



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, APRIL 09, 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**  
Mayor Medina and Councilmember Nassar will be absent; Councilmember Nassar may participate by phone.
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **PUBLIC COMMENT - 6:10 PM**
4. **DEPUTY MAYOR'S REPORT - 6:25 PM**
5. **CITY MANAGER'S REPORT - 6:30 PM**
6. **PRESENTATION(S)**
  - 6.A (6:35 PM) Proclamation Declaring April 26, 2019 as "Arbor Day," AB 19-125 - Deputy Mayor Schneider, 5 Minutes  
[Arbor Day Proclamation 2019](#)
  - 6.B (6:40 PM) Proclamation Declaring April 22, 2019, as "Bainbridge Island Earth Day" - Deputy Mayor Schneider, 5 Minutes  
[Earth Day Proclamation 2019](#)
  - 6.C (6:45 PM) Proclamation Declaring the Month of April 2019 as "Heritage Tree Month" - Planning, 5 Minutes  
[Heritage Tree Proclamation 2019](#)  
[Heritage Tree Register 2019.xlsx](#)
  - 6.D (6:50 PM) Multi-Modal Transportation Advisory Committee 2018 Annual Report and 2019 Work Plan, 15 Minutes  
[MTAC\\_2018 Accomplishments](#)  
[MTAC 2019 Proposed Work Plan\\_for CC 04092019](#)  
[April 9 2019 MTAC Presentation](#)

## 7. NEW BUSINESS

- 7.A (7:05 PM) City Manager's Six-Month Performance Evaluation, 10 Minutes  
[City Manager Six Month Performance Evaluation.pdf](#)
- 7.B (7:15 PM) Request to Lower Speed Limit on Fletcher Bay Road from New Brooklyn Road to High School Road - Public Works, 30 Minutes  
[Fletcher Bay Road Speed Limit petitions.pdf](#)  
[2013FocusedTraffic Study - Final 01082014.pdf](#)  
[Resolution No. 2016-08 Establishing Maximum Speed Limits Approved 030816.pdf](#)
- 7.C (7:45 PM) Ordinance No. 2019-08, Amending the 2019 Budget to Provide Funding for Work Funded in 2018 but to be Performed in 2019 - Finance, 10 Minutes  
[2018 Budget Carry over into 2019 Transmittal.docx](#)  
[ORD 2019-08 Amending the 2019 Budget to Carry Forward 2018 Items](#)  
[Ord 2019-08- Attachment A - 2018 carry overs.xlsx](#)

## 8. CONSENT AGENDA

- 8.A (7:55 PM) Agenda Bill for Consent Agenda, 5 Minutes
- 8.B Accounts Payable and Payroll  
[Report to Council of Cash Disbursements 04-10-19.pdf](#)  
[Payroll.pdf](#)
- 8.C Special City Council Meeting Minutes, March 19, 2019  
[CCMIN 031919 SPECIAL](#)
- 8.D City Council Study Session Minutes, March 19, 2019  
[CCMIN 031919 STUDY SESSION](#)
- 8.E City Council Regular Business Meeting Minutes, March 26, 2019  
[CCMIN 032619 BUSINESS](#)
- 8.F Amendment to Rescind the Interlocal Agreement With Kitsap Public Utility District for Community WiFi - Executive, 5 Minutes  
[Notice of Discontinuation from Bob Hunter, KPUD General Manager](#)  
[Amendment No. 1 to COBI-KPUD WIFI ILA](#)  
[COBI-KPUD WIFI ILA \(Executed 10-9-18\)](#)
- 8.G Resolution No. 2019-14, Supporting the Green New Deal - Councilmember Tirman, 5 Minutes  
[Resolution No. 2019-14 Supporting Green New Deal](#)
- 8.H Ordinance No. 2019-06 Amending the 2019-2020 Biennial Budget and CIP to provide for Harrison Building and Site Purchase - Finance, 5 Minutes  
[Ordinance No. 2019-06 Police & Court Facility Budget and CIP Amendment](#)  
[Exhibit A to Ordinance No. 2019-06 - Police Court Project Budget Amendment](#)  
[Exhibit B to Ordinance No. 2019-06](#)

[Exhibit C to Ordinance No. 2019-06](#)

- 8.I Resolution No. 2019-15, Delegating Authority to Designate Certain Expenditures for Potential Reimbursement from Bonds That May Be Authorized in the Future - Executive, 5 Minutes  
[Resolution 2019-15, Delegating Authority to Designate Certain Expenditures for Potential Reimbursement from Bonds That May Be Authorized in the Future](#)  
[Background Information Related to IRS Guidelines](#)
- 8.J Olympic Drive Non-Motorized Improvements Project Professional Services Agreement with MIG SVR for Support Services - Public Works, 5 Minutes  
[Professional Services Agreement with MIG-SVR](#)

**9. COMMITTEE REPORTS**

- 9.A (8:00 PM) Committee Reports, 5 Minutes  
[Utility Advisory Committee Meeting Minutes February 27, 2019](#)  
[Utility Advisory Committee Meeting Minutes March 7, 2019](#)  
[Utility Advisory Committee Meeting Minutes March 14, 2019](#)

**10. FOR THE GOOD OF THE ORDER - 8:05 PM**

**11. ADJOURNMENT - 8:15 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](mailto:cityclerk@bainbridgewa.gov) by noon on the day preceding the meeting.**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (6:35 PM) Proclamation Declaring April 26, 2019 as "Arbor Day," AB 19-125 - Deputy Mayor Schneider,

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Proclamation

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:**

Presentation only.

**SUMMARY:**

Deputy Mayor Schneider will present the proclamation declaring Friday, April 26, 2019 as "Arbor Day." This proclamation is one of the annual proclamations that the City Council authorized the Mayor to sign without further action on February 16, 2016.

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Arbor Day Proclamation 2019](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## PROCLAMATION

**A PROCLAMATION** by the Deputy Mayor of the City of Bainbridge Island, Washington, declaring Friday, April 26, 2019, as Arbor Day.

**WHEREAS**, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

**WHEREAS**, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

**WHEREAS**, Arbor Day is now observed throughout the nation and the world; and

**WHEREAS**, trees can reduce the erosion of topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife; and

**WHEREAS**, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and beauty to our community; and

**WHEREAS**, trees in our city increase property values, enhance the economic vitality of business areas and provide character to our community; and

**NOW, THEREFORE**, I, Leslie Schneider, Deputy Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim Friday, April 26, 2019, as ARBOR DAY in the City of Bainbridge Island, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

I further urge all citizens to plant trees in order to promote the well-being of this and future generations.

**DATED** this 9th day of April, 2019

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Leslie Schneider, Deputy Mayor



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (6:40 PM) Proclamation Declaring April 22, 2019, as "Bainbridge Island Earth Day" - Deputy Mayor Schneider,

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

Presentation only.

**SUMMARY:**

The attached proclamation declares April 22, 2019, as "Bainbridge Island Earth Day." It is one of the annual proclamations that may be signed by the Mayor, or in the Mayor's absence the Deputy Mayor, without further Council action.

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Earth Day Proclamation 2019](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## PROCLAMATION

WHEREAS, 2019 is the 49<sup>th</sup> anniversary of Earth Day; and

WHEREAS, the world continues to face extraordinary challenges to the environment; and

WHEREAS, all people, regardless of race, gender, income, or geography, have a moral right to a healthy, sustainable environment; and

WHEREAS, on March 28, 2017, the City Council approved Resolution No. 2017-13, declaring the month of April to be Celebrate Trees! Earth Month Bainbridge Island; reaffirming the City's commitment to promote appreciation of, and protections for, Bainbridge Island's trees and forests and the many cultural, economic, health, and material benefits that trees and forests provide both the community and the region; and committing the City of Bainbridge Island to creating progressive regulations that encourage tree retention, prevent inappropriate tree removal, and support the Island's natural landscape and ecology; and

WHEREAS, it is understood that all people must step forward and take action to protect the environment; and

WHEREAS, the goal of a sustainable environment can be achieved through educational efforts, public policy, and consumer activism campaigns; and

WHEREAS, the people of Bainbridge Island will recognize Earth Day 2019 at their Farmers' Market on April 20; now, therefore:

I, Leslie Schneider, Deputy Mayor of the City of Bainbridge Island, Washington, on behalf of the City Council, do hereby proclaim April 22, 2019, as

### BAINBRIDGE ISLAND EARTH DAY 2019

and encourage all residents to join me in this special observance.

SIGNED this \_\_\_\_ day of April, 2019.

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Leslie Schneider, Deputy Mayor



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (6:45 PM) Proclamation Declaring the Month of April 2019 as "Heritage Tree Month" - Planning,

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:**

Presentation only.

**SUMMARY:**

The attached proclamation declares the month of April 2019 as "Heritage Tree Month."

The proclamation is one of the annual proclamations previously authorized by the City Council.

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

Attachments:

- Proclamation
- List of Heritage Trees

**ATTACHMENTS:**

[Heritage Tree Proclamation 2019](#)

[Heritage Tree Register 2019.xlsx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## PROCLAMATION

**A PROCLAMATION** by the Deputy Mayor of the City of Bainbridge Island, Washington, declaring April as the month to recognize the Heritage Trees added to the Heritage Tree Program from the previous year.

**WHEREAS**, the Heritage Tree Program was established in 2006; and

**WHEREAS**, the Heritage Tree Program is a voluntary program established to enhance the community's awareness of the value of trees; and

**WHEREAS**, in September 2014, the City Council promoted the Heritage Tree Program and transferred the review and approval authority to the Historic Preservation Commission; and

**WHEREAS**, the Heritage Tree Program is designed to recognize trees that are remarkable in one of many ways, such as uncommon species or cultivar, size or historical/cultural significance; and

**WHEREAS**, there are three criteria for Heritage tree status; and

**WHEREAS**, the first criteria is that the trees nominated shall be a specimen tree that exhibits exceptional characteristics worthy of standards for such trees in the City; and

**WHEREAS**, the second criteria is that the tree nominated shall exhibit unique features that are notable (e.g., unique specimen of a genus species, form, size, location or significant historical, cultural or habitat features); and

**WHEREAS**, the last criteria is that the owner of the tree agrees in writing to the Heritage Tree designation; and

**WHEREAS**, notice of all trees identified as Heritage Trees by the Historic Preservation Commission shall be forwarded to the Mayor. All designated trees, including names of the nominator and the property owner, will then be acknowledged in a Mayoral Proclamation at a City Council meeting;

**NOW, THEREFORE**, I, Leslie Schneider, Deputy Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim April as

## HERITAGE TREE MONTH

in the City of Bainbridge Island, and I urge all citizens to celebrate Heritage Tree month and to support efforts to protect our heritage trees. I further urge all citizens to nominate and protect any Heritage Trees in order to encourage the preservation of these trees for future generations.

**DATED** this 9th day of April, 2019

\_\_\_\_\_  
Leslie Schneider, Deputy Mayor

List of Approved Heritage Trees

Tree	Common Name	Location	Tax Parcel	Sponser	Approved?
Quercus rubra	Red Oak	BI Historical Society, 215 Ericksen	262502-3-046-2005	Richard Chandler, 842-2773	yes
Ulmus americana	American Elm	BI Historical Society, 215 Ericksen	262502-3-046-2005	Richard Chandler, 842-2773	yes
Platanus x hispanca	Plane Tree	BI Historical Society, 215 Ericksen	262502-3-046-2005	Richard Chandler, 842-2773	yes
Quercus garryana	Oregon Oak	12851 Madison Ave	032502-4-032-2006	Cecil Ross, 780-9110	yes
Sequoiadendron giganteum	Giant Sequoia	12851 Madison Ave	032502-4-032-2006	Cecil Ross, 780-9110	yes
Thuja plicata	Western Red Cedar (Witness Tree)	Pritchard Park/ Memorial	352502-1-001-2001	BI JAEMA & BIMPRD	yes
Acer macrophyllum	Big Leaf Maple	Islandwood, 4450 Blakely Ave	032402-1-033-2002	Mark Jordahl	yes
Arbutus menziesii	Pacific Madrone	112 Eagle Place	4115-002-001-0009	John Bomben, 855-9360	yes
Aesculus californica	California Buckeye	Winslow WWTP	4115-004-007-0009	Dwight Sandlin, neighbor	yes, 2011
Abies Grandis	Grand Fir	7972 Hidden Cove Road	042502-1-009-2000	Sandra & Will Shopes	yes, December 2014
Malus pumila, Pyrus, & Prunus	Fruit Tree Stand with Apple, Pear & Plum Trees	9941 NE Valley Road	142502-2-023-2008	Ove & Denise Veggerby	yes, December 2014
Ficus carica	Fig Tree	317 Cave Avenue	4109-000-006-0105	David Ward	yes, December 2014
Abies Grandis	Grand Fir	9151 Olympus Beach Road NE	4163-001-006-007 & 4163-001-008-0005	Jim Cutler & Beth Wheeler	yes, December 2014
Juglans nigra	Black Walnut	9213 Ruys Lane	222502-2-019-2004	Robert & Deborah Rudnick	yes, July 2015
Pseudotsuga menziesii & Thuja plicata	Douglas Fir & Western Red Cedar	7515 NE West Port Madison Road	332602-4-065-2009	Marshall & Lisa Raskind	yes
Quercus robur & Aesculus hippocastanum	English Oaks (2) & Horse Chestnut (1)	134 Harbor Square	8172-000-000-0005	Harbor Square HOA	yes
Thuja plicata	Western Red Cedar, Western Red Cedar Grove, Fruit Orchard	8731 McRedmond Lane NE	152502-3-001-2001	Joe & Beth Claseman	yes, July 2016
Alnus rubra	Red Alder	555 Azalea Lane	4097-000-021-0001	Robert Rauktis & Phyllis Harvey	yes
Tilia Cordata	Little Leaf Linden	176 Ericksen Avenue NE	262502-3-034-2009	Jon Thornburgh	yes, January 2017



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 15 Minutes

**AGENDA ITEM:** (6:50 PM) Multi-Modal Transportation 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 for approval with the April 23, 2019 Consent Agenda acceptance of the Multi-Modal Transportation Advisory Committee's 2018 report and 2019 work plan as presented.

**SUMMARY:**

A representative from the Multi-Modal Transportation Advisory Committee will present the committee's 2018 annual report and 2019 work plan.

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[MTAC 2018 Accomplishments](#)

[MTAC 2019 Proposed Work Plan for CC 04092019](#)

[April 9 2019 MTAC Presentation](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

# Multi-Modal Transportation Advisory Committee (MTAC) 2018 Annual Report

## Committee Background

The City of Bainbridge Island's (COBI) Multi-Modal Transportation Advisory Committee (MTAC) was established to advise the COBI Council and Staff on transportation issues affecting the people of Bainbridge Island. MTAC consists of seven citizen members and four liaisons (two from the COBI Council, one from the COBI Staff and one from the Bainbridge Island Parks & Recreation District Board of Commissioners). MTAC holds meetings on the 2<sup>nd</sup> Wednesday of the month from 7:00 – 9:00 at the COBI City Hall.

## Examples of 2018 Accomplishments

Service to City Council and Staff: MTAC serves the COBI Council and assists COBI Staff on issues related to multi-modal transportation and provides recommendations on proposed land use actions that may benefit or impact multi-modal transportation.

- **Infrastructure Ballot Measure Task Force:** The COBI Council created the task force in 2017 to develop and deliver recommendations for an infrastructure ballot measure, that would include funding for island-wide non-motorized improvements. MTAC invested significant time in supporting the Task Force, with two MTAC members serving on the Task Force and chairing the Task Force's Non-Motorized Transportation subcommittee. The subcommittee facilitated citizen forums, worked extensively with COBI Staff to refine outreach documents, project descriptions, maps and other visuals and delivered a Final Report and Recommendations to the COBI Council.
- **Safe Routes To School:** Increasing safe and connected routes for island students, parents and school staff is a standing priority for the Committee. MTAC has supported city staff in COBI's partnership with BISD to improve and develop trails on BISD's Central Campus and the Woodward/Sakai campus. Additionally, MTAC has provided general advice and recommendations on design aspects of the Sportsman Club & New Brooklyn Intersection Improvements. Committee representatives also provide planning, recruitment and on-the-ground support for the annual Sakai and Ordway Bike to School Days.
- **Improving Non-Motorized and Motorized Interactions:** Improvements to island roads increase safety for both motorized and non-motorized users. MTAC provided extensive input and support to COBI's Miller Road shoulder improvement project and is active in multiple aspects of the Olympic Drive Improvement project. Both projects represent significant improvements that provide benefits for pedestrians, bicyclists and motorized vehicles.
- **Bainbridge Island Greenway:** When completed, the Bainbridge Island Greenway will provide the gateway section of the Sound To Olympic Trail (STO), a crucial linkage in the effort to complete an all ages and abilities trail spanning the full west to east extent of Washington State. MTAC assisted city staff in planning and staffing the March 2018 Grand Opening of the

## Multi-Modal Transportation Advisory Committee (MTAC) 2018 Annual Report

Winslow Way to High School Road segment of trail. Currently, the Committee is providing support and advice on the next segment of the trail, originating at High School road and connecting with the BI Parks Sakai Park trail.

- **General Support:** The Committee contributed to the COBI Council's Sustainable Transportation Initiative and provides regular reviews of development proposals, requests for review and input on updates of foundational planning documents including the Comprehensive Plan and Islandwide Transportation Plan revisions.

**Organizational Collaboration and Outreach:** The Committee strives to foster open communication and information flow with other governmental entities, city advisory boards and advocacy groups. In 2018 MTAC interacted with representatives of WSDOT, the BI School District, the BI Parks & Recreation District, the BI Fire Department, the COBI Climate Change Advisory Committee, the COBI Waterfront Trail Committee, the BI Parks Foundation, Climate Action Bainbridge, Squeaky Wheels and the Bainbridge Mobility Alliance.

**Citizen Engagement:** The Committee serves as a conduit for citizen's multi-modal transportation ideas and concerns and strives to educate and inform citizens on related issues. Monthly MTAC meetings are open to the public and citizens and organizations are encouraged to attend and participate. During the course of 2018 the Committee has been fortunate to interact with numerous island residents on a variety of issues.

Respectfully Submitted April 9, 2019

Multimodal Transportation Advisory Committee

Lief Horwitz, Past Chair

# Multi-Modal Transportation Advisory Committee (MTAC)

## 2019 Proposed Work Plan

### Committee Background

The City of Bainbridge Island’s (COBI) Multi-Modal Transportation Advisory Committee (MTAC) was established to advise the COBI Council and Staff on transportation issues affecting the people of Bainbridge Island. MTAC consists of seven citizen members and four liaisons (two from the COBI Council, one from the COBI Staff and one from the Bainbridge Island Parks & Recreation District Board of Commissioners). MTAC holds meetings on the 2<sup>nd</sup> Wednesday of the month from 7:00 – 9:00 pm at the COBI City Hall.

### 2019 Proposed Areas of Focus

#### Communications/Partnerships

Priority Title	Brief Description
Communications	1) Capture and publicize previous and recent successes and upcoming projects and opportunities. 2) Develop standing MTAC piece for new City Bulletin. 3) Assist with Project webpages summary/talking points (pros & cons). 4) Educate citizenry.
Liaising with other key entities	Other BI CAGs (Climate Change Advisory Committee, Planning Commission, Design Review Board), BISD, BI Parks, BIFD, BIPD, BI Parks Foundation, BMA, Squeaky Wheels, Kitsap Transit, Kitsap County, WSDOT,

#### Process Enhancements

Priority Title	Brief Description
Update Non-motorized Project CIP list	Identify projects to recommend for the CIP.
Strategy for developing sustainable transportation infrastructure aligned with Transportation Vision 2036	Discuss and commit to MTAC role in the consultant engagement process initiated by Council to refresh the island transportation infrastructure strategy.
Review/revamp criteria for project priorities	Emphasize values, safety, accessibility, choice, etc.
Improve design development review process	Recommendations on Planning-reviewed development projects. Ensure alignment with relevant city staff
Assist in Comp Plan update/ IWTP plan revisions & IWTP map	Build only when funding is available to construct an appropriate amount of a project

## Project Development

Priority Title	Brief Description
Project - Olympic Drive implementation	Help ensure this critical project for all user types is adequately supported with marketing, outreach, and education for users.
Project -- Sportsman Club & New Brooklyn Intersection Improvements	Intersection Improvements include Design, Permitting, & Right-of-Way & Easement procurement for the intra-island trail at Woodward/ Sakai (included in above)
Project -- High School Road	Focused study for high school road east (Council initiative) & High School Road Safety Improvements Project – Design & Permitting,
Trails	Trails Working Group, specific trail projects (e.g. Wardwell Right of Way)
BI Greenway/305 Planning	Visioning & includes coordination with Visconsi-constructed portion of the Island Greenway Trail.

## Strategy/Visioning

Priority Title	Brief Description
High Priority Projects (marquee)	Develop a process to identify, rank and pursue near-term projects (outside the CIP process) designed to benefit multiple user groups and provide quick wins, to inspire island residents and demonstrate what is possible with more funding.
Safe Routes to School	Champion & Assist projects that benefit students, parents, teachers and the general citizenry on/near all three public campuses
Opportunity capacity	How can MTAC pursue the "unknown unknowns"?
Public Transportation	Ensure adequate attention is given to transit as a component of the overall transportation system. (Talk to Chris about ferries initiatives.)
Develop funding strategies and mechanisms for non-motorized improvements	Lay out a funding strategy for transportation improvements on the island over the next twenty years. It will review all potential sources of funding, including annual spending from general fund, state and federal grants, etc. Includes considering updates to Transportation Impact Fee structure and potentially incorporating a dedicated Trails Impacts Fee.
Standing commitments	Design reviews, citizen interactions, Council interactions, grants, educating citizenry
On-going Planning Efforts	Short term parking solutions, Creation of a traffic calming program, Road condition ratings and sidewalk inventory, Road condition ratings and sidewalk inventory

C.O.B.I.  
Multimodal  
Transportation Advisory  
Committee

Report to Council:  
2018 Achievements  
& 2019 Priorities

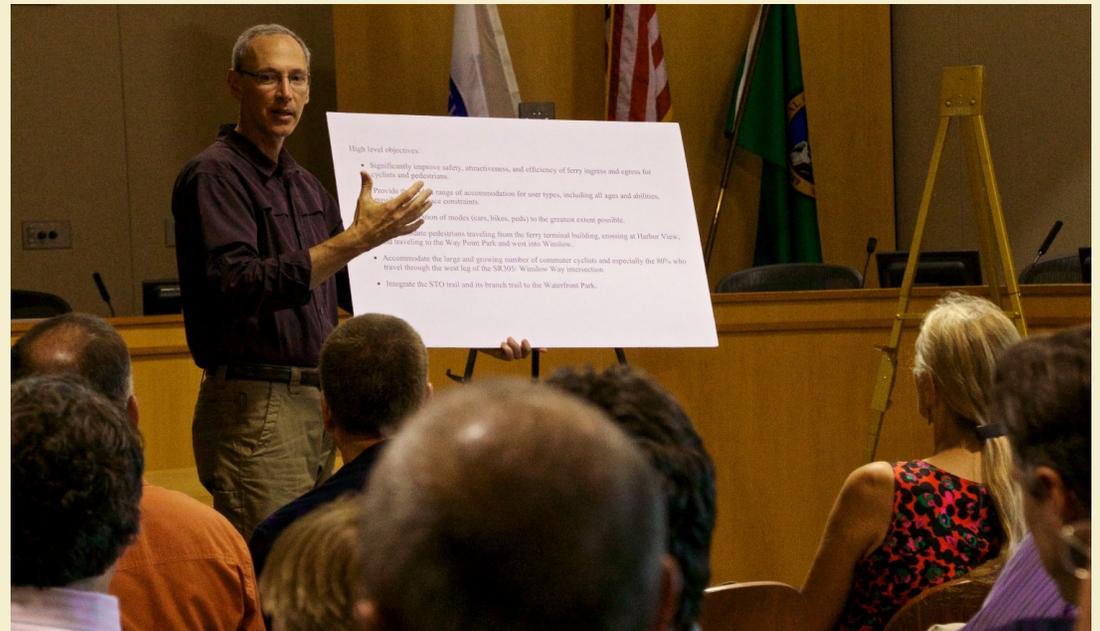
Erin Thomasson, Chair  
Lief Horwitz, Past Chair

April 9, 2019



# Overview

- 2018 In Review
- Committee Retreat
- Committee has broad base of knowledge and experience to pursue full spectrum of multi-modal initiatives in 2019/20
- 2019 Work Plan contemplates lessons learned from 2018 experiences



# 2018 In Review



- Service to City Council and Staff
- Organizational Collaboration and Outreach
- Citizen Engagement

# MTAC Work Plan 2019

## Five Focal Areas

1. Communication/Partnerships
2. Process Enhancements
3. Project Development
4. Strategy and Visioning
5. Standing Work/Cyclical



# MTAC Work Plan 2019



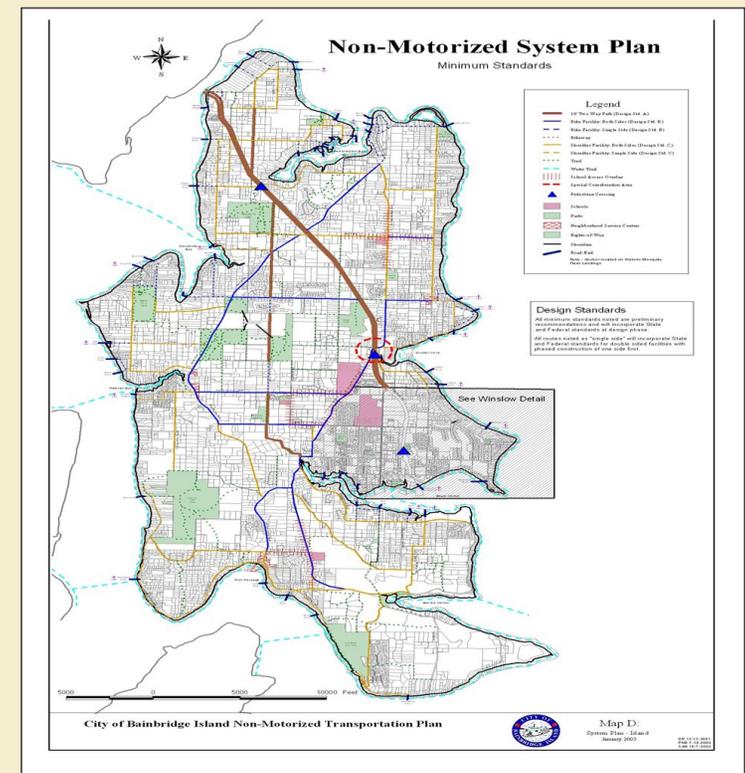
## 1. Communication/Partnerships

- City Communications
- Liaising with other key entities

# MTAC Work Plan 2019

## 2. Process Enhancements

- Update Non-motorized Project CIP list
- Strategy for developing sustainable transportation infrastructure aligned with Transportation Vision 2036
- Review/revamp criteria for project priorities
- Improve design development review process
- Assist in Comp Plan update/ IWTP plan revisions & IWTP map



# MTAC Work Plan 2019

## 3. Project Development

- Olympic Drive implementation
- Sportsman Club & New Brooklyn Intersection Improvements
- High School Road
- Trails
- BI Greenway/305 Planning



# MTAC Work Plan 2019

## 4. Strategy and Visioning

- High Priority Projects
- Safe Routes To School
- Opportunity Capacity
- Public Transportation
- Funding strategies and mechanisms for non-motorized improvements



# MTAC Work Plan 2019

## 5. Standing Work/Cyclical

- Design reviews, community education, Council interactions, grants
- On going Planning Efforts



# MTAC Work Plan 2019

- Questions
- Comments
- Feedback
- Concerns





CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:05 PM) City Manager's Six-Month Performance Evaluation,

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Report

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

I move to approve the City Manager's six-month performance evaluation.

**SUMMARY:**

The City Council conducted an evaluation of the City Manager's performance during the first six months of appointment.

The evaluation process was administered by Mayor Medina and Human Resources Manager Kate Brown.

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

The City Council conducted an evaluation of the City Manager's performance during the first six months of appointment, as provided for in the City Manager's contract.

The evaluation process was administered by Mayor Medina and Human Resources Manager Kate Brown. Attached is the evaluation.

**ATTACHMENTS:**

[City Manager Six Month Performance Evaluation.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

MEMORANDUM

DATE: March 27, 2019  
TO: Morgan Smith, City Manager  
FROM: City Council  
CC: Kate Brown, Human Resources Manager  
SUBJECT: Six-Month Performance Evaluation

This memo serves as City Manager Morgan Smith's performance evaluation, covering the first six months of service (Oct. 3, 2018 – April 3, 2019). It includes a summary of responses to questions by individual City Council members, as well as interviews between the Mayor, Deputy Mayor and senior staff, and also reflects a discussion between the City Manager and members of the Council in executive session on March 26.

There is consensus that Morgan's performance has met expectations; several members noted that Morgan's performance has exceeded their expectations. Specific examples include police chief transition, snow response efforts, Police/Court facility purchase, careful organization of City business, and transparent and responsive communication.

A comment from each member is included below:

- "When misunderstandings or problems have arisen, I have found Morgan to be a thoughtful and forthright problem solver."
- Morgan is "responsive and sensitive to requests to meet – engaged, open, friendly, flexible and communicative during one-on-one meetings."
- "I've been extremely impressed with Morgan's interactions with the Council during Council meetings, providing a cool head and forthrightness."
- "In general, I think that Morgan has been very responsive to Council and makes a good effort to try to anticipate what Council needs to help us make decisions."
- "(Morgan) acknowledges areas that need working on, and she is personally taking responsibility for those targeted challenges."
- Regarding the biennial budget process: "...I really appreciate the skill that Morgan used to navigate us through the complexities of considering the difficult choices that had to be made."

- “(I expected that Morgan) would have high integrity and require the same from City staff...she’s doing a great job. A great job is what I expected.”

Some Councilmembers provided feedback on relatively limited areas where Morgan could improve, primarily related to interpersonal communication.

Staff who were interviewed as part of this review process were universally pleased with Morgan’s performance as City Manager. Most acknowledged that she is quite task-oriented and demanding in her expectations for meeting workplan timelines and other goals, a trait that they generally see as positive and conducive to good City management. At least one staff member did indicate that Morgan might be more effective in this regard if she tempered her task management with a bit more patient listening.

Council members are in agreement that Morgan has successfully performed the functions of the City Manager position.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 30 Minutes

**AGENDA ITEM:** (7:15 PM) Request to Lower Speed Limit on Fletcher Bay Road from New Brooklyn Road to High School Road - Public Works,

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:**

None recommended.

**SUMMARY:**

A petition from a group of citizens is requesting lowering the speed limit on a certain section of Fletcher Bay Road from 35 mph to 25 mph.

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

Fletcher Bay Road is classified as a secondary arterial road in accordance with the City's adopted Island-Wide Transportation Plan (IWTP) and listed as a commute corridor, retail corridor, and freight corridor. The IWTP states that secondary arterials are intended to "carry high level of traffic at a moderate speed, sometimes for through trips."

This particular section of Fletcher Bay Road has not had a traffic study performed recently, but the section to the south was studied in 2013 (see attachment) and the recommendation was to not change posted speeds.

Until lowered to 35 mph in 2016 (see attached Resolution 2016-08), most of Miller and Fletcher Bay Roads was posted at 40 mph, so the geometry of the streets supports safe travel at that speed.

Resolution 2016-08 also lowered the speed limit to 25 mph on Miller Road though the Island Center Neighborhood Town Center (NTC), and justifications for why this was appropriate versus other sections of Miller/Fletcher Bay Rd are:

1. The Miller Road area is zoned as a NTC and has adjacent residential zoning of R-1.0 and R-2.0. The area south of New Brooklyn Road off Fletcher Bay Road is zoned R-0.4.

2. This zoning is indicative of the more intensive uses in this NTC area – multiple business entrances, some with parking areas with direct access to the road, along with residential, and church uses. There is a higher level of activity and potential for traffic hazards in the NTC area.

3. There is an ongoing Subarea planning process for the NTC, and traffic has been identified as a key issue with this planning group. The planning process might result in suggested changes to zoning, NTC boundaries, and perhaps road configurations for traffic calming or NTC gateways, etc.

Public Works has communicated to citizens that we believe the current posted speed is appropriate for this section of Fletcher Bay Road and suggested that they participate in the Subarea Planning Process and help shape the transportation recommendations that might come out of this process.

**ATTACHMENTS:**

[Fletcher Bay Road Speed Limit petitions.pdf](#)

[2013FocusedTraffic Study - Final 01082014.pdf](#)

[Resolution No. 2016-08 Establishing Maximum Speed Limits Approved 030816.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

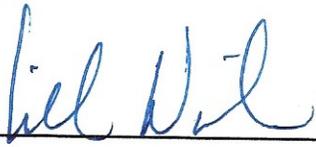
To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Catherine Nickum 

---

Print Name + Sign

Will Nickum 

---

Street Address

Please come drive and walk the stretch of road we live on - there is no other way to understand that 35mph is simply too fast for our area.

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Suzanne Miller *Suzanne Miller* Patrick Miller   
Print Name + Sign

7000 Greg Farm Lane, Bainbridge Island, WA 98110  
Street Address

waz.miller@gmail.com 206.900.8796  
Email address + phone number (optional)

Additional names & addresses:

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph. ! ! ! !

