status of the Property with respect to the proposed use by LESSEE. Provided, however, this Section shall not be construed as a waiver of LESSOR's duty to review and if necessary deny LESSEE's permit application if it fails to meet the necessary decision criteria.

The LESSOR shall permit LESSEE, during the option period, free ingress and egress to the Premises to conduct such surveys, inspections, structural strength analysis, subsurface soil tests, and other activities of a similar nature as LESSEE may deem necessary, at the sole cost of LESSEE.

Notice of the exercise of the option shall be given by LESSEE to the LESSOR in writing by certified mail, return receipt requested. Notice shall be deemed effective on the date it is posted. On the effective date of said notice, the Parties agree to be bound by the terms and conditions set forth below in Section II. Lease Terms and Conditions.

II. Lease Terms and Conditions.

In consideration of the mutual covenants contained herein, the Parties agree as follows:

1. PREMISES.

a. LESSOR hereby leases to the LESSEE a portion of that certain space (the "Tower Space") on the LESSOR's water tower, hereinafter referred to as the "Tower", located in Kitsap County, Washington, as shown on Exhibit "A" attached hereto and made a part hereof (the entirety of LESSOR's property is referred to hereinafter as the "Property"), together with a parcel of land containing 480 square feet (the "Land Space") sufficient for the installation of LESSEE's equipment building; together with the non-exclusive right for ingress and egress, seven (7) days a week, twenty-four (24) hours a day, on foot or motor vehicle, including trucks, and for the installation and maintenance of utility wires, poles, cables, conduits, and pipes over, under, or along a twenty (20') foot wide right-of-way extending from the nearest public right-of-way, NE New Brooklyn Road, to the Land Space; over and through the Property between the Land Space and the Tower Space (the "Right of Way") for the installation and maintenance of utility wires, poles, cables, conduits, and pipes. The Tower Space, Land Space and Right of Way, are substantially described in Exhibit "B", attached hereto and made a part hereof demised premises and are collectively referred to hereinafter as the "Premises".

b. In the event any public utility is unable to use the Right of Way, the LESSOR hereby agrees to grant an additional right-of-way(s) either to the LESSEE or to the public utility at no cost to the LESSEE.

c. LESSOR hereby grants permission to LESSEE to install, maintain and operate the radio communications equipment, antennas and appurtenances described in Exhibit "B" attached hereto; provided, however, that LESSEE shall first obtain all necessary local and state approvals and permits. This Paragraph shall not be construed as a waiver of LESSOR's duty to review and if necessary deny LESSEE's permit application if the necessary decision criteria are not met.

d. LESSEE reserves the right to replace the aforementioned equipment with similar and comparable equipment provided said replacement does not increase tower loading of said Tower. LESSEE shall obtain approval from LESSOR prior to such replacement, which approval shall not be unreasonably withheld.

e. OWNER is executing this Agreement for the purpose of agreeing, acknowledging, and consenting to the LESSEE's use of the Property and Premises as contemplated herein. LESSOR and OWNER both agree and acknowledge that LESSEE's use of the Property and Premises is permitted under the terms of the Prime Lease.

2. SURVEY. LESSOR grants to LESSEE the right to survey the Property and Premises, and the survey shall then become Exhibit "C" which shall be attached hereto and made a part hereof, and shall control in the event of boundary and access discrepancies between it and Exhibit "A". Cost for such work shall be borne by the LESSEE.

3. TERM; RENTAL; ELECTRICAL.

a. This Lease Agreement shall be effective as of the Commencement Date, as defined below. The Agreement's initial term of the lease shall be for five (5) years and shall commence on the Commencement Date at which time rental payments shall commence and be due at a total annual rental of Eighteen Thousand and No/100 Dollars (\$18,000.00) to be paid in equal monthly installments on the first day of the month, in advance, to LESSOR and OWNER (in equal fifty percent (50%) shares) or to such other person, firm or place as LESSOR or OWNER may, from time to time, designate in writing at least thirty (30) days in advance of any rental payment date by notice given in accordance with Paragraph 25 below. The Commencement Date shall be the first day of the month in which notice of the exercise of the option, as set forth above, is effective. However, LESSOR and LESSEE and OWNER acknowledge and agree that initial rental payment(s) shall not actually be sent by LESSEE until thirty (30) days after the exercise of the option is effective.

b. Upon agreement of the Parties, LESSEE may pay rent by electronic funds transfer and in such event, LESSOR and OWNER agree to provide to LESSEE bank routing information for such purpose upon request of LESSEE.

c. LESSOR agrees to provide to LESSEE certain documentation (the "Rental Documentation") evidencing LESSOR's interest in, and right to receive payments under, this Agreement, including without limitation: (i) documentation, acceptable to LESSEE in LESSEE's reasonable discretion, evidencing LESSOR's good and sufficient title to and/or interest in the Property and right to receive rental payments and other benefits hereunder; (ii) a complete and fully executed Internal Revenue Service Form W-9, or equivalent, in a form acceptable to LESSEE, for any party to whom rental payments are to be made pursuant to this Agreement; and (iii) other documentation requested by LESSEE in LESSEE's reasonable discretion. From time to time during the Term (as hereinafter defined) of this Agreement and within thirty (30) days of a written request from LESSEE, LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. The Rental Documentation shall be provided to LESSEE in accordance with the provisions of and at the address given in Paragraph 25. Delivery of Rental Documentation to LESSEE shall be a prerequisite for the payment of any rent by LESSEE, and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any rental payments until Rental Documentation has been supplied to LESSEE as provided herein.

d. Within fifteen (15) days of obtaining an interest in the Property or this Agreement, any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall provide to LESSEE Rental Documentation in the manner set forth in the preceding paragraph.

From time to time during the Term of this Agreement and within thirty (30) days of a written request from LESSEE, any assignee(s) or transferee(s) of LESSOR agrees to provide updated Rental Documentation in a form reasonably acceptable to LESSEE. Delivery of Rental Documentation to LESSEE by any assignee(s), transferee(s) or other successor(s) in interest of LESSOR shall be a prerequisite for the payment of any rent by LESSEE to such party and notwithstanding anything to the contrary herein, LESSEE shall have no obligation to make any rental payments to any assignee(s), transferee(s) or other successor(s) in interest of LESSOR until Rental Documentation has been supplied to LESSEE as provided herein.

e. LESSOR shall, at all times during the Term, provide electrical service and telephone service access to the Premises. If permitted by the local utility company servicing the Premises, LESSEE shall furnish and install an electrical meter at the Premises for the measurement of electrical power used by LESSEE's installation. In the alternative, if permitted by the local utility company servicing the Premises, LESSEE shall furnish and install an electrical sub-meter at the Premises for the measurement of electrical power used by LESSEE's installation. In the event such sub-meter is installed, the LESSEE shall pay the utility directly for its power consumption, if billed by the utility, and if not billed by the utility, then the LESSEE shall pay the LESSOR thirty (30) days after receipt of an invoice from LESSOR indicating the usage amount based upon LESSOR's reading of the sub-meter. All invoices for power consumption shall be sent by LESSOR to LESSEE at First Energy, PO Box 182727, Columbus, Ohio 43218-2727. LESSEE shall be permitted at any time during the Term, to install, maintain and/or provide access to and use of, as necessary (during any power interruption at the Premises), a temporary power source, and all related equipment and appurtenances within the Premises, or elsewhere on the Property in such locations as reasonably approved by LESSOR and OWNER. LESSEE shall have the right to install conduits connecting the temporary power source and related appurtenances to the Premises.

4. EXTENSIONS. This Agreement shall automatically be extended for three (3) additional five (5) year terms unless LESSEE terminates it at the end of the then current term by giving LESSOR written notice of the intent to terminate at least six (6) months prior to the end of the then current term unless otherwise terminated as provided herein. LESSOR may terminate the Agreement at any time during the Term upon providing LESSEE with at least twenty four (24) months' prior written notice.

5. EXTENSION RENTALS. The annual rental for the first (1st) five (5) year extension term shall be increased to Twenty Thousand Seven Hundred and No/100 Dollars (\$20,700.00); the annual rental for the second (2nd) five (5) year extension term shall be increased to Twenty-Three Thousand Eight Hundred and No/100 Dollars (\$23,800.00); and the annual rental for the third (3rd) five (5) year extension term shall be increased to Twenty-Seven Thousand Three Hundred Seventy-Six and No/100 Dollars (\$27,376.00).

6. ADDITIONAL EXTENSIONS. If at the end of the third (3rd) five (5) year extension term this Agreement has not been terminated by either Party by giving to the other written notice of an intention to terminate it at least six (6) months prior to the end of such term,

this Agreement shall continue in force upon the same covenants, terms and conditions for a further term of five (5) years and for five (5) year terms thereafter until terminated by either Party by giving to the other written notice of its intention to so terminate at least six (6) months prior to the end of such term. Annual rental for each such additional five (5) year term shall be equal to one hundred fifteen percent (115%) of the annual rental payable with respect to the immediately preceding five (5) year term. The initial term and all extensions shall be collectively referred to herein as the "Term".

7. TAXES.

a. LESSEE shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges owed on the Property which LESSOR demonstrates is the result of LESSEE's use of the Premises and/or the installation, maintenance, and operation of the LESSEE's improvements, and any sales tax imposed on the rent (except to the extent that LESSEE is or may become exempt from the payment of sales tax in the jurisdiction in which the Property is located), including any increase in real estate taxes at the Property which LESSOR demonstrates arises from the LESSEE's improvements and/or LESSEE's use of the Premises. LESSOR and LESSEE shall each be responsible for the payment of any taxes, levies, assessments and other charges imposed including franchise and similar taxes imposed upon the business conducted by LESSOR or LESSEE at the Property. Notwithstanding the foregoing, LESSEE shall not have the obligation to pay any tax, assessment, or charge that LESSEE is disputing in good faith in appropriate proceedings prior to a final determination that such tax is properly assessed provided that no lien attaches to the Property. Nothing in this Paragraph shall be construed as making LESSEE liable for any portion of LESSOR's income taxes in connection with any Property or otherwise. Except as set forth in this Paragraph, LESSOR shall have the responsibility to pay any personal property, real estate taxes, assessments, or charges owed on the Property and shall do so prior to the imposition of any lien on the Property.

b. LESSEE shall have the right, at its sole option and at its sole cost and expense, to appeal, challenge or seek modification of any tax assessment or billing for which LESSEE is wholly or partly responsible for payment. LESSOR shall reasonably cooperate with LESSEE in LESSEE's filing, prosecuting and perfecting any appeal or challenge to taxes as set forth in the preceding sentence, including but not limited to, executing any consent, appeal or other similar document at LESSEE's sole cost and expense. In the event that as a result of any appeal or challenge by LESSEE, there is a reduction, credit or repayment received by the LESSOR for any taxes previously paid by LESSEE, LESSOR agrees to promptly reimburse to LESSEE the amount of said reduction, credit or repayment. In the event that LESSEE does not have the standing rights to pursue a good faith and reasonable dispute of any taxes under this paragraph, LESSOR will pursue such dispute at LESSEE's sole cost and expense upon written request of LESSEE.

8. USE; GOVERNMENTAL APPROVALS. LESSEE shall use the Premises for the purpose of constructing, maintaining, repairing and operating a communications facility and uses incidental thereto. All improvements, equipment, antennas and conduits shall be at LESSEE's

expense and their installation shall be at the discretion and option of LESSEE, provided, however, that all such actions comply with any applicable permit requirements. LESSEE shall have the right to replace, repair, add or otherwise modify its utilities, equipment, antennas and/or conduits or any portion thereof and the frequencies over which the equipment operates, whether the equipment, antennas, conduits or frequencies are specified or not on any exhibit attached hereto, during the Term. It is understood and agreed that LESSEE's ability to use the Premises is contingent upon its obtaining after the execution date of this Agreement all of the certificates, permits and other approvals (collectively the "Governmental Approvals") that may be required by any Federal, State or Local authorities as well as satisfactory soil boring tests and structural analysis which will permit LESSEE use of the Premises as set forth above. LESSOR and OWNER shall cooperate with LESSEE in its effort to obtain such approvals and shall take no action which would adversely affect the status of the Property with respect to the proposed use thereof by LESSEE. In the event that (i) any of such applications for such Governmental Approvals should be finally rejected; (ii) any Governmental Approval issued to LESSEE is canceled, expires, lapses, or is otherwise withdrawn or terminated by governmental authority; (iii) LESSEE determines that such Governmental Approvals may not be obtained in a timely manner; (iv) LESSEE determines that any soil boring tests or structural analysis is unsatisfactory; (v) LESSEE determines that the Premises is no longer technically or structurally compatible for its use, or (vi) LESSEE, in its sole discretion, determines that it will be unable to use the Premises for its intended purposes, LESSEE shall have the right to terminate this Agreement. Notice of LESSEE's exercise of its right to terminate shall be given to LESSOR in writing by certified mail, return receipt requested, and shall be effective upon the mailing of such notice by LESSEE, or upon such later date as designated by LESSEE. All rentals paid to said termination date shall be retained by LESSOR and OWNER. Upon such termination, this Agreement shall be of no further force or effect except to the extent of the representations, warranties and indemnities made by each Party to the other hereunder. Otherwise, the LESSEE shall have no further obligations for the payment of rent to LESSOR or OWNER.

9. INDEMNIFICATION.

a. Subject to Paragraph 10 below, each Party shall indemnify and hold the other and the OWNER harmless against any claim of liability or loss from personal injury or property damage resulting from or arising out of the negligence or willful misconduct of the indemnifying Party, its officials, employees, contractors or agents, except to the extent such claims or damages may be due to or caused by the negligence or willful misconduct of the other Party, or its officials, employees, contractors or agents.

b. A Party's obligation to provide a defense for another Party to this Agreement shall arise immediately upon the occurrence of a loss or claim within the scope of this Paragraph, irrespective of the merits of the matter, and shall continue until a final determination of fault is made; provided, however, that a Party shall be relieved of its duty to indemnify the other Parties if and when such loss or claim is finally determined, by a tribunal having jurisdiction, to be due to the negligence or willful misconduct of another Party to this Agreement.

c. The Parties specifically and expressly waive their immunity under the Washington Industrial Insurance Act, Title 51 RCW, for any claims of any type brought by any Party's agent or employee against another Party to this Agreement. The Parties acknowledge that this waiver has been specifically negotiated by the Parties and a portion of the LESSEE's payment to LESSOR and OWNER is expressly made the consideration for this waiver.

10. INSURANCE.

a. The Parties waive and release any and all rights against each other for damages to the Premises or to the Property, caused by fire, or other causes of loss to the extent covered by standard fire insurance policies with extended coverage, regardless of whether or not, or in what amounts, such insurance is now or hereafter carried by the Parties. These waivers and releases shall apply between the Parties and they shall also apply to any claims under or through either Party as a result of any asserted right of subrogation. All such policies of insurance obtained by a Party concerning the Premises or the Property shall waive the insurer's right of subrogation against the other parties to this Agreement.

b. LESSOR and LESSEE each agree that at its own cost and expense, each will maintain commercial general liability insurance with limits not less than \$1,000,000 for injury to or death of one or more persons in any one occurrence and \$500,000 for damage or destruction to the Property or Premises in any one occurrence. LESSOR and LESSEE each agree that it will include the other Party and the OWNER as an additional insured.

c. LESSOR shall obtain and keep in force during the Term a policy or policies insuring against loss or damage to the Tower at full replacement cost, as the same shall exist from time to time without a coinsurance feature. LESSOR's policy or policies shall insure against all risks of direct physical loss or damage (except the perils of flood and earthquake unless required by a lender or included in the base premium), including coverage for any additional costs resulting from debris removal and reasonable amounts of coverage for the enforcement of any ordinance or law regulating the reconstruction or replacement of any undamaged sections of the Tower required to be demolished or removed by reason of the enforcement of any building, zoning, safety or land use laws as the result of a covered loss, but not including plate glass insurance.

d. LESSEE shall obtain and keep in force during the Term a policy or policies insuring against loss or damage to its communication facilities located on the Premises as the same shall exist from time to time without a coinsurance feature. LESSEE's policy or policies shall insure against all risks of direct physical loss or damage (except the perils of flood and earthquake unless required by a lender or included in the base premium), including coverage for any additional costs resulting from debris removal and reasonable amounts of coverage for the enforcement of any ordinance or law regulating the reconstruction or replacement of any undamaged sections of the communication facilities required to be demolished or removed by reason of the enforcement of any building, zoning, safety or land use laws as the result of a covered loss, but not including plate glass insurance.

11. LIMITATION OF LIABILITY. Except for indemnification pursuant to paragraphs 9 and 31, neither Party shall be liable to the other, or any of their respective agents, representatives, employees for any lost revenue, lost profits, loss of technology, rights or services, incidental, punitive, indirect, special or consequential damages, loss of data, or interruption or loss of use of service, even if advised of the possibility of such damages, whether under theory of contract, tort (including negligence), strict liability or otherwise.

12. TERMINATION. Notwithstanding anything to the contrary contained herein, provided LESSEE is not in default hereunder beyond applicable notice and cure periods, LESSEE shall have the right to terminate this Agreement upon the annual anniversary of the Commencement Date provided that twenty-four (24) months prior notice is given to LESSOR.

13. ACCESS TO TOWER. LESSOR agrees the LESSEE shall have free access to the Tower at all times for the purpose of installing and maintaining the necessary communications equipment. LESSOR shall furnish LESSEE with necessary means of access for the purpose of ingress and egress to this site and Tower location. It is agreed, however, that only authorized engineers, employees or properly authorized contractors of LESSEE or persons under their direct supervision will be permitted to enter the Premises.

14. TOWER COMPLIANCE.

a. LESSOR covenants that it will keep the Tower in good repair as required by all Laws (as defined in Paragraph 35 below). The LESSOR shall also comply with all rules and regulations enforced by the Federal Communications Commission with regard to the lighting, marking and painting of towers. If LESSOR fails to comply with such rules, LESSEE may make the necessary repairs at its sole cost and expense or to terminate this lease as provided herein.

b. LESSEE agrees that no materials shall be used in the installation of the antennas or transmission lines that will cause corrosion or rust or deterioration of the Tower structure or its appurtenances.

c. All antenna(s) on the Tower must be identified by a marking fastened securely to its bracket on the Tower and all transmission lines are to be tagged at the conduit opening where it enters any user's equipment space.

d. Not later than fifteen (15) days following the effective date of this Agreement, LESSOR shall supply to LESSEE copies of all structural analysis reports that have done with respect to the Tower and throughout the Term, LESSOR shall supply to LESSEE copies of all structural analysis reports that are done with respect to the Tower promptly after the completion of the same.

e. Upon request of the LESSOR or OWNER, LESSEE agrees to relocate its equipment on a temporary basis to another location on the Property, hereinafter referred to as the "Temporary Relocation," for the purpose of LESSOR performing maintenance, repair or similar

work at the Property or on the Tower. The Parties agree to the following conditions should relocation be required:

i. The Temporary Relocation provided by LESSOR shall be similar to the existing location in size and is fully compatible for LESSEE's use, in LESSEE's reasonable determination;

ii. LESSEE shall pay all costs incurred for relocating LESSEE's equipment to the Temporary Relocation and improving the Temporary Relocation so that it is fully compatible for the LESSEE's use, in LESSEE's reasonable determination;

iii. LESSOR shall give LESSEE at least ninety (90) days' written notice prior to requiring LESSEE to relocate;

iv. The Parties shall endeavor that LESSEE's use of the Premises shall not be interrupted or diminished during the relocation and LESSEE is allowed, if necessary, in LESSEE's reasonable determination, to place a temporary installation on the Property during any such relocation; and

v. Upon the completion of any maintenance, repair or similar work by LESSOR, LESSEE shall be permitted to return to its original location from the temporary location with all costs for the same being paid by LESSEE.

15. INTERFERENCE. LESSEE agrees to install equipment of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to any equipment of LESSOR, OWNER, or other lessees of the Property which existed on the Property prior to the date this Agreement is executed by the Parties. In the event any after-installed LESSEE's equipment causes such interference, and after LESSOR or OWNER has notified LESSEE in writing of such interference, LESSEE will take all commercially reasonable steps necessary to correct and eliminate the interference, including but not limited to, at LESSEE's option, powering down such equipment and later powering up such equipment for intermittent testing. In no event will LESSOR or OWNER be entitled to terminate this Agreement under this Paragraph, or relocate the equipment as long as LESSEE is making a good faith effort to remedy the interference issue. LESSOR agrees that LESSOR and/or any other tenants of the Property who currently have or in the future take possession of the Property will be permitted to install only such equipment that is of the type and frequency which will not cause harmful interference which is measurable in accordance with then existing industry standards to the then existing equipment of LESSEE. The Parties acknowledge that there will not be an adequate remedy at law for noncompliance with the provisions of this Paragraph and therefore, either Party shall have the right to equitable remedies, such as, without limitation, injunctive relief and specific performance.

16. REMOVAL AT END OF TERM. LESSEE shall, upon expiration of the Term, or within ninety (90) days after any earlier termination of the Agreement, remove at its sole cost and expense its building(s), antenna(s), equipment, conduits, fixtures and all personal property and

restore the Premises to its original condition, reasonable wear and tear excepted. LESSOR agrees and acknowledges that all of the equipment, conduits, fixtures and personal property of LESSEE shall remain the personal property of LESSEE and LESSEE shall have the right to remove the same at any time during the Term, whether or not said items are considered fixtures and attachments to real property under applicable Laws. If such time for removal causes LESSEE to remain on the Premises after termination of this Agreement, LESSEE shall pay rent at the then existing monthly rate or on the existing monthly pro-rata basis if based upon a longer payment term, until such time as the removal of the building, antenna structure, fixtures and all personal property are completed.

17. HOLDOVER. LESSEE has no right to retain possession of the Premises or any part thereof beyond the expiration of that removal period set forth in Paragraph 16 herein, unless the Parties are negotiating a new lease or lease extension in good faith. In the event that the Parties are not in the process of negotiating a new lease or lease extension in good faith, LESSEE holds over in violation of Paragraph 16 and this Paragraph 17, then the rent then in effect payable from and after the time of the expiration or earlier removal period set forth in Paragraph 16 shall be increased to one hundred and ten percent (110%) of the rent applicable during the month immediately preceding such expiration or earlier termination.

18. [INTENTIONALLY DELETED].

19. [INTENTIONALLY DELETED].

20. QUIET ENJOYMENT. LESSOR covenants that LESSEE, on paying the rent and performing the covenants herein, shall peaceably and quietly have, hold and enjoy the Premises.

21. RIGHT TO LEASE. LESSOR represents and warrants to LESSEE as of the execution date of this Agreement, and covenants during the Term that LESSOR is seized of good and sufficient interest to the Property and has full authority to enter into and execute this Agreement. LESSOR further covenants during the Term that there are no liens, judgments or impediments of title on the Property, or affecting LESSOR's title to the same and that there are no covenants, easements or restrictions which prevent or adversely affect the use or occupancy of the Premises by LESSEE as set forth above.

22. INTEGRATION. It is agreed and understood that this Agreement contains all agreements, promises and understandings between LESSOR and LESSEE and OWNER and that no verbal or oral agreements, promises or understandings shall be binding upon either LESSOR or LESSEE or OWNER in any dispute, controversy or proceeding at law, and any addition, variation or modification to this Agreement shall be void and ineffective unless made in writing signed by the Parties or in a written acknowledgment in the case provided in Paragraph 3. In the event any provision of the Agreement is found to be invalid or unenforceable, such finding shall not affect the validity and enforceability of the remaining provisions of this Agreement. The failure of either Party to insist upon strict performance of any of the terms or conditions of this Agreement or to exercise any of its rights under the Agreement shall not waive such rights and

such Party shall have the right to enforce such rights at any time and take such action as may be lawful and authorized under this Agreement, in law or in equity.

23. GOVERNING LAW. This Agreement and the performance thereof shall be governed, interpreted, construed and regulated by the Laws of the State in which the Property is located.

24. ASSIGNMENT. This Agreement may be sold, assigned or transferred by the LESSEE without any approval or consent of the LESSOR to the LESSEE's principal, affiliates, subsidiaries of its principal or to any entity which acquires all or substantially all of LESSEE's assets in the market defined by the Federal Communications Commission in which the Property is located by reason of a merger, acquisition or other business reorganization. As to other parties, this Agreement may not be sold, assigned or transferred without the written consent of the LESSOR and OWNER, which such consent will not be unreasonably withheld, delayed or conditioned. No change of stock ownership, partnership interest or control of LESSEE or transfer upon partnership or corporate dissolution of LESSEE shall constitute an assignment hereunder.

25. NOTICES. All notices hereunder must be in writing and shall be deemed validly given if sent by certified mail, return receipt requested or by commercial courier, provided the courier's regular business is delivery service and provided further that it guarantees delivery to the addressee by the end of the next business day following the courier's receipt from the sender, addressed as follows (or any other address that the Party to be notified may have designated to the sender by like notice):

LESSOR: City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
Telephone: (206) 842-2545
Attn: City Manager

OWNER: Bainbridge Island School District No. 303
8489 Madison Avenue NE
Bainbridge Island, WA 98110
Telephone: (206) 780-1595

LESSEE: Seattle SMSA Limited Partnership
d/b/a Verizon Wireless
180 Washington Valley Road
Bedminster, New Jersey 07921
Attention: Network Real Estate

Notice shall be effective upon actual receipt or refusal as shown on the receipt obtained pursuant to the foregoing.

26. SUCCESSORS. This Agreement shall extend to and bind the heirs, personal representative, successors and assigns of the Parties hereto.

27. SUBORDINATION AND NON-DISTURBANCE. LESSOR shall obtain not later than fifteen (15) days following LESSEE's request, a Non-Disturbance Agreement, as defined below, from its existing mortgagee(s), ground lessors and master lessors, if any, of the Property. At LESSOR's option, this Agreement shall be subordinate to any future master lease, ground lease, mortgage, deed of trust or other security interest (a "Mortgage") by LESSOR which from time to time may encumber all or part of the Property, Tower or right-of-way; provided, however, as a condition precedent to LESSEE being required to subordinate its interest in this Agreement to any future Mortgage covering the Tower or Property, LESSOR shall obtain for LESSEE's benefit a non-disturbance and attornment agreement for LESSEE's benefit in the form reasonably satisfactory to LESSEE, and containing the terms described below (the "Non-Disturbance Agreement"), and shall recognize LESSEE's right to remain in occupancy of and have access to the Premises as long as LESSEE is not in default of this Agreement beyond applicable notice and cure periods. The Non-Disturbance Agreement shall include the encumbering party's ("Lender's") agreement that, if Lender or its successor-in-interest or any purchaser of Lender's or its successor's interest (a "Purchaser") acquires an ownership interest in the Tower or Property, Lender or such successor-in-interest or Purchaser will (1) honor all of the terms of the Agreement, (2) fulfill LESSOR's obligations under the Agreement, and (3) promptly cure all of the then-existing LESSOR defaults under the Agreement. Such Non-Disturbance Agreement must be binding on all of Lender's participants in the subject loan (if any) and on all successors and assigns of Lender and/or its participants and on all Purchasers. In return for such Non-Disturbance Agreement, LESSEE will execute an agreement for Lender's benefit in which LESSEE (1) confirms that the Agreement is subordinate to the Mortgage or other real property interest in favor of Lender, (2) agrees to attorn to Lender if Lender becomes the owner of the Tower or Property and (3) agrees accept a cure by Lender of any of LESSOR's defaults, provided such cure is completed within the deadline applicable to LESSOR. In the event LESSOR defaults in the payment and/or other performance of any mortgage or other real property interest encumbering the Property, LESSEE, may, at its sole option and without obligation, cure or correct LESSOR's default and upon doing so, LESSEE shall be subrogated to any and all rights, titles, liens and equities of the holders of such mortgage or other real property interest and LESSEE shall be entitled to deduct and setoff against all rents that may otherwise become due under this Agreement the sums paid by LESSEE to cure or correct such defaults.

28. RECORDING. LESSOR agrees to execute a Memorandum of this Agreement which LESSEE may record at its expense with the appropriate recording officer. The date set forth in the Memorandum of Lease is for recording purposes only and bears no reference to commencement of either the Term or rent payments.

29. DEFAULT.

a. In the event there is a breach by LESSEE with respect to any of the provisions of this Agreement or its obligations under it, including the payment of rent, LESSOR shall give LESSEE written notice of such breach. After receipt of such written notice, LESSEE

shall have fifteen (15) days in which to cure any monetary breach and thirty (30) days in which to cure any non-monetary breach, provided LESSEE shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSEE commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSOR may not maintain any action or effect any remedies for default against LESSEE unless and until LESSEE has failed to cure the breach within the time periods provided in this Paragraph.

b. In the event there is a breach by LESSOR with respect to any of the provisions of this Agreement or its obligations under it, LESSEE shall give LESSOR written notice of such breach. After receipt of such written notice, LESSOR shall have thirty (30) days in which to cure any such breach, provided LESSOR shall have such extended period as may be required beyond the thirty (30) days if the nature of the cure is such that it reasonably requires more than thirty (30) days and LESSOR commences the cure within the thirty (30) day period and thereafter continuously and diligently pursues the cure to completion. LESSEE may not maintain any action or effect any remedies for default against LESSOR unless and until LESSOR has failed to cure the breach within the time periods provided in this Paragraph. Notwithstanding the foregoing to the contrary, it shall be a default under this Agreement if LESSOR fails, within fifteen (15) days after receipt of written notice of such breach, to perform an obligation required to be performed by LESSOR if the failure to perform such an obligation interferes with LESSEE's ability to conduct its business on the Property; provided, however, that if the nature of LESSOR's obligation is such that more than fifteen (15) days after such notice is reasonably required for its performance, then it shall not be a default under this Agreement if performance is commenced within such fifteen (15) day period and thereafter diligently pursued to completion.

30. REMEDIES.

a. Upon a default, the non-defaulting Party may at its option (but without obligation to do so), perform the defaulting Party's duty or obligation on the defaulting Party's behalf, including but not limited to the obtaining of reasonably required insurance policies. The costs and expenses of any such performance by the non-defaulting Party shall be due and payable by the defaulting Party upon invoice therefor. In the event of a default by either Party with respect to a material provision of this Agreement, without limiting the non-defaulting Party in the exercise of any right or remedy which the non-defaulting Party may have by reason of such default, the non-defaulting Party may terminate the Agreement and/or pursue any remedy now or hereafter available to the non-defaulting Party under the Laws or judicial decisions of the state in which the Premises are located.

b. The Parties shall use reasonable efforts to mitigate their damages in connection with a default by the other Party. If a Party so performs any of the other Party's obligations hereunder, the full amount of the reasonable and actual cost and expense incurred by the performing Party shall immediately be owing by the defaulting Party, and the defaulting Party shall pay to the performing Party upon written demand the full undisputed amount thereof with interest thereon from the date of payment at the greater of (i) ten percent (10%) per annum, or (ii) the highest rate permitted by applicable Laws. Notwithstanding the foregoing, if the LESSOR is

the defaulting Party and fails to pay the LESSEE for the full undisputed amount within thirty (30) days of its receipt of an invoice setting forth the amount due, then the LESSEE may offset the full undisputed amount, including all accrued interest, due against all fees due and owing to LESSOR until the full undisputed amount, including all accrued interest, is fully reimbursed to LESSEE.

31. ENVIRONMENTAL.

a. Each Party will be responsible for the compliance of its activities on the Property with any and all environmental and industrial hygiene laws, including any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene conditions or concerns as such laws may now or at any time hereafter be in effect.

b. Each Party shall hold the other and Owner harmless and indemnify the other from and assume all duties, responsibility and liability at its sole cost and expense, for all duties, responsibilities, and liability (including without limitation for payment of penalties, sanctions, forfeitures, losses, costs, or damages) and for responding to any action, notice, claim, order, summons, citation, directive, litigation, investigation or proceeding which is in any way related to: a) that Party's failure to comply with any environmental or industrial hygiene law, including without limitation any regulations, guidelines, standards, or policies of any governmental authorities regulating or imposing standards of liability or standards of conduct with regard to any environmental or industrial hygiene concerns or conditions as such laws may now or at any time hereafter be in effect; and b) any environmental conditions arising out of or in any way related to that Party's activities conducted on the Property; provided, that each Party's obligations hereunder shall be limited to the extent such noncompliance or environmental or industrial hygiene conditions are caused by the other; provided further and notwithstanding anything to the contrary contained herein, that LESSOR shall be responsible for, and shall indemnify and hold LESSEE harmless from any and all duties, responsibility and liability for any environmental or industrial hygiene conditions on the Property, or activity formerly conducted on the Property, except and only to the extent the same were caused by LESSEE. The indemnity provided in this Paragraph 31 shall be the exclusive remedy relating to environmental matters.

32. CASUALTY. In the event of damage by fire or other casualty to the Tower or Premises that cannot reasonably be expected to be repaired within forty-five (45) days following same or, if the Property is damaged by fire or other casualty so that such damage may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, then LESSEE may, at any time following such fire or other casualty, provided LESSOR has not completed the restoration required to permit LESSEE to resume its operation at the Premises, terminate this Agreement upon fifteen (15) days prior written notice to LESSOR. Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment, as of such termination date, with respect to payments due to the other under this Agreement. Notwithstanding the foregoing,

the rent shall abate during the period of repair following such fire or other casualty in proportion to the degree to which LESSEE's use of the Premises is impaired.

33. CONDEMNATION. In the event of any condemnation of all or any portion of the Property, this Agreement shall terminate as to the part so taken as of the date the condemning authority takes title or possession, whichever occurs first. If as a result of a partial condemnation of the Premises or Tower, LESSEE, in LESSEE's sole discretion, is unable to use the Premises for the purposes intended hereunder, or if such condemnation may reasonably be expected to disrupt LESSEE's operations at the Premises for more than forty-five (45) days, LESSEE may, at LESSEE's option, to be exercised in writing within fifteen (15) days after LESSOR shall have given LESSEE written notice of such taking (or in the absence of such notice, within fifteen (15) days after the condemning authority shall have taken possession) terminate this Agreement as of the date the condemning authority takes such possession. LESSEE may on its own behalf make a claim in any condemnation proceeding involving the Premises for losses related to the equipment, conduits, fixtures, its relocation costs and its damages and losses (but not for the loss of its leasehold interest). Any such notice of termination shall cause this Agreement to expire with the same force and effect as though the date set forth in such notice were the date originally set as the expiration date of this Agreement and the Parties shall make an appropriate adjustment as of such termination date with respect to payments due to the other under this Agreement. If LESSEE does not terminate this Agreement in accordance with the foregoing, this Agreement shall remain in full force and effect as to the portion of the Premises remaining, except that the rent shall be reduced in the same proportion as the rentable area of the Premises taken bears to the total rentable area of the Premises. In the event that this Agreement is not terminated by reason of such condemnation, LESSOR shall promptly repair any damage to the Premises caused by such condemning authority.

34. SUBMISSION OF AGREEMENT/PARTIAL INVALIDITY/AUTHORITY. The submission of this Agreement for examination does not constitute an offer to lease the Premises and this Agreement becomes effective only upon the full execution of this Agreement by the Parties. If any provision herein is invalid, it shall be considered deleted from this Agreement and shall not invalidate the remaining provisions of this Agreement. Each of the Parties hereto warrants to the other that the person or persons executing this Agreement on behalf of such Party has the full right, power and authority to enter into and execute this Agreement on such Party's behalf and that no consent from any other person or entity is necessary as a condition precedent to the legal effect of this Agreement.

35. APPLICABLE LAWS. During the Term, LESSOR shall maintain the Property and all structural elements of the Premises in compliance with all applicable laws, rules, regulations, ordinances, directives, covenants, easements, zoning and land use regulations, and restrictions of record, permits, building codes, and the requirements of any applicable fire insurance underwriter or rating bureau, now in effect or which may hereafter come into effect (including, without limitation, the Americans with Disabilities Act and laws regulating hazardous substances) (collectively "Laws"). LESSEE shall, in respect to the condition of the Premises and at LESSEE's sole cost and expense, comply with (a) all Laws relating solely to LESSEE's

specific and unique nature of use of the Premises (other than general office use); and (b) all building codes requiring modifications to the Premises due to the improvements being made by LESSEE in the Premises.

36. SURVIVAL. The provisions of the Agreement relating to indemnification from one Party to the other Party shall survive any termination or expiration of this Agreement. Additionally, any provisions of this Agreement which require performance subsequent to the termination or expiration of this Agreement shall also survive such termination or expiration.

37. CAPTIONS. The captions contained in this Agreement are inserted for convenience only and are not intended to be part of the Agreement. They shall not affect or be utilized in the construction or interpretation of the Agreement.

IN WITNESS WHEREOF, the Parties hereto have set their hands and affixed their respective seals the day and year first above written.

LESSOR: City of Bainbridge Island

By: Brenda Bauer
Name: Brenda Bauer
Title: ~~Interim~~ City Manager
Date: 10.13.11

LESSEE: Seattle SMSA Limited Partnership
d/b/a Verizon Wireless
By Celco Partnership, Its General Partner

By: Walter L. Jones, Jr.
Name: Walter L. Jones, Jr.
Title: Area Vice President Network
Date: 9/20/11

OWNER: Bainbridge Island School District No. 303

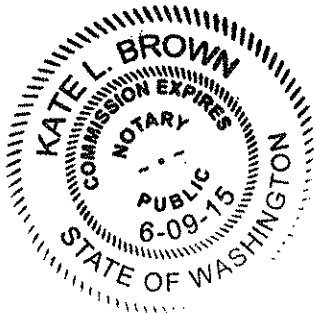
By: Faith A. Chapel
Name: Faith A. Chapel
Title: Superintendent
Date: 10/10/2011

LESSOR ACKNOWLEDGMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF KITSAP)

On this 13th day of October, 2011, before me, a Notary Public in and for the State of Washington, personally appeared Brenda Bauer, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed this instrument, on oath stated that She was authorized to execute the instrument, and acknowledged it as the ~~Interim~~ City Manager of City of Bainbridge Island, to be the free and voluntary act and deed of said party for the uses and purposes mentioned in the instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.



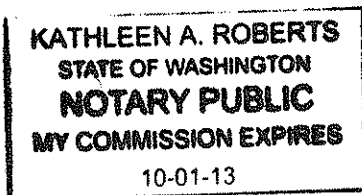

NOTARY PUBLIC in and for the State of WA,
residing at Bainbridge Island
My appointment expires 6/9/15
Print Name Kate L. Brown

OWNER ACKNOWLEDGMENT

STATE OF WASHINGTON)
) ss.
COUNTY OF KITSAP)

On this 10 day of October, 2011, before me, a Notary Public in and for the State of Washington, personally appeared Faith A. Chapel, personally known to me (or proved to me on the basis of satisfactory evidence) to be the person who executed this instrument, on oath stated that He/She was authorized to execute the instrument, and acknowledged it as the Superintendent of Bainbridge Island School District No. 303, a municipal corporation, to be the free and voluntary act and deed of said party for the uses and purposes mentioned in the instrument.

IN WITNESS WHEREOF, I have hereunto set my hand and official seal the day and year first above written.



KAR
NOTARY PUBLIC in and for the State of WA,
residing at Kitsap County
My appointment expires 10-01-2013
Print Name Kathleen A. Roberts

CALIFORNIA ALL-PURPOSE ACKNOWLEDGMENT

STATE OF CALIFORNIA)
) ss.
COUNTY OF ORANGE)

On September 20, 2011 before me, Trishia K. Villalta, Notary Public,
personally appeared Walter L. Jones, Jr., who proved to me on the basis of satisfactory evidence
to be the person whose name is subscribed to the within instrument and acknowledged to me that
he executed the same in his authorized capacity, and that by his signature on the instrument the
person, or the entity upon behalf of which the person acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the
foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Trishia K. Villalta
Signature of Notary Public



Place Notary Seal Above

Exhibit "A"
Page 1 of 3
LEGAL DESCRIPTION

PARCEL XI:

THE SOUTH HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE
SOUTHEAST QUARTER, SECTION 22, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP
COUNTY, WASHINGTON.

PARCEL XII:

THE NORTH HALF OF THE SOUTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE
SOUTHEAST QUARTER, SECTION 22, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP
COUNTY, WASHINGTON;

PARCEL XIII:

THE NORTH HALF OF THE NORTHWEST QUARTER OF THE NORTHEAST QUARTER OF THE
SOUTHEAST QUARTER, SECTION 22, TOWNSHIP 25 NORTH, RANGE 2 EAST, W.M., IN KITSAP
COUNTY, WASHINGTON;
EXCEPT THE NORTH 30 FEET FOR NE NEW BROOKLYN ROAD (COUNTY ROAD NO. 105) AS
CONVEYED TO KITSAP COUNTY UNDER AUDITOR'S FILE NO. 765821.

Exhibit "A"
Page 2 of 3
DESCRIPTION OF PREMISES

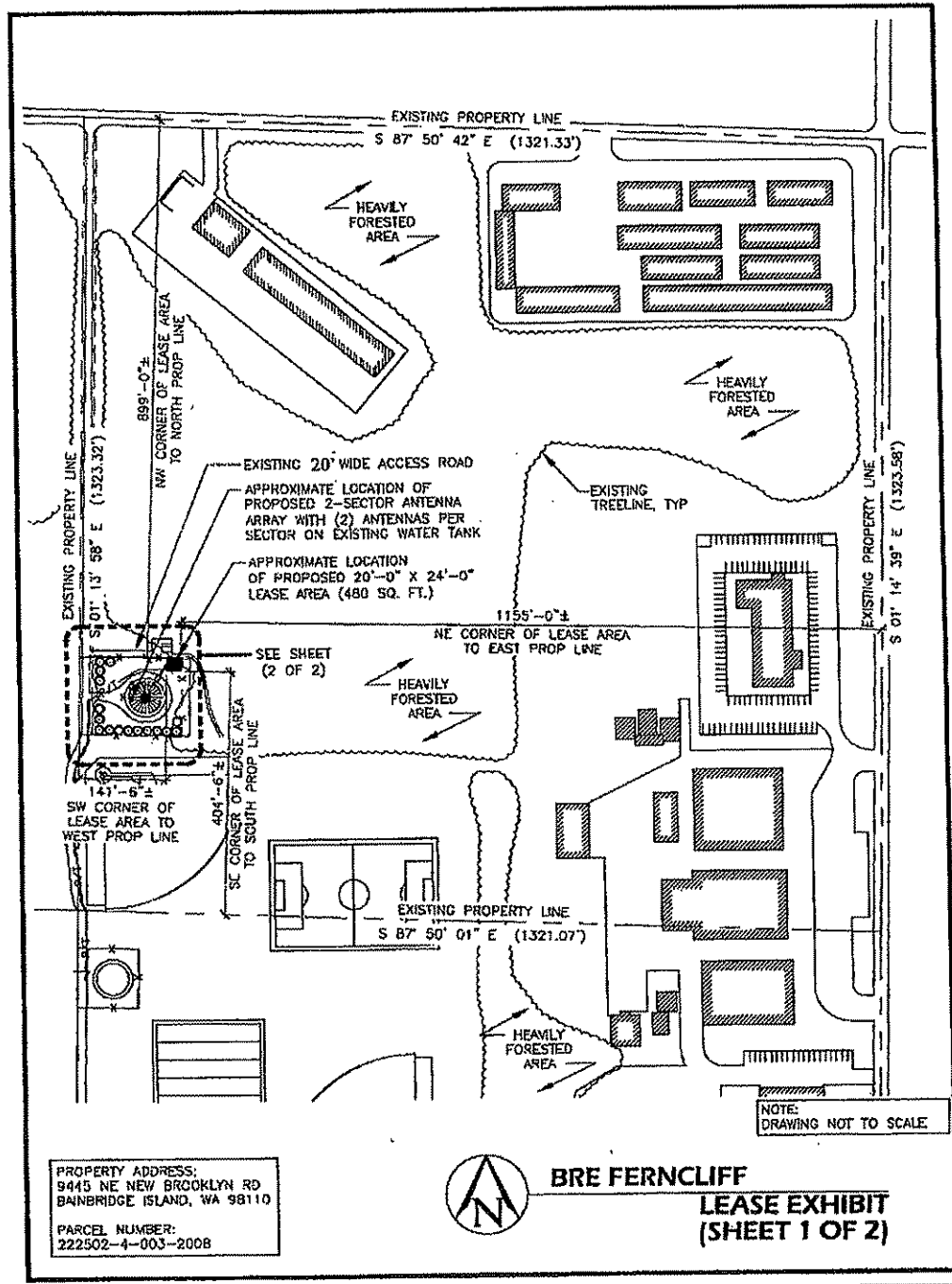
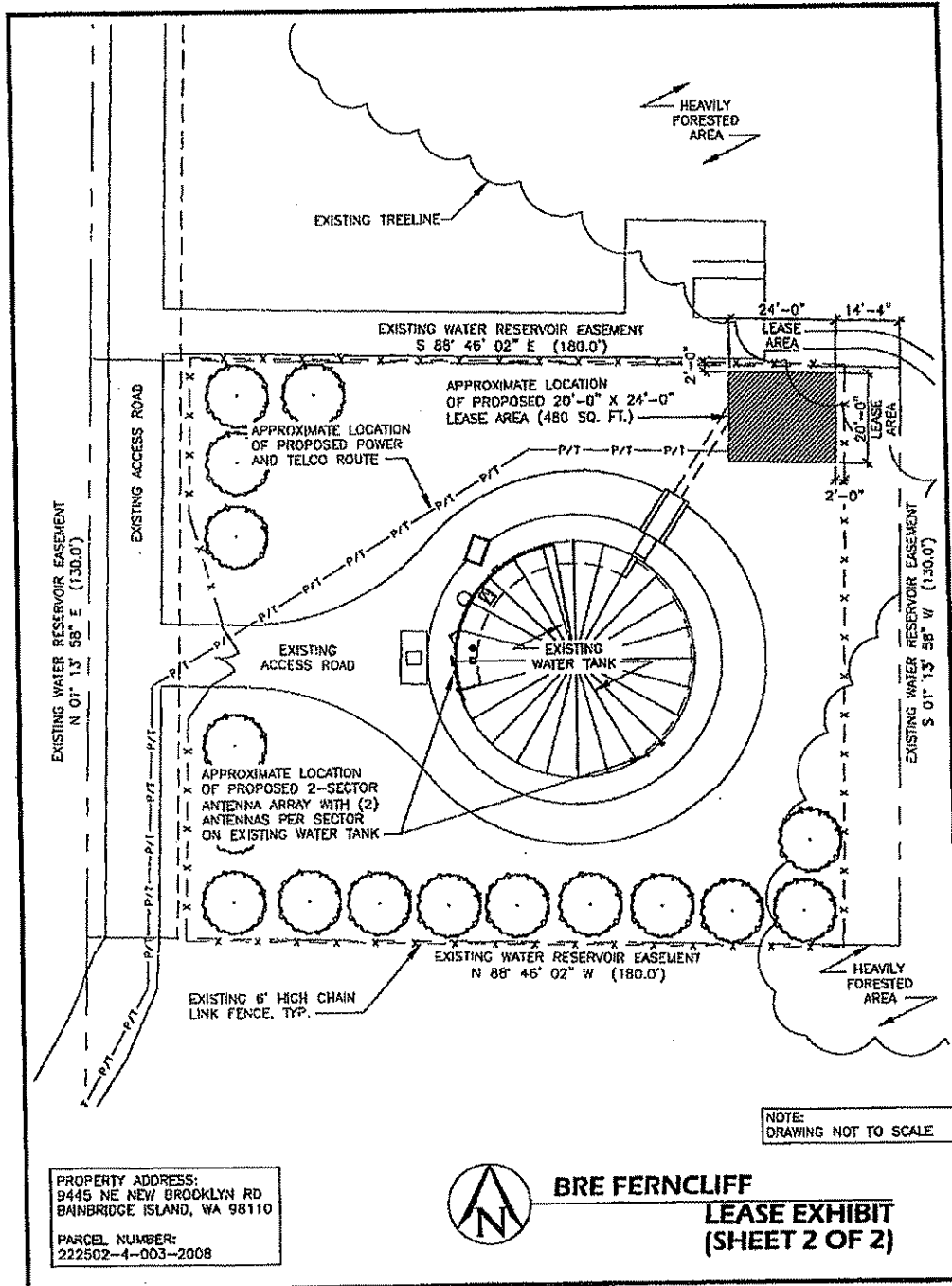


Exhibit "A"
Page 3 of 3
DESCRIPTION OF PREMISES





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:40 PM) Resolution No. 2019-11, Authorizing Emergency Repairs to a portion of Manitou Park Boulevard - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to approve Resolution No. 2019-11, authorizing emergency repairs to a portion of Manitou Park Boulevard.