Jerilyn Brusseau      Jerilyn Brusseau  
Print Name + Sign

8152 Fletcher Bay Rd, Bainbridge Island WA  
Street Address

jerilyn@brusseau's.com  
Email address + phone number (optional)

Additional names & addresses:

Personal experience - on the shoulder  
I was running in front of my farm, returning from a long run, when a transit bus from either Steamwater Casino or Kitsap transit came speeding from behind and I had to jump in the ditch to avoid being hit. It was terrifying, to watch the speeding tail lights disappear as the driver drove out of sight, completely unaware.  
Please reduce speed to 25 mph!

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Leslie Hansen *Leslie Hansen*  
Print Name + Sign

8295 Fletcher Bay Rd NE  
Street Address

lesliejhansen@gmail.com  
Email address + phone number (optional)

Additional names & addresses:

We find it hazardous to exit our driveway when traffic is often travelling 40+ mph. Please lower the speed limit.

*Leslie Hansen*

P.S. Its a very fast speed limit where our children will be catching a school bus 41 and waiting roadside... please lower the speed.

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Alice Hunting



Print Name + Sign

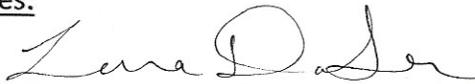
8387 Fletcher Bay Rd. BI 98110

Street Address

Email address + phone number (optional)

Additional names & addresses:

Lena Davidson

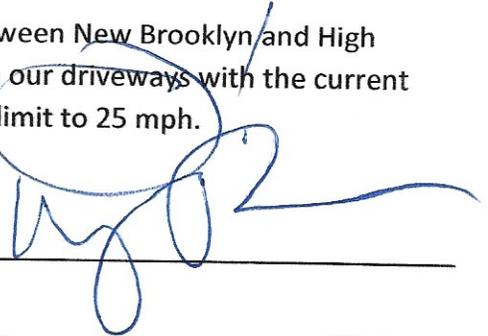


8387 Fletcher Bay Rd  
BI, WA 98110

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Wayne Purves



Print Name + Sign

8186 Fletcher Bay Rd NE, BI WA 98110

Street Address

wadinks@yahoo.com

Email address + phone number (optional)

Additional names & addresses:

RECEIVED, 10/14/08 10:00 AM

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Christine Marshall *Christine Marshall*

Print Name + Sign

8020 Fletcher Bay Rd

Street Address

crissysail@gmail.com

Email address + phone number (optional)

Additional names & addresses:

It's great you all are  
doing this. Thanks!

It's like a highway out here.

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Barbara Eddy of Barnabee Farm  
Print Name + Sign *Barbara Eddy*

8545 Fletcher Bay Rd. NE, B Isl.  
Street Address

barbara.eddy89@gmail.com  
Email address + phone number (optional)

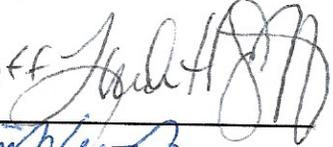
Additional names & addresses:

I agree 100%!  
this 35mph  
Speed limit  
makes no sense.  
-BE  
(I hope I'm not too  
late returning this)

# 32071000000000000000

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Daniel Groff  Linda H. Groff   
Print Name + Sign Emily Groff 

8040 Fletcher Bay Rd  
Street Address

dangroff@gmail.com lhgroff@gmail.com  
Email address + phone number (optional)

Additional names & addresses:

To: Kol Medina, acting Mayor of the City of Bainbridge Island, and Barry Loveless, City Works Director of the City of Bainbridge Island

As a resident of neighborhoods along Fletcher Bay Road between New Brooklyn and High School Road, I am concerned about safe ingress/egress from our driveways with the current speed limit of 35 mph and request the City lower the speed limit to 25 mph.

Ken Rekow - NE Rekow / Rosalie Frasier Rekow  
Print Name + Sign

8489 Fletcher Bay Rd. NE - BI  
98110  
Street Address

Email address + phone number (optional)

Additional names & addresses:

a good letter - petition. I  
have recently communicated with  
Police Dept. - encouraging them  
to ENFORCE - at least - the  
existing speed limit. - and  
the no passing areas -

Thank you. We support this  
effort. - Ken Rekow

# City of Bainbridge Island

## Traffic Report

### Focused Traffic Study

December 11, 2013



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## I.0 EXECUTIVE SUMMARY

A series of engineering studies was conducted for eight segments and three intersections for the City of Bainbridge Island to determine whether the existing traffic control is adequate given the geometric, environmental and traffic conditions. In addition to referencing data provided by the City, measurements were taken and analyzed to determine the appropriate traffic control for each location. Each section of the report includes a discussion of existing conditions, crash history, and issues that were identified during the study. The combination of these factors provides the basis for each recommendation. Table I-1 is a summary of the recommendations made based on location. Additional details are documented in the report.

**Table I-1: Summary of Recommendations**

Location	Study Type	Recommendation
<b>Blakely Ave NE</b>	Speed	Maintain speed limits. Install speed zone ahead signing.
<b>NE Bucklin Hill Rd</b>	Speed	Reduce speed limit to 30 mph.
<b>Fletcher Bay Rd NE</b>	Speed	Maintain speed limits.
<b>Lynwood Center Rd NE</b>	Speed	Shift speed zone locations. Install additional speed limit sign. Install reduced speed limit ahead sign.
<b>Phelps Rd NE</b>	Speed	Maintain speed limits. Install reduced speed limit ahead sign. Examine recommended speeds for curves.
<b>Pleasant Beach Dr NE</b>	Speed	Reduce speed limit to 20 mph. Install recommended speed and curve warning signs.
<b>Sportsman Club Rd NE</b>	Speed	Replace existing 30-mph speed sign with a school zone ahead sign. Maintain all other speed limit signs.
<b>NE New Brooklyn Rd</b>	School Zone	Incorporate crosswalk in school zone.
<b>Lynwood Center Rd NE &amp; NE Baker Hill Rd</b>	Intersection	Maintain existing intersection traffic control. Relocate stop bars on NE Baker Hill Rd. Install crosswalk signing. Review crosswalk illumination.
<b>Miller Rd NE &amp; NE Koura Rd</b>	Intersection	Maintain existing intersection traffic control. Remove vegetation to increase intersection sight distance on west leg. Install stop ahead sign.
<b>NE Valley Rd &amp; Sunrise Dr NE</b>	Intersection	Maintain existing intersection traffic control. Install marked crosswalks and signing. Install stop bars. Install reduced speed limit ahead sign. Relocate speed limit signs.



## 2.0 ENGINEERING AND SPEED SURVEY – BLAKELY AVENUE NE: NE COUNTRY CLUB ROAD TO NE BUCKLIN HILL ROAD

Blakely Avenue NE is a minor arterial that connects Blakely Harbor to Bucklin Hill Road NE, which leads to the island’s central downtown area. Blakely Avenue NE runs north-south between NE Bucklin Road and W Blakely Ave NE. A horizontal curve in the vicinity of Birkland Rd NE changes the alignment to east-west. Blakely Ave NE has an average daily traffic volume of 3,500 vehicles per day (vpd). The primary objective for this study was to determine the appropriate speed limits for the corridor between NE Country Club Rd and NE Bucklin Hill Rd. Figure 2-1 shows the project limits with the posted regulatory and warning signing along the roadway.

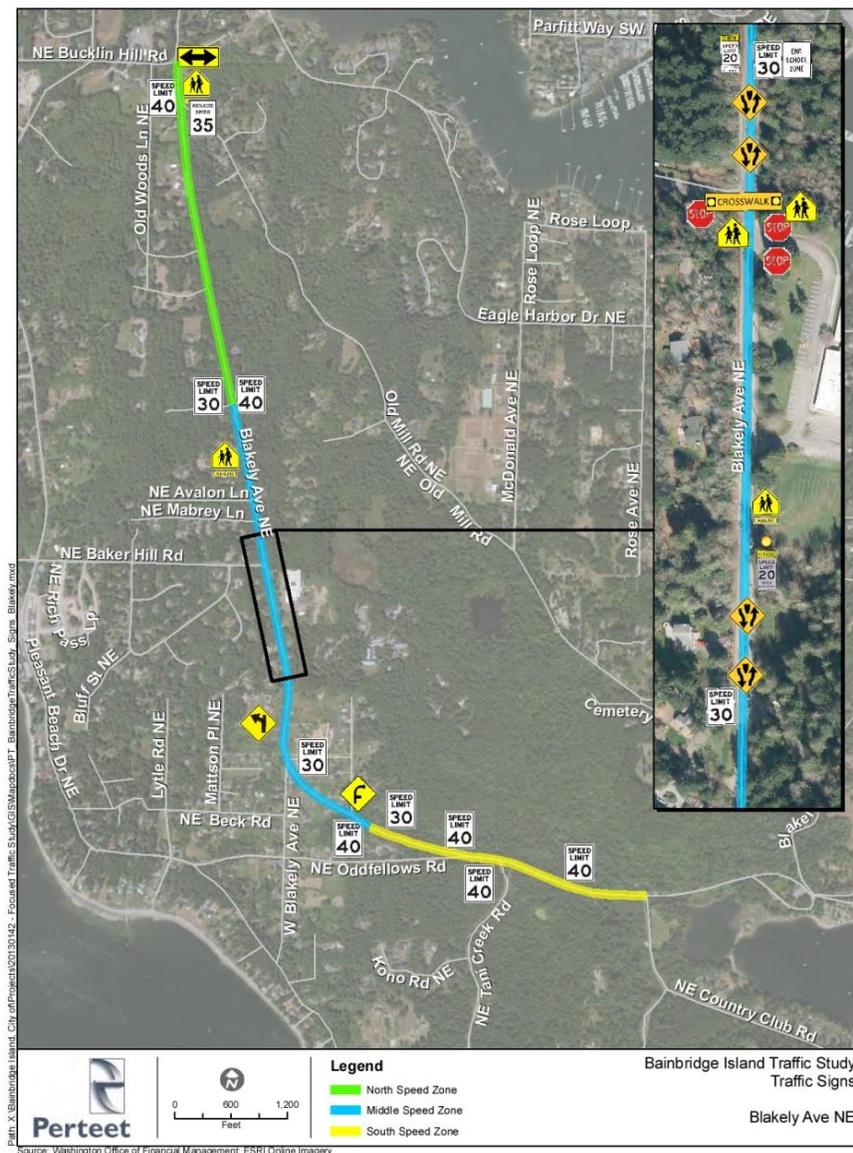


Figure 2-1: Blakely Ave NE corridor map with signing

## 2.1 Project Area Description



Figure 2-2: Middle zone facing north



Figure 2-3: South zone facing south

Blakely Ave NE has three marked speed zones with slightly varying characteristics. The attributes for the entire corridor are summarized in Table 2-1.

**Table 2-1: Characteristics Summary by Zone for Blakely Ave NE**

Item	North Speed Zone	Middle Speed Zone	South Speed Zone
<b>Geometry</b>			
Alignment	North-south	North-south	East-west
Lanes (per direction)	1	1	1
Lane Width	11'	11'	11'
Shoulder Width	1' to 2'	0.5'	0.5' to 3'
Horizontal Curves	Minor	Major near W Blakely Ave NE	Minor
Vertical Curves	Minor	Minor	Moderate near Birkland Rd NE
<b>Surrounding Environment</b>			
Setting	Forested	Forested, occasional open areas	Forested
Roadside Ditches	Infrequent	Infrequent	Infrequent
Driveways	Infrequent	Multiple for Cpt. Blakely Elem. School	Infrequent
Pull-Out Areas	Not present	Not present	Multiple (gravel)
Clear Zones	Infrequent trees	Overgrown vegetation, infrequent obstacles	Infrequent trees
Curb, Gutter and Sidewalk	Not present	Present only at SW and SE corners of intersection with NE Baker Hill Rd	Not present
Lighting	Not present	One streetlight at marked crosswalk	Not present

<b>Traffic Control</b>			
Lane Markings	Marked centerline and edge lines	Marked centerline and edge lines, marked bike lanes near Cpt. Blakely Elem. School	Marked centerline and edge lines
Speed Limit	40 mph	30 mph	40 mph
Major Intersections	Thru at NE Bucklin Hill Rd	Thru at NE Baker Hill Rd	Stop at Lynwood Center Rd NE
Additional Measures	None	Two traffic islands	None

## 2.2 Crash History

Twelve reported crashes have occurred along this segment from January 1, 2008 to June 30, 2013: six in the north segment, three in the middle, and three in the south. Each crash is summarized in Table 2-2.

**Table 2-2: Crash Report Summary for Blakely Ave NE**

Date	Time	Description
<b>North Speed Zone</b>		
05/12/2010	15:54	Intersection collision after driver failed to see other driver before turning
05/23/2010	23:23	Driver travelling greater than 50 mph left roadway, hit ditch and re-entered
06/03/2010	19:01	Driver lost control of vehicle due to seeing coyote
07/24/2010	11:25	Driver struck deer which jumped in front of vehicle
05/24/2011	13:10	Collision after one driver fell asleep at the wheel
06/08/2011	13:50	Driver left road, hit tree and landed on side due to deer running into road
<b>Middle Speed Zone</b>		
08/23/2008	13:27	Driver turning left was rear ended by a driver talking on a cell phone
12/19/2009	00:00	Driver struck a suddenly-appearing deer
01/04/2012	14:30	Vehicle turned into school parking lot and scraped a parked car
<b>South Speed Zone</b>		
01/29/2010	23:39	Inattentive driver struck fire hydrant
11/24/2012	21:42	Driver drifted off road into utility pole
06/22/2013	00:00	Driver drifted off road into ditch, overcorrected, crossed road, stuck tree

The crash rate for each speed zone was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 2-3 summarizes the crash rates for Blakely Ave NE, with a comparison to county and statewide averages.

**Table 2-3: Crash Rates for Blakely Ave NE**

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
<b>Blakely Ave NE</b>	12	3,500	2.23	66	0.77
North Speed Zone	6	3,500	0.87	66	0.98
Middle Speed Zone	3	3,500	0.71	66	0.61
South Speed Zone	3	3,500	0.65	66	0.66
<b>Kitsap County<sup>1</sup></b>	-	-	-	-	<b>1.72</b>
<b>Washington State<sup>2</sup></b>	-	-	-	-	<b>2.57</b>

All three segments individually, as well as the corridor as a whole, have crash rates lower than the average for Kitsap County. The Federal Highway Administration (FHWA) recommends reducing speed limits if crash rates exceed the statewide average. The average crash rate for urban minor arterial state routes in Washington State is 2.57 crashes per million vehicle miles. No portion of Blakely Ave NE exceeds this crash rate. Therefore, the speed limits should not be reduced because of crash history.

### 2.3 Speed Survey

A radar speed survey was conducted on August 22, 2013 for all three segments. The weather was sunny, dry, and clear. Table 2-4 is a summary of these studies. Traffic was light, with virtually no platoons and a random flow rate.

**Table 2-4: Radar Speed Study Summary for Blakely Ave NE**

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85 <sup>th</sup> Percentile Speed (mph)
<b>North Speed Zone</b> (1500' N of NE Baker Hill Rd)	99	40	40.7	36 to 46	90%	44.0
<b>Middle Speed Zone</b> (1000' S of NE Baker Hill Rd)	81	30	33.0	28 to 38	89%	37.0
<b>South Speed Zone</b> (800' W of NE Oddfellows Rd)	66	40	40.4	35 to 45	86%	44.0

#### North Speed Zone

The speed survey for the north speed zone reveals a high (90%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85<sup>th</sup> percentile of 44.0 mph means that the posted speed limit of 40 mph may be too low for this segment. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 45 mph. However, the difference between the current statutory speed limit and the 85<sup>th</sup> percentile speed is not extreme. Considering the low crash history and consistent driver speeds, it would be reasonable to maintain the current speed limit in this zone. Assuming no change in driver behavior, increasing the speed limit would decrease the percentage of drivers exceeding the speed limit from 59% (at 40 mph) to 6% (at 45 mph).

#### Middle Speed Zone

The speed survey for the middle speed zone reveals a high (89%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85<sup>th</sup> percentile of 37.0 mph means that the currently posted speed limit of 30 mph is being deviated from by a majority of the vehicles on the roadway segment. With this sample, a lower posted speed limit would increase the percentage of drivers exceeding the posted limit from 75% (at 30 mph) to 99% (at 25 mph).

## South Speed Zone

The speed survey for the south speed zone reveals a high (86%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85<sup>th</sup> percentile of 44.0 mph means that the posted speed limit of 40 mph may be too low for this segment. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 45 mph. However, the difference between the current statutory speed limit and the 85<sup>th</sup> percentile speed is not extreme. Considering the low crash history and consistent driver speeds, it would be reasonable to maintain the current speed limit in this zone. Assuming no change in driver behavior, increasing the speed limit would decrease the percentage of drivers exceeding the speed limit from 52% (at 40 mph) to 11% (at 45 mph).

### **2.4 Issues and Candidate Mitigation**

Wild Animals – Four of twelve crash reports for this corridor cite wild animals as the primary cause. Animal-based crashes can be severe as drivers may swerve quickly to avoid the animal and lose control of the vehicle, exit the roadway, or strike a road user. Currently, there are no warning signs highlighting the presence of animals in the area. The WSDOT Traffic Manual recommends that one of the following criteria be met prior to installation of a deer crossing sign:

- (1) Minimum of 5 documented deer/vehicle collisions per mile per year for at least two of the past 10 years
- (2) Minimum of 10 carcass counts per mile per year for at least three of the past 10 years
- (3) Concurrence from region maintenance personnel

This analysis was only able to evaluate criterion (1) based on available information. There have been four collisions involving wildlife, and three related to deer, since 2008. This criterion is not met and, therefore, wildlife warning signs are not recommended.

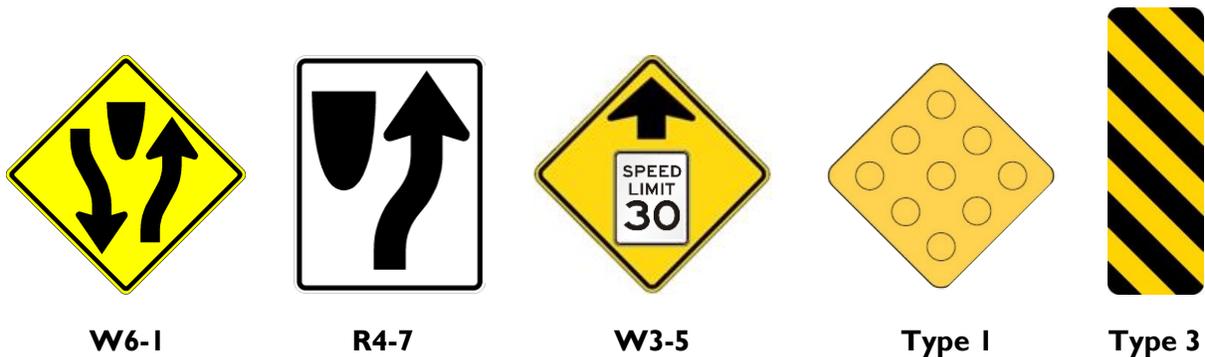
Illumination – This corridor has no continuous illumination, which is consistent with rural areas throughout Bainbridge Island. There is illumination at the crosswalk at NE Baker Hill Rd. A lack of illumination can lead to drivers being unable to see their surroundings, including traffic control devices such as signs or obstacles such as animals that must be avoided. Because the City of Bainbridge Island does not have any warrants for illumination, this analysis used WSDOT warrants. Illumination is warranted along roadways of this type if the segment is classified as commercial and either the nighttime level of service is D or the nighttime crash warrant is satisfied. This roadway segment is not classified as commercial and, therefore, does not meet illumination warrants.

Bicycle Facilities – Multiple cyclists were observed during the radar speed study. The City of Bainbridge Island's Non-Motorized Transportation Plan (2008 revision) recommends bike lanes on both sides of Blakely Ave NE. The addition of bike lanes in this corridor would provide an increase in bicyclist safety.

Speed – Throughout the corridor, the 85<sup>th</sup> percentile speeds exceed the posted speed limit. The crash rate, which is below the average county and state rates, and a review of the collision descriptions do not indicate that current speed limits need to be modified. The difference between measured 85<sup>th</sup>

percentile speed and the posted speed limit in the north and south speed zones is less than 5 mph. The difference in the middle zone is 7 mph. This could be indicative of drivers that are unaware of the speed limit change.

**Signing** – Some signing in the corridor is not consistent with current Manual on Uniform Traffic Control Devices (MUTCD) standards. When the current W6-1 signs at each end of the median islands near Captain Blakely Elementary School reach the end of their functional life, they should be replaced by standard R4-7 signs<sup>3</sup>. Type 1 or Type 3 object markers should also be installed for increased visibility<sup>4</sup>. W3-5 or W3-5a signs should be installed in the southbound direction just north of the middle speed zone and in the northbound direction just south of the middle speed zone to inform drivers that they need to reduce their speed by at least 10 mph<sup>5</sup>.



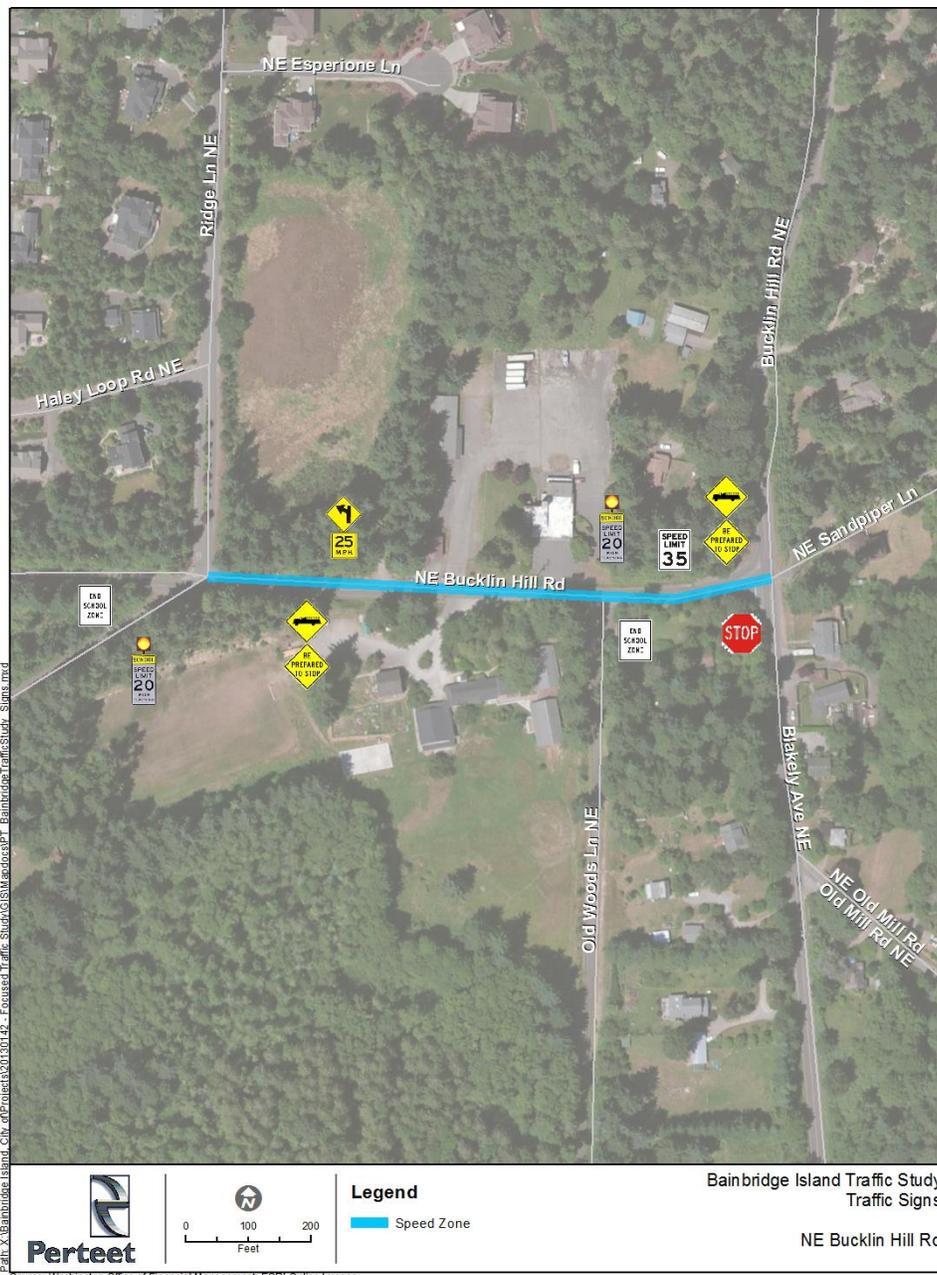
## 2.5 Recommendation

The following is recommended for the Blakely Avenue NE corridor:

1. Maintain current speed limits and zones.
2. Replace existing W6-1 signs located in the median islands near Captain Blakely Elementary School at the end of their functional life with standard R4-7 signs and Type 1 object markers per the MUTCD.
3. Install reduced speed limit ahead warning signs (W3-5 and W3-5a) for both north and southbound traffic prior to entering the middle speed zone.

### 3.0 ENGINEERING AND SPEED SURVEY – NE BUCKLIN HILL ROAD: LYNWOOD CENTER ROAD NE TO BLAKELY AVENUE NE

NE Bucklin Hill Road is a minor arterial that connects Fletcher Bay Road NE, Lynwood Center Road NE, and Blakely Avenue NE to Eagle Harbor Drive NE. NE Bucklin Hill Rd has an average daily traffic of 2,800 vpd. The primary objective for this study was to determine the appropriate speed limits for the corridor between Lynwood Center Rd NE and Blakely Ave NE. Figure 3-I shows the project limits with the posted regulatory and warning signing along the roadway.



**Figure 3-I: NE Bucklin Hill Rd corridor map with signing**

### 3.1 Project Area Description



Figure 3-2: Facing west near Blakely Ave NE



Figure 3-3: Facing east near fire station

NE Bucklin Hill Rd has the characteristic listed in Table 3-1.

Table 3-1: Characteristics Summary for NE Bucklin Hill Rd

Item		NE Bucklin Hill Rd
<b>Geometry</b>		
Alignment		East-west
Lanes (per direction)		1
Lane Width		11'
Shoulder Width		0 to 1'
Horizontal Curves		None
Vertical Curves		None
<b>Surrounding Environment</b>		
Setting		Mix of forested and clear
Roadside Ditches		Frequent
Private Driveways		Frequent
Pull-Out Areas		Not present
Clear Zones		Clear
Curb, Gutter and Sidewalk		Not present
Lighting		Street lights present near school and fire station
<b>Traffic Control</b>		
Lane Markings		Marked centerline and edge lines
Speed Limit		35 mph (see below)
Major Intersections		Stop at Blakely Ave NE, thru transition at Lynwood Center Rd NE

### 3.2 Crash Analysis

Three reported crashes have occurred along this segment from January 1, 2008 to June 30, 2013. Each crash is summarized in Table 3-2.

**Table 3-2: Crash Report Summary for NE Bucklin Hill Rd**

Date	Time	Description
04/24/2009	18:46	Driver drifted into opposing lane after taking curve at high speed; sideswipe
11/24/2009	21:47	Driver spun out and fishtailed into ditch after turning
01/20/2011	17:15	Driver hit oncoming driver after crossing center line

The crash rate for the corridor was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 3-3 summarizes the crash rate for NE Bucklin Hill Rd, with a comparison to county and statewide averages.

**Table 3-3: Crash Rate for NE Bucklin Hill Rd**

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
<b>NE Bucklin Hill Rd</b>	3	2,800	0.17	66	3.13
<b>Kitsap County<sup>1</sup></b>	-	-	-	-	1.72
<b>Washington State<sup>2</sup></b>	-	-	-	-	2.57

The corridor has a higher crash rate than the Kitsap County average. FHWA recommends reducing speed limits if crash rates exceed the statewide average. The average crash rate for urban minor arterial state routes in Washington State is 2.57 crashes per million vehicle miles. NE Bucklin Hill Rd does exceed this crash rate. Therefore, it may be warranted to reduce the speed limit due to crash history.

### 3.3 Speed Survey

A radar speed survey was taken on November 4, 2013. The weather was partly sunny and dry. Table 3-4 is a summary of this study. Traffic was light, with virtually no platoons and a random flow rate.

**Table 3-4: Radar Speed Survey for NE Bucklin Hill Rd**

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85 <sup>th</sup> Percentile Speed (mph)
<b>NE Bucklin Hill Rd</b>	94	35	31.4	27 to 37	90%	35.8

The speed survey reveals a high (90%) numbers of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85<sup>th</sup> percentile of 35.8 mph means that the currently posted speed limit of 35 mph is being followed by a majority of the vehicles on the roadway segment. Speed zoning theory best practices recommend that the 85<sup>th</sup> percentile speed be captured below the posted speed limit in most cases, suggesting that the speed limit should be increased to 40 mph. However, the difference between the posted speed limit and the 85<sup>th</sup> percentile speed is minimal. With this sample, a lower posted speed limit would increase the percentage of drivers exceeding the posted limit from 15% (at 35 mph) to 53% (at 30 mph).

### 3.4 Issues and Candidate Mitigation

Speed – In the current 35-mph speed zone, the 85<sup>th</sup> percentile speed closely matches the posted speed limit. The crash rate in the corridor exceeds both the Kitsap County and WA State averages. However, an analysis of the crash rate reveals that only two of the reported crashes involved multiple vehicles, the other was a driver who fishtailed. Both of the remaining crashes were sideswipes in which one driver crossed the double-yellow centerline. This type of collision suggests that speed alone may not be the reason behind the issue of optimal safety in this segment. There are other factors to consider; limited roadway width, a school / pedestrian environment, significant bicycle presence and a lack of segregated non-motorized facilities should be taken into consideration. The City’s Non-Motorized Transportation Plan calls for bike lanes on either side of NE Bucklin Hill Rd. Once installed, these lanes will allow for emergency maneuver room which should reduce the likelihood of future crashes due to vehicles crossing the centerline. In the interim, a reduction in posted speed limit may alter driver behavior in the segment to reduce the potential for traffic accident.

### 3.5 Recommendation

The following is recommended for the NE Bucklin Hill Rd corridor:

1. Reduce the posted speed limit in this segment of the corridor from the existing 35 mph to 30 mph until planned roadway improvements to provide segregated non-motorized facilities are in place. Figure 3-4 provides a possible signing configuration for the segment.



Figure 3-4: Proposed NE Bucklin Hill Rd signing

#### 4.0 ENGINEERING AND SPEED SURVEY – FLETCHER BAY ROAD NE: LYNWOOD CENTER ROAD NE TO NE HIGH SCHOOL ROAD

Fletcher Bay Road NE is a minor arterial that connects Lynwood Center Road NE to NE High School Road and Miller Road NE. Fletcher Bay Rd NE has an average daily traffic of 5,000 vpd. The primary objective for this study was to determine the appropriate speed limits for the corridor between Lynwood Center Rd NE and NE High School Rd. Figure 4-1 shows the project limits with the posted regulatory and warning signing along the roadway.

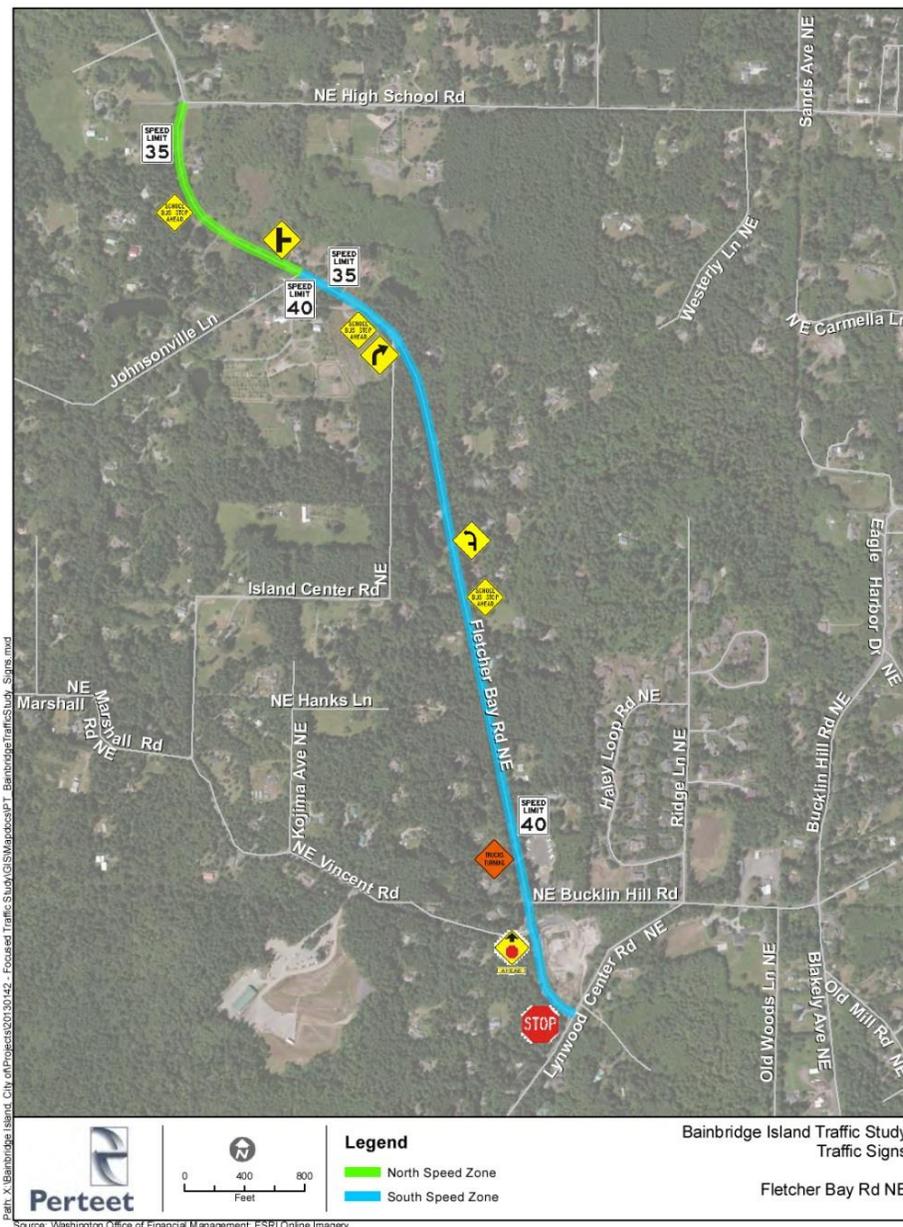


Figure 4-1: Fletcher Bay Rd NE corridor map with signing

## 4.1 Project Area Description



Figure 4-2: Facing north near NE High Sch. Rd



Figure 4-3: S. zone near Lynwood Ctr. Rd NE

Fletcher Bay Rd NE has two marked speed zones with slightly varying characteristics. The attributes for the entire corridor are summarized in Table 4-1.