SUMMARY:

Recent winter storms have accelerated shoreline erosion at the end of Manitou Park Boulevard. If approved, Resolution No. 2019-11 would ratify and confirm the City Manager's declaration of emergency related to the accelerated shoreline erosion at the end of Manitou Park Boulevard. Resolution No. 2019-11 would also ratify and confirm the emergency procurement of the services of Sealevel Bulkhead Builders to perform work to respond to the emergency and further reaffirm the City Manager's authority to execute all agreements and obtain all permissions needed for such work to occur.

FISCAL IMPACT:

Amount:	Not to exceed \$75,000
Ongoing Cost:	
One-Time Cost:	Not to exceed \$75,000
Included in Current Budget?	Yes

BACKGROUND: Under RCW 39.04.280, Chapter 2.44 BIMC, and the City's procurement policy, competitive bidding requirements may be waived for a public works project in the event of an emergency.

Recent winter storms (high winds in conjunction with high tides) have accelerated shoreline erosion at the end of Manitou Park Boulevard. The erosion is very close to the existing public road and has exposed a utility vault. 174

The adjacent private road (Rolling Bay Walk) is also in immediate danger of being undermined and thereby potentially cutting off access to private homes.

The Washington Department of Fish and Wildlife and the City Department of Planning and Community Development have issued emergency permits for the shoreline protection work to proceed immediately.

As additional damaging winter weather is expected, the City Manager has declared that an emergency situation exists so that the City can waive competitive bidding requirements and contract directly with the same contractor currently performing repairs on the adjacent private property. Public Works staff plans to negotiate a time and materials repair contract with Sea Level Bulkhead Builders in an amount not to exceed \$75,000.00.

If approved, Resolution No. 2019-11 would ratify and confirm the City Manager's declaration of emergency related to the accelerated shoreline erosion at the end of Manitou Park Boulevard. Resolution No. 2019-11 would also ratify and confirm the emergency procurement of the services of Sealevel Bulkhead Builders to perform work to respond to the emergency and further reaffirm the City Manager's authority to execute all agreements and obtain all permissions needed for such work to occur.

ATTACHMENTS:

[Resolution No. 2019-11 Recognizing Emergency at Manitou Park Blvd and Approving Emergency Work](#)

[Manitou Park Blvd Emergency Shoreline Exemption](#)

[City of Bainbridge Island Rolling Bay Walk Road End Erosion Emergency \(17127\) Hydraulic Project Approval](#)

FISCAL DETAILS: Project #00952 Manitou Park Shoreline Stabilization at \$75,000.00.

Fund Name(s): Streets Fund

Coding:

RESOLUTION NO. 2019-11

A RESOLUTION of the City of Bainbridge Island, Washington, declaring an emergency at the end of Manitou Park Boulevard; affirming the waiver of competitive bidding requirements to immediately respond to the emergency; and reaffirming the authority of the City Manager to respond to the emergency.

WHEREAS, recent winter storms (high winds in conjunction with high tides) have accelerated shoreline erosion at the end of Manitou Park Boulevard; and

WHEREAS, the erosion is very close to the existing public road and has exposed a utility vault; and

WHEREAS, the adjacent private road, Rolling Bay Walk, is also in immediate danger of being undermined and thereby potentially cutting off access to private homes; and

WHEREAS, the City has obtained an emergency Hydraulic Project Approval (HPA) permit from the Washington Department of Fish and Wildlife to complete repairs to Manitou Park Boulevard; and

WHEREAS, under BIMC 2.44.050, the City Council has designated the City Manager as the executive head of the City for purposes of emergency management; and

WHEREAS, under BIMC 2.44.080, the City Manager is authorized to proclaim the existence or threatened existence of an emergency; and

WHEREAS, under RCW 39.04.280, Chapter 2.44 BIMC, and the City's Procurement Policy, the City Manager is authorized to declare an emergency situation exists, waive competitive bidding requirements, and award all necessary contracts on behalf of the City to address the emergency situation; and

WHEREAS, on January 22, 2019, the City Manager made a written finding of the existence of the emergency at the end of Manitou Park Boulevard, in accordance with RCW 39.04.280; and

WHEREAS, at the January 22, 2019 Business Meeting, the City Manager notified the City Council of the existence of the emergency and the City Manager's written finding; and

WHEREAS, following the January 22, 2019 Business Meeting, the City Manager declared the existence of the emergency at the end of Manitou Park Boulevard; and

WHEREAS, the City then engaged a contractor, Sealevel Bulkhead Builders, to perform work to respond to the emergency.

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

Section 1. The City Council hereby ratifies and confirms the City Manager's declaration of emergency related to the accelerated shoreline erosion at the end of Manitou Park Boulevard.

Section 2. The City Council hereby ratifies and confirms the emergency procurement of the services of Sealevel Bulkhead Builders to perform work to respond to the emergency at the end of Manitou Park Boulevard.

Section 3. The City Council hereby reaffirms the authority of the City Manager to execute all agreements and obtain all permissions needed to respond to the emergency.

Section 4. This resolution will take effect immediately upon 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, CMC, City Clerk

FILED WITH THE CITY CLERK:	February 8, 2019
PASSED BY THE CITY COUNCIL:	
RESOLUTION NO.	2019-11



City of Bainbridge Island

Department of Planning & Community Development
280 Madison Ave North, Bainbridge Island, WA 98110
Phone: 206-780-3750 Email: pcd@bainbridgewa.gov

SHORELINE EXEMPTION

Exemptions shall be construed narrowly. Only those developments that meet the precise terms of one or more of the listed exemptions may be granted a substantial development permit exemption from the process.

To: Mark Epstein, City of Bainbridge Island
Department of Public Works
280 Madison Ave North
Bainbridge Island, WA 98110

Project / Site: Manitou Park Blvd. NE road end / TPN 4156-001-015-0005 (no site address)

Legal Description: Gov't Lot 1 NE 1/4 Section 14 Township 25 Range 2E

Project: Complete emergency shoreline stabilization at end of Manitou Park Blvd. Install approximately 100 feet of low rock wall along the existing shore bank line, a drainage layer approximately one foot wide landward of the rock wall, and a landscape layer approximately three feet wide between the drainage layer and the road edge. Additionally, beach debris will be removed, and cobbles will be placed from the existing Mean Higher High Water (MHHW) line to approximately the 13-ft. elevation line waterward of the rock wall.

Exemption section: WAC 173-27-040 (2)(d)

YES NO

- X The proposed development is consistent with Shoreline Management Act policies and with the City of Bainbridge Island Shoreline Master Program with regard to emergency repairs. The policies for the Island Conservancy designation will require "hybrid" shoreline armoring design features over the longer term, or a Shoreline Variance if a hybrid design cannot be achieved.

The following conditions of approval apply:

1. This exemption authorizes only those repairs necessary to address the emergency conditions.
2. All conditions of the Hydraulic Project Approval issued by the Washington State Department of Fish and Wildlife are conditions of this shoreline exemption (WDFW Permit No. 2019-6-37+01).
3. Should cultural artifacts be encountered during site work (e.g. shell lenses, evidence of historic burning), work shall immediately cease and the Suquamish Tribe and Dept. of Archaeologic and Historic Preservation (DAHP) shall be contacted prior to commencing work.
4. Within 60 days, as-built plans must be provided to Planning and Community Development.
5. Upon abatement of the emergency situation, any permit which would have been required, absent the emergency, pursuant to chapter 90.58 RCW, WAC 173-27, or the local Shoreline Master Program (BIMC 16.12), must be obtained.



CITY OF
BAINBRIDGE ISLAND

City of Bainbridge Island

Department of Planning & Community Development
280 Madison Ave North, Bainbridge Island, WA 98110
Phone: 206-780-3750 Email: pcd@bainbridgewa.gov

David Greetham, Senior City Planner

Issued Date



HYDRAULIC PROJECT APPROVAL

Washington Department of
Fish & Wildlife
PO Box 43234
Olympia, WA 98504-3234
(360) 902-2200

Issued Date: January 18, 2019
Project End Date: February 15, 2023

Permit Number: 2019-6-37+01
FPA/Public Notice Number: N/A
Application ID: 17127

PERMITTEE	AUTHORIZED AGENT OR CONTRACTOR
City of Bainbridge Island ATTENTION: Mark Epstein 280 Madison Ave N Bainbridge Island, WA 98110-1812	

Project Name: City of Bainbridge Island Rolling Bay Walk Road End Erosion Emergency

Project Description: Emergency armoring of eroding road end.

PROVISIONS

1. This HPA is for the emergency repair of road shoulder and shoreline around an exposed catch basin on Rolling Bay Walk Rd on Bainbridge Island. The city proposes to hard armor the low bank as geologists have determined that soft armoring techniques will not work on this high energy shoreline.

This Emergency permit is issued with the understanding that the proposed work is necessary to address emergency conditions and additional measures may be necessary to restore fish habitat that may have been damaged as a result of this emergency action.

2. Emergency response measures installed that do not meet current WAC standards must be removed and the site restored within 90 days, unless an alternative mitigation plan is approved by the Department.

*Note: Removal and restoration must be done in compliance with WAC and an HPA for work must be obtained.

3. Within 60 days, the applicant must arrange an onsite meeting to determine if emergency response measures must be removed and if there are remaining impacts to be mitigated.

4. In compliance with WAC, within 90 days of completion of work, all remaining impacts must be mitigated or an approved mitigation plan must be submitted to the Department for approval (WAC 220-660-050 (4)(e)).

5. All work contained in the mitigation plan must be completed in accordance with timelines identified in the approved mitigation plan.

6. WDFW Habitat Biologist must be notified when work authorized under this permit has been completed.

7. Emergency work is authorized to begin immediately and shall be complete by February 15th 2019.

Mitigation for emergency work is authorized to occur between August 1 to December 31 and January 1 to February 15 during the life of this permit.

NOTIFICATION

8. PRE- AND POST-CONSTRUCTION NOTIFICATION: You, your agent, or contractor must contact the Washington Department of Fish and Wildlife by e-mail at HPAapplications@dfw.wa.gov; mail to Post Office Box 43234, Olympia, Washington 98504-3234; or fax to (360) 902-2946 at least three business days before starting work, and again within seven days after completing the work. The notification must include the permittee's name, project location, starting date for work or date the work was completed, and the permit number. The Washington Department of Fish and Wildlife may conduct inspections during and after construction; however, the Washington Department of Fish and Wildlife will



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Application ID: 17127

notify you or your agent before conducting the inspection.

9. **FISH KILL/ WATER QUALITY PROBLEM NOTIFICATION:** If a fish kill occurs or fish are observed in distress at the job site, immediately stop all activities causing harm. Immediately notify the Washington Department of Fish and Wildlife of the problem. If the likely cause of the fish kill or fish distress is related to water quality, also notify the Washington Military Department Emergency Management Division at 1-800-258-5990. Activities related to the fish kill or fish distress must not resume until the Washington Department of Fish and Wildlife gives approval. The Washington Department of Fish and Wildlife may require additional measures to mitigate impacts.

STAGING, JOB SITE ACCESS AND EQUIPMENT

10. Establish the staging area (used for activities such as equipment storage, vehicle storage, fueling, servicing, and hazardous material storage) in a location and manner that will prevent contaminants like petroleum products, hydraulic fluid, fresh concrete, sediments, sediment-laden water, chemicals, or any other toxic or harmful materials from entering waters of the state.

11. Retain all natural habitat features on the beach larger than twelve inches in diameter including trees, stumps, logs, and large rocks. These natural habitat features may be moved during construction but they must be placed near the preproject location before leaving the job site.

12. Check equipment daily for leaks and complete any required repairs before using the equipment in or near the water.

13. Lubricants composed of biodegradable base oils such as vegetable oils, synthetic esters, and polyalkylene glycols are recommended for use in equipment operated in or near water.

CONSTRUCTION-RELATED SEDIMENT, EROSION AND POLLUTION CONTAINMENT

14. Do not conduct project activities when the work area is inundated by tidal waters.

15. Prevent contaminants from the project, such as petroleum products, hydraulic fluid, fresh concrete, sediments, sediment-laden water, chemicals, or any other toxic or harmful materials, from entering or leaching into waters of the state.

16. Use tarps or other methods to prevent treated wood, sawdust, trimmings, drill shavings and other debris from contacting the bed or waters of the state.

CONSTRUCTION MATERIALS

17. Do not use native bed material, other than material excavated for bulkhead footings or placement of bulkhead base rock, for project construction or fills.

18. Do not use wood treated with oil-type preservative (creosote, pentachlorophenol) in any hydraulic project. Wood treated with waterborne preservative chemicals (ACZA, ACQ) may be used if the Western Wood Preservers Institute has approved the waterborne chemical for use in the aquatic environment. The manufacturer must follow the Western Wood Preservers Institute guidelines and the best management practices to minimize the preservative migrating from treated wood into aquatic environments. To minimize leaching, wood treated with a preservative by someone other than a manufacturer must follow the field treating guidelines. These guidelines and best management practices are available at www.wwpinstitute.org.

BULKHEAD - ROCK

19. The waterward extent of the armoring must not encroach waterward of the OHWM as it existing in summer of 2018 before this erosion emergency.

20. Sand placed on the beach should be appropriately sized to provide forage fish spawning substrate following the provisions below:

- For sand lance spawning beaches, only sand material shall be used with at least 75 percent of the material by weight between 1/100-inch (.25mm) and 1/25-inch (1mm).
- Spread the material along the entire length of the bulkhead waterward for a distance of 25 lineal feet to a uniform



HYDRAULIC PROJECT APPROVAL

Washington Department of
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depth of average depth of 6 inches tapering from deeper landward to shallower waterward in nourishment area

- c. Do not use gravel, or crushed or angular rock.
- d. The mix must not contain fine silt or clay type soils.
- e. The sand must be placed within 60 days following bulkhead construction.

21. Keep the use of equipment on the beach to a minimum, confined to a single access point, and limited to a 25-foot work corridor waterward of the base rocks. Construction material must not touch the beach outside this work corridor.

22. Do not stockpile excavated materials containing silt, clay, or fine-grained soil waterward of the ordinary high water line.

23. You may stockpile sand, gravel, and coarse excavated material waterward of the ordinary high water line provided the material is placed within the 25-foot work corridor waterward of the base rocks.

24. If sand, gravel, and other coarse excavated material is to be temporarily placed where it will come into contact with tidal waters, this material must be covered with filter fabric and adequately secured to prevent erosion and/or potential entrainment of fish.

25. Prior to tidal inundation, backfill all trenches, depressions, or holes created during construction waterward of the ordinary high water line.

26. Remove all stockpiled and excavated material from the beach within 72 hours of bulkhead construction.

DEMOBILIZATION/CLEANUP

27. Reshape beach area depressions created during project activities to preproject beach level upon project completion.

28. Remove all trash and unauthorized fill in the project area, including concrete blocks or pieces, bricks, asphalt, metal, treated wood, glass, floating debris, and paper, that is waterward of the ordinary high water line and deposit upland.

LOCATION #1:	, , WA					
WORK START:	January 18, 2019			WORK END:	February 15, 2023	
<u>WRIA</u>		<u>Waterbody:</u>			<u>Tributary to:</u>	
15 - Kitsap		Wria 15 Marine			Puget Sound	
<u>1/4 SEC:</u>	<u>Section:</u>	<u>Township:</u>	<u>Range:</u>	<u>Latitude:</u>	<u>Longitude:</u>	<u>County:</u>
NE 1/4	14	25 N	02 E	47.662792	-122.499933	Kitsap
<u>Location #1 Driving Directions</u>						

APPLY TO ALL HYDRAULIC PROJECT APPROVALS



HYDRAULIC PROJECT APPROVAL

Washington Department of
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Olympia, WA 98504-3234
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Permit Number: 2019-6-37+01
FPA/Public Notice Number: N/A
Application ID: 17127

This Hydraulic Project Approval pertains only to those requirements of the Washington State Hydraulic Code, specifically Chapter 77.55 RCW. Additional authorization from other public agencies may be necessary for this project. The person(s) to whom this Hydraulic Project Approval is issued is responsible for applying for and obtaining any additional authorization from other public agencies (local, state and/or federal) that may be necessary for this project.

This Hydraulic Project Approval shall be available on the job site at all times and all its provisions followed by the person(s) to whom this Hydraulic Project Approval is issued and operator(s) performing the work.

This Hydraulic Project Approval does not authorize trespass.

The person(s) to whom this Hydraulic Project Approval is issued and operator(s) performing the work may be held liable for any loss or damage to fish life or fish habitat that results from failure to comply with the provisions of this Hydraulic Project Approval.

Failure to comply with the provisions of this Hydraulic Project Approval could result in a civil penalty of up to one hundred dollars per day and/or a gross misdemeanor charge, possibly punishable by fine and/or imprisonment.

All Hydraulic Project Approvals issued under RCW 77.55.021 are subject to additional restrictions, conditions, or revocation if the Department of Fish and Wildlife determines that changed conditions require such action. The person(s) to whom this Hydraulic Project Approval is issued has the right to appeal those decisions. Procedures for filing appeals are listed below.

MINOR MODIFICATIONS TO THIS HPA: You may request approval of minor modifications to the required work timing or to the plans and specifications approved in this HPA unless this is a General HPA. If this is a General HPA you must use the Major Modification process described below. Any approved minor modification will require issuance of a letter documenting the approval. A minor modification to the required work timing means any change to the work start or end dates of the current work season to enable project or work phase completion. Minor modifications will be approved only if spawning or incubating fish are not present within the vicinity of the project. You may request subsequent minor modifications to the required work timing. A minor modification of the plans and specifications means any changes in the materials, characteristics or construction of your project that does not alter the project's impact to fish life or habitat and does not require a change in the provisions of the HPA to mitigate the impacts of the modification. If you originally applied for your HPA through the online Aquatic Protection Permitting System (APPS), you may request a minor modification through APPS. A link to APPS is at <http://wdfw.wa.gov/licensing/hpa/>. If you did not use APPS you must submit a written request that clearly indicates you are seeking a minor modification to an existing HPA. Written requests must include the name of the applicant, the name of the authorized agent if one is acting for the applicant, the APP ID number of the HPA, the date issued, the permitting biologist, the requested changes to the HPA, the reason for the requested change, the date of the request, and the requestor's signature. Send by mail to: Washington Department of Fish and Wildlife, PO Box 43234, Olympia, Washington 98504-3234, or by email to HPAapplications@dfw.wa.gov. You should allow up to 45 days for the department to process your request.



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FPA/Public Notice Number: N/A
Application ID: 17127

MAJOR MODIFICATIONS TO THIS HPA: You may request approval of major modifications to any aspect of your HPA. Any approved change other than a minor modification to your HPA will require issuance of a new HPA. If you originally applied for your HPA through the online Aquatic Protection Permitting System (APPS), you may request a major modification through APPS. A link to APPS is at <http://wdfw.wa.gov/licensing/hpa/>. If you did not use APPS you must submit a written request that clearly indicates you are requesting a major modification to an existing HPA. Written requests must include the name of the applicant, the name of the authorized agent if one is acting for the applicant, the APP ID number of the HPA, the date issued, the permitting biologist, the requested changes to the HPA, the reason for the requested change, the date of the request, and the requestor's signature. Send your written request by mail to: Washington Department of Fish and Wildlife, PO Box 43234, Olympia, Washington 98504-3234. You may email your request for a major modification to HPAapplications@dfw.wa.gov. You should allow up to 45 days for the department to process your request.

APPEALS INFORMATION

If you wish to appeal the issuance, denial, conditioning, or modification of a Hydraulic Project Approval (HPA), Washington Department of Fish and Wildlife (WDFW) recommends that you first contact the department employee who issued or denied the HPA to discuss your concerns. Such a discussion may resolve your concerns without the need for further appeal action. If you proceed with an appeal, you may request an informal or formal appeal. WDFW encourages you to take advantage of the informal appeal process before initiating a formal appeal. The informal appeal process includes a review by department management of the HPA or denial and often resolves issues faster and with less legal complexity than the formal appeal process. If the informal appeal process does not resolve your concerns, you may advance your appeal to the formal process. You may contact the HPA Appeals Coordinator at (360) 902-2534 for more information.

A. INFORMAL APPEALS: WAC 220-660-460 is the rule describing how to request an informal appeal of WDFW actions taken under Chapter 77.55 RCW. Please refer to that rule for complete informal appeal procedures. The following information summarizes that rule.

A person who is aggrieved by the issuance, denial, conditioning, or modification of an HPA may request an informal appeal of that action. You must send your request to WDFW by mail to the HPA Appeals Coordinator, Department of Fish and Wildlife, Habitat Program, PO Box 43234, Olympia, Washington 98504-3234; e-mail to HPAapplications@dfw.wa.gov; fax to (360) 902-2946; or hand-delivery to the Natural Resources Building, 1111 Washington St SE, Habitat Program, Fifth floor. WDFW must receive your request within 30 days from the date you receive notice of the decision. If you agree, and you applied for the HPA, resolution of the appeal may be facilitated through an informal conference with the WDFW employee responsible for the decision and a supervisor. If a resolution is not reached through the informal conference, or you are not the person who applied for the HPA, the HPA Appeals Coordinator or designee may conduct an informal hearing or review and recommend a decision to the Director or designee. If you are not satisfied with the results of the informal appeal, you may file a request for a formal appeal.

B. FORMAL APPEALS: WAC 220-660-470 is the rule describing how to request a formal appeal of WDFW actions taken under Chapter 77.55 RCW. Please refer to that rule for complete formal appeal procedures. The following information summarizes that rule.



HYDRAULIC PROJECT APPROVAL

Washington Department of
Fish & Wildlife
PO Box 43234
Olympia, WA 98504-3234
(360) 902-2200

Issued Date: January 18, 2019
Project End Date: February 15, 2023

Permit Number: 2019-6-37+01
FPA/Public Notice Number: N/A
Application ID: 17127

A person who is aggrieved by the issuance, denial, conditioning, or modification of an HPA may request a formal appeal of that action. You must send your request for a formal appeal to the clerk of the Pollution Control Hearings Boards and serve a copy on WDFW within 30 days from the date you receive notice of the decision. You may serve WDFW by mail to the HPA Appeals Coordinator, Department of Fish and Wildlife, Habitat Program, PO Box 43234, Olympia, Washington 98504-3234; e-mail to HPAapplications@dfw.wa.gov; fax to (360) 902-2946; or hand-delivery to the Natural Resources Building, 1111 Washington St SE, Habitat Program, Fifth floor. The time period for requesting a formal appeal is suspended during consideration of a timely informal appeal. If there has been an informal appeal, you may request a formal appeal within 30 days from the date you receive the Director's or designee's written decision in response to the informal appeal.

C. FAILURE TO APPEAL WITHIN THE REQUIRED TIME PERIODS: If there is no timely request for an appeal, the WDFW action shall be final and unappealable.

Habitat Biologist	Nam.Siu@dfw.wa.gov
Nam Siu	360-522-6035

for Director
WDFW



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:50 PM) Resolution No. 2019-12 Relating to Protection of Southern Resident Orcas - Councilmember Peltier,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to forward Resolution No. 2019-12 to the February 26, 2019, Consent Agenda for consideration of approval.

SUMMARY:

Consideration of Resolution No. 2019-12 relating to protection of Southern Resident orcas.

FISCAL IMPACT:

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

BACKGROUND:

Councilmember Peltier requested that the City Council consider this resolution related to the protection of Southern Resident orcas, including related to several bills in the Washington State Legislature that would provide greater protection for orcas.

ATTACHMENTS:

[Resolution No. 2019-12 Related to Protection of Southern Resident Orcas](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2019-12

A RESOLUTION of the City Council of Bainbridge Island, Washington, affirming the importance of the Southern Resident orca whales to the identity and values of Bainbridge Island and the broader Salish Sea region; urging the Washington State Legislature to approve and fund the Governor's Orca Emergency Response package in full; encouraging the Governor's Orca Task Force to make additional bold recommendations in 2019; declaring June to be Orca Awareness Month; and reaffirming the City's commitment to protecting critical salmon and forage fish habitat, reducing toxic pollution, and taking other actions to help recover endangered orcas.

WHEREAS, the Southern Resident orca whales are an essential part of our Pacific Northwest identity, an iconic species, and an indicator of the health of the Puget Sound, and it is the City of Bainbridge Island's desire that future generations in our community are able to witness their majesty; and

WHEREAS, the Southern Resident orcas are endangered, are at their smallest population size in 30 years, are showing signs of starvation, and are struggling to birth and raise healthy calves; and

WHEREAS, the extinction of the Southern Resident orcas is unacceptable and would be a devastating blow to our local community, regional culture and economy, and to the broader ecosystem; and

WHEREAS, the major threats facing the Southern Resident orcas are: a lack of their principal food source, Chinook salmon, including as a result of the degradation of salmon and forage fish habitat; noise and disturbance from ships, small boats, and even non-motorized vessels, all of which affect their ability to echolocate, communicate, and forage; pollutants and chemicals of emerging concern, which are inhibiting orcas' ability to raise healthy young orcas; and the potential for a devastating oil spill, which could wipe out some or all of the Southern Resident orca population; and

WHEREAS, the Governor has proposed an Orca Emergency Response package based on Southern Resident Orca Task Force recommendations, addressing these key threats; and

WHEREAS, the City of Bainbridge Island recognizes that the need for action is urgent and supports the enactment of policies that can address the critical threats facing the Southern Resident orcas; and

WHEREAS, the City of Bainbridge Island Comprehensive Plan includes a policy of undertaking appropriate, adequate, and timely actions to protect and recover state

priority species, species listed under the federal Endangered Species Act, and local species of concern and their habitats located within the City to 1) avoid local extirpation of such species from the lands or fresh waters or nearshore of the City and 2) contribute to the protection and recovery of such species throughout the greater region in cooperation with federal, state, and other local agencies.

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

Section 1. The City of Bainbridge Island strongly encourages Washington state legislators to approve the following legislation currently under consideration, and to allocate full funding for these and other Orca Emergency Response measures in line with the Governor's budget request:

- a. HB 1580 and SB 5577: Reducing vessel noise and disturbance so the orcas have an easier time finding prey.
- b. HB 1194 and SB 5135: Reducing toxic pollution to clean up our waters and improve survival rates for orca calves.
- c. HB 1579 and SB 5580: Protecting salmon and forage fish habitat by clarifying and expanding the Washington State Department of Fish and Wildlife's enforcement capacity over shoreline armoring permits under the Hydraulic Code.
- d. HB 1578 and SB 5578: Reducing threats to southern resident killer whales by improving the safety of oil transportation, including by requiring some oil tankers and articulated tug barges to be under the escort of a tug.

Section 2. The City of Bainbridge Island urges the Governor's Orca Task Force to consider additional bold actions that could further advance orca recovery, including reducing the human harvest of Chinook salmon to increase food available to the Southern Resident orcas while respecting tribal treaty rights.

Section 3. The City of Bainbridge Island will consider and seek to minimize impacts on Southern Resident orcas, Chinook salmon, and forage fish when making decisions about stormwater management and shoreline development.

Section 4. The City of Bainbridge Island will declare the month of June to be Orca Awareness Month as the Governor has declared it to be statewide in past years and will encourage local events to raise awareness about the Southern Resident orcas and ways in which Bainbridge Islanders can take action to improve conditions necessary for orca survival.

Section 5. This resolution shall take effect immediately after its passage.

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

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

By: _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	February 6, 2019
PASSED BY THE CITY COUNCIL:	February ____, 2019
RESOLUTION NO.	2019-12



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (9:00 PM) Discuss Annual City Council Retreat and 2019 Council Priority Topics - Mayor Medina,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

To summarize the City Council's annual retreat, to confirm the proposed list of 2019 Council Priority Topics, and to discuss next steps for new tasks that were identified at the annual retreat.

SUMMARY:

To review the discussion held at the City Council's annual planning retreat and to affirm the proposed list of 2019 City Council Priority Tasks.

FISCAL IMPACT:

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

BACKGROUND:

On January 18, 2019, the City Council held its annual planning retreat. The retreat was facilitated by Ron Holifield, Strategic Government Resources (SGR), Inc. The SGR presentation that was used to guide the day's discussion is attached.

2019 Priority Tasks -

As part of the retreat discussion, the Council considered a wide range of current topics and identified a selected number as top priority tasks. This list of priority tasks is attached in draft form, for Council discussion and affirmation. Once affirmed, these will be displayed in the City Council Chambers.

Newly Identified Tasks -

Some of the topics discussed by the Council during their voting on priorities represented activities that are not currently anticipated in City workplans. For these newly identified topics, it would be helpful to discuss potential next steps and timing:

- Ethics Program
- Review Committees
- Governance Manual Update
- Citizens Academy
- Climate Action Plan
- Homeless Issues

Changes to Annual Planning Cycle -

Another topic of discussion at the retreat was the City Council's annual planning cycle. Ron Holifield explained some options for how the City might shift the timing of some current planning exercises (for example the Council's annual retreat). He also suggested some additional activities that the City could consider implementing. The Council may wish to continue its discussion of these concepts.

Changes to Citywide "Goals" -

At the retreat, the City Council reviewed some suggested goals the City might use to replace the framework previously represented by Priority Based Budgeting themes. The Council provided feedback on this approach and asked the City Manager to use this feedback to develop a new version of the material. This work is in progress and will be provided for Council discussion and consideration at a later time.

ATTACHMENTS:

[DRAFT - 2019 City Council Priorities.docx](#)

[SGR 2019 Good Governance - Bainbridge Island.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



City Council's Top Priorities for 2019

Police and Municipal Court Facility (5)
Climate Action Plan (4)
Communications Plan (4)
Suzuki Affordable Housing Project (4)
Affordable Housing Workplan (2 & 6)

Additional Items

Green Building Policies (5)
Development Moratorium Workplan (4)
Groundwater Management Plan (4)
Sustainable Transportation Plan (4)
STO Complete Plans (4)

A large, dark silhouette of a hand is shown in the upper left, reaching down to move a white chess knight piece. The hand is positioned over a chessboard with several other pieces visible. The background is a light blue gradient.

Legacy Leadership: Leading into the Future

City of
Bainbridge Island
City Council
Workshop
January, 2019



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www.GovernmentResource.com



Agenda

Part I – Governance Systems

A. Communications

1. Expectations
2. Implementation/Accountability

B. Strategic Visioning

1. Council Responsibilities
2. Staff Responsibilities

C. Utilization of Committees, Boards and Commissions

1. Choosing a system that works
2. Review Council Liaison Assignments

Part II Articulate Strategic Vision

A. Setting Goals – 2019

1. Review interview Results: high level themes and suggested goals
2. Prioritize suggested goals

B. 2019 Workplan Priorities

1. Review Key Tasks
2. Discuss Capacity/Challenges
3. Identify Council top 5



Great Leaders Start with Why

Learn.
Be Inspired.

TED^x PugetSound

2009



Systems Theory

A plant in the window

Electric lights in the room

Frederick Taylor, Scientific Management and the Golden Rule



COUNCIL PRE RETREAT INTERVIEW RESPONSES



Controversial Issues

- Density in the affordable housing project are going to be highly controversial.
- Shoreline utilization plan.
- Protect environment while balancing true inequities that exist by living in a relatively affluent white island... daytime workers come in every day, lack of affordable housing – we get an A+ for where our heads are on the environment but we get a D on how we look at the human element of this. How can we find and tread that line on both the environmental and the human side. Affordable housing task force is working on things. We are doing the right things just need to do more of them
- Olympic Trail tree removal
- Suzuki property
- Affordable Housing



Controversial Issues Continued

- Need to figure out how do we listen more effectively to the citizens.
- Land use issues
- Subcommittees --- why are the supporters of subcommittees thinking it is a good idea ---Weigh the pros and cons of subcommittee structure
- Master plan update
- Teen suicide and mental health



Time Well Spent at the Workshop

- Internally – how we go about receiving, deliberating and making very complex decisions – how does citizen input shape it at the committee level – including how we move decisions promptly
- Philosophy of how the committees are run needs to be resolved
- Good governance – not sure what I mean by that
- Effective Communication with the citizens – we have to do more but not sure what that includes
- Internally to the council are we acting in a way that promotes good governance – what is acceptable and what is not acceptable and what do we do to call out violations
- We need to be realistic and focus on few high priority issues instead of developing a huge long list... 3 crisp goals or overarching themes with strong objectives underneath those



Time Well Spent Continued

- Everyone is forthright and gets the benefit of the doubt
- City manager is forthright
- Everyone is upfront where they are coming from
- No ulterior motives ascribed to anyone
- Everyone gets to express themselves
- How do we improve how we treat each other – it gets a little nasty at times. I am nice on the dais because that is how you get things done – not just because I want to be a good person. We need to learn that.
- Discuss how to make our discussions more focused and meaningful and action oriented rather than rambling and posturing.



Time Well Spent Continued

How do we engage with the community? Why is it difficult – it just is!
how can we work more effectively together

hard to make good decisions late at night... so how can we learn to
make better use of our time together as a group and take care of
business

turn off phones during meetings

How do we do a good job of the time that we have at the dais
we need to stop denigrating staff and the public – that is
counterproductive

we can and should disagree with each other but we can still act
professionally

we want all of us to come out of this feeling like what we are doing is
worthwhile.



Time Well Spent Continued

- How do we educate more people on BI how their city actually works – a citizens academy
- Do we want to go back to a subcommittee form of government
- What did previous processes for changing from a strong mayor form of government look like and how thoroughly should we evaluate before we change subcommittee processes
- how we work well together is more important that setting goals
- we need to understand how a CC is different than the corporate world... we need to act professionally and with civility
- Draw attention to the importance to agriculture and food sustainability
- Promote stewardship of land
- Learn to collaborate as a team



Time Well Spent Continued

- I am more interested in a good process that helps us work better as a team than what the goals are
- Don't spend a lot of time on roles of CC
- Get some resolution on the subcommittee question
- Land on some new goals on the framework Morgan has proposed
- Rank order goals and priorities with stickers again? It worked last time. I want to walk out of the room with a set of goals decided.
- Some of our council suffers from confirmation bias and sees a conspiracy – example slowness is attributed to conspiracy to conceal rather than workload
- I am not sure yet.
- If we can make important strides on environmental issues



What Have I Not Asked That I Should Have?

- What can Ron offer us in terms of ways that we can better work together and build strong relations with Morgan and city staff with good collaboration and cooperation?
- Some believe that city staff is going rogue and we need to work on strengthening those bonds.



What do you see as the major goals you want to achieve as a Council?

- Ensure that we step up to the plate in finance and get our police station moving in Q1 of 2019
- Affordable Housing Report – turn that into real action.
- Code/land use/environment – do code updates and match our code to our comprehensive plan... need to get that done and wrapped up by early spring.
- Revenue from car tab fee and what we do with it (I think some of it should go to the bus system)
- Environmental priorities – land use regulations relating to energy efficiency on home construction, etc. Solar access ordinance passage. And other environmental and green building aspects.
- Groundwater management plan progress



Major Goals continued

- Take a realistic look at priorities and work plan and funding availability and set priorities including bandwidth of staff and council – don't try to do everything.
- Meaningful response to reports we are seeing about climate change – what should we do that at least has symbolic importance
- Follow through with taking advantage of the moratorium to look at standards for subdivisions and review and revision of all design guidelines
- Non motorized financing for bike lanes, paths, etc – follow through on the work plan item on the Olympic Trail – what is it going to look like – could get grant funding
- Move forward with a police facility
- Traffic concurrency – already on our work plan – stay there and follow through – maybe review and update it



Major Goals continued

- Can we demonstrate we are a government that deserves the trust of the community. What do we do policy wise to nurture and protect trust.
- How do we achieve bike trails
- Continue the work we started last year
- We need to deal with the subcommittee issue and put it to bed.



Major Goals Continued

- Bike lane progress
- Focus on placemaking
- Strategic plan for multi modal infrastructure
- Communication plan for the multi modal plan
- Effective communications plan for each of our goals as we come up with big priorities
- Communicating with all agencies, stakeholders etc of each goal
- How do we become more effective team players
- Affordable housing needs
- Promoting beauty in general for the entire island
- Bring Eco City Builders to Bainbridge Island for a particular neighborhood planning area



Major Goals Continued

- I want BI to be a national model for how to balance environmental protection with growth needs
- Water runoff impact on Puget Sound and toxic waste impact
- Establish standards and expectations for ethics standards – how do we establish the right standards to promote public trust while allowing elected officials to do the job they were elected to do – need to better define what CC members can and cannot do and how private property interaction is defined so that we can operate with clarity and understanding.
- Police station
- Affordable housing
- Carbon emissions inventory
- Would like to have a new ballot measure on the ballot for 2019 or 2020 on nonmotorized transportation but build more support in advance.
- Need to keep getting better on communications both sharing and listening



MAJOR THEMES AND TRENDS FROM INTERVIEWS



Governance System Concerns

- Communications (all two way)
 - internal to council
 - between council and staff
 - between council and community
- Use of Committees
- Decision making processes
- Conflict and Trust issues
 - Internal to council
 - Between council members and staff



STRATEGIC VISIONING



Governance Question

What is the shared vision of the Council that City Staff can count on every time to be their benchmark for decision making?



The Strategic Visioning Process



The Strategic Visioning Process – How to Get From Here to There

Step One – the mission – what do we care about, what really counts

Step Two – the shared vision – where are we going and what will it look like when we get there

Step Three – goals and objectives – what do we want to achieve (the strategic plan)

Step Four – action plan – who, does what, when, with what resources, what outcomes, and with what controls (the budget)

Step Five – evaluation loop



Challenges to Creating a Unified Strategic Vision

Competing goals

Conflicting goals

Political dynamics

Staff performance/expectations

Individual identity needs/desires

Personal turf and ego issues

Lack of meaningful communication

Fundamentally different world views



Competing Goals

Generally Resource Drive

- ✧ Resources may be money, time, volunteers
- ✧ Not mutually exclusive if adequate resources are available
- ✧ Limited resources are the root of conflict

Examples of Competing Goals

- ✧ Limited staff support for different initiatives
- ✧ Funding another cop or a park



Conflicting Goals

Generally Philosophical in Nature

- ✧ Often mutually exclusive despite resource availability
- ✧ Resource conflicts are symptoms not causes

Examples include

- ✧ No development standards (Houston) vs high development standards (Southlake)



Political Dynamics

Good intentions do not exempt us from political dynamics

Politics are primarily about power

Any change from the status quo will create power struggles

The more someone wants something that is not in the best interests of the community, the more they will rely on bullying and personal attacks to get their way

The more an old guard feels power slipping away, the more intense the struggles will become



Staff Performance/Expectations

If staff is philosophically in conflict with the mission or vision, or the Council, you will not have major success

BUT

Staff cannot be philosophically aligned with a vision that is unclear



Individual Identity Needs and Desires

Some members have a substantial part of their identity tied to the community or the organization as a historical entity

Changes in programs, facilities, or philosophy threatens their sense of identity which results in conflict



Personal Turf and Ego Issues

Related to the political and identity issues, but tends to be positional

These tend to be more focused on staff, and board and commission members who have an ego attachment to various programs

These tend to be more emotional because of passion for their cause



Lack of Meaningful Communication

Tendency is to avoid communicating to avoid conflict

Failure to communicate to avoid conflict provides short term peace, but long term significantly increases the conflict

Regular, professional, and planned communication is essential to success



Fundamentally Different World Views

Environmentalists vs Developers

Residents wanting quiet streets and low lights vs
businesses wanting high traffic and lots of visibility

Controlled vs uncontrolled growth

Conservatives resist abandonment of those things they have
spent their life believing in and building

Progressives resist what they believe to be the chains of
tradition when there are better ways of doing business

Governmental Activists vs Tea Partiers



What Should a Strategic Vision Accomplish for the City?

Define your intended identity

Establish a vision for what you want to become

Communicate what you are about to citizens
and prospective residents

Provide predictability for businesses and
developers and residents

Provide a framework for staff to develop a
tangible plan for making the vision a
reality

Create a feedback and modification loop



To Make Your Vision a Reality...

Values provide the foundation for your...

Mission which will drive adoption of a clear...

Vision which will enable you to establish...

Structure, Systems and Budget Priorities which staff can use to design and implement...

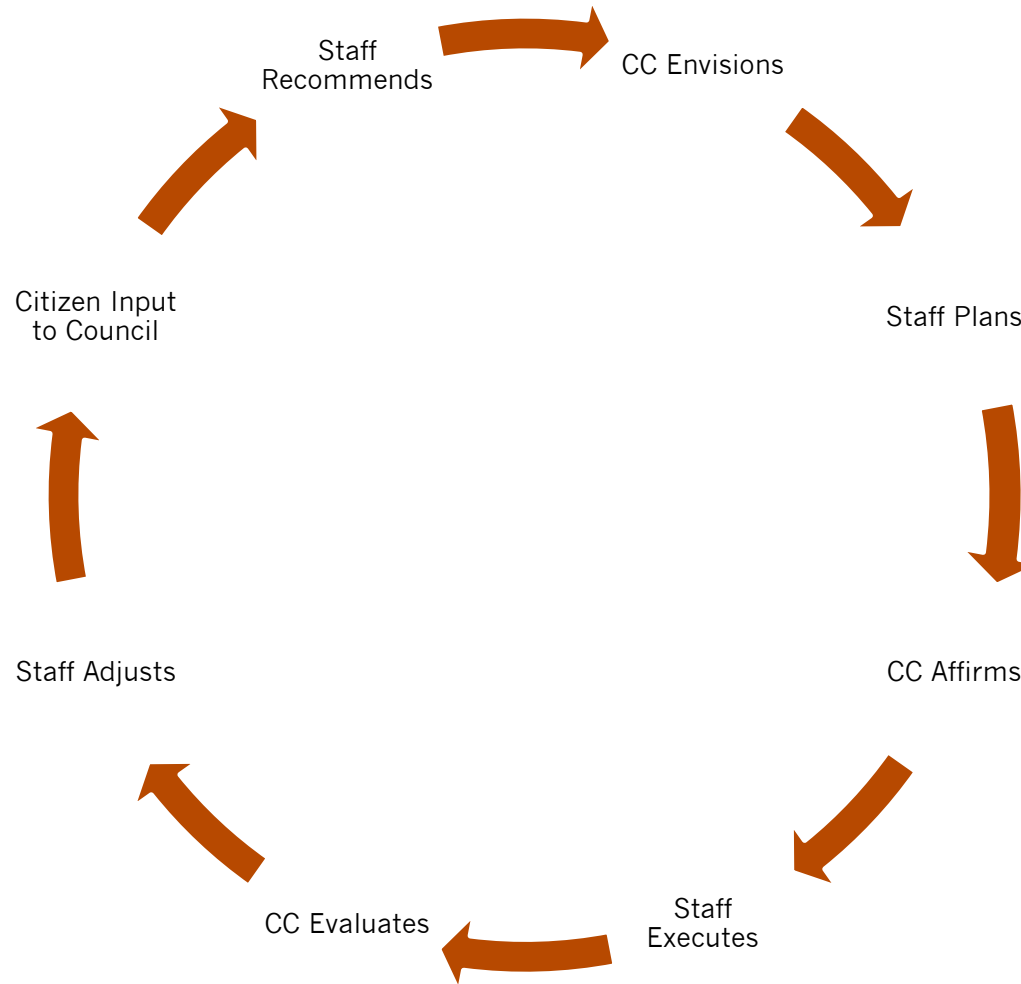
Strategies which will drive...

Behavior and Actions which will determine...

Results and Outcomes.



The Strategic Visioning Loop



Challenges to Effective Teamwork and Governance as a Council



Major Governance Challenges

Absence of a clear mission and vision

Last minute and sloppy agendas

Too few Board members with senior large organization experience

Board members who seek power through put down

Board members who manipulate the board in how they interact with outside stakeholders

Board members who focus on management instead of governance

Board members who do not understand their basic role and responsibilities

Too many committees

Board members who grandstand for the audience

Too many inexperienced Board Members (who think their experience is more meaningful than it is)

Board members who don't understand the issues

Fear of moving forward if there is any opposition

Board members who think they don't need professional development as a board member

Lack of good processes



Top Ten Governance Challenges Identified by Board Chairs

10. Engaging board in its quality oversight responsibilities
9. Effective use of good people
8. Finding effective staff leaders
7. Conflict in points of view among board, stakeholders and mg
6. Loss of control to external forces
5. Planning in a rapidly changing environment
4. Concern over service delivery costs
3. Maintaining board committment, education and efficiency
2. Board understanding of complex issues, especially financial ones
1. Staff relations and communication



Top Ten Governance Challenges Identified by CEO's

10. Board members don't know who they represent
9. Board reluctant to handle quality issues
8. Board confused about roles
7. Board too involved in details
6. Need for better Board recruitment and lowered turnover
5. Board confusion over loyalty to community or organization
4. Lack of Board member time to prepare and work at governance
3. Continuous Need for Board Education
2. Boards don't understand economic and budget issues
1. Complexity of issues facing Boards – need more big thinkers



What Characteristics Do Good Board's Have, and What Do They Do Differently?



Personal Characteristics of a Board Which Governs Effectively

- * Doesn't seek self worth via put downs
- * Doesn't judge motives prematurely
- * Respects and communicates with each other and with staff, as well as with key constituencies
- * Develops loyalty to the Council/Manager team as a cohesive group
- * Doesn't play "gotcha" with each other or with staff



Organizational Characteristics of a Board Which Governs Effectively

- *
- * Takes a broad view of complex issues – doesn't seek perfection
- * Helps keep the organization focused on it's mission, vision and core values
- * Emphasizes strategic visioning and priority setting as a foundation for decision making
- * Constantly encourages board members education and self evaluation
- * Holds staff accountable
- * Willing to lead despite opposition, but with a good evaluation of the cost of decisions



Overcoming The Two Great Challenges:

CAVE Men

Articulate Incompetents

✧ Progress is a nice word, but change is its' motivator, and change has its' enemies.



CAVE MEN and ARTICULATE INCOMPETENTS

Tempt you to:

- ✧ Place a greater emphasis on problems than on solutions
- ✧ Agree on decisions as a group, that individually you know are dumb
- ✧ Abandon all beliefs, principles, values and policies in search of something no one believes in, but to which no one objects; avoiding the very issues that have to be solved, merely because you cannot get agreement on the path ahead



When Dealing with Cave Men and Articulate Incompetents Remember

- * Those who destroy will always outnumber those who build because building is so much more difficult
- * It is easier to be critical than correct
- * Fear of criticism often assures failure
- * Particularly defend against the most dangerous person in the community: the articulate incompetent
 - ✧ The person who can make doing the wrong things sound so right
 - ✧ Developers who say “this is the hardest community to do business with of all of them I work with”.
 - ✧ Campaign supporters who supported you because they wanted something and have made you beholding to them
 - ✧ “If you don’t lower your standards no one will build here”.
 - ✧ “I am special and you should change the rules for me”.
 - A representative owes the people not only his industry, but his judgment, and he betrays them if he sacrifices it for their opinion.
 - Edmund Burke



The First Statistic to Never Forget:

Seven percent of all American adults believe that chocolate milk comes from brown cows, according to a nationally representative online survey commissioned by the Innovation Center of U.S. Dairy.

(reported in the Washington Post, June 15, 2017)



The Second Statistic to Never Forget:

With a population of 25,000 residents... 1500 of them think that chocolate milk comes from brown COWS.



The Third Statistic to Never Forget:

City Council's tend to act like....

- If one citizen shows up and addresses the Council on a subject, it is an issue of grave public concern.
- If two citizens show up and address the Council on the same subject, it is a movement of the people.
- And if three citizens show up and address the Council on the same subject it is a mandate of the people!



Effective Governance Practices



The Context for Leading Into the Future



“Leadership is about learning to shape the future. Leadership exists when people are no longer victims of circumstances but participate in creating new circumstances.”

Peter Senge



**“Ultimately,
leadership is
about creating
new realities.”**

Peter Senge



Our Current Reality

Volatility

Uncertainty

Complexity

Ambiguity



How do we lead effectively in a VUCA world?



Be a RADICAL leader!

^

Original Latin *Radicalis* – means back to the roots

^^

Current vernacular means out on the very leading edge of change

^^^

RADICAL captures the constructive leadership tension between:

- * valuing the roots of healthy relationships while simultaneously:
- * valuing being out on the very leading edge of change.
- * like a guitar string... if you give in to one extreme or the other - no tension... and no music

^^^

Servant Leadership provides the right approach to managing the constructive tension between healthy relationships and change leadership.



Robert Greenleaf's 1970 Essay "the Servant as Leader identified 12 characteristics

Nurturing Healthy and Trusting Relationships

Listening
Empathy
Healing
Nurturing the Spirit
Building Community

Committed to the Growth of People

Leading Innovative Change into the Future

Awareness
Foresight
Conceptualization
Persuasion
Calling
Stewardship

Committed to the Growth of People



But what does it look like to actually walk the talk and become an authentic Legacy Leader?



1. Base my decisions on the next generation more than the next election, committed to the ideal that my loyalty must be to the entire community (both now and in the future) and not merely to my supporters.



2. Focus on mission, vision and values as the benchmark for my decisions and recognize that my responsibility is the pursuit of the greatest good for the entire community and not the satisfaction of any particular group's agenda.



3. Make decisions based on fact based evidence and not allow myself to be manipulated into bad decisions for the future based on the decibel level of critics.



4. Recognize that “it takes a smart man to know where he is stupid” and have the wisdom to be smart.

Accordingly, I will value those who have the courage to tell me what they really think and will listen sincerely to those who disagree with me to truly understand their perspective, recognizing that understanding other perspectives makes me a better leader.



5. Embrace my responsibility to govern rather than to manage; recognizing that if I am doing staff's job I am not doing my job, while also understanding and embracing the appropriately exercised governance role of holding staff accountable.



6. Place a greater emphasis on solutions than on problems; while refusing to offer solutions before I understand the problem.



7. Understand that mutual trust is the foundation for everything and that if I refuse to trust others they will be unable to trust me.



8. Protect the integrity of the process more than the rightness of my position; I will fight hard for my issue but then unify behind the governing body when the decision is made because the decision was made with integrity of process, even if I disagree with the outcome.



9. Understand that my deeply held beliefs, values and positions will be strengthened, not compromised by courteous, respectful and civil discourse. I will not treat someone as the enemy just because we disagree.



10. Treat everyone with dignity and respect because of who I am as a leader... not because of how they treat me or what I think about them.



11. Be a role model for civility. I will not treat my colleagues or staff in any way that I would be embarrassed if my five year old child treated someone the same way.



12. Never Forget --- it is not about me --- it is not about now --- and it never is.



4 Pillars to Live By



Do Things Right and Do the Right Things



The Athenian Oath

"We will never bring disgrace on this our City by an act of dishonesty or cowardice. We will fight for the ideals and Sacred Things of the City both alone and with many. We will revere and obey the City's laws, and will do our best to incite a like reverence and respect in those above us who are prone to annul them or set them at naught. We will strive unceasingly to quicken the public's sense of civic duty. Thus, in all these ways, we will transmit this City not only, not less, but greater and more beautiful than it was transmitted to us."



Do Right. Risk Consequences.



EVOLVE

LEGAL
COMPLIANCE

ETHICAL
BEHAVIOR

INTEGRITY

CHARACTER-
DRIVEN



Teddy Roosevelt

“It is not the critic who counts;
not the man who points out how the strong man stumbled or where
the doer of deeds could have done them better.
The credit belongs to the man who is actually in the arena,
whose face is marred by dust and sweat and blood;
who strives valiantly;
who errs and comes short again and again;
who knows great enthusiasms,
the great devotions;
who spends himself in a worthy cause;
who at the best, knows in the end the triumph of high achievement,
and who, at the worst, if he fails, at least fails while daring greatly
so that his place shall never be with those timid souls who neither
know victory nor defeat.”



**Do Unto Others
as You Would Have Them
Do Unto You**



The challenges facing us today call for a renewal of that spirit of cooperation, which has accomplished so much good throughout the history of the United States. The complexity, the gravity and the urgency of these challenges demand that we pool our resources and talents, and resolve to support one another, with respect for our differences and our convictions of conscience.

We must resolve now to live as nobly and as justly as possible, as we educate new generations not to turn their back on our “neighbors” and everything around us. Building a nation calls us to recognize that we must constantly relate to others, rejecting a mindset of hostility



To respond in a way which is always humane, just and fraternal. Let us remember the Golden Rule: “Do unto others as you would have them do unto you”.

This Rule points us in a clear direction. Let us treat others with the same passion and compassion with which we want to be treated. Let us seek for others the same possibilities which we seek for ourselves. Let us help others to grow, as we would like to be helped ourselves. In a word, if we want security, let us give security; if we want life, let us give life; if we want opportunities, let us provide opportunities. The yardstick we use for others will be the yardstick which time will use for us.



Some men look at the world as it is and ask why.

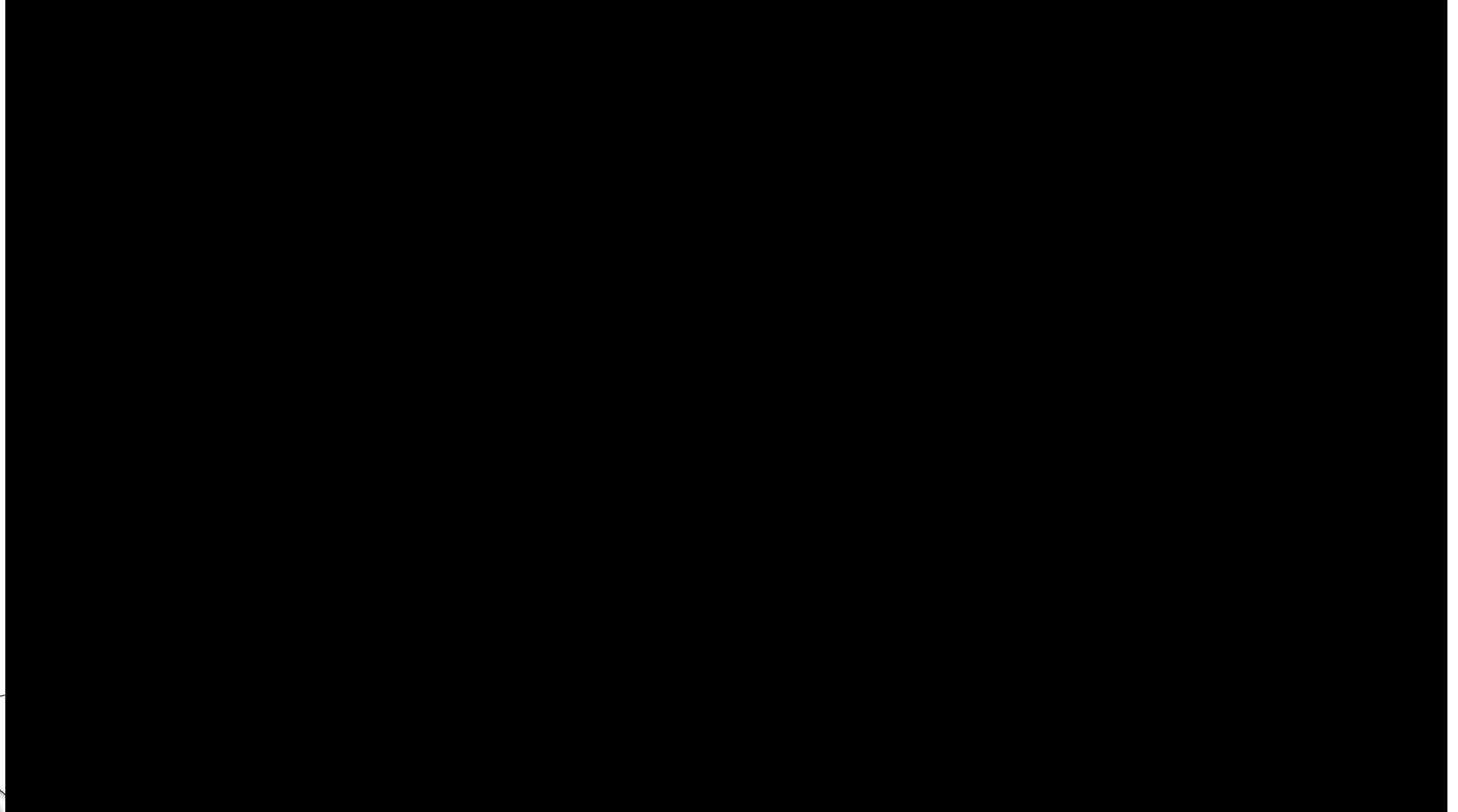
I look at the world as it could be and ask why not.



I Lived



I LIVED



Keep in touch!

To subscribe to the 10 in 10
update on Servant Leadership
Contact

Ron@GovernmentResource.com

Get Ron's New Book on Amazon

To connect with SGR, go to:

[www.GovernmentResource.com/Connect With SGR](http://www.GovernmentResource.com/ConnectWithSGR)

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4th Dimension Leadership:



A Radical Strategy
for Creating an Authentic
Servant Leadership Culture

RON HOLIFIELD



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:20 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 15, 2019
- C. City Council Study Session Minutes, January 15, 2019
- E. Special City Council Meeting Minutes, January 18, 2019
- F. City Council Regular Business Meeting Minutes, January 22, 2019
- G. Special City Council Meeting Minutes, January 29, 2019
- H. Resolution No. 2019-04, Updating the City's Procurement Policy - Finance
- I. Appointments to the Race Equity Task Force - Mayor Medina

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: February 12, 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 02-13-19](#)

[Payroll](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: January 21, 2019 - February 11, 2019
CITY COUNCIL: January 22, 2019 - February 12, 2019

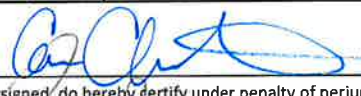
Last check from previous run: 349608 dated 01/16/19 issued to ZETX, Inc. in the amount of \$2,020.00

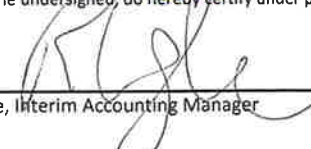
Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	1/25/19	329	WA State DOR/Excise taxes - December 2018	3,370.19
ACH	1/26/19	330	COBI/Utility billing - January 2019	1,552.93
ACH	1/26/19	331	WA State DOL/Concealed weapon permits - January 2019	489.00
VOID	10/24/18	348816	EX/Brenda Franklin/Portrait: MS - check was never received	N/A
VOID	2/5/19	349638	ENG/A. Douglas Emerick/print error	N/A
VOID	2/5/19	349639	ENG/Kitsap County Auditor/Print error	N/A
VOID	2/5/19	349640	ENG/KC Treasurer/Print error	N/A
Manual	1/18/19	349609	PW/Air Management/2018 Building services	5,562.82
Manual	1/18/19	349610	PW/American Fleet Management/2018 Chevrolet Colorado	3,652.73
Manual	1/18/19	349611	PW/Anderson Construction/City Hall roof cleaning and repair	13,666.95
Manual	1/18/19	349612	City of Bainbridge Island/Retainage - Anderson Construction	1,380.50
Manual	1/18/19	349613	CenturyLink/E-Phone at Water Front Park dock	80.74
Manual	1/22/19	349614	ENG/City of Bainbridge Island/SEPA and Shoreline clearing permits	2,088.00
Manual	1/23/19	349615	EX/Islandwood/Final cultural funding	2,500.00
Manual	1/23/19	349616	Washington State Department of Labor/2018 Q4 Volunteer hours	63.39
Manual	1/23/19	349617	CenturyLink/Weaver PRV water telemetry	58.32
Manual	1/23/19	349618	Bainbridge Island Arts & Humanities/2018 LTAC: Celluloid Bainbridge	5,917.11
Manual	1/28/19	349619	POL/Debbie E Gilman/Police gala - January 2019	490.50
Manual	1/28/19	349620	POL/Islandwood/Police awards gala - January 2019	2,865.56
Manual	1/28/19	349621	Puget Sound Energy/Green Power contract - January 2019	4,259.49
Manual	1/28/19	349622	EX/Bainbridge Performing Arts/2018 Q1-Q2 cultural funding	7,500.00
Manual	1/28/19	349623	EX/Bainbridge Island Arts & Humanities/Final payment - cultural funding	2,500.00
Manual	1/28/19	349624	EX/Brenda Franklin/Portrait: MS	87.20
Manual	1/28/19	349625	EX/Remote Medicine Inc/October 2018 WFR course	12,409.65
Manual	1/29/19	349626	POL/Raider Tactical/WR-GS1 Training - Lewis	500.00
Manual	1/29/19	349627	Washington Water Services/Decant facility water - January 2019	154.75
Manual	1/29/19	349628	WCIA/2019 insurance	393,746.00
Manual	1/30/19	349629	Bainbridge Island Chamber of Commerce/2018 LTAC	9,591.69
Manual	1/30/19	349630	EXCC/City of Port Angeles/ORMCA lunch meeting	11.96
Manual	1/30/19	349631	POL/Kelley Imaging/Color overage charges	302.96
Manual	1/30/19	349632	EX/Bainbridge Artisan Resource Network/Cultural Funding Q1-4 2018	7,500.00
Manual	1/31/19	349633	LEGAL/Thomas Alpaugh/January 2019 public defender services	4,484.38
Manual	1/31/19	349634	PCD/Christiansen LP/Permit fee refund PLN51110	414.00
Manual	1/31/19	349635	EX/Bainbridge Island Arts & Humanities/Program Management Services	9,000.00
Manual	2/1/19	349636	Kitsap County Auditor/November 6 2018 General Election costs	10,003.83
Manual	2/1/19	349637	ENG/Titan Earthworks/Core 40 Miller - Fletcher Bay	130,963.69
Manual	2/5/19	349641	ENG/A. Douglas Emerick/Wyatt Way construction	35,750.00
Manual	2/5/19	349642	ENG/Kitsap County Auditor/403 Wyatt Way - recording fee	216.00
Manual	2/5/19	349643	EN/Kitsap County Auditor/502 Wyatt Way - recording fee	216.00
Manual	2/5/19	349644	ENG/KC Treasurer/403 Wyatt Way - REET ROW	141.18
Manual	2/5/19	349645	ENG/KC Treasurer/502 Wyatt Way - REET ROW	141.13
Manual	2/5/19	349646	POL/Safe Boats International/M8 refurbish	228,753.95
Manual	2/6/19	349647	PW/Island Hands/Janitorial services - January 2019	11,394.04
Manual	2/6/19	349648	BI Special Needs Foundation/Q4 2018 operating support	3,625.00
Manual	2/6/19	349649	BI Downtown Association/Q3 2018 LTAC: Multi-Media destination	11,011.65
Manual	2/6/19	349650	Visit Kitsap Foundation/Q4 2018 LTAC: Marketing support	2,250.00

Manual Checks and Electronic Disbursements	930,667.29

Regular Run	2/13/19	349651-349796	Regular Check Run	631,990.87
				1,562,658.16

Retainage Release	N/A	N/A		N/A
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,


Ron Logghe, Interim Accounting Manager

2/6/19
Date

EFT - Dec 18 Excise

KW
1/22/1901/22/2019 13:31 |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

329	01/25/2019	MANL	124 WA ST DEPT OF REVENU	228433	2018-12	01/15/2019	EFTDEC18	3,370.19
Invoice: 2018-12						DEC 18 EXCISE TAXES		

82.95	91411341	553000	FINANCE - WATER EXTRNL TAXES
-777.61	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
3,530.92	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
34.64	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
8.90	91411341	553000	FINANCE - WATER EXTRNL TAXES
3.90	91411341	553000	FINANCE - WATER EXTRNL TAXES
189.23	91431383	553000	FINANCE - SSWM - EXTRNL TAXES
2,845.70	91411341	553000	FINANCE - WATER EXTRNL TAXES
422.29	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
22.05	51011191	531100	PD-C/E-PROP RM-SUPPLIES
13.70	51011191	531100	PD-C/E-PROP RM-SUPPLIES
156.59	31011256	531100	EX-GF-EMERG PREP-SUPPLIES
104.92	73011183	531100	O&M-C/E-CH FAC-SUPPLIES
-3,267.99	91411341	553000	FINANCE - WATER EXTRNL TAXES

CHECK 329 TOTAL: 3,370.19

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 3,370.19

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	3,370.19

*** GRAND TOTAL *** 3,370.19

01/22/2019 13:31 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER JNL

SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019 1 286									
APP 402-213000	01/22/2019	EFTDEC18	EFTDOR			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,210.24	
APP 635-111100	01/22/2019	EFTDEC18	EFTDOR			CASH AP CASH DISBURSEMENTS JOURNAL			3,696.73
APP 403-213000	01/22/2019	EFTDEC18	EFTDOR			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		189.23	
APP 001-213000	01/22/2019	EFTDEC18	EFTDOR			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		297.26	
APP 401-213000	01/22/2019	EFTDEC18	EFTDOR			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			326.54
APP 635-111100	01/22/2019	EFTDEC18	EFTDOR			CASH AP CASH DISBURSEMENTS JOURNAL		326.54	
GENERAL LEDGER TOTAL								4,023.27	4,023.27
APP 631-130000	01/22/2019	EFTDEC18	EFTDOR			DUE TO/FROM CLEARING		3,370.19	
APP 402-130000	01/22/2019	EFTDEC18	EFTDOR			DUE TO/FROM CLEARING			3,210.24
APP 403-130000	01/22/2019	EFTDEC18	EFTDOR			DUE TO/FROM CLEARING			189.23
APP 001-130000	01/22/2019	EFTDEC18	EFTDOR			GENERAL - DUE TO/FROM CLEARING			297.26
APP 401-130000	01/22/2019	EFTDEC18	EFTDOR			DUE TO/FROM CLEARING		326.54	
SYSTEM GENERATED ENTRIES TOTAL								3,696.73	3,696.73
JOURNAL 2019/01/286 TOTAL								7,720.00	7,720.00

01/22/2019 13:31 |CITY OF BAINBRIDGE ISLAND
fintemp |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	286	01/22/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		297.26
001-213000				GENERAL - ACCOUNTS PAYABLE	297.26	
				FUND TOTAL	297.26	297.26
401 WATER OPERATING FUND	2019 1	286	01/22/2019			
401-130000				DUE TO/FROM CLEARING	326.54	
401-213000				ACCOUNTS PAYABLE		326.54
				FUND TOTAL	326.54	326.54
402 SEWER OPERATING FUND	2019 1	286	01/22/2019			
402-130000				DUE TO/FROM CLEARING		3,210.24
402-213000				ACCOUNTS PAYABLE	3,210.24	
				FUND TOTAL	3,210.24	3,210.24
403 STORM & SURFACE WATER FUND	2019 1	286	01/22/2019			
403-130000				DUE TO/FROM CLEARING		189.23
403-213000				ACCOUNTS PAYABLE	189.23	
				FUND TOTAL	189.23	189.23
631 CLEARING FUND	2019 1	286	01/22/2019			
631-130000				DUE TO/FROM CLEARING	3,370.19	
635-111100				CASH	326.54	
635-111100				CASH		3,696.73
				FUND TOTAL	3,696.73	3,696.73

FUND		DUE TO	DUE FROM
001	GENERAL FUND		297.26
401	WATER OPERATING FUND		326.54
402	SEWER OPERATING FUND		3,210.24
403	STORM & SURFACE WATER FUND		189.23
631	CLEARING FUND	3,370.19	
	TOTAL	3,370.19	3,370.19

** END OF REPORT - Generated by Khammy Wahaus **

ACH - UB Jan '19

KW
1/22/19
P 1
apcshdsb01/22/2019 13:52 |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

330 01/26/2019 MANL	103 CITY OF BAINBRIDGE I	228340	13005JAN19	01/01/2019	ACHJAN19	17.40
Invoice: 13005JAN19				309 SHANNON DRIVE		
		17.40	91011768 547500	GG-C/E-PARKS-WTR/SWR		
Invoice: 13006JAN19				228341 13006JAN19	01/01/2019	ACHJAN19 349.96
				308 SHANNON DR DOCK		
		349.96	91011768 547500	GG-C/E-PARKS-WTR/SWR		
Invoice: 10461JAN19				228342 10461JAN19	01/01/2019	ACHJAN19 503.09
				289 SHANNON DRIVE		
		503.09	91011768 547500	GG-C/E-PARKS-WTR/SWR		
Invoice: 10463JAN19				228344 10463JAN19	01/01/2019	ACHJAN19 367.38
				370 BRIEN DRIVE		
		367.38	91011755 547500	GG-C/E-COMMONS-WTR/SWR		
Invoice: 10464JAN19				228346 10464JAN19	01/01/2019	ACHJAN19 297.70
				402 FRIEN DRIVE		
		297.70	91011755 547500	GG-C/E-COMMONS-WTR/SWR		
Invoice: 11753JAN19				228347 11753JAN19	01/01/2019	ACHJAN19 17.40
				5350 CREOSOTE PLACE NE		
		17.40	91011768 547500	GG-C/E-PARKS-WTR/SWR		

CHECK 330 TOTAL: 1,552.93

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 1,552.93

COUNT AMOUNT

TOTAL MANUAL CHECKS 1 1,552.93

*** GRAND TOTAL *** 1,552.93

01/22/2019 13:52 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdab

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	287								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		1,552.93		
01/22/2019	ACHJAN19	ACHJAN			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			1,552.93	
01/22/2019	ACHJAN19	ACHJAN			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL		1,552.93	1,552.93	
APP 631-130000					DUE TO/FROM CLEARING		1,552.93		
01/22/2019	ACHJAN19	ACHJAN							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			1,552.93	
01/22/2019	ACHJAN19	ACHJAN							
					SYSTEM GENERATED ENTRIES TOTAL		1,552.93	1,552.93	
					JOURNAL 2019/01/287 TOTAL		3,105.86	3,105.86	

01/22/2019 13:52 |CITY OF BAINBRIDGE ISLAND
fintemp |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	287	01/22/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		1,552.93
001-213000				GENERAL - ACCOUNTS PAYABLE	1,552.93	
				FUND TOTAL	1,552.93	1,552.93
631 CLEARING FUND	2019 1	287	01/22/2019			
631-130000				DUE TO/FROM CLEARING	1,552.93	
635-111100				CASH		1,552.93
				FUND TOTAL	1,552.93	1,552.93

FUND		DUE TO	DUE FROM
001 GENERAL FUND			1,552.93
631 CLEARING FUND		1,552.93	
	TOTAL	1,552.93	1,552.93

** END OF REPORT - Generated by Khammy Wahaus **

ACH - FA Jan '19

KW
1/22/19

01/22/2019 14:01 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdeb

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

331	01/26/2019	MANL	969 WA ST DEPT OF LICENS	228530	JAN19CPL	01/22/2019		ACHFA01	489.00

Invoice: JAN19CPL

JAN19 CPL TRANSMITTAL

489.00 41654860 586000

GUN PERMIT OUT

CHECK 331 TOTAL: 489.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 489.00

COUNT AMOUNT

TOTAL MANUAL CHECKS	1	489.00

*** GRAND TOTAL *** 489.00

01/22/2019 14:01 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

P 2
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 1 288									
APP 650-213000					ACCOUNTS PAYABLE		489.00		
01/22/2019	ACHFA01	ACHFA			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			489.00	
01/22/2019	ACHFA01	ACHFA			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL		489.00	489.00	
APP 631-130000					DUE TO/FROM CLEARING		489.00		
01/22/2019	ACHFA01	ACHFA							
APP 650-130000					DUE TO/FROM CLEARING			489.00	
01/22/2019	ACHFA01	ACHFA							
					SYSTEM GENERATED ENTRIES TOTAL		489.00	489.00	
					JOURNAL 2019/01/288 TOTAL		978.00	978.00	

01/22/2019 14:01
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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
631 CLEARING FUND	2019 1	288	01/22/2019			
631-130000				DUE TO/FROM CLEARING	489.00	
635-111100				CASH		489.00
				FUND TOTAL	489.00	489.00
650 AGENCY FUND	2019 1	288	01/22/2019			
650-130000				DUE TO/FROM CLEARING		489.00
650-213000				ACCOUNTS PAYABLE	489.00	
				FUND TOTAL	489.00	489.00

FUND		DUE TO	DUE FROM
631	CLEARING FUND	489.00	
650	AGENCY FUND		489.00
TOTAL		489.00	489.00

** END OF REPORT - Generated by Khammy Wahaus **

01/28/2019 08:28 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

VOID

@ 1/28/19

KRS

1-28-19

|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

348816 10/24/2018 VOID 9007 BRENDA FRANKLIN 226197 1065 10/05/2018 -87.20

Invoice: 1065

EX/PORTRAIT: MS

-87.20 31011131 531100

EX-GF-SUPPLIES

CHECK 348816 TOTAL: -87.20

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -87.20

COUNT AMOUNT

TOTAL VOIDED CHECKS 1 87.20

*** GRAND TOTAL *** -87.20

Check never received by payee.
Affidavit received, processing
replacement.

01/28/2019 08:28 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

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 1 360									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			87.20
01/28/2019	348816 VOID					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		87.20	
01/28/2019	348816 VOID					AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		87.20	87.20
APP 631-130000						DUE TO/FROM CLEARING			87.20
01/28/2019 10/21/18	VOID								
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		87.20	
01/28/2019 10/21/18	VOID								
						SYSTEM GENERATED ENTRIES TOTAL		87.20	87.20
						JOURNAL 2019/01/360 TOTAL		174.40	174.40

01/28/2019 08:28
cchristianson

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019	1	360	01/28/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING	87.20	
001-213000				GENERAL - ACCOUNTS PAYABLE		87.20
				FUND TOTAL	87.20	87.20
631 CLEARING FUND	2019	1	360	01/28/2019		
631-130000				DUE TO/FROM CLEARING		87.20
635-111100				CASH	87.20	
				FUND TOTAL	87.20	87.20

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cchristianson

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			87.20
631 CLEARING FUND		87.20	
	TOTAL	87.20	87.20

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

02/05/2019 11:07 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

VOID
2/5/19

KW
2/5/19
|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									
349638	02/05/2019	VOID	9126 A. DOUGLAS EMERICK &	228759	02/01/19	02/01/2019			-35,750.00
Invoice: 02/01/19			ENG/WYATT WAY RECONSTRUCTION						
			-14,864.00	72321952	66100000708	WYATT-MAD TO LOVELL-ROW ACQ			
			-955.00	72321952	64500000708	WYATT-TEMP EASEMENTS			
			-19,931.00	72321952	64940000708	WYATT-MAD TO LOVELL-SETTLEMENT			
								CHECK 349638 TOTAL:	-35,750.00
NUMBER OF CHECKS 1						*** CASH ACCOUNT TOTAL ***			-35,750.00
						COUNT	AMOUNT		
						-----	-----		
TOTAL VOIDED CHECKS						1	35,750.00		
								*** GRAND TOTAL ***	-35,750.00

check # 349638

- Check was voided
due to payee name
was cut off on printed
check.

- corrected vendor name
- ~~reprinted~~ new check printed

CLERK: fintemp

JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 2 21									
APP 301-213000						ACCOUNTS PAYABLE			35,750.00
	02/05/2019	349638	VOID			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		35,750.00	
	02/05/2019	349638	VOID			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								35,750.00	35,750.00
APP 631-130000						DUE TO/FROM CLEARING			35,750.00
	02/05/2019	M020519	VOID						
APP 301-130000						DUE TO/FROM CLEARING		35,750.00	
	02/05/2019	M020519	VOID						
SYSTEM GENERATED ENTRIES TOTAL								35,750.00	35,750.00
JOURNAL 2019/02/21 TOTAL								71,500.00	71,500.00

FUND	YEAR PER	JNL	EFF DATE		DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
301 CAPITAL CONSTRUCTION FUND	2019 2	21	02/05/2019			
301-130000				DUE TO/FROM CLEARING	35,750.00	
301-213000				ACCOUNTS PAYABLE		35,750.00
				FUND TOTAL	35,750.00	35,750.00
631 CLEARING FUND	2019 2	21	02/05/2019			
631-130000				DUE TO/FROM CLEARING		35,750.00
635-111100				CASH	35,750.00	
				FUND TOTAL	35,750.00	35,750.00

02/05/2019 11:07
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
301 CAPITAL CONSTRUCTION FUND			35,750.00
631 CLEARING FUND		35,750.00	
	TOTAL	35,750.00	35,750.00

** END OF REPORT - Generated by Khammy Wahaus **

02/05/2019 13:38 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

VOID
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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

349639 02/05/2019 VOID 333 KITSAP COUNTY AUDITO 228760 403 WYATT WAY - REC 02/01/2019 -216.00
Invoice: 403 WYATT WAY - REC ENG/403 WYATT WAY - REC FEE

-108.00 72321952 64500000708 WYATT-TEMP EASEMENTS
-108.00 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ

228764 502 WYATT WAY 02/01/2019 -216.00
Invoice: 502 WYATT WAY ENG/502 WYATT WAY - REC FEE

-108.00 72321952 64500000708 WYATT-TEMP EASEMENTS
-108.00 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ

CHECK 349639 TOTAL: -432.00

349640 02/05/2019 VOID 316 KC TREASURER 228762 403 WYATT WAY 02/01/2019 -141.18
Invoice: 403 WYATT WAY ENG/403 WYATT WAY RECONSTRUCTION - REET ROW

-70.59 72321952 64500000708 WYATT-TEMP EASEMENTS
-70.59 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ

228763 502 WYATT WAY 02/01/2019 -141.13
Invoice: 502 WYATT WAY ENG/502 WYATT WAY RECONSTRUCTION - REET ROW

-70.56 72321952 64500000708 WYATT-TEMP EASEMENTS
-70.57 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ

CHECK 349640 TOTAL: -282.31

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** -714.31

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	2	714.31

*** GRAND TOTAL *** -714.31

- both checks were voided
because each invoice needed
to have it's own check

- new checks printed

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 2 24										
APP 301-213000							ACCOUNTS PAYABLE			714.31
02/05/2019	349639 VOID						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100							CASH		432.00	
02/05/2019	349639 VOID						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100							CASH		282.31	
02/05/2019	349640 VOID						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									714.31	714.31
APP 631-130000							DUE TO/FROM CLEARING			714.31
02/05/2019	M020519 VOID									
APP 301-130000							DUE TO/FROM CLEARING		714.31	
02/05/2019	M020519 VOID									
SYSTEM GENERATED ENTRIES TOTAL									714.31	714.31
JOURNAL 2019/02/24 TOTAL									1,428.62	1,428.62

FUND	YEAR PER	JNL	EFF DATE		DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
301 CAPITAL CONSTRUCTION FUND	2019 2	24	02/05/2019			
301-130000				DUE TO/FROM CLEARING	714.31	
301-213000				ACCOUNTS PAYABLE		714.31
				FUND TOTAL	714.31	714.31
631 CLEARING FUND	2019 2	24	02/05/2019			
631-130000				DUE TO/FROM CLEARING		714.31
635-111100				CASH	714.31	
				FUND TOTAL	714.31	714.31

FUND		DUE TO	DUE FROM
301 CAPITAL CONSTRUCTION FUND			714.31
631 CLEARING FUND		714.31	
	TOTAL	714.31	714.31

** END OF REPORT - Generated by Khammy Wahaus **

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1/18/19

01/18/2019 10:53 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
349609	01/18/2019	PRTD	7726 AIR MANAGEMENT SOLUT	228503	131840	08/01/2018	21800024	M011819	5,562.82
			Invoice: 131840						
						PW/2018 BUILDING SERVICES			
						4,987.57 73011183 54810000495 BLDG SVCS CONTRACT-CH-MAINT			
						575.25 73425358 54810000495 BLDG SVCS CONTR-WWTP-MAINT			
								CHECK	349609 TOTAL:
									5,562.82
349610	01/18/2019	PRTD	7603 AMERICAN FLEET MAINT	228504	5224AU	12/31/2018	21800106	M011819	3,652.73
			Invoice: 5224AU						
						PW/2018 CHEVROLET COLORADO AFTER			
						1,826.36 73414434 66400000907 2018-LIGHT DUTY P/U-WTR/SWR			
						1,826.37 73424435 66400000907 2018-LIGHT DUTY P/U-WTR/SWR			
								CHECK	349610 TOTAL:
									3,652.73
349611	01/18/2019	PRTD	8604 ANDERSON CONSTRUCTIO	228501	PAYREQ1-914	12/21/2018	21800101	M011819	13,666.95
			Invoice: PAYREQ1-914						
						PW/CH ROOF CLEANING & REPAIR			
						13,666.95 73011183 54810000914 CH ROOF CLEANING/R&M			
								CHECK	349611 TOTAL:
									13,666.95
349612	01/18/2019	PRTD	102 CITY OF BAINBRIDGE I	228502	RETREQ1-914	12/21/2018	21800102	M011819	1,380.50
			Invoice: RETREQ1-914						
						RET/ACI/CH ROOF CLNG & RPR-RET			
						1,380.50 73011183 54810000914 CH ROOF CLEANING/R&M			
								CHECK	349612 TOTAL:
									1,380.50
				NUMBER OF CHECKS	4	*** CASH ACCOUNT TOTAL ***			24,263.00
						COUNT	AMOUNT		

TOTAL PRINTED CHECKS						4	24,263.00		
								*** GRAND TOTAL ***	24,263.00

01/18/2019 10:53 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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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	237								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		20,035.02	
01/18/2019	M011819	011819				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			24,263.00
01/18/2019	M011819	011819				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		2,401.62	
01/18/2019	M011819	011819				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		1,826.36	
01/18/2019	M011819	011819				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								24,263.00	24,263.00
APP 631-130000						DUE TO/FROM CLEARING		24,263.00	
01/18/2019	M011819	011819							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			20,035.02
01/18/2019	M011819	011819							
APP 402-130000						DUE TO/FROM CLEARING			2,401.62
01/18/2019	M011819	011819							
APP 401-130000						DUE TO/FROM CLEARING			1,826.36
01/18/2019	M011819	011819							
SYSTEM GENERATED ENTRIES TOTAL								24,263.00	24,263.00
JOURNAL 2019/01/237 TOTAL								48,526.00	48,526.00

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019	1	237	01/18/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		20,035.02
001-213000				GENERAL - ACCOUNTS PAYABLE	20,035.02	
				FUND TOTAL	20,035.02	20,035.02
401 WATER OPERATING FUND	2019	1	237	01/18/2019		
401-130000				DUE TO/FROM CLEARING		1,826.36
401-213000				ACCOUNTS PAYABLE	1,826.36	
				FUND TOTAL	1,826.36	1,826.36
402 SEWER OPERATING FUND	2019	1	237	01/18/2019		
402-130000				DUE TO/FROM CLEARING		2,401.62
402-213000				ACCOUNTS PAYABLE	2,401.62	
				FUND TOTAL	2,401.62	2,401.62
631 CLEARING FUND	2019	1	237	01/18/2019		
631-130000				DUE TO/FROM CLEARING	24,263.00	
635-111100				CASH		24,263.00
				FUND TOTAL	24,263.00	24,263.00

FUND		DUE TO	DUE FROM
001	GENERAL FUND		20,035.02
401	WATER OPERATING FUND		1,826.36
402	SEWER OPERATING FUND		2,401.62
631	CLEARING FUND	24,263.00	
	TOTAL	24,263.00	24,263.00

** END OF REPORT - Generated by Khammy Wahaus **

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 11/8/19
 |P 1
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 01/18/2019 15:37 |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									
349613	01/18/2019	PRTD	551 CENTURYLINK	228505	5996JAN19	01/07/2019		M011819	80.74
Invoice: 5996JAN19						E-PHONE @ WFP DOCK			
				80.74	91011757 542100	GG-GF-WFP DOCK-PHONE			
								CHECK 349613 TOTAL:	80.74
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***			80.74
						COUNT	AMOUNT		

TOTAL PRINTED CHECKS						1	80.74		
								*** GRAND TOTAL ***	80.74

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 1 258									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		80.74	
01/18/2019	M011819	011819				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			80.74
01/18/2019	M011819	011819				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								80.74	80.74
APP 631-130000						DUE TO/FROM CLEARING		80.74	
01/18/2019	M011819	011819							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			80.74
01/18/2019	M011819	011819							
SYSTEM GENERATED ENTRIES TOTAL								80.74	80.74
JOURNAL 2019/01/258 TOTAL								161.48	161.48

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION					
001 GENERAL FUND	2019	1	258	01/18/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		80.74
001-213000				GENERAL - ACCOUNTS PAYABLE	80.74	
				FUND TOTAL	80.74	80.74
631 CLEARING FUND	2019	1	258	01/18/2019		
631-130000				DUE TO/FROM CLEARING	80.74	
635-111100				CASH		80.74
				FUND TOTAL	80.74	80.74

FUND		DUE TO	DUE FROM
001 GENERAL FUND			80.74
631 CLEARING FUND		80.74	
	TOTAL	80.74	80.74

** END OF REPORT - Generated by Khammy Wahaus **

Manual

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1/22/19

01/22/2019 13:14 |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

349614 01/22/2019 PRD 634 CITY OF BAINBRIDGE I 228529 01/18/19 01/22/2019 M012219 2,088.00
Invoice: 01/18/19 ENG/SEPA AND SHORELINE CLEARING PERMITS
2,088.00 72433438 64980000823 EH@MCDONALD CR PERMITS

CHECK 349614 TOTAL: 2,088.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 2,088.00

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	2,088.00

*** GRAND TOTAL *** 2,088.00

01/22/2019 13:14 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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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 1 285									
APP 403-213000						ACCOUNTS PAYABLE		2,088.00	
01/22/2019	M012219	012219				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			2,088.00
01/22/2019	M012219	012219				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		2,088.00	2,088.00
APP 631-130000						DUE TO/FROM CLEARING		2,088.00	
01/22/2019	M012219	012219							
APP 403-130000						DUE TO/FROM CLEARING			2,088.00
01/22/2019	M012219	012219							
						SYSTEM GENERATED ENTRIES TOTAL		2,088.00	2,088.00
						JOURNAL 2019/01/285 TOTAL		4,176.00	4,176.00

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fintemp

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
403 STORM & SURFACE WATER FUND	2019	1	285	01/22/2019		
403-130000				DUE TO/FROM CLEARING		2,088.00
403-213000				ACCOUNTS PAYABLE	2,088.00	
				FUND TOTAL	2,088.00	2,088.00
631 CLEARING FUND	2019	1	285	01/22/2019		
631-130000				DUE TO/FROM CLEARING	2,088.00	
635-111100				CASH		2,088.00
				FUND TOTAL	2,088.00	2,088.00

01/22/2019 13:14
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			2,088.00
631 CLEARING FUND		2,088.00	
	TOTAL	2,088.00	2,088.00

** END OF REPORT - Generated by Khammy Wahaus **

Manual

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1/23/19
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01/23/2019 09:04 |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									
349615	01/23/2019	PRTD	5819 ISLANDWOOD	228532	01/15/19	01/15/2019		M012219	2,500.00
Invoice: 01/15/19				FINAL CULTURAL FUNDING - COMMUNITY P					
				EX-GF-CULTURAL ARTS & SCIENCES					
				2,500.00	31011732	541100			
						CHECK	349615	TOTAL:	2,500.00
NUMBER OF CHECKS						1	*** CASH ACCOUNT TOTAL ***		2,500.00
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						1	2,500.00		
						*** GRAND TOTAL ***		2,500.00	

01/23/2019 09:04 |CITY OF BAINBRIDGE ISLAND
 fintemp |A/P CASH DISBURSEMENTS JOURNAL

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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 1 291									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		2,500.00	
01/23/2019	M012219	012219				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			2,500.00
01/23/2019	M012219	012219				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								2,500.00	2,500.00
APP 631-130000						DUE TO/FROM CLEARING		2,500.00	
01/23/2019	M012219	012219							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			2,500.00
01/23/2019	M012219	012219							
SYSTEM GENERATED ENTRIES TOTAL								2,500.00	2,500.00
JOURNAL 2019/01/291 TOTAL								5,000.00	5,000.00

01/23/2019 09:04
fintemp

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019	1	291	01/23/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		2,500.00
001-213000				GENERAL - ACCOUNTS PAYABLE	2,500.00	
				FUND TOTAL	2,500.00	2,500.00
631 CLEARING FUND	2019	1	291	01/23/2019		
631-130000				DUE TO/FROM CLEARING	2,500.00	
635-111100				CASH		2,500.00
				FUND TOTAL	2,500.00	2,500.00

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fintemp

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			2,500.00
631 CLEARING FUND		2,500.00	
	TOTAL	2,500.00	2,500.00

** END OF REPORT - Generated by Khammy Wahaus **

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01/23/2019 10:23 |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		
349616	01/23/2019	PRTD	176 WA ST DEPT OF LABOR	228538	2018-Q4	01/22/2019	M012319	63.39
Invoice: 2018-Q4						2018 Q4 VOLUNTEER HOURS		
				15.63	72011321 520000	ENG - C/E ADMIN BENEFITS		
				45.63	51011211 520000	PD-C/E ADMIN-BENEFITS		
				2.13	91011176 520000	GG-C/E-WORKERS COMP SVC-ADMIN		
						CHECK	349616 TOTAL:	63.39
NUMBER OF CHECKS						1	*** CASH ACCOUNT TOTAL ***	63.39
						COUNT	AMOUNT	
TOTAL PRINTED CHECKS						1	63.39	
						*** GRAND TOTAL ***		63.39

CLERK: fintemp

JOURNAL ENTRIES TO BE CREATED

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	295							
APP	001-213000							GENERAL - ACCOUNTS PAYABLE	63.39
	01/23/2019	M012319	012319					AP CASH DISBURSEMENTS JOURNAL	
APP	635-111100							CASH	63.39
	01/23/2019	M012319	012319					AP CASH DISBURSEMENTS JOURNAL	
								GENERAL LEDGER TOTAL	63.39 63.39
APP	631-130000							DUE TO/FROM CLEARING	63.39
	01/23/2019	M012319	012319						
APP	001-130000							GENERAL - DUE TO/FROM CLEARING	63.39
	01/23/2019	M012319	012319						
								SYSTEM GENERATED ENTRIES TOTAL	63.39 63.39
								JOURNAL 2019/01/295 TOTAL	126.78 126.78

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
001 GENERAL FUND	2019	1	295	01/23/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		63.39
001-213000					GENERAL - ACCOUNTS PAYABLE	63.39	
					FUND TOTAL	63.39	63.39
631 CLEARING FUND	2019	1	295	01/23/2019			
631-130000					DUE TO/FROM CLEARING	63.39	
635-111100					CASH		63.39
					FUND TOTAL	63.39	63.39

FUND		DUE TO	DUE FROM
001	GENERAL FUND		63.39
631	CLEARING FUND	63.39	
TOTAL		63.39	63.39

** END OF REPORT - Generated by Khammy Wahaus **

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01/23/2019 10:28 |CITY OF BAINBRIDGE ISLAND |P 1
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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

349617 01/23/2019 PRD 551 CENTURYLINK 228544 6124JAN19 01/16/2019 M012319 58.32
Invoice: 6124JAN19
58.32 91411891 542100 WEAVER PRV WATER TELEMETRY
GG-WTR-FAC-PHONE

CHECK 349617 TOTAL: 58.32

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 58.32

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 58.32

*** GRAND TOTAL *** 58.32

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 1 301									
APP 401-213000						ACCOUNTS PAYABLE		58.32	
01/23/2019	M012319	012319				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			58.32
01/23/2019	M012319	012319				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								58.32	58.32
APP 631-130000						DUE TO/FROM CLEARING		58.32	
01/23/2019	M012319	012319							
APP 401-130000						DUE TO/FROM CLEARING			58.32
01/23/2019	M012319	012319							
SYSTEM GENERATED ENTRIES TOTAL								58.32	58.32
JOURNAL 2019/01/301 TOTAL								116.64	116.64

FUND		YEAR	PER	JNL	EFF DATE		DEBIT	CREDIT
ACCOUNT		ACCOUNT DESCRIPTION						
401	WATER OPERATING FUND	2019	1	301	01/23/2019			
	401-130000				DUE TO/FROM CLEARING			58.32
	401-213000				ACCOUNTS PAYABLE		58.32	
					FUND TOTAL		58.32	58.32
631	CLEARING FUND	2019	1	301	01/23/2019			
	631-130000				DUE TO/FROM CLEARING		58.32	
	635-111100				CASH			58.32
					FUND TOTAL		58.32	58.32