Table 4-1: Characteristics Summary by Zone for Fletcher Bay Rd NE

Item	North Speed Zone	South Speed Zone
<b>Geometry</b>		
Alignment	North-south	North-south
No. of Lanes (per direction)	1	1
Lane Width	12'	12'
Shoulder Width	0.5' to 3'	0.5' to 3'
Horizontal Curves	Multiple, large	Major near Lynwood Ctr Rd NE
Vertical Curves	Minor	Minor
<b>Surrounding Environment</b>		
Setting	Forested	Forested
Roadside Ditches	Infrequent	Infrequent
Private Driveways	Infrequent	Infrequent
Pull-Out Areas	Not present	Multiple, gravel
Clear Zones	Infrequent trees	Infrequent trees
Curb, Gutter and Sidewalk	Not present	Not present
Lighting	Not present	Not present
<b>Traffic Control</b>		
Lane Markings	Marked centerline and edge lines	Marked centerline and edge lines
Speed Limit	35 mph	40 mph
Major Intersections	Thru at NE High School Rd	Stop at Lynwood Center Rd NE

## 4.2 Crash History

Two reported crashes have occurred along this segment from January 1, 2008 to June 30, 2013. Both of these crashes occurred in the north speed zone. Each crash is summarized in Table 4-2.

**Table 4-2: Crash Report Summary for Fletcher Bay Rd NE**

Date	Time	Description
<b>North Speed Zone</b>		
03/14/2008	20:48	Driver crossed road centerline and struck oncoming vehicle
12/30/2008	06:00	Vehicle left roadway and rolled, due to icy conditions

The crash rate for each speed zone was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 4-3 summarizes the crash rates for Fletcher Bay Rd NE, with a comparison to county and statewide averages.

**Table 4-3: Crash Rates for Fletcher Bay Rd NE**

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
<b>Fletcher Bay Rd NE</b>	2	5,000	1.35	66	0.15
North Speed Zone	2	5,000	0.55	66	0.36
South Speed Zone	0	5,000	0.80	66	0.00
<b>Kitsap County<sup>1</sup></b>	-	-	-	-	1.72
<b>Washington State<sup>2</sup></b>	-	-	-	-	2.57

Both segments individually, as well as the corridor as a whole, have crash rates lower than the average for Kitsap County. FHWA recommends reducing speed limits if crash rates exceed the statewide average. The average crash rate for urban minor arterial state routes in Washington State is 2.57 crashes per million vehicle miles. No portion of Fletcher Bay Rd NE exceeds this crash rate. Therefore, the speed limits should not be reduced because of crash history.

### 4.3 Speed Survey

A radar speed survey was conducted on August 22, 2013 for both segments. The weather was sunny, dry, and clear. Table 4-4 is a summary of these studies. Traffic was light, with virtually no platoons and a random flow rate.

**Table 4-4: Radar Speed Study Summary for Fletcher Bay Rd NE**

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85 <sup>th</sup> Percentile Speed (mph)
<b>North Speed Zone</b> (550' S of NE High School Rd)	84	35	34.8	29 to 39	95%	38.0
<b>South Speed Zone</b> (800' N of NE Bucklin Hill Rd)	96	40	39.0	36 to 46	88%	42.5

#### North Speed Zone

The speed survey for the north speed zone reveals a high (95%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85<sup>th</sup> percentile of 38.0 mph means that the currently posted speed limit of 35 mph is being followed by a majority of the vehicles on the roadway segment. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 45 mph. However, the difference between the current statutory speed limit and the 85<sup>th</sup> percentile speed is not extreme. Considering the low crash history and consistent driver speeds, it would be reasonable to maintain the current speed limit in this zone. Assuming no change in driver behavior, lowering the posted speed limit would increase the percentage of drivers exceeding the posted limit from 45% (at 35 mph) to 90% (at 30 mph).

#### South Speed Zone

The speed survey for the south speed zone also reveals a high (88%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85<sup>th</sup> percentile of 42.5 mph means that the currently posted speed limit of 40 mph is being followed by a majority of the vehicles on the roadway segment. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 45 mph. However, the difference between the current statutory speed limit and the 85<sup>th</sup> percentile speed is not extreme. Considering the low crash history and consistent driver speeds, it would be reasonable to maintain the current speed limit in this zone. Assuming no change in driver behavior, lowering the posted speed limit would increase the percentage of drivers exceeding the posted limit from 33% (at 40 mph) to 87% (at 35 mph).

#### **4.4 Issues and Candidate Mitigation**

Speed – Throughout the corridor, the 85<sup>th</sup> percentile speeds exceed the posted speed limit. The crash rate, however, does not suggest that current speed limits need to be reduced. Because the speed differences are not extreme and the crash rate is low, the speed limits for Fletcher Bay Rd NE are appropriate.

Illumination – This corridor has no continuous illumination, which is consistent with rural areas throughout Bainbridge Island. A lack of illumination can lead to drivers being unable to see their surroundings, including traffic control devices such as signs or obstacles such as animals that must be avoided. Because the City of Bainbridge Island does not have any warrants for illumination, this analysis used WSDOT warrants. Illumination is warranted along roadways of this type if the segment is classified as commercial and either the nighttime level of service is D or the nighttime crash warrant is satisfied. This roadway segment is not classified as commercial and, therefore, does not meet illumination warrants.

Bicycle Facilities – Multiple cyclists were observed during the speed study. The City of Bainbridge Island's Non-Motorized Transportation Plan (2008 revision) recommends shoulder bike lanes on both sides of Fletcher Bay Rd NE. The addition of bike lanes in this corridor would provide an increase in bicyclist safety.

#### **4.5 Recommendation**

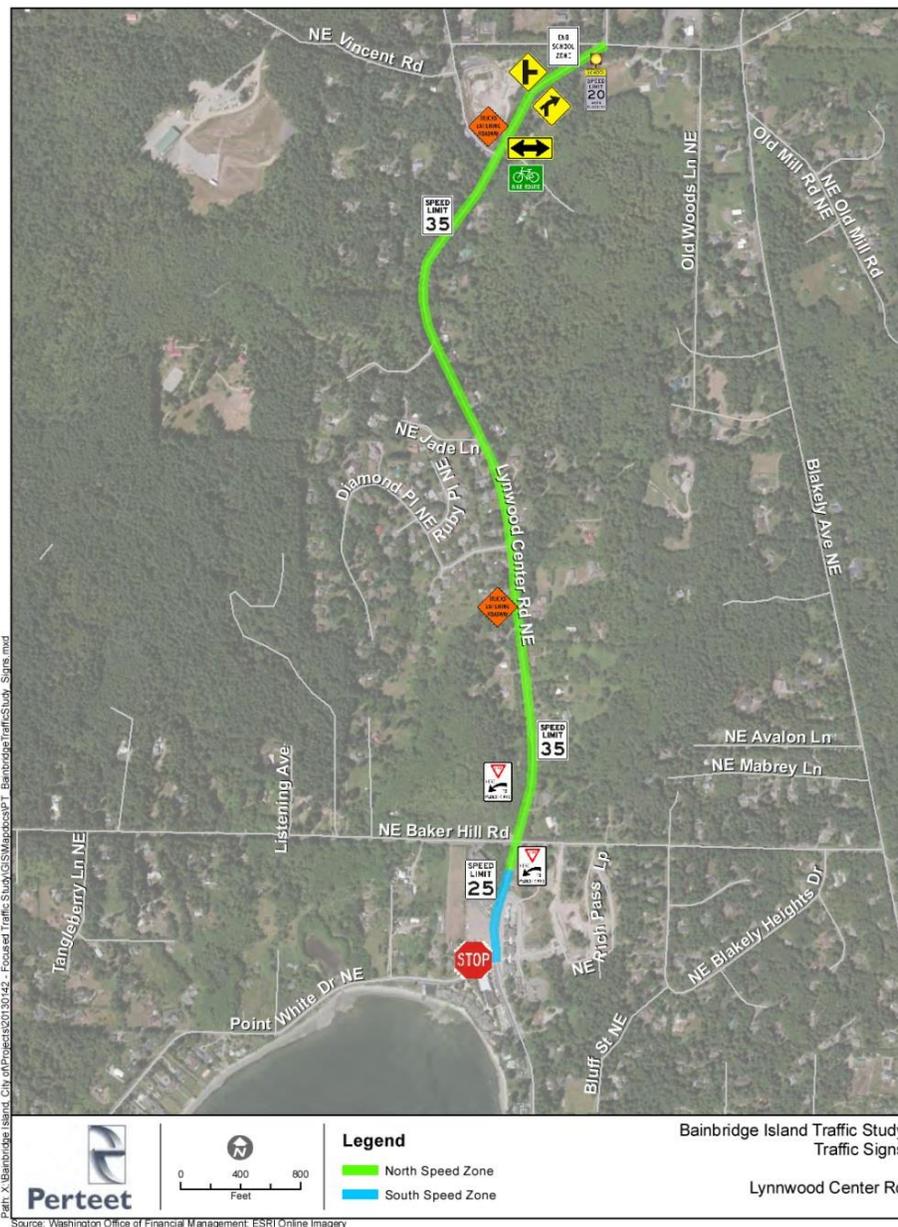
The following is recommended for the Fletcher Bay Rd NE corridor:

- I. Maintain current speed limits and zones.



## 5.0 ENGINEERING AND SPEED SURVEY – LYNWOOD CENTER ROAD NE: POINT WHITE DRIVE NE TO NE BUCKLIN HILL ROAD

Lynwood Center Road NE is a minor arterial that connects the middle of Bainbridge Island to the Lynwood Center commercial district. Lynwood Center Rd NE has an average daily traffic volume of 3,850 vpd. The primary objective for this study was to determine the appropriate speed limits for the corridor between Point White Drive NE and NE Bucklin Hill Road. Figure 5-1 shows the project limits with the posted regulatory and warning signing along the roadway.



**Figure 5-1: Lynwood Center Rd NE corridor map with signing**

## 5.1 Project Area Description



Figure 5-2: N. zone near Fletcher Bay Rd NE



Figure 5-3: S. zone at Point White Dr NE

Lynwood Center Rd NE has two marked speed zones with varying characteristics. The attributes for the entire corridor are summarized in Table 5-1. The intersection with Baker Hill Rd is discussed in depth in Chapter 10 of this report.

Table 5-1: Characteristics Summary by Zone for Lynwood Center Rd NE

Item	North Speed Zone	South Speed Zone
<b>Geometry</b>		
Alignment	North-south	North-south
No. of Lanes (per direction)	1	1
Lane Width	11'	11'
Shoulder Width	1' (SB) and 3' (NB)	0.5' to 3'
Horizontal Curves	Major near NE Bucklin Hill Rd	Minor
Vertical Curves	Minor	Minor
<b>Surrounding Environment</b>		
Setting	Forested	Commercial
Roadside Ditches	Infrequent	Infrequent
Private Driveways	Infrequent	Infrequent
Pull-Out Areas	Multiple, gravel	Multiple, gravel
Clear Zones	Frequent obstacles, occasionally encroaching vegetation	Infrequent trees
Curb, Gutter and Sidewalk	Not present	Present, both sides
Lighting	Not present	Present
Parking	Not present	Present, angled and straight
<b>Traffic Control</b>		
Lane Markings	Marked centerline and edge lines	Marked centerline and edge lines, 4' bike lanes on either side
Speed Limit	35 mph	25 mph
Major Intersections	Thru at NE Baker Hill Rd and NE Bucklin Hill Rd	Stop at Lynwood Center Rd NE
Additional Measures	Marked crosswalk at south leg of NE Baker Hill Rd intersection	Multiple marked crosswalks

## 5.2 Crash History

Eleven reported crashes have occurred along this segment from January 1, 2008 to June 30, 2013. Of these, nine have occurred in the north segment and two in the south segment. Each crash is summarized in Table 5-2.

**Table 5-2: Crash Report Summary for Lynwood Center Rd NE**

Date	Time	Description
<b>North Speed Zone</b>		
01/23/2008	08:50	Driver turned on to Lynwood Center Rd NE and lost control due to ice
08/08/2008	21:14	Driver struck deer
01/27/2009		Driver slid on wet/snowy pavement, vehicle flipped and landed on its top
12/12/2008	16:09	Tree limb fell on vehicle
05/07/2009	15:25	Driver crossed centerline, struck two vehicles, sending one over a steep embankment
06/30/2010	00:38	Cyclist lost control and slid off shoulder into ravine
07/31/2010	11:00	Single car rollover, found abandoned
03/28/2012	23:05	Driver took corner too fast, overcorrected and went into ditch
03/20/2013	02:30	Driver unable to negotiate curve on wet roadway
<b>South Speed Zone</b>		
10/23/2008	22:26	Bicyclist struck pedestrian
05/24/2010	12:00	Driver backed out of parking space into another parked vehicle

The crash rate for each speed zone was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 5-3 summarizes the crash rates for Lynwood Center Rd NE, with a comparison to county and statewide averages.

**Table 5-3: Crash Rates for Lynwood Center Rd NE**

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
<b>Lynwood Center Rd NE</b>	11	3,850	1.30	66	1.12
North Speed Zone	9	3,850	1.15	66	1.00
South Speed Zone	2	3,850	0.15	66	2.24
<b>Kitsap County<sup>1</sup></b>	-	-	-	-	1.72
<b>Washington State<sup>2</sup></b>	-	-	-	-	2.57

The north speed zone and corridor as a whole have crash rates below the Kitsap County average. The south section has a higher crash rate though it has seen much fewer crashes since 2008 due primarily to segment length. A review of the two crashes in this segment indicates that speed may only be a factor in the bicycle-pedestrian crash. Removal of the parking vehicle collision results in a crash rate of 1.12, which is lower than the county rate. FHWA recommends reducing speed limits if crash rates exceed the statewide average. The average crash rate for urban minor arterial state routes in Washington State is 2.57 crashes per million vehicle miles. No portion of Lynwood Center Rd NE exceeds this crash rate. Based on this and a review of the crash descriptions, the speed limits should not be reduced because of crash history.

### 5.3 Speed Survey

A radar speed survey was conducted on August 22, 2013 for the north segment and September 19, 2013 for the south segment. On each day, the weather was sunny, dry, and clear. Table 5-4 is a summary of this study. Traffic was light, with virtually no platoons and a random flow rate.

**Table 5-4: Radar Speed Study Summary for Lynwood Center Rd NE**

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85 <sup>th</sup> Percentile Speed (mph)
<b>North Speed Zone</b> (½ mi N of NE Baker Hill Rd)	93	35	38.2	34 to 44	88%	41.9
<b>South Speed Zone</b> (Near Woodson Lane NE)	107	25	26.4	22 to 32	84%	31.0

#### North Speed Zone

The speed survey for the north speed zone reveals a high (88%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85<sup>th</sup> percentile of 41.9 mph means that the currently posted speed limit of 35 mph is being deviated from by a high number of drivers. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 45 mph. However, based on the crash history, which includes several incidents involving drivers losing control on large curves, raising the speed limit is not recommended. Lowering the speed limit does not tend to increase compliance with the posted speed limit, though it would likely lower average travel speeds. Assuming no change in driver behavior, lowering the posted speed limit would increase the percentage of drivers exceeding the posted limit from 80% (at 35 mph) to 98% (at 30 mph).

#### South Speed Zone

The speed survey for the north speed zone reveals a high (84%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85<sup>th</sup> percentile of 31.0 mph means that the currently posted speed limit of 25 mph is being deviated from by a high number of drivers. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 35 mph. However, based on the commercial nature of the area and high pedestrian volumes, it is not recommended to raise the speed limit. Doing so would reduce the percentage of drivers exceeding the posted limit from 55% (at 25 mph) to 16% (at 30 mph). Lowering the speed limit does not tend to increase compliance with the posted speed limit, though it would likely lower average travel speeds. Assuming no change in driver behavior, lowering the posted speed limit would increase the percentage of drivers exceeding the posted limit from 55% (at 25 mph) to 94% (at 20 mph).

## 5.4 Issues and Candidate Mitigation

Speed – Throughout the corridor, the 85<sup>th</sup> percentile speeds exceed the posted speed limit. In the north speed zone, excessive speeds may be contributing to an increased crash rate because of drivers losing control on the large curve between Fletcher Bay Rd NE and NE Baker Hill Rd, so an increased speed limit is not recommended. Conversely, the north speed zone crash rate is still below county and statewide averages, so a reduced speed is not recommended. To improve compliance in the north speed zone, additional speed limit signs should be installed to inform drivers of the appropriate speed. This treatment should be monitored to gauge if compliance increases. In the commercial area, the current speed limit of 25 mph is consistent with similar areas on the island. The crash history and high pedestrian volumes suggest that the speed is appropriate. To improve compliance as drivers enter the speed zone from the north, a W3-5 (reduced speed limit ahead) sign should be installed before drivers enter the 25-mph speed zone. Northbound traffic through the south zone is adequately controlled by stop signs and crosswalks and slightly higher speeds beyond the commercial area do not pose a safety threat.



Speed Zone Limits – The speed limits at the intersection with NE Baker Hill Rd are not consistent: southbound traffic is operating under a 35-mph speed limit while northbound traffic is in a 25-mph zone. Speed zones should be consistent whenever possible to improve driver expectations. Because the intersection of Lynwood Center Rd NE and NE Baker Hill Rd has a marked pedestrian crosswalk across the south leg with a bus stop at the southeast corner, and the surrounding environment changes abruptly between commercial and rural at the intersection, the posted speed limit should match the lower of the two values. In the northbound direction, the current 35-mph speed limit sign should remain in place. In the southbound direction, the 25-mph speed limit sign should be moved to match the opposing speed limit sign.

Illumination – This north speed zone has no illumination, which is consistent with rural areas throughout Bainbridge Island. A lack of illumination can lead to drivers being unable to see their surroundings, including traffic control devices such as signs or obstacles such as animals that must be avoided. Because the City of Bainbridge Island does not have any warrants for illumination, this analysis used WSDOT warrants. Illumination is warranted along roadways of this type if the segment is classified as commercial and either the nighttime level of service is D or the nighttime crash warrant is satisfied. This north speed zone segment is not classified as commercial and, therefore, does not meet illumination warrants.

Bicycle Facilities – Multiple cyclists were observed during the radar speed study. The City of Bainbridge Island's Non-Motorized Transportation Plan (2008 revision) recommends bike lanes on both sides of Lynwood Center Rd NE. The addition of bike lanes in this corridor would provide an increase in bicyclist safety.

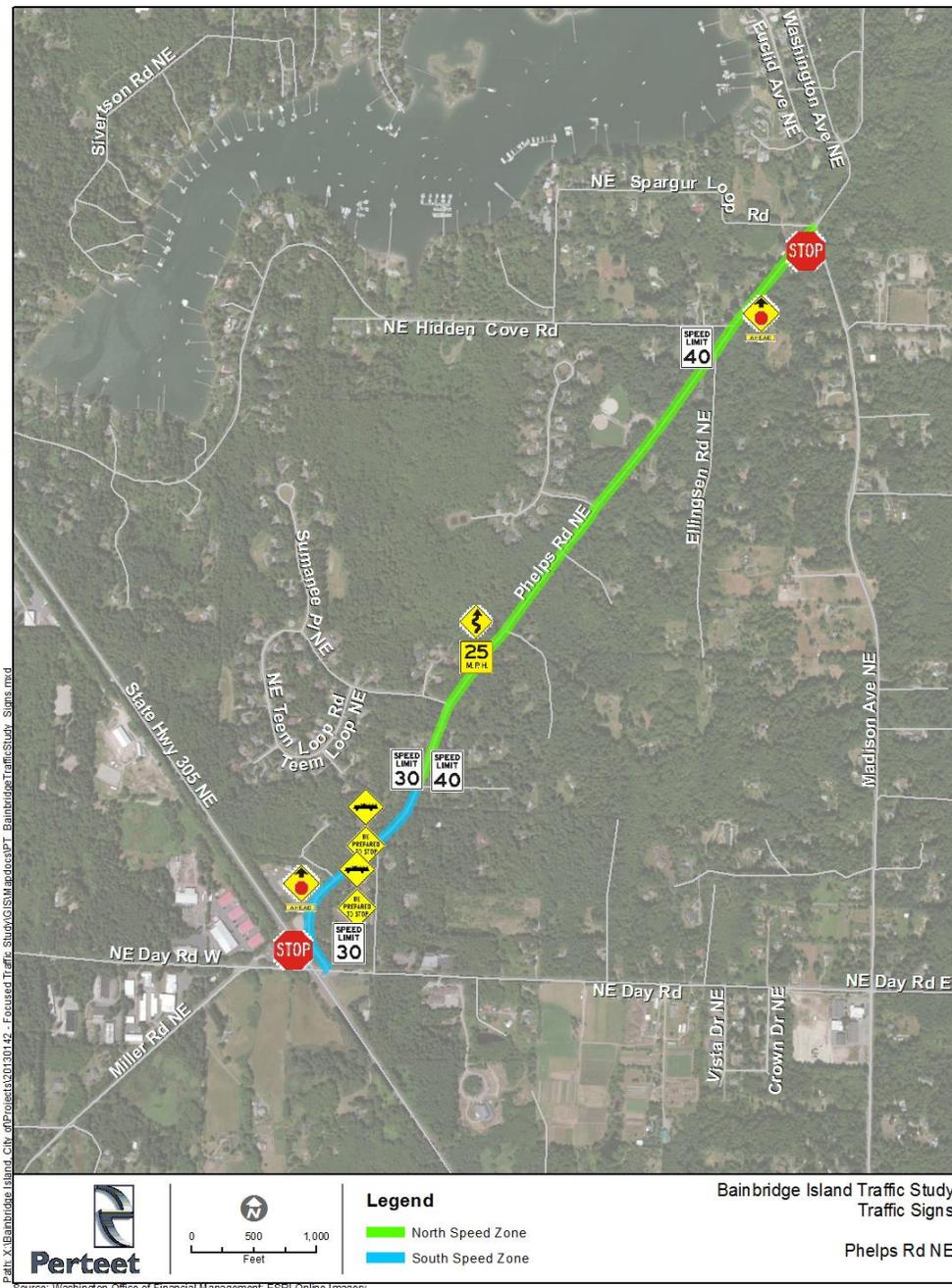
## 5.5 Recommendation

The following is recommended for the Lynwood Center Rd NE corridor:

1. Make the speed limits near NE Baker Hill Rd consistent by moving the existing 25-mph speed limit sign to be in-line with the existing 35-mph speed limit sign in the northbound direction north of the intersection.
2. Add one additional 35-mph speed limit sign in the north speed zone in the southbound direction, prior to entering the large horizontal curve.
3. Install a reduced speed limit ahead (W3-5) sign prior to the relocated 25-mph speed sign for southbound traffic. Monitor effectiveness of treatment.

## 6.0 ENGINEERING AND SPEED SURVEY – PHELPS ROAD NE: NE DAY ROAD TO MADISON AVENUE NE

Phelps Road NE is a minor arterial that connects the Port Madison area to SR-305. Phelps Rd NE has an average daily traffic volume of 1,350 vpd. The primary objective for this study was to determine the appropriate speed limits for the corridor between NE Day Road and Madison Avenue NE. Figure 6-1 shows the project limits with the posted regulatory and warning signing along the roadway.



**Figure 6-1: Phelps Rd NE corridor map with signing**

## 6.1 Project Area Description



Figure 6-2: N. zone near Madison Ave NE



Figure 6-3: Guardrail along west side

Phelps Road NE has two marked speed zones with varying characteristics. The attributes for the entire corridor are summarized in Table 6-1.

**Table 6-1: Characteristics Summary by Zone for Phelps Rd NE**

Item	North Speed Zone	South Speed Zone
<b>Geometry</b>		
Alignment	North-south	North-south
No. of Lanes (per direction)	1	1
Lane Width	11'	11'
Shoulder Width	0.5' north of NE Hidden Cove Rd, 4' to 6' (SB only) south of NE Hidden Cove Rd	0.5' (NB), 4' to 6' (SB)
Horizontal Curves	Minor	Major near fire station
Vertical Curves	Minor	Minor
<b>Surrounding Environment</b>		
Setting	Forested	Forested
Roadside Ditches	Continuous along east side	Infrequent
Private Driveways	Frequent	Infrequent
Pull-Out Areas	Multiple (gravel)	Multiple (gravel)
Clear Zones	Infrequent obstacles, occasionally encroaching vegetation	Infrequent obstacles, occasionally encroaching vegetation
Curb, Gutter and Sidewalk	Not present	Not present
Lighting	Not present	Not present
Guardrails	Two (150' each) along west side	Not present
<b>Traffic Control</b>		
Lane Markings	Marked centerline and edge lines	Marked centerline and edge lines
Speed Limit	40 mph	30 mph
Major Intersections	Stop at Madison Ave NE	Stop at NE Day Rd

## 6.2 Crash History

Six reported crashes have occurred along this segment from January 1, 2008 to June 30, 2013. Of these, five have occurred in the north segment and one in the south segment. Each crash is summarized in Table 6-2.

**Table 6-2: Crash Report Summary for Phelps Rd NE**

Date	Time	Description
<b>North Speed Zone</b>		
03/17/2008	18:07	Driver swerved to miss cat, left roadway and hit two mailboxes
01/10/2009	16:44	Driver took eyes off road and ran off shoulder
04/29/2010	21:27	Driver struck deer that jumped into roadway
09/05/2010	01:30	Driver crashed into fence and abandoned vehicle
05/05/2011	08:27	Driver fell asleep at wheel, struck bus shelter, tree and utility pole
<b>South Speed Zone</b>		
02/27/2009	16:00	Driver lost control and left roadway, vehicle flipped

The crash rate for each speed zone was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 6-3 summarizes the crash rates for Phelps Rd NE, with a comparison to county and statewide averages.

**Table 6-3: Crash Rates for Phelps Rd NE**

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
<b>Phelps Rd NE</b>	6	1,350	1.40	66	1.61
North Speed Zone	5	1,350	1.00	66	1.84
South Speed Zone	1	1,350	0.40	66	0.97
<b>Kitsap County<sup>1</sup></b>	-	-	-	-	1.72
<b>Washington State<sup>2</sup></b>	-	-	-	-	2.57

The south speed zone and corridor as a whole have crash rates below the Kitsap County average, while the crash rate for the north speed zone exceeds the county average. A review of the five crashes in the north segment indicates that speed may be a factor in four of the crashes. FHWA recommends reducing speed limits if crash rates exceed the statewide average. The average crash rate for urban minor arterial state routes in Washington State is 2.57 crashes per million vehicle miles. No portion of Phelps Rd NE exceeds this crash rate. Based on this and a review of the crash descriptions, the speed limits should not be reduced because of crash history.

## 6.3 Speed Survey

A radar speed survey was conducted on August 12, 2013 for both segments. The weather was sunny, dry, and clear. Table 6-4 is a summary of these studies. Traffic was light, with virtually no platoons and a random flow rate.

**Table 6-4: Radar Speed Study Summary for Phelps Rd NE**

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85 <sup>th</sup> Percentile Speed (mph)
<b>North Speed Zone</b> (Near Ellingsen Rd NE)	82	40	38.5	34 to 44	93%	41.0
<b>South Speed Zone</b> (1000' N of fire station)	75	30	35.7	31 to 41	79%	40.0

North Speed Zone

The speed survey for the north speed zone reveals a high (93%) number of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85<sup>th</sup> percentile of 41.0 mph means that the currently posted speed limit of 40 mph is being followed by a majority of the vehicles on the roadway segment.

Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 45 mph. However, the difference between the posted speed limit and the 85<sup>th</sup> percentile speed is minimal. Assuming no change in driver behavior, lowering the posted speed limit would increase the percentage of drivers exceeding the posted limit from 18% (at 40 mph) to 79% (at 35mph).

South Speed Zone

The data sample for the south speed zone was taken near the transition zone for the two speed limits because of several factors. First, the south speed zone is primarily comprised of a large horizontal curve. This curve will slow driver speeds and is more appropriately governed by an advisory speed sign than a posted statutory limit. Second, the fire station and additional signing that drivers “be prepared to stop” will tend to decrease travel speeds and negatively impact the study by preventing the true segment travel speed from being captured. To avoid these factors, the speed survey was conducted in a tangent segment away from the effects of the fire station signing. The only location that met these criteria was north of the fire station near the transition zone. Tube speed measurements by Traffic Count Consultants, Inc. were referenced to verify travel speeds within the south speed zone.

The speed survey for the south speed zone reveals a medium (78%) number of vehicles within the 10-mph pace speed, indicating a moderately consistent flow speed.

The 85<sup>th</sup> percentile of 40.0 mph means that the currently posted speed limit of 30 mph is being deviated from by a majority of the vehicles on the roadway segment. Established protocol suggests setting a speed limit so that at least 85% of drivers are within compliance. In this case, that would mean setting the speed limit at 40 mph. Several other factors need to be considered, however. First, the data near the transition zone may have been clouded by drivers who were in the process of adjusting to a new speed zone by either accelerating or decelerating. Second, a low crash rate indicates that this segment does not have any issues with speed as it is currently posted, though the crash rate could change if the speed limit is adjusted. Third, the geometry in the area, particularly the multiple horizontal curves near

the fire station, may prohibit the speed limit from rising due to limiting factors such as sight distance. Assuming no change in driver behavior, raising the posted speed limit would decrease the percentage of drivers exceeding the posted limit from 85% (at 30 mph) to 13% (at 40 mph).

#### 6.4 Issues and Candidate Mitigation

Speed – In the north speed zone, the 85<sup>th</sup> percentile speed (41.0 mph) only slightly exceeds the posted speed limit (40 mph). Because of that, as well as similar characteristics of other 40-mph corridors on the Island, the speed limit should not change. In the south zone, however, the situation is more complicated. In the south zone, north of the fire station, the 85<sup>th</sup> percentile speeds for northbound traffic (40 mph) were very similar to southbound (41 mph). Northbound traffic at this location is accelerating out of the curve and into a higher speed zone. Southbound traffic, however, should already be slowing due to entering the 30 mph speed zone. The data suggests that southbound vehicles entering the south speed zone are not yet slowing significantly to match the 10-mph speed reduction. An analysis of the tube speed measurements by Traffic Count Consultants, Inc. reveals that just before the fire station, 20% of drivers are travelling between 41 and 45 mph, 35% between 36 and 40 mph, 26% between 31 and 35 mph, and only 10% between 26-30 mph. To reduce speeds for southbound traffic, a reduced speed limit ahead (W3-5) warning sign should be installed prior to entering the 30-mph zone.



Curve Signing – The recommended signing for curves on Phelps Rd NE is inconsistent. Within the north speed zone, W1-5 and W13-IP signs inform southbound drivers that they are approaching an S-curve with a recommended speed of 25 mph. While traversing the S-curve, drivers encounter a 30-mph statutory speed limit sign. These signs are not installed for northbound traffic. The large horizontal curve south of the fire station is not marked by any signing and does not have a posted recommended speed. Based on area maps, the curve radius for the horizontal curve appears to be tighter than the radii for the reverse S-curves in the transition speed area, suggesting that a lower advisory speed is appropriate. While this study did not investigate the radii or appropriate recommended travel speeds for each curve, each curve should be evaluated either by using record drawings or a ballbank test to establish the maximum safe travel speed and to determine the appropriate signing that should be installed.

Wild Animals – One of six crash reports for this corridor cite wild animals as the primary cause. Animal-based crashes can be severe as drivers may swerve quickly to avoid the animal and lose control of the vehicle, exit the roadway, or strike a road user. Currently, there are no warning signs highlighting the presence of animals in the area. The WSDOT Traffic Manual recommends that one of the following criteria be met prior to installation of a deer crossing sign:

- (1) Minimum of 5 documented deer/vehicle collisions per mile per year for at least two of the past 10 years
- (2) Minimum of 10 carcass counts per mile per year for at least three of the past 10 years
- (3) Concurrence from region maintenance personnel

This analysis was only able to evaluate criterion (1) based on available information. There has been only one crash involving deer since 2008. This criterion is not met and, therefore, wildlife warning signs are not recommended.

Illumination – This corridor has no continuous illumination, which is consistent with rural areas throughout Bainbridge Island. A lack of illumination can lead to drivers being unable to see their surroundings, including traffic control devices such as signs or obstacles such as animals that must be avoided. Because the City of Bainbridge Island does not have any warrants for illumination, this analysis used WSDOT warrants. Illumination is warranted along roadways of this type if the segment is classified as commercial and either the nighttime level of service is D or the nighttime crash warrant is satisfied. This roadway segment is not classified as commercial and, therefore, does not meet illumination warrants.