FUND	DUE TO	DUE FROM

401 WATER OPERATING FUND		58.32
631 CLEARING FUND	58.32	
	-----	-----
TOTAL	58.32	58.32

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fintemp |A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE DTL DESC

349618	01/23/2019	PRTD	64 BAINBRIDGE ISLAND AR	228546	11/17/18	11/17/2018	M012319		5,907.11
Invoice: 11/17/18						2018 LTAC: CELLULOID BAINBRIDGE			
5,907.11						91140573 541100		GG-TOUR-PROF SERVICES	

CHECK 349618 TOTAL: 5,907.11

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 5,907.11

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	5,907.11

*** GRAND TOTAL *** 5,907.11

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fintemp |A/P CASH DISBURSEMENTS JOURNAL

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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 1 305									
APP 104-213000						CIVIC IMPR - ACCOUNTS PAYABLE		5,907.11	
01/23/2019	M012319	012319				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			5,907.11
01/23/2019	M012319	012319				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								5,907.11	5,907.11
APP 631-130000						DUE TO/FROM CLEARING		5,907.11	
01/23/2019	M012319	012319							
APP 104-130000						CIVIC IMPR DUE TO/FROM CLEAR'G			5,907.11
01/23/2019	M012319	012319							
SYSTEM GENERATED ENTRIES TOTAL								5,907.11	5,907.11
JOURNAL 2019/01/305 TOTAL								11,814.22	11,814.22

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JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
104	CIVIC IMPROVEMENT FUND	2019	1	305	01/23/2019			
	104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G		5,907.11
	104-213000					CIVIC IMPR - ACCOUNTS PAYABLE	5,907.11	
						FUND TOTAL	5,907.11	5,907.11
631	CLEARING FUND	2019	1	305	01/23/2019			
	631-130000					DUE TO/FROM CLEARING	5,907.11	
	635-111100					CASH		5,907.11
						FUND TOTAL	5,907.11	5,907.11

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|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
104	CIVIC IMPROVEMENT FUND		5,907.11
631	CLEARING FUND	5,907.11	
	TOTAL	5,907.11	5,907.11

** END OF REPORT - Generated by Khammy Wahaus **

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CHECK	349619	TOTAL:	490.50

CHECK	349620	TOTAL:	2,865.56

CHECK 349621 TOTAL: 903.43

NUMBER OF CHECKS	3	*** CASH ACCOUNT TOTAL ***	4,259.49

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	4,259.49

*** GRAND TOTAL *** 4,259.49

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fintemp |A/P CASH DISBURSEMENTS JOURNAL

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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 1 356									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		4,259.49	
01/28/2019	M012519	012519				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			4,259.49
01/28/2019	M012519	012519				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		4,259.49	4,259.49
APP 631-130000						DUE TO/FROM CLEARING		4,259.49	
01/28/2019	M012519	012519				GENERAL - DUE TO/FROM CLEARING			4,259.49
APP 001-130000									
01/28/2019	M012519	012519				SYSTEM GENERATED ENTRIES TOTAL		4,259.49	4,259.49
						JOURNAL 2019/01/356 TOTAL		8,518.98	8,518.98

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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	356	01/28/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		4,259.49
001-213000					GENERAL - ACCOUNTS PAYABLE	4,259.49	
						-----	-----
					FUND TOTAL	4,259.49	4,259.49
631 CLEARING FUND	2019	1	356	01/28/2019			
631-130000					DUE TO/FROM CLEARING	4,259.49	
635-111100					CASH		4,259.49
						-----	-----
					FUND TOTAL	4,259.49	4,259.49

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|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			4,259.49
631 CLEARING FUND		4,259.49	
	TOTAL	4,259.49	4,259.49

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fintemp |A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE DTL DESC

349622 01/28/2019 PRD 4638 BAINBRIDGE PERFORMIN 228645 1299 07/13/2018 M012819 7,500.00
Invoice: 1299 EX/ 2018 Q1-Q2 CULTURAL FUNDING - OPERATING S
7,500.00 31011732 541100 EX-GF-CULTURAL ARTS & SCIENCES

CHECK 349622 TOTAL: 7,500.00

349623 01/28/2019 PRD 64 BAINBRIDGE ISLAND AR 228643 1871 - 1872 11/20/2018 M012819 2,500.00
Invoice: 1871 - 1872 EX/FINAL PAYMENT - CULTURAL FUNDING - OPERATING S
2,500.00 31011732 541100 EX-GF-CULTURAL ARTS & SCIENCES

CHECK 349623 TOTAL: 2,500.00

349624 01/28/2019 PRD 9007 BRENDA FRANKLIN 226197 1065 10/05/2018 M012819 87.20
Invoice: 1065 EX/ PORTRAIT: MS
87.20 31011131 531100 EX-GF-SUPPLIES

CHECK 349624 TOTAL: 87.20

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 10,087.20

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	10,087.20

*** GRAND TOTAL *** 10,087.20

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fintemp

|CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR	PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2019	1	371										
APP	001-213000								GENERAL - ACCOUNTS PAYABLE		10,087.20	
	01/28/2019	M012819		012819					AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100								CASH			10,087.20
	01/28/2019	M012819		012819					AP CASH DISBURSEMENTS JOURNAL			
									GENERAL LEDGER TOTAL		10,087.20	10,087.20
APP	631-130000								DUE TO/FROM CLEARING		10,087.20	
	01/28/2019	M012819		012819								
APP	001-130000								GENERAL - DUE TO/FROM CLEARING			10,087.20
	01/28/2019	M012819		012819								
									SYSTEM GENERATED ENTRIES TOTAL		10,087.20	10,087.20
									JOURNAL 2019/01/371 TOTAL		20,174.40	20,174.40

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fintemp |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019	1	371	01/28/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		10,087.20
001-213000				GENERAL - ACCOUNTS PAYABLE	10,087.20	
				FUND TOTAL	10,087.20	10,087.20
631 CLEARING FUND	2019	1	371	01/28/2019		
631-130000				DUE TO/FROM CLEARING	10,087.20	
635-111100				CASH		10,087.20
				FUND TOTAL	10,087.20	10,087.20

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			10,087.20
631 CLEARING FUND		10,087.20	
	TOTAL	10,087.20	10,087.20

** END OF REPORT - Generated by Khammy Wahaus **

Manual

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01/28/2019 14:10 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE DTL DESC

349625 01/28/2019 PRD 8811 REMOTE MEDICINE INC. 228646 INV28609 10/19/2018 M012819 12,409.65
Invoice: INV28609 EX/OCT 2018 WFR COURSE

12,409.65 31011256 541100 EX-GF-EMERG PREP-PROF SVCS

CHECK 349625 TOTAL: 12,409.65

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 12,409.65

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 12,409.65

*** GRAND TOTAL *** 12,409.65

01/28/2019 14:10 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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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	375							
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		12,409.65	
	01/28/2019	M012819	012819			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			12,409.65
	01/28/2019	M012819	012819			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		12,409.65	12,409.65
APP 631-130000						DUE TO/FROM CLEARING		12,409.65	
	01/28/2019	M012819	012819						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			12,409.65
	01/28/2019	M012819	012819						
						SYSTEM GENERATED ENTRIES TOTAL		12,409.65	12,409.65
						JOURNAL 2019/01/375 TOTAL		24,819.30	24,819.30

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fintemp

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019	1	375	01/28/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		12,409.65
001-213000				GENERAL - ACCOUNTS PAYABLE	12,409.65	
				FUND TOTAL	12,409.65	12,409.65
631 CLEARING FUND	2019	1	375	01/28/2019		
631-130000				DUE TO/FROM CLEARING	12,409.65	
635-111100				CASH		12,409.65
				FUND TOTAL	12,409.65	12,409.65

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			12,409.65
631 CLEARING FUND		12,409.65	
	TOTAL	12,409.65	12,409.65

** END OF REPORT - Generated by Khammy Wahaus **

Manual
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 |apcshdsb

01/29/2019 15:55 |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

349626 01/29/2019 PRD 9119 RAIDER TACTICAL UBI# 228677 10-19-A 01/08/2019 M012919 500.00
 Invoice: 10-19-A POL/WR-GS1 TRAINING - LEWIS

500.00 53011212 443410 POLICE - C/E PATROL TRAINING

CHECK 349626 TOTAL: 500.00

349627 01/29/2019 PRD 5271 WASHINGTON WATER SER 228676 4815979187-JAN19 01/18/2019 M012919 154.75
 Invoice: 4815979187-JAN19 JAN19 DECANT FACILITY WATER

154.75 91435838 547500 GG-DECANT-WATER/SEWER

CHECK 349627 TOTAL: 154.75

349628 01/29/2019 PRD 710 WCIA 228675 14278 01/01/2019 M012919 393,746.00
 Invoice: 14278 2019 INSURANCE

175,426.74 91011182 546000 GG-C/E-INSURANCE
 53,020.58 91111182 546000 GG-STREET-INSURANCE
 17,413.63 91411182 546000 GG-WTR-INSURANCE
 47,946.64 91421182 546000 GG-SWR-INSURANCE
 3,472.36 91426355 546000 GG-SIS-INSURANCE
 23,537.71 91431182 546000 GG-SSWM-INSURANCE
 485.64 91435838 546000 GG-DECANT-INSURANCE
 54,208.93 91470182 546000 GG-DEV-INSURANCE
 18,233.77 91471182 546000 GG-BLDG-INSURANCE

CHECK 349628 TOTAL: 393,746.00

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 394,400.75

COUNT AMOUNT

TOTAL PRINTED CHECKS 3 394,400.75

*** GRAND TOTAL *** 394,400.75

01/29/2019 15:55 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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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 1 391									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		175,926.74	
01/29/2019	M012919	012919				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			394,400.75
01/29/2019	M012919	012919				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		24,178.10	
01/29/2019	M012919	012919				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		53,020.58	
01/29/2019	M012919	012919				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		17,413.63	
01/29/2019	M012919	012919				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		51,419.00	
01/29/2019	M012919	012919				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		72,442.70	
01/29/2019	M012919	012919				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								394,400.75	394,400.75
APP 631-130000						DUE TO/FROM CLEARING		394,400.75	
01/29/2019	M012919	012919							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			175,926.74
01/29/2019	M012919	012919							
APP 403-130000						DUE TO/FROM CLEARING			24,178.10
01/29/2019	M012919	012919							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			53,020.58
01/29/2019	M012919	012919							
APP 401-130000						DUE TO/FROM CLEARING			17,413.63
01/29/2019	M012919	012919							
APP 402-130000						DUE TO/FROM CLEARING			51,419.00
01/29/2019	M012919	012919							
APP 407-130000						DUE TO/FROM CLEARING			72,442.70
01/29/2019	M012919	012919							
SYSTEM GENERATED ENTRIES TOTAL								394,400.75	394,400.75
JOURNAL 2019/01/391 TOTAL								788,801.50	788,801.50

01/29/2019 15:55 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019	1	391	01/29/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		175,926.74
001-213000				GENERAL - ACCOUNTS PAYABLE	175,926.74	
				FUND TOTAL	175,926.74	175,926.74
101 STREET FUND	2019	1	391	01/29/2019		
101-130000				STREETS - DUE TO/FROM CLEARING		53,020.58
101-213000				STREETS - ACCOUNTS PAYABLE	53,020.58	
				FUND TOTAL	53,020.58	53,020.58
401 WATER OPERATING FUND	2019	1	391	01/29/2019		
401-130000				DUE TO/FROM CLEARING		17,413.63
401-213000				ACCOUNTS PAYABLE	17,413.63	
				FUND TOTAL	17,413.63	17,413.63
402 SEWER OPERATING FUND	2019	1	391	01/29/2019		
402-130000				DUE TO/FROM CLEARING		51,419.00
402-213000				ACCOUNTS PAYABLE	51,419.00	
				FUND TOTAL	51,419.00	51,419.00
403 STORM & SURFACE WATER FUND	2019	1	391	01/29/2019		
403-130000				DUE TO/FROM CLEARING		24,178.10
403-213000				ACCOUNTS PAYABLE	24,178.10	
				FUND TOTAL	24,178.10	24,178.10
407 BUILDING & DEVELOPMENT FUND	2019	1	391	01/29/2019		
407-130000				DUE TO/FROM CLEARING		72,442.70
407-213000				ACCOUNTS PAYABLE	72,442.70	
				FUND TOTAL	72,442.70	72,442.70
631 CLEARING FUND	2019	1	391	01/29/2019		
631-130000				DUE TO/FROM CLEARING	394,400.75	
635-111100				CASH		394,400.75
				FUND TOTAL	394,400.75	394,400.75

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		175,926.74
101	STREET FUND		53,020.58
401	WATER OPERATING FUND		17,413.63
402	SEWER OPERATING FUND		51,419.00
403	STORM & SURFACE WATER FUND		24,178.10
407	BUILDING & DEVELOPMENT FUND		72,442.70
631	CLEARING FUND	394,400.75	
	TOTAL	394,400.75	394,400.75

** END OF REPORT - Generated by Khammy Wahaus **

Manual
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11/30/19

01/30/2019 10:11 |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

349629 01/30/2019 PRD 45 BAINBRIDGE ISLAND CH 228681 01/18/19 01/18/2019 M012919 9,591.69
Invoice: 01/18/19
9,591.69 91140573 541100 FINAL 2018 LTAC: VISITOR INFORMATION
GG-TOUR-PROF SERVICES

CHECK 349629 TOTAL: 9,591.69

349630 01/30/2019 PRD 9122 CITY OF PORT ANGELES 228680 62316 01/25/2019 M012919 11.96
Invoice: 62316
11.96 36011143 443410 EXCC/ORMCA LUNCH MEETING 1/24/19
CLERK-GF-TRAINING

CHECK 349630 TOTAL: 11.96

349631 01/30/2019 PRD 1971 KELLEY IMAGING SYSTE 228678 IN482445 01/17/2019 M012919 302.96
Invoice: IN482445
151.48 51011211 548100 POL/COLOR OVERAGE CHARGES
60.60 52011212 548100 PD-C/E-ADMIN REPAIRS
90.88 53011212 548100 POLICE - C/E INVEST REPAIRS
POLICE - C/E PATROL MAINTENANC

CHECK 349631 TOTAL: 302.96

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 9,906.61

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	9,906.61

*** GRAND TOTAL *** 9,906.61

01/30/2019 10:11 |CITY OF BAINBRIDGE ISLAND
 fintemp |A/P CASH DISBURSEMENTS JOURNAL

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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 1 413									
APP 104-213000						CIVIC IMPR - ACCOUNTS PAYABLE		9,591.69	
01/30/2019	M012919	012919				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			9,906.61
01/30/2019	M012919	012919				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		314.92	
01/30/2019	M012919	012919				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								9,906.61	9,906.61
APP 631-130000						DUE TO/FROM CLEARING		9,906.61	
01/30/2019	M012919	012919							
APP 104-130000						CIVIC IMPR DUE TO/FROM CLEAR'G			9,591.69
01/30/2019	M012919	012919							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			314.92
01/30/2019	M012919	012919							
SYSTEM GENERATED ENTRIES TOTAL								9,906.61	9,906.61
JOURNAL 2019/01/413 TOTAL								19,813.22	19,813.22

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019	1	413	01/30/2019		
001-130000				GENERAL - DUE TO/FROM CLEARING		314.92
001-213000				GENERAL - ACCOUNTS PAYABLE	314.92	
				FUND TOTAL	314.92	314.92
104 CIVIC IMPROVEMENT FUND	2019	1	413	01/30/2019		
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		9,591.69
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	9,591.69	
				FUND TOTAL	9,591.69	9,591.69
631 CLEARING FUND	2019	1	413	01/30/2019		
631-130000				DUE TO/FROM CLEARING	9,906.61	
635-111100				CASH		9,906.61
				FUND TOTAL	9,906.61	9,906.61

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fintemp |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			314.92
104 CIVIC IMPROVEMENT FUND			9,591.69
631 CLEARING FUND		9,906.61	
	TOTAL	9,906.61	9,906.61

** END OF REPORT - Generated by Khammy Wahaus **

Manual
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 11/30/19

01/30/2019 13:20 |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

349632 01/30/2019 PRD 8889 BAINBRIDGE ARTISAN R 228682 12/31/18 01/30/2019 M013019 7,500.00
 Invoice: 12/31/18 EX/CULTURAL FUNDING Q1-4 2018
 7,500.00 31011732 541100 EX-GF-CULTURAL ARTS & SCIENCES
 CHECK 349632 TOTAL: 7,500.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 7,500.00

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	7,500.00

*** GRAND TOTAL *** 7,500.00

01/30/2019 13:20 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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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	415								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		7,500.00	
01/30/2019	M013019	013019				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			7,500.00
01/30/2019	M013019	013019				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		7,500.00	7,500.00
APP 631-130000						DUE TO/FROM CLEARING		7,500.00	
01/30/2019	M013019	013019							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			7,500.00
01/30/2019	M013019	013019							
						SYSTEM GENERATED ENTRIES TOTAL		7,500.00	7,500.00
						JOURNAL 2019/01/415 TOTAL		15,000.00	15,000.00

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 1	415	01/30/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		7,500.00
001-213000				GENERAL - ACCOUNTS PAYABLE	7,500.00	
				FUND TOTAL	7,500.00	7,500.00
631 CLEARING FUND	2019 1	415	01/30/2019			
631-130000				DUE TO/FROM CLEARING	7,500.00	
635-111100				CASH		7,500.00
				FUND TOTAL	7,500.00	7,500.00

FUND		DUE TO	DUE FROM
001 GENERAL FUND			7,500.00
631 CLEARING FUND		7,500.00	
	TOTAL	7,500.00	7,500.00

** END OF REPORT - Generated by Khammy Wahaus **

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1/31/19

01/31/2019 09:53 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

|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

349633 01/31/2019 PRD 7849 LAW OFFICE OF THOMAS 228642 01/19/19 01/19/2019 M012819 4,484.38
Invoice: 01/19/19 LEGAL/JAN 2019 PUBLIC DEFENDER SERVICES
4,484.38 32011281 541113 LGL-PUBLIC DEFENDER

CHECK 349633 TOTAL: 4,484.38

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 4,484.38

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	4,484.38

*** GRAND TOTAL *** 4,484.38

01/31/2019 09:53 |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 1 424									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		4,484.38	
01/31/2019 M012819		012819				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			4,484.38
01/31/2019 M012819		012819				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		4,484.38	4,484.38
APP 631-130000						DUE TO/FROM CLEARING		4,484.38	
01/31/2019 M012819		012819							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			4,484.38
01/31/2019 M012819		012819							
						SYSTEM GENERATED ENTRIES TOTAL		4,484.38	4,484.38
						JOURNAL 2019/01/424 TOTAL		8,968.76	8,968.76

01/31/2019 09:53
fintemp

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 1	424	01/31/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		4,484.38
001-213000				GENERAL - ACCOUNTS PAYABLE	4,484.38	
				FUND TOTAL	4,484.38	4,484.38
631 CLEARING FUND	2019 1	424	01/31/2019			
631-130000				DUE TO/FROM CLEARING	4,484.38	
635-111100				CASH		4,484.38
				FUND TOTAL	4,484.38	4,484.38

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

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			4,484.38
631 CLEARING FUND		4,484.38	
TOTAL		4,484.38	4,484.38

** END OF REPORT - Generated by Khammy Wahaus **

Manual

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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

INVOICE DTL DESC

349634	01/31/2019	PRTD	9124 CHRISTIANSEN LP	228697	PLN51110	01/30/2019	M013019	414.00
Invoice: PLN51110						PERMIT FEE REFUND PLN51110		

414.00	47047	345810	ZONING & SUBDIVISION FE

CHECK	349634	TOTAL:	414.00

NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	414.00

	COUNT	AMOUNT
	-----	-----
TOTAL PRINTED CHECKS	1	414.00

*** GRAND TOTAL ***	414.00

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fintemp |A/P CASH DISBURSEMENTS JOURNAL

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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 1 425									
APP 407-213000						ACCOUNTS PAYABLE		414.00	
01/31/2019	M013019	013019				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			414.00
01/31/2019	M013019	013019				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		414.00	414.00
APP 631-130000						DUE TO/FROM CLEARING		414.00	
01/31/2019	M013019	013019				DUE TO/FROM CLEARING			414.00
APP 407-130000									
01/31/2019	M013019	013019							
						SYSTEM GENERATED ENTRIES TOTAL		414.00	414.00
						JOURNAL 2019/01/425 TOTAL		828.00	828.00

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
407 BUILDING & DEVELOPMENT FUND	2019 1	425	01/31/2019			
407-130000				DUE TO/FROM CLEARING		414.00
407-213000				ACCOUNTS PAYABLE	414.00	
				FUND TOTAL	414.00	414.00
631 CLEARING FUND	2019 1	425	01/31/2019			
631-130000				DUE TO/FROM CLEARING	414.00	
635-111100				CASH		414.00
				FUND TOTAL	414.00	414.00

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

JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FROM
407 BUILDING & DEVELOPMENT FUND			414.00
631 CLEARING FUND		414.00	
	TOTAL	414.00	414.00

** END OF REPORT - Generated by Khammy Wahaus **

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11/31/19

01/31/2019 10:04 |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

349635 01/31/2019 PRD 64 BAINBRIDGE ISLAND AR 228699 1873 01/28/2019 M013119 9,000.00
Invoice: 1873 EX/ADMIN & PUBLIC ART PROG MGMT SVCS 11/1-12/1/18
9,000.00 31024759 54110200297 PUBLIC ART-MNGT SVCS

CHECK 349635 TOTAL: 9,000.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 9,000.00

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	9,000.00

*** GRAND TOTAL *** 9,000.00

01/31/2019 10:04
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|CITY OF BAINBRIDGE ISLAND
|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 1 426									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		9,000.00	
01/31/2019 M013119		013119				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			9,000.00
01/31/2019 M013119		013119				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		9,000.00	9,000.00
APP 631-130000						DUE TO/FROM CLEARING		9,000.00	
01/31/2019 M013119		013119							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			9,000.00
01/31/2019 M013119		013119							
						SYSTEM GENERATED ENTRIES TOTAL		9,000.00	9,000.00
						JOURNAL 2019/01/426 TOTAL		18,000.00	18,000.00

01/31/2019 10:04
fintemp

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

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2019 1	426	01/31/2019			
	001-130000				GENERAL - DUE TO/FROM CLEARING		9,000.00
	001-213000				GENERAL - ACCOUNTS PAYABLE	9,000.00	
					FUND TOTAL	9,000.00	9,000.00
631	CLEARING FUND	2019 1	426	01/31/2019			
	631-130000				DUE TO/FROM CLEARING	9,000.00	
	635-111100				CASH		9,000.00
					FUND TOTAL	9,000.00	9,000.00

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			9,000.00
631 CLEARING FUND		9,000.00	
	TOTAL	9,000.00	9,000.00

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2/1/19

02/01/2019 07:56 |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

349636 02/01/2019 PRD 4109 KITSAP COUNTY AUDITO 228719 12/28/18 12/28/2018 M013119 10,003.83
Invoice: 12/28/18 NOV 6 2018 GEN ELECTION COSTS
10,003.83 91011117 551000 COUNCIL - ELECTION SERVICES

CHECK 349636 TOTAL: 10,003.83

349637 02/01/2019 PRD 8995 TITAN EARTHWORK, LLC 228721 PAYREQ3-780/800 01/29/2019 21800086 M013119 130,963.69
Invoice: PAYREQ3-780/800 CORE 40 MILLER - FLETCHER BAY
55,321.71 72334562 66300000780 C40-FLETCHER BAY-CONSTR
75,641.98 72334562 66300000800 C40-MILLER RD-CONSTR

CHECK 349637 TOTAL: 130,963.69

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 140,967.52

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	140,967.52

*** GRAND TOTAL *** 140,967.52

02/01/2019 07:56 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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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	2	6							
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		10,003.83	
	02/01/2019	M013119	013119			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			140,967.52
	02/01/2019	M013119	013119			AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000						ACCOUNTS PAYABLE		130,963.69	
	02/01/2019	M013119	013119			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								140,967.52	140,967.52
APP 631-130000						DUE TO/FROM CLEARING		140,967.52	
	02/01/2019	M013119	013119						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			10,003.83
	02/01/2019	M013119	013119						
APP 301-130000						DUE TO/FROM CLEARING			130,963.69
	02/01/2019	M013119	013119						
SYSTEM GENERATED ENTRIES TOTAL								140,967.52	140,967.52
JOURNAL 2019/02/6 TOTAL								281,935.04	281,935.04

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 2	6	02/01/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		10,003.83
001-213000				GENERAL - ACCOUNTS PAYABLE	10,003.83	
				FUND TOTAL	10,003.83	10,003.83
301 CAPITAL CONSTRUCTION FUND	2019 2	6	02/01/2019			
301-130000				DUE TO/FROM CLEARING		130,963.69
301-213000				ACCOUNTS PAYABLE	130,963.69	
				FUND TOTAL	130,963.69	130,963.69
631 CLEARING FUND	2019 2	6	02/01/2019			
631-130000				DUE TO/FROM CLEARING	140,967.52	
635-111100				CASH		140,967.52
				FUND TOTAL	140,967.52	140,967.52

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		10,003.83
301	CAPITAL CONSTRUCTION FUND		130,963.69
631	CLEARING FUND	140,967.52	
	TOTAL	140,967.52	140,967.52

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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

349638 02/05/2019 PRTD 9126 A. DOUGLAS EMERICK & 228759 02/01/19 02/01/2019 M020519 35,750.00
Invoice: 02/01/19

ENG/WYATT WAY RECONSTRUCTION
14,864.00 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ
955.00 72321952 64500000708 WYATT-TEMP EASEMENTS
19,931.00 72321952 64940000708 WYATT-MAD TO LOVELL-SETTLEMENT

CHECK 349638 TOTAL: 35,750.00

349639 02/05/2019 PRTD 333 KITSAP COUNTY AUDITO 228760 403 WYATT WAY - REC 02/01/2019 M020519 216.00
Invoice: 403 WYATT WAY - REC

ENG/403 WYATT WAY - REC FEE
108.00 72321952 64500000708 WYATT-TEMP EASEMENTS
108.00 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ

228764 502 WYATT WAY 02/01/2019 M020519 216.00
Invoice: 502 WYATT WAY

ENG/502 WYATT WAY - REC FEE
108.00 72321952 64500000708 WYATT-TEMP EASEMENTS
108.00 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ

CHECK 349639 TOTAL: 432.00

349640 02/05/2019 PRTD 316 KC TREASURER 228762 403 WYATT WAY 02/01/2019 M020519 141.18
Invoice: 403 WYATT WAY

ENG/403 WYATT WAY RECONSTRUCTION - REET ROW
70.59 72321952 64500000708 WYATT-TEMP EASEMENTS
70.59 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ

228763 502 WYATT WAY 02/01/2019 M020519 141.13
Invoice: 502 WYATT WAY

ENG/502 WYATT WAY RECONSTRUCTION - REET ROW
70.56 72321952 64500000708 WYATT-TEMP EASEMENTS
70.57 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ

CHECK 349640 TOTAL: 282.31

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 36,464.31

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	36,464.31

*** GRAND TOTAL *** 36,464.31

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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 2 20									
APP 301-213000						ACCOUNTS PAYABLE		36,464.31	
02/05/2019	M020519	020519				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			36,464.31
02/05/2019	M020519	020519				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		36,464.31	36,464.31
APP 631-130000						DUE TO/FROM CLEARING		36,464.31	
02/05/2019	M020519	020519							
APP 301-130000						DUE TO/FROM CLEARING			36,464.31
02/05/2019	M020519	020519							
						SYSTEM GENERATED ENTRIES TOTAL		36,464.31	36,464.31
						JOURNAL 2019/02/20 TOTAL		72,928.62	72,928.62

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
301 CAPITAL CONSTRUCTION FUND	2019 2	20	02/05/2019			
301-130000				DUE TO/FROM CLEARING		36,464.31
301-213000				ACCOUNTS PAYABLE	36,464.31	
				FUND TOTAL	36,464.31	36,464.31
631 CLEARING FUND	2019 2	20	02/05/2019			
631-130000				DUE TO/FROM CLEARING	36,464.31	
635-111100				CASH		36,464.31
				FUND TOTAL	36,464.31	36,464.31

FUND		DUE TO	DUE FROM
301 CAPITAL CONSTRUCTION FUND			36,464.31
631 CLEARING FUND		36,464.31	
TOTAL		36,464.31	36,464.31

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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

349641 02/05/2019 PRD 9126 A. DOUGLAS EMERICK 228759 02/01/19 02/01/2019 M020519 35,750.00
Invoice: 02/01/19 ENG/WYATT WAY RECONSTRUCTION

14,864.00 72321952 66100000708 WYATT-MAD TO LOVELL-ROW ACQ
955.00 72321952 64500000708 WYATT-TEMP EASEMENTS
19,931.00 72321952 64940000708 WYATT-MAD TO LOVELL-SETTLEMENT

CHECK 349641 TOTAL: 35,750.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 35,750.00

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	35,750.00

*** GRAND TOTAL *** 35,750.00

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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 2 23									
APP 301-213000						ACCOUNTS PAYABLE		35,750.00	
02/05/2019	M020519	020519				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			35,750.00
02/05/2019	M020519	020519				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		35,750.00	35,750.00
APP 631-130000						DUE TO/FROM CLEARING		35,750.00	
02/05/2019	M020519	020519							
APP 301-130000						DUE TO/FROM CLEARING			35,750.00
02/05/2019	M020519	020519							
						SYSTEM GENERATED ENTRIES TOTAL		35,750.00	35,750.00
						JOURNAL 2019/02/23 TOTAL		71,500.00	71,500.00

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
301 CAPITAL CONSTRUCTION FUND	2019 2	23	02/05/2019			
301-130000				DUE TO/FROM CLEARING		35,750.00
301-213000				ACCOUNTS PAYABLE	35,750.00	
				FUND TOTAL	35,750.00	35,750.00
631 CLEARING FUND	2019 2	23	02/05/2019			
631-130000				DUE TO/FROM CLEARING	35,750.00	
635-111100				CASH		35,750.00
				FUND TOTAL	35,750.00	35,750.00

FUND		DUE TO	DUE FROM
301 CAPITAL CONSTRUCTION FUND			35,750.00
631 CLEARING FUND		35,750.00	
	TOTAL	35,750.00	35,750.00

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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													

349642	02/05/2019	PRTD 333 KITSAP COUNTY AUDITO	228760	403 WYATT WAY - REC	02/01/2019		M020519					216.00	
Invoice: 403 WYATT WAY - REC				ENG/403 WYATT WAY - REC FEE									
				108.00	72321952	64500000708	WYATT-TEMP EASEMENTS						
				108.00	72321952	66100000708	WYATT-MAD TO LOVELL-ROW ACQ						
							CHECK	349642 TOTAL:			216.00		
349643	02/05/2019	PRTD 333 KITSAP COUNTY AUDITO	228764	502 WYATT WAY	02/01/2019		M020519					216.00	
Invoice: 502 WYATT WAY				ENG/502 WYATT WAY - REC FEE									
				108.00	72321952	64500000708	WYATT-TEMP EASEMENTS						
				108.00	72321952	66100000708	WYATT-MAD TO LOVELL-ROW ACQ						
							CHECK	349643 TOTAL:			216.00		
349644	02/05/2019	PRTD 316 KC TREASURER	228762	403 WYATT WAY	02/01/2019		M020519					141.18	
Invoice: 403 WYATT WAY				ENG/403 WYATT WAY RECONSTRUCTION - REET ROW									
				70.59	72321952	64500000708	WYATT-TEMP EASEMENTS						
				70.59	72321952	66100000708	WYATT-MAD TO LOVELL-ROW ACQ						
							CHECK	349644 TOTAL:			141.18		
349645	02/05/2019	PRTD 316 KC TREASURER	228763	502 WYATT WAY	02/01/2019		M020519					141.13	
Invoice: 502 WYATT WAY				ENG/502 WYATT WAY RECONSTRUCTION - REET ROW									
				70.56	72321952	64500000708	WYATT-TEMP EASEMENTS						
				70.57	72321952	66100000708	WYATT-MAD TO LOVELL-ROW ACQ						
							CHECK	349645 TOTAL:			141.13		
				NUMBER OF CHECKS	4	*** CASH ACCOUNT TOTAL ***				714.31			
					COUNT		AMOUNT						

				TOTAL PRINTED CHECKS	4	714.31							
											*** GRAND TOTAL ***	714.31	

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A/P CASH DISBURSEMENTS JOURNAL

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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 2 25									
APP 301-213000						ACCOUNTS PAYABLE		714.31	
02/05/2019	M020519	020519				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			714.31
02/05/2019	M020519	020519				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		714.31	714.31
APP 631-130000						DUE TO/FROM CLEARING		714.31	
02/05/2019	M020519	020519							
APP 301-130000						DUE TO/FROM CLEARING			714.31
02/05/2019	M020519	020519							
						SYSTEM GENERATED ENTRIES TOTAL		714.31	714.31
						JOURNAL 2019/02/25 TOTAL		1,428.62	1,428.62

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
301 CAPITAL CONSTRUCTION FUND	2019	2	25	02/05/2019		
301-130000				DUE TO/FROM CLEARING		714.31
301-213000				ACCOUNTS PAYABLE	714.31	
				FUND TOTAL	714.31	714.31
631 CLEARING FUND	2019	2	25	02/05/2019		
631-130000				DUE TO/FROM CLEARING	714.31	
635-111100				CASH		714.31
				FUND TOTAL	714.31	714.31

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
301 CAPITAL CONSTRUCTION FUND			714.31
631 CLEARING FUND		714.31	
	TOTAL	714.31	714.31

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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

349646 02/05/2019 PRD 6010 SAFE BOATS INTERNATI 228765 DI32278 02/04/2019 M020519 228,753.95
Invoice: DI32278 POL/M8 REFURB
228,753.95 54025212 54810000953 FEMA-PD BOAT REFURBISHMENT

CHECK 349646 TOTAL: 228,753.95

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 228,753.95

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	228,753.95

*** GRAND TOTAL *** 228,753.95

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JOURNAL ENTRIES TO BE CREATED

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YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	ACCOUNT		REF 1	REF 2	REF 3	LINE DESC			
	EFF DATE	JNL DESC							
2019	2	26							
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		228,753.95	
	02/05/2019	M020519	020519			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			228,753.95
	02/05/2019	M020519	020519			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								228,753.95	228,753.95
APP 631-130000						DUE TO/FROM CLEARING		228,753.95	
	02/05/2019	M020519	020519						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			228,753.95
	02/05/2019	M020519	020519						
SYSTEM GENERATED ENTRIES TOTAL								228,753.95	228,753.95
JOURNAL 2019/02/26 TOTAL								457,507.90	457,507.90

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 2	26	02/05/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		228,753.95
001-213000				GENERAL - ACCOUNTS PAYABLE	228,753.95	
				FUND TOTAL	228,753.95	228,753.95
631 CLEARING FUND	2019 2	26	02/05/2019			
631-130000				DUE TO/FROM CLEARING	228,753.95	
635-111100				CASH		228,753.95
				FUND TOTAL	228,753.95	228,753.95

FUND	DUE TO	DUE FROM
001 GENERAL FUND		228,753.95
631 CLEARING FUND	228,753.95	
TOTAL	228,753.95	228,753.95

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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									
349647	02/06/2019	PRTD	8646 ISLAND HANDS	228778	17447	01/28/2019		M020619	9,728.79
Invoice: 17447						PW/2017-2020 JANITORIAL CONTRACT			
				9,436.93	73011183 54110000269	JANITORIAL CONTRACT-PRO SVCS			
				291.86	73425358 54110000269	JANITORIAL CONTRACT-PRO SVCS			
				228779	17448	01/28/2019		M020619	1,665.25
Invoice: 17448						PW/2017-2020 JANITORIAL CONTRACT			
				1,615.29	73011183 54110000269	JANITORIAL CONTRACT-PRO SVCS			
				49.96	73425358 54110000269	JANITORIAL CONTRACT-PRO SVCS			
								CHECK 349647 TOTAL:	11,394.04
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***			11,394.04
						COUNT		AMOUNT	
						-----		-----	
				TOTAL PRINTED CHECKS		1		11,394.04	
								*** GRAND TOTAL ***	11,394.04

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 2 36									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		11,052.22	
02/06/2019	M020619	020619				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			11,394.04
02/06/2019	M020619	020619				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		341.82	
02/06/2019	M020619	020619				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								11,394.04	11,394.04
APP 631-130000						DUE TO/FROM CLEARING		11,394.04	
02/06/2019	M020619	020619							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			11,052.22
02/06/2019	M020619	020619							
APP 402-130000						DUE TO/FROM CLEARING			341.82
02/06/2019	M020619	020619							
SYSTEM GENERATED ENTRIES TOTAL								11,394.04	11,394.04
JOURNAL 2019/02/36 TOTAL								22,788.08	22,788.08

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 2	36	02/06/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		11,052.22
001-213000				GENERAL - ACCOUNTS PAYABLE	11,052.22	
				FUND TOTAL	11,052.22	11,052.22
402 SEWER OPERATING FUND	2019 2	36	02/06/2019			
402-130000				DUE TO/FROM CLEARING		341.82
402-213000				ACCOUNTS PAYABLE	341.82	
				FUND TOTAL	341.82	341.82
631 CLEARING FUND	2019 2	36	02/06/2019			
631-130000				DUE TO/FROM CLEARING	11,394.04	
635-111100				CASH		11,394.04
				FUND TOTAL	11,394.04	11,394.04

FUND		DUE TO	DUE FROM
001	GENERAL FUND		11,052.22
402	SEWER OPERATING FUND		341.82
631	CLEARING FUND	11,394.04	
TOTAL		11,394.04	11,394.04

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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									
349648	02/06/2019	PRTD	7183 BI SPECIAL NEEDS FOU	228831	2260	12/31/2018		M020619	3,625.00
Invoice: 2260						Q4 2018 OPERATING SUPPORT			
						3,625.00 31017686 54110000297 EX-HOPE HOUSE/BI SPEC NEEDS FO			
						CHECK	349648	TOTAL:	3,625.00
349649	02/06/2019	PRTD	567 BAINBRIDGE ISLAND DO	228832	1125	01/09/2019		M020619	11,011.65
Invoice: 1125						Q3 2018 LTAC: MULTI-MEDIA DESTINA			
						GG-TOUR-PROF SERVICES			
						11,011.65 91140573 541100			
						CHECK	349649	TOTAL:	11,011.65
349650	02/06/2019	PRTD	8896 VISIT KITSAP PENINSU	228830	11121	12/26/2018		M020619	2,250.00
Invoice: 11121						Q4 2018 LTAC: MARKETING SUPPORT			
						GG-TOUR-PROF SERVICES			
						2,250.00 91140573 541100			
						CHECK	349650	TOTAL:	2,250.00
NUMBER OF CHECKS						3	*** CASH ACCOUNT TOTAL ***		16,886.65
						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						3	16,886.65		
						*** GRAND TOTAL ***		16,886.65	

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 2 37									
APP 001-213000	02/06/2019	M020619	020619			GENERAL - ACCOUNTS PAYABLE		3,625.00	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	02/06/2019	M020619	020619			CASH			16,886.65
						AP CASH DISBURSEMENTS JOURNAL			
APP 104-213000	02/06/2019	M020619	020619			CIVIC IMPR - ACCOUNTS PAYABLE		13,261.65	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								16,886.65	16,886.65
APP 631-130000	02/06/2019	M020619	020619			DUE TO/FROM CLEARING		16,886.65	
APP 001-130000	02/06/2019	M020619	020619			GENERAL - DUE TO/FROM CLEARING			3,625.00
APP 104-130000	02/06/2019	M020619	020619			CIVIC IMPR DUE TO/FROM CLEAR'G			13,261.65
SYSTEM GENERATED ENTRIES TOTAL								16,886.65	16,886.65
JOURNAL 2019/02/37 TOTAL								33,773.30	33,773.30

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2019 2	37	02/06/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		3,625.00
001-213000				GENERAL - ACCOUNTS PAYABLE	3,625.00	
				FUND TOTAL	3,625.00	3,625.00
104 CIVIC IMPROVEMENT FUND	2019 2	37	02/06/2019			
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		13,261.65
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	13,261.65	
				FUND TOTAL	13,261.65	13,261.65
631 CLEARING FUND	2019 2	37	02/06/2019			
631-130000				DUE TO/FROM CLEARING	16,886.65	
635-111100				CASH		16,886.65
				FUND TOTAL	16,886.65	16,886.65

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FUND		DUE TO	DUE FROM
001 GENERAL FUND			3,625.00
104 CIVIC IMPROVEMENT FUND			13,261.65
631 CLEARING FUND		16,886.65	
	TOTAL	16,886.65	16,886.65

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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											
349779	02/13/2019	PRTD	863 INTERSTATE BATTERIES	228815	22056160	01/24/2019	2/10/19			422.76	
Invoice: 22056160											
				245.20	53011212 531100	POL/POL/SUPPLIES					
				130.75	73411345 531100	PD-C/E-PATROL SUPPLIES					
				46.81	73011483 531100	OFFICE SUPPLIES					
										O&M-GF-MECH SHOP-SUPPLIES	
										CHECK 349779 TOTAL:	422.76
349780	02/13/2019	PRTD	47 BAINBRIDGE DISPOSAL	228812	0000832902	01/31/2019	2/10/19			1,800.65	
Invoice: 0000832902											
				143.25	91011215 547900	CITYWIDE DISP SVCS JAN19					
				469.03	91011768 547900	GG-C/E-PD-GARBAGE					
				416.05	91425358 547900	GG-C/E-PARKS-GARBAGE					
				686.79	91011897 547900	GG-WWTP-GARBAGE (NOT BIOSOLIDS)					
				85.53	73011189 548100	GG-C/E-O&M YARD FAC-GARBAGE					
										O&M - C/E FACIL REPAIRS	
										CHECK 349780 TOTAL:	1,800.65
349781	02/13/2019	PRTD	5412 BENEFIT ADMINISTRATI	228813	1901513	01/31/2019	2/10/19			495.30	
Invoice: 1901513											
				54.48	21011125 520000	FSA/HSA SERVICES - JAN19					
				89.15	31011131 520000	COURT - BENEFITS					
				69.34	41011141 520000	EX-GF-BEN					
				44.58	51011211 520000	FIN - C/E ADMIN BENEFITS					
				69.34	61011581 520000	PD-C/E ADMIN-BENEFITS					
				158.50	71011321 520000	PCD - C/E ADMIN BENEFITS					
				9.91	81011881 520000	PW - C/E BENEFITS					
										IT - C/E ADMIN BENEFITS	
										CHECK 349781 TOTAL:	495.30
349782	02/13/2019	PRTD	551 CENTURYLINK	228814	0399JAN19	01/23/2019	2/10/19			2,791.01	
Invoice: 0399JAN19											
				1,539.42	91425358 542100	CITYWIDE TELEMETRY AND FAX SVC					
				730.43	91411891 542100	GG-WWTP-TELEPHONE/FAX					
				68.16	91011755 542100	GG-WTR-FAC-PHONE					
				136.92	91011189 542100	GG-C/E-COMMONS-PHONE					
				199.33	91011897 542100	GG-C/E-CITY HALL-PHONE					
				65.83	91011255 542100	GG-C/E-O&M YARD FAC-PHONE					
				50.92	91011215 542100	GG-C/E-COURT BLDG-PHONE					
										GG-C/E-PD-PHONE	
										CHECK 349782 TOTAL:	2,791.01
349783	02/13/2019	PRTD	102 CITY OF BAINBRIDGE I	228809	RETREQFINAL-A	01/18/2019	21800094	2/10/19		2,456.60	
Invoice: RETREQFINAL-A											
				2,456.60	73011183 54810000770	CH HVAC REPLACEMENT-RET					
										CH HVAC UPGRADE	

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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	349783 TOTAL:	2,456.60	
349784	02/13/2019	PRTD	8270 HOLADAY PARKS FABRIC	228810	PAYREQFINAL	01/18/2019	21800093	2/10/19	22,109.38
Invoice: PAYREQFINAL						CH HVAC HEAT PUMP REPLACEMENT			
22,109.38						73011183	54810000770	CH HVAC UPGRADE	
						CHECK	349784 TOTAL:	22,109.38	
349785	02/13/2019	PRTD	8320 NUMERICA CORPORATION	228816	1171-013	02/01/2019		2/10/19	330.65
Invoice: 1171-013						POL/FINAL (PRO-RATED) INV - JAN19			
330.65						52011212	535100	PD-C/E-INV-SOFTWARE	
						CHECK	349785 TOTAL:	330.65	
349786	02/13/2019	PRTD	4111 OLYMPIC SPRINGS INC	228817	315424	01/31/2019		2/10/19	114.83
Invoice: 315424						POL/PURIFIED WATER			
114.83						51011215	531100	POLICE - C/E FACIL SUPPLIES	
						CHECK	349786 TOTAL:	114.83	
349787	02/13/2019	PRTD	7925 OMNIPARK, INC	228818	112447	02/01/2019		2/10/19	379.32
Invoice: 112447						POL/PARKING SYSTEM SUPPORT			
379.32						51011215	548500	POLICE - C/E FACIL COMP MAINT	
						CHECK	349787 TOTAL:	379.32	
349788	02/13/2019	PRTD	8286 SUPERINTENDENT OF P	228819	14783	01/29/2019		2/10/19	44.25
Invoice: 14783						POL/FINGERPRINTING			
44.25						65438	386110	AGENCY-FINGERPRINT REV TO SPI	
228820						14788			44.25
Invoice: 14788						POL/FINGERPRINTING			
44.25						65438	386110	AGENCY-FINGERPRINT REV TO SPI	
						CHECK	349788 TOTAL:	88.50	
349789	02/13/2019	PRTD	1245 PACIFIC WELDING SUPP	228821	01587170	01/25/2019		2/10/19	49.16
Invoice: 01587170						PW/COMPRESSED OXYGEN			
49.16						73638935	531100	O&M-STD ALLOCATION-SUPPLIES	
						CHECK	349789 TOTAL:	49.16	
349790	02/13/2019	PRTD	8745 RELIABLE STORAGE BAI	228822	30751	02/04/2019		2/10/19	299.00
Invoice: 30751						POL/STORAGE UNIT J28			
299.00						53011212	545000	POLICE - C/E PATROL RENTS	

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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	349790 TOTAL:		299.00
349791	02/13/2019	PRTD	8738 SPEAKWRITE, LLC	228823	801687D5	02/01/2019	2/10/19		582.00
Invoice: 801687D5				582.00	52011212 541100	POL/TRANSCRIPTION			
						POLICE - C/E INVEST PROF SVCS			
						CHECK	349791 TOTAL:		582.00
349792	02/13/2019	PRTD	6478 TUNA GRAPHICS INC	228824	28355	01/23/2019	2/10/19		677.98
Invoice: 28355				61.64	51011211 531100	POL/UNIFORM PATCHES			
						PD-C/E-ADM-SUPPLIES			
						POLICE - C/E INVEST SUPPLIES			
						PD-C/E-PATROL SUPPLIES			
						CHECK	349792 TOTAL:		677.98
349793	02/13/2019	PRTD	938 WA ST DEPT OF HEALTH	228825	2019-PERMIT	01/29/2019	2/10/19		3,995.50
Invoice: 2019-PERMIT				3,995.50	73411345 549800	PW/2019 OPERATING PERMIT FEE			
						PERMITS-COBI OR OUTSIDE AGENCY			
						CHECK	349793 TOTAL:		3,995.50
349794	02/13/2019	PRTD	8390 WEST HILLS FORD MAZD	228826	108621CM	01/25/2019	2/10/19		-87.20
Invoice: 108621CM				-87.20	53011212 531100	POL/CORE FOR DGLZ300M8			
						PD-C/E-PATROL SUPPLIES			
						228827	109001	01/25/2019	218.76
Invoice: 109001				218.76	53011212 531100	POL/KIT-TPMS SENSOR			
						PD-C/E-PATROL SUPPLIES			
						CHECK	349794 TOTAL:		131.56
349795	02/13/2019	PRTD	499 WESTBAY AUTO PARTS I	228828	426455	01/30/2019	2/10/19		33.82
Invoice: 426455				33.82	73637958 531100	PW/FILTERS			
						ROADSIDE MOWER ALLOC-SUPPLIES			
						CHECK	349795 TOTAL:		33.82
349796	02/13/2019	PRTD	2607 ZEE MEDICAL SERVICE	228829	68371504	02/01/2019	2/10/19		319.10
Invoice: 68371504				319.10	73637891 531100	PW/FIRST AID RESTOCK			
						OFFICE SUPPLIES			
						CHECK	349796 TOTAL:		319.10

NUMBER OF CHECKS18

*** CASH ACCOUNT TOTAL ***

37,077.12

	COUNT	AMOUNT
	-----	-----
TOTAL PRINTED CHECKS	18	37,077.12

*** GRAND TOTAL ***

37,077.12

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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 2 40									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		29,774.39	
02/13/2019 2/10/19		021319				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			37,077.12
02/13/2019 2/10/19		021319				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		4,856.68	
02/13/2019 2/10/19		021319				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		1,955.47	
02/13/2019 2/10/19		021319				AP CASH DISBURSEMENTS JOURNAL			
APP 650-213000						ACCOUNTS PAYABLE		88.50	
02/13/2019 2/10/19		021319				AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		402.08	
02/13/2019 2/10/19		021319				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								37,077.12	37,077.12
APP 631-130000						DUE TO/FROM CLEARING		36,675.04	
02/13/2019 2/10/19		021319							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			29,774.39
02/13/2019 2/10/19		021319							
APP 401-130000						DUE TO/FROM CLEARING			4,856.68
02/13/2019 2/10/19		021319							
APP 402-130000						DUE TO/FROM CLEARING			1,955.47
02/13/2019 2/10/19		021319							
APP 650-130000						DUE TO/FROM CLEARING			88.50
02/13/2019 2/10/19		021319							
SYSTEM GENERATED ENTRIES TOTAL								36,675.04	36,675.04
JOURNAL 2019/02/40 TOTAL								73,752.16	73,752.16

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FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019 2	40	02/13/2019		
001-130000			GENERAL - DUE TO/FROM CLEARING		29,774.39
001-213000			GENERAL - ACCOUNTS PAYABLE	29,774.39	
			FUND TOTAL	29,774.39	29,774.39
401 WATER OPERATING FUND	2019 2	40	02/13/2019		
401-130000			DUE TO/FROM CLEARING		4,856.68
401-213000			ACCOUNTS PAYABLE	4,856.68	
			FUND TOTAL	4,856.68	4,856.68
402 SEWER OPERATING FUND	2019 2	40	02/13/2019		
402-130000			DUE TO/FROM CLEARING		1,955.47
402-213000			ACCOUNTS PAYABLE	1,955.47	
			FUND TOTAL	1,955.47	1,955.47
631 CLEARING FUND	2019 2	40	02/13/2019		
631-130000			DUE TO/FROM CLEARING	36,675.04	
631-213000			ACCOUNTS PAYABLE	402.08	
635-111100			CASH		37,077.12
			FUND TOTAL	37,077.12	37,077.12
650 AGENCY FUND	2019 2	40	02/13/2019		
650-130000			DUE TO/FROM CLEARING		88.50
650-213000			ACCOUNTS PAYABLE	88.50	
			FUND TOTAL	88.50	88.50

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FUND		DUE TO	DUE FROM
001	GENERAL FUND		29,774.39
401	WATER OPERATING FUND		4,856.68
402	SEWER OPERATING FUND		1,955.47
631	CLEARING FUND	36,675.04	
650	AGENCY FUND		88.50
	TOTAL	36,675.04	36,675.04

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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											
349651	02/13/2019	PRTD	5 ACE HARDWARE	228463	42688/1	01/16/2019		02/10/19	26.15		
Invoice: 42688/1						PW/BATTERY					
				26.15	73011755 531100	O&M-COMMONS SUPPLIES					
				228464	42679/1	01/15/2019		02/10/19	19.61		
Invoice: 42679/1						PW/VARNISH					
				19.61	73011183 531100	O&M-C/E-CH FAC-SUPPLIES					
				228465	42654/1	01/11/2019		02/10/19	235.31		
Invoice: 42654/1						PW/PADLOCK X12					
				235.31	73011189 531100	O&M - C/E FACIL OFC SUPPLIES					
				228466	42583/1	01/02/2019		02/10/19	9.25		
Invoice: 42583/1						PW/SILICONE					
				9.25	73111262 531100	O&M-RDS-TRAILS-SUPPLIES					
				228511	42660/1	01/13/2019		02/10/19	76.20		
Invoice: 42660/1						PW/SUPPLIES					
				76.20	73011183 53110000791	CH HVAC SOFTWARE UPGRD-SUPPLY					
				228512	42593/1	01/04/2019		02/10/19	27.24		
Invoice: 42593/1						PW/TRASH CAN 10 GALLON					
				27.24	73421355 531100	WIN COLL-SUPPLIES					
				228559	42714/1	01/18/2019		02/10/19	15.24		
Invoice: 42714/1						PW/SOCKET ADAPTERS					
				15.24	73425358 531100	O&M-WWTP-SUPPLIES					
				228560	42702/1	01/17/2019		02/10/19	6.52		
Invoice: 42702/1						POL/SINK STOP X2					
				6.52	55011757 531100	PD-HARBORMASTER-SUPPLIES					
				228562	42705/1	01/17/2019		02/10/19	2.83		
Invoice: 42705/1						PW/FASTENERS					
				2.83	73011768 531100	O&M-C/E-PARKS-SUPPLIES					
				228563	42699/1	01/17/2019		02/10/19	82.80		
Invoice: 42699/1						PW/LED FEIT 3 WAY BULBS					
				82.80	73011755 531100	O&M-COMMONS SUPPLIES					
				228564	42690/1	01/16/2019		02/10/19	38.10		
Invoice: 42690/1						PW/SPRINGS, CLAMPS AND TAPE					
				38.10	73423943 63110000782	VILLAGE PUMP STATION-SUPPLIES					
				228593	42740/1	01/23/2019		02/10/19	34.26		
Invoice: 42740/1						PW/CABLE, CLAMPS, CAPS					
				34.26	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY					
				228594	42737/1	01/23/2019		02/10/19	22.82		
Invoice: 42737/1						PW/NUT DRIVERS, CLAMPS					
				22.82	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY					

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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: 42708/1				228615	42708/1	01/18/2019		02/10/19	21.79	
						PW/PUCK LIGHT 3LED				
				21.79	73411345 531100	OFFICE SUPPLIES				
Invoice: 42764/1				228654	42764/1	01/25/2019		02/10/19	7.62	
						PW/13 GAL BAG 80CT				
				7.62	73421355 531100	WIN COLL-SUPPLIES				
Invoice: 42728/1				228655	42728/1	01/22/2019		02/10/19	5.44	
						PW/30AMP AUTO FUSE				
				5.44	73431835 531100	OFFICE SUPPLIES				
Invoice: 42772/1				228723	42772/1	01/25/2019		02/10/19	26.15	
						POL/LOCK AT DOCK - COMBO W/KEY				
				26.15	55011757 531100	PD-HARBORMASTER-SUPPLIES				
Invoice: 42809/1				228773	42809/1	01/31/2019		02/10/19	60.81	
						PW/CLAMP HOSE, THERMOMETER				
				60.81	73411345 531100	OFFICE SUPPLIES				
Invoice: 42799/1				228774	42799/1	01/30/2019		02/10/19	128.55	
						PW/MURIATIC ACID, EXTENTION CORD				
				128.55	73411345 531100	OFFICE SUPPLIES				
Invoice: 42776/1				228775	42776/1	01/28/2019		02/10/19	42.60	
						PW/PLASTIC BUCKET 5G AND SUPPLIES				
				42.60	73431835 531100	OFFICE SUPPLIES				
Invoice: 42804/1				228780	42804/1	01/30/2019		02/10/19	19.69	
						PW/FORM ROLLER, PAINT TRAY LINER				
				19.69	73111427 531100	OFFICE SUPPLIES				
Invoice: 42788/1				228781	42788/1	01/28/2019		02/10/19	69.72	
						PW/BATTERIES AND FLASH LIGHT				
				69.72	73411345 531100	OFFICE SUPPLIES				
Invoice: 42768/1				228782	42768/1	01/25/2019		02/10/19	92.53	
						PW/SUPPLIES				
				92.53	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES				
Invoice: 42758/1				228783	42758/1	01/25/2019		02/10/19	6.32	
						PW/FASTENERS				
				6.32	73011183 531100	O&M-C/E-CH FAC-SUPPLIES				
Invoice: 42638/1				228784	42638/1	01/10/2019		02/10/19	8.69	
						PW/LINK CHAIN AND FASTENERS				
				8.69	73637945 531100	O&M ALLOC-SWEEPER-SUPPLIES				
								CHECK 349651 TOTAL:	1,086.24	

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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										

349652	02/13/2019	PRTD	8057 AD PLANET, INC	228716	14674	01/31/2019		02/10/19	411.20	
Invoice: 14674						EX/CUSTOM BRANDED 3'X5' FLAG				
				411.20	31011572 531100	EX-GF-OUTREACH-SUPPLIES				
								CHECK	349652 TOTAL:	411.20
349653	02/13/2019	PRTD	7726 AIR MANAGEMENT SOLUT	228484	0001127120	12/31/2018		02/10/19	247.98	
Invoice: 0001127120						PW/HVAC REPAIRS				
				247.98	73011183 54810000707	CH HVAC-REPAIRS				
				228485	0001126646	12/29/2018		02/10/19	2,038.84	
Invoice: 0001126646						PW/HVAC REPAIRS				
				2,038.84	73011183 54810000707	CH HVAC-REPAIRS				
				228486	0001126870	12/10/2018		02/10/19	2,230.71	
Invoice: 0001126870						PW/HVAC REPAIRS				
				2,230.71	73011897 54810000707	PWY HVAC-REPAIRS				
								CHECK	349653 TOTAL:	4,517.53
349654	02/13/2019	PRTD	7994 PENINSULA SERVICES	228548	88007	12/31/2018		02/10/19	64.00	
Invoice: 88007						POL/MOBILE SHREEDING				
				64.00	51011211 541100	PD-C/E-ADM-PROF SVCS				
								CHECK	349654 TOTAL:	64.00
349655	02/13/2019	PRTD	8672 ALLSTREAM	228785	15876268	02/01/2019		02/10/19	985.37	
Invoice: 15876268						FEB19 CITYWIDE PHN SVCS				
				985.37	41637891 542100	FIN - ALLOC TELEPHONE				
								CHECK	349655 TOTAL:	985.37
349656	02/13/2019	PRTD	8014 ALSTON, COURTNAGE &	228477	117220	12/31/2018		02/10/19	1,000.00	
Invoice: 117220						ENG/PROF SVC: HARRISON BLDG				
				1,000.00	72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN				
								CHECK	349656 TOTAL:	1,000.00
349657	02/13/2019	PRTD	4739 AMERICAN LEGION - CO	228565	190201	01/17/2019		02/10/19	90.00	
Invoice: 190201						EX/FEB 19 RENT				
				90.00	31011256 545500	EX-GF-EM PREP-I/F RENT				
								CHECK	349657 TOTAL:	90.00

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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										

349658	02/13/2019	PRTD	4710 ASSOCIATED	PETROLEU	228566	1363850-IN	01/03/2019	02/10/19	820.75	
Invoice: 1363850-IN				820.75	73638893	532000	PW/347 GAL DIESEL FUEL			
							O&M-FUEL USE-ALLOCATION			
				228567	1363855-IN	01/03/2019	02/10/19	1,235.99		
Invoice: 1363855-IN				1,235.99	73638932	532000	PW/587 GAL UNLEADED FUEL			
							O&M-FUEL ALLOC TO OTH DEPTS			
				228568	1367672-IN	01/10/2019	02/10/19	329.85		
Invoice: 1367672-IN				329.85	73638893	532000	PW/109 GAL DIESEL FUEL			
							O&M-FUEL USE-ALLOCATION			
				228569	1367673-IN	01/10/2019	02/10/19	842.68		
Invoice: 1367673-IN				842.68	73638932	532000	PW/400 GAL REG FUEL			
							O&M-FUEL ALLOC TO OTH DEPTS			
				228570	1368196-IN	01/10/2019	02/10/19	750.47		
Invoice: 1368196-IN				750.47	91011897	547200	513.4 GAL PROPANE FUEL			
							GG-C/E-O&M YARD FAC-PROPANE			
				228571	1366200-IN	01/08/2019	02/10/19	192.01		
Invoice: 1366200-IN				192.01	73638893	532000	PW/50 GAL DIESEL FUEL			
							O&M-FUEL USE-ALLOCATION			
				228572	1366201-IN	01/08/2019	02/10/19	831.30		
Invoice: 1366201-IN				831.30	73638932	532000	PW/400 GAL REG FUEL			
							O&M-FUEL ALLOC TO OTH DEPTS			
				228573	1363701-IN	01/02/2019	02/10/19	544.59		
Invoice: 1363701-IN				544.59	91011897	547200	376.9 GAL PROPANE FUEL			
							GG-C/E-O&M YARD FAC-PROPANE			
				228786	1374028-IN	01/22/2019	02/10/19	617.79		
Invoice: 1374028-IN				617.79	91011897	547200	473.5 GAL PROPANE FUEL			
							GG-C/E-O&M YARD FAC-PROPANE			
				228787	1373543-IN	01/22/2019	02/10/19	728.25		
Invoice: 1373543-IN				728.25	73638932	532000	PW/300 GAL UNLEADED FUEL			
							O&M-FUEL ALLOC TO OTH DEPTS			
				228788	1373528-IN	01/22/2019	02/10/19	419.88		
Invoice: 1373528-IN				419.88	73638893	532000	PW/142 GAL DIESEL FUEL			
							O&M-FUEL USE-ALLOCATION			
				228789	1371498-IN	01/17/2019	02/10/19	587.69		
Invoice: 1371498-IN				587.69	73638932	532000	PW/241 GAL REG FUEL			
							O&M-FUEL ALLOC TO OTH DEPTS			
				228790	1371497-IN	01/17/2019	02/10/19	676.94		
Invoice: 1371497-IN				676.94	73638893	532000	PW/255.4 GAL DIESEL FUEL			
							O&M-FUEL USE-ALLOCATION			

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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				

Invoice: 1370065-IN			228791	1370065-IN		01/15/2019		02/10/19		691.67	
						PW/300 GAL REG FUEL					
			691.67	73638932 532000		O&M-FUEL ALLOC TO OTH DEPTS					
						CHECK	349658	TOTAL:		9,269.86	
349659 02/13/2019 PRTD			7821	AUS WEST LOCKBOX	228513	1991063359	01/10/2019		02/10/19	53.99	
Invoice: 1991063359					53.99	73638893 589310	PW/LAUNDRY SERVICES				
						LAUNDRY SERVICES					
Invoice: 1991073466			228574	1991073466		01/17/2019		02/10/19		53.99	
					53.99	73638893 589310	PW/LAUNDRY SERVICES				
						LAUNDRY SERVICES					
Invoice: 1991083630			228656	1991083630		01/24/2019		02/10/19		53.99	
					53.99	73638893 589310	PW/LAUNDRY SERVICES				
						LAUNDRY SERVICES					
						CHECK	349659	TOTAL:		161.97	
349660 02/13/2019 PRTD			7939	ARGUS PACIFIC, INC	228657	AY661111	01/18/2019		02/10/19	630.00	
Invoice: AY661111							PW/HARDARDOUS WASTE REFRESHER: RG, RN & LE				
			630.00	73431835 443410			O&M-SSWM MAINT-TRAVEL EXP				
						CHECK	349660	TOTAL:		630.00	
349661 02/13/2019 PRTD			762	ASSOCIATION OF WASHI	228623	67137	11/23/2018		02/10/19	17,568.00	
Invoice: 67137							2019 AWC MEMBER DUES				
			17,568.00	91011199 549100			EXEC - C/E GEN'L GOV'T DUES				
						CHECK	349661	TOTAL:		17,568.00	
349662 02/13/2019 PRTD			8904	BAINBRIDGE CHORALE	228753	S20192	01/25/2019		02/10/19	1,000.00	
Invoice: S20192					1,000.00	31011732 541100	EX/CULTURAL FUNDING - OPERATING S				
						EX-GF-CULTURAL ARTS & SCIENCES					
Invoice: S20191			228754	S20191		01/24/2019		02/10/19		1,000.00	
					1,000.00	31011732 541100	EX/Q3 CULTURAL FUNDING - OPERATING S				
						EX-GF-CULTURAL ARTS & SCIENCES					
						CHECK	349662	TOTAL:		2,000.00	
349663 02/13/2019 PRTD			47	BAINBRIDGE DISPOSAL	228792	0000833162	01/31/2019		02/10/19	56.07	
Invoice: 0000833162							BIG BELLY DISP SVCS JAN19				
			56.07	91011189 547903			BIG BELLY SOLAR GARBAGE CANS				

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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: 0000833102				228793	0000833102	01/31/2019		02/10/19			347.39	
				347.39	91011189 547900	C.H. DISPOSAL SVC JAN19						
						GG-C/E-CITY HALL-GARBAGE						
Invoice: 0000833059				228794	0000833059	01/31/2019		02/10/19			894.78	
				894.78	91435838 547900	DECANT GRIT BOX JAN 2019						
						GG-DECANT-GARBAGE						
							CHECK	349663	TOTAL:		1,298.24	
349664	02/13/2019	PRTD	54 BAINBRIDGE RENTAL IN	228595	CON# 44022	01/18/2019		02/10/19			318.98	
Invoice: CON# 44022				318.98	73111427 531100	PW/OIL						
						OFFICE SUPPLIES						
Invoice: W/O # 43067				228796	W/O # 43067	01/29/2019		02/10/19			85.56	
				85.56	73111427 548100	PW/FIX TUVE AND PUT NEW END PIECE						
						O&M-ACCESS RDSIDE R&M						
							CHECK	349664	TOTAL:		404.54	
349665	02/13/2019	PRTD	55 SOUND PUBLISHING, IN	228449	7892518-A	12/31/2018		02/10/19			140.50	
Invoice: 7892518-A				140.50	31011131 544000	EX/AD - VOLUNTEER - PLANNING COMMISSION						
						EX-GF-ADV						
							CHECK	349665	TOTAL:		140.50	
349666	02/13/2019	PRTD	55 SOUND PUBLISHING, IN	228467	BIR840557	01/11/2019		02/10/19			110.97	
Invoice: BIR840557				110.97	63470586 544000	PCD/NOTICE OF APP 51139 RUE						
						CUR-DEV-ZONING-ADV						
Invoice: BIR840546				228468	BIR840546	01/11/2019		02/10/19			421.46	
				421.46	63470586 544000	PCD/SAKAI PARK TRAIL 51117CLR						
						CUR-DEV-ZONING-ADV						
Invoice: BIR840565				228469	BIR840565	01/11/2019		02/10/19			126.32	
				126.32	63470586 544000	PCD/NOTICE OF INTENT 50958 SPR/SSDP/SVAR						
						CUR-DEV-ZONING-ADV						
Invoice: BIR840560				228470	BIR840560	01/11/2019		02/10/19			278.61	
				278.61	63470586 544000	PCD/SEPA COMMENT 51159 CUP/SPR						
						CUR-DEV-ZONING-ADV						
Invoice: BIR841430				228632	BIR841430	01/18/2019		02/10/19			275.07	
				275.07	63470586 544000	PCD/NOTIC OF APP PLN51358						
						CUR-DEV-ZONING-ADV						
Invoice: BIR838067				228708	BIR838067	01/11/2019		02/10/19			148.75	
				148.75	72011321 544000	ENG/PUBLIC NOTICE - ANNUAL ROSTER ADVERTISING						
						ENG-C/E-ADM-ADVERTISING						

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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: BIR840411				228709	BIR840411	01/11/2019		02/10/19	561.94	
						ENG/#TAP-0305(021) - OLYMPIC DR				
				561.94	72011951	64400000596	SR305-OLYMPIC NM-ADV			
						CHECK	349666	TOTAL:	1,923.12	
349667 02/13/2019 PRTD				55	SOUND PUBLISHING, IN	228554	7892545	12/31/2018	02/10/19	74.00
Invoice: 7892545								POL/CLASSIFIEDS - PROPERTY		
				74.00	51011191	544000	PD-C/E-PROP RM-ADVERTISING			
						CHECK	349667	TOTAL:	74.00	
349668 02/13/2019 PRTD				8939	BATTLE POINT ASTRONO	228756	4	01/06/2019	02/10/19	4,066.97
Invoice: 4								EX/Q4 CULTURAL FUNDING: ARTISAN ASTR		
				4,066.97	31011732	541100	EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK	349668	TOTAL:	4,066.97	
349669 02/13/2019 PRTD				57	BAY HAY & FEED	228648	1383696	12/05/2018	02/10/19	98.05
Invoice: 1383696								ENG/HAND PRUNER		
				98.05	72637319	53110000809	WATER QUAL FLOW MONIT-SUPPLIES			
						228797	1397735	01/28/2019	02/10/19	80.55
Invoice: 1397735								PW/RB TUBING EMITTER		
				80.55	73431835	531100	OFFICE SUPPLIES			
						CHECK	349669	TOTAL:	178.60	
349670 02/13/2019 PRTD				7769	BERK & ASSOCIATES, I	228483	10284-12-18	01/08/2019	02/10/19	937.50
Invoice: 10284-12-18								EX/2018 CODE CONSISTENCY REVIEW		
				937.50	31011131	541100	EX-GF-PROF SERVICES			
						CHECK	349670	TOTAL:	937.50	
349671 02/13/2019 PRTD				7178	BAINBRIDGE ISL CHILD	228758	Q4 2018	01/10/2019	02/10/19	3,602.70
Invoice: Q4 2018								EX/Q4 2018 PROGRAM SUPPORT		
				3,602.70	31017540	54110000297	EX-BI CHILD CARE/B&G CLUB			
						CHECK	349671	TOTAL:	3,602.70	
349672 02/13/2019 PRTD				50	BAINBRIDGE ISLAND EL	228616	20190007	01/18/2019	02/10/19	686.70
Invoice: 20190007								PW/TROUBLESHOOT LIGHT CIRCUIT		
				686.70	73011183	548100	O&M-C/E-CH FAC-REPAIRS			
				228617	20180169			01/18/2019	02/10/19	1,237.27

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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: 20180169				1,237.27	73411345	548100	PW/TESTED CONTACTOR - REPLACED REPAIRS & MAINTENANCE							
				228618	20180156	01/18/2019	02/10/19	350.77						
Invoice: 20180156				350.77	73011768	548100	PW/TROUBLESHOOT PEDESTAL RECEPTACLE O&M-C/E-PARKS-R&M							
				228619	20180165	01/18/2019	02/10/19	141.70						
Invoice: 20180165				141.70	73011183	548100	PW/TROUBLESHOOT HEATER IN SPRINKLER ROOM O&M-C/E-CH FAC-REPAIRS							
				228795	20180170	01/28/2019	02/10/19	174.40						
Invoice: 20180170				174.40	73011183	548100	PW/TROUBLESHOT AUTO TRANSFER SWITCH - PROPER VOLT O&M-C/E-CH FAC-REPAIRS							
								CHECK	349672	TOTAL:	2,590.84			
349673	02/13/2019	PRTD	971 BAINBRIDGE ISLAND HI	228755	889	01/23/2019	02/10/19	3,750.00						
Invoice: 889				3,750.00	91140573	541100	Q4 2018 LTAC: OPERATING GG-TOUR-PROF SERVICES							
								CHECK	349673	TOTAL:	3,750.00			
349674	02/13/2019	PRTD	2476 BAINBRIDGE ISLAND SE	228636	Q4-2018	01/09/2019	02/10/19	4,875.00						
Invoice: Q4-2018				4,875.00	31017555	54110000297	EX/2018 OPERATING SUPPORT EX-ELDER DAY SVCS/INTERFAITH S							
								CHECK	349674	TOTAL:	4,875.00			
349675	02/13/2019	PRTD	567 BAINBRIDGE ISLAND DO	228685	1248	01/18/2019	02/10/19	35,000.00						
Invoice: 1248				35,000.00	31411573	54110000297	EX/MAIN ST TAX CREDIT CONTRIBUTION STATE MAIN STREET TAX CR PRGM							
								CHECK	349675	TOTAL:	35,000.00			
349676	02/13/2019	PRTD	5490 BAINBRIDGE ISLAND ME	228724	875104	01/30/2019	02/10/19	25.00						
Invoice: 875104				25.00	51011211	54500000649	POL/HANG NNO BANNER NAT'L NIGHT OUT-RENTALS							
				228725	873832	01/25/2019	02/10/19	100.00						
Invoice: 873832				100.00	51011211	54500000649	POL/NNO STAGE RENTAL NAT'L NIGHT OUT-RENTALS							
								CHECK	349676	TOTAL:	125.00			

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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										
349677	02/13/2019	PRTD	1341 BLUE SKY PRINTING	228575	129178	01/14/2019		02/10/19	207.67	
Invoice: 129178						POL/BUSINESS CARDS X6				
				69.22	51011211 531100	PD-C/E-ADM-SUPPLIES				
				138.45	53011212 531100	PD-C/E-PATROL SUPPLIES				
								CHECK	349677 TOTAL:	207.67
349678	02/13/2019	PRTD	5016 BAINBRIDGE ISLAND BO	228541	Q42018	01/15/2019		02/10/19	8,576.07	
Invoice: Q42018						Q4 2018 OPERATING SUPPORT				
				8,576.07	31017540 54110000297	EX-BI CHILD CARE/B&G CLUB				
								CHECK	349678 TOTAL:	8,576.07
349679	02/13/2019	PRTD	4901 BRABER EQUIPMENT	228798	335201	01/04/2019		02/10/19	956.76	
Invoice: 335201						PW/BRUSH AXE BLADE 5/8"				
				956.76	73637958 531100	ROADSIDE MOWER ALLOC-SUPPLIES				
								CHECK	349679 TOTAL:	956.76
349680	02/13/2019	PRTD	7621 CAROLLO ENGINEERS IN	228549	0173377	01/08/2019		02/10/19	232.55	
Invoice: 0173377						ENG/PROF SVCS DEC18 UPDATE WATER MODELING CONTRACT				
				232.55	72411345 54110000336	ANNUAL WATER MAINS PRES-PROFSV				
								CHECK	349680 TOTAL:	232.55
349681	02/13/2019	PRTD	8253 CHS NORTHWEST	228658	31837/H	01/25/2019		02/10/19	912.24	
Invoice: 31837/H						PW/50# SALT BAG X98				
				912.24	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES				
								CHECK	349681 TOTAL:	912.24
349682	02/13/2019	PRTD	8491 CHUCKALS, INC.	228506	INTEREST10	01/18/2019		02/10/19	4.12	
Invoice: INTEREST10						CRT/FINANCE CHARGE				
				4.12	41011141 549900	FIN-C/E-MISC EXP				
				228726	976986-0	01/30/2019		02/10/19	209.65	
Invoice: 976986-0						CRT/ADDING MACHINE TAP, XEROX PAPER, CORRECTION TA				
				209.65	21011125 531100	COURT - SUPPLIES				
								CHECK	349682 TOTAL:	213.77
349683	02/13/2019	PRTD	9118 CHURCHMOUSE YARNS &	228578	01/15/19	01/15/2019		02/10/19	6.66	
Invoice: 01/15/19						POL/REFUND ON PARKING				
				6.66	01136 362500	FAC & PARKING RENTAL-LONG TERM				

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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 349683 TOTAL:	6.66
349684	02/13/2019	PRTD	9127 CIOX HEALTH	228799	0265341425	01/25/2019		02/10/19	4.31
Invoice: 0265341425						POL/MEDICAL RECORDS FEE			
				4.31	52011212 541100	POLICE - C/E INVEST PROF SVCS			
								CHECK 349684 TOTAL:	4.31
349685	02/13/2019	PRTD	460 CITY OF BAINBRIDGE I	228731	POL-2019-01	01/31/2019		02/10/19	6.08
Invoice: POL-2019-01						POL/HARDWARE F/FLAG MOUNTING			
				6.08	51011211 531100	PD-C/E-ADM-SUPPLIES			
								CHECK 349685 TOTAL:	6.08
349686	02/13/2019	PRTD	104 CITY OF BREMERTON	228550	BPD0002358	12/31/2018		02/10/19	200.00
Invoice: BPD0002358						POL/RANGE RENTAL			
				200.00	53011212 545000	POLICE - C/E PATROL RENTS			
				228743	BKAT000465	01/24/2019		02/10/19	2,840.75
Invoice: BKAT000465						IT/BKAT -JAN '19			
				2,840.75	81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET			
								CHECK 349686 TOTAL:	3,040.75
349687	02/13/2019	PRTD	4950 CORRECT EQUIPMENT IN	228487	38633	01/07/2019	21800027	02/10/19	1,449.70
Invoice: 38633						PW/2018 GRINDER PUM INSP & MX			
				1,449.70	73426355 54810000562	GRINDER PUMP MAINT CONTRACT			
								CHECK 349687 TOTAL:	1,449.70
349688	02/13/2019	PRTD	6101 E & S BRYAN INC	228728	2460	01/31/2019		02/10/19	150.00
Invoice: 2460						FIN/ADD BEGINNING 2017 FUND BAL TO 2 BUDGET REPORT			
				150.00	41011141 541100	FIN - C/E ADMIN PROF SERVICES			
								CHECK 349688 TOTAL:	150.00
349689	02/13/2019	PRTD	5132 CRYSTAL SPRINGS	228507	5228674 011619	01/16/2019		02/10/19	51.98
Invoice: 5228674 011619						CRT/WATER SERVICES			
				51.98	21011125 531100	COURT - SUPPLIES			
								CHECK 349689 TOTAL:	51.98
349690	02/13/2019	PRTD	6854 ELXSI	228659	523666	01/04/2019		02/10/19	35.39
Invoice: 523666						PW/BELT X2			
				35.39	73421355 531100	WIN COLL-SUPPLIES			

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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	349690 TOTAL:		35.39
349691	02/13/2019	PRTD	6363 LN CURTIS & SONS	228579	inv247214	01/09/2019		02/10/19	25.70
Invoice: inv247214						POL/UNIFORM PULLOVER SHEILDS			
				25.70	53011212 520000	POLICE - C/E PATROL BENEFITS			
						CHECK	349691 TOTAL:		25.70
349692	02/13/2019	PRTD	7016 CUSTOM PRINTING	228722	8202	12/14/2018		02/10/19	76.03
Invoice: 8202						PDC/BUSINESS CARDS: AP			
				76.03	65470597 531100	CODE - DEV OFFICE SUPPLIES			
						CHECK	349692 TOTAL:		76.03
349693	02/13/2019	PRTD	152 DAILY JOURNAL OF COM	228741	3344076	01/23/2019		02/10/19	216.30
Invoice: 3344076						ENG/NTC: OLYMPIC DR			
				216.30	72011951 64400000596	SR305-OLYMPIC NM-ADV			
						CHECK	349693 TOTAL:		216.30
349694	02/13/2019	PRTD	7906 DLT SOLUTIONS, LLC	228744	SI419695	01/18/2019		02/10/19	5,624.13
Invoice: SI419695						IT/AUTODESK SOFTWARE MAIN RENEWAL			
				5,624.13	81011881 548500	IT - C/E COMPUTER SUPPORT			
						CHECK	349694 TOTAL:		5,624.13
349695	02/13/2019	PRTD	7144 DTMICRO, INC	228745	4245	01/15/2019		02/10/19	136.25
Invoice: 4245						IT/POLICE NETWORK CONNECT W/KC FEB '19			
				136.25	91011215 542100	GG-C/E-PD-PHONE			
						CHECK	349695 TOTAL:		136.25
349696	02/13/2019	PRTD	8975 ECONORTHWEST	228613	20575	12/31/2018		02/10/19	12,318.10
Invoice: 20575						PCD/INCLUSIONARY ZONING AND TDR			
				12,318.10	61011586 54110000930	COMP PLAN IMPL-PROF SVCS			
						CHECK	349696 TOTAL:		12,318.10
349697	02/13/2019	PRTD	9116 EDGE ANALYTICAL, INC	228630	18-36856	01/24/2019		02/10/19	3,510.18
Invoice: 18-36856						PW/ANALYSIS - BROMIDE, ALCOHOLS, METALS			
				3,510.18	73411345 54110000391	LAB SVCS-WATER			
				228631	18-36862	11/16/2018		02/10/19	404.00
Invoice: 18-36862						PW/ANALYSIS - HALO ACETIC ACIDS			

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CASH ACCOUNT: 635	111100	CASH							
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INVOICE DTL DESC									

				404.00	73411345 54110000391	LAB SVCS-WATER			
						CHECK	349697	TOTAL:	3,914.18
349698	02/13/2019	PRTD	8336 ENVIROISSUES, INC.	228649	240-002-000-5	01/22/2019		02/10/19	1,197.50
			Invoice: 240-002-000-5			EX/PROF SVCS: SAFE MOBILITY			
				1,197.50	31011572 54245000957	SAFE MOBILITY LEVY-OUTREACH			
						CHECK	349698	TOTAL:	1,197.50
349699	02/13/2019	PRTD	8582 ENVISIO SOLUTIONS, I	228686	130575	12/15/2018		02/10/19	5,292.00
			Invoice: 130575			EX/STRATEGY SOFTWARE - 1 YEAR SUBSCRIPTION			
				5,292.00	31011131 548500	EX-GF-COMPUTER SUPPORT			
						CHECK	349699	TOTAL:	5,292.00
349700	02/13/2019	PRTD	8134 EVERBRIDGE, INC	228746	M41264	01/18/2019		02/10/19	6,746.30
			Invoice: M41264			IT/NIXLE - ANNUAL MAINT			
				6,746.30	81011881 548500	IT - C/E COMPUTER SUPPORT			
						CHECK	349700	TOTAL:	6,746.30
349701	02/13/2019	PRTD	7510 EXPERIAN	228802	CD1910001958	01/25/2019		02/10/19	92.65
			Invoice: CD1910001958			POL/INFORMATION SERVICES			
				92.65	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
						CHECK	349701	TOTAL:	92.65
349702	02/13/2019	PRTD	212 FABRICARE 02 - PLANT	228803	02/02/19	02/02/2019		02/10/19	229.51
			Invoice: 02/02/19			POL/LAUNDRY SERVICE			
				50.49	51011211 520000	PD-C/E ADMIN-BENEFITS			
				113.59	52011212 520000	POLICE - C/E INVEST BENEFITS			
				65.43	53011212 520000	POLICE - C/E PATROL BENEFITS			
						CHECK	349702	TOTAL:	229.51
349703	02/13/2019	PRTD	1953 FERGUSON ENTERPRISES	228580	0731180	01/09/2019		02/10/19	543.69
			Invoice: 0731180			PW/SUPPLIES			
				48.45	73411345 531100	OFFICE SUPPLIES			
				495.24	411 141100	WATER - INVENTORY			
				228747	0731230	01/10/2019		02/10/19	2,429.08
			Invoice: 0731230			IT/UB METER READING HARDWARE/SOFTWARE MAINT			
				1,214.54	81411341 548500	IT-WTR-COMP MAINT SUPPORT			
				1,214.54	81421351 548500	IT-SEWER-COMP MAINT SUPPORT			

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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						
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Invoice: 0728350				228804	0728350	01/19/2019		02/10/19	520.81							
				520.81	73421355	531100				PW/CLAMPS						
										WIN COLL-SUPPLIES						
Invoice: 0734437				228805	0734437	01/18/2019		02/10/19	282.86							
				282.86	73411345	531100				PW/SUPPLIES						
										OFFICE SUPPLIES						
										CHECK	349703	TOTAL:	3,776.44			
349704	02/13/2019	PRTD	8292 PRJ GROUP INC	228806	01/28/19	01/28/2019		02/10/19	41.97							
Invoice: 01/28/19										PW/REPAIRS - SERVICE CHARGE						
				41.97	73431835	548100				REPAIRS & MAINTENANCE						
										CHECK	349704	TOTAL:	41.97			
349705	02/13/2019	PRTD	6940 FREMONT ANALYTICAL	228488	1812320	12/31/2018		02/10/19	1,272.00							
Invoice: 1812320										PW/VINCENT ROAD LANDFILL						
				1,272.00	73011370	53110000261				VINCENT RD DUMP-SUPPLIES						
Invoice: 1812315				228489	1812315	12/31/2018		02/10/19	464.00							
										PW/VINCENT RD STORM						
				464.00	73011370	53110000261				VINCENT RD DUMP-SUPPLIES						
Invoice: 1901110				228660	1901110	01/10/2019	21900003	02/10/19	480.00							
										ENG/WATER QUAL FLOW MONIT-PR SVC						
				480.00	72637319	54110000809				WATER QUAL FLOW MONIT-PRO SVCS						
										CHECK	349705	TOTAL:	2,216.00			
349706	02/13/2019	PRTD	231 GALLS, LLC	228679	011634982	01/03/2019		02/10/19	42.46							
Invoice: 011634982										POL/HANDCUFF CASE						
				42.46	53011212	531100				PD-C/E-PATROL SUPPLIES						
										CHECK	349706	TOTAL:	42.46			
349707	02/13/2019	PRTD	233 GATEWAY TOWING	228729	40901	01/29/2019		02/10/19	136.25							
Invoice: 40901										POL/TOW POLICE VEHICLE: NORTON						
				136.25	53011212	548100				POLICE - C/E PATROL MAINTENANC						
										CHECK	349707	TOTAL:	136.25			
349708	02/13/2019	PRTD	9007 BRENDA FRANKLIN	228450	1073	01/15/2019		02/10/19	318.83							
Invoice: 1073										CC/PORTRAIT: MT						
				318.83	11011116	531100				COUNCIL - 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	349708	TOTAL:	318.83	
349709	02/13/2019	PRTD	7851 GEOTECH ENVIROMENTAL	228490	575105	12/28/2018		02/10/19	697.71	
Invoice: 575105			PW/EQUIP RENTALS							
697.71 73011370 53110000261						VINCENT RD DUMP-SUPPLIES				
						CHECK	349709	TOTAL:	697.71	
349710	02/13/2019	PRTD	1517 GUARDIAN SECURITY SY	228807	883802	02/01/2019		02/10/19	44.00	
Invoice: 883802			POL/ALARM MONITORING							
44.00 51011215 541100						POLICE - C/E FACIL PROF SVCS				
						CHECK	349710	TOTAL:	44.00	
349711	02/13/2019	PRTD	9123 HARBOR SQUARE WINE S	228696	01/30/19	01/30/2019		02/10/19	416.73	
Invoice: 01/30/19			REFUND OF B & O TAXES PAID							
416.73 01131 316100						B&O TAX				
						CHECK	349711	TOTAL:	416.73	
349712	02/13/2019	PRTD	4850 HOME DEPOT CREDIT SE	228808	5055496	01/18/2019		02/10/19	165.31	
Invoice: 5055496			PW/PLUMBERS WRENCH, PIPE WRENCH							
165.31 73411345 531100						OFFICE SUPPLIES				
						CHECK	349712	TOTAL:	165.31	
349713	02/13/2019	PRTD	268 HOUSING RESOURCES BA	228637	4691	12/31/2018		02/10/19	18,714.24	
Invoice: 4691			EX/3Q 2018 INDEPENDENT LIVING PROGRA							
18,714.24 31017592 54130100297						INDEPENDENT LIVING PRGM				
228638 4690						12/31/2018		02/10/19	662.15	
Invoice: 4690			EX/4Q 2018 HOMEFINDING PROGRAM SUPPO							
662.15 31017592 54130600297						HOMESHARE				
228639 4516						12/31/2018		02/10/19	1,125.00	
Invoice: 4516			EX/4Q 2015 MGMT FEES - ISLANDER MOBILE HOME PARK							
1,125.00 31180592 54130200297						IMHP MNGT FEES				
						CHECK	349713	TOTAL:	20,501.39	
349714	02/13/2019	PRTD	7918 IMS INFRASTRUCTURE M	228704	14018-1	01/16/2019	21800109	02/10/19	4,600.00	
Invoice: 14018-1			ENG/PAVEMENT CONDITIONS ASSESSMENT							
4,600.00 72111421 54110000993						PVMT CONDITION ASSESS PRF SVC				

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CASH ACCOUNT: 635	111100	CASH						
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INVOICE DTL DESC

						CHECK	349714 TOTAL:	4,600.00
349715	02/13/2019	PRTD	8945 MANDY OENS	228582	1168	01/16/2019	02/10/19	185.30
Invoice: 1168						POL/AWARDS		
				185.30	51011211 53110000933	PD AWARDS GALA-SUPPLIES		
						CHECK	349715 TOTAL:	185.30
349716	02/13/2019	PRTD	7184 ISLAND VOLUNTEER CAR	228547	2018-Q4	01/18/2019	02/10/19	6,375.00
Invoice: 2018-Q4						Q4 2018 OPERATING SUPPORT		
				6,375.00	31017555 54110000297	EX-ELDER DAY SVCS/INTERFAITH S		
						CHECK	349716 TOTAL:	6,375.00
349717	02/13/2019	PRTD	9117 MORGAN AND JAMES JE	228543	09/13/18	01/17/2019	02/10/19	954.00
Invoice: 09/13/18						PCD/PERMIT FEE REFUND PLN51273		
				954.00	47047 345810	ZONING & SUBDIVISION FE		
						CHECK	349717 TOTAL:	954.00
349718	02/13/2019	PRTD	3114 JOHNSON CONTROLS FIR	228508	85483238	12/20/2018	02/10/19	1,121.61
Invoice: 85483238						PW/PANIC BUTTONS		
				1,121.61	73011183 548100	O&M-C/E-CH FAC-REPAIRS		
				228653	85261761	10/02/2018	02/10/19	837.12
Invoice: 85261761						PW/SVC CALL: SECURED COVER ON VISONIC WIRELESS		
				837.12	73011183 548100	O&M-C/E-CH FAC-REPAIRS		
						CHECK	349718 TOTAL:	1,958.73
349719	02/13/2019	PRTD	1826 JOHNSON CONTROLS INC	228491	1-82977952572	11/30/2018	02/10/19	1,721.11
Invoice: 1-82977952572						PW/REPAIR SERVICES		
				1,721.11	73011183 54810000707	CH HVAC-REPAIRS		
						CHECK	349719 TOTAL:	1,721.11
349720	02/13/2019	PRTD	7961 KATY BIGELOW, ARBORI	228551	5405	12/31/2018	02/10/19	14,375.00
Invoice: 5405						PCD/REVISIONS TO BIMC CHAPTER 16.1		
				14,375.00	61011586 541100	PCD-ZONING/LU REGS-PROF SVCS		
						CHECK	349720 TOTAL:	14,375.00
349721	02/13/2019	PRTD	1496 KITSAP COUNTY SEWER	228626	KCSD7-COBI-2019-FEB	01/20/2019	02/10/19	18,217.71
Invoice: KCSD7-COBI-2019-FEB						PW/FEB 2019 SEWER SERVICES		
				18,217.71	73426356 551000	SIS-SD#7 PROCESSING CHGS		

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CASH ACCOUNT: 635	111100	CASH							
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INVOICE DTL DESC									

						CHECK	349721	TOTAL:	18,217.71
349722	02/13/2019	PRTD	199 KITSAP ECONOMIC DEVE	228647	CBI-4Q-18	12/28/2018		02/10/19	2,500.00
	Invoice: CBI-4Q-18					EX/Q4 2018 ECONOMIC DEVELOPMENT SERVICES			
				2,500.00	31011586 54110000297	EX-GF-ECON DEV PLANNING			
						CHECK	349722	TOTAL:	2,500.00
349723	02/13/2019	PRTD	1971 KELLEY IMAGING SYSTE	228661	IN482904	01/18/2019		02/10/19	556.92
	Invoice: IN482904					PW/COLOR OVERAGE CHARGE			
				556.92	73637891 548100	REPAIRS			
						CHECK	349723	TOTAL:	556.92
349724	02/13/2019	PRTD	1971 KELLEY IMAGING SYSTE	228665	24120403	01/22/2019		02/10/19	283.78
	Invoice: 24120403					ENG/E-STUDIO4505AC LEASE			
				283.78	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
						CHECK	349724	TOTAL:	283.78
349725	02/13/2019	PRTD	8112 KIDDER MATHEWS LLC	228698	21480	01/18/2019		02/10/19	3,000.00
	Invoice: 21480					PD/COURT BLDG- (HARRISON SITE			
				3,000.00	72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN			
						CHECK	349725	TOTAL:	3,000.00
349726	02/13/2019	PRTD	4584 KIDS DISCOVERY MUSEU	228536	01/09/19	01/09/2019		02/10/19	3,750.00
	Invoice: 01/09/19					Q4 CULTURAL FUNDING - OPERATING S			
				3,750.00	31011732 541100	EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK	349726	TOTAL:	3,750.00
349727	02/13/2019	PRTD	8546 KITSAP 911 PUBLIC AU	228583	BIPD2019-02	01/15/2019		02/10/19	10,970.17
	Invoice: BIPD2019-02					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	349727	TOTAL:	10,970.17
349728	02/13/2019	PRTD	315 KITSAP HUMANE SOCIET	228641	1671	01/01/2019		02/10/19	5,764.17
	Invoice: 1671					JAN19 KITSAP HUMANE SOCIETY ANNUAL C			
				5,764.17	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			