## **6.5 Recommendation**

The following is recommended for the Phelps Rd NE corridor:

1. Maintain current speed limits and zones.
2. Install a reduced speed limit ahead (W3-5) warning sign for southbound traffic north of the 30-mph speed zone. Monitor effectiveness of treatment.
3. Analyze whether advisory speeds are necessary for the reverse S-curves north of the fire station and the horizontal curve between the station and NE Day Rd. Analysis may be done either by referencing record drawings or by conducting ballbank tests.

## 7.0 ENGINEERING AND SPEED SURVEY – PLEASANT BEACH DRIVE NE: NE ODDFELLOWS RD TO FORT WARD PARK

Pleasant Beach Drive NE is a local road that connects the Lynwood Center commercial area to Fort Ward Park. Pleasant Beach Dr NE has an average daily traffic volume of less than 500 vpd. The primary objective for this study was to determine the appropriate speed limit for the corridor between NE Oddfellows Rd and Fort Ward Park. Figure 7-1 shows the project limits with the posted regulatory and warning signing along the roadway.



**Figure 7-1: Pleasant Beach Dr NE corridor map with signing**

## 7.1 Project Area Description



Figure 7-2: Pleasant Beach Dr NE facing north



Figure 7-3: Pleasant Beach Dr NE facing south

Pleasant Beach Dr NE has one marked speed zone with the characteristics listed in Table 7-1.

Table 7-1: Characteristics Summary for Pleasant Beach Dr NE

Pleasant Beach Dr NE	
<b>Geometry</b>	
Alignment	North-south
Pavement Width	18'
Horizontal Curves	Moderate near Campbell St NE
Vertical Curves	Minor
<b>Surrounding Environment</b>	
Setting	Forested, Residential
Roadside Ditches	Infrequent
Private Driveways	Frequent
Pull-Out Areas	Occasional private pull-outs near driveways (gravel), multiple Fort Ward Park parking lots (gravel)
Clear Zones	Infrequent obstacles, occasionally encroaching vegetation
Curb, Gutter and Sidewalk	Not present
Lighting	Not present
<b>Traffic Control</b>	
Lane Markings	Not present
Speed Limit	25 mph
Major Intersections	Stop at NE Oddfellows Rd
Additional Measures	Speed bump near Fort Ward Park

## 7.2 Crash History

One reported crash has occurred along this segment from January 1, 2008 to June 30, 2013. The crash is summarized in Table 7-2.

**Table 7-2: Crash Report Summary for Pleasant Beach Dr NE**

Date	Time	Description
09/03/2012	13:04	Cyclist lost control after crossing speed bump at Fort Ward Park

The crash rate for the corridor was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 7-3 summarizes the crash rate for Pleasant Beach Dr NE, with a comparison to the county average.

**Table 7-3: Crash Rate for Pleasant Beach Dr NE**

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
<b>Pleasant Beach Dr NE</b>	1	500	0.82	66	1.22
<b>Kitsap County<sup>1</sup></b>	-	-	-	-	1.72

The corridor has a lower crash rate than the Kitsap County average. FHWA recommends reducing speed limits if crash rates exceed the statewide average. However, statewide crash rates are not available for local roads such as Pleasant Beach Dr NE. As such, this criterion cannot be evaluated.

### 7.3 Speed Survey

A radar speed survey was conducted on September 19, 2013. The weather was sunny, dry, and clear. Table 7-4 is a summary of this study. Traffic was light, with virtually no platoons and a random flow rate.

**Table 7-4: Radar Speed Study Summary for Pleasant Beach Dr NE**

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85 <sup>th</sup> Percentile Speed (mph)
<b>Pleasant Beach Dr NE</b>	39	25	22.1	18 to 28	95%	25.0

The speed survey reveals a very high (95%) numbers of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85<sup>th</sup> percentile of 25.0 mph means that the currently posted speed limit of 25 mph is being followed by a majority of the vehicles on the roadway segment. Speed zoning theory best practices recommend that the 85<sup>th</sup> percentile speed be captured below the posted speed limit, a condition satisfied by existing conditions on this roadway segment. Assuming no change in driver behavior, lowering the posted speed limit would increase the percentage of drivers exceeding the posted limit from 10% (at 25 mph) to 69% (at 20 mph).

### 7.4 Issues and Candidate Mitigation

Narrow Travel Lanes – Pleasant Beach Drive NE has an 18'-wide paved surface for bi-directional travel. Furthermore, there are no pavement markings to help guide drivers. On tangent segments, this is rarely an issue as approaching vehicles are visible to drivers, however curved areas with limited sight distance

may present a larger challenge for drivers. During the speed survey, multiple vehicles passed each other near curves and slowed down in order to do so. To improve safety, W1-5 curve warning signs with a 20-mph recommended speed (W13-IP) should be installed.

Roadside environment – Exacerbating the issue of narrow travel lanes is the unforgiving roadside condition throughout this roadway segment. Vegetation encroaches to the pavement edge, compounding all sight-distance considerations as well as allowing no escape room beyond the narrow pavement. With no segregated facilities for non-motorized users, local residents and those accessing the Fort Ward Park, the combination of physical features creates a challenging environment for all users. When considered as a whole, these factors justify a variance from the 85<sup>th</sup> percentile convention in speed zone theory.

Illumination – This corridor has no continuous illumination, which is consistent with rural areas throughout Bainbridge Island. A lack of illumination can lead to drivers being unable to see their surroundings, including traffic control devices such as signs or obstacles such as animals that must be avoided. Because the City of Bainbridge Island does not have any warrants for illumination, this analysis used WSDOT warrants. Illumination is warranted along roadways of this type if the segment is classified as commercial and either the nighttime level of service is D or the nighttime crash warrant is satisfied. This roadway segment is not classified as commercial and, therefore, does not meet illumination warrants.



**W1-5**



**W13-IP**

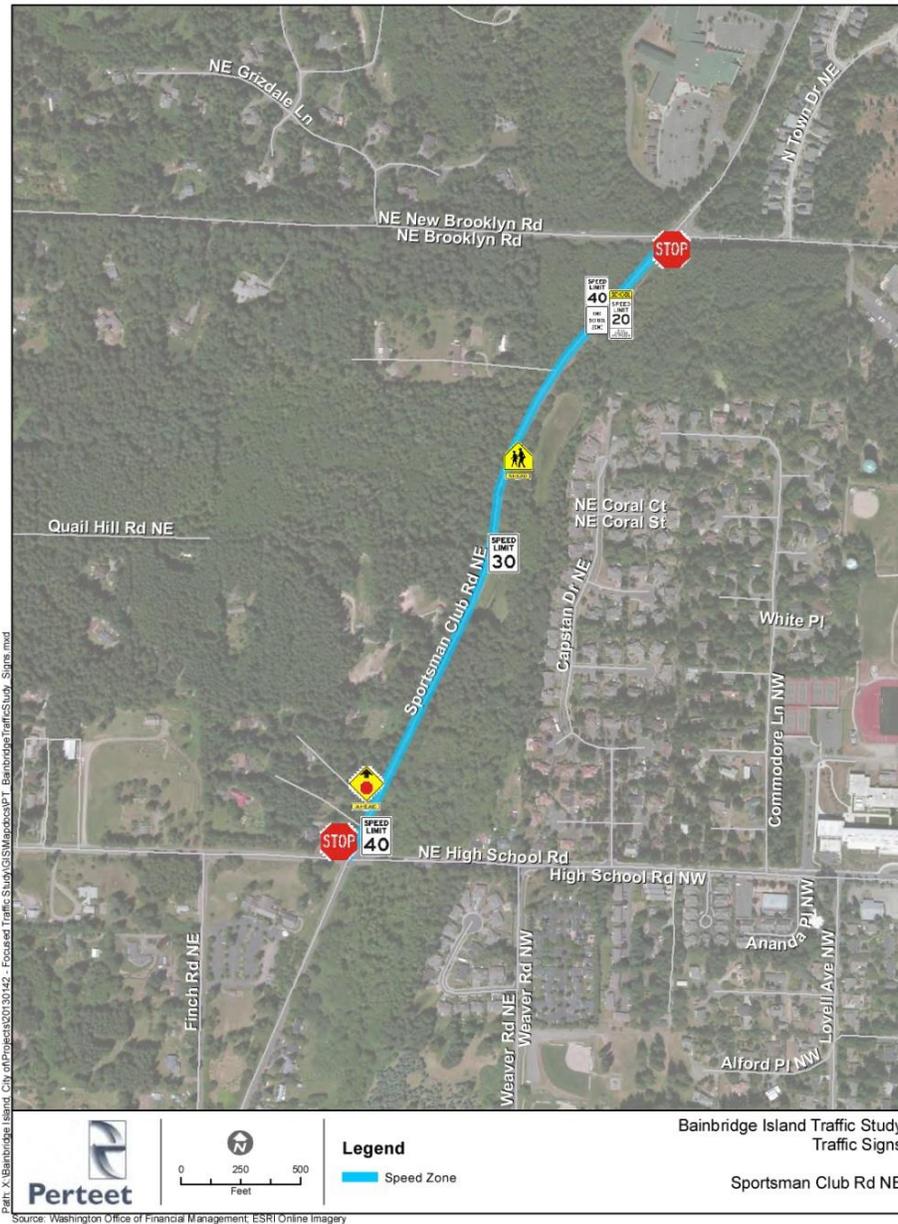
## **7.5 Recommendation**

The following is recommended for the Pleasant Beach Dr NE corridor:

1. Reduce the current speed limit from 25 to 20 mph.
2. Install a W1-5 turn warning sign with a 20-mph W13-IP advisory speed sign for each direction at the roadway curves immediately south of Campbell St NE.

## 8.0 ENGINEERING AND SPEED SURVEY – SPORTSMAN CLUB ROAD NE: NE HIGH SCHOOL ROAD TO NE NEW BROOKLYN ROAD

Sportsman Club Road NE is a minor arterial that connects SR-305 to multiple residential areas near the center of Bainbridge Island. Sportsman Club Rd NE has an average daily traffic volume of 3,300 vpd. The primary objective for this study was to determine the appropriate speed limit for the corridor between NE High School Rd and NE New Brooklyn Rd. Figure 8-1 shows the project limits with the posted regulatory and warning signing along the roadway.



**Figure 8-1: Sportsman Club Rd NE corridor map with signing**

## 8.1 Project Area Description



Figure 8-2: Facing south



Figure 8-3: Facing north

Sportsman Club Rd NE has the characteristic listed in Table 8-1.

Table 8-1: Characteristics Summary for Sportsman Club Rd NE

Item		Sportsman Club Rd NE
<b>Geometry</b>		
Alignment		North-south
Lanes (per direction)		1
Lane Width		12'
Shoulder Width		4.5'
Horizontal Curves		Minor
Vertical Curves		Moderate
<b>Surrounding Environment</b>		
Setting		Forested
Roadside Ditches		Infrequent
Private Driveways		Infrequent
Pull-Out Areas		Not present
Clear Zones		Infrequent obstacles, occasionally encroaching vegetation
Curb, Gutter and Sidewalk		Not present
Lighting		Not present
<b>Traffic Control</b>		
Lane Markings		Marked centerline and edge lines
Speed Limit		40 mph (see below)
Major Intersections		Stop at NE High School Rd, stop at NE New Brooklyn Rd

The speed limits for northbound and southbound traffic are not consistent. Northbound traffic enters the study area at 40 mph and is then stepped-down to 30-mph and 20-mph during school zone hours (5 am to 7 pm, Monday through Friday). Southbound traffic is consistently in a 40-mph speed zone. This analysis treated the study corridor as 40-mph speed zone throughout.

## 8.2 Crash Analysis

Two reported crashes have occurred along this segment from January 1, 2008 to June 30, 2013. Each crash is summarized in Table 8-2.

**Table 8-2: Crash Report Summary for Sportsman Club Rd NE**

Date	Time	Description
08/02/2008	22:35	Driver travelled too fast for curve and left roadway
05/31/2013	08:35	Driver blacked out, ran off road, struck tree

The crash rate for the corridor was calculated based on the number of reported crashes, daily traffic volumes, segment length, and crash history duration. Table 8-3 summarizes the crash rate for Sportsman Club Rd NE, with a comparison to county and statewide averages.

**Table 8-3: Crash Rate for Sportsman Club Rd NE**

Location	Crashes	Average Daily Traffic (vpd)	Study Length (miles)	Crash History (months)	Crashes per Million Veh-Miles
<b>Sportsman Club Rd NE</b>	2	3,300	0.56	66	0.54
<b>Kitsap County<sup>1</sup></b>	-	-	-	-	1.72
<b>Washington State<sup>2</sup></b>	-	-	-	-	2.57

The corridor has a lower crash rate than the Kitsap County average. FHWA recommends reducing speed limits if crash rates exceed the statewide average. The average crash rate for urban minor arterial state routes in Washington State is 2.57 crashes per million vehicle miles. Sportsman Club Rd NE does not exceed this crash rate. Therefore, the speed limits should not be reduced because of crash history.

## 8.3 Speed Survey

A radar speed survey was taken on August 12, 2013. The weather was sunny, dry, and clear. Table 8-4 is a summary of this study. Traffic was light, with virtually no platoons and a random flow rate.

**Table 8-4: Radar Speed Survey for Sportsman Club Road NE**

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85 <sup>th</sup> Percentile Speed (mph)
<b>Sportsman Club Rd NE</b>	188	40	37.5	32 to 42	91%	41.0

The speed survey reveals a high (91%) numbers of vehicles within the 10-mph pace speed, indicating a consistent flow speed.

The 85<sup>th</sup> percentile of 41.0 mph means that the currently posted speed limit of 40 mph is being followed by a majority of the vehicles on the roadway segment. Speed zoning theory best practices recommend that the 85<sup>th</sup> percentile speed be captured below the posted speed limit in most cases, suggesting that the speed limit should be increased to 45 mph. However, the difference between the posted speed limit

and the 85<sup>th</sup> percentile speed is minimal. With this sample, a lower posted speed limit would increase the percentage of drivers exceeding the posted limit from 17% (at 40 mph) to 76% (at 35 mph).

#### 8.4 Issues and Candidate Mitigation

Speed – In the current 40-mph speed zone, the 85<sup>th</sup> percentile speed slightly exceeds the posted speed limit. The crash rate, however, does not suggest that current speed limits need to be reduced. Because the speed difference is minimal and the crash rate is low, the speed limits for Sportsman Club Rd NE should not change.

Speed Zones – The current speed limits for this corridor are not consistent: southbound is posted at 40 mph, while northbound is posted at 40 mph, 30 mph, and 20 mph (during school zone hours only). Speed zones should be balanced whenever possible to improve operations and meet driver expectations. Because of a minimal crash history and no apparent geometric restrictions, the northbound speed limit should be raised to 40 mph in all portions of the corridor that are not currently within a school zone. The existing 30-mph statutory speed limit sign should be removed and replaced with a reduced school speed limit ahead (S4-5) sign to notify drivers that they are approaching a school zone.



Illumination – This corridor has no continuous illumination, which is consistent with rural areas throughout Bainbridge Island. A lack of illumination can lead to drivers being unable to see their surroundings, including traffic control devices such as signs or obstacles such as animals that must be avoided. Because the City of Bainbridge Island does not have any warrants for illumination, this analysis used WSDOT warrants. Illumination is warranted along roadways of this type if the segment is classified as commercial and either the nighttime level of service is D or the nighttime crash warrant is satisfied. This roadway segment is not classified as commercial and, therefore, does not meet illumination warrants.

#### 8.5 Recommendation

The following is recommended for the Sportsman Club Rd NE corridor:

2. Maintain the current speed limit for the southbound direction.
3. Replace the existing 30-mph speed limit sign with a S4-5 sign to notify drivers that they are approaching a designated school zone.

## 9.0 ENGINEERING AND SCHOOL ZONE ANALYSIS – NE NEW BROOKLYN ROAD AT NORTH TOWN DRIVE NE

NE New Brooklyn Road is a minor arterial that connects residential areas in the middle of the Island to other arterials near various schools and commercial areas. NE New Brooklyn Rd has an average daily traffic volume of 3,100 vpd. The primary objective for this location is to assess if the current school zone to the west of North Town Dr NE should be extended east to include the entrance to the North Town Woods neighborhood. Figure 9-1 shows the project limits with the posted signing along the roadway.



**Figure 9-1: NE New Brooklyn Rd corridor map with signing**

## 9.1 Project Area Description



Figure 9-2: NE New Brooklyn Rd at crosswalk



Figure 9-3: NE New Brooklyn Rd school zone

NE New Brooklyn Rd, at the intersection with North Town Dr NE, has the characteristics listed in Table 9-1.

**Table 9-1: Characteristics Summary for NE New Brooklyn Rd at North Town Dr NE**

Item	NE New Brooklyn Rd
<b>Geometry</b>	
Alignment	East-west
Lanes (per direction)	1
Lane Width	12'
Shoulder Width	4'
Horizontal Curves	None
Vertical Curves	Moderate on either side of North Town Dr NE
Intersection Configuration	T-intersection
<b>Surrounding Environment</b>	
Setting	Forested
Clear Zones	Well-maintained
Curb, Gutter and Sidewalk	Curb and sidewalk present at all NW, NE and SE corners, sidewalk and planter strip line the south edge
Lighting	Not present
<b>Traffic Control</b>	
Lane Markings	Marked centerline and edge lines
Speed Limit	30 mph
Pedestrian Facilities	Marked crosswalk at east leg, curb ramps at east and north legs
Vehicle Pavement Markings	Stop bars on either side of marked crosswalk
Additional Measures	Small median traffic island at the beginning of North Town Dr NE

## 9.2 Crash History

There have been no reported crashes for this location between January 1, 2008 and June 30, 2013.

### 9.3 Speed Survey

Two radar speed surveys were taken on September 19, 2013. The weather was sunny, dry, and clear. Table 9-2 is a summary of these studies. Traffic was light, with virtually no platoons and a random flow rate.

**Table 9-2: Radar Speed Survey for NE New Brooklyn Rd**

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85 <sup>th</sup> Percentile Speed (mph)
<b>At Crosswalk</b>	63	30	27.1	22 to 32	81%	32.0
<b>Within School Zone</b>	91	20	21.5	17 to 27	84%	26.0

### 9.4 Assessment

At the crosswalk, speeds generally conform to the posted speed limit of 30 mph. The percent within pace is good, though not as high as at other locations surveyed in this report. Within the school zone, however, the overall 85<sup>th</sup> percentile speed is significantly higher than the school zone speed of 20 mph. Furthermore, within the school zone, there is a strong directional difference between 85<sup>th</sup> percentile speeds. Vehicles travelling westbound moved slower than eastbound traffic (21.0 versus 28.1 mph). In addition to entering a school zone, westbound traffic is headed toward a visible stop sign at the intersection of NE New Brooklyn Rd and Sportsman Club Rd NE.

Eastbound traffic is not adhering to the current school zone speed requirement. The eastbound 85<sup>th</sup> percentile speed is more than 40% higher than the posted speed limit of 20 mph. This non-compliance is likely due to the fact that drivers entering this area from the east are unaware that the school zone is still in effect as no school zone sign has been displayed to them. The only sign indicating that they are within a school zone is an “end school zone” (S5-2) sign.

### 9.5 Recommendation

The following is recommended for the school zone near North Town Drive NE:

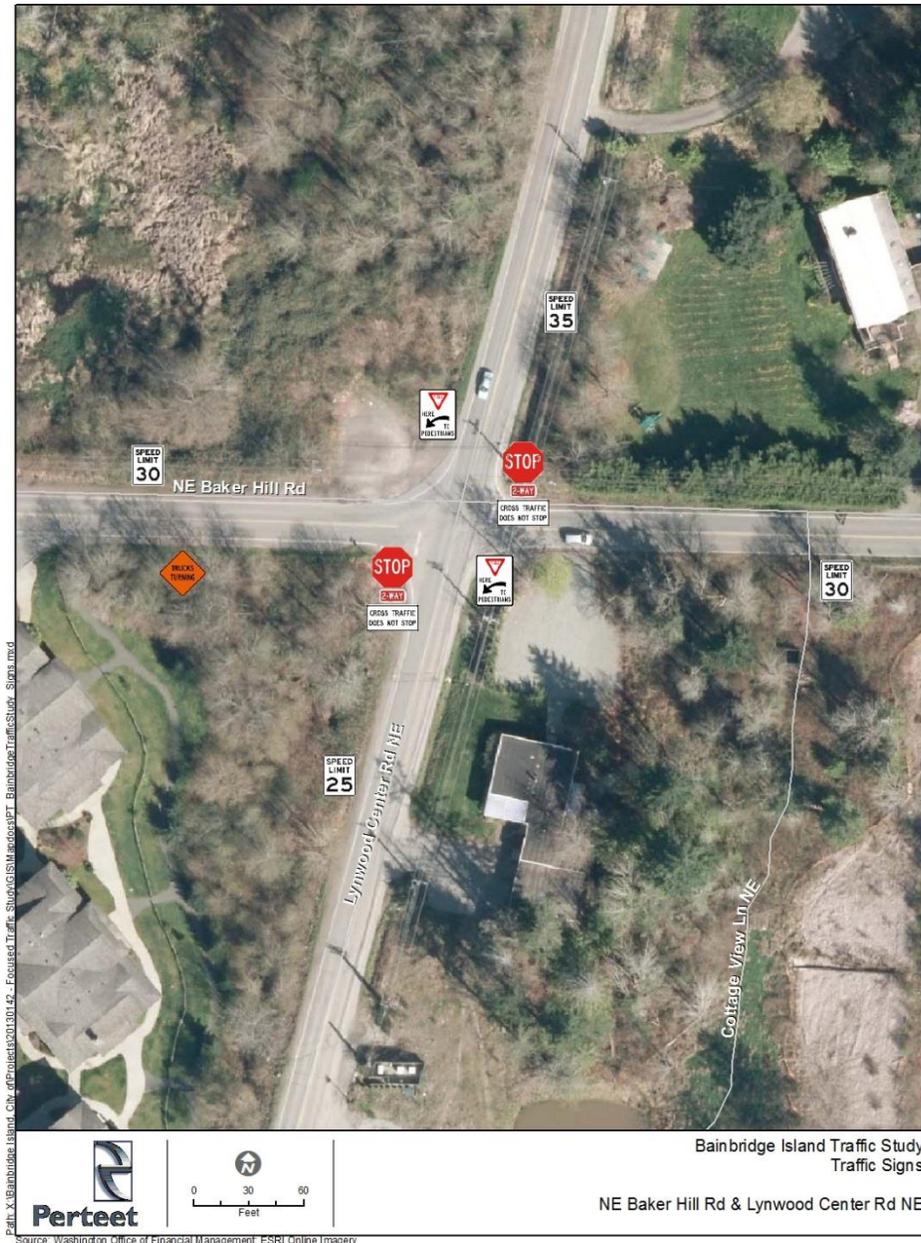
1. The existing school zone should be extended to include the marked crosswalk at the intersection of NE Brooklyn Rd and North Town Dr NE. Because the marked crosswalk is being used by children to travel to and from school, it warrants being part of a designated school zone. As such, the current school zone should be extended east to incorporate the crosswalk. A school zone sign should be posted in the westbound direction such that vehicles travelling over the crest hill have ample time to react to the reduced speed limit and stop for any children that may be present. Eastbound traffic, which is accelerating from the intersection at Sportsman Club Rd NE, should be informed that a school zone is still in effect. A school zone sign should be placed where the current “end school zone” sign is located for eastbound traffic. Enacting these measures should substantially slow traffic at the crosswalk and increase safety for crossing pedestrians. An example signing plan is shown in Figure 9-4.



**Figure 9-4: Example signing plan for NE New Brooklyn Rd**

## 10.0 INTERSECTION TRAFFIC OPERATIONS – LYNWOOD CENTER ROAD NE AND NE BAKER HILL ROAD

Lynwood Center Road NE intersects NE Baker Hill Road less than 500 feet north of the Lynwood Center urban area. Currently, Lynwood Center Rd NE near this intersection has an average daily traffic volume of 3,850 vpd. NE Baker Hill Rd has an average daily traffic volume of 1,700 vpd. The primary objective for this intersection was to determine if Lynwood Center Rd NE should be stop-controlled, creating all-way stop control at the intersection. Figure 10-1 shows the intersection with the posted regulatory and warning signing.



**Figure 10-1: Signing at Lynwood Center Rd NE & NE Baker Hill Rd**

## 10.1 Project Area Description



Figure 10-2: Facing north



Figure 10-3: Facing west

The intersection and influence area of Lynwood Center Rd and NE Baker Hill Rd have the characteristics listed in Table 10-1.

**Table 10-1: Characteristics Summary for Lynwood Center Rd NE & NE Baker Hill Rd**

Item	Intersection
<b>Geometry</b>	
Alignment	Lynwood Center Rd NE: north-south NE Baker Hill Rd: east-west
Lanes (per direction)	1
Lane Width	12'
Shoulder Width	3'
Intersection Skew	15 degrees
Approach Grades	Lynwood Center Rd NE: minor NE Baker Hill Rd NE: minor for west approach, steep for east approach (sloping toward intersection)
<b>Surrounding Environment</b>	
Setting	Mixed, open and forested
Utility Furniture	Power poles at NE and SE corners, cabinets at NE corner
Parking	Angled parking on Lynwood Center Rd NE south approach, gravel parking at NW corner
Transit	Kitsap Transit bus stop at SE corner
Vegetation	Overgrown at SW and NE corners
Curb, Gutter and Sidewalk	Present only at SE corner
Lighting	Not present
<b>Traffic Control</b>	
Lane Markings	Marked centerline and edge lines
Stop Control	Lynwood Center Rd NE: no stop control NE Baker Hill Rd: both approaches stop controlled
Legal Maneuvers	Left, through, and right at all approaches
Pedestrian Facilities	Marked crosswalk at south leg with curb ramp at SE corner
Vehicle Pavement Markings	Stop bars: NE Baker Hill Rd; yield lines: Lynwood Center Rd NE

## 10.2 Crash History

Two reported crashes have occurred within this intersection influence area from January 1, 2008 to June 30, 2013. Each crash is summarized in Table 10-2.

**Table 10-2: Crash Report Summary for Lynwood Center Rd NE & NE Baker Hill Rd**

Date	Time	Description
01/23/2008	08:50	Driver turned northbound onto Lynwood Ctr Rd and lost control due to ice
09/22/2012	11:57	Driver stopped at stop sign but failed to yield to and struck an oncoming car

## 10.3 Traffic Count

A traffic count was performed from 4:00 PM to 5:00 PM on August 22, 2013. The weather was sunny, dry and clear. The volume for all movements is summarized in Table 10-3.

**Table 10-3: Intersection Turning Movements for Lynwood Center Rd NE & NE Baker Hill Rd**

From NORTH			From SOUTH			From EAST			From WEST			Ped	Bike
L	T	R	L	T	R	L	T	R	L	T	R	Total	Total
6	154	57	7	133	1	5	11	1	45	3	3	1	11

*L = left T = through R = right*

## 10.4 Intersection Operations

Left-turning traffic from NE Baker Hill Rd frequently stopped between the stop bar and travel lanes before turning. Sight distance for left-turn maneuvers is limited by vegetation and, occasionally, site furniture. No crashes or significant delays were observed during the study.

Most approaching vehicles from NE Baker Hill Rd were able to clear the intersection within one minute of stopping. The worst observed case was a roughly two-minute wait for one driver. A Synchro analysis was performed to quantify the average delay per vehicle at the intersection. The analysis is summarized in Table 10-4.

**Table 10-4: Synchro Analysis for Lynwood Center Rd NE & NE Baker Hill Rd**

Approach	Traffic Control	Average Delay (s)	Level of Service
Eastbound	Stop	11.9	B
Westbound	Stop	11.7	B
Northbound	Free	0.4	-
Southbound	Free	0.2	-

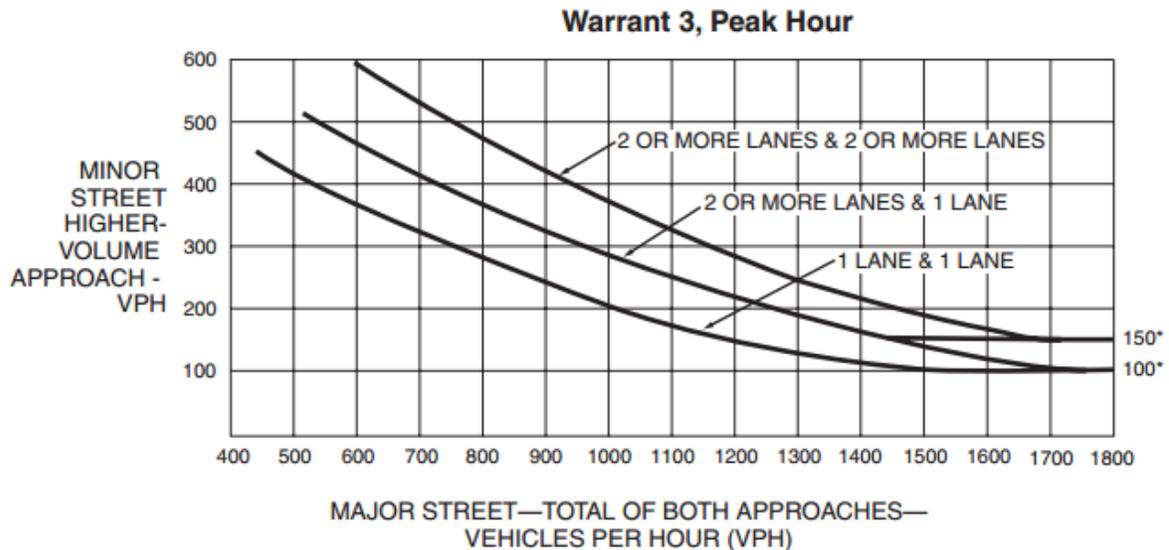
The Highway Capacity Manual (HCM) defines level of service (LOS) for two-way stop controlled intersections based on average delay for a particular approach. The level of service is not calculated for free movements. LOS B for vehicle movements is an average delay between 10 and 15 seconds.

## 10.5 Traffic Control Warrants

The MUTCD establishes the criteria for whether or not an intersection warrants having a traffic signal based on volumes for the major and minor streets. A full signal warrant analysis requires an 8-hour

minimum vehicle count. A peak hour warrant is also available, and was applied in this case because of the limited collected data. If the peak hour warrant is not met, then it is reasonable to assume that no warrants will be met despite not having a complete count to justify it.

Based on the above traffic count data, a peak hour warrant was evaluated for the intersection of Lynwood Center Rd NE and NE Baker Hill Rd. Figure 10-4 shows the warrant analysis in graphical form.



**Figure 10-4: MUTCD traffic signal peak hour warrant**

The major street (Lynwood Center Rd NE) volume for this intersection during the peak hour is 358, while the minor street higher volume approach (NE Baker Hill Rd, eastbound) is 51. The minimum required peak hour volume for the minor street higher volume approach is 100 vehicles. The volumes do not meet this warrant and are not expected to meet either the four- or eight-hour warrants.

While all-way stop-controlled intersections do not have a warrant process in the MUTCD, several justifications are provided for their installation. These justifications include: relatively equal major and minor street volumes, temporary traffic control measure prior to signal installation, correctable 12-month crash history, and 300 vehicles per hour (vph) for the major street over eight hours in a single day with 200 vph for the minor street over the same eight hours. Based on the major to minor street volume ratio (5.26), crash history, and vehicle count, these justifications are not met.

## 10.6 Issues and Candidate Mitigation

Intersection Traffic Control – All-way stop control is not warranted at this intersection. The approach delays for the east and west approaches are under 12 seconds, meaning that the existing traffic control does not cause undue delay to any driver, even at the peak hour. While installing stop signs for the Lynwood Center Rd NE approaches might decrease delay for east and westbound traffic, it would substantially increase delay for north and southbound traffic. Additionally, the peak hour MUTCD warrant for signals (or all-way stops) is not met in this case because the minor street volumes are too low. Two-way stop control is appropriate for this intersection.

Sight Distance – Traffic on NE Baker Hill Rd has limited sight distance at the marked stop bars. Most drivers continue beyond these before stopping at the edge of the closest travel lane on Lynwood Center Rd NE. The reduced sight distance is a combination of overgrown vegetation, the intersection skew, and various site furniture including a wooden bus stop. To improve sight distance, the stop bars should be moved closer to the north-south travel lanes and overgrown vegetation should be trimmed.

Signing and Markings – Both northbound and southbound Lynwood Center Rd NE approaches have a Yield Here for Pedestrians regulatory sign (MUTCD Sign R1-5) and an associated yield line. Based on comments and discussions with the City of Bainbridge Island, these markings have resulted in driver confusion. Because of this confusion, additional signing to Baker Hill Road has been added, including a 2-way supplemental sign and a Cross Traffic Does Not Stop warning sign. The 2009 MUTCD states that the 2-way supplemental plaque is prohibited. Removal of the sign will help reduce driver confusion between all-way stop locations. Additionally, drivers on NE Baker Hill Rd may misinterpret the yield line as a stop line and assume that northbound and southbound traffic will stop. Removal of the yield line will reduce driver confusion.

Crosswalk – Fluorescent yellow-green crosswalk signs (W11-2) and supplemental warning plates (W16-7P) should be installed at the crosswalk to warn drivers of pedestrians. Additionally, adequate illumination should be provided at both corners to improve pedestrian safety and further increase visibility.