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CASH ACCOUNT: 635	111100	CASH							
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INVOICE DTL DESC									
CHECK 349728 TOTAL:									5,764.17
349729	02/13/2019	PRTD	2421 KITSAP PUBLIC HEALTH	228730	2019 PUBLIC HEALTH	01/28/2019		02/10/19	78,447.00
Invoice: 2019 PUBLIC HEALTH					2019 PUB HEALTH & RGC MORTGAGE				
78,447.00					91011627	551000	EXEC-C/E-HEALTH ED-I/G SVCS		
CHECK 349729 TOTAL:									78,447.00
349730	02/13/2019	PRTD	694 KITSAP PUD #1	228701	NOV18-JAN19	01/16/2019		02/10/19	38.57
Invoice: NOV18-JAN19					WATER/LOT 1 BELFAIR AVE NE				
38.57					91011768	547500	GG-C/E-PARKS-WTR/SWR		
CHECK 349730 TOTAL:									38.57
349731	02/13/2019	PRTD	4396 KITSAP RECLAMATION M	228584	JAJ-23281	12/31/2018		02/10/19	471.09
Invoice: JAJ-23281					PW/39.29 Y 3/4" MINUS CRUSHED ROCKS				
471.09					990	141100	MERCHANDISE		
CHECK 349731 TOTAL:									471.09
349732	02/13/2019	PRTD	8398 KITSAP COMMUNITY RES	228767	4-A	01/04/2019		02/10/19	7,696.41
Invoice: 4-A					EX/2018 PROGRAM SUPPORT				
7,696.41					31017592	54130300297	EMERGENCY RENTAL ASSISTANCE		
CHECK 349732 TOTAL:									7,696.41
349733	02/13/2019	PRTD	309 KITSAP TIRE CENTER I	228585	219075	01/15/2019		02/10/19	583.97
Invoice: 219075					PW/TIRES VEH 199				
583.97					53011212	531100	PD-C/E-PATROL SUPPLIES		
228586					219061		01/14/2019		8.72
Invoice: 219061					PW/SCRAP TIRE DISPOSAL				
8.72					91011897	547900	GG-C/E-O&M YARD FAC-GARBAGE		
CHECK 349733 TOTAL:									592.69
349734	02/13/2019	PRTD	308 KITSAP REGIONAL COOR	228624	2019-DUES	12/11/2018		02/10/19	33,887.00
Invoice: 2019-DUES					2019 MEMBERSHIP DUES				
33,887.00					91011199	549100	EXEC - C/E GEN'L GOV'T DUES		
CHECK 349734 TOTAL:									33,887.00
349735	02/13/2019	PRTD	6149 LANGUAGE LINE SERVIC	228627	4472172	12/31/2018		02/10/19	9.51
Invoice: 4472172					CRT/INTERPRETATION SERVICES				
9.51					21011125	541230	COURT - INTERPRETER		

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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 349735 TOTAL:									9.51
349736	02/13/2019	PRTD	4224 L.E.I.R.A.	228732	1269	01/24/2019		02/10/19	200.00
Invoice: 1269						POL/2019 ANNUAL DUES: BB, JC, KE LH			
				50.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
				100.00	51011120 549100	PD-CLERKS-DUES/MEMBERSHIPS			
				50.00	51011191 549100	PD-C/E-PROP RM-DUES/MEMBERSHIP			
CHECK 349736 TOTAL:									200.00
349737	02/13/2019	PRTD	8375 MOORE IACOFANO GOLTS	228479	0056733	01/09/2019	21600063	02/10/19	742.50
Invoice: 0056733						ENG/DESIGN SERVICES FOR WYATT WAY			
				742.50	72321951 64110000708	WYATT-MAD TO LOVELL-ENG/DESIGN			
				228650	00565732	01/09/2019		02/10/19	2,174.42
Invoice: 00565732						ENG/OLYMPIC DRIVE MODIFICATIONS			
				2,174.42	72334951 64110000596	SR305-OLYMPIC NM-ENG/DESIGN			
CHECK 349737 TOTAL:									2,916.92
349738	02/13/2019	PRTD	493 MODERN COLLISION REB	228588	16040	01/10/2019		02/10/19	948.87
Invoice: 16040						POL/VEH 199 REPAIR HOOD			
				948.87	53011212 548100	POLICE - C/E PATROL MAINTENANC			
				228589	16041	01/10/2019		02/10/19	8,869.22
Invoice: 16041						POL/VEH 199 SVCS FRONT BUMPER, FRONT LAMPS, HOOD			
				8,869.22	53011212 548100	POLICE - C/E PATROL MAINTENANC			
CHECK 349738 TOTAL:									9,818.09
349739	02/13/2019	PRTD	9125 DEBBIE NITSCHKE	228733	01/31/19	01/31/2019		02/10/19	12.50
Invoice: 01/31/19						POL/REFUND FOR OVERPAYMENT			
				12.50	01132 322300	CUR EXP - ANIMAL LICENSES			
CHECK 349739 TOTAL:									12.50
349740	02/13/2019	PRTD	1125 NORTH WEST INSTRUMEN	228590	13830	01/15/2019		02/10/19	130.80
Invoice: 13830						PW/LAB SUPPLY - ER120A			
				130.80	73425358 541100	O&M-WWTP-PROF SVCS			
CHECK 349740 TOTAL:									130.80
349741	02/13/2019	PRTD	2430 OGDEN MURPHY WALLACE	228628	820262	01/14/2019		02/10/19	4,861.80
Invoice: 820262						LEGAL/PROF SVCS DEC 18			
				780.00	32470152 54111100844	LIT-CLARK ADMIN APPEAL			

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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

840.00 32470152 54111100892 LIT-CAINION SUP CT WRIT
30.00 32470152 54111100893 LIT-CAINION APA SUP CT
60.00 32011152 54111100926 LIT-KC REALTORS-SUP CT
300.00 32011152 54111100935 LIT-KC REALTORS-GMHB
421.80 32011152 54111101010 LIT-ENVIRONMENTAL COALITION
1,260.00 91011211 541110 GG-C/E-CIVIL SVC-LEGAL ADVICE
450.00 32470152 54111000711 SMP LEGAL ADVICE
210.00 32470152 54111100896 LIT-BAINBRIDGE ALLIANCE
510.00 32470152 54111100897 LIT-PRESERVE RESP SHORELINE

CHECK 349741 TOTAL: 4,861.80

349742 02/13/2019 PRD 8954 ONE WAY BACKFLOW TES 228509 PAYREQ14-510 01/15/2019 21800075 02/10/19 220.00
Invoice: PAYREQ14-510 PW/2018 BACKFLOW TESTING
220.00 73411349 54110000510 BACKFLOW TEST-PRO SVCS

CHECK 349742 TOTAL: 220.00

349743 02/13/2019 PRD 9021 OLYMPIC PROPERTY GRO 228713 128507 01/16/2019 02/10/19 42,525.09
Invoice: 128507 EX/SUZUKI PROPERTY
42,525.09 31011593 54110000961 SUZUKI PROP DEV-PROF SVCS

228714 128361 01/04/2019 02/10/19 72,821.34
Invoice: 128361 EX/SUZUKI PROPERTY
72,821.34 31011593 54110000961 SUZUKI PROP DEV-PROF SVCS

CHECK 349743 TOTAL: 115,346.43

349744 02/13/2019 PRD 8286 SUPERINTENDENT OF P 228552 14727 01/07/2019 02/10/19 129.00
Invoice: 14727 POL/FINGERPRINTING
129.00 65438 386110 AGENCY-FINGERPRINT REV TO SPI

228553 14763 01/18/2019 02/10/19 129.00
Invoice: 14763 POL/FINGERPRINTING
129.00 65438 386110 AGENCY-FINGERPRINT REV TO SPI

228591 14742 01/11/2019 02/10/19 44.25
Invoice: 14742 POL/FINGERPRINTING
44.25 65438 386110 AGENCY-FINGERPRINT REV TO SPI

228592 14728 01/07/2019 02/10/19 44.25
Invoice: 14728 POL/FINGERPRINTING
44.25 65438 386110 AGENCY-FINGERPRINT REV TO SPI

228734 14774 01/24/2019 02/10/19 44.25
Invoice: 14774 POL/FINGERPRINTING
44.25 65438 386110 AGENCY-FINGERPRINT REV TO SPI

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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 349744 TOTAL:	390.75
349745	02/13/2019	PRTD	8544 PHILANTHROPY NORTHWE	228768	TGP 3015	12/31/2018		02/10/19	750.00
Invoice: TGP 3015				EX/HUMAN SERVICES					
				750.00	31017572 54110000297	EX-COMMUNITY FUNDING RESOURCES			
				228769	TGP 3000	12/31/2018		02/10/19	300.00
Invoice: TGP 3000				EX/HUMAN SERVICES					
				300.00	31017572 54110000297	EX-COMMUNITY FUNDING RESOURCES			
								CHECK 349745 TOTAL:	1,050.00
349746	02/13/2019	PRTD	5225 PND ENGINEERS INC	228492	1812164	12/18/2018		02/10/19	3,650.00
Invoice: 1812164				PW/PROF SVCS: NOV 5 - DEC 2, 2018					
				3,650.00	73311475 64110000790	OWM-5 ADD'L BUOYS-DESIGN			
				228707	1901256	01/22/2019		02/10/19	4,211.25
Invoice: 1901256				PW/OPEN WATER MARINA DESIGN					
				4,211.25	73311475 64110000790	OWM-5 ADD'L BUOYS-DESIGN			
								CHECK 349746 TOTAL:	7,861.25
349747	02/13/2019	PRTD	360 PROBUILD COMPANY LLC	228596	1735292	01/17/2019		02/10/19	5.44
Invoice: 1735292				PW/80 LB PEA GRAVEL					
				5.44	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
				228597	1734840	01/15/2019		02/10/19	4,751.59
Invoice: 1734840				PW/SUPPLIES					
				4,751.59	990 141100	MERCHANDISE			
				228598	1734879	01/15/2019		02/10/19	103.24
Invoice: 1734879				PW/CLEAR VISQUEEN, CEMENT BOND					
				103.24	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
				228599	1734563	01/11/2019		02/10/19	11.31
Invoice: 1734563				PW/SUPPLIES					
				11.31	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
				228600	1734447	01/10/2019		02/10/19	313.15
Invoice: 1734447				PW/SUPPLIES					
				313.15	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
				228601	1734446	01/10/2019		02/10/19	29.17
Invoice: 1734446				PW/50 LB FAST SET CONCRETE MIX					
				29.17	73431835 531100	OFFICE SUPPLIES			
								CHECK 349747 TOTAL:	5,213.90

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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												

349748	02/13/2019	PRTD	7563 PUMPTECH INC	228545	0138339-IN	12/31/2018		02/10/19	5,720.32			
Invoice: 0138339-IN						PW/CELL ASSEMBLY & BELLOW PUMPS						
				5,720.32	73411345 531100	OFFICE SUPPLIES						
						CHECK	349748	TOTAL:	5,720.32			
349749	02/13/2019	PRTD	7187 RANDOLPH BAUER	228472	1901295	01/03/2019		02/10/19	180.00			
Invoice: 1901295						PW/2 @ EAGLE HARBOR DR						
				180.00	73011768 545000	O&M-C/E-PARKS-OP LEASES						
		Invoice: 1901296				01/03/2019		02/10/19	90.00			
				90.00	73011897 545000	PW/1 @ HIDDEN COVE						
						O&M-C/E-PWYD FAC-RENTS						
		Invoice: 1901297				01/03/2019		02/10/19	90.00			
				90.00	73011768 545000	PW/1 @ CRESOTE						
						O&M-C/E-PARKS-OP LEASES						
		Invoice: 1901298				01/03/2019		02/10/19	90.00			
				90.00	73435838 545000	PW/1 @ NE VINCENT						
						O&M-DECANT-RENTS						
						CHECK	349749	TOTAL:	450.00			
349750	02/13/2019	PRTD	6685 REGIONAL DISPOSAL CO	228496	0000155024	12/31/2018	21800022	02/10/19	2,326.88			
Invoice: 0000155024						PW/BIOSOLIDS DISPOSAL						
				2,326.88	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL						
		Invoice: 0000154914				12/15/2018	21800022	02/10/19	4,465.82			
				4,465.82	73425358 54790100551	PW/BIOSOLIDS DISPOSAL						
						BIOSOLIDS WASTE DISPOSAL						
						CHECK	349750	TOTAL:	6,792.70			
349751	02/13/2019	PRTD	8691 ROBERT DAVY	228735	01/30/19	01/30/2019		02/10/19	150.00			
Invoice: 01/30/19						CRT/2.5 HRS JUDGE PRO TEMP						
				150.00	21011125 541210	COURT - JUDGE PRO TEMPORE SVCS						
						CHECK	349751	TOTAL:	150.00			
349752	02/13/2019	PRTD	408 ROLLING BAY COMMERCIAL	228702	112592	01/25/2019		02/10/19	3,955.00			
Invoice: 112592						CRT/FEB'19 RENT						
				3,955.00	91011255 545000	GG-C/E-COURT BLDG-RENT						
						CHECK	349752	TOTAL:	3,955.00			

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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										

349753	02/13/2019	PRTD	5251 ROTARY CLUB OF BAINB	228603	8634	01/06/2019	02/10/19			79.37
Invoice: 8634				79.37	51011211 549100	POL/QUARTERLY DUES - HAMNER PRO-RATED FOR JAN PD-C/E-ADM-DUES/SUBCR/MEMBERSHP				
								CHECK	349753 TOTAL:	79.37
349754	02/13/2019	PRTD	7550 STRATEGIC GOVERNMENT	228625	2019-100132	01/22/2019	02/10/19			12,533.30
Invoice: 2019-100132				6,266.65	31011131 541100	EX/MGMT RETREAT WORKSHOP & COUNCIL RETREAT EX-GF-PROF SERVICES				
				6,266.65	11011116 541100	COUNCIL - PROF SERVICES				
								CHECK	349754 TOTAL:	12,533.30
349755	02/13/2019	PRTD	4689 SITESTAR DONOBI INTE	228748	6786860	12/11/2018	02/10/19			6,165.00
Invoice: 6786860				6,165.00	81011881 545000	IT/WAN/ISP QTRLY JAN - MAR '19 IT - C/E RENTS & LEASES				
								CHECK	349755 TOTAL:	6,165.00
349756	02/13/2019	PRTD	7173 SKILLINGS CONNOLLY I	228705	11616	01/15/2019	02/10/19			5,535.04
Invoice: 11616				5,535.04	72334562 64110000800	ENG/MILLER RD TOLO-PETERSON HILL C40-MILLER RD-ENG/DESIGN				
								CHECK	349756 TOTAL:	5,535.04
349757	02/13/2019	PRTD	601 SOUND REPROGRAPHICS	228712	67917	01/11/2019	02/10/19			26.16
Invoice: 67917				26.16	72011262 54400000778	ENG/COREPLAST SIGN WFP BRIDGE REDECKING-ADV				
								CHECK	349757 TOTAL:	26.16
349758	02/13/2019	PRTD	8132 SPECTRA LABORATORIES	228515	19-00038	01/04/2019	02/10/19			105.80
Invoice: 19-00038				105.80	73411345 54110000391	PW/WINWTR ECOLI TESTING LAB SVCS-WATER				
				228516	19-00039	01/04/2019	02/10/19			21.16
Invoice: 19-00039				21.16	73415345 54110000391	PW/ROCKAWAY BEACH ECOLI TESTING LAB SVCS-WATER ROCKAWAY				
				228517	19-00134	01/04/2019	02/10/19			105.80
Invoice: 19-00134				105.80	73411345 54110000391	PW/WINWTR ECOLI TESTING LAB SVCS-WATER				
				228518	19-00135	01/09/2019	02/10/19			21.16
Invoice: 19-00135				21.16	73011897 54110000391	PW/PW ECOLI TESTING LAB SVCS-PWY FAC				

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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: 1900213
228519 1900213 01/11/2019 02/10/19 21.16
PW/WINWTR ECOLI TESTING
21.16 73411345 54110000391 LAB SVCS-WATER

Invoice: 19-00350
228604 19-00350 01/18/2019 02/10/19 63.02
PW/TESTING - ROCKAWAY BEACH
63.02 73415345 54110000391 LAB SVCS-WATER ROCKAWAY

Invoice: 19-00349
228605 19-00349 01/18/2019 02/10/19 62.10
PW/FLUORIDE TESTING - WINWTR
62.10 73411345 54110000391 LAB SVCS-WATER

CHECK 349758 TOTAL: 400.20

349759 02/13/2019 PRTD 2467 STAPLES
Invoice: 3401254088
228452 3401254088 01/05/2019 02/10/19 217.62
PCD/FOLDER, CATALOG ENV, 3TAB FILE FOLDER, AA BATT
217.62 62471591 531100 BLDG - BLDG OFFICE SUPPLIES

Invoice: 3401254087
228453 3401254087 01/05/2019 02/10/19 70.41
PCD/CHAIRMAT, MULTIUSE PAPER
70.41 65470597 531100 CODE - DEV OFFICE SUPPLIES

Invoice: 3401254090
228454 3401254090 01/05/2019 02/10/19 97.00
PCD/TYVEK FIRST CLASS ENVELOPES
97.00 61011581 531100 PCD - C/E ADMIN SUPPLIES

Invoice: 3401254093
228455 3401254093 01/05/2019 02/10/19 73.83
PCD/STAPLER, CALCULATOR, PENCIL CUP, TAPE DISPENSE
73.83 62471591 531100 BLDG - BLDG OFFICE SUPPLIES

Invoice: 3401254094
228456 3401254094 01/05/2019 02/10/19 70.60
PCD/STAPLES, PENS, MULTIUSE PAPER
70.60 61011581 531100 PCD - C/E ADMIN SUPPLIES

Invoice: 3401254097
228457 3401254097 01/05/2019 02/10/19 94.66
PCD/ENGINEER SCALE, HIGHLIGHTERS, STAPLES
94.66 61011581 531100 PCD - C/E ADMIN SUPPLIES

Invoice: 3401254098
228458 3401254098 01/05/2019 02/10/19 63.57
PCD/PAPERCLIPS, CLOROX WIPES, DUST-OFF
63.57 61011581 531100 PCD - C/E ADMIN SUPPLIES

Invoice: 3401254095
228459 3401254095 01/05/2019 02/10/19 47.87
PCD/11X17 COPY PAPER
47.87 61011581 531100 PCD - C/E ADMIN SUPPLIES

Invoice: 3401254052
228520 3401254052 01/05/2019 02/10/19 160.80
PW/PLATE, HAND SANITIZER, CORRECTION TAPE
160.80 73637891 531100 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: 3401254053				228521	3401254053	01/05/2019		02/10/19	240.65	
				240.65	73637891 531100	PW/STAPLES AND FOLDERS				
						OFFICE SUPPLIES				
Invoice: 3401254127				228555	3401254127	01/05/2019		02/10/19	14.51	
				14.51	51011211 531100	POL/MAGAZINE BOX				
						PD-C/E-ADM-SUPPLIES				
Invoice: 3401254126				228556	3401254126	01/05/2019		02/10/19	192.43	
				96.22	51011211 531100	POL/OFFICE SUPPLIES				
				38.49	52011212 531100	PD-C/E-ADM-SUPPLIES				
				57.72	53011212 531100	POLICE - C/E INVEST SUPPLIES				
						PD-C/E-PATROL SUPPLIES				
Invoice: 3401254128				228606	3401254128	01/05/2019		02/10/19	9.81	
				9.81	51011211 531100	POL/REFILL INK				
						PD-C/E-ADM-SUPPLIES				
Invoice: 3401254129				228607	3401254129	01/05/2019		02/10/19	5.02	
				5.02	51011211 531100	POL/STAMP PAD INK				
						PD-C/E-ADM-SUPPLIES				
Invoice: 3401253890				228651	3401253890	01/05/2019		02/10/19	7.49	
				7.49	31011131 531100	EX/LUCITE FRAM 8.5X11 INCH				
						EX-GF-SUPPLIES				
Invoice: 3401253893				228652	3401253893	01/05/2019		02/10/19	4.68	
				4.68	31011131 531100	EX/MEMO BOOKS				
						EX-GF-SUPPLIES				
Invoice: 3401253889				228662	3401253889	01/05/2019		02/10/19	42.14	
				42.14	31011131 531100	EX/STAPLES, WALL CALENDAR				
						EX-GF-SUPPLIES				
Invoice: 3401253974				228666	3401253974	01/05/2019		02/10/19	99.66	
				99.66	72011321 531100	ENG/COPY PAPER, CARTON CUTTER				
						ENG - C/E ADMIN SUPPLIES				
Invoice: 3401253975				228667	3401253975	01/05/2019		02/10/19	64.20	
				64.20	72011321 531100	ENG/PHONE STAND, KLEENEX, SWIFFLER DUSTER REFILLS				
						ENG - C/E ADMIN SUPPLIES				
Invoice: 3401253976				228668	3401253976	01/05/2019		02/10/19	24.20	
				24.20	72011321 531100	ENG/KLEENEX, 3X5 BRIGHT POST ITS				
						ENG - C/E ADMIN SUPPLIES				
Invoice: 3401253979				228669	3401253979	01/05/2019		02/10/19	64.07	
				64.07	72011321 531100	ENG/64GB FLASH DRIVE				
						ENG - C/E ADMIN SUPPLIES				
Invoice: 3401253977				228670	3401253977	01/05/2019		02/10/19	49.00	
						ENG/CENTON DATASTICK PRO 16GB				

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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					
			49.00	72011321 531100	ENG - C/E ADMIN SUPPLIES			
Invoice: 3401253982			228671	3401253982	01/05/2019	02/10/19		12.58
					ENG/EXPO LOW ODOR CHISEL MARKERS			
			12.58	72011321 531100	ENG - C/E ADMIN SUPPLIES			
Invoice: 3401253980			228672	3401253980	01/05/2019	02/10/19		5.44
					ENG/GIORLLA SUPER GLUE			
			5.44	72011321 531100	ENG - C/E ADMIN SUPPLIES			
Invoice: 3401253981			228673	3401253981	01/05/2019	02/10/19		76.08
					ENG/8FT BIFOLD FOLDING TABLE			
			76.08	72431831 531100	ENG - SSWM ADM SUPPLIES			
Invoice: 3401253895			228688	3401253895	01/05/2019	02/10/19		471.78
					EX/FIN/EXCC/LEGAL/OFFICE SUPPLIES			
			49.08	31011131 531100	EX-GF-SUPPLIES			
			14.56	41011141 531100	FIN - C/E ADMIN SUPPLIES			
			17.21	36011143 531100	CLERK-C/E SUPPLIES			
			390.93	32011152 531100	LGL-GF-SUPPLIES			
Invoice: 3401253892			228689	3401253892	01/05/2019	02/10/19		51.01
					EX/FIN/COAT HOOK, CERTIFICATE HOLDER			
			10.35	41011141 531100	FIN - C/E ADMIN SUPPLIES			
			40.66	31011131 531100	EX-GF-SUPPLIES			
							CHECK 349759 TOTAL:	2,331.11
349760	02/13/2019	PRTD 5730 SUMMIT LAW GROUP	228510	100563	01/16/2019	02/10/19		1,067.50
Invoice: 100563					LEGAL/PROF SCVS DEC 18			
			1,067.50	32011152 54111000274	LGL-LABOR NEGOTIATIONS			
Invoice: 100562			228629	100562	01/16/2019	02/10/19		183.00
					LEGAL/PROF SVCS DEC 18			
			30.50	32011152 54111000274	LGL-LABOR NEGOTIATIONS			
			152.50	32011152 54111000870	LGL-HR (NON-BARGAINING)			
							CHECK 349760 TOTAL:	1,250.50
349761	02/13/2019	PRTD 7095 SUPERIOR SAW & SUPPL	228476	125276	01/15/2019	02/10/19		124.26
Invoice: 125276					PW/SHARPEN SAW CHAINS			
			124.26	73111427 548100	O&M-ACCESS RDSIDE R&M			
							CHECK 349761 TOTAL:	124.26
349762	02/13/2019	PRTD 8244 SUPPLYWORKS	228522	472216050	01/08/2019	02/10/19		2,242.08
Invoice: 472216050					PW/CLEANING SUPPLIES			
			2,242.08	73637948 531100	O&M ALLOC-CITY WIDE SUPPLIES			

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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	349762 TOTAL:		2,242.08
349763	02/13/2019	PRTD	4271 JOHN SUTTON	228674	01/22/19	01/22/2019	02/10/19			28.05
Invoice: 01/22/19				28.05	91029211 521500	LEOFF 1 REIMBURSEMENT				
						POLICE - INS ADD MEDICAL COSTS				
							CHECK	349763 TOTAL:		28.05
349764	02/13/2019	PRTD	6746 SYMBOL ARTS	228737	0323076-IN	01/21/2019	02/10/19			37.00
Invoice: 0323076-IN				37.00	52011212 520000	POL/WALLET BADGE: LEDBETTER				
						POLICE - C/E INVEST BENEFITS				
							CHECK	349764 TOTAL:		37.00
349765	02/13/2019	PRTD	4819 THOMSON REUTERS - WE	228460	839564159	01/01/2019	02/10/19			531.62
Invoice: 839564159				531.62	32011152 549100	LEGAL/INFO SVC DEC 18				
						LGL-GF-DUES & SUBSCRIPTIONS				
							CHECK	349765 TOTAL:		531.62
349766	02/13/2019	PRTD	6714 TOSHIBA FINANCIAL SE	228614	24120402-A	01/22/2019	02/10/19			188.58
Invoice: 24120402-A				188.58	21011125 545000	CRT/ESTUDIO3005AC COPIER LEASE				
						COURT - RENTS & LEASES - OPER				
				228620	24120402	01/22/2019	02/10/19			210.58
Invoice: 24120402				188.58	21011125 545000	CRT/ESTUDIO3005AC COPIER LEASE				
						COURT - RENTS & LEASES - OPER				
				22.00	41011141 549900	FIN-C/E-MISC EXP				
							CHECK	349766 TOTAL:		399.16
349767	02/13/2019	PRTD	558 TOWN & COUNTRY MARKE	228523	01/16/19	01/16/2019	02/10/19			54.23
Invoice: 01/16/19				54.23	31011131 531100	EX/BOXED LUNCHES (5)				
						EX-GF-SUPPLIES				
							CHECK	349767 TOTAL:		54.23
349768	02/13/2019	PRTD	9121 TUMWATER PACK & SHIP	228663	JAN2019	01/07/2019	02/10/19			97.14
Invoice: JAN2019				97.14	72011951 63110000596	ENG/COPIES AND BINDING				
						SR305-OLYMPIC NM-SUPPLIES				
							CHECK	349768 TOTAL:		97.14

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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

349769 02/13/2019 PRD 4929 TYLER TECHNOLOGIES I 228749 045-248879 01/01/2019 02/10/19 13,252.43
Invoice: 045-248879 IT/MUNIS QTRLY SOFTWARE MAINT
13,252.43 81011881 548500 IT - C/E COMPUTER SUPPORT

CHECK 349769 TOTAL: 13,252.43

349770 02/13/2019 PRD 2190 UNITED PARCEL SERVIC 228738 000028Y3Y1039 01/19/2019 02/10/19 124.41
Invoice: 000028Y3Y1039 POL/SHIPPING DEC 18, NOV 15 AND 16
124.41 91011215 542500 GG-C/E-PD-POSTAGE

CHECK 349770 TOTAL: 124.41

349771 02/13/2019 PRD 7441 URBAN FORESTRY SERVI 228494 24-19 01/07/2019 02/10/19 4,599.21
Invoice: 24-19 PW/SHADE COVENANT CRAWFORD PROPER
4,599.21 73011593 54110000998 SHADE COVENANT-PROF SVCS

CHECK 349771 TOTAL: 4,599.21

349772 02/13/2019 PRD 1152 USA BLUE BOOK 228524 774913 01/03/2019 02/10/19 68.48
Invoice: 774913 PW/MAIN QUICK CONNECT VALVE
68.48 73411345 531100 OFFICE SUPPLIES

Invoice: 772970 228525 772970 01/02/2019 02/10/19 231.12
PW/GLASS FIBER FILTER, FILTER MEMBRANE
231.12 73425358 531100 O&M-WWTP-SUPPLIES

Invoice: 779115 228621 779115 01/08/2019 02/10/19 196.90
PW/RIDID 18' OFFSET ALUM PIPE WRENCH
196.90 73411345 531100 OFFICE SUPPLIES

CHECK 349772 TOTAL: 496.50

349773 02/13/2019 PRD 7316 ULTIMATE TRAINING MU 228739 206286 01/29/2019 02/10/19 412.80
Invoice: 206286 POL/SIG SAUER CONVERSION KIT
412.80 53011212 531100 PD-C/E-PATROL SUPPLIES

CHECK 349773 TOTAL: 412.80

349774 02/13/2019 PRD 8390 WEST HILLS FORD MAZD 228527 108621 01/08/2019 02/10/19 638.83
Invoice: 108621 PW/HEADLAMP
638.83 53011212 531100 PD-C/E-PATROL SUPPLIES

CHECK 349774 TOTAL: 638.83

02/06/2019 13:19 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE DTL DESC

349775 02/13/2019 PRD 2175 WEST SOUND WILDLIFE 228481 Q4-2018 12/31/2018 02/10/19 2,137.50
Invoice: Q4-2018 2,137.50 91011393 541100 Q4 WILD ANIMAL CONTROL SERVICES
FIN - C/E ANIMAL CONTROL FEES
CHECK 349775 TOTAL: 2,137.50

349776 02/13/2019 PRD 2064 WEST SOUND WORKFORCE 228690 38331 01/21/2019 02/10/19 1,432.40
Invoice: 38331 1,432.40 41011141 515000 FIN/TEMP HIRE HRS: KW
FIN - C/E ADMIN SALARY TEMP
228691 38286 01/14/2019 02/10/19 1,432.40
Invoice: 38286 1,432.40 41011141 515000 FIN/TEMP HIRE HRS: KW
FIN - C/E ADMIN SALARY TEMP
CHECK 349776 TOTAL: 2,864.80

349777 02/13/2019 PRD 499 WESTBAY AUTO PARTS I 228526 421194 01/09/2019 02/10/19 6.47
Invoice: 421194 6.47 73637958 531100 PW/FUEL CAP
ROADSIDE MOWER ALLOC-SUPPLIES
228608 422793 01/15/2019 02/10/19 41.89
Invoice: 422793 41.89 73638935 531100 PW/SOLVENT, RAZOR BLADES
O&M-STD ALLOCATION-SUPPLIES
228609 422505 01/14/2019 02/10/19 73.62
Invoice: 422505 73.62 73637941 531100 PW/AIR FILTERS
VACTOR R&M-SUPPLIES
228610 421222 01/09/2019 02/10/19 25.90
Invoice: 421222 25.90 73111427 531100 PW/FUEL CAPS
OFFICE SUPPLIES
228611 421208 01/09/2019 02/10/19 62.73
Invoice: 421208 62.73 990 141100 PW/AIR FILTERS
MERCHANDISE
228612 420961 01/08/2019 02/10/19 56.23
Invoice: 420961 56.23 990 141100 PW/OIL FILTERS
MERCHANDISE
228664 424488 01/22/2019 02/10/19 9.38
Invoice: 424488 9.38 990 141100 PW/OIL FILTERS
MERCHANDISE
CHECK 349777 TOTAL: 276.22

02/06/2019 13:19 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE DTL DESC

349778 02/13/2019 PRD 6920 COMCAST 228740 FEB19 01/20/2019 02/10/19 11.36
Invoice: FEB19 POL/HD CONVERTER BOX
11.36 51011211 545000 PD-C/E-ADMIN RENTS/LEASE
CHECK 349778 TOTAL: 11.36

NUMBER OF CHECKS 128 *** CASH ACCOUNT TOTAL *** 594,913.75

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	128	594,913.75

*** GRAND TOTAL *** 594,913.75

02/06/2019 13:19 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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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 2 38									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		459,008.64	
	02/13/2019	02/10/19	021319			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			594,913.75
	02/13/2019	02/10/19	021319			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		5,240.72	
	02/13/2019	02/10/19	021319			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		28,680.97	
	02/13/2019	02/10/19	021319			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		49,456.01	
	02/13/2019	02/10/19	021319			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		1,890.59	
	02/13/2019	02/10/19	021319			AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		14,282.52	
	02/13/2019	02/10/19	021319			AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000						ACCOUNTS PAYABLE		20,313.21	
	02/13/2019	02/10/19	021319			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		5,424.32	
	02/13/2019	02/10/19	021319			AP CASH DISBURSEMENTS JOURNAL			
APP 104-213000						CIVIC IMPR - ACCOUNTS PAYABLE		3,750.00	
	02/13/2019	02/10/19	021319			AP CASH DISBURSEMENTS JOURNAL			
APP 108-213000						AFFORD HSG - ACCOUNTS PAYABLE		1,125.00	
	02/13/2019	02/10/19	021319			AP CASH DISBURSEMENTS JOURNAL			
APP 901-213000						ACCOUNTS PAYABLE		5,351.02	
	02/13/2019	02/10/19	021319			AP CASH DISBURSEMENTS JOURNAL			
APP 650-213000						ACCOUNTS PAYABLE		390.75	
	02/13/2019	02/10/19	021319			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								594,913.75	594,913.75
APP 631-130000						DUE TO/FROM CLEARING		580,631.23	
	02/13/2019	02/10/19	021319						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			459,008.64
	02/13/2019	02/10/19	021319						
APP 101-130000						STREETS - DUE TO/FROM CLEARING			5,240.72
	02/13/2019	02/10/19	021319						
APP 402-130000						DUE TO/FROM CLEARING			28,680.97
	02/13/2019	02/10/19	021319						
APP 401-130000						DUE TO/FROM CLEARING			49,456.01
	02/13/2019	02/10/19	021319						
APP 403-130000						DUE TO/FROM CLEARING			1,890.59
	02/13/2019	02/10/19	021319						
APP 301-130000						DUE TO/FROM CLEARING			20,313.21
	02/13/2019	02/10/19	021319						
APP 407-130000						DUE TO/FROM CLEARING			5,424.32
	02/13/2019	02/10/19	021319						
APP 104-130000						CIVIC IMPR DUE TO/FROM CLEAR'G			3,750.00

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					
02/13/2019	02/10/19	021319							
APP 108-130000						AFFORD HSG DUE TO/FROM CLEAR'G			1,125.00
02/13/2019	02/10/19	021319							
APP 901-130000						DUE TO/FROM CLEARING			5,351.02
02/13/2019	02/10/19	021319							
APP 650-130000						DUE TO/FROM CLEARING			390.75
02/13/2019	02/10/19	021319							
SYSTEM GENERATED ENTRIES TOTAL								580,631.23	580,631.23
JOURNAL 2019/02/38 TOTAL								1,175,544.98	1,175,544.98

02/06/2019 13:19
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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2019 2	38	02/13/2019		
001-130000			GENERAL - DUE TO/FROM CLEARING		459,008.64
001-213000			GENERAL - ACCOUNTS PAYABLE	459,008.64	
			FUND TOTAL	459,008.64	459,008.64
101 STREET FUND	2019 2	38	02/13/2019		
101-130000			STREETS - DUE TO/FROM CLEARING		5,240.72
101-213000			STREETS - ACCOUNTS PAYABLE	5,240.72	
			FUND TOTAL	5,240.72	5,240.72
104 CIVIC IMPROVEMENT FUND	2019 2	38	02/13/2019		
104-130000			CIVIC IMPR DUE TO/FROM CLEAR'G		3,750.00
104-213000			CIVIC IMPR - ACCOUNTS PAYABLE	3,750.00	
			FUND TOTAL	3,750.00	3,750.00
108 AFFORDABLE HOUSING FUND	2019 2	38	02/13/2019		
108-130000			AFFORD HSG DUE TO/FROM CLEAR'G		1,125.00
108-213000			AFFORD HSG - ACCOUNTS PAYABLE	1,125.00	
			FUND TOTAL	1,125.00	1,125.00
301 CAPITAL CONSTRUCTION FUND	2019 2	38	02/13/2019		
301-130000			DUE TO/FROM CLEARING		20,313.21
301-213000			ACCOUNTS PAYABLE	20,313.21	
			FUND TOTAL	20,313.21	20,313.21
401 WATER OPERATING FUND	2019 2	38	02/13/2019		
401-130000			DUE TO/FROM CLEARING		49,456.01
401-213000			ACCOUNTS PAYABLE	49,456.01	
			FUND TOTAL	49,456.01	49,456.01
402 SEWER OPERATING FUND	2019 2	38	02/13/2019		
402-130000			DUE TO/FROM CLEARING		28,680.97
402-213000			ACCOUNTS PAYABLE	28,680.97	
			FUND TOTAL	28,680.97	28,680.97
403 STORM & SURFACE WATER FUND	2019 2	38	02/13/2019		
403-130000			DUE TO/FROM CLEARING		1,890.59
403-213000			ACCOUNTS PAYABLE	1,890.59	
			FUND TOTAL	1,890.59	1,890.59
407 BUILDING & DEVELOPMENT FUND	2019 2	38	02/13/2019		

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fintemp

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|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
407-130000			DUE TO/FROM CLEARING		5,424.32
407-213000			ACCOUNTS PAYABLE	5,424.32	
			FUND TOTAL	5,424.32	5,424.32
631 CLEARING FUND	2019 2	38	02/13/2019		
631-130000			DUE TO/FROM CLEARING	580,631.23	
631-213000			ACCOUNTS PAYABLE	14,282.52	
635-111100			CASH		594,913.75
			FUND TOTAL	594,913.75	594,913.75
650 AGENCY FUND	2019 2	38	02/13/2019		
650-130000			DUE TO/FROM CLEARING		390.75
650-213000			ACCOUNTS PAYABLE	390.75	
			FUND TOTAL	390.75	390.75
901 CITY-WIDE REPORTING FUND	2019 2	38	02/13/2019		
901-130000			DUE TO/FROM CLEARING		5,351.02
901-213000			ACCOUNTS PAYABLE	5,351.02	
			FUND TOTAL	5,351.02	5,351.02

02/06/2019 13:19 |CITY OF BAINBRIDGE ISLAND
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		459,008.64
101	STREET FUND		5,240.72
104	CIVIC IMPROVEMENT FUND		3,750.00
108	AFFORDABLE HOUSING FUND		1,125.00
301	CAPITAL CONSTRUCTION FUND		20,313.21
401	WATER OPERATING FUND		49,456.01
402	SEWER OPERATING FUND		28,680.97
403	STORM & SURFACE WATER FUND		1,890.59
407	BUILDING & DEVELOPMENT FUND		5,424.32
631	CLEARING FUND	580,631.23	
650	AGENCY FUND		390.75
901	CITY-WIDE REPORTING FUND		5,351.02
	TOTAL	580,631.23	580,631.23

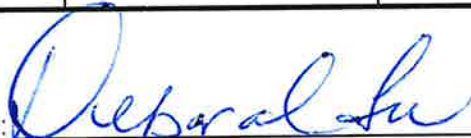
** END OF REPORT - Generated by Khammy Wahaus **

PAYROLL

PAYROLL CHECK RUN: 2 - 5 - 2019

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	2/5/2019	043879 - 044003	P/R check run - direct deposit	303,575.72
Normal	2/5/2019	108848 - 108849	P/R check run - regular	4,289.94
Vendor	2/5/2019	108850 - 108864	P/R vendor check run	320,446.28
Vendor	2/5/2019	N/A	P/R vendor ACH	308.69
EFTPS	2/5/2019	N/A	Federal Tax Electronic Transfer	116,314.11
			TOTAL:	744,934.74

Prepared and Reviewed by:


Deborah Lee

Date

2-7-19

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, Budget Manager

Date

2/7/19



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME:

AGENDA ITEM: Special City Council Meeting Minutes, January 15, 2019

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 011519 SPECIAL](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



SPECIAL CITY COUNCIL MEETING
TUESDAY, JANUARY 15, 2019

MEETING MINUTES

1) [CALL TO ORDER/ROLL CALL](#)

Mayor Medina called the meeting to order at 5:30 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Schneider, and Councilmembers Blossom, Deets, Nassar, Peltier, and Tirman were present.

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
[Cover Page](#)

Mayor Medina adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(b) at 5:30 pm.

3) [ADJOURNMENT](#)

Council returned from executive session at 5:55 p.m., and Mayor Medina adjourned the meeting.

Kol Medina, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME:

AGENDA ITEM: City Council Study Session Minutes, January 15, 2019

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 011519 STUDY SESSION](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY COUNCIL STUDY SESSION TUESDAY, JANUARY 15, 2019

MEETING MINUTES

1) [CALL TO ORDER / ROLL CALL](#)

Mayor Medina called the meeting to order at 6:00 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Schneider, and Councilmembers Blossom, Deets, Peltier, and Tirman were present. Councilmember Nassar was absent and excused.

2) [APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE](#)

Councilmember Peltier moved and Councilmember Deets seconded to approve the agenda as presented. The motion was approved by unanimous consent. No conflicts of interest were disclosed.

3) [MAYOR'S REPORT](#)

Mayor Medina provided information on the annual Council retreat, Ward meetings, and the Martin Luther King Day celebration.

4) PRESENTATIONS

4.A [Proclamation Recognizing Dr. Martin Luther King Day on January 21, 2019 - Mayor Medina](#)

[Cover Page](#)

[Martin Luther King Proclamation 2019](#)

Councilmember Tirman read the proclamation.

Public Comment

Sal DeRosalia thanked Council for the proclamation.

Chasity Malatesta spoke in favor of community service and the proclamation.

5) UNFINISHED BUSINESS

5.A [Update on Moratorium - Planning](#)

[Cover Page](#)

[20190107 Moratorium work program status report](#)

[Ordinance No. 2018-43 Amending the Moratorium Approved 111318.pdf](#)

[Development Moratorium Summary Effective 20181121.pdf](#)

Planning Director Christensen provided an update on the moratorium.

5.B Workplan for Comprehensive Plan Implementation - Executive

[Cover Page](#)

[Project Summary 15 Jan 2019.docx](#)

[Housekeeping docket 15 Jan 2019.docx](#)

[Conflict Docket 15 Jan 2019.docx](#)

[DRAFT - Imp Action Workplan 15 Jan 2019.pdf](#)

City Manager Smith introduced the agenda item and Erika Rhett from BERK Consulting. Ms. Rhett provided a presentation on the work program.

City Manager Smith proposed areas for consistency work in 2019: parking standards, dimensional standards, design and construction standards, and stormwater code.

Council concurred with the approach.

6) COUNCIL DISCUSSION

6.A Nonmotorized Transportation Planning - Deputy Mayor Schneider

[Cover Page](#)

[Nonmotorized Transportation Proposal](#)

Deputy Mayor Schneider introduced the agenda item, and Council discussed the proposal for a facilitator.

Council forwarded the agenda item to the next business meeting for further discussion.

7) FUTURE COUNCIL AGENDAS

7.A Future Council Agendas

[Cover Page](#)

[City Council Regular Business Meeting 012219](#)

[City Council Study Session 020519](#)

[City Council Regular Business Meeting 021219](#)

[City Council Study Session 021919](#)

[City Council Regular Business Meeting 022619](#)

Mayor Medina introduced the agenda item, and Council discussed future Council agendas.

8) FOR THE GOOD OF THE ORDER

City Manager Smith mentioned that the Marine Access Committee's recommendation on the Dave Ullin Open Water Marina will come to Council in February.

Councilmember Tirman noted that a forum on hate groups in Kitsap County will be held on the Island in March.

Mayor Medina noted that Kitsap Regional Coordinating Council is creating an Affordable Housing Task Force and 2 members from each jurisdiction will be appointed. The Mayor is looking for one more representative to join him on the task force.

9) **ADJOURNMENT**

Mayor Medina adjourned the meeting at 8:09 p.m.

Kol Medina, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME:

AGENDA ITEM: Special City Council Meeting Minutes, January 18, 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 011819 ANNUAL RETREAT](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



SPECIAL CITY COUNCIL MEETING
FRIDAY, JANUARY 18, 2019

ANNUAL RETREAT MINUTES

A. BREAKFAST

B. GOVERNANCE SYSTEMS

Mayor Medina called the meeting to order at 8:35 a.m. Mayor Medina, Deputy Mayor Schneider, and Councilmembers Blossom, Deets, Nassar, Peltier, and Tirman were present.

Ron Holifield from Strategic Government Resources, Inc. provided an introduction on governance systems.

I. COMMUNICATION

I.A. Expectations

I.B. Implementation/Accountability

Ron Holifield shared responses to survey questions completed by Council members. He identified major trends and concerns from the interviews.

2. STRATEGIC VISIONING

2A. Council Responsibilities

2B. Staff Responsibilities

3. UTILIZATION OF COMMITTEES, BOARDS, AND COMMISSIONS

3A. Choosing a system that works

Council discussed the committee structure.

3B. Review Council Liaison Assignments

2018 LOCAL / REGIONAL BOARD and COMMITTEE ASSIGNMENTS

C. LUNCH BREAK

The meeting was adjourned for a lunch break at 11:56 a.m. and re-convened at 12:47 p.m.

D. ARTICULATE STRATEGIC VISION

I. SETTING COUNCIL GOALS - 2019

I.A. Review interview results: high level "themes" & suggested goals

Council listed their goals for 2019 and then identified their top 5 goals in 2 rounds of voting:

Comprehensive Plan 0,0
Police Station – 5
Ballot Measure 0,0
Affordable Housing 2, 6 (Vision and Goal)
Inclusionary Zoning 0,0
Code Enforcement 0,0
Green Building 3, 5
Traffic Concurrency 0,2
Financial Capacity 0,0
STO Complete Plans 0,4
Suzuki Property 4
Climate Action Plan 4
Sustainable Transportation Plan 3, 4
Governance Manual Update 0,0
Ethics Program 2,3
Groundwater Management Plan 2,4
Communication Plan 4
Review Committees 1,1
Emergency Preparedness 1,1
Homeless Issues 0,0
Citizens Academy 2, 1
Moratorium Workplan 2,4

I.B. Prioritize suggested goals

The top 5 goals were:

Police Station
Green Building
Suzuki Property
Climate Action Plan
Communication Plan

Followed by the next 4 goals:

STO Complete Plan
Sustainable Transportation Plan
Groundwater Management Plan
Moratorium Workplan

Council next discussed and identified the following themes:

Climate Change/Sustainable Future
Transportation/Mobility
Safety

Stewardship
Community/Liveability
Accountability/Community Trust

2. 2019 WORKPLAN PRIORITIES

2A. Review key tasks

[DRAFT - Citywide 2018 Workplan Results](#)

[DRAFT - Citywide Priorities 2019-2020](#)

2B. Discuss capacity/challenges

2C. Identify Council "top 5"

Ron Holifield closed the session by discussing the characteristics of a legacy leader.

The meeting was adjourned at 3:56 p.m.

Kol Medina, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME:

AGENDA ITEM: City Council Regular Business Meeting Minutes, January 22, 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 012219 BUSINESS](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JANUARY 22, 2019

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Medina called the meeting to order at 6:01 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Schneider, and Councilmembers Peltier, Nassar, Deets and Tirman were present. Councilmember Blossom was absent and excused.

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.
Cover Page

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

Mayor Medina adjourned the meeting to an executive session at 6:01 p.m. pursuant to RCW 42.30.110(1)(b) and RCW 42.30.110(1)(i).