**R1-5**



**W11-2**



**W16-7P**

## 10.7 Recommendation

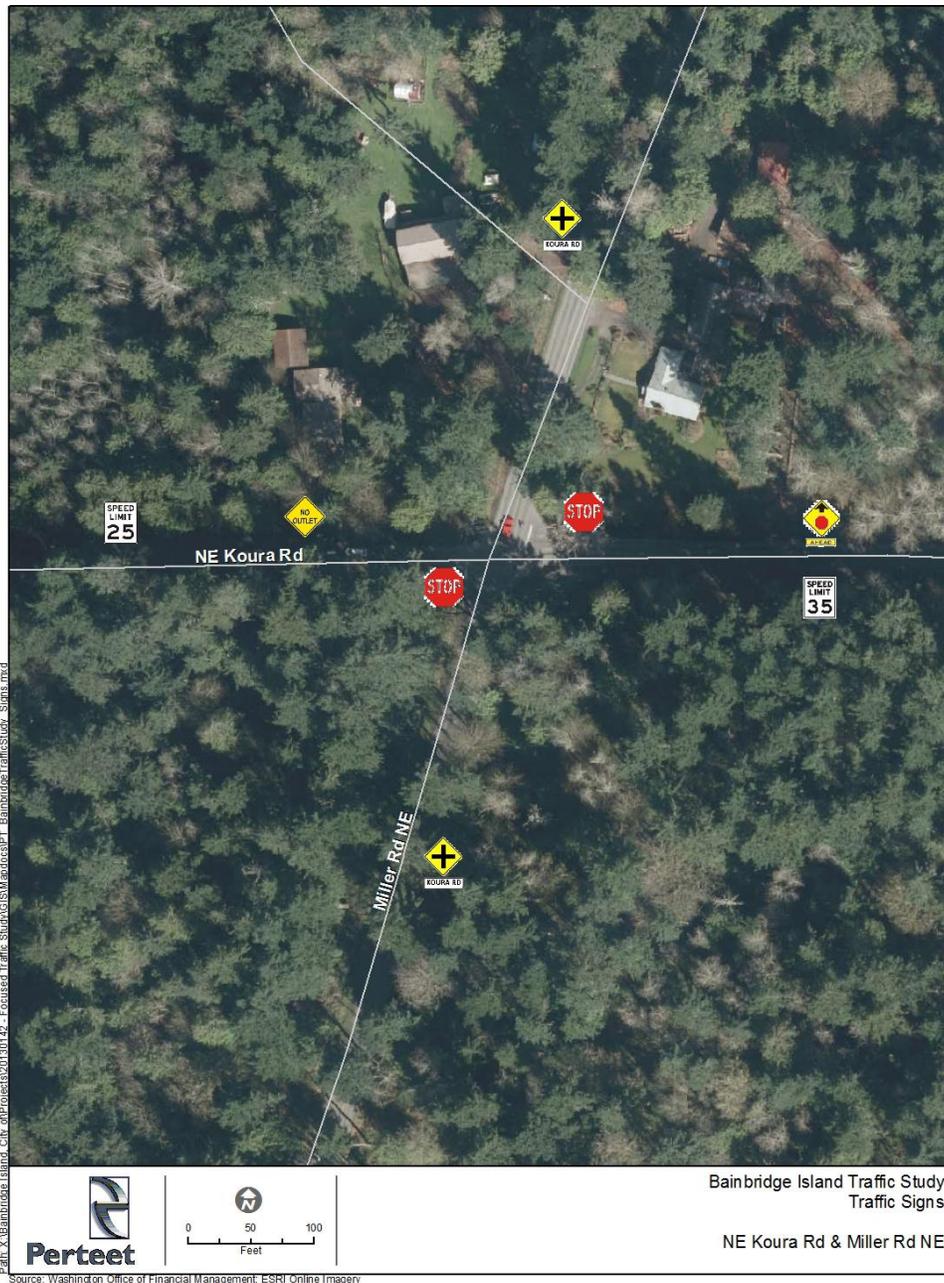
The following is recommended for the intersection of Lynwood Center Rd NE and NE Baker Hill Rd:

1. Maintain existing east and westbound stop control for NE Baker Hill Rd.
2. Remove and replace existing stop lines for east and westbound traffic on NE Baker Hill Rd. Place stop bar approximately 4-feet from the shoulder edge on Lynwood Center Rd NE.
3. Remove existing “2-way” supplemental plaque on NE Baker Hill Rd approaches.
4. Remove existing yield line markings.
5. Install fluorescent yellow-green pedestrian crosswalk warning signs (W11-2) and supplemental warning plaques (W16-7P) at the crosswalk. Maintain existing “yield here to pedestrians” (R1-5) signs.
6. Review illumination to determine if adequate visibility is available at the crosswalk.



## 11.0 INTERSECTION TRAFFIC OPERATIONS – MILLER ROAD NE AND NE KOURA ROAD

Miller Road NE intersects NE Koura Road 1.4 miles west of SR-305. Currently, Miller Rd NE near this intersection has an average daily traffic volume of 4,800 vpd. NE Koura Rd has an average daily traffic volume of 1,625 vpd. The primary objective for this intersection was to determine if Miller Rd NE should be stop-controlled, creating all-way stop control at the intersection. Figure 11-1 shows the intersection with the posted regulatory and warning signing.



**Figure 11-1: Signing at Miller Rd NE & NE Koura Rd**

## 11.1 Project Area Description



Figure 11-2: NW corner facing north



Figure 11-3: SW corner facing south

The intersection and influence area of Miller Rd NE and NE Koura Rd have the characteristics listed in Table 11-1.

Table 11-1: Characteristics Summary for the Intersection of Miller Rd NE & NE Koura Rd

Item	Intersection
<b>Geometry</b>	
Alignment	Miller Rd NE: north-south NE Koura Rd: east-west
Lanes (per direction)	1
Lane Width	11'
Intersection Skew	15 degrees
Approach Grades	Lynwood Center Rd NE: minor NE Baker Hill Rd NE: minor for east approach, steep for west approach (sloping away from intersection)
<b>Surrounding Environment</b>	
Setting	Forested
Utility Furniture	Multiple utility poles and junction boxes
Parking	Not present, wide unpaved pull-out area on east leg
Transit	Not present
Vegetation	Some trees in clear zone
Shoulders	Present on all sides of all approaches
Curb, Gutter and Sidewalk	Not present
Lighting	Not present
<b>Traffic Control</b>	
Lane Markings	Miller Rd NE: Marked centerline and edge lines NE Koura Rd: Single dashed yellow centerline
Stop Control	Miller Rd NE: no stop control NE Koura Rd: both approaches stop controlled
Legal Maneuvers	Left, through, and right at all approaches
Pedestrian Facilities	Not present
Vehicle Pavement Markings	Stop bars on NE Koura Rd

**11.2 Crash History**

Eight reported crashes have occurred within this intersection influence area from January 1, 2008 to June 30, 2013. Each crash is summarized in Table 11-2.

**Table 11-2: Crash Report Summary for Miller Rd NE & NE Koura Rd**

Date	Time	Description
08/01/2008	15:06	Vehicle stopped at stop sign on Koura was rear-ended
08/01/2008	15:17	Driver attempted to make U-turn at intersection and was T-boned
12/31/2008	17:50	Driver sideswiped other vehicle while turning at intersection
10/13/2009	18:55	Westbound driver was struck by a southbound driver
10/24/2009	00:10	Eastbound driver failed to stop at stop sign, hit southbound vehicle
11/05/2009	10:00	Driver who was waiting for a turn was rear-ended
06/26/2011	11:21	Driver failed to yield right-of-way and hit another vehicle
01/22/2013	15:27	Driver turning east onto Koura failed to yield to northbound vehicle

**11.3 Traffic Count**

A traffic count was performed from 3:15 – 4:15 PM on August 12, 2013. Conditions were sunny, dry and clear. The volume for all movements is summarized in Table 11-3.

**Table 11-3: Intersection Turning Movements for Miller Rd NE & NE Koura Rd**

From NORTH			From SOUTH			From EAST			From WEST		
L	T	R	L	T	R	L	T	R	L	T	R
18	134	6	10	160	32	42	10	20	4	12	10

*L = left T = through R = right*

**11.4 Intersection Operations**

Drivers are presented with rural roadway characteristics typical to the general condition of many roadways in the area as they approach this intersection from all directions. The intersection is not easily identified in approaching it along Miller Rd NE due to trees and other roadside foliage, particularly in the southbound approach due to the crest vertical curve and horizontal curve. Of particular concern is the sight distance from the stop-bar decision point on the western leg. Eastbound traffic entering the intersection is challenged by a combination of factors:

- A utility pole and telephone splice box at the northwest corner
- Vegetation on the northwest corner
- The +8% eastbound approach grade
- The horizontal and crest vertical curves partially obstructing southbound traffic sight line
- No shoulder / narrow lanes
- Intersection skew
- Shadowing created by the overhead tree canopy
- Lack of area lighting

File location: X:\Bainbridge Island, City of\Projects\20130142 - Focused Traffic Study\Traffic\Submittals\Focused Traffic Study - Final - 20131227.docx

Vehicles passing through the intersection on Miller Rd NE travel roughly 35 mph. The south and east approaches are relatively tangent and level. The north leg approach has both a horizontal curve and a crest vertical curve reducing sight distance.

A Synchro analysis was performed to quantify the average delay per vehicle at the intersection. The analysis is summarized in Table 11-4.

**Table 11-4: Synchro Analysis for Miller Rd NE & NE Koura Rd**

Approach	Traffic Control	Average Delay (s)	Level of Service
Eastbound	Stop	12.2	B
Westbound	Stop	12.0	B
Northbound	Free	0.4	-
Southbound	Free	0.9	-

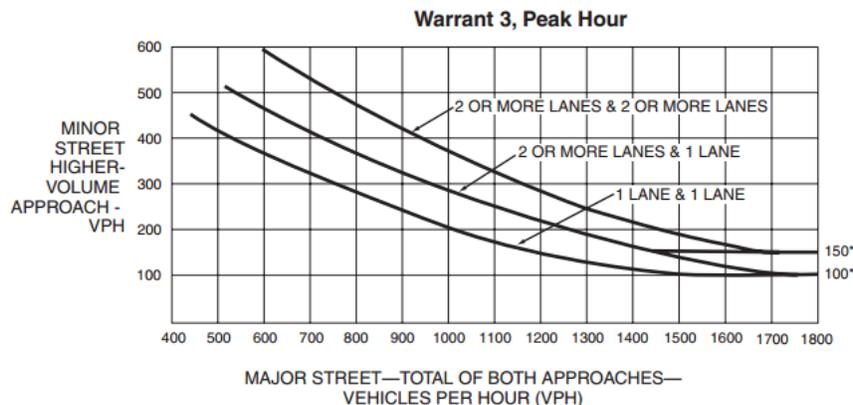
The HCM defines LOS for two-way stop controlled intersections based on average delay for a particular approach. The level of service is not calculated for free movements. LOS B for vehicle movements is an average delay between 10 and 15 seconds.

### 11.5 Traffic Control Warrants

The MUTCD establishes the criteria for whether or not an intersection warrants having a traffic signal based on volumes for the major and minor streets. A full signal warrant analysis requires an 8-hour minimum vehicle count. A peak hour warrant is also available, and was applied in this case because of the limited collected data. If the peak hour warrant is not met, then it is reasonable to assume that no warrants will be met despite not having a complete count to justify it.

Based on the above traffic count data, a peak hour warrant was evaluated for the intersection of Miller Rd NE and NE Koura Rd. Figure 11-4 shows the warrant analysis in graphical form.

The major street (Miller Rd NE) volume for this intersection during the peak hour is 360, while the minor street higher volume approach (NE Koura Rd, WB) is 72. The minimum required peak hour volume for the minor street higher volume approach is 100 vehicles. The volumes do not meet this warrant and are not expected to meet either the eight- or four-hour warrant.



**Figure 11-4: MUTCD traffic signal peak hour warrant**

While all-way stop-controlled intersections do not have a warrant process in the MUTCD, several justifications are provided for their installation. These justifications include: relatively equal major and minor street volumes, temporary traffic control measure prior to signal installation, correctable 12-month crash history, and 300 vph for the major street over eight hours in a single day with 200 vph for the minor street over the same eight hours. Based on the major to minor street volume ration (3.67), crash history, and vehicle count, these justifications are not met.

### 11.6 Issues and Candidate Mitigation

Intersection Traffic Control – All-way stop control is not warranted at this intersection. The approach delays for the east and west approaches are under 13 seconds, meaning that the existing traffic control does not cause undue delay to any driver, even at the peak hour. While installing stop signs for the Miller Rd NE approaches might decrease delay for east and westbound traffic, it would substantially increase delay for north and southbound traffic. Additionally, the peak hour MUTCD warrant for signals (or all-way stops) is not met in this case because the minor street volumes are too low. The intersection should retain its current stop sign arrangement.

Sight Distance – Sight distance is limited due to vegetation and site furniture such as utility poles and junction boxes. The western leg is particularly troublesome as the approach grade is roughly 8%. According to *A Policy on Geometric Design of Highways and Streets*, additional sight distance is required for traffic that approaches an intersection at a grade exceeding 3%. To reduce this risk of increased crashes, obstacles should be removed from the critical sight locations near the intersection. Where obstacles cannot be removed, maintenance efforts should be taken to improve sight distance as much as possible.

### 11.7 Recommendation

The following is recommended for the intersection of Miller Rd NE and NE Koura Rd:

1. Maintain existing east and westbound stop control for NE Koura Rd.
2. Provide proper sight distance by trimming or removing overgrown vegetation as necessary.
3. Install a stop sign ahead (W3-1) warning sign for the west NE Koura Rd approach.



**W3-1**



## 12.0 INTERSECTION TRAFFIC OPERATIONS – NE VALLEY ROAD AND SUNRISE DRIVE NE

NE Valley Rd intersects Sunrise Dr NE at the Rolling Bay commercial area. Currently, NE Valley Rd near this intersection has an average daily traffic volume of 2,800 vpd. Sunrise Dr NE has an average daily traffic volume of 1,500 vpd. The primary objective for this intersection was to determine if NE Valley Rd should be stop-controlled, creating all-way stop control. Figure 12-1 shows the intersection with the posted regulatory and warning signing.



**Figure 12-1: Signing at NE Valley Rd & Sunrise Dr NE**

## 12.1 Project Area Description



Figure 12-2: West approach



Figure 12-3: Intersection freight delivery

The intersection and influence area of NE Valley Road and Sunrise Drive NE have the characteristics listed in Table 12-1.

**Table 12-1: Characteristics Summary for the Intersection of NE Valley Rd & Sunrise Dr NE**

Item	Intersection
<b>Geometry</b>	
Alignment	NE Valley Rd: east-west Sunrise Dr NE: north-south
Lanes (per direction)	1
Lane Width	11'
Intersection Skew	None
Approach Grades	None
<b>Surrounding Environment</b>	
Setting	Commercial
Utility Furniture	Not present
Parking	Various configurations throughout influence area
Transit	Not present
Vegetation	Not present
Shoulders	Present on all sides of all approaches
Curb, Gutter and Sidewalk	Curb present only at NW corner
Lighting	Not present
<b>Traffic Control</b>	
Lane Markings	Marked centerline and edge lines
Stop Control	NE Valley Rd: no stop control Sunrise Dr NE: both approaches stop controlled
Legal Maneuvers	Left, through, and right at all approaches
Pedestrian Facilities	Not present
Vehicle Pavement Markings	Not present

## 12.2 Crash History

One reported crash has occurred within this intersection influence area from January 1, 2008 to June 30, 2013. The crash is summarized in Table 12-2.

**Table 12-2: Crash Report Summary for NE Valley Rd & Sunrise Dr NE**

Date	Time	Description
04/14/2008	13:31	Driver failed to yield and t-boned another vehicle

## 12.3 Traffic Count

A traffic count was performed from 4:15 – 5:25 PM on August 12, 2013. The weather was sunny, dry and clear. The volume for all movements is summarized in Table 12-3.

**Table 12-3: Intersection Turning Movements for NE Valley Rd & Sunrise Dr NE**

From NORTH			From SOUTH			From EAST			From WEST				Ped	Bike
L	T	R	L	T	R	L	T	R	U	L	T	R	Total	Total
3	9	59	12	8	4	3	36	21	2	83	27	20	35	21

*L = left T = through R = right U = U-turn*

## 12.4 Speed Survey

A radar speed study was conducted for NE Valley Rd on November 4, 2013. Data was captured for eastbound traffic before entering the 25-mph speed zone as well as before entering the intersection influence area. The weather was overcast and dry. Table 12-4 is a summary of these studies. Traffic was light, and vehicles that were slowed or obstructed by parking activities were not considered.

**Table 12-4: Radar Speed Study Summary for NE Valley Rd**

Location	Sample Size	Speed Limit (mph)	Mean Speed (mph)	10-mph Pace	Percent Within Pace	85 <sup>th</sup> Percentile Speed (mph)
<b>35-mph Speed Zone</b>	29	35	34.1	28 to 38	83%	39.5
<b>25-mph Speed Zone</b> (outside influence area)	38	25	23.2	18 to 28	97%	27

## 12.5 Intersection Operations

There is considerable local access demand for the commercial establishments, which include a post office adjacent to the intersection. The local activities generate a noticeable presence of pedestrian and bicycle traffic in and around the intersection area. Combined with the local destinations at the intersection there is a significant sub-regional travel demand through the intersection. The most significant traffic demands for the intersection are the eastbound-left and southbound-right movements. Additionally, east-west through traffic is also substantial.

There is a mixture of on-street and adjacent off-street parking in the area, and a fairly consistent lack of access management. Fairly high parking demand persists throughout the business day, with a high turnover rate due principally to the post office generation. In the immediate intersection area there is a

mixture of on-street parallel parking and 90-degree parking accessible directly from the street. Combined with the high intersection turning volumes, lack of segregated facilities for pedestrian and bicycle movement, and a low level of access control and traffic control devices (including advance warning signing, marked crosswalks or stop bars), the intersection area presents a localized and isolated area of high friction and unpredictability incongruous with the surrounding rural roadway system.

A Synchro analysis was performed to quantify the average delay per vehicle at the intersection. The analysis is summarized in Table 12-5.

**Table 12-5: Synchro Analysis for NE Valley Rd & Sunrise Dr NE**

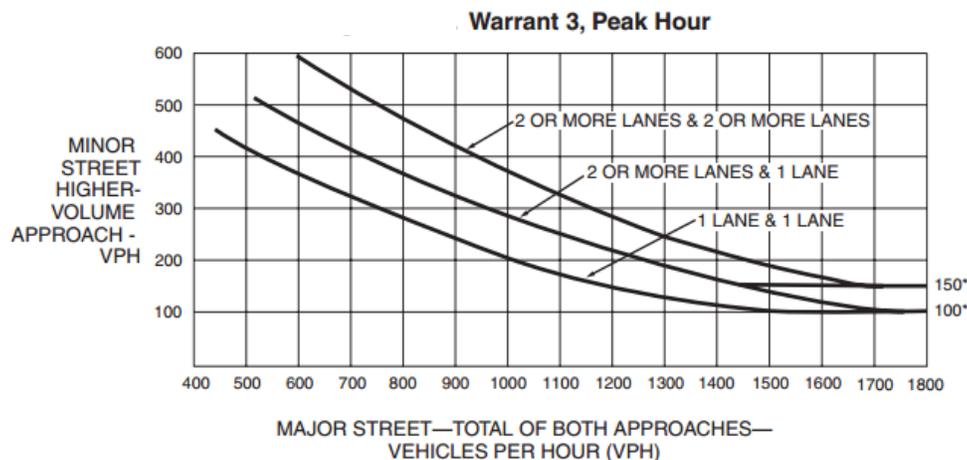
Approach	Traffic Control	Average Delay (s)	Level of Service
Eastbound	Free	4.8	-
Westbound	Free	0.4	-
Northbound	Stop	11.1	B
Southbound	Stop	9.3	A

The HCM defines LOS for two-way stop controlled intersections based on average delay for a particular approach. The level of service is not calculated for free movements. LOS A for vehicle movements is an average delay of 10 seconds or less. LOS B for vehicle movements is an average delay between 10 and 15 seconds.

### 12.6 Traffic Control Warrants

The MUTCD establishes the criteria for whether or not an intersection warrants having a traffic signal based on volumes for the major and minor streets. A full signal warrant analysis requires an 8-hour minimum vehicle count. A peak hour warrant is also available, and was applied in this case because of the limited collected data. If the peak hour warrant is not met, then it is reasonable to assume that no warrants will be met despite not having a complete count to justify it.

Based on the above traffic count data, a peak hour warrant was evaluated for the intersection of NE Valley Rd and Sunrise Dr NE. Figure 12-4 shows the warrant analysis in graphical form.



**Figure 12-4: MUTCD traffic signal peak hour warrant**

The major street (NE Valley Rd) volume for this intersection during the peak hour is 192, while the minor street higher volume approach (Sunrise Dr NE, SB) is 71. The minimum required peak hour volume for the minor street higher volume approach is 100 vehicles. The volumes do not meet this warrant and are not expected to meet either the eight- or four-hour warrant.

While all-way stop-controlled intersections do not have a warrant process in the MUTCD, several justifications are provided for their installation. These justifications include: relatively equal major and minor street volumes, temporary traffic control measure prior to signal installation, correctable 12-month crash history, and 300 vph for the major street over eight hours in a single day with 200 vph for the minor street over the same eight hours. Based on the major to minor street volume ration (2.02), crash history, and vehicle count, these justifications are not met.

## **12.7 Issues and Candidate Mitigation**

Stop Control – All-way stop control is not warranted at this intersection. The approach delays for the north and south approaches are under 12 seconds, meaning that the existing traffic control does not cause undue delay to any driver, even at the peak hour. While installing stop signs for the Miller Rd NE approaches might decrease delay for east and westbound traffic, it would substantially increase delay for north and southbound traffic. Additionally, the peak hour MUTCD warrant for signals (or all-way stops) is not met in this case because the minor street volumes are too low. The intersection should retain its current stop sign arrangement.

Speed on NE Valley Rd – Travel speeds prior to entering the 25-mph speed zone are higher than ideal. The 85<sup>th</sup> percentile speed in the 35-mph zone is 39.5 mph. This study only measured eastbound traffic, which at this location is on a very steep downgrade, which is likely contributing to higher operating speeds. Within the 25-mph speed zone, however, travel speeds are substantially lower. The 10-mph pace drops by 10 mph between the two zones, and the 85<sup>th</sup> percentile speed is reduced from 39.5 mph to 27 mph. The difference between the posted speed limit and 85<sup>th</sup> percentile speed in the intersection area does not present an issue as the difference is minor. To calm speeds in the 35-mph zone, a reduced speed ahead (W3-5) sign should be installed prior to eastbound traffic entering the 25-mph zone. It is also noted that the commercial area and its influence zone have grown westward and northward in recent years and now extend beyond the existing location of the speed limit change on NE Valley Rd and Sunrise Dr NE, respectively. To incorporate the influence zone within the 25-mph zone, and noting that speeds at the western end of this area are higher than desired, it is recommended that the 25-mph zone be extended somewhat further to the west and north.

Channelization – Stop bars should be installed at each stop-controlled approach. Due to the pedestrian nature of the area, marked crosswalks should be installed across all legs to improve safety.

Signing – Warning signs (W11-2) should be installed at the crosswalk to inform drivers of possible pedestrian activity.



**W3-5**



**W11-2**



**W16-7P**

## **12.8 Recommendation**

1. Maintain existing north and southbound stop control for Sunrise Dr NE.
2. Install stop bars for both Sunrise Dr NE approaches.
3. Install marked crosswalks at all legs.
4. Install a crosswalk (W11-2) sign and a supplemental warning plaque (W16-7P) at each crosswalk.
5. Relocate the existing speed limit signs (eastbound 25 mph and westbound 35 mph) approximately 200' westward on NE Valley Rd.
6. Relocate the existing speed limit sign (northbound 35 mph) approximately 200' northward on Sunset Dr NE.
7. Install a reduced speed limit ahead (W3-5) sign for eastbound traffic prior to entering the 25-mph intersection speed zone.

### **13.0 REFERENCES**

American Association of State Highway and Transportation Officials. *A Policy on Geometric Design of Highways and Streets, 2011*.

American Association of State Highway and Transportation Officials. *Guide for the Development of Bicycle Facilities, 2012*.

Federal Highway Administration. *Manual on Uniform Traffic Control Devices, 2009 edition with 2012 revisions*.

Washington State Department of Transportation. *WSDOT 2011 Collision Report*.

Washington State Department of Transportation. *WSDOT 2011 Traffic Manual*.

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<sup>1</sup> Kitsap County crash rate covers all types of roadways and crashes.

<sup>2</sup> Washington State crash rate covers only state routes. 2.57 is the crash rate for urban minor arterials. No crash rate is published for local state routes.

<sup>3</sup> See MUTCD Section 2C.22

<sup>4</sup> See MUTCD Section 2C.64

<sup>5</sup> See MUTCD Section 2C.38

**RESOLUTION NO. 2016-08**

**A RESOLUTION** of the City of Bainbridge Island, Washington, establishing maximum speed limits on Bainbridge Island roads.

**WHEREAS**, City Council and City staff receive numerous requests each year to evaluate speed limits on Bainbridge Island roads; and

**WHEREAS**, City Council has the authority to set speed limits on Bainbridge Island roads; and Washington Department of Transportation has the authority to set speed limits on State Route 305; and

**WHEREAS**, the Non-Motorized Transportation Advisory Committee has proposed that the City adopt maximum speed limits island-wide on Bainbridge Island roads to enhance safety for non-motorized transportation modes; and

**WHEREAS**, the proposal is that in more densely-zoned and developed areas such as Mixed Use Town Center, Neighborhood Service Center, High School Road District I and II, and all roads designated as Residential the maximum speed limit would be 25-mph. In less-densely zoned areas, roads designated as Collectors and Arterials would have a maximum speed limit of 35-mph.; and

**WHEREAS**, portions of Phelps Road, Sportsman Club Road, New Brooklyn Road, High School Road, Fletcher Bay Road and Blakely Avenue are currently posted with a maximum speed limit of 40 miles per hour; and

**WHEREAS**, portions of Miller Road, Fletcher Bay Road, and New Brooklyn Road within the Island Center Neighborhood Service Center, are currently posted with a maximum speed limit of greater than 25 miles per hour; and

**WHEREAS**, City Council has considered public comment; and

**WHEREAS**, the City Council is the Local Agency with authority to establish maximum speed limits in accordance with WAC 308-330 and RCW 46.61; now, therefore,

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

In accordance with the Washington Model Traffic Ordinance, Chapter 308-330 adopted by BIMC 10.04.010, and the Manual Uniform Traffic Control Devices (MUTCD), the City Council establishes that the maximum speed limit on Bainbridge Island roads shall be 35 miles per hour. Within areas with zoning designations Mixed Use Town Center, Neighborhood Service Center for Lynwood Center, Island Center, and Rolling Bay Center, High School Road District I and II, and all roads designated as Residential, the City Council establishes that the maximum speed limit shall be 25-mph. The speed limit on all roads not currently in accordance with these established limits will be lowered to the established limits.

**PASSED** by the City Council this 8<sup>th</sup> day of March, 2016.

**APPROVED** by the Mayor this 8<sup>th</sup> day of March, 2016.

  
\_\_\_\_\_  
Val Tollefson, Mayor

ATTEST/AUTHENTICATE:

  
\_\_\_\_\_  
Rosalind D. Lassoff, City Clerk

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

March 3, 2016  
March 8, 2016  
2016-08



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:45 PM) Ordinance No. 2019-08, Amending the 2019 Budget to Provide Funding for Work Funded in 2018 but to be Performed in 2019 - Finance,

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Finance & Administrative Services

### RECOMMENDED MOTION:

I move to forward for approval with the Consent Agenda on April 23, 2019, Ordinance No. 2019-08, amending the 2019-2020 biennial budget to include carryover items for work funded in 2018 but to be performed in 2019.

### SUMMARY:

Funding for certain items, as described in the attachment to the ordinance and in the attached memo, was approved in the 2018 budget and the work was started and is still in progress. These funds will be carried over into the 2019 budget to provide funding and allow the planned work to be completed.

If approved, these actions will increase authorized 2019 City spending by \$1,126,526 for the General Fund, \$146,331 for the Streets Fund, \$6,250 for the Civic Improvement Fund, \$25,909 for the Water Fund, \$16,737 for the Sewer Fund, and \$120,450 for the Stormwater Fund.

### FISCAL IMPACT:

<b>Amount:</b>	\$1,442,203
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$1,442,203
<b>Included in Current Budget?</b>	No

### BACKGROUND:

Please see the attached transmittal memo for a detailed overview of all requested items.

**ATTACHMENTS:**

[2018 Budget Carry over into 2019 Transmittal.docx](#)

[ORD 2019-08 Amending the 2019 Budget to Carry Forward 2018 Items](#)

[Ord 2019-08- Attachment A - 2018 carry overs.xlsx](#)

**FISCAL DETAILS:** Please see the attached memo. Total by fund is listed below:

General Fund: \$1,126,526

Streets Fund: \$146,331

Storm and Surface Water Management Fund: \$120,450

Water Fund: \$25,909

Sewer Fund: \$16,737

Lodging Tax Fund: \$6,250

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

Finance and Administrative Services Department  
Memorandum

**Date:** April 2, 2019  
**To:** City Council  
Morgan Smith, City Manager  
**From:** Kim Dunscombe, Budget Manager  
**Subject:** Carryover Budget Amendments

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The Finance and Administrative Services Department brings budget adjustments to Council for consideration on a regular basis, the first of which is consideration of updating the operating budget for items which were approved in the previous year. The action proposed in this agenda item officially amends the budget in accordance with the decisions made in prior years.

This memo provides a detailed overview of the requests for each operating fund. The number of requests and total spending authority is larger than in a typical year due to the wide range of projects for which the City engaged consultants in 2018. In general, the timing of the work matched plans, so this change to the 2019 budget represents expected spending.

General Fund Carryover Requests – 18 items, \$1.12 million

Ongoing agreements for professional services:

- Suzuki Property Development – This item carries forward the remaining \$584,647 of the \$800,000 provided for this contract for site preparation services in 2018. In 2018 a total of \$215,353 was spent.
- Greenhouse Gas Inventory – This item carries forward the full \$50,000 originally appropriated for this work. On January 22, 2019, Council authorized the City Manager to sign a PSA with Cascadia Consulting in the amount of \$42,599 for a two-year contract.
- 2018 Code Consistency Review – This item carries forward the remaining \$12,500 of the originally approved \$44,969 contract related to the review of the latest update to the Comprehensive Plan and the City's municipal code. With the update to the Comprehensive Plan, it is important to bring the municipal code into alignment with the goals and policies established in the update.
- Comprehensive Plan Implementation Projects – Island Center Subarea Planning Process, Revisions to BIMC Chapter 16.18, Update of City's Design Guidelines, and Inclusionary Zoning

and TDR are all parts of Comprehensive Plan update. Appropriation authority for these projects was approved and provided for in 2018. Projects are still on-going.

- Downtown Parking Study - This item carries forward \$24,535 of the originally-authorized \$120,000 and provides 2019 budget authority for consultant work supporting the consideration of parking needs in the Winslow core area.
- Local Update of Census Addresses Interlocal Agreement (LUCA ILA) with Kitsap County – Council approved an ILA with Kitsap County and associated funding of \$11,000 in 2018. Services to be provided include conducting the review, processing, and coordination required to ensure City addressing complies with Federal Census 2020 regulations and Kitsap 911 digital and GIS addressing requirements. The ILA was signed in January 2019.
- Verizon Franchise Agreement – This item carries forward the remaining \$6,519 of the original \$10,255 contract. The consultant, River Oaks, is providing assistance with negotiating a new franchise agreement governing telecommunications activities on the Island.

#### Continuing projects:

- Waterfront Park Bridge Repair - This item carries forward funding of \$142,926 and provides 2019 budget authority for a major repair project for the Waterfront Park Pedestrian Bridge. This project replaces the decking on the bridge and removes bollards, while a related effort improves lighting on and near the bridge.
- Axon Body Camera Contract – This item, originally budgeted in 2019, was moved into 2018 through the 2018 Q4 budget amendments. Remaining spending of \$14,903 is now carried forward. Please note a spending authority decrease of \$96,430 will be on the 1st Quarter Budget Amendment list. Total spending on this item is not increased by this proposed budget amendment.
- City Hall Panic Alarms – This item carries forward funding and provides 2019 spending authority for a major maintenance and upgrade to the City's panic alarm system.
- City Hall HVAC Major Maintenance and Software Upgrade - This item carries forward \$31,930 in funding and provides 2019 budget authority for a major maintenance and upgrade project to the HVAC system within City Hall.
- City Hall Siding Repair – This item carries forward \$15,462 in funding and provides 2019 budget authority for a major maintenance project to City Hall siding.

#### Committee and Commission projects:

- Road End Benches - This item carries forward the remaining \$13,229 of the \$30,000 provided for benches at Road Ends in 2017. The process of identifying desired locations for the benches is ongoing.
- Cultural Community Services – This item carries forward funding of \$24,354 and provides 2019 budget authority for payment completion of six cultural community services contracts.
- Something New Art Project – Phase One of the Something New project began in June of 2018 and will continue through June of 2019. This item provides funding in 2019 for the People's Choice Award. It does not increase the approved spending for this phase of the project. Project funding will be supported by the Public Art Subfund.

#### Street Fund Requests – 4 items, \$146,000

- Waterfront Park Bridge Repair - This item carries forward funding of \$20,000 and provides 2019 budget authority to install trail lighting at the Waterfront Park Pedestrian Bridge.

- Pavement Condition Assessment – This item carries forward funding of \$41,900 to complete the pavement condition assessment. This project was delayed into 2019.
- Manitou Park Road Repair - This item carries forward funding of \$34,266 for the emergency repair of Manitou Park Road, which began in the winter of 2018 and is continuing into 2019.
- Country Club Bulkhead Repair - This item carries forward funding of \$50,165 for the repair of Country Club Road bulkhead. The total cost of this project, which began in the fall of 2018, is \$55,000.