At 6:28 p.m., Mayor Medina extended the executive session to 6:45 p.m. Council returned from executive session at 6:46 p.m.

3) PLEDGE OF ALLEGIANCE / APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Mayor Medina re-convened the meeting at 6:49 p.m. with the aforementioned Council members present.

Councilmember Deets moved to add to the agenda ethics complaints that fall under Article I of the Ethics Program, and there were no objections. Mayor Medina added the item as a new agenda item 9.A. He also noted a requested to swap the order of agenda items 7.C and 7.B.

Councilmember Nassar moved and Councilmember Tirman seconded to approve the agenda, as modified. The motion was approved by unanimous consent.

4) PUBLIC COMMENT

Sal DeRosalia thanked Council for attending the Martin Luther King event at the Bainbridge Island Museum of Art.

Mary Clare Kersten spoke against recent complaints about Councilmembers Peltier and Nassar.

Gloria Saylor highlighted important issues before Council.

David Johnson spoke in favor of the Ethics Program.

Robert Dashiell inquired about an annual financial report for the Transportation Benefit District.

5) MAYOR'S REPORT

Mayor Medina provided information on assistance for Federal workers, Ward meetings, and a letter from Housing Kitsap.

6) CITY MANAGER'S REPORT

City Manager Smith provided information on the communications survey, the open house on Design Guidelines, and emergency permits and work on Rolling Way Walk due to erosion.

7) CITY COUNCIL DISCUSSION

7.A Review of Ethics Complaint No. 2018-04 - Mayor Medina

Cover Page

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

Mayor Medina introduced the agenda item. Deputy City Attorney Sepler provided additional information.

Public Comment

Randall Samstag inquired about the other complaints.

Marshall Tappan expressed concerns with the ethics complaint and finding.

Melody Mitchelski said that ethics is really about perception.

Councilmember Peltier spoke about the complaint. Council discussed the complaint.

MOTION: 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.

Deets/Schneider: Motion carried 5 – 0.

AYES: Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None
ABSENT: Sarah Blossom
RECUSED: Ron Peltier

7.C Discussion of Councilmember Nassar's Situation - Mayor Medina [Moved up]
[Cover Page](#)

Mayor Medina introduced the agenda item. Councilmember Nassar provided information on her property.

Public Comment

Bonnie McBryan spoke about her concerns.

7.B Sustainable Transportation Planning - Deputy Mayor Schneider
[Cover Page](#)
[Sustainable Transportation Proposal](#)
[Sustainable Transportation Proposal Redline](#)

Mayor Medina introduced the agenda item. Councilmember Schneider provided additional information on the proposal.

Public Comment

Don Willott made additional suggestions for the proposal.

MOTION: I move to approve the proposed 10-year strategy to update the Bainbridge Island Sustainable Transportation Plan as presented and direct the City Manager to bring back to us an RFP, as described in that document.

Nassar/Deets: Motion carried unanimously, 6 – 0.

8) UNFINISHED BUSINESS

8.A Subdivision Guidelines and Standards Update - Planning
[Cover Page](#)
[20190122 Memo Subdivision Ordinance Overview.docx](#)

Senior Planner Carr provided a presentation on subdivision guidelines and standards, and Council concurred with the approach.

8.B Resolution No. 2019-08 (Formerly Resolution No. 2018-33), Relating to Transportation Benefit District Fee Increase - Finance
[Cover Page](#)
[Resolution No. 2019-08, Relating to Transportation Benefit District Fee Increase](#)

Interim Accounting Manager Logghe introduced the resolutions and provided information on rebate options.

Public Comment

Kate Sharafanowich asked Council to table the decision until additional information is provided.

Erika Shriner spoke in favor of marketing BI Ride and in favor of the resolution.

MOTION: I move to approve Resolution No. 2019-08.

Nassar/Tirman: Motion carried 5 – 1.

AYES: Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: Ron Peltier

ABSENT: Sarah Blossom

ABSTAIN: None

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

[Cover Page](#)

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

MOTION: I move to approve Resolution No. 2019-07.

Tirman/Nassar: Motion carried 5 – 1.

AYES: Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: Ron Peltier

ABSENT: Sarah Blossom

ABSTAIN: None

8.D Resolution No. 2019-06, Directing Use of Additional Vehicle License Fee Revenue - Finance

[Cover Page](#)

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

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

MOTION: I move to approve Resolution No. 2019-06

Tirman/Nassar: Motion carried 6 – 0.

AYES: Ron Peltier, Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Sarah Blossom

ABSTAIN: None

9) NEW BUSINESS

9. Article I Ethics Complaints [Added]

Councilmember Deets introduced the agenda item. Council discussed whether the Ethics Board should address Article I complaints.

MOTION: I move to forward discussion of Ethics Board as pertains to the decision to authorize the Ethics Board to submit advisory opinions on Article I complaints to a future City Council study session.

Nassar/Tirman: Motion carried 3 – 1.

AYES: Rasham Nassar, Matt Tirman, Kol Medina

NOES: Joe Deets

ABSENT: Sarah Blossom

ABSTAIN: Leslie Schneider, Ron Peltier

9.A Shoreline Master Program Periodic Review Process Introduction and Work Plan Overview - Planning

Cover Page

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

Senior Planner Carr introduced the agenda item. Council's consensus was to follow the joint optional process. Council had no comments on the public participation program or the draft work plan.

9.B Resolution No. 2019-04, Updating the City's Procurement Policy - Finance

Cover Page

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

Interim Finance Director Shaw introduced the resolution and changes to the policy.

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

Tirman/Nassar: Motion carried unanimously, 6-0.

9.C Greenhouse Gas Emissions Inventory Professional Services Agreement, Executive

Cover Page

PSA for Greenhouse Gas Inventory

Deputy City Manager Schroer provided a presentation on the agenda item.

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.

Deets/Peltier: Motion carried 6 – 0.

AYES: Ron Peltier, Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Sarah Blossom

ABSTAIN: None

9.D Appointment to the Planning Commission - Mayor Medina

Cover Page

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](#)

Mayor Medina introduced the agenda item.

MOTION: I move to appoint Joe Parr to the Planning Commission, Position 7, through June 2019.

Nassar/Schneider: Motion carried 5 – 1.

AYES: Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: Ron Peltier

ABSENT: Sarah Blossom

ABSTAIN: None

10) CONSENT AGENDA

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

10.B **Accounts Payable and Payroll**

[Cover Page](#)

[Report to Council of Cash Disbursements 01-23-19.pdf](#)

[Payroll.pdf](#)

Accounts Payable: last check number 349468 from previous run for \$11.36; manual check number sequence 349469 – 349478 for \$157,494.39; regular check number sequence 349479 – 349608 for \$455,635.39; Total disbursement = \$613,129.78. Retainage Release 171 – 172 for \$2,877.85.

Payroll: normal direct deposit check sequence 043754 – 043878 for \$328,541.81; normal payroll check sequence 108833 - 108835 for \$11,991.78; vendor check run sequence 108836 – 108847 for \$127,274.44; ACH for \$308.69; Federal Tax Electronic Funds Transfer for \$130,316.64. Total disbursement = \$598,433.36.

10.C **Special City Council Meeting Minutes, January 4, 2019**

[Cover Page](#)

[CCMIN 010419 SPECIAL WSF TOUR](#)

10.D **City Council Regular Business Meeting Minutes, January 8, 2018**

[Cover Page](#)

[CCMIN 010819 BUSINESS](#)

10.E **Village Pump Station Replacement Project Change Order No. 3 - Public Works**

[Cover Page](#)

[Village Pump Station Project Change Order No. 3](#)

10.F **Resolution No. 2019-01 to Update the City Fee Schedule - Finance**

[Cover Page](#)

[Resolution No. 2019-01 - Amending Fee Schedule](#)

10.G 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](#)

10.H Agreement for Provision of Juvenile Detention Facilities - Police

[Cover Page](#)

[2019 Juvenile Detention Facilities Agreement](#)

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

Nassar/Peltier: The motion was approved by unanimous consent.

11) COMMITTEE REPORTS

11.A Committee Reports

[Cover Page](#)

[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

Councilmember Deets updated Council on the homeless camp.

Councilmember Peltier updated Council on the Bainbridge Island Police Department's Awards Gala.

Council authorized Mayor Medina to sign the Kitsap Housing letter.

13) ADJOURNMENT

Deputy Mayor Schneider adjourned the meeting at 9:49 p.m.

Kol Medina, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME:

AGENDA ITEM: Special City Council Meeting Minutes, January 29, 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 012919 SPECIAL](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



SPECIAL CITY COUNCIL MEETING
TUESDAY, JANUARY 29, 2019

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Medina called the meeting to order at 6:01 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Schneider and Councilmembers Blossom, Peltier, Nassar, Tirman, Deets were present.

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.

Cover Page

Mayor Medina adjourned the meeting to an executive session in accordance with RCW 42.30.110(1)(b) at 6:02 p.m.

At 6:22 p.m., Mayor Medina extended the executive session until 6:40 p.m.

Council returned from executive session at 6:42 p.m.

3) APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE

Mayor Medina re-convened the meeting at 6:44 p.m. with the aforementioned Council members present.

Councilmember Blossom moved and Councilmember Tirman seconded to approve the agenda as presented. The motion carried by unanimous consent. There were no conflicts of interest disclosed.

4) PUBLIC COMMENT

Ross Hathaway spoke about the cost of the police station and road infrastructure needs.

Paul Lozier spoke about the costs associated with the Police Department and issues with communication.

Joyce Granger spoke about limiting the expenditure on the Police Facility.

Richard Potter spoke about Poulsbo's approach to a facility.

Dan Reisfeld spoke against the proposed facility.

5) MAYOR'S REPORT

There was no Mayor's report.

6) UNFINISHED BUSINESS

6.A Consider Next Steps Related to Property Acquisition for Police Station and Municipal Court Project
[Cover Page](#)

City Manager Smith provided background information on the project and additional information on the proposal.

Councilmember Peltier spoke in favor of the Visconsi option.

Council discussed the proposal.

MOTION: I move to authorize the City Manager to execute a letter of intent with Harrison Medical Center and/or CHI-Franciscan Health for the purchase of the Harrison Medical Center Building, located at 8804 Madison Avenue North, Bainbridge Island, Washington, for a purchase price of \$8,975,000.

Blossom/Schneider: Motion carried 4 – 3.

AYES: Sarah Blossom, Matt Tirman, Leslie Schneider, Kol Medina

NOES: Ron Peltier, Rasham Nassar, Joe Deets

ABSENT: None

ABSTAIN: None

Mayor Medina summarized the next steps.

7) [FOR THE GOOD OF THE ORDER](#)

8) [ADJOURNMENT](#)

Mayor Medina adjourned the meeting at 7:34 p.m.

Kol Medina, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: 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:

Approve with 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 certain tasks.

ATTACHMENTS:

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

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

[Resolution No. 2019-04 Updating the Procurement Policy](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



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)

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 February, 2019.

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

By: _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, CMC, City Clerk

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

Exhibit A
Procurement Policy



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: February 12, 2019

ESTIMATED TIME:

AGENDA ITEM: Appointments to the Race Equity Task Force - Mayor Medina

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Appointment

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

A call for participation was issued for volunteers to serve on the Race Equity Task Force. 28 applications were received with two applicants withdrawing their names from consideration. Following three days of interviews, Mayor Medina has brought forward his recommendation to appoint Brenda Fantroy-Johnson, Kian Ashabi, Janna Chan, James Friday, Susan Wilmot, Savanna Rovelstad, and Vvette Brownalenoir to serve on the Race Equity Task Force for a term lasting through June 2019.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Albright - Race Equity Task Force \(Redacted\).pdf](#)

[Anderson - Race Equity Task Force \(Redacted\).pdf](#)

[Ashabi - Race Equity Task Force \(Redacted\).pdf](#)

[Brownalenoir - Race Equity Task Force \(Redacted\).pdf](#)

[Butler - Race Equity Task Force \(Redacted\).pdf](#)

[Cash - Race Equity Task Force \(Redacted\).pdf](#)

[Chan - Race Equity Task Force \(Redacted\).pdf](#)

[De Quintero - Race Equity Task Force \(Redacted\).pdf](#)

[DeRosalia - Race Equity Task Force \(Redacted\).pdf](#)

[Epanchin - Race Equity Task Force \(Redacted\).pdf](#)

[Erickson - Race Equity Task Force \(Redacted\).pdf](#)

[Fantroy-Johnson - Race Equity Task Force \(Redacted\).pdf](#)

[Friday - Race Equity Task Force \(Redacted\).pdf](#)

[Frobe - Race Equity Task Force \(Redacted\).pdf](#)

[Golden - Race Equity Task Force \(Redacted\).pdf](#)

[Hersey - Race Equity Task Force \(Redacted\).pdf](#)

[Lyman - Race Equity Task Force \(Redacted\).pdf](#)

[Malatesta - Race Equity Task Force \(Redacted\).pdf](#)

[Montroy - Race Equity Task Force \(Redacted\).pdf](#)

[Peterson - Race Equity Task Force \(Redacted\).pdf](#)

[Phillips - Race Equity Task Force \(Redacted\).pdf](#)

[Rauktis - Race Equity Task Force \(Redacted\).pdf](#)

[Rovelstad - Race Equity Task Force \(Redacted\).pdf](#)

[Tollefson - Race Equity Task Force \(Redacted\).pdf](#)

[Velez - Race Equity Task Force \(Redacted\).pdf](#)

[Wilmot - Race Equity Task Force \(Redacted\).pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 23, 2019 1:10:30 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 Chris Albright

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110-2339

Current Employer Leoona Inc dba Audiosocket

Current Position Licensing & Supervision

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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 earned a BA in Arts, Entertainment, Media, Management at Columbia College Chicago. My current position is Licensing & Supervision at the music licensing company Audiosocket. I've

activities, training,
education) if any:

lived on Bainbridge for two years and have been looking to get more involved in the community. This is an issue that is near and dear to my heart so I want to help in anyway that I can. I don't have experience in working with a task force, however, I am committed to ensuring that no one in this community feels marginalized by their race. Thank you for your consideration.
Cheers, Chris Albright

Please share your
community interests
(groups, committees,
organizations) if any:

Bloedel Reserve and Island Fitness.

Feel free to attach your
resume (optional):

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Newspaper

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)



CHRIS ALBRIGHT



EXPERIENCE

AUDIOSOCKET/REVEL REVIVAL

LICENSING & SUPERVISION | AUGUST 2015 - PRESENT

- Liaison between artist roster and over 1,000 music supervisor, producers, editors and creative directors.
- Launched the exclusive music roster and increased the artist payments by 200% in the first year.
- Music placement highlights: Amazon, HP, eos, AMEX, Macy's, Progressive, Volvo, Snapchat and VICE.

VICTORY RECORDS/ANOTHER VICTORY PUBLISHING

MUSIC LICENSING/PUBLISHING SPECIALIST | APRIL 2011 - JULY 2015

- Negotiate contract terms and administer master and synchronization licenses.
- Music placement highlights: Nike, Hollister, Burton, Sony Pictures, MGM, CBS, Fox, NBC and Ubisoft.
- Oversee all PRO and copyright registration and administration.
- Coordinate with international sub-publishers on all new release registrations and marketing points.

REVOLUTION 9

HEAD OF A&R | MARCH 2010 - APRIL 2011

- Managed artist roster and increased library by 40%.
- Assisted Creative Director in new client target marketing meetings.
- Edited music to picture as well as created unique sync edits for over 11,000 songs using Pro Tools.
- Music placement highlights: Twentieth Century Fox, Lionsgate, Warner Bros, NBC, HBO, USA and MTV.

UNCOMMON TRAX

MUSIC LICENSING COORDINATOR | SEPTEMBER 2006 - MARCH 2010

- Pitched music for sync opportunities including selecting the signature song for Shoe Carnival's 2009 campaign.
- Edited and synced music to picture for client spots using Pro Tools.
- Assisted Creative Director in client contract negotiations.
- Expanded and strengthened music library catalog by 50%.



EDUCATION

COLUMBIA COLLEGE CHICAGO | SEPTEMBER 2002 - MAY 2006

- Bachelor of Arts: Arts, Entertainment, and Media Management - Music Business



SKILLS

- Music Licensing/Publishing/Supervision
- Sales
- Music Editing
- Copyrighting
- Record Label/Publishing Administration
- Contract Negotiation



SOFTWARE

- Pro Tools/Logic
- Salesforce
- iMovie/Quicktime Pro
- Filemaker
- Microsoft Office Suite
- Counterpoint

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 18, 2019 11:00:45 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	Karen Anderson

Email	

Phone	

Address	

City	Bainbridge Island

State	WA

Zip	98110

Current Employer	Boeing Retired

Current Position	Consultant

I am interested in serving on one of the following advisory groups (select all that apply):	LEOFF 1 Disability Board, Race Equity Task Force

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,	Experience in business management, process improvement and process re-engineering, training, event management. UW BA, plus post grad, English teacher at North Kitsao, basic computing

activities, training,
education) if any:

skills instructor at Seattle CC.

Please share your
community interests
(groups, committees,
organizations) if any:

Field not completed.

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

City of BI online newsletter

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: Thursday, January 3, 2019 1:03:39 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 Kian Ashabi

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer Bainbridge Cinema

Current Position Assistant Manager

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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, Beginning in my freshman year at Cornell College, I became active in student affairs pertaining to racial justice and helped organize and facilitate dialogue between students of color and

activities, training, education) if any:

white students. I was active in discussions and spent considerable time discussing solutions in regards to racism and discrimination. After the Chapel Hill shooting in 2015, a Muslim friend and I organized a vigil and a public discussion about combating Islamophobia and religious hatred. I graduated with a bachelor's degree in history, which gave me a solid understanding of persecution, institutionalized racism, bias, and misconception about immigrants, religious minorities and racial minorities with a history of oppression in the United States. Growing up in a multicultural, religiously diverse family, my experience as a light-skinned Middle Eastern male on largely homogenous Bainbridge Island has given me a perspective few others have. I understand the unique struggles and obstacles that plague Bainbridge Island's, tiny, but growing minority population as I have lived here most of my life.

Please share your community interests (groups, committees, organizations) if any:

Prior to taking an unpaid internship at the United States Holocaust Memorial Museum, I volunteered with the Bainbridge Island Historical Society and worked bi-monthly with the Salaam Cultural Museum to put together relief packages for Syrian refugees in Greece. In the 9th grade, I privately raised money for the Japan earthquake and tsunami. During my senior year, I volunteered at Helpline House and spent much of the time unloading trucks full of donated food. I am a dedicated member of this community and want to continue serving.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

City Website

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 24, 2019 11:35:13 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 Vyette Brownalenoir

Email

Phone

Address

City bainbridge island

State wa

Zip 98110

Current Employer Bailey Manor AFH

Current Position HCA Caregiver

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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,

activities, training,
education) if any:

Please share your community interests (groups, committees, organizations) if any:	Served on the Housing Resources Board committee, a long time volunteer with the homeless for Blessing Bags, host gatherings to bring community awareness with other Women of Color on Bainbridge since 2016, host monthly gatherings at Starbucks Bainbridge for ASL Sign Night Out.

Feel free to attach your resume (optional):	<i>Field not completed.</i>

Type the Year	2019

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.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, January 5, 2019 6:05:41 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	ElsaMarie Butler

Email	

Phone	

Address	

City	Bainbridge Island

State	WA

Zip	98110

Current Employer	self

Current Position	teacher

I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force

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,	Have worked with, taught and lived with persons of color. Have a B.A. in Communication Studies, Cal State University, Long Beach, Calif.

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Field not completed.

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

2019

How did you hear
about the volunteer
opportunity?

City Website

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: Thursday, January 3, 2019 12:57:19 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 Cash

Email	

Phone	

Address	

City	Bainbridge Island

State	WA

Zip	98110

Current Employer	N/A

Current Position	N/A

I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past?	Yes

If so, please indicate which groups:	Arts & Humanities Grant Advisory Cmtte -2017-2019; Infrastructure Ballot Measure TF - 2017-2018

Please share your qualifications for this appointment (skills,	Former Minority/Female/Disadvantaged Business liaison for - City of Long Beach /Gas Department(CA); City of Santa Ana. Operations Manager - Mama*s Kitchen, San Diego (CA) (AIDS

activities, training, education) if any:	Services Organization). Community Organizer - One in Long Beach (CA) Pride Parade/Festival; Bainbridge Pride Picnic.
Please share your community interests (groups, committees, organizations) if any:	Member - Kitsap County Human Rights Council - 2019 - pres. Volunteer Reviewer - Pride Foundation/GSBA Scholarship - 2007 - present; Pride Foundation - 2018; Thurgood Marshall Foundation Scholarship - 2018; 2019/20 Kitsap County Homeless Services Grant Review Committee (at large) - 2018 - 2020. Volunteer - Seattle Human Rights Campaign Banquet/Fundraiser - 2018
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
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.](#)

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, January 19, 2019 12:48:57 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 Janna Chan

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer EdReports.org

Current Position Director of Communications

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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, Throughout my professional career I have worked for LGBTQ civil rights, women's reproductive rights, and education reform focused on equitable access to high quality education. The

activities, training, education) if any:

issues I care deeply about impact the rights of all people, but have an especially onerous impact on low income people and people of color. My focus on communications and marketing has required me to intimately understand policy implications on diverse communities and develop strategies to best influence leaders to consider how their decisions will impact constituents and future generations to come.

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?

Newspaper

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

Janna Chan

DIGITAL MARKETING + KNOWLEDGE MANAGEMENT

- ✓ **History of developing and executing multi-channel digital marketing strategies** designed to increase brand awareness, engagement, and retention.
- ✓ **Website redesign, CRM implementation, and staff training experience** with more than 10 years of progressive roles with large national non-profits and philanthropic organizations.
- ✓ **Extensive advocacy campaign development experience geared toward donor conversion** and diversifying streams of revenue.

PROFESSIONAL EXPERIENCE

DIRECTOR OF COMMUNICATIONS | EdReports.org

Remote Organization | April 2018 – Present

EdReports.org is an independent nonprofit that provides free reviews of instructional materials to ensure educators have what they need to support *all* students to be college and career-ready.

- Vision planning and oversight of the organization's website, including a **high level redesign** focusing on user experience and long term engagement;
- **Implementation and oversight of an API** to support broad dissemination of EdReports.org's free, independent reviews of instructional materials;
- Establishing **clear internal communications systems** to operationalize campaign development and execution, social media management, ads, customer support (internal and external), and rapid response;
- Directing the execution and **creative planning of the organization's annual marketing videos** to amplify brand awareness and value;
- Oversight and implementation of **online data collection strategies** including Google Analytics segment creation, Google Tag Manager events, and web forms and surveys for segmentation and web-specific integrations in collaboration with Salesforce and other systems.

PROGRAM OFFICER, KNOWLEDGE MANAGEMENT + DIGITAL CHANNELS

Bill & Melinda Gates Foundation | U.S. Program, K-12

Seattle, WA | June 2015 – April 2018

- Manage knowledge platforms, content strategy, research and analysis in support of K-12's online communications and web properties under the U.S. Program;
- Establish and **scale a best-in-class digital strategy** that interconnects BMGF's brand storytelling to build audience affinity among grantees and the education community;
- Institute a **comprehensive knowledge management strategy** to improve performance, innovation, the sharing of lessons learned, integration, and continuous improvement of the organization.

SKILLS

- Multi-Channel Campaign Strategy Planning and Execution (Direct Response, Telemarketing, Email Advocacy, Fundraising, Social Media)
- Knowledge Management Implementation and Sustainability
- Writing + Editing
- Content Development (Video production, blogs, GIFs, social media campaigns)
- Contract Management
- Project Management
- Client Management/Support
- Content Management Systems (CMS: Convio, Drupal, WordPress)
- Customer Relationship Management Systems (CRM: Pardot, Convio, Blue State Digital)
- Marketing Automation and Lead Generation
- Email Acquisition
- Paid Online Advertising
- Search Engine Marketing (SEM) + Optimization (SEO)
- Google Analytics
- Google AdWords and Grants
- SharePoint
- Adobe Suite (Photoshop, Acrobat, Dreamweaver)
- Microsoft Suite
- Basic HTML
- Associated Press Stylebook

Highlights:

- Securing the foundation's first Google Grant and leading an AdWords campaign resulting in a **200% increase in website traffic** and **35% increase in PDF downloads**;
- Partnering with education organizations to develop email chaperone and acquisition campaigns leading to a **25% increase in email subscriptions**;
- Shepherding the **redesign of the K-12 website**; developing a robust **Resource Library** showcasing grantee-funded research, white papers, and landscape analyses;
- Leading a **complete overhaul of K-12's internal intranet**, SharePoint, improving accuracy of search results, curation, and preservation of tacit and explicit knowledge;

NATIONAL DIRECTOR, EMAIL MARKETING + ENGAGEMENT | Teach For America Seattle, WA | January 2013 – May 2015

- Led a three-person team overseeing email marketing, user-experience, social media marketing, digital copywriting, and digital analytics;
- Responsible for resource planning, budget planning, and managing to KPIs;
- Developed user protocols for email marketing; **led organization-wide training sessions** to empower dozens of staff members across 50 nation-wide offices;
- **Created ongoing testing and learning strategies to scale online marketing initiatives** including email, search, social, retargeting, display, long-form content, website placements and other tools.

MANAGER OF ONLINE STRATEGY + RESPONSE | Center for Reproductive Rights New York, NY | May 2009 – May 2012

- **Directed content development, design, and implementation of all online communications and web properties** including website, blogs, email campaigns, social networking, videos, and advertising;
- **Established an online communications and fundraising program** including a monthly e-newsletter, quarterly integrated engagement campaigns (email, direct mail, telemarketing), and major donor communications. **Grew email list from 5k to 60k within two years**; In its first year, the **online program grossed more than \$500k**.
- Introduced and established social networking properties. **Recruited 3,200+ Facebook fans and 3k Twitter followers within first two years**.

CLIENT MANAGER | M+R Strategic Services New York, NY | November 2007 – January 2009

- Managed client teams to **create and implement effective online campaigns** for progressive, public-interest nonprofit organizations to recruit advocates, influence public policy, raise money, and deepen relationships with supporters;
- **Developed overall online strategies for clients**: drafted long and short-term plans for implementation, oversaw development of all creative content;
- Served as the point of contact for 3 – 4 nonprofit clients, **managed the day-to-day relationship with those clients and the internal team serving those clients**; Clients included AARP, the Wilderness Society, and the Smithsonian;
- Coordinated advertising campaigns and implemented other marketing efforts such as search engine registration and cross promotions.

ONLINE CONTENT MANAGER | Lambda Legal New York, NY | May 2005 – November 2007

- Created all original content on website including homepage features, breaking news, client profiles, and the creation of community education campaigns; Managed and produced monthly electronic newsletter;
- Optimized content for search engines and provided monthly statistical analysis, web usage reports and recommendations on new content creation.

FREELANCE JOURNALIST

Seattle, WA/New York, NY | August 2000 – August 2010

Regular contributor to *Seattle* magazine, *Seattle Bride*, the *Seattle Weekly*, *Northwest Home + Garden* magazine, *Village Voice*, AsianAvenue.com and other prominent publications.

EDUCATION

UNIVERSITY OF WASHINGTON | Seattle, Washington

B.A. Journalism | Dean's List

8 LIMBS YOGA CENTER | Seattle, Washington

200 Hour Yoga Teacher Training, Yoga in the Workplace

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 4, 2019 10:41:05 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 heide madden de quintero

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer self

Current Position farmer

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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, bi-racial marriage for 7 years, raised bi-racial daughter, lived as a race minority for 2 years in another country , and actively studying the subject of race relations on my own time.

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Field not completed.

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

friend

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: Friday, January 4, 2019 12:44:12 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 Salvatore DeRosalia

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Bainbridge Strength

Current Position Owner/Trainer

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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 lived here nearly two decades and owned a business on Bainbridge for at least 15 of those. I am a founding member of the newly formed Race Equity Network of Bainbridge Island and

activities, training, education) if any:	have dedicated my personal and professional life to pursuing a diverse and inclusive Bainbridge Island for everyone. By serving on the task force, I would work to advance that cause.
Please share your community interests (groups, committees, organizations) if any:	I served as a volunteer FF/EMT for COBI for 7 years. I recently provided tech support and web development to the Bainbridge Island Sportsmen's Club. Before that I served on the boards of Make Some Noise, Cure for Cancer and Bainbridge Youth Services. As a life long volunteer, I have looked to serve the community I live in as part of my regular life.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Social Media
Other	Facebook post by COBI

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 17, 2019 5:01:53 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 Tatiana Epanchin

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer School Leader Lab

Current Position Co-Founder, Head of Program

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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 dedicated my life to working in service of Diversity, Equity and Inclusion. I am a veteran educator and social worker. I believe it is my job, my obligation, and my duty to stand

activities, training, education) if any:

alongside and amplify the voices of people who are systemically marginalized by systems and policies. I must leverage the package that I come in to be a true ally. As the superintendent of Aspire Public Schools in CA, I was charged with bringing DEI work to and through our organization at every level- Student, Staff, Home Office, and Senior Leadership. In founding the organization I currently work in, I hold DEI at the center of our organizational health and that of all our programming for school leaders. Currently, I am working to start a school in Bremerton in which we are working with and engaging with community to design a school that will keep all students and young people at the center by cultivating an environment where scholar critical consciousness can be developed, cultivated and leveraged to affect change.

Please share your community interests (groups, committees, organizations) if any:

Board Member for Impact Public Schools in Tukwilla, WA Co-Founder of Catalyst Public Schools in Bremerton Wilkes School Site Council (former)

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Social Media

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

Tatiana Epanchin-Troyan

EDUCATION

M.Ed.	California State University, East Bay / New Leaders for New Schools <i>Educational Leadership</i>
M.S.W.	California State University, Sacramento <i>Community Organizing, Planning, Administration</i>
B.A.	University of California, Santa Barbara <i>Sociology</i>

PROFESSIONAL EXPERIENCE

2017- Present	<i>Co-Founder: Catalyst Public Schools</i> Designer of Catalyst Public Schools, a new and innovative network of charter schools launching in Kitsap County in the fall of 2020.
2016- Present	<i>Co-Founder and Head of Program: School Leader Lab</i> Design, develop and deliver programming to school leaders across the school site leadership trajectory: teacher leader through principal manager to build leadership capacity and to create retention strategy across the DC charter sector • Build and author business and content program from creation through launch • Design and develop the leadership program as it aligns to instructional leadership in partnership with Relay GSE • Construct and facilitate Learning Labs for deep and authentic practice opportunities for school leaders • Coach school leaders in instructional and adaptive leadership challenges bi-weekly • Own and codify learning for the organization as pertains to Diversity, Equity and Inclusiveness
2014-2015	<i>Senior Vice President: Regional Operations, Teach For America</i> Provided critical strategic and operations support on the fiscal, academic, teaching, and leadership outcomes of 8 regions across the United States to ensure that educational inequities are addressed • Oversaw and approved development plans and fiscal year budgeting for the regions • Managed and coached executive directors and their regional leadership teams on culture, financials, adaptive leadership, data-driven decision making, action planning, work stream execution • Built relationships with local boards, community members, and TFA Alumni and Corps Members • Synthesized, analyzed, and managed data from multiple national teams ; collaborated with national team members in support of regions • Participated on TFA's operating committee to develop the strategic plan for the organization

2010-2014

Superintendent: Bay Area, Aspire Public Schools

Responsible for the academic, logistic, and fiscal results of 10 schools in Oakland and East Palo Alto

- Member of Aspire Public Schools' Senior Leadership Team
- Created and disseminated professional development centered on equity for Senior Leadership Team, Principals, Directors, Lead Teachers and 37 schools. As Aspire's Equity Priority Owner, these efforts promoted and increased the retention of a diverse and culturally competent work force to better meet the needs of our diverse student body, and to more competently serve in the areas we have presence. Modeled and promoted using an equity lens when considering data, patterns, issues of access and equity for students.
- Selected, developed and evaluated 13 principals, 2-4 resident principals; developed and supported 45-50 lead teachers in their roles as instructional leaders and site managers to ensure high quality implementation of instruction and service.
- Determined cultural, staffing, financial and academic priorities for the 10 school regions and managed the regional office team to achieve deliverables.
- Managed the opening of new schools in the region including all operations, from charter petition to first day (procurement, hiring, contracts, student recruitment, and principal capacity building).
- Cultivated and maintained relationships with local district officials and community leaders to further Aspire and individual school goals within four charter authorizing districts including collaborations on literacy, best practices and teacher effectiveness.
- Collaborated with University of California faculty to provide strategic leadership to Cal Prep.
- Defended existing and new charter petitions through renewal/approval process at district and county levels: 100% success rate: 7 renewals; 2 new charters

2009-2010

Founding Principal: Aspire ERES Academy, Aspire Public Schools

Principal and instructional leader to ensure academic growth of 220 students grades K- 8 (100% students of color, 95% free/reduced lunch, 90% ELL)

- Academic Performance Index Point growth from 2009-2010: 101 points (state average in same time period: 13 points)
- Projected resource needs and hired 100% of staff and faculty for schools in partnership with families and the community; 90% of staff and faculty retained through year two.
- Planned and executed all professional development for staff and teaching faculty .
- Established school wide systems and traditions for culture including that of student, faculty, and family; 93% of families stated that they would give the school an A or B and 95% of families stated that they would recommend the school to family or friends.
- Partnered with departments within Aspire Public Schools, Dolores Huerta Learning Academy, and Oakland Unified School District to ensure smooth transition from the existing charter school to a new charter school.
- Fostered the practice of using various data to drive instruction and create a culture of continuous improvement.

- 2005-2009 ***Principal: Aspire Monarch Academy, Aspire Public Schools***
Principal and instructional leader at an Aspire Public School, located in East Oakland, serving 352 students (100% students of color, 95% free/reduced lunch, 80% ELL)
- Academic Performance Index Point growth from 2005 – 2008: 150 points (state average in same time period: 46 points)
 - Served as Mentor Principal for New Leaders for New Schools, 2008-2009
 - National Title 1 award recipient: strongest gains in closing the achievement gap in the state of California, 2007.
 - Planned and led all professional development for staff and teaching faculty
 - Developed and implemented interim assessments to ensure constant improvement
 - Designed and implemented systems to use data to drive instruction and a cycle of continuous improvement in the school.
- 2004-2005 ***New Leaders for New Schools Fellow and Principal Resident: Aspire Lionel Wilson College Preparatory Academy, Aspire Public Schools***
Administrator and instructional leader at Wilson Prep, located in East Oakland, serving approximately 450 Latino and African American students in grades 6 – 12
- Observed and coached teachers toward mastery across the grades in all areas of curriculum
 - Created and implemented professional development for high school literacy
 - Managed data collection and analysis for various metrics to inform improvement efforts developed in collaboration with staff, students, and families
 - Led math team and fulfilled lead educator responsibilities for team of mathematics educators
 - Modeled teaching strategies and Aspire Guidelines for teachers in their classes
 - Communicated with students and families about policy, college, discipline, and social pragmatics
 - Coordinated and scheduled school-wide testing, Saturday Schools, Exhibitions, 8th grade promotion, celebrations, and school events
- 2001-2004 ***Middle School Teacher and Founding Lead Teacher: Aspire Monarch Academy and Lionel Wilson College Preparatory Academy, Aspire Public Schools***
Founding Lead Teacher and model classroom in a new Aspire Public School, Lionel Wilson College Preparatory Academy serving students grades 6 – 12
- Facilitated the collaboration of the middle school Humanities teachers
 - Observed and coached teachers in middle school Humanities
 - Wrote policy, school-wide rubrics, and family communication for the school
 - Developed school-wide exhibitions protocols and implementation
 - Taught 6th & 7th grade Humanities, Challenge class, Entrepreneurship and Advisory
 - Modeled lessons providing examples of differentiation and EL strategy

- 1997-2001 ***Family Preservation Therapist: Families First, Inc.***
 Worked on intensive family preservation cases and provided in-home services to families involved with Probation and Social Services in Contra Costa County
- Provided in-home services to families
 - Supervised support counselors assigned to cases
 - Managed referrals of children and their families to non-profit agencies throughout Contra Costa and Alameda Counties
 - Created and implemented a variety of safety plans for members of client families
 - Provided crisis management to children and families, conducted needs assessment
 - Advocated for children and families in court, schools, and therapeutic institutions and oversaw reunification and visitation
 - Authored reports for Contra Costa County court and probation systems
- 1996- 1997 ***Coordinator: October 9th Organizing Committee***
 Coordinated activities and secured speakers, including Howard Zinn and Ronald Takaki, for a series of conferences, information sessions, and rallies created to stop Proposition 209 and to support continuation of Affirmative Action in California
- Organized and managed a series of conferences around Affirmative Action, gender, and diversity on the CSUS campus including set-up and maintenance of publicity
 - Created and managed database of event participants and public relations activities
 - Co-authored a procedure manual for organizing on the CSU campus
- 1993–1995 ***Teach for America Corps Member: Middle School Teacher (English, History, Special Education 6th, 7th, 8th grades): Orleans Parish and Jefferson Parish, LA***

CREDENTIALS

Residency Administrator Principal WA	527570F
Residency Elementary Teacher WA	527570F
Administrative Services CLEAR Credential CA	140060856
Multiple Subject CLEAR Teaching Credential CA	123206484

CONTRACTS and BOARD MEMBERSHIP

1/2017-present	<i>Impact Public Schools- Founding Board Member</i> Advise and provide charter, school leadership, and academic program expertise
8/2017-present	<i>LA College Ready Alliance- Leadership Coach</i> - Mentor and coach 8 aspiring principals and principals for charter network in LA <i>Relay Graduate School of Education: NPAF / NPSA Advisor</i> - Evaluate and give feedback on instructional and school culture assessments for school leaders across the country enrolled in Relay's programming
10/2016-5/2017	<i>Educate 78- Leadership Coach</i> Mentor and coach a School Design Fellow
8/2014 – 6/2017	<i>University of Washington, Danforth School of Education Advocate</i> Mentor and advocate for principal interns as they earn School Leadership Credentials
3/2013-6/2016	<i>One Purpose Charter School- Advisory Board Member</i> Consulted on educational program for charter petition as it is authored
3/2013-6/2014	<i>Startup:Education- Independent Contractor</i> - Advised and provided expertise around the charter landscape in the Bay Area – and educational equity, school operation and impact - Shared expertise on vulnerable children / foster care, curriculum and instruction, political landscape of starting a charter, etc.
8/2010-6/2011	<i>School Leaders Network- Facilitator</i> Facilitated a School Leaders Network in Oakland, CA for principals serving students in Oakland Unified School District and in local charter schools

MEMBERSHIPS, AWARDS, PUBLICATIONS and PRESENTATIONS

2016-17 2015	Relay Graduate School of Education: Leverage Leadership Institute Fellow Darwish, Elise and Epanchin, Tatiana: Achieving College Dreams: The Face of Opportunity; Oxford University Press (2016) Chapter 16 From Parallel Tracks to Intertwined Efforts.
2014	Aspen Institute Faculty Contributor- Principled Leadership: Understanding the Work and Impact of Effective Public School Principals
2009	Rainwater Leadership Alliance- A convergence of thought leaders examining principal preparation programs and the roles they play in reforming education across the country EPIC Award

2009 Effective Practice Incentive Community Silver Gains grant recipient

2008 **ASCD Whole Child Pod Cast Participant-**
 “How Urban Schools Work Beyond the Boundaries of Social and Economic Conditions”

2008 **EPIC Award**
 Effective Practice Incentive Community Gold Gains grant recipient

2008 **NAESP: *Diverse Learning Communities Today-***
 “Monarch Academy, an Urban School Where All Students Achieve”

2007 **National Title I Award**
 Making the most progress in the state to decrease the achievement gap in California

2007 **Teach For America Alumni Summit Presenter-**
 “Leading the Bay Area's Best Schools: Lessons Learned From Some of the Top Performing Schools that Serve Low-income and Minority Children”

2007 **Title I National Conference Presenter-**
 “Distinguished School Leader Panel: Principal Leadership”

Spanish, *Proficient Speaker*

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, January 22, 2019 12:08:32 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 Peggi Erickson

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Kitsap Regional Library

Current Position Substitute Library Assistant

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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 educating myself and doing equity work since 2012. I graduated from the Organizing Institute of the Coalition of Anti-Racist Whites in Seattle in 2012. In 2012 I also took my first

activities, training, education) if any:

"Undoing Institutional Racism" workshop from the The People's Institute Northwest. Since then I have been a volunteer for them supporting their workshops and their work. I was on the planning committee that brought the 14th White Privilege Conference to Seattle in 2013. And was an active part of the Northwest Equity Coalition resulting from the conference. I have attended many other conferences on race and equity. I felt I could best help move equity forward by educating other white people in my community about racism, so I developed and gave workshops (such as 'Why White People Need to Talk About Race') at the OC Diversity Conference (several times), The Seattle Race Conference (several times), and the Raging Grannies Conference. I've also hosted the film 'Cracking the Codes: the system of racial inequity' and facilitated conversations about the film on Bainbridge several times and in several other Northwest communities. I developed and co-hosted a series called 'Conversations on Race' on Bainbridge Island in 2014 and also hosted it for the UU church in Bremerton in 2015. I will be co-facilitating that curriculum with Karen Vargas as a REN offering beginning at the end of February, 2019. I am also a retired Program Manager at Hewlett Packard and a former member of the Project Management Institute.

Please share your community interests (groups, committees, organizations) if any:

I am a member of the Race Equity Network of Bainbridge Island and the former co-chair of the Kitsap County Council of Human Rights (served on council for 2 years.) I am also a member of the anti-racist group Kitsap SURJ and a member of European Dissent, a group of white anti-racists supporting the work of the People's Institute. I served on the social justice committee for the Pachamama Alliance for five years also.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

Karen Vargas

Email not displaying correctly? [View it in your browser.](#)

Peggi Erickson

Workshop Presenter – Conversations on Racism Facilitator – Volunteer – Community Organizer – Former HP Program/Project Manager

What Workshop Participants have said:

"This should be a course offered at colleges! Wonderful conversation."

"Peggi led a candid and courageous conversation and instructed with humility and passion."

"One of the best in the series!" "Amazing presentation! Thank you!"

"Great conversation about racism. I'm glad I had an opportunity to join this great workshop conversation as an Asian-American..."

Summary of Qualifications

- Passionate about bringing this critical and courageous conversation to our community
- Experienced workshop facilitator and co-facilitator
- Demonstrated skills developing workshops and conversation curriculum
- Connected/ connecting network of people and organizations doing anti-racism work in Puget Sound area
- Strengths include communication, interpersonal skills, training and facilitation, relationship building, leadership skills
- Professional consulting experience with all levels of organizations
- Distinguished Toastmaster, capable of delivering myriad presentations to a wide range of audiences
- Strong cross cultural relationships and a team player
- Recognized by my community: recipient of 2017 Kitsap County Human Rights Award

Relevant Experience (and contacts)

Workshop Developer & Presenter 2015 – 2018

How Can White People Create Alternative Anti-Racist Identity Development Pathways? (developed in 2018)

2018 – Olympic College Diversity Conference (Teresa Jones)

One is planned to present to Kitsap SURJ in Fall 2018 (Airen Lydick)

How White People Help Perpetuate or Undo Racism (developed in 2016)

2016 – Olympic College Diversity Conference (Teresa Jones)

Why White People Need to Talk about Racism (developed in 2015)

2017 – Kitsap SURJ (Airen Lydick)

Port Orchard Library (Tough Topics - youth program) (Siri Hiltz)

2016 – Raging Grannies Unconference (Karen Schneider)

Raging Grannies Retreat (Karen Schneider)

Mercer Island Library (Carrie Bowman)

2015 – Olympic College Diversity Conference (Teresa Jones)

Seattle Race Conference (Pamela Taylor or Rick Derksen)

Kitsap Human Rights Conference (Rebecca Pirtle)

Developer & Facilitator: **Conversations on Racism Series 2015-2016**

- October 2015 – November 2015 - Kitsap Universalist Unitarian Fellowship, Bremerton (Jo Walter)
- January 2014 – July 2014 – Bainbridge Island (co-presenters: Charlotte Rovelstad, Sharon Negri)

Film and Conversation Facilitator: **Cracking the Codes; The System of Racial Inequity: 2013 - 2015**

- January 2016 – Cedars Unitarian Universalist Church (Barbara Golden)
- November 2015 – Suquamish Congregational Church (for Free Range Films - Tina Gianoulis)
- June 2014 – Olympic College Diversity Conference (co-presented with Karen Vargas)
- April 2014 – Islandwood Ecological Learning Center (for staff) (co-presented with Karen Vargas)
- January 2014 – Whidbey Institute – Whidbey Island (co-presented with Barbie Danielle DiCarlo)
- October 2013 – Bainbridge Island – (co-presenters: Charlotte Rovelstad and Sharon Negri)

Project /Program Manager **Hewlett Packard 1990-2012**

- Responsible for consulting with centers and clients, developing project processes & standards, training & coaching project managers, monitoring project progress, tracking budgets, management reporting, QA and implementations.

Volunteer Experience (and contacts)

- 2015 – 2017 Kitsap County Council for Human Rights – 1 year member, 1 year co-chair, coordinated 2016 conference (Rebecca Pirtle)
- 2013 – 2018 NW Peoples Institute – Workshop logistics volunteer for countless workshops (Debbie Green)
- 2012 – 2013 NW Equity Coalition – Planning Team White Privilege Conference / Coordinated two follow-on retreats (Ilsa Govan)
- 2006 – 2012 Pachamama Alliance – Facilitator Trainer – Workshop Presenter – Social Justice Committee (Linda Secord)

Peggi Erickson – resumé (cont'd)

Education

Workshops/Courses/Conferences Attended

- 2018,2016,2015,2014 Olympic College Diversity Conference (took a workshop from Dr. Caprice Hollins!)
- 2017,2016,2015 Kitsap Human Rights Conference
- 2016 Robin DiAngelo – Seeing the Water, Whiteness in Daily Life & What Does it Mean to be White
- 2016 NW RJ Coalition - Restorative Justice Training
- 2016 Citizen University (Alicia Garza keynote/ Rinku Sen presenting)
- 2015 Cris Crass – Building Leadership to Stand with Black Lives Matter, Counter Oppression, and Act Against Racism
- 2015 City of Seattle – White Fragility: Building White Racial Stamina with Robin D’Angelo
- 2015 Seattle Race Conference
- 2015 Cultures Connecting – Internalized Sexism and White Privilege
- 2014 Puget Sound University Race and Pedagogy Conference
- 2013 Cultures Connecting – Facilitating Activities for Conversations on Race
- 2013 Cultures Connecting - Train the Trainer: Facilitating Conversations on Race
- 2013 Knapsack Institute – Knapsack Institute Conference
- 2013 Northwest Equity Coalition - White Privilege Conference
- 2012 People’s Institute Northwest - Undoing Institutional Racism (subsequently volunteered for many years)
- 2012 Anti-Racist Organizing Institute - Coalition of Anti-Racist Whites

B.S. in Computer and Information Science, University of Oregon, 1983

References:

Karen Vargas – 206-488-8225 karendvargas@gmail.com (email not advisable)

President, Bainbridge Island Multi-Cultural Advisory Committee / Founder-Coordinator Living Life Leadership (among many other roles)

Karen Vargas is an amazing community leader in Kitsap County. She has worked for years to build bridges between the Kitsap African-American community and our government, education, and community organizations. She also works to connect people in Kitsap working for justice. She and I have done a lot of work together in Kitsap County to bring the conversation about racism to the community.

Debbie Green – 206-687-3303 pinwseattle@yahoo.com debmarcus56@yahoo.com

Coordinator - Peoples’ Institute Northwest

Debbie Green is the heartbeat of The People’s Institute Northwest. She coordinates all of their local ‘Undoing Institutional Racism’ workshops as well as being the liaison for the Black Prisoners Caucus and for the community at large. I have been honored to be able to support Debbie in her work over the past five years.

Mary Flowers – 206-501-7859 flowersmary1@yahoo.com

Seattle Human Services Department - Leader @ Peoples’ Institute Northwest

Mary Flowers is an organizer and trainer with The People’s Institute Northwest as well as working in the Seattle Human Services Department. She is an awesome role-model. I have had the honor of supporting some of Mary’s workshops and being in community with her through the People’s Institute. She is a strong reminder to connect our talking and teaching to the work on the ground.

Karen Schneider – 206-353-8359 karenc2011@gmail.com

Karen Schneider is wonderful community activist and anti-racist organizer. She is currently involved in the Poor People’s Campaign (recently arrested in Olympia). She has presented a workshop I developed, as well as organizing many book groups in her Greenlake community to study Robin DiAngelo’s book. She participated in Project Pilgrimage in 2017. Karen has been both a mentee and a mentor to me.

Cheryl Nunez – (513) 317-5666 cnunez@olympic.edu

VP Equity & Inclusion, Olympic College

Cheryl is the first VP of Equity and Inclusion and Olympic College. I worked with Cheryl to kick off her ‘Equity for Excellence’ Campaign, by bringing a huge blow-up elephant (in the room) (=racism) to raise awareness and to engage students walking by in conversations about equity. She was also involved in coordinating the Olympic College Diversity Conference where I presented in June 2018. Cheryl is a powerful leader with whom I am building relationship.

Linda Secord – 206-229-8621 lsecord@comcast.net

Business Consultant - Former Co-community Leader NW Pachamama Alliance

Linda is a local business consultant. Linda and I worked for many years to bring Pachamama’s message of working together to create an environmentally sustainable, spiritually fulfilling and socially just world to people and organizations across the Northwest. This is the work that ignited my passion for social justice and started me on the journey of undoing my own racism. Linda and I both sat on the Pachamama Social Justice committee with leaders and activists from many different locations. 588

Contacts for Specific Activities :

Bowman, Carrie – Mercer Island Library Youth Librarian - clbowman@kcls.org 206-280-9142
Derksen, Rick – 2015 Seattle Race Conference/ European Dissent - richardjohnderksen@gmail.com 717-519-9282
Flood, Tracy – co-chair, Kitsap County Council for Human Rights - fltracylaw@gmail.com 360-271-3381
Gianoulis, Tina – Free Range Films - gianoulis@earthlink.net – 206-910-397
Golden, Barbara – Cedars Unitarian Universalist Social Justice Committee - b10golden@gmail.com 206-305-2871
Hiltz, Siri – Youth Services Librarian, Port Orchard Kitsap County Library - shiltz@krl.org 360-876-2224 x9406
Jones, Teresa – Olympic College Diversity Conference - tjones@olympic.edu – 360-475-7683
Walter, Jo – Kitsap Unitarian Universalist Fellowship - littleproutsp@comcast.net 360-551-6944
Lydick, Airen – Kitsap SURJ - a.lydick@gmail.com 206-963-9653
Negri, Sharon – co-coordinator, Cracking the Codes/ Conversations (Bainbridge) snegri@igc.org 206-799-7372
Pirtle, Rebecca – Kitsap County Volunteer Coordinator - rpirtle@co.kitsap.wa.us 360-377-4650
Rovelstad, Charlotte – co-coordinator, Cracking the Codes / Conversations (Bainbridge) - milagrosx2@comcast.net - 206-780-0786
Secord, Linda – Co-community Coordinator NW Pachamama Alliance - lsecord@comcast.net 206-229-8621
Taylor, Pamela – Circle Works, Social Justice Consultants, (formerly) Seattle Race Conference coordinator circleworks4sj@gmail.com

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Sunday, January 6, 2019 10:41:06 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 Brenda Fantroy-Johnson

Email

Phone

Address

City Bainbridge

State WA

Zip 98110

Current Employer AT&T

Current Position Information Security Risk Manager

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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 member of the Bainbridge Racial Equity Network. I am a graduate of the Seattle FBI Citizens Academy

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

See above

Feel free to attach your
resume (optional):

Type the Year

2019

How did you hear
about the volunteer
opportunity?

Other - See below

Other

REN

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Objective:

My aim as an experienced risk management professional is to execute corporate-wide and business specific risk assessments by applying mature and proven risk management methodologies to support tactical and strategic risk mitigation activities and initiatives. Driving compliance into new and existing support models by establishing relationships between Information Security and strategic business partners.

Work Experience:

Manager - Risk Management, February 2009 to Current, AT&T

After combining three merged companies into one we refined the risk management process using the NIST and ISO 27000 frameworks. I am the facilitator of the risk management front door process, the risk go to person, specializing in SOX, PCI and SPI. I am the CSO risk liaison between privacy and GRC teams. I created the vetting process and procedures to streamline the risk intake and assignment process, which I also manage. It is my responsibility to integrate information security into the enterprise and to link risk management to the business unit processes. This includes continuous monitoring and providing senior management with information to make informed risk based decisions.

CSO Audit Security Tech. Manager, April 30, 2008 – Feb. 2009, AT&T

In this role I was the Chief Security Officer's liaison for SOX, PCI and IBM audits. Responsibilities include overseeing and coordinating audits including IT, finance, and internal / external audit teams. I was responsible for managing a staff of three. My team provided advice and assistance relating to achieving compliance with AT&T security standards and other external security requirements to control owners and individuals responsible for remediating audit findings and other impacted areas.

Risk Management Lead, November 2006 to April 2008, Cingular Wireless

In this role I facilitated the risk management process from end to end by establishing and improving policy and standards, assessing risk using best practices model – threat, vulnerability, and impact ratings. Responsibilities included monitoring and reporting mitigations and metrics, through the lifecycle of the assessments. I had a key role in integrating Cingular processes into the AT&T mobility process. I facilitated the governance committee and I was instrumental in implementing governance into the risk management process. I provided risk management training and awareness for Business and IT staff.

Senior Security Analyst, November 2005 to November 2006, Nordstrom

I created the Nordstrom security awareness program, facilitating awareness training for 500+ IT employees, managers and C-Level executives. In this role I was also responsible for creating new standards and policy for compliance projects mainly Visa PCI and SOX compliance. I created the remote access standard, the media standard and the vendor security review process. I was responsible for building security best practices into the contract management process. This project was enhanced by my creation of checklists and security contract language, which was then embedded into the RFP Process.

IT System Administrator – Senior, January 2005 to October 2005, American Electric & Power

Performed the planning, evaluation, analysis, and recommendation of technical computing products on medium to large-scale projects. Provided advanced level technical product support including response to user questions, installation, and system monitoring, testing, program diagnosis, tracking, resolution and routine maintenance. Formulated and directed the preparation of technical procedures, documentation, manuals, and reports. Mentored and provided functional/technical leadership and work direction to staff. I was responsible for security related technologies including vulnerability assessment and policy management tools (Bindview, In-Trust), patch management (LAN Desk) anti-virus management (McAfee ePo), host-based intrusion detection. I led the risk management user ID & password standard project, quarterly patch management process, DMZ patch management process, handheld standard project and the SOX phase two compliance documentation process.

Education:

M.B.A., Computer Science, Minor: Accounting
Spring Arbor University
GPA: 3.7

May 2004
Spring Arbor, Michigan

B.A., Micro Computers and Network Management
Davenport University
GPA: 4.0 Graduated with high honors

June 2001
Lansing, Michigan

Professional Achievements:

- Certified Information Systems Security Professional (CISSP) #24013
- Certified in Cloud Security Knowledge (CCSK) 2/16/15
- Certified Information Security Manager (CISM) #0403741
- Certified Information Privacy Professional (CIPP) 2/13/2011
- Certified ISO-27001 Specialist # 967, Awarded 4/27/2012
- Past President Lansing Chapter Information Systems Security Association (ISSA)
- Member – Information Systems Security Association Puget Sound Chapter
- Member – Infragard Seattle Chapter
- Member – Information Systems Audit and Control (ISACA)

- NASCIO Security Award Winner 2003 – The [Secure Michigan Initiative](#).
 - Security Roles and Responsibilities
 - Awareness, Training, and Education
 - Security Incident Management
 - Computer Security Risk Management
 - Disaster Recovery
 - Certification and Accreditation of Applications and Computer Systems

- Knowledge of the following Security Policy Models and Regulations
 - ISO 17799 (27000)
 - HIPPA
 - GLBA
 - SOX
 - NIST
 - COBIT

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Tuesday, January 8, 2019 4:03:20 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 James Friday

Email

Phone

Address

City Bainbridge Island

State Washington

Zip 98110

Current Employer Friday's Computer Services

Current Position Owner

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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, 21 year residency

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

Field not completed.

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

Friends

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: Thursday, January 10, 2019 3:40:10 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 Ruth Frobe

Email

Phone

Address

City BAINBRIDGE ISLAND

State Washington

Zip 98110

Current Employer self

Current Position Personal Chef

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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 resident of Bainbridge for 7 years and have volunteered for several non profits on the island (Helpline House, Arms Around Bainbridge, and the Bainbridge Community

activities, training, education) if any:	Foundation). I have a bachelors and a masters degree in education and have studied social justice issues formally and informally. As a white lesbian, I know that I can never truly understand the experience of a person of color. However, I do understand experiencing oppression and I want this community to be open and welcoming to everyone.
Please share your community interests (groups, committees, organizations) if any:	I swim with the Bainbridge Masters (BAM) swim club, I am a member of Crossfit Outcome, and I have volunteered with Helpline House, Arms Around Bainbridge, and the Bainbridge Community Foundation. I'm also a member of a book club on the island.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
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.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 16, 2019 1:55:02 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 Barbara Golden

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): Race Equity Task Force

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 extensive experience in creating and leading groups advocating for equity and fairness in education, government and other aspects of society.

activities, training,
education) if any:

Please share your community interests (groups, committees, organizations) if any:	I am an active member of Cedars UU Church and involved with the Justice Network, the Cross Cultural Book Group, and Emergency Preparedness. My Emergency Preparedness work involves co-chairing the committee for the Wild Swan HOA.

Feel free to attach your resume (optional):	<i>Field not completed.</i>

Type the Year	2019

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.](#)

From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 3, 2019 8:45:12 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	Miranda Hersey
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Pen and Press (self)
Current Position	Consulting writer/editor
I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force
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 the author of three life-design workbooks published by St. Martin's Press, intentionally written to be broadly inclusive and non-assumptive. In two decades of writing and editing, I have

activities, training, education) if any:

provided communications consulting services to nonprofits that improve the lives of the underrepresented and underserved. For the past five years, addressing racial injustice and mass incarceration have been the primary focus of my personal activist efforts. At writers' conferences, I have taken several classes on increasing diversity in creative work. I have read broadly on the topic of race in America, including the work of James Baldwin, Michael Eric Dyson, Austin Channing Brown, Ijeoma Oluo, Catherine Hoke, Kiese Laymon, Maya Angelou, Toni Morrison, Zora Neale Hurston, Angie Thomas, Ernest Gaines, and Ta-Nehisi Coates, among others. For two years, I have proudly displayed a Black Lives Matter placard in the front window of my home on Wyatt Way. Ensuring inclusivity and encouraging diversity on Bainbridge Island is an area about which I am passionate and committed. While I do not maintain a resume, please see more about my work at www.penandpress.com and www.mirandahersey.com.

Please share your community interests (groups, committees, organizations) if any:

I provided pro bono writing and editorial services to the Bainbridge Healthy Youth Alliance for their first annual "report card" and related website content. I wrote a white paper (paid) for Housing Resources Bainbridge. Bainbridge Community Foundation is a current client. I am an active member of BARN. I have a child at Woodward and one at Sakai. Lastly, I am a temporarily "retired" member of the Bainbridge Island Rotary Club.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Notify Me

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: Friday, January 11, 2019 1:09:14 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	Patty Lyman
Email	
Phone	
Address	
City	Bainbridge Island
State	WA
Zip	98110
Current Employer	Retired
Current Position	Retired. Vice Chair of Fellowship of Reconciliation National Council
I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past?	Yes
If so, please indicate which groups:	3 years with Non Motorized Transportation Advisory - now known as Multi modal
Please share your qualifications for this	Presently Vice Chair of Fellowship of Reconciliation National Council. Fellowship of Reconciliation (FOR) is an interfaith organization that is focusing this year on reparations for People

appointment (skills, activities, training, education) if any:

of Color. I am also on South Seattle Friends Meeting committee on "Undoing Racism". I am a retired Physician Assistant, previously the Chief PA at VA Puget Sound Health Care System. I was responsible for administrative issues for the PAs who worked there, as well as caring for a panel of spinal cord injured vets. I am interested in identifying what white supremacy aspects are ingrained in our Bainbridge Island culture which prevent us from being an open and welcoming culture for people of color. I am also interested in working with a committee that educational opportunities for citizens of Bainbridge around these issues. We are a very privileged community, and we have an opportunity to use our privilege to help those who are not as privileged.

Please share your community interests (groups, committees, organizations) if any:

Member South Seattle Friends Meeting. (SSFM) Member of Undoing Racism Committee of SSFM. Member of Finance Committee SSFM. Member Seattle Labor Chorus. Ride Leader for Cascade Bicycle Club. Also lead rides for Bainbridge Island Senior Center. As Vice Chair of FOR National Council, facilitate executive committee meetings.

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

City Website

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: Thursday, January 3, 2019 4:20:43 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 Chasity J. Malatesta

Email

Phone

Address

City Bainbridge Island

State Wa

Zip 98110

Current Employer Saint Cecilia Catholic School

Current Position STEM Instructor/

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: MAC Multicultural Advisory Comity

Please share your qualifications for this appointment (skills, 13 years as secondary science educator and multicultural adviser for student groups. Equity Advisory Salem Keizer School District 1998-2008 College Board Equity Commission for

activities, training,
education) if any:

Advanced Placement 2005-2008

Please share your
community interests
(groups, committees,
organizations) if any:

I currently serve on the MAC committee now and I support the cultural activities on Bainbridge island I have three young sons that are involved in places all over the community and I am committed to supporting equity education here in my community.

Feel free to attach your
resume (optional):

Type the Year

2019

How did you hear
about the volunteer
opportunity?

City Website

Other

I attended first city council meeting.

Email not displaying correctly? [View it in your browser.](#)

Education

M.A.T. Masters of Arts and Teaching George Fox University Secondary Science 2008

B.S. Bachelor of Sciences Biology Warner Pacific Christian College 1990-1995

Minor Teaching

Teaching Experience

- North Salem High School, Salem Oregon Aug 1997- June 2003
- West Salem High School Salem Oregon Aug 2003-2008
- South High School Minneapolis MN Aug 2008-June 2009
- Saint Cecilia Catholic School, Bainbridge Is. Aug 2017- Current

Teacher Licensure

- State of Oregon 1997-2010
- State of Minnesota 2008-2010
- State of Washington 2018- Current Secondary Science Biology

Subject and Research Experience

- Life Science –Biology 1997-2009
- Physical Science, Anatomy and Physiology, Environmental Science
- Inquiry curriculum development
- Problem Based Learning
- STEM Instructor /Curr. Development

Professional Development

- Advanced Placement Biology Inquiry Labs, Bellevue WA
- Advanced placement Biology exam grader
- College Board Equity Member
- Multicultural Advisory Committee BISD August 2017- Current
- Student Multicultural Advisor Students North Salem High School
- Equity Issues Committee 2003-2008

Professional Affiliations/Memberships

- Association of woman in science

References Current:

Melissa Bennet – Current Teacher South High School Science Dept. 612-770-4981
Minneapolis Minnesota

Susan Kilbain - Principal Saint Cecilia Catholic School

Karen Vargus - Racial Equity Network Bainbridge Island, Multicultural Advisory Committee

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 23, 2019 10:33:54 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	HELENE M MONTROY

Email	

Phone	

Address	

City	Bainbridge Is

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):	Race Equity Task Force

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,	retired special education teacher; lived on island for 28 years; race- native american and Jewish; severely hard of hearing

activities, training,
education) if any:

Please share your
community interests
(groups, committees,
organizations) if any:

volunteer at the west sound wildlife center

Feel free to attach your
resume (optional):

Field not completed.

Type the Year

Field not completed.

How did you hear
about the volunteer
opportunity?

Field not completed.

Other

Police officer Tami Allen asked me to submit an a

Email not displaying correctly? [View it in your browser.](#)

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 23, 2019 11:30:30 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 Erik Peterson

Email

Phone

Address

City Poulsbo

State WA

Zip 98370

Current Employer Town and Country Market

Current Position Deli

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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 grew up on Bainbridge Island, graduating from the public school system here. My awareness of racism on Bainbridge began in elementary school with my close friend's father, Frank Kitamoto,

activities, training, education) if any:

introducing me to the Japanese-American history during WWII. Before earning degrees in visual art I studied American Ethnic Studies at the University of Washington from 1990-92 where we had many of the same discussions that are currently happening across the country. Over the past 27 years, since those undergraduate courses, I have had many conversations with people of all kinds about race. My own ideas continue to evolve, but more importantly my ability to listen, and my interest in knowing the experience of another has only grown. Recently I have become increasingly interested in the island's more distant history with regards to race. Starting with the pushing out of the Suquamish tribe as Blakely Mill and Hall Brother's Shipyard boomed. Eventually leaving tribal members without their island territory the island became an unusually multinational, multi-ethnic community populated by seafaring immigrants.

Please share your community interests (groups, committees, organizations) if any:

Currently I am developing a personal chef business called Island Larder, which intends to provide customized meal plans and meal starts for clients, while encouraging support and engagement with regional farms and low waste activity. I also lead art activities at BIMA for adults and kids as a part of the museum's Art In Action series. In these activities I encourage participants to develop their perceptual skills with materials in hand. I believe by doing so we can begin to break down mental constructs that prevent us from truly seeing and relating to the people, places, and objects around us. In the past I have worked as an art teacher for colleges, universities, and community art centers on both coasts of the U.S.. For 6 years I volunteered as the director of a Seattle art co-op's panel of residents in the reviewing of artists' membership applications for co-op residency.

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Newspaper

Other

Field not completed.

Email not displaying correctly? [View it in your browser.](#)

Erik Peterson

Education

2001	American University, Washington D.C. Master of Fine Arts, Painting
1995	University of Washington, Seattle, Washington Bachelor of Fine Arts, Painting Bachelor of Arts, General Art (Includes an incomplete degree in American Ethnic Studies)
1994	University of Washington's Rome Center Rome, Italy

Teaching Experience

11/2015- Present	Bainbridge Island Museum of Art, Bainbridge Island, WA <i>Drawing Instructor for "Looking +Drawing"</i> <i>Drawing and Collage Facilitator for "Art In Action"</i>
6/2008- 9/2008	Kirkland Art Center, Kirkland, WA <i>Painting Instructor</i>
1/2008- 6/2008	Western Washington University, Bellingham, WA <i>Adjunct Professor of Painting</i>
4/2007- 8/2007	Pratt Fine Art Center, Seattle, WA <i>Drawing/Painting Instructor</i>
5/2006- 6/2006	Seattle Central Senior Center, Seattle, WA <i>Drawing Instructor</i>
9/2001- 4/2002	Maude Kearns Art Center, Eugene, OR <i>Drawing Instructor</i>
7/2000- 5/2001	Maryland College of Art and Design, Silver Spring, MD <i>Continuing Education Painting Instructor</i> <i>Continuing Education Drawing Instructor</i> <i>Undergraduate Color Theory Instructor-of-Record</i> <i>Undergraduate Drawing Instructor-of Record</i>
1/2000- 12/2000	American University, Washington D.C. <i>Undergraduate Drawing/Painting Teaching Assistant</i>
7/1998- 9/1998	Northwest School Summer Program, Seattle, WA <i>Drawing and Painting Instructor</i>

Erik Peterson

Exhibition Record

Solo Exhibitions

- 2015 Blur Gallery, Seattle, WA
Solo Show, "Standing Still"
- 2015 Joe Bar, Seattle, WA
Solo Show, "Soft Bricks"
- 2012 Caldera Arts Center, Sisters, OR
Artists in Residence Exhibition
- 2009 SOIL Gallery, Seattle, WA
Solo Show, "Watercolors"
- 2003 BPA Gallery, Bainbridge Island, WA
"Sailors"

Group Exhibitions

- 2011 Tashiro Kaplan Gallery, Seattle, WA
Resident Exhibition
- 2011 Collective Visions Gallery, Bremerton, WA
Juried Exhibition
- 2009 S.A.M. Rental/Sales Gallery, Seattle, WA
"Shelter"
- 2008 SOIL Gallery, Seattle, WA
"Escape or Reflect!?"
- 2007 Pratt Fine Art Center, TK Gallery, Seattle, WA
Faculty Exhibition
- 2004 Center On Contemporary Art, Seattle, WA
"Northwest Annual", Juror: *Ken Lum*
- 2002 Rainshadow Gallery, Bainbridge Island, WA
- 2001 The Maude Kearns Art Center, Eugene, OR
Faculty Exhibition
- 2001 Conner Contemporary Art Gallery, Washington D.C.
Invitational, "Best of M.F.A. Graduates in D.C."
Juror: Jamie L. Smith
- 2001 951 E Street Gallery, Washington D.C.
Invitational, "Regional Best of M.F.A. Graduates"
Juror: *Annie Gawlak*

Erik Peterson

Other Professional Activities

Artist-In-Residence

- 2012 Caldera Artist In Residence, Sisters, OR
- 2002 Museum of Glass; International Center for Contemporary Art, Tacoma, WA
Visiting Artist/Educator Residency

Awards

- 2012 The Medium's Artist Grant
- 2001 JoAnn Crisp-Ellert Graduate Purchase Prize
- 2001 Graduate Merit Award, American University
- 2000 Graduate Merit Award, American University

Auction Contributions

- 2008 Pioneer Square Community Association, Seattle, WA
- 2007 Pratt Fine Arts Center, Seattle, WA
- 2005 Tashiro Kaplan Artists Lofts, Seattle, WA

Volunteer Experience

- 2004-2012 Tashiro Kaplan Artists Lofts, Seattle, WA
Director of the Artist Portfolio & Community Review Committee
- 2003 Center On Contemporary Art, Seattle, WA
Art Packer and Mover
- 1997 Camp Jabberwocky, Martha's Vineyard, MA
Art Instructor/Counselor

Commercial Art

- 2015 "Bewellaby", Seattle WA. Designed Logo Art
- 2013 Private commission for painted portrait by Scilla Andreen, Seattle, WA

Collections

Watkins Collection, American University, Washington D.C.
Davis-Nearn Collection, London, U.K.

Publications

La Norda Especial, "Vol. 5", October 2009, Seattle, WA "In Defense of Painting"
Rivet, "R7: Illusion Issue", Vol.3 No. 2. Summer 2003, Seattle, WA

Symposium

- 2009 "Seattle Painters' Slide Show, Henry Art Museum, Seattle, WA
- 2004 "Contemporary Art", Western Washington University, Bellingham, WA

Technical Abilities

Adobe Photoshop	Various Wood Shop Tools
Excel/Word	Printmaking Tools

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 25, 2019 9:12:24 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 Erin Nell Phillips

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Microsoft

Current Position Event Project Manager

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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, Though I am not an employee of a company that implements this type of program, I have done a considerable amount of research in preparation for this task force. I have been in contact with Nora

activities, training, education) if any:

Liu of the NW office of the Government Alliance on Race and Equity (or GARE) for guidance on how to attain our stated goals for this task force. This research has helped me to have a concrete idea of how we might move forward, including the potential costs. My research has revealed that we can first arrange a workshop with all City Council members and key staff that provides an introduction to the role, responsibilities and opportunities for government to advance racial equity. The training focuses on normalizing racial equity as a core value with clear definitions of key terminology, operationalizing racial equity via new policies and institutional practice, and organizing, both internally and in partnership with other institutions and the community. This will help participants gain awareness of the history of race and of implicit and explicit bias and individual, institutional, and structural racism and how it impacts the workplace; gain skill at identifying and addressing institutional and structural racism; and increase capacity to advance racial equity. The workshop will also introduce a racial equity tool that can be used in decisions relating to policies, practices, programs and budget and share effective communications strategies. Second, an organization like GARE can help us design a strategic plan for an outreach effort to our communities of color so we can learn their needs and desires and identify policies to help bring those needs and desires to fruition. Apart from the above, I am trained in bystander training. Moreover, through my work at Microsoft, I have learned how to operationalize diversity and training policies, as this is a key focus for Microsoft because they see better outcomes from having diverse perspectives on their teams. All of the content that we deliver at a bi-annual event that I help plan has to go through a Code of Conduct review, that includes both an HR and Diversity and Inclusion review. This includes all marketing and communications materials. As such, I can help ensure that anything that we put out from a marketing and branding standpoint is representative of the ethos of the task force. With regards to my education, I was a Spanish major. My coursework was mostly centered around Globalization and Latin American Studies. I also studied abroad and have since traveled a great deal through work and for pleasure. I believe this has helped me cultivate a worldview that sees diversity as the norm and a benefit to us all.

Please share your community interests (groups, committees, organizations) if any:

I am the Founder of We Live Here Too; established to learn about people of color on the island. As such, I created a survey form to capture their experiences as well as learn about their needs. Though I do not believe I have reached a critical mass of submissions, the information that I have received has given me insight into the areas that our communities of color are underserved. Further, I am a member of the Multi-Cultural Advisory Council that advises the school district on issues of diversity and inclusion. Every month, we hear from the schools on the issues they are seeing related to racism as well as what they are doing

in response. I have also come into contact with parents who joined MAC to improve the experience of their children in the schools. Through my membership with MAC, I believe that I have gained some important insight into the state of race equity work in the schools and further ways that we might better address the issues that administrators and teachers are seeing. I recently joined the board of directors at Arts and Humanities Bainbridge. One key reason for my joining was that we agreed to focus on diversity and inclusion in our public art projects and arts in education program. If this is successful, we will have a model that could be applied to art projects that the City supports. Last, I am the founder of the Race Equity Network, an organization that is dedicated to achieving race equity on Bainbridge Island through education and through strengthening the network of organizations in Kitsap County whose mission intersects with ours.

Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Other - See below
Other	I helped spearhead its creation. :)

Email not displaying correctly? [View it in your browser.](#)



Erin Phillips

Profile

Operations and Project/Client Management professional with 14 years of experience in various industries including creative design and marketing, non-profit, retail, and tech.

Skills

- Team player and effective leader with an optimistic attitude
- Strong project management skills on projects that range from small business to corporate
- Excellent verbal and written communication in both domestic and international settings
- Technical abilities include Office 365, Netsuite ERP, ADP, Basecamp, and Quickbooks
- Strategic and data-driven decision making and quick problem solving
- Fluent in English, proficient in Spanish, beginner in French

Work Experience

EVENT PROJECT MANAGER AND CONTENT OPERATIONS LEAD, MICROSOFT, SEATTLE, WA. – JULY 2014 TO PRESENT

- Serve as project manager for Coaching program, designed to train marketing/sales global staff
- Deliver projects aligned to timeline and within budget through effective resource allocation, risk mitigation, and cross-team communication

INTERNATIONAL FINANCE OFFICER, MERCY CORPS, PORTLAND OR. AND GAZIANTEP, TURKEY – OCTOBER 2010 TO NOVEMBER 2013

- Led monthly reporting effort to measure performance of highly varied revenue models under one department
- Managed annual business and strategic planning process for all departments of private fundraising and marketing arm of organization
- Oversaw Turkish finance staff and effectively managed \$85 million dollar emergency response project for internally displaced people in Syria

OPERATIONS ANALYST AND PURCHASING PLANNER, ZULILY, SEATTLE, WA. – JANUARY 2010 TO AUGUST 2010

- Designed foundational systems and processes as 12th employee of now publicly traded company
- Developed tool to forecast and measure performance of vendor partners

DIRECTOR OF OPERATIONS AND FINANCIAL CONTROLLER, SUPERBIG CREATIVE AND EVIL BIKES, SEATTLE, WA. – JANUARY 2007 TO JANUARY 2010

- Managed all functional areas of two companies under one roof, including Sales/Marketing Management, Project/Client Management, HR, Finance and Accounting, and Logistics
- Managed client projects in a variety of industries such as food and beverage, action sports, music, and retail
- Executed client contracts in InDesign
- Managed projects in a variety of creative disciplines including branding, marketing, interior design, web design and development, graphic design, industrial design, and fine art
- Effectively leveraged project management software to house documents, track communications with clients, track and meet deliverables on time, manage scope creep, and collaborate among team members
- Planned events, such as marketing events, gallery openings, studio tours, and trade shows

Education

Seattle Pacific University – Spanish/European Studies - 2000 to 2004

Other Experience

Race Equity Network - Executive Director - October 25th to Present

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, January 25, 2019 6:26:00 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 Robert Rauktis

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Retired

Current Position Boss

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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 a close relationship with many of the employed up at the 4 Corners (305 & High School Road), seeing many of those businesses once a day or every other day. I am a retired MD who

activities, training, education) if any:	has worked in most parts of the country with every color and stripe. I likewise usually gets along better with the underlings. To that end I have attended Thanksgiving in Roxbury and Baptist Churches in Kansas City. I also played basketball against inner-city teams. I taught and observed on the rez. People trust me. My parents look over my shoulder.
Please share your community interests (groups, committees, organizations) if any:	For starters, the racial task force. I have a very bio intense household.
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: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Wednesday, January 23, 2019 8:39:18 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	Savanna Rovelstad

Email	

Phone	

Address	

City	Bainbridge Island

State	Washington

Zip	98110

Current Employer	Michael Schore

Current Position	Nanny

I am interested in serving on one of the following advisory groups (select all that apply):	Race Equity Task Force

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 was born in Lima Peru in 1989 and was adopted by a danish woman and an American man. I grew up on this island and have been witness to racial inequity. I have a bachelors from Syracuse

activities, training, education) if any:	University and got to experience a lot of different culture there during college. I started working with children after college and found I had a passion for molding young minds. I worked at a preschool for almost 3 years and am now a nanny to a multiracial family on the island. My goal would be to help promote more people of color into positions that children can see everyday. We have to start with these little children and be the example for them because they are the ones responsible for the future.
Please share your community interests (groups, committees, organizations) if any:	I want to make this community a safer and more accepting place for young children who are of different backgrounds. I am a nanny on the island and I have recently join the Racial Equity Network.
Feel free to attach your resume (optional):	<i>Field not completed.</i>
Type the Year	2019
How did you hear about the volunteer opportunity?	Social Media
Other	<i>Field not completed.</i>

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From: noreply@civicplus.com
To: [Roz Lassoff](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Saturday, January 5, 2019 9:49:39 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 Kristin Tollefson

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Bainbridge Island Museum of Art

Current Position Education Director

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

Experience & Qualifications

Have you served on any city advisory groups in the past? Yes

If so, please indicate which groups: Design Review Board, 2004-2009

Please share your qualifications for this appointment (skills, Creative Facilitation Training, Partners for Youth Empowerment, 2018 Creative Advantage Race and Equity Training, 2018 heARTwork Collective Implicit Bias Training (facilitated bringing

activities, training, education) if any:

this to Bainbridge Island Museum of Art; also participated), 2018 First International Teaching Artist Conference, Oslo, Norway, 2012 ArtsWA Roster of Teaching Artists, 2009-present Teaching Artist Training Lab, 2010-2011 Longtime island resident, single mom and artist who has firsthand, invested and long-view experience this place. I also bring work experience with Seattle public schools, as former Education Director at Pratt Fine Arts Center, a practicing teaching artist and public artist with many years of community engagement, education and cultural investment.

Please share your community interests (groups, committees, organizations) if any:

Career and Technical Advisory Board, Bainbridge Island School District, 2014-present Art Docent Program, Bainbridge Island School District, 2005-2012 (former site coordinator Juror/Panelist for organizations including Seattle Office of Arts & Culture, 4 Culture, ArtsWA Bainbridge Island Public Library volunteer, 2005-present

Feel free to attach your resume (optional):

Type the Year

2019

How did you hear about the volunteer opportunity?

Other - See below

Other

activist colleagues within in the community

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KRISTIN L. TOLLEFSON

EDUCATION

- 1992 MFA, Metalsmithing, Cranbrook Academy of Art, Bloomfield Hills, MI
Icelandic for Foreign Students Program, Háskóli Islands, Reykjavík, Iceland
1989 BA, Cum Laude, Sociology/Anthropology & Art History, Carleton College, Northfield, MN
1987 Linguaviva Scuola Italiana per Stranieri, Florence, Italy
French & Italian language proficiency certificates

PROFESSIONAL EXPERIENCE

- Current Education Director, Bainbridge Island Museum of Art, Bainbridge Island, WA, since 2013
Owner, *flora/form*: art, education & curatorial consulting, Bainbridge Island, WA, since 2004
Former Adjunct Faculty, Art Department, Cornish College of the Arts, Seattle, WA, 2009-2013
Lecturer, Integrated Arts & Sciences Program, University of Washington, Tacoma, WA, 2013
Program Coordinator, Arts in Education, Arts Humanities Bainbridge, 2010-2013
Design Review Board, Mayor's Office of the City of Bainbridge Island, WA, 2004-2009
Curator, *Collocation*, ArtSite 2005, Pritchard Park, Bainbridge Island, WA, 2005
Curator, *Transition & Transformation*, City Space Gallery, Seattle, WA, 2004
Lecturer, Listaskólinn og Verkmenntaskólinn í Akureyri, Akureyri, Iceland, 2003
Education Director, Pratt Fine Arts Center, Seattle, WA, 1995-1997

HONORS & AWARDS

- 2018 Finalist, Humanities Washington Speakers Bureau
Outstanding Educator Award, Delta Kappa Gamma
2012 Professional Development Grant, ArtsWA
First International Teaching Artist Conference, Oslo, Norway
2010 Arts Innovator Award Nominee, Artist Trust
2008 Island Treasure Award, Bainbridge Island Arts & Humanities Council
2007 Public Art Year in Review, Americans for the Arts, Juried by Miwon Kwon
2004 Portable Works Purchase Award, King County Courthouse, 4Culture
John Maul Juror's Honor Award, Oregon State University
New Media Gallery Program Grant, Jack Straw Productions
2002 Thor Thors Grant, Iceland, The American-Scandinavian Foundation
2001 Artist's Creative Fellowship, Pratt Fine Arts Center
1999 Jurors' Choice Award, Northwest Fine Arts Competition, Phinney Center Gallery
1997 Grant for Artists Projects (GAP), Artist Trust
Centrum Foundation Artist Residency, Port Townsend, WA
1995 Matthew Hansen Endowment, University of Montana
1992 Fulbright Travel Grant, Iceland
Thor Thors Fellowship, Iceland, The American-Scandinavian Foundation

PUBLIC ART

- Current Terminal 117 Design Team Artist, Public Access & Habitat Restoration, Port of Seattle, WA
Play Passage Sculptures, with Johnson|Southerland LA, Phinney Neighborhood Association, WA
2018 *Burgeon*, Batik Apartments at Yesler 2, Vulcan Properties, Seattle, WA
2017 *Ebb/Flow*, Snohomish High School, ArtsWA Art in Public Places Commission, WA

- Conduit*, Adjacent Streets Project at Terminal 117, Seattle City Light and Seattle Mayor's Office of Arts and Culture, WA
- 2016 *Dragonfly & Butterfly Benches*, Owen's Playground, Bainbridge Island, WA
- 2015 *Pod*, City of Bainbridge Island, with Duke Grenier, Bainbridge Island, WA
- 2013 *Butterfly Garden Family Terrace*, Maple Leaf Reservoir Park, Seattle, WA
- 2012 *Celestial Leaves*, Hidden Village, King County Housing Authority, Bellevue, WA
Playful Tree & Donor Wall, Tacoma Children's Museum, Tacoma, WA
- 2010 *Seward Park Playground*, with Johnson|Southerland, LA, Seattle, WA
Raintree, Cromwell Park, with Susan Black & Associates, LA, City of Shoreline, WA
Karmann Vortex Bridge & Birch Tree Mosaic, with Nakano Associates, LA, Birch Creek, King County Housing Authority, WA
Leaf/Boat Benches, Hiawatha Artists Lofts, Seattle, WA
Seed Benches, Ercolini Park, West Seattle, WA
- 2009 *Northeast Neighborhood Park Master Plan*, with Nakano Associates, LA, Redmond, WA
- 2008 *Catch + Release*, Magnolia Branch Library, with SHKS Architects, Seattle, WA
Lace Leaf Bicycle Racks, City of Kent and Kent Downtown Partnership, Kent, WA
- 2007 *WaterLogs + Leaf/Hull*, Montlake Community Center, with Carlson Architects, Seattle, WA
Leaf Boat Benches, Jackson Place Sculpture Park, Hiawatha Artists Lofts, Seattle, WA

INSTALLATIONS & PERFORMANCES

- 2017 *50:50*, Bainbridge Island Library, Bainbridge Island, WA
- 2015 *Affinities*, Vulcan Building Storefront Installation, Seattle, WA
- 2013 *Keepsake*, movement workshop, installation, video and sound collaboration with Christy Fisher, Amy Denio and Ryan Adams, Cancer Lifeline, Seattle, WA
- 2011 *Treasure*, Smoke Farm, Arlington, WA
NEPO House, Don't Walk, Seattle, WA
Pollinatrix, Seattle Storefronts Program, 409 Maynard Avenue, Seattle, WA
Out of Place, Museum of Sound, Camp Long, Art in Nature Festival, West Seattle, WA
- 2010 *Jar*, Bellwether Art Walk, Bellevue, WA
- 2009 *Eddy*, Herbert Bayer Earthworks at Mill Creek Park, Kent, WA, invitational installation
Abundants, Heaven & Earth, Carkeek Park, Seattle, WA
- 2007 *Bead/Flow*, Webster's Woods at Port Angeles Fine Arts Center, Port Angeles, WA
Refuge, Museum of Sound, Camp Long, Art in Nature Festival, West Seattle, WA
- 2006 *SqueezePower*, Art 44:46, invitational performance, Chicago, IL
Haven, In(n) & Out of Nowhere, Juror: Samantha diRosa, CougarLand Motel, Pullman, WA
- 2005 *Organic Plan*, Jack Straw New Media Gallery, solo installation, Seattle, WA

SOLO & TWO-PERSON EXHIBITIONS

- 2018 *Tumescant Cluster*, Featured Artwork, Bellevue Arts Museum, Bellevue, WA
- 2013 *Kristin Tollefson*, Bainbridge Arts & Crafts, Bainbridge Island, WA
- 2011 *Unravel*, Skagit Valley Community College, Mount Vernon, WA
- 2010 *Evidence*, Seward Park Audubon Center, solo exhibition, Seattle, WA
- 2009 *Kristin Tollefson & Joel Sackett*, Bainbridge Arts & Crafts, Bainbridge Island, WA
- 2008 *Two in the Flow*, Kristin Tollefson & David Eisenhour, Port Angeles Fine Arts Center, WA
- 2005 *Organic Plan*, Jack Straw New Media Gallery, Seattle, WA, solo exhibition
- 2003 *Gróandi Linan/The Growing Line*, Deiglan Art Gallery, Akureyri, Iceland
- 2002 *Norway/US:US/Iceland*, Thomas Pihl & Kristin Tollefson, Scandinavia House, NY, NY
- 2000 *Cut from Nature: Kristin Tollefson & Gary Groves*, Bainbridge Arts & Crafts, WA
- 1992 *Kristin Tollefson*, Galleri Portið, Hafnarfjörður, Iceland

SELECTED GROUP EXHIBITIONS

- 2018 *BIMA@5: Selected Works from the Permanent Collection*, Bainbridge Island Museum of Art, WA
- 2016 *Metalmorphosis: Metals Biennial Exhibition*, Bellevue Arts Museum, WA

- 2012 *Art Department Faculty Exhibit*, Cornish College of the Arts, Seattle, WA
 2011 *Seattle Collects*, Office of Arts & Cultural Affairs at the Seattle Art Museum, Seattle, WA
 2009 *Environs*, Nightengale Gallery, Eastern Oregon University, La Grande, OR
 2007 *N'Djamena Embassy Invitational*, Art in Embassies Program, N'Djamena, Chad, Africa
 2006 *Critical Mass: Metalsmithing Under Gary Griffin*, Cranbrook Academy of Art, Bloomfield Hills, MI
 2005 *Biology-Chemistry-Physics*, Curator: Otto Youngers, Seattle-Tacoma International Airport
 2004 *Spatially Inspired*, Juror: Ilse Bolle, WomanMade Gallery, Chicago, IL
Art About Agriculture, Jurors: Harrison Branch, John Maul, Sue Lynn Thomas, Oregon State University, Corvallis, OR
 2003 *New Works in Metal*, William Traver Gallery, Seattle, WA
The Common Thread, Jurors: Rhonda Brown & Tom Grotta, Westport Art Center, CT
BigLITTLE, Jurors: DiAnne Love, Rachel Osajima & Donna Briskin, The Craft & Cultural Arts Gallery, Oakland, CA
 2001 *All That Blooms and Grows*, Jurors: Eleanor Moty & John Hays, Phoenix Center for the Arts, AZ
 1999 *Pacific Northwest Annual*, Juror: Jon Tupper, Bellevue Art Museum, Bellevue, WA
Metals: The Colorado Connection, Jurors: Reno Carollo & Mimi Moore, Denver International Airport, CO
 1998 *The View from Here: 100 Artists Mark the Centennial of Mt. Rainier National Park*, Seafirst Gallery, Seattle; Shimin Bunka Kaikan, Fujinoma, Japan; MONA, LaConner, WA

RESIDENCIES

- 2019 The Arctic Circle Residency, Svalbard & Longyearbyen, Norway
 2018 La Wayaka Current | Desert, Atacama, Chile
 2003 Gilfelagid Artist Residency, Akureyri, Iceland
 2001 PONCHO Artist Residency, Pratt Fine Arts Center
 1997 Centrum Foundation Artist Residency, Port Townsend, WA
 1992 Straumur Art Commune, Hafnarfjörður, Iceland

SELECTED BIBLIOGRAPHY

- "Bainbridge celebrates return of the Pod," *Bainbridge Review*, October 1, 2015
 "Weekly Art Hit: Catch + Release," Tamara Childress, *Art Beat Blog*, January 16, 2013
 "Students Turn Invasive Weeds Into Art," Tristan Baurick, *Kitsap Sun*, June 2, 2010
Heaven & Earth, Center on Contemporary Arts, Seattle, WA, 2009
 Jake Seniuk, "Two in the Flow," *On Center*, vol. XX, no. 4, July-September 2008
 John Forsen, "Public Art: Kristin Tollefson's WaterLogs + Leaf/Hull," *Seattle Channel Video*, 2007
 Tina Lieu, "Where Land, Art Merge," *Bainbridge Island Review*, Saturday, July 9, 2005, Cover
 Joel Sackett & Candace Jagel, "Kristin Tollefson," *An Island in Time*, Timely Publications, 2005
 Matthew Kangas, "New Works in Metal," *Metalsmith*, Spring 2004
Fiberarts Design Book Seven, edited by Susan Mowery Kieffer, Lark Books, 2003
 Matthew Kangas, "Sculpture Sprouts in Downtown Bellevue," *Seattle Times*, June 28, 2000
 Bragi Ásgeirsson, "Kristin L. Tollefson," *Morgunbladid (Icelandic Daily News)*, 24 April 1993

From: noreply@civicplus.com
To: [City Admin](#)
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Thursday, January 17, 2019 6:39:16 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 Virginia Velez

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): Race Equity Task Force

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'm Puertorican, multiracial by definition, family runs from black (from free and enslaved Africans) to blond to Native and everything in-between. Was the bilingual Hotline Supervisor at

activities, training, education) if any:

the SF AIDS Foundation, a deportation defense paralegal, and a Teaching Assistant at UW and Stanford, in courses dealing with race, gender, sexuality. MEChA VP at UW; Black Graduate Student Assoc VP at Stanford. Also spent time with Native American Assoc at Stanford, but our Taino tribe was deemed "extinct" (we're still here) ever since Spain owned our island, and we are not recognized by the US. Caribbean Tainos are recognized at the UN. We are descendants of the Arawaks in the Amazon.

Please share your community interests (groups, committees, organizations) if any:

I'm a disabled senior, I get wonderful assistance from IVC to get around. I'm also on fixed income so I've gotten wonderful assistance from HRB. I've done local voter registration and election organizing, was Precinct Captain for the 2016 caucus, and started a community garden since I moved here 10 yrs ago. I am now elected Treasurer for the 23rd LD Democrats. Attended a couple of potlucks for women of color here - in the 80s when the Native poet Chrystos lived in Fort Ward, recently when one of our few local black women, who is also deaf, hosted one. For over a decade, I was unable to walk far or long, don't drive anymore. It's taken years, but I'm more able to walk (and almost dance!) unassisted without falling now. Working on endurance. Use me, I'm finally "more able," and now that I live in town, I'm near enough to attend meetings without needing a ride or bus service, which doesn't exist at night anyway.

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

Friends told me and want me to be part of it.

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, January 6, 2019 9:45:09 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 Susan Wilmot

Email

Phone

Address

City Bainbridge Island

State WA

Zip 98110

Current Employer Safeway

Current Position Grocery Clerk

I am interested in serving on one of the following advisory groups (select all that apply): Race Equity Task Force

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 am the shop steward for my workplace and elected executive board vice president of United Food and Commercial Workers (UFCW) Union Local 21. We are the largest private

activities, training, education) if any:

sector union in the state and represent the workers of both Safeway and Town and Country Market as well as some of the healthcare workers on the island. Currently I am part of my union's Kitsap division of Movement Builders which is a community partnership group. I have been trained as a trainer by Bill Fletcher Jr. and Washington State Labor Council's program "Race and Labor". I am a Democratic PCO for my precinct and was elected as a national delegate for our 6th Congressional District to the Democratic National Convention in 2016. Most recently I was elected to the Kitsap County Democrats Executive Board.

Please share your community interests (groups, committees, organizations) if any:

My union, UFCW 21 Kitsap Democrats Kitsap Movement Builders Kitsap Progressive Action Network (KPAN)

Feel free to attach your resume (optional):

Field not completed.

Type the Year

2019

How did you hear about the volunteer opportunity?

Social Media

Other

Field not completed.

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