#### Civic Improvement Fund Request

- Lodging Tax Advisory Committee Contract Awards - This item carries forward funding of \$6,250 and provides 2019 budget authority for payment completion of two LTAC contracts originally awarded for 2018 but paid in 2019 due to timing of reports: Bainbridge Arts and Crafts for \$1,250, and North Kitsap Tourism Coalition for \$5,000.

#### Water Fund Requests

- Water Modeling Contract - This item carries forward funding of \$5,744 and provides 2019 budget authority for the completion of the Water Modeling Contract.
- Water Improvement Study - This item carries forward funding of \$3,428 and provides 2019 budget authority for the completion of the Water Improvement Study.
- Water/Sewer Rate Study - This item carries forward \$16,737 and provides 2019 budget authority for completion of the rate review by FCS Group.

#### Sewer Fund Request

- Water/Sewer Rate Study - This item carries forward \$16,737 and provides 2019 budget authority for completion of the rate review by FCS Group.

#### Stormwater Fund Requests – 2 items, \$120,000

- Culvert Replacements - This item carries forward \$83,111 and provides 2019 budget authority for completion of several culvert repairs around the Island.
- DOE Stormwater Grant - This item increases appropriation authority by \$37,339 related to Department of Ecology (DOE) Stormwater Grant. On May 8, 2018 City Council accepted the \$50,000 DOE Grant as part of 2018 1st Quarter Budget Amendments.

Thank you for your consideration of these requests.

**ORDINANCE NO. 2019-08**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, amending the 2019-2020 biennial budget and providing for funding carryover items for work funded in 2018 but to be performed in 2019.

**WHEREAS**, on November 22, 2016, the City Council adopted the 2017-2018 biennial budget and subsequently amended the budget; and

**WHEREAS**, on November 27, 2018, the City Council adopted the budget for 2019 and 2020, and

**WHEREAS**, funding for certain items was approved in the 2018 budget and this work is continuing in 2019, and these funds now should be carried over into the 2019 budget for work to be completed in this year.

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

**Section 1.** Ordinance No. 2018-39 and the 2019 budget are each amended as shown on the attached Exhibit A.

**Section 2.** The City's Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2019 Budget. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

**Section 3.** This ordinance shall take effect and be in force five days from and after its passage, approval and publication as required by law.

PASSED by the City Council this \_\_\_ day of April 2019.

APPROVED by the Mayor this \_\_\_ day of April 2019.

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Kol Medina, Mayor

ATTEST / AUTHENTICATE:

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Christine Brown, City Clerk

FILED WITH THE CITY CLERK: April 1, 2019  
PASSED BY THE CITY COUNCIL: \_\_\_ \_\_, 2019  
PUBLISHED: \_\_\_ \_\_, 2019  
EFFECTIVE DATE: \_\_\_ \_\_, 2019  
ORDINANCE NO: 2019-08

Attached: Exhibit A

2018 BUDGET ITEMS TO BRING INTO 2019  
presented to City Council April 9, 2019  
approved on \_\_\_\_, 2019

Item	Description	Fund/Department	Amount
Suzuki Property Site Development Services	This item increases appropriation authority related to site development and preparation work at the Suzuki property. On June 12th Council approved a contract with Olympic Property Group in the amount of \$796,600.	General Fund / Executive	584,647
Greenhouse Gas Emissions Inventory	This item was approved at the October 30th Council Meeting. It increases appropriation authority to provide funding to assist the City in completing a <u>baseline island-wide greenhouse gas inventory.</u>	General Fund / Executive	50,000
Road End Benches	This item carries forward funding and provides 2019 budget authority for purchase and installation of benches at certain road ends. The Marine Access Committee has not completed their process of identifying desired locations for the benches.	General Fund / Executive	13,229
Cultural Community Services Funding	This item carries forward funding and provides 2019 budget authority for cultural community contracts awarded in 2018 for activities in the <u>community.</u>	General Fund / Executive	24,354
Verizon Wireless Franchise Agreement	This item carries forward funding and provides 2019 budget authority for telecommunications consulting services from River Oaks Communications Corp.	General Fund / Executive	6,519
2018 Code Consistency Review	This item carries forward funding and provides 2019 budget authority for 2018 Code Consistency Professional Services from Berk & Associates, Inc.	General Fund / Executive	12,500
Something New Public Art Project	This item carries forward funding and provides 2019 budget authority for Something New Phase 1 Public Art Project.	General Fund / Executive	1,000
Axon Body Camera Contract	This item increases appropriation authority to provide for the purchase of body-worn and vehicle dash cameras for police officers. On July 24 Council approved the Axon Police Camera services contract in the total amount of \$325,000. First-year costs are estimated to be \$96,430.	General Fund / Public Safety	14,903
Island Center Subarea Planning Process	This item increases appropriation authority related to Island Center Subarea Planning. On May 17, 2018 Doug Schulze, City Manager, approved a contract with Makers Architecture & Urban Design in the amount \$45,165.	General Fund / Planning	26,250
Revisions to BIMC Chapter 16.18, Katy Bigelow	This item increases appropriation authority related to revising BIMC 16.18. On October 12, 2018 Morgan Smith, City Manager, approved a contract with Katy Bigelow, Arborist LLC in the amount \$27,000.00.	General Fund / Planning	1,000
Update of City's Design Guidelines	This item increases appropriation authority related to updating City's design guidelines. On October 23, 2018 Council approved a contract with Platform Design LLC in the amount \$113,573.	General Fund / Planning	102,248
Inclusionary Zoning and TDR	This item increases appropriation authority related to affordable housing policy development. On June 12th Council approved a contract with ECO Northwest in the amount \$87,500 to provide economic analysis of inclusionary zoning programs and revisions to the City's transfer of <u>development rights program</u>	General Fund / Planning	54,023
LUCA ILA with Kitsap County	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.	General Fund / Planning	11,000
Downtown Parking Study	This item carries forward funding and provides 2019 budget authority for consultant work supporting the consideration of parking needs in the Winslow core area.	General Fund / Public Works	24,535

City Hall Panic Alarms Upgrade	This item carries forward funding and provides 2019 budget authority for a major maintenance and upgrade project to City Hall's panic alarm system.	General Fund / Public Works	10,000
City Hall HVAC Software Upgrade	This item carries forward funding and provides 2019 budget authority for a major maintenance and upgrade project to the HVAC system within City Hall.	General Fund / Public Works	31,930
City Hall Siding Repair	This item carries forward funding and provides 2019 budget authority for City Hall's siding repair.	General Fund / Public Works	15,462
Waterfront Park Bridge Repair	This item carries forward funding and provides 2019 budget authority for a repair project for the Waterfront Park Pedestrian Bridge.	General Fund / Public Works	142,926
		Subtotal General Fund	1,126,526
Waterfront Park Bridge Repair	This item carries forward funding and provides 2019 budget authority for a repair project for the Waterfront Park Pedestrian Bridge trail lighting.	Streets Fund / Public Works	20,000
Pavement Condition Assessment	This item carries forward funding and provides 2019 budget authority for pavement condition assessment.	Streets Fund / Public Works	41,900
Manitou Park Rd Repair	This item carries forward funding and provides 2019 budget authority for emergency road repair on Manitou Park Rd.	Streets Fund / Public Works	34,266
Country Club Bulkhead Repair	This item carries forward funding and provides 2019 budget authority for Country Club Bulkhead repair.	Streets Fund / Public Works	50,165
		Subtotal Streets Fund	146,331
Lodging Tax Advisory Committee 2018 Contract Awards	This item carries forward funding and provides 2019 budget authority for LTAC 2018 contract awards.	LTAC Fund / Executive	6,250
		Subtotal LTAC Fund	6,250
Water Modeling Contract	This item carries forward funding and provides 2019 budget authority for water modeling contract.	Water Fund / Public Works	5,744
Water Improvement Study	This item carries forward funding and provides 2019 budget authority for water improvement study.	Water Fund / Public Works	3,428
Water Rate Study	This item carries forward funding and provides 2019 budget authority for a rate review originally budgeted in 2018, but which will be completed in 2019.	Water Fund / Public Works	16,737
		Subtotal Water Fund	25,909
Sewer Rate Study	This item carries forward funding and provides 2019 budget authority for a rate review originally budgeted in 2018, but which will be completed in 2019.	Sewer Fund / Public Works	16,737
		Subtotal Sewer Fund	16,737
2018 Culvert Replacement	This item carries forward funding and provides 2019 budget authority to replace culverts and construct drainage improvements at several locations around the Island.	SSWM Fund / Public Works	83,111
DOE Stormwater Grant	This item increases appropriation authority related to Department of Ecology Stormwater Grant. On May 8, 2018 City Council accepted the \$50K DOE Grant as part of 2018 1st Quarter Budget Amendments.	SSWM Fund / Public Works	37,339

		Subtotal SSWM Fund	120,450
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Human Services Process Support

Suzuki Site Evaluation

Electric Utility Feasibility Study

Performance & Process Audit (Planning and  
Community Development)

This item carries forward funding and provides 2017 budget authority for completion of consulting services from The Giving Practice/Philanthropy Northwest to support and facilitate the Human Services Funding award cycle for 2017-2018. This work was originally planned for 2016, but was completed in 2017.

This item carries forward funding and provides 2017 budget authority for an ecological assessment of the Suzuki property.

This item carries forward funding and provides 2017 budget authority for a contract with D. Hittle & Associates for the purpose of conducting a feasibility study for an Island-wide electric utility.

This item carries forward funding and provides 2017 budget authority for a contract with Latimore LLC for the purpose of conducting an audit of the process and permit review performance of the Planning and Community Development Department.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (7:55 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, March 19, 2019
- C. City Council Study Session, March 19, 2019
- D. City Council Regular Business Meeting, March 26, 2019
- E. Amendment to Rescind the Interlocal Agreement with Kitsap Public Utility District for Community WiFi – Executive
- F. Resolution No. 2019-14, Supporting the Green New Deal
- G. Ordinance No. 2019-06 Amending the 2019-2020 Biennial Budget and CIP to provide for Harrison Building and Site  
Purchase – Finance
- H. Resolution No. 2019-15, Delegating Authority to Designate Certain Expenditures for Potential Reimbursement from  
Bonds That May Be Authorized in the Future – Executive
- I. Olympic Drive Non-Motorized Improvements Project Professional Services Agreement with MIG SVR for Support  
Services - Public Works

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 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:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Report to Council of Cash Disbursements 04-10-19.pdf](#)

[Payroll.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

# ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

**CHECK RUN: March 25, 2019 - April 8, 2019**  
**CITY COUNCIL: March 26, 2019 - April 9, 2019**

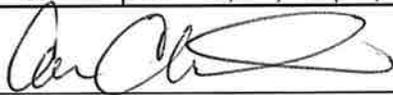
Last check from previous run: 350168 dated 03/20/19 issued to North Kitsap Tourism Coalition in the amount of \$5,000.

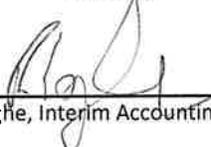
Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	3/25/19	335	WA State DOR/Excise taxes - February 2019	4,605.00
ACH	3/25/19	336	COBI/Utility billing - March 2019	1,539.30
ACH	3/25/19	337	WA State DOL/Concealed weapon permits - March 2019	360.00
ACH	4/1/19	338	US Bank/Debt services - BailTGo05 interest - April 2019	8,385.00
Manual	3/21/19	350169	FIN/AT&T OneNet Service/Fax long distance - March 2019	22.57
Manual	3/22/19	350170	LEGAL/Ogden Wallace Murphy/Professional services - February 2019	13,958.95
Manual	3/25/19	350171	Puget Sound Energy/Green power contract - March 2019	903.43
Manual	3/26/19	350172	CenturyLink/Weaver PRV water telemetry	58.32
Manual	3/26/19	350173	Washington Water Service/Decant facility water - March 2019	167.22
Manual	3/26/19	350174	PW/Viking Fence Company/Install 16' x 6' single gate	1,728.74
Manual	3/27/19	350175	ENG/Chicago Title of Washington/Deposit - 8804 Madison Avenue North	50,000.00
Manual	3/28/19	350176	PCD/Secretary of State/Archive boxes	129.49
Manual	3/29/19	350177	LEGAL/Thomas Alpaugh/March 2019 public defender services	4,484.38
Manual	4/2/19	350178	CenturyLink/Citywide telemetry and fax service - March 2019	2,793.57
Manual	4/3/19	350243	PW/Anderson Construction/City Hall siding repair	8,073.22
Manual	4/3/19	350244	PW/Island Hands/March janitorial services	11,664.04

<b>Manual Checks and Electronic Disbursements</b>	<b>108,873.23</b>
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Regular Run	4/10/19	350179-350242		<b>Regular Check Run</b>	<b>155,732.18</b>
					<b>264,605.41</b>

Retainage Release	3/22/19	175	Norwest Marine/Linear moorage removal	1,438.28
Travel Advance	4/2/19	85	Tami Allen/PCC, Newport, Oregon - conference and training	300.00

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

4/13/19  
 \_\_\_\_\_  
 Date

EFT - Feb 19  
Excise  
Taxes

kw  
3/22/19  
|P 1  
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03/22/2019 13:21 |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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
335	03/25/2019	MANL	124 WA ST DEPT OF REVENU	229998	FEB19	03/21/2019		EFTFEB19	4,605.00
Invoice: FEB19									
						FEB19 EXCISE TAXES			
				99.36	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				76.36	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				3,600.58	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				29.78	91421351 553000	FINANCE - SEWER - EXTRNL TAXES			
				6.17	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				1.20	91411341 553000	FINANCE - WATER EXTRNL TAXES			
				774.46	91431383 553000	FINANCE - SSWM - EXTRNL TAXES			
				17.09	81011881 535500	IT - C/E COMPUTER PARTS & EQ			

CHECK 335 TOTAL: 4,605.00

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 4,605.00

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	4,605.00

\*\*\* GRAND TOTAL \*\*\* 4,605.00

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fintemp

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

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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	3	274									
APP	401-213000		03/22/2019	EFTFEB19	EFTDOR			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		106.73	
APP	635-111100		03/22/2019	EFTFEB19	EFTDOR			CASH AP CASH DISBURSEMENTS JOURNAL			4,605.00
APP	402-213000		03/22/2019	EFTFEB19	EFTDOR			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,706.72	
APP	403-213000		03/22/2019	EFTFEB19	EFTDOR			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		774.46	
APP	001-213000		03/22/2019	EFTFEB19	EFTDOR			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		17.09	
GENERAL LEDGER TOTAL										4,605.00	4,605.00
APP	631-130000		03/22/2019	EFTFEB19	EFTDOR			DUE TO/FROM CLEARING		4,605.00	
APP	401-130000		03/22/2019	EFTFEB19	EFTDOR			DUE TO/FROM CLEARING			106.73
APP	402-130000		03/22/2019	EFTFEB19	EFTDOR			DUE TO/FROM CLEARING			3,706.72
APP	403-130000		03/22/2019	EFTFEB19	EFTDOR			DUE TO/FROM CLEARING			774.46
APP	001-130000		03/22/2019	EFTFEB19	EFTDOR			GENERAL - DUE TO/FROM CLEARING			17.09
SYSTEM GENERATED ENTRIES TOTAL										4,605.00	4,605.00
JOURNAL 2019/03/274 TOTAL										9,210.00	9,210.00

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2019	3	274	03/22/2019			
	001-130000					GENERAL - DUE TO/FROM CLEARING		17.09
	001-213000					GENERAL - ACCOUNTS PAYABLE	17.09	
						FUND TOTAL	17.09	17.09
401	WATER OPERATING FUND	2019	3	274	03/22/2019			
	401-130000					DUE TO/FROM CLEARING		106.73
	401-213000					ACCOUNTS PAYABLE	106.73	
						FUND TOTAL	106.73	106.73
402	SEWER OPERATING FUND	2019	3	274	03/22/2019			
	402-130000					DUE TO/FROM CLEARING		3,706.72
	402-213000					ACCOUNTS PAYABLE	3,706.72	
						FUND TOTAL	3,706.72	3,706.72
403	STORM & SURFACE WATER FUND	2019	3	274	03/22/2019			
	403-130000					DUE TO/FROM CLEARING		774.46
	403-213000					ACCOUNTS PAYABLE	774.46	
						FUND TOTAL	774.46	774.46
631	CLEARING FUND	2019	3	274	03/22/2019			
	631-130000					DUE TO/FROM CLEARING	4,605.00	
	635-111100					CASH		4,605.00
						FUND TOTAL	4,605.00	4,605.00

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fintemp

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

|P 4  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		17.09
401	WATER OPERATING FUND		106.73
402	SEWER OPERATING FUND		3,706.72
403	STORM & SURFACE WATER FUND		774.46
631	CLEARING FUND	4,605.00	
	TOTAL	4,605.00	4,605.00

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

ACH - UB Mar 19

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P 1  
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03/22/2019 13:37 | 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

336	03/25/2019	MANL	103	CITY OF BAINBRIDGE I	229661	13005MAR19	03/01/2019	ACHMAR19	21.19
Invoice: 13005MAR19					21.19	91011768 547500	309 SHANNON DRIVE		
							GG-C/E-PARKS-WTR/SWR		
Invoice: 13006MAR19					229662	13006MAR19	03/01/2019	ACHMAR19	341.25
					341.25	91011768 547500	308 SHANNON DRIVE DOCK		
							GG-C/E-PARKS-WTR/SWR		
Invoice: 10461MAR19					229663	10461MAR19	03/01/2019	ACHMAR19	503.09
					503.09	91011768 547500	289 SHANNON DRIVE		
							GG-C/E-PARKS-WTR/SWR		
Invoice: 10463MAR19					229664	10463MAR19	03/01/2019	ACHMAR19	358.67
					358.67	91011755 547500	370 BRIEN DRIVE		
							GG-C/E-COMMONS-WTR/SWR		
Invoice: 10464MAR19					229665	10464MAR19	03/01/2019	ACHMAR19	297.70
					297.70	91011755 547500	402 BRIEN DRIVE		
							GG-C/E-COMMONS-WTR/SWR		
Invoice: 11573MAR19					229666	11573MAR19	03/01/2019	ACHMAR19	17.40
					17.40	91011768 547500	5350 CREOSOTE PLACE NE		
							GG-C/E-PARKS-WTR/SWR		

CHECK 336 TOTAL: 1,539.30

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 1,539.30

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	1,539.30

\*\*\* GRAND TOTAL \*\*\* 1,539.30

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT	
EFF DATE							LINE DESC				
2019 3	275	APP 001-213000					GENERAL - ACCOUNTS PAYABLE		1,539.30		
03/25/2019		ACHMAR19	ACHUB				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100							CASH			1,539.30	
03/25/2019		ACHMAR19	ACHUB				AP CASH DISBURSEMENTS JOURNAL				
									-----	-----	
									GENERAL LEDGER TOTAL	1,539.30	1,539.30
APP 631-130000							DUE TO/FROM CLEARING		1,539.30		
03/25/2019		ACHMAR19	ACHUB								
APP 001-130000							GENERAL - DUE TO/FROM CLEARING			1,539.30	
03/25/2019		ACHMAR19	ACHUB								
									-----	-----	
									SYSTEM GENERATED ENTRIES TOTAL	1,539.30	1,539.30
									-----	-----	
									JOURNAL 2019/03/275 TOTAL	3,078.60	3,078.60

03/22/2019 13:37  
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
001 GENERAL FUND	2019 3	275	03/25/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		1,539.30
001-213000				GENERAL - ACCOUNTS PAYABLE	1,539.30	
				FUND TOTAL	1,539.30	1,539.30
631 CLEARING FUND	2019 3	275	03/25/2019			
631-130000				DUE TO/FROM CLEARING	1,539.30	
635-111100				CASH		1,539.30
				FUND TOTAL	1,539.30	1,539.30

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fintemp

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			1,539.30
631 CLEARING FUND		1,539.30	
	TOTAL	1,539.30	1,539.30

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

KW  
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03/25/2019 09:44 |CITY OF BAINBRIDGE ISLAND  
fintemp |A/P CASH DISBURSEMENTS JOURNAL

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
INVOICE DTL DESC								
337	03/25/2019	MANL	969 WA ST DEPT OF LICENS	230003	MAR19CPL	03/25/2019	ACHFA03	360.00
Invoice: MAR19CPL						MAR19 CPL TRANSMITTAL		
				360.00	41654860	586000	GUN PERMIT OUT	
						CHECK	337 TOTAL:	360.00
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		360.00
						COUNT	AMOUNT	
				TOTAL MANUAL CHECKS		1	360.00	
						*** GRAND TOTAL ***		360.00

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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	3	289									
APP 650-213000			03/25/2019	ACHFA03	ACHDOL			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		360.00	
APP 635-111100			03/25/2019	ACHFA03	ACHDOL			CASH AP CASH DISBURSEMENTS JOURNAL			360.00
GENERAL LEDGER TOTAL										360.00	360.00
APP 631-130000			03/25/2019	ACHFA03	ACHDOL			DUE TO/FROM CLEARING		360.00	
APP 650-130000			03/25/2019	ACHFA03	ACHDOL			DUE TO/FROM CLEARING			360.00
SYSTEM GENERATED ENTRIES TOTAL										360.00	360.00
JOURNAL 2019/03/289 TOTAL										720.00	720.00

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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
631 CLEARING FUND	2019	3	289	03/25/2019			
631-130000					DUE TO/FROM CLEARING	360.00	
635-111100					CASH		360.00
					FUND TOTAL	360.00	360.00
650 AGENCY FUND	2019	3	289	03/25/2019			
650-130000					DUE TO/FROM CLEARING		360.00
650-213000					ACCOUNTS PAYABLE	360.00	
					FUND TOTAL	360.00	360.00

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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
631 CLEARING FUND		360.00	
650 AGENCY FUND			360.00
	TOTAL	360.00	360.00

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

EFT - US Bank

KW  
3/27/19  
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apcshdsb

03/27/2019 15:41 | 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

338 04/01/2019 MANL 8330 US BANK 230057 1353635 02/07/2019 ACHUSB 8,385.00  
Invoice: 1353635 AFR 1 DEBT SVC - BAILTGO05 INT

8,385.00 91213219 783000 FINANCE - 2005 LTGO INTEREST

CHECK 338 TOTAL: 8,385.00

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 8,385.00

COUNT AMOUNT

TOTAL MANUAL CHECKS 1 8,385.00

\*\*\* GRAND TOTAL \*\*\* 8,385.00

03/27/2019 15:41  
fintemp

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

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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 4	4					
APP 201-213000					ACCOUNTS PAYABLE	8,385.00
04/01/2019	ACHUSB	ACHUSB			AP CASH DISBURSEMENTS JOURNAL	
APP 635-111100					CASH	8,385.00
04/01/2019	ACHUSB	ACHUSB			AP CASH DISBURSEMENTS JOURNAL	
					GENERAL LEDGER TOTAL	8,385.00
APP 631-130000					DUE TO/FROM CLEARING	8,385.00
04/01/2019	ACHUSB	ACHUSB				
APP 201-130000					DUE TO/FROM CLEARING	8,385.00
04/01/2019	ACHUSB	ACHUSB				
					SYSTEM GENERATED ENTRIES TOTAL	8,385.00
					JOURNAL 2019/04/4 TOTAL	16,770.00

03/27/2019 15:41  
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	ACCOUNT DESCRIPTION	DEBIT	CREDIT
201 GO BOND FUND	2019 4	4	04/01/2019			
201-130000				DUE TO/FROM CLEARING		8,385.00
201-213000				ACCOUNTS PAYABLE	8,385.00	
				FUND TOTAL	8,385.00	8,385.00
631 CLEARING FUND	2019 4	4	04/01/2019			
631-130000				DUE TO/FROM CLEARING	8,385.00	
635-111100				CASH		8,385.00
				FUND TOTAL	8,385.00	8,385.00

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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
201 GO BOND FUND			8,385.00
631 CLEARING FUND		8,385.00	
	TOTAL	8,385.00	8,385.00

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

Manual  
KW  
3/21/19

03/21/2019 14:46 |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

350169 03/21/2019 PRD 1235 AT&T ONENET SERVICE 229999 1269698425 03/01/2019 M032119 22.57

Invoice: 1269698425

FIN/FAX LONG DIST MAR19

22.57 91011189 542100 GG-C/E-CITY HALL-PHONE

CHECK 350169 TOTAL: 22.57

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 22.57

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 22.57

\*\*\* GRAND TOTAL \*\*\* 22.57

03/21/2019 14:46  
fintemp

CITY OF BAINBRIDGE ISLAND  
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 3	264							
APP 001-213000	03/21/2019	M032119	032119			GENERAL - ACCOUNTS PAYABLE	22.57	
						AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100	03/21/2019	M032119	032119			CASH		22.57
						AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							22.57	22.57
APP 631-130000	03/21/2019	M032119	032119			DUE TO/FROM CLEARING	22.57	
APP 001-130000	03/21/2019	M032119	032119			GENERAL - DUE TO/FROM CLEARING		22.57
SYSTEM GENERATED ENTRIES TOTAL							22.57	22.57
JOURNAL 2019/03/264 TOTAL							45.14	45.14

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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	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019 3	264	03/21/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		22.57
001-213000				GENERAL - ACCOUNTS PAYABLE	22.57	
				FUND TOTAL	22.57	22.57
631 CLEARING FUND	2019 3	264	03/21/2019			
631-130000				DUE TO/FROM CLEARING	22.57	
635-111100				CASH		22.57
				FUND TOTAL	22.57	22.57

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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			22.57
631 CLEARING FUND		22.57	
	TOTAL	22.57	22.57

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

Manual

KW  
3/22/19

03/22/2019 10:17 | 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

350170 03/22/2019 PRD 2430 OGDEN MURPHY WALLACE 230000 822258 03/21/2019 M032219 13,958.95  
Invoice: 822258

63.00	32470152	54111100892	LIT-CAINION SUP CT WRIT
8,274.50	32470152	54111100844	LIT-CLARK ADMIN APPEAL
94.50	32011152	54111101010	LIT-ENVIRONMENTAL COALITION
2,805.45	32011152	541110	LGL-GF-LEGAL ADVICE
1,795.50	91011211	541110	GG-C/E-CIVIL SVC-LEGAL ADVICE
189.60	32470152	54111000711	SMP LEGAL ADVICE
200.90	32470152	54111400802	HEX-GERLACH SSDF/MDNS APPEAL
409.50	32470152	54111100896	LIT-BAINBRIDGE ALLIANCE
126.00	32470152	54111100897	LIT-PRESERVE RESP SHORELINE

CHECK 350170 TOTAL: 13,958.95

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 13,958.95

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 13,958.95

\*\*\* GRAND TOTAL \*\*\* 13,958.95

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
EFF DATE									
2019 3	271								
APP 407-213000					ACCOUNTS PAYABLE		9,263.50		
	03/22/2019	M032219	032219		AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			13,958.95	
	03/22/2019	M032219	032219		AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		4,695.45		
	03/22/2019	M032219	032219		AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								13,958.95	13,958.95
APP 631-130000					DUE TO/FROM CLEARING		13,958.95		
	03/22/2019	M032219	032219						
APP 407-130000					DUE TO/FROM CLEARING			9,263.50	
	03/22/2019	M032219	032219						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			4,695.45	
	03/22/2019	M032219	032219						
SYSTEM GENERATED ENTRIES TOTAL								13,958.95	13,958.95
JOURNAL 2019/03/271 TOTAL								27,917.90	27,917.90

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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	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2019	3	271	03/22/2019			
	001-130000					GENERAL - DUE TO/FROM CLEARING		4,695.45
	001-213000					GENERAL - ACCOUNTS PAYABLE	4,695.45	
						FUND TOTAL	4,695.45	4,695.45
407	BUILDING & DEVELOPMENT FUND	2019	3	271	03/22/2019			
	407-130000					DUE TO/FROM CLEARING		9,263.50
	407-213000					ACCOUNTS PAYABLE	9,263.50	
						FUND TOTAL	9,263.50	9,263.50
631	CLEARING FUND	2019	3	271	03/22/2019			
	631-130000					DUE TO/FROM CLEARING	13,958.95	
	635-111100					CASH		13,958.95
						FUND TOTAL	13,958.95	13,958.95

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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			4,695.45
407 BUILDING & DEVELOPMENT FUND			9,263.50
631 CLEARING FUND		13,958.95	
	TOTAL	13,958.95	13,958.95

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

Manual

KW  
3/25/19

03/25/2019 07:49 |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

-----  
350171 03/25/2019 PRD 1205 PUGET SOUND ENERGY 230002 4376MAR19 03/18/2019 M032219 903.43  
Invoice: 4376MAR19

MAR19 - GREEN POWER CONTRACT

903.43 91011189 547101 ELECTRIC-GREEN POWER

CHECK 350171 TOTAL: 903.43

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 903.43

COUNT AMOUNT

-----  
TOTAL PRINTED CHECKS 1 903.43

\*\*\* GRAND TOTAL \*\*\* 903.43

03/25/2019 07:49  
fintemp

|CITY OF BAINBRIDGE ISLAND  
|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 3	284								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		903.43	
03/25/2019	M032219	032219				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			903.43
03/25/2019	M032219	032219				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								903.43	903.43
APP 631-130000						DUE TO/FROM CLEARING		903.43	
03/25/2019	M032219	032219							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			903.43
03/25/2019	M032219	032219							
SYSTEM GENERATED ENTRIES TOTAL								903.43	903.43
JOURNAL 2019/03/284 TOTAL								1,806.86	1,806.86

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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	3	284	03/25/2019			
	001-130000					GENERAL - DUE TO/FROM CLEARING		903.43
	001-213000					GENERAL - ACCOUNTS PAYABLE	903.43	
						FUND TOTAL	903.43	903.43
631	CLEARING FUND	2019	3	284	03/25/2019			
	631-130000					DUE TO/FROM CLEARING	903.43	
	635-111100					CASH		903.43
						FUND TOTAL	903.43	903.43

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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			903.43
631 CLEARING FUND		903.43	
	TOTAL	903.43	903.43

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

Manual

KW  
3/26/19

03/26/2019 09:13 |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

-----

350172	03/26/2019	PRTD	551 CENTURYLINK	230004	6124MAR19	03/16/2019		M032619	58.32
			Invoice: 6124MAR19						
				58.32	91411891 542100				
								CHECK 350172 TOTAL:	58.32

350173	03/26/2019	PRTD	5271 WASHINGTON WATER SER	230005	4815979187-MAR19	03/20/2019		M032619	167.22
			Invoice: 4815979187-MAR19						
				167.22	91435838 547500				
								CHECK 350173 TOTAL:	167.22

NUMBER OF CHECKS 2 \*\*\* CASH ACCOUNT TOTAL \*\*\* 225.54

	COUNT	AMOUNT
	-----	-----
TOTAL PRINTED CHECKS	2	225.54

\*\*\* GRAND TOTAL \*\*\* 225.54

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fintemp

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

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|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	T OB	DEBIT	CREDIT
								LINE DESC			
2019	3	326									
APP	401-213000							ACCOUNTS PAYABLE		58.32	
	03/26/2019	M032619		032619				AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100							CASH			225.54
	03/26/2019	M032619		032619				AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000							ACCOUNTS PAYABLE		167.22	
	03/26/2019	M032619		032619				AP CASH DISBURSEMENTS JOURNAL			
-----											
GENERAL LEDGER TOTAL										225.54	225.54
APP	631-130000							DUE TO/FROM CLEARING		225.54	
	03/26/2019	M032619		032619							
APP	401-130000							DUE TO/FROM CLEARING			58.32
	03/26/2019	M032619		032619							
APP	403-130000							DUE TO/FROM CLEARING			167.22
	03/26/2019	M032619		032619							
-----											
SYSTEM GENERATED ENTRIES TOTAL										225.54	225.54
-----											
JOURNAL 2019/03/326 TOTAL										451.08	451.08
-----											

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401	2019	3	326	03/26/2019	WATER OPERATING FUND		
					401-130000 DUE TO/FROM CLEARING		58.32
					401-213000 ACCOUNTS PAYABLE	58.32	
FUND TOTAL						58.32	58.32
403	2019	3	326	03/26/2019	STORM & SURFACE WATER FUND		
					403-130000 DUE TO/FROM CLEARING		167.22
					403-213000 ACCOUNTS PAYABLE	167.22	
FUND TOTAL						167.22	167.22
631	2019	3	326	03/26/2019	CLEARING FUND		
					631-130000 DUE TO/FROM CLEARING	225.54	
					635-111100 CASH		225.54
FUND TOTAL						225.54	225.54

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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
401	WATER OPERATING FUND		58.32
403	STORM & SURFACE WATER FUND		167.22
631	CLEARING FUND	225.54	
	TOTAL	225.54	225.54

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

Manual  
KW  
3/26/19

03/26/2019 15:26 |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

350174 03/26/2019 PRD 4126 VIKING FENCE COMPANY 230017 18-0934 01/31/2019 M032619 1,728.74

Invoice: 18-0934

PW/INSTALL 16' X 6' SINGLE GATE 4" POST  
WIN COLL-R&M

1,728.74 73421355 548100

CHECK 350174 TOTAL: 1,728.74

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 1,728.74

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 1,728.74

\*\*\* GRAND TOTAL \*\*\* 1,728.74

03/26/2019 15:26  
fintemp

|CITY OF BAINBRIDGE ISLAND  
|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	3	329									
APP	402-213000		03/26/2019	M032619	032619			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,728.74	
APP	635-111100		03/26/2019	M032619	032619			CASH AP CASH DISBURSEMENTS JOURNAL			1,728.74
										-----	-----
GENERAL LEDGER TOTAL										1,728.74	1,728.74
APP	631-130000		03/26/2019	M032619	032619			DUE TO/FROM CLEARING		1,728.74	
APP	402-130000		03/26/2019	M032619	032619			DUE TO/FROM CLEARING			1,728.74
										-----	-----
SYSTEM GENERATED ENTRIES TOTAL										1,728.74	1,728.74
										-----	-----
JOURNAL 2019/03/329 TOTAL										3,457.48	3,457.48

03/26/2019 15:26  
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	ACCOUNT DESCRIPTION	DEBIT	CREDIT
402 SEWER OPERATING FUND	2019 3	329	03/26/2019			
402-130000				DUE TO/FROM CLEARING		1,728.74
402-213000				ACCOUNTS PAYABLE	1,728.74	
				FUND TOTAL	1,728.74	1,728.74
631 CLEARING FUND	2019 3	329	03/26/2019			
631-130000				DUE TO/FROM CLEARING	1,728.74	
635-111100				CASH		1,728.74
				FUND TOTAL	1,728.74	1,728.74

03/26/2019 15:26  
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|CITY OF BAINBRIDGE ISLAND  
|A/P CASH DISBURSEMENTS JOURNAL

|P 4  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
402 SEWER OPERATING FUND		1,728.74
631 CLEARING FUND	1,728.74	
	<hr/>	<hr/>
	TOTAL	TOTAL
	1,728.74	1,728.74

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

Manual  
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 3/27/19

03/27/2019 10:00 |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

-----  
 350175 03/27/2019 PRD 9162 CHICAGO TITLE OF WAS 230054 03/19/19 03/19/2019 M032719 50,000.00  
 Invoice: 03/19/19 ENG/DEPOSIT - 8804 MADISON AVE N - HARRISON SITE  
 50,000.00 72311942 66100000724 PD/COURT BLDG-LAND/ROW ACQ

CHECK 350175 TOTAL: 50,000.00

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 50,000.00

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	50,000.00

\*\*\* GRAND TOTAL \*\*\* 50,000.00

03/27/2019 10:00  
fintemp

|CITY OF BAINBRIDGE ISLAND  
|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	3	338									
APP	301-213000		03/27/2019	M032719	032719			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		50,000.00	
APP	635-111100		03/27/2019	M032719	032719			CASH AP CASH DISBURSEMENTS JOURNAL			50,000.00
GENERAL LEDGER TOTAL										50,000.00	50,000.00
APP	631-130000		03/27/2019	M032719	032719			DUE TO/FROM CLEARING		50,000.00	
APP	301-130000		03/27/2019	M032719	032719			DUE TO/FROM CLEARING			50,000.00
SYSTEM GENERATED ENTRIES TOTAL										50,000.00	50,000.00
JOURNAL 2019/03/338 TOTAL										100,000.00	100,000.00

03/27/2019 10:00  
fintemp

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

|P 3  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
301	2019	3	338	03/27/2019			
301-130000					DUE TO/FROM CLEARING		50,000.00
301-213000					ACCOUNTS PAYABLE	50,000.00	
FUND TOTAL						50,000.00	50,000.00
631	2019	3	338	03/27/2019			
631-130000					DUE TO/FROM CLEARING	50,000.00	
635-111100					CASH		50,000.00
FUND TOTAL						50,000.00	50,000.00

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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			50,000.00
631 CLEARING FUND		50,000.00	
	TOTAL	50,000.00	50,000.00

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

Manual

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3/28/19

03/28/2019 07:43 | 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

-----  
350176 03/28/2019 PRD 6450 SECRETARY OF STATE 230055 00009251 10/30/2018 M032719 129.49  
Invoice: 00009251

PCD/ARCHIVE BOXES (40)

129.49 61011581 531100

PCD - C/E ADMIN SUPPLIES

CHECK 350176 TOTAL: 129.49

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 129.49

COUNT AMOUNT

-----  
TOTAL PRINTED CHECKS 1 129.49

\*\*\* GRAND TOTAL \*\*\* 129.49

03/28/2019 07:43  
fintemp

|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	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2019 3	342								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		129.49	
	03/28/2019	M032719	032719			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			129.49
	03/28/2019	M032719	032719			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								129.49	129.49
APP 631-130000						DUE TO/FROM CLEARING		129.49	
	03/28/2019	M032719	032719						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			129.49
	03/28/2019	M032719	032719						
SYSTEM GENERATED ENTRIES TOTAL								129.49	129.49
JOURNAL 2019/03/342 TOTAL								258.98	258.98

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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
001 GENERAL FUND	2019	3	342	03/28/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		129.49
001-213000					GENERAL - ACCOUNTS PAYABLE	129.49	
					FUND TOTAL	129.49	129.49
631 CLEARING FUND	2019	3	342	03/28/2019			
631-130000					DUE TO/FROM CLEARING	129.49	
635-111100					CASH		129.49
					FUND TOTAL	129.49	129.49

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

|P 4  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		129.49
631 CLEARING FUND	129.49	
	TOTAL	129.49

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

Manual  
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 3/29/19

03/29/2019 07:43 |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

350177 03/29/2019 PRD 7849 LAW OFFICE OF THOMAS 229997 MAR19 03/18/2019 M032119 4,484.38

Invoice: MAR19

LEGAL/PUB DEF SVCS FOR MAR 19

4,484.38 32011281 541113 LGL-PUBLIC DEFENDER

CHECK 350177 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

03/29/2019 07:43  
fintemp

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

|P 2  
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JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER	JNL	ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC	
EFF DATE						
2019 3	358					
APP 001-213000					GENERAL - ACCOUNTS PAYABLE	4,484.38
03/29/2019	M032119	032119			AP CASH DISBURSEMENTS JOURNAL	
APP 635-111100					CASH	4,484.38
03/29/2019	M032119	032119			AP CASH DISBURSEMENTS JOURNAL	
					GENERAL LEDGER TOTAL	4,484.38
						4,484.38
APP 631-130000					DUE TO/FROM CLEARING	4,484.38
03/29/2019	M032119	032119				
APP 001-130000					GENERAL - DUE TO/FROM CLEARING	4,484.38
03/29/2019	M032119	032119				
					SYSTEM GENERATED ENTRIES TOTAL	4,484.38
						4,484.38
					JOURNAL 2019/03/358 TOTAL	8,968.76
						8,968.76

03/29/2019 07:43  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019 3	358	03/29/2019			
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 3	358	03/29/2019			
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

|P 4  
|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 \*\*

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4/2/19

04/02/2019 08:00 | 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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
350178	04/02/2019	PRTD	551 CENTURYLINK	230094	0399MAR19	03/23/2019		M040119	2,793.57
			Invoice: 0399MAR19						
				1,539.51	91425358 542100			CITYWIDE TELEMETRY & FAX SERVICE	
				730.41	91411891 542100			GG-WWTP-TELEPHONE/FAX	
				68.16	91011755 542100			GG-WTR-FAC-PHONE	
				138.00	91011189 542100			GG-C/E-COMMONS-PHONE	
				199.66	91011897 542100			GG-C/E-CITY HALL-PHONE	
				65.83	91011255 542100			GG-C/E-O&M YARD FAC-PHONE	
				52.00	91011215 542100			GG-C/E-COURT BLDG-PHONE	
								GG-C/E-PD-PHONE	

CHECK 350178 TOTAL: 2,793.57

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 2,793.57

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	2,793.57

\*\*\* GRAND TOTAL \*\*\* 2,793.57

04/02/2019 08:00  
fintemp

|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	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC		
2019 4	10							
APP 402-213000	04/02/2019	M040119	040119			ACCOUNTS PAYABLE	1,539.51	
						AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100	04/02/2019	M040119	040119			CASH		2,793.57
						AP CASH DISBURSEMENTS JOURNAL		
APP 401-213000	04/02/2019	M040119	040119			ACCOUNTS PAYABLE	730.41	
						AP CASH DISBURSEMENTS JOURNAL		
APP 001-213000	04/02/2019	M040119	040119			GENERAL - ACCOUNTS PAYABLE	523.65	
						AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							2,793.57	2,793.57
APP 631-130000	04/02/2019	M040119	040119			DUE TO/FROM CLEARING	2,793.57	
APP 402-130000	04/02/2019	M040119	040119			DUE TO/FROM CLEARING		1,539.51
APP 401-130000	04/02/2019	M040119	040119			DUE TO/FROM CLEARING		730.41
APP 001-130000	04/02/2019	M040119	040119			GENERAL - DUE TO/FROM CLEARING		523.65
SYSTEM GENERATED ENTRIES TOTAL							2,793.57	2,793.57
JOURNAL 2019/04/10 TOTAL							5,587.14	5,587.14

04/02/2019 08:00  
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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	4	10	04/02/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		523.65
001-213000					GENERAL - ACCOUNTS PAYABLE	523.65	
					FUND TOTAL	523.65	523.65
401 WATER OPERATING FUND	2019	4	10	04/02/2019			
401-130000					DUE TO/FROM CLEARING		730.41
401-213000					ACCOUNTS PAYABLE	730.41	
					FUND TOTAL	730.41	730.41
402 SEWER OPERATING FUND	2019	4	10	04/02/2019			
402-130000					DUE TO/FROM CLEARING		1,539.51
402-213000					ACCOUNTS PAYABLE	1,539.51	
					FUND TOTAL	1,539.51	1,539.51
631 CLEARING FUND	2019	4	10	04/02/2019			
631-130000					DUE TO/FROM CLEARING	2,793.57	
635-111100					CASH		2,793.57
					FUND TOTAL	2,793.57	2,793.57

04/02/2019 08:00  
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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		523.65
401	WATER OPERATING FUND		730.41
402	SEWER OPERATING FUND		1,539.51
631	CLEARING FUND	2,793.57	
	TOTAL	2,793.57	2,793.57

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

Manual  
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4/3/19

04/03/2019 14:48 |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

350243 04/03/2019 PRD 8604 ANDERSON CONSTRUCTIO 230161 PAYREQFINAL-911 03/14/2019 21800099 M040319 8,073.22  
Invoice: PAYREQFINAL-911 PW/CITY HALL SIDING REPAIR  
8,073.22 73011183 54810000911 CH SIDING REPAIR-REPAIRS  
CHECK 350243 TOTAL: 8,073.22

350244 04/03/2019 PRD 8646 ISLAND HANDS 230148 17451/17452 03/25/2019 M040319 11,394.04  
Invoice: 17451/17452 PW/MARCH 2019 JANITORIAL SERVICES  
11,052.22 73011183 54110000269 JANITORIAL CONTRACT-PRO SVCS  
341.82 73425358 54110000269 JANITORIAL CONTRACT-PRO SVCS  
230149 17453 03/25/2019 M040319 250.00  
Invoice: 17453 PW/MARCH 2019 MAIN PW OFFICE - JANITORIAL SVC  
250.00 73011183 54110000269 JANITORIAL CONTRACT-PRO SVCS  
CHECK 350244 TOTAL: 11,644.04

NUMBER OF CHECKS 2 \*\*\* CASH ACCOUNT TOTAL \*\*\* 19,717.26

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	19,717.26

\*\*\* GRAND TOTAL \*\*\* 19,717.26

04/03/2019 14:48  
fintemp

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

|p 2  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE							LINE DESC			
2019 4	49									
APP 001-213000							GENERAL - ACCOUNTS PAYABLE		19,375.44	
04/03/2019	M040319	040319					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100							CASH			19,717.26
04/03/2019	M040319	040319					AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000							ACCOUNTS PAYABLE		341.82	
04/03/2019	M040319	040319					AP CASH DISBURSEMENTS JOURNAL			
							GENERAL LEDGER TOTAL		19,717.26	19,717.26
APP 631-130000							DUE TO/FROM CLEARING		19,717.26	
04/03/2019	M040319	040319								
APP 001-130000							GENERAL - DUE TO/FROM CLEARING			19,375.44
04/03/2019	M040319	040319								
APP 402-130000							DUE TO/FROM CLEARING			341.82
04/03/2019	M040319	040319								
							SYSTEM GENERATED ENTRIES TOTAL		19,717.26	19,717.26
							JOURNAL 2019/04/49	TOTAL	39,434.52	39,434.52

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

|P 3  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019 4	49	04/03/2019			
001-130000				GENERAL - DUE TO/FROM CLEARING		19,375.44
001-213000				GENERAL - ACCOUNTS PAYABLE	19,375.44	
				FUND TOTAL	19,375.44	19,375.44
402 SEWER OPERATING FUND	2019 4	49	04/03/2019			
402-130000				DUE TO/FROM CLEARING		341.82
402-213000				ACCOUNTS PAYABLE	341.82	
				FUND TOTAL	341.82	341.82
631 CLEARING FUND	2019 4	49	04/03/2019			
631-130000				DUE TO/FROM CLEARING	19,717.26	
635-111100				CASH		19,717.26
				FUND TOTAL	19,717.26	19,717.26

04/03/2019 14:48  
fintemp

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

|P 4  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			19,375.44
402 SEWER OPERATING FUND			341.82
631 CLEARING FUND		19,717.26	
	TOTAL	19,717.26	19,717.26

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

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4/3/19

04/03/2019 09:40 | 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

350179	04/10/2019	PRTD	5 ACE HARDWARE	230018	43243/1	03/21/2019	04/07/19	28.84	
Invoice: 43243/1				28.84	73411345 531100	PW/BATTERY, PAIL LID, 5 GAL BUCKET			
						OFFICE SUPPLIES			
350179	04/10/2019	PRTD	5 ACE HARDWARE	230019	43240/1	03/20/2019	04/07/19	15.34	
Invoice: 43240/1				15.34	73411345 531100	PW/FASTENTERS			
						OFFICE SUPPLIES			
350179	04/10/2019	PRTD	5 ACE HARDWARE	230020	43222/1	03/19/2019	04/07/19	6.53	
Invoice: 43222/1				6.53	73411345 531100	PW/HANDHELD CALCULATOR			
						OFFICE SUPPLIES			
350179	04/10/2019	PRTD	5 ACE HARDWARE	230021	43192/1	03/15/2019	04/07/19	148.20	
Invoice: 43192/1				148.20	73411345 531100	PW/SHOVEL, FORK MANURE STINE, FLASHLIGHT			
						OFFICE SUPPLIES			
350179	04/10/2019	PRTD	5 ACE HARDWARE	230022	43031/1	02/26/2019	04/07/19	7.07	
Invoice: 43031/1				7.07	73011183 53110000865	PW/MARKER MEAN STREAK WHITE			
						CH PANIC ALARMS UPGRADE			
							CHECK	350179 TOTAL:	205.98
350180	04/10/2019	PRTD	2201 ACTION COMMUNICATION	230064	1903107-NASPO	03/15/2019	04/07/19	434.91	
Invoice: 1903107-NASPO				434.91	53011212 531100	POL/WATERPROOF MIC			
						PD-C/E-PATROL SUPPLIES			
							CHECK	350180 TOTAL:	434.91
350181	04/10/2019	PRTD	8672 ALLSTREAM	230095	16022196	04/01/2019	04/07/19	945.88	
Invoice: 16022196				945.88	41637891 542100	APR19 CITYWIDE PHN SVCS			
						FIN - ALLOC TELEPHONE			
							CHECK	350181 TOTAL:	945.88
350182	04/10/2019	PRTD	4739 AMERICAN LEGION - CO	230023	190303	03/21/2019	04/07/19	90.00	
Invoice: 190303				90.00	31011256 54500000830	EX/APR19 RENT			
						EMERG AM RADIO STATION-RENTS			
							CHECK	350182 TOTAL:	90.00
350183	04/10/2019	PRTD	7821 AUS WEST LOCKBOX	230024	1991164797	03/21/2019	04/07/19	54.87	
Invoice: 1991164797				54.87	73638893 589310	PW/LAUNDRY SERVICES			
						LAUNDRY SERVICES			
							CHECK	350183 TOTAL:	54.87

CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE VENDOR NAME							
INVOICE DTL DESC									
350184	04/10/2019	PRTD 4365 AUTOMATIC FUNDS TRAN	230096	107534	03/26/2019		04/07/19	3.04	
		Invoice: 107534			FIN/FINAL BILL: PRINT AND MAIL				
			.52	43411341 541100	FIN - WATER ADMIN PROF SERVICE				
			.52	43421351 541100	FIN - SEWER ADMIN PROF SERVICE				
			1.00	91411891 542500	GG-WTR-FAC-POSTAGE				
			1.00	91421891 542500	GG-SWR-FAC-POSTAGE				
		Invoice: 107120	230097	107120	03/06/2019		04/07/19	6.03	
					FIN/FINAL BILL: PRINT AND MAIL				
			1.01	43411341 541100	FIN - WATER ADMIN PROF SERVICE				
			1.02	43421351 541100	FIN - SEWER ADMIN PROF SERVICE				
			2.00	91411891 542500	GG-WTR-FAC-POSTAGE				
			2.00	91421891 542500	GG-SWR-FAC-POSTAGE				
							CHECK	350184 TOTAL:	9.07
350185	04/10/2019	PRTD 55 BAINBRIDGE ISLAND RE	230065	BI-0000211847 2019	03/08/2019		04/07/19	68.00	
		Invoice: BI-0000211847 2019			POL/CHIEF SUBSCRIPTION 2019				
			68.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH				
							CHECK	350185 TOTAL:	68.00
350186	04/10/2019	PRTD 55 SOUND PUBLISHING, IN	230006	BIR848144	03/15/2019		04/07/19	80.14	
		Invoice: BIR848144			CC/ORDINANCE NO. 2019-10				
			80.14	11011113 544000	COUNCIL - LEGAL NOTICES				
		Invoice: BIR848086	230007	BIR848086	03/15/2019		04/07/19	48.26	
					CC/NOTICE OF CONTRACT COMPLETION & ACCEPTANCE				
			48.26	11011113 544000	COUNCIL - LEGAL NOTICES				
		Invoice: BIR848080	230008	BIR848080	03/15/2019		04/07/19	46.04	
					CC/ORDINANCE NO. 2019-05				
			46.04	11011113 544000	COUNCIL - LEGAL NOTICES				
		Invoice: BIR849168	230060	BIR849168	03/22/2019		04/07/19	76.74	
					PCD/NOTICE OF APP BLD23485				
			76.74	63470586 544000	CUR-DEV-ZONING-ADV				
		Invoice: BIR849169	230061	BIR849169	03/22/2019		04/07/19	77.92	
					PCD/NOTICE OF APP PLN51396				
			77.92	63470586 544000	CUR-DEV-ZONING-ADV				
							CHECK	350186 TOTAL:	329.10
350187	04/10/2019	PRTD 55 SOUND PUBLISHING, IN	230075	BIR848002	03/15/2019		04/07/19	141.67	
		Invoice: BIR848002			POL/LEGAL NOI: FRANKIE				
			141.67	55011757 54400000159	PD-DERELICT VES-ADVERTISING				

CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE VENDOR NAME							
INVOICE DTL DESC									
								CHECK 350187 TOTAL:	141.67
350188	04/10/2019	PRTD 5412 BENEFIT ADMINISTRATI	230009	1903513	03/21/2019		04/07/19	258.50	
		Invoice: 1903513		FSA/HSA SERVICES MAR19					
			28.44	21011125	520000	COURT - BENEFITS			
			46.53	31011131	520000	EX-GF-BEN			
			36.19	41011141	520000	FIN - C/E ADMIN BENEFITS			
			23.27	51011211	520000	PD-C/E ADMIN-BENEFITS			
			36.19	61011581	520000	PCD - C/E ADMIN BENEFITS			
			82.72	71011321	520000	PW - C/E BENEFITS			
			5.16	81011881	520000	IT - C/E ADMIN BENEFITS			
								CHECK 350188 TOTAL:	258.50
350189	04/10/2019	PRTD 50 BAINBRIDGE ISLAND EL	230025	20190018	03/01/2019		04/07/19	321.55	
		Invoice: 20190018		PW/REPLACED 20A GFCI REPEPTICAL IN PRV CONTROL					
			321.55	73411345	548100	REPAIRS & MAINTENANCE			
				230026	2190016	03/01/2019	04/07/19	896.59	
		Invoice: 2190016		PW/TROUBLESHOOT, DETRMN PROB & REPLACE UNIT HEATER					
			896.59	73411345	548100	REPAIRS & MAINTENANCE			
				230027	2190015	03/01/2019	04/07/19	1,042.25	
		Invoice: 2190015		PW/REPLACED MOTOR STARTER FOR WELL PUMP #1					
			1,042.25	73411345	548100	REPAIRS & MAINTENANCE			
								CHECK 350189 TOTAL:	2,260.39
350190	04/10/2019	PRTD 5105 SUSAN ENTRESS	230067	03/27/19	03/28/2019		04/07/19	150.00	
		Invoice: 03/27/19		SR CTR DAMAGE DEPOSIT REFUND					
			150.00	41625860	586000	SC/COMMONS ROOM DEP-DISBURSEME			
								CHECK 350190 TOTAL:	150.00
350191	04/10/2019	PRTD 1341 BLUE SKY PRINTING	230068	129996	03/21/2019		04/07/19	118.98	
		Invoice: 129996		POL/ENVELOPES					
			118.98	51011211	531100	PD-C/E-ADM-SUPPLIES			
								CHECK 350191 TOTAL:	118.98
350192	04/10/2019	PRTD 9163 PETER BRACHVOGEL	230058	PLN51405	03/27/2019		04/07/19	500.00	
		Invoice: PLN51405		PCD/PERMIT CANCELLED PLN51405					
			500.00	47148	345890	OTHER PLANNING/DEVELOPM			
								CHECK 350192 TOTAL:	500.00

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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									
350193	04/10/2019	PRTD	8595 BRUCE TITUS FORD, IN	229972	57019730	10/23/2018		04/07/19	-16.35
	Invoice: 57019730					PW/CREDIT FOR PART ON INV 67077764			
					-8.18 73111423 548100	REPAIRS & MAINTENANCE			
					-8.17 73111427 548100	O&M-ACCESS RDSIDE R&M			
				230028	67082979/3	03/13/2019		04/07/19	353.62
	Invoice: 67082979/3					PW/FORD MULTI-POINT INSP SVC, VEH 52			
				353.62	73011581 548100	O&M-C/E-PCD VEH WORK-REPAIRS			
						CHECK	350193	TOTAL:	337.27
350194	04/10/2019	PRTD	5167 KITSAP PUBLIC SERVIC	230069	944104	03/16/2019		04/07/19	566.53
	Invoice: 944104					POL/IMPPOINT: I19-000275			
				566.53	53011212 549900	PD-C/E-PATROL-MISC			
						CHECK	350194	TOTAL:	566.53
350195	04/10/2019	PRTD	7509 CONSTRUCTION PARTS L	230029	24593	03/15/2019		04/07/19	622.86
	Invoice: 24593					PW/TUBE BROOM 90"			
				622.86	73111423 531100	OFFICE SUPPLIES			
				230030	24453	03/15/2019		04/07/19	8,105.85
	Invoice: 24453					PW/PLOW BLADE, CLAMP BAR			
				8,105.85	73111252 53110001000	2019 STORM RESP-STRT-SUPPLIES			
						CHECK	350195	TOTAL:	8,728.71
350196	04/10/2019	PRTD	142 COPIERS NORTHWEST IN	230099	INV1925278	03/22/2019		04/07/19	876.49
	Invoice: INV1925278					EX,FIN/CONTRACT CN2410 LEASE AND OVRAGE			
				438.24	31011131 545000	EX-GF-RENTS & LEASES			
				438.25	41011141 545000	FIN - C/E ADMIN RENTS & LEASES			
						CHECK	350196	TOTAL:	876.49
350197	04/10/2019	PRTD	7016 CUSTOM PRINTING	230100	8405	03/18/2019		04/07/19	292.12
	Invoice: 8405					ENG/#10 REGULAR ENVELOPES			
				292.12	72011321 531100	ENG - C/E ADMIN SUPPLIES			
						CHECK	350197	TOTAL:	292.12
350198	04/10/2019	PRTD	4975 DAY WIRELESS SYSTEMS	230070	484473	03/21/2019		04/07/19	861.10
	Invoice: 484473					POL/RADAR RECALIBRATION X11			
				861.10	53011212 548100	POLICE - C/E PATROL MAINTENANC			

CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
										INVOICE DTL DESC
										CHECK 350198 TOTAL: 861.10
350199	04/10/2019	PRTD	7144 DTMICRO, INC	230101	4315	03/15/2019		04/07/19	136.25	
			Invoice: 4315			IT/POLICE NETWORK CONNECT W/KITSAP COUNTY APR19				
				136.25	91011215 542100	GG-C/E-PD-PHONE				
										CHECK 350199 TOTAL: 136.25
350200	04/10/2019	PRTD	8996 EDINGER ASSOCIATES P	230010	5721	03/19/2019		04/07/19	112.50	
			Invoice: 5721			LEGAL/PROF SVCS: FCC MATTERS				
				112.50	32011152 54111100955	LIT-CHALLENGE TO RADIO STATION				
										CHECK 350200 TOTAL: 112.50
350201	04/10/2019	PRTD	5781 EXTERMINATION SERVIC	230031	31683	03/19/2019		04/07/19	90.47	
			Invoice: 31683			PW/FEB19 EXTERMINATION SVCS				
				90.47	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS				
										CHECK 350201 TOTAL: 90.47
350202	04/10/2019	PRTD	705 FCS GROUP	230087	2854-21901036	01/18/2019	21800065	04/07/19	3,821.25	
			Invoice: 2854-21901036			ENG/WATER SEWER RATE STUDY				
				1,910.62	72411342 54110000923	WATER RATE STUDY-PROF SVCS				
				1,910.63	72421352 54110000923	SEWER RATE STUDY-PROF SVCS				
										CHECK 350202 TOTAL: 8,779.90
350203	04/10/2019	PRTD	6940 FREMONT ANALYTICAL	230120	1903158	03/18/2019	21900003	04/07/19	480.00	
			Invoice: 1903158			ENG/WATER QUAL FLOW MONIT-PR SVC				
				480.00	72637319 54110000809	WATER QUAL FLOW MONIT-PRO SVCS				
										CHECK 350203 TOTAL: 480.00
350204	04/10/2019	PRTD	9038 HEDEEN & CADITZ, PLL	230115	8860	03/27/2019		04/07/19	450.00	
			Invoice: 8860			LEGAL/PROF SVCS: NORDLAND				
				450.00	32011262 54111000668	LGL-STO PRE-DEFENSE NORDLAND				
										CHECK 350204 TOTAL: 450.00





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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									
								CHECK 350216 TOTAL:	221.25
350217	04/10/2019	PRTD	9165 KITSAP COUNTY FIRE D	230080	BIPD	03/22/2019		04/07/19	200.00
			Invoice: BIPD					POL/LEADERSHIP UNDER FIRE CONF: EP	
				200.00	52011212 443410			POLICE - C/E INVEST TRAINING	
								CHECK 350217 TOTAL:	200.00
350218	04/10/2019	PRTD	360 PROBUILD COMPANY LLC	230033	1740632	03/14/2019		04/07/19	104.27
			Invoice: 1740632					PW/GLUE, FINISH BLADE, WASHERS	
				104.27	73011183 531100			O&M-C/E-CH FAC-SUPPLIES	
			Invoice: 1740485						
				230034	1740485	03/13/2019		04/07/19	8.48
								PW/8 X 3/4 PAN PHIL SMS	
				8.48	73020769 531100			O&M-ROAD ENDS-SUPPLIES	
								CHECK 350218 TOTAL:	112.75
350219	04/10/2019	PRTD	7602 REBECCA DEAN PLLC	230105	1032	03/31/2019		04/07/19	2,088.00
			Invoice: 1032					HR/LEGAL SVC MAR19	
				2,088.00	33011161 541100			HR-C/E-PROF SVCS	
								CHECK 350219 TOTAL:	2,088.00
350220	04/10/2019	PRTD	8317 REID MIDDLETON, INC.	230091	1901039	01/07/2019	21700114	04/07/19	5,748.00
			Invoice: 1901039					PRF SVC-MCDONALD CREEK CULVERT	
				5,748.00	72433438 64110000823			EH@MCDONALD CR CULVERT-DES	
								CHECK 350220 TOTAL:	5,748.00
350221	04/10/2019	PRTD	8811 REMOTE MEDICINE INC.	230035	INV-000031	03/18/2019		04/07/19	14,537.00
			Invoice: INV-000031					EX/WRT TRAINING	
				14,537.00	31011256 541100			EX-GF-EMERG PREP-PROF SVCS	
								CHECK 350221 TOTAL:	14,537.00
350222	04/10/2019	PRTD	6701 SHERWIN WILLIAMS	230036	8483-2	03/08/2019		04/07/19	170.59
			Invoice: 8483-2					PW/4 GAL PAINT. BLUE TAPE	
				170.59	73011183 531100			O&M-C/E-CH FAC-SUPPLIES	
								CHECK 350222 TOTAL:	170.59



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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

1,071.00 32011152 54111000870 LGL-HR (NON-BARGAINING)

CHECK 350227 TOTAL: 3,748.50

350228 04/10/2019 PRD 6746 SYMBOL ARTS 230082 0326362-IN 03/19/2019 04/07/19 805.00  
 Invoice: 0326362-IN POL/CORPORAL BADGES X8  
 805.00 53011212 531100 PD-C/E-PATROL SUPPLIES

CHECK 350228 TOTAL: 805.00

350229 04/10/2019 PRD 7357 THE DOCTORS CLINIC 230043 OMF6 FEB19 03/15/2019 04/07/19 50.00  
 Invoice: OMF6 FEB19 POL/OCCUPATIONAL HEALTH TESTING  
 50.00 53011212 541100 POLICE - C/E PATROL PROF SVCS

CHECK 350229 TOTAL: 50.00

350230 04/10/2019 PRD 558 TOWN & COUNTRY MARKE 230106 03/19/19-A 03/19/2019 04/07/19 7.16  
 Invoice: 03/19/19-A EX/BOXED LUNCHES - MISSED PAYING TAX  
 7.16 31011131 541100 EX-GF-PROF SERVICES

CHECK 350230 TOTAL: 7.16

350231 04/10/2019 PRD 4929 TYLER TECHNOLOGIES I 230107 045-253755 04/01/2019 04/07/19 13,915.04  
 Invoice: 045-253755 IT/MUNIS QUARTERLY SOFTWARE MAINT  
 13,915.04 81011881 548500 IT - C/E COMPUTER SUPPORT

CHECK 350231 TOTAL: 13,915.04

350232 04/10/2019 PRD 6088 ULINE SHIPPING SUPPL 230083 106895634 03/19/2019 04/07/19 82.35  
 Invoice: 106895634 POL/EVIDENCE ENVELOPES  
 24.71 52011212 531100 POLICE - C/E INVEST SUPPLIES  
 57.64 53011212 531100 PD-C/E-PATROL SUPPLIES

CHECK 350232 TOTAL: 82.35

350233 04/10/2019 PRD 2190 UNITED PARCEL SERVIC 230084 000028Y3Y1119 03/16/2019 04/07/19 80.95  
 Invoice: 000028Y3Y1119 POL/SHIPPING MARCH 4 & 11  
 80.95 91011215 542500 GG-C/E-PD-POSTAGE

350233 04/10/2019 PRD 2190 UNITED PARCEL SERVIC 230084 000028Y3Y1129 03/23/2019 04/07/19 21.99  
 Invoice: 000028Y3Y1129 POL/SHIPPING MAR 14  
 21.99 91011215 542500 GG-C/E-PD-POSTAGE

CHECK 350233 TOTAL: 102.94

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
-----									
350234	04/10/2019	PRTD	1152 USA BLUE BOOK	230044	838998	03/14/2019		04/07/19	901.74
	Invoice: 838998								
				901.74	73637891 531100	PW/GLOVES, RAINSUIT			
						OFFICE SUPPLIES			
				230045	838176	03/14/2019		04/07/19	469.98
	Invoice: 838176								
				469.98	73425358 531100	PW/BROTH IN PLASTIC AMPULES, STERILE PETRI DISH			
						O&M-WWTP-SUPPLIES			
						CHECK	350234	TOTAL:	1,371.72
350235	04/10/2019	PRTD	9128 THE WATERSHED COMPAN	230093	2019-0362	03/26/2019	21900006	04/07/19	3,095.00
	Invoice: 2019-0362								
				3,095.00	72431832 53110000664	ENG/SSWM SIGN SERVICES			
						ST DOE SSWM-SUPPLIES			
						CHECK	350235	TOTAL:	3,095.00
350236	04/10/2019	PRTD	5709 WEBCHECK INC	230108	6259	04/01/2019		04/07/19	179.85
	Invoice: 6259								
				89.93	43411341 541100	FIN/WEBCHECK SVC MAR19			
				89.92	43421351 541100	FIN - WATER ADMIN PROF SERVICE			
						FIN - SEWER ADMIN PROF SERVICE			
						CHECK	350236	TOTAL:	179.85
350237	04/10/2019	PRTD	2064 WEST SOUND WORKFORCE	230046	38995	03/11/2019		04/07/19	1,436.70
	Invoice: 38995								
				1,436.70	41011141 515000	FIN/TEMP HIRE HRS: KW			
						FIN - C/E ADMIN SALARY TEMP			
						CHECK	350237	TOTAL:	1,436.70
350238	04/10/2019	PRTD	499 WESTBAY AUTO PARTS I	230047	438017	03/19/2019		04/07/19	101.13
	Invoice: 438017								
				4.94	990 141100	PW/OIL FILTER, NITRILE DISPOSE GLOVES			
				96.19	73638935 531100	MERCHANDISE			
						O&M-STD ALLOCATION-SUPPLIES			
				230048	436759	03/14/2019		04/07/19	126.27
	Invoice: 436759								
				63.14	73111423 531100	PW/FUEL TANK STRAP LINER			
				63.13	73111427 531100	OFFICE SUPPLIES			
						OFFICE SUPPLIES			
				230049	436033	03/12/2019		04/07/19	23.20
	Invoice: 436033								
				11.60	73111423 531100	PW/MUD FLAP			
				11.60	73111427 531100	OFFICE SUPPLIES			
						OFFICE SUPPLIES			
				230050	435127	03/08/2019		04/07/19	11.86
	Invoice: 435127								
				11.86	73638935 531100	PW/CLAMP			
						O&M-STD ALLOCATION-SUPPLIES			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 435115				230051	435115	03/08/2019		04/07/19	160.01
						PW/OIL FILTER, HOSE END			
				160.01	990 141100	MERCHANDISE			
							CHECK	350238 TOTAL:	422.47
350239	04/10/2019	PRTD	8759 WHISTLE WORKWEAR	230052	179774	03/18/2019		04/07/19	309.04
Invoice: 179774						PW/GLOVES			
				309.04	73637891 531100	OFFICE SUPPLIES			
Invoice: 31218				230053	31218	03/12/2019		04/07/19	1,896.11
						PW/BAGS, GLOVES, VEST, RAIN JACKET & PANT			
				1,896.11	73637891 531100	OFFICE SUPPLIES			
							CHECK	350239 TOTAL:	2,205.15
350240	04/10/2019	PRTD	6488 WOOD ENVIRONMENT & I	230109	S51701232	03/13/2019		04/07/19	425.00
Invoice: S51701232						ENG/3RD PARTY GEOTECHNICAL REVIEW			
				425.00	72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS			
Invoice: S51701231				230110	S51701231	03/13/2019		04/07/19	308.00
						ENG/3RD PARTY GEOTECHNICAL REVIEW			
				308.00	72655860 58600000370	GEO TECCH-3RD PARTY REVIEWS			
							CHECK	350240 TOTAL:	733.00
350241	04/10/2019	PRTD	6920 COMCAST	230085	APR19	03/20/2019		04/07/19	11.36
Invoice: APR19						POL/HD CONVERTER BOX			
				11.36	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
							CHECK	350241 TOTAL:	11.36
350242	04/10/2019	PRTD	2607 ZEE MEDICAL SERVICE	230111	6837256	04/01/2019		04/07/19	61.86
Invoice: 6837256						FIN/C.H. FIRST AID RESTOCK			
				61.86	41011189 531100	FIN - C/E CNTL SV SUPPLIES			
							CHECK	350242 TOTAL:	61.86

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NUMBER OF CHECKS 64 \*\*\* CASH ACCOUNT TOTAL \*\*\* 155,732.18

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	64	155,732.18

\*\*\* GRAND TOTAL \*\*\* 155,732.18

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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	T OB	DEBIT	CREDIT
								LINE DESC			
2019	4	19									
APP	401-213000		04/10/2019	04/07/19	041019			ACCOUNTS PAYABLE		7,007.19	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		04/10/2019	04/07/19	041019			CASH			155,732.18
								AP CASH DISBURSEMENTS JOURNAL			
APP	001-213000		04/10/2019	04/07/19	041019			GENERAL - ACCOUNTS PAYABLE		67,377.83	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		04/10/2019	04/07/19	041019			ACCOUNTS PAYABLE		4,695.69	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		04/10/2019	04/07/19	041019			ACCOUNTS PAYABLE		27,627.89	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		04/10/2019	04/07/19	041019			ACCOUNTS PAYABLE		7,523.66	
								AP CASH DISBURSEMENTS JOURNAL			
APP	622-213000		04/10/2019	04/07/19	041019			ACCOUNTS PAYABLE		150.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		04/10/2019	04/07/19	041019			STREETS - ACCOUNTS PAYABLE		8,861.83	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		04/10/2019	04/07/19	041019			ACCOUNTS PAYABLE		22,525.89	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		04/10/2019	04/07/19	041019			ACCOUNTS PAYABLE		954.25	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		04/10/2019	04/07/19	041019			ACCOUNTS PAYABLE		8,843.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	901-213000		04/10/2019	04/07/19	041019			ACCOUNTS PAYABLE		164.95	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										155,732.18	155,732.18
APP	631-130000		04/10/2019	04/07/19	041019			DUE TO/FROM CLEARING		151,036.49	
APP	401-130000		04/10/2019	04/07/19	041019			DUE TO/FROM CLEARING			7,007.19
APP	001-130000		04/10/2019	04/07/19	041019			GENERAL - DUE TO/FROM CLEARING			67,377.83
APP	402-130000		04/10/2019	04/07/19	041019			DUE TO/FROM CLEARING			27,627.89
APP	407-130000		04/10/2019	04/07/19	041019			DUE TO/FROM CLEARING			7,523.66
APP	622-130000		04/10/2019	04/07/19	041019			DUE TO/FROM CLEARING			150.00
APP	101-130000		04/10/2019	04/07/19	041019			STREETS - DUE TO/FROM CLEARING			8,861.83
APP	301-130000		04/10/2019	04/07/19	041019			DUE TO/FROM CLEARING			22,525.89
APP	650-130000		04/10/2019	04/07/19	041019			DUE TO/FROM CLEARING			954.25
APP	403-130000		04/10/2019	04/07/19	041019			DUE TO/FROM CLEARING			8,843.00

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

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|apcshdsb

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			
	04/10/2019	04/07/19	041019						
APP 901-130000						DUE TO/FROM CLEARING			164.95
	04/10/2019	04/07/19	041019						
						SYSTEM GENERATED ENTRIES TOTAL		151,036.49	151,036.49
						JOURNAL 2019/04/19	TOTAL	306,768.67	306,768.67

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2019	4	19	04/10/2019			
001-130000					GENERAL - DUE TO/FROM CLEARING		67,377.83
001-213000					GENERAL - ACCOUNTS PAYABLE	67,377.83	
					FUND TOTAL	67,377.83	67,377.83
101 STREET FUND	2019	4	19	04/10/2019			
101-130000					STREETS - DUE TO/FROM CLEARING		8,861.83
101-213000					STREETS - ACCOUNTS PAYABLE	8,861.83	
					FUND TOTAL	8,861.83	8,861.83
301 CAPITAL CONSTRUCTION FUND	2019	4	19	04/10/2019			
301-130000					DUE TO/FROM CLEARING		22,525.89
301-213000					ACCOUNTS PAYABLE	22,525.89	
					FUND TOTAL	22,525.89	22,525.89
401 WATER OPERATING FUND	2019	4	19	04/10/2019			
401-130000					DUE TO/FROM CLEARING		7,007.19
401-213000					ACCOUNTS PAYABLE	7,007.19	
					FUND TOTAL	7,007.19	7,007.19
402 SEWER OPERATING FUND	2019	4	19	04/10/2019			
402-130000					DUE TO/FROM CLEARING		27,627.89
402-213000					ACCOUNTS PAYABLE	27,627.89	
					FUND TOTAL	27,627.89	27,627.89
403 STORM & SURFACE WATER FUND	2019	4	19	04/10/2019			
403-130000					DUE TO/FROM CLEARING		8,843.00
403-213000					ACCOUNTS PAYABLE	8,843.00	
					FUND TOTAL	8,843.00	8,843.00
407 BUILDING & DEVELOPMENT FUND	2019	4	19	04/10/2019			
407-130000					DUE TO/FROM CLEARING		7,523.66
407-213000					ACCOUNTS PAYABLE	7,523.66	
					FUND TOTAL	7,523.66	7,523.66
622 EXPENDABLE TRUST FUND	2019	4	19	04/10/2019			
622-130000					DUE TO/FROM CLEARING		150.00
622-213000					ACCOUNTS PAYABLE	150.00	
					FUND TOTAL	150.00	150.00
631 CLEARING FUND	2019	4	19	04/10/2019			

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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
631-130000				DUE TO/FROM CLEARING	151,036.49	
631-213000				ACCOUNTS PAYABLE	4,695.69	
635-111100				CASH		155,732.18
				FUND TOTAL	155,732.18	155,732.18
650 AGENCY FUND	2019 4	19	04/10/2019			
650-130000				DUE TO/FROM CLEARING		954.25
650-213000				ACCOUNTS PAYABLE	954.25	
				FUND TOTAL	954.25	954.25
901 CITY-WIDE REPORTING FUND	2019 4	19	04/10/2019			
901-130000				DUE TO/FROM CLEARING		164.95
901-213000				ACCOUNTS PAYABLE	164.95	
				FUND TOTAL	164.95	164.95

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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		67,377.83
101	STREET FUND		8,861.83
301	CAPITAL CONSTRUCTION FUND		22,525.89
401	WATER OPERATING FUND		7,007.19
402	SEWER OPERATING FUND		27,627.89
403	STORM & SURFACE WATER FUND		8,843.00
407	BUILDING & DEVELOPMENT FUND		7,523.66
622	EXPENDABLE TRUST FUND		150.00
631	CLEARING FUND	151,036.49	
650	AGENCY FUND		954.25
901	CITY-WIDE REPORTING FUND		164.95
	TOTAL	151,036.49	151,036.49

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

Retainage Release  
KW  
3/22/19

03/22/2019 13:09 |CITY OF BAINBRIDGE ISLAND  
fintemp |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 628 111100 CASH-RETAINAGE

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

INVOICE DTL DESC

-----  
175 03/22/2019 PRD 5403 NORWEST MARINE, LLC 230001 RETREL-247-B 03/22/2019 RT032219 1,438.28  
Invoice: RETREL-247-B RET REL LINEAR MOORAGE REMOVAL  
1,438.28 41628860 586000 RETAINAGE RELEASE

CHECK 175 TOTAL: 1,438.28

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 1,438.28

COUNT AMOUNT

-----  
TOTAL PRINTED CHECKS 1 1,438.28

\*\*\* GRAND TOTAL \*\*\* 1,438.28

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: fintemp

YEAR PER	JNL	ACCOUNT	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT	
EFF DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE	DESC				
2019 3	273										
APP 622-213000							ACCOUNTS PAYABLE		1,438.28		
03/22/2019	RT032219		032219				AP CASH DISBURSEMENTS JOURNAL				
APP 628-111100							CASH-RETAINAGE			1,438.28	
03/22/2019	RT032219		032219				AP CASH DISBURSEMENTS JOURNAL				
								JOURNAL 2019/03/273	TOTAL	1,438.28	1,438.28

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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
622	2019	3	273	03/22/2019	EXPENDABLE TRUST FUND		
					622-213000 ACCOUNTS PAYABLE	1,438.28	
					628-111100 CASH-RETAINAGE		1,438.28
FUND TOTAL						1,438.28	1,438.28

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

Travel

KW  
4/2/19

04/02/2019 11:05 | CITY OF BAINBRIDGE ISLAND  
fintemp | A/P CASH DISBURSEMENTS JOURNAL

| P 1  
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CASH ACCOUNT: 013 111100 ADV TRAVEL - CASH

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

INVOICE DTL DESC

85 04/02/2019 PRD 1767 TAMI ALLEN 230113 TRVLAPR19-TA 03/29/2019 TA040219 300.00  
Invoice: TRVLAPR19-TA POL/PCC, NEWPORT, OR - CONF & TRAINING  
300.00 013 122100 ADV TRAVEL ACCOUNTS RECEIVABLE

CHECK 85 TOTAL: 300.00

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 300.00

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 300.00

\*\*\* GRAND TOTAL \*\*\* 300.00

04/02/2019 11:05  
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CITY OF BAINBRIDGE ISLAND  
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 4	14								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		300.00	
04/02/2019	TA040219	040219				AP CASH DISBURSEMENTS JOURNAL			
APP 013-111100						ADV TRAVEL - CASH			300.00
04/02/2019	TA040219	040219				AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2019/04/14	TOTAL	300.00	300.00

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

|P 3  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2019	4	14	04/02/2019			
	001-213000					GENERAL - ACCOUNTS PAYABLE	300.00	
	013-111100					ADV TRAVEL - CASH		300.00
						FUND TOTAL	300.00	300.00

\*\* END OF REPORT - Generated by Khammy Wahaus \*\*

PAYROLL

PAYROLL CHECK RUN: 4 - 5 - 2019

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	4/5/2019	044375 - 044498	P/R check run - direct deposit	293,503.61
Normal	4/5/2019	108915 - 108917	P/R check run - regular	4,709.65
Vendor	4/5/2019	108918 - 108930	P/R vendor check run	312,778.11
Misc	4/5/2019	108931	P/R misc check run	1,096.22
Vendor	4/5/2019	108932 - 108933	P/R vendor check run	301.23
Vendor	4/5/2019	N/A	P/R vendor ACH	237.50
EFTPS	4/5/2019	N/A	Federal Tax Electronic Transfer	112,638.56
			<b>TOTAL:</b>	<b>725,264.88</b>

Prepared and Reviewed by: Deborah Lee Date 4-5-19  
Deborah Lee, Fiscal Specialist

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

Karl R. Shaw Date 4-5-2019  
Karl R. Shaw, Interim Finance Director



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** Special City Council Meeting Minutes, March 19, 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:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[CCMIN 031919 SPECIAL](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING  
TUESDAY, MARCH 26, 2019

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Medina called the meeting to order at 5:32 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Schneider, and Councilmembers Deets, Nassar, Peltier, and Tirman were present. Councilmember Blossom arrived at 5:34 p.m.

2) EXECUTIVE SESSION

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

Mayor Medina adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(i).

3) ADJOURNMENT

Council returned from executive session at 6:01 p.m., and Mayor Medina adjourned the meeting.

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Kol Medina, Mayor

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Christine Brown, CMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** City Council Study Session Minutes, March 19, 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:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[CCMIN 031919 STUDY SESSION](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION  
TUESDAY, MARCH 19, 2019

MEETING MINUTES

1) **CALL TO ORDER / ROLL CALL**

Mayor Medina called the meeting to order at 6:02 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Schneider, and Councilmembers Blossom, Peltier, Nassar, Tirman, and Deets were present.

2) **EXECUTIVE SESSION**

**2.A Pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee.**  
[Cover Page](#)

Mayor Medina adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(g) at 6:02 p.m. Council returned from executive session at 6:31 p.m., and Mayor Medina re-convened the meeting.

3) **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**

Mayor Medina proposed extending the discussion of Item 5.D, Sustainable Transportation Planning Request for Qualifications, to 30 minutes.

Councilmember Tirman moved and Councilmember Peltier seconded to approve the agenda as amended. The motion was approved by unanimous consent.

In response to the Mayor's conflict of interest question, Councilmember Tirman mentioned that his wife is involved in the emergency preparedness program. Councilmember Peltier and Councilmember Schneider noted they each own homes on City sewer and water. Councilmember Deets noted his participation in the solar industry.

4) **MAYOR'S REPORT**

Mayor Medina proposed that Council appoint Erika Shriner to the Kitsap Transit Citizen Advisory Committee, and there were no objections. He provided an update on buoy removal near the Dave Ullin Open Water Marina and noted the April 10, 2019 Washington State Department of Transportation (WSDOT) Open House on SR 305 improvements.

5) **UNFINISHED BUSINESS**

**5.A Update on Moratorium - Planning**  
[Cover Page](#)

[20190308 Moratorium work program status report](#)  
[Ordinance No. 2018-43 Amending the Moratorium Approved 111318.pdf](#)  
[Development Moratorium Summary Effective 20181121.pdf](#)

Council discussed the moratorium timeline, and Senior Planner Carr addressed Council's questions.

**5.B Ordinance No. 2019-10, Relating to the Extension of Moratorium for Certain Development - Planning**

[Cover Page](#)  
[Ordinance No. 2019-10 Extending the Development Moratorium](#)  
[Exhibit A to Ord 2019-10 re Work Plan Schedule for Moratorium on Certain Development](#)  
[20190308 Moratorium work program status report](#)  
[Development Moratorium Summary](#)  
[Ordinance No. 2018-43 Amending the Moratorium](#)

Senior Planner Carr introduced the agenda item. Council discussed the workplan and affordable housing.

**5.C Water and Sewer Utilities Rate Study Report and Recommendation - Public Works**

[Cover Page](#)  
[UAC Final Recommendation Water Sewer Rates\\_2019.pdf](#)  
[Water and Sewer Rate Study - Executive Summary](#)  
[Water and Sewer Rate Study \(UAC 3-19-19\)](#)

Public Works Director Loveless introduced the agenda item. John Ghilarducci and Chris Gonzalez from FCS Group provided a presentation on water and sewer rate recommendations.

Council discussed the recommendations and directed staff to develop an insert for customer bills. Next steps will also include a public hearing.

**5.D Sustainable Transportation Planning Request for Qualifications - Public Works**

[Cover Page](#)  
[Sustainable Transportation RFQ](#)  
[Sustainable Transportation RFQ Change.docx](#)

Project Manager Epstein introduced the agenda item. Michael Pollack and Ken DeWitt from the Board of the Bainbridge Island Metropolitan Park and Recreation District (the "Park District") joined Council for the discussion.

City Manager Smith proposed a revision to Section 3 of the Request for Qualifications (RFQ) that reads as follows: "preparing innovative, sustainable transportation plans in a comparable community." Council discussed the proposed language provided by Project Manager Epstein in the agenda packet to be added to all three sections in the RFQ. Council agreed to these changes by unanimous consent.

Mayor Medina proposed a revision to Section 1.1 following the sentence that ends with "channels" and replacing the next sentence with: "Consultant will develop a community engagement plan that will, at a minimum, include 1) recommending stakeholders to be included in a workgroup, 2) the process and format for the outreach, and 3) the manner in which the workgroup will be included in all appropriate aspects of Phase 1 and Phase 2 of this planning process." Council agreed to the proposed change.

Council discussed the consultant selection team and agreed to appoint a representative from the Park District in place of Councilmember Tirman.

Council adjourned for a break at 8:05 p.m. Mayor Medina re-convened the meeting at 8:11 p.m.

**5.E Ordinance No. 2019-03 Relating to Subdivision Update - Planning**

Cover Page

20190319 CC Staff Memo - revised 20190314.docx

Attachment A -- Ordinance No. 2019-03 Subdivision Update - Draft 031519

Attachment A -- Ord 2019-03 Exhibit A 20190228 PC Recommendation with Notes.docx

Attachment A -- Ord 2019-03 Exhibit B 20190228 PC Recommendation.docx

Attachment A -- Ord 2019-03 Exhibit C 20190228 PC Recommendation.docx

Attachment B -- Planning Commission Minutes 021319.pdf

Attachment B -- Planning Commission Minutes DRAFT 022819.docx

Attachment C -- Subcommittee Comments - Exhibit A.pdf

Attachment C -- Subcommittee Comments - Exhibit B.pdf

Attachment C -- Subcommittee Comments - Exhibit C.pdf

Prior to the discussion, Councilmember Blossom noted for the record that she had a pre-application for a subdivision to submit prior to the moratorium.

Senior Planner Carr introduced the agenda item, and Council discussed the ordinance. Council requested that staff provide an inventory by zoning districts, with restrictions noted, and lot diagrams for the next discussion.

6) NEW BUSINESS

**6.A 2019 Emergency Management Briefing - Executive**

Cover Page

Proclamation Community Preparedness Month Aug 23, 2016 .pdf

03192019 EM Presentation to City Council

Emergency Management Coordinator LeSage provided a presentation on the Emergency Management Program and addressed Council's questions.

7) CITY COUNCIL DISCUSSION

**7.A Community Solar Agreement - Councilmember Peltier**

Cover Page

Community Solar Agenda Bill Background.docx

Community Solar Memo

Councilmember Peltier introduced the agenda item for a community solar study by a student at Western Washington University through Community Action Bainbridge. Council had no objections to proceeding with his proposal.

8) FUTURE COUNCIL AGENDAS

**8.A Future Council Agendas**

Cover Page

City Council Regular Business Meeting 032619

City Council Study Session 040219

City Council Regular Business Meeting 040919

Councilmember Tirman requested a discussion of a speed limit reduction on Miller Road, and Council agreed to add it to a future agenda.

9) **FOR THE GOOD OF THE ORDER**

Councilmember Deets provided information on re-structuring the Public Safety Committee.

Councilmember Tirman reported on a meeting with the Interfaith Council and a meeting with representatives from the University of Washington on a minimum wage study.

Mayor Medina proposed a special City Council meeting on April 30, 2019 to discuss ethics and best practices.

10) **ADJOURNMENT**

Mayor Medina adjourned the meeting at 10:20 p.m.

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Kol Medina, Mayor

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Christine Brown, CMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:**

**AGENDA ITEM:** City Council Regular Business Meeting Minutes, March 26, 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:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[CCMIN 032619 BUSINESS](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, MARCH 26, 2019

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Medina called the meeting to order at 6:02 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Schneider and Councilmembers Blossom, Peltier, Nassar, Deets, and Tirman were present.

2) EXECUTIVE SESSION

**2.A Pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee.  
Cover Page**

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

Mayor Medina adjourned the meeting to an executive session at 6:01 p.m. pursuant to RCW 42.30.110(1)(g) and (i).

City Council returned from executive session at 6:42 p.m., and Mayor Medina re-convened the meeting at 6:45 p.m.

3) PLEDGE OF ALLEGIANCE / APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Tirman moved and Councilmember Peltier seconded to approve the agenda as presented. The motion was approved by unanimous consent. There were no conflicts of interest disclosed.

4) PUBLIC COMMENT

Bobbie Morgan spoke in favor of the New Green Deal resolution.

Jane Lindley spoke in favor of the Green New Deal resolution and clean energy Senate Bill 1516.

Pat Irlle spoke in favor of the Green New Deal resolution and related legislation.

Becky Romasco-Kelly and Lisa Romasco spoke in favor of the Green New Deal resolution.

Michael Zigich spoke about the Shoreline Master Program.

Jay Hart spoke in favor of the Green New Deal resolution.

Cindy Anderson spoke in favor of the New Green Deal resolution and commented on the cost of remodeling the proposed Police Facility.

Ted Larson Freeman spoke in favor of the Green New Deal.

Holly Brewer spoke in favor of the Green New Deal resolution.

Diane Landry spoke in favor of the Green New Deal resolution.

Charlotte Larson Freeman spoke in favor of the Green New Deal resolution.

Brian Anderson spoke in favor of the Green New Deal resolution.

#### 5) [MAYOR'S REPORT](#)

Mayor Medina mentioned the SR 305 Open House on April 10, 2019 and Ward Meetings in April.

#### 6) [CITY MANAGER'S REPORT](#)

City Manager Smith mentioned the artist's reception for homelessness photographs on April 5, 2019 and the City newsletter.

#### 7) [PRESENTATION\(S\)](#)

##### **7.A [Proclamation Declaring April 2, 2019, as "National Service Recognition Day" - Mayor Medina](#)**

[Cover Page](#)

[National Service Recognition Day Proclamation 2019](#)

Mayor Medina read the proclamation.

**MOTION:** I move to authorize the Mayor to sign the proclamation declaring April 2, 2019, as "National Service Recognition Day" and add this proclamation to the list of annual proclamations that may be signed by the Mayor without further Council action.

**Schneider/Peltier:** The motion was approved by unanimous consent.

Cheryl Smith accepted the proclamation and thanked Council.

##### **7.B [Proclamation Declaring March 2019 as "Brain Injury Awareness Month" - Mayor Medina](#)**

[Cover Page](#)

[Brain Injury Awareness Month Proclamation 2019](#)

Mayor Medina read the proclamation and presented it to Suzanne Griffin.

Suzanne Griffin thanked Council for the proclamation.

8) PUBLIC HEARING(S)

**8.A Public Hearing on Ordinance No. 2019-10, Relating to the Extension of Moratorium for Certain Developments - Planning**

Cover Page

Ordinance No. 2019-10 Extending the Development Moratorium

Exhibit A to Ord 2019-10 re Work Plan Schedule for Moratorium on Certain Developments

20190308 Moratorium work program status report

Development\_Moratorium\_Summary\_Effective\_20181121.pdf

Ordinance\_No.\_2018-43\_Amending\_the\_Moratorium\_Approved\_111318.pdf

Planning Director Christensen introduced the agenda item.

Mayor Medina opened the public hearing at 7:24 p.m.

**Public Comment**

Terry McGuire asked Council to exempt the business/industrial area from the moratorium.

Charlie Wenzlau asked Council to consider the scope of the moratorium.

Erika Shriner spoke in favor of the moratorium.

Mayor Medina closed the public hearing at 7:29 p.m.

Council discussed the moratorium.

**MOTION:** I move to approve Ordinance No. 2019-10 and thereby extend the current moratorium on certain development for an additional six months.

**Tirman/Nassar:** The motion carried unanimously, 7 – 0.

9) CLOSED RECORD PROCEEDING

**9.A Resolution No. 2019-16 - Pleasant Beach Village II Final Subdivision - Planning**

Cover Page

Resolution No. 2019-16 Pleasant Beach Village II Final Subdivision

Exhibit A Compliance Notation Report.pdf

Exhibit B Final Plat Pleasant Beach Village II.pdf

Exhibit C Subdivision Performance Agreement and Bond.pdf

Exhibit D Hearing Examiner Decision.pdf

Mayor Medina recused himself from the agenda item. Senior Planner Greetham introduced the agenda item. City Attorney Levan provided information on the Appearance of Fairness doctrine. Councilmember Blossom mentioned she has had conversations with the developer but not about the plat. There were no challenges.

Senior Planner Greetham provided information on the subdivision and addressed Council's questions.

**MOTION:** I move to approve Resolution No. 2019-16 relating to approval of the Pleasant Beach Village II Final Long Subdivision.

**Tirman/Nassar:** The motion carried unanimously, 6 – 0.

**AYES:** Sarah Blossom, Ron Peltier, Rasham Nassar, Joe Deets, Matt Tirman, Leslie Schneider  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** Kol Medina

Mayor Medina adjourned the meeting for a break at 8:01 p.m. and re-convened the meeting at 8:06 p.m.

**10) UNFINISHED BUSINESS**

**10.A Purchase and Sale Agreement for Harrison Medical Building - Executive**

Cover Page  
Harrison Site PSA - Signed by Owner.pdf  
Signed Letter of Intent - Harrison Building.pdf  
Jul 2018 Appraisal - Harrison Bldg - Colliers  
Aug 2018 Appraisal - Harrison Bldg - SHH  
Nov 2018 Rev Appraisal - Harrison Bldg - Colliers  
Jan 2019 Appraisal - Harrison Bldg - Kidder Mathews

City Manager Smith introduced the agenda item. Council discussed the purchase.

**MOTION:** I move to authorize the City Manager to execute the purchase and sale agreement for the Harrison Medical Center Building and site for a purchase price of \$8,975,000.

**Tirman/Blossom:** The motion carried 4 – 3.

**AYES:** Sarah Blossom, Matt Tirman, Leslie Schneider, Kol Medina  
**NOES:** Ron Peltier, Rasham Nassar, Joe Deets  
**ABSENT:** None  
**ABSTAIN:** None

**10.B Amendment to Rescind the Interlocal Agreement with Kitsap Public Utility District for Community Wi-Fi - Executive**

Cover Page  
Notice of Discontinuation from Bob Hunter, KPUD General Manager  
Amendment No. 1 to COBI-KPUD WIFI ILA  
COBI-KPUD WIFI ILA (Executed 10-9-18)

Deputy City Attorney Sepler introduced the amendment.

**MOTION:** I move to forward Amendment No. 1 to the Interlocal Agreement with Public Utility District No. 1 of Kitsap County as presented for approval with the April 9, 2019 Consent Agenda.

**Peltier/Tirman:** The motion was approved by unanimous consent.

**10.C Resolution No. 2019-14, Supporting the Green New Deal - Councilmember Tirman**

Cover Page  
Resolution No. 2019-14 Supporting Green New Deal

Councilmember Tirman introduced the agenda item and invited public comment.

**Public Comment**

Michael Zigich spoke against the resolution.

Erika Shriner spoke in favor of the resolution.

Barb Zimmer spoke in favor of the resolution.

Council discussed the resolution and future actions.

**MOTION:** I move to forward Resolution No. 2019-14 for approval with the April 9, 2019 Consent Agenda.

**Tirman/Deets:** The motion carried unanimously, 7 – 0.

**10.D Olympic Drive Non-Motorized Improvements Project Professional Services Agreement with Exeltech Consulting for Support Services - Public Works**

[Cover Page](#)

[Professional Services Agreement with Exeltech Consulting, Inc.](#)

Engineering Manager Hammer introduced the agenda item.

**MOTION:** I move to approve the Professional Services Agreement with Exeltech Consulting Inc. in the amount of \$105,653.00 for Olympic Drive Non-Motorized Improvements Project support services.

**Nassar/Deets:** The motion was approved by unanimous consent.

**10.E Proposal to Purchase "Hand in Hand" Artwork - Executive**

[Cover Page](#)

[Public Art Committee's "Hand in Hand" Purchase Proposal](#)

[Photo of "Hand in Hand"](#)

Deputy City Manager Schroer introduced the agenda item.

**MOTION:** I move to ratify the Council's prior decision to purchase of "Hand in Hand" for \$13,000 with funds from the Public Art Subfund and to authorize the City Manager to negotiate and execute an agreement for the purchase of the artwork.

**Schneider/Peltier:** The motion was approved by unanimous consent.

**10.F "Something New" Public Art Program Continuation and Budget Appropriation - Executive**

[Cover Page](#)

[Public Art Subfund Estimates and "Something New" Budget Slides](#)

[March 5, 2019 "Something New" Phase 2 Proposal](#)

Deputy City Manager Schroer introduced the agenda item.

**MOTION:** I move to ratify the Council's prior decision to approve the expenditure of \$13,000 from the Public Art Subfund for the "Something New" Public Art Program in 2019 and \$26,000 in 2020.

**Peltier/Nassar:** The motion was approved by unanimous consent.

**10.G Adopt MultiYear Workplan for Comprehensive Plan Implementation - Executive**

- Cover Page
- Overall Schedule Matrix.docx
- Land Use Element Q1-2019.docx
- Economic Element Q1-2019.docx
- Environmental Element Q1-2019.docx
- Water Resources Element Q1-2019.docx
- Housing Element Q1-2019.docx
- Transportation Element Q1-2019.docx
- Capital Facilities Element Q1-2019.docx
- Utilities Element Q1-2019.docx
- Cultural Element Q1-2019.docx
- Human Services Element Q1-2019.docx

City Manager Smith introduced the agenda item, and Council discussion followed.

**MOTION:** I move to adopt the MultiYear Workplan for Comprehensive Plan Implementation.

**Tirman/Schneider:** The motion carried unanimously, 7 – 0.

11) NEW BUSINESS

**11.A Ordinance No. 2019-06 Amending the 2019-2020 Biennial Budget and CIP to provide for Harrison Building and Site Purchase - Finance**

- Cover Page
- Ordinance No. 2019-06 Police & Court Facility Budget and CIP Amendment
- Exhibit A to Ordinance No. 2019-06 - Police Court Project Budget Amendment
- Exhibit B to Ordinance No. 2019-06
- Exhibit C to Ordinance No. 2019-06

Deputy City Manager Schroer introduced the agenda item.

**MOTION:** I move to forward for approval with the Consent Agenda on April 9, 2019, Ordinance No. 2019-06, amending the 2019-2020 biennial budget and the Capital Improvement Plan and providing for funding to purchase the Harrison Medical Center building and site, which was a budget appropriation that was uncertain at the time the 2019-2020 biennial budget was adopted.

**Schneider/Tirman:** The motion carried 5 – 0.

**AYES:** Sarah Blossom, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

**NOES:** None

**ABSENT:** None

**ABSTAIN:** Ron Peltier, Rasham Nassar

**11.B Resolution No. 2019-15, Delegating Authority to Designate Certain Expenditures for Potential Reimbursement from Bonds That May Be Authorized in the Future - Executive**

- Cover Page
- Resolution 2019-15, Delegating Authority to Designate Certain Expenditures for Potential Reimbursement from Bonds That May Be Authorized in the Future
- Background Information Related to IRS Guidelines

Deputy City Manager Schroer introduced the agenda item.

**MOTION:** I move to forward Resolution No. 2019-15 for approval with the April 9, 2019 Consent Agenda.

**Tirman/Schneider:** The motion carried unanimously, 7 – 0.

**11.C Olympic Drive Non-Motorized Improvements Project Professional Services Agreement with MIG SVR for Support Services - Public Works**

[Cover Page](#)

[Professional Services Agreement with MIG-SVR](#)

Engineering Manager Hammer introduced the agenda item.

**MOTION:** I move to forward the Professional Services Agreement with MIG SVR for support services with the Olympic Drive Non-Motorized Improvements Project for approval with the April 9, 2019 Consent Agenda.

**Nassar/Deets:** The motion was approved by unanimous consent.

12) [CONSENT AGENDA](#)

**12.A Agenda Bill for Consent Agenda**

[Cover Page](#)

**12.B Accounts Payable and Payroll**

[Cover Page](#)

[Payroll.pdf](#)

[Report to Council of Cash Disbursements 03-27-19.pdf](#)

Payroll: normal direct deposit check sequence 044252 – 044374 = \$315,292.74; regular payroll check sequence 108901 – 108904 = \$12,034.47; vendor check run sequence 108905 – 108914 = \$127,292.33; ACH = \$237.50; Federal Tax Electronic Funds Transfer = \$125,541.82. Total disbursement = \$580,398.86.

Accounts Payable: check number 350029 from previous run = \$117.07; manual check number sequence 350030 – 350168 = \$75,268.41; regular check number sequence 350040 – 350166 = \$265,114.4. Total disbursement = \$340,382.81.

**12.C City Council Study Session Minutes, March 5, 2019**

[Cover Page](#)

[City Council Study Session Minutes, March 5, 2019.pdf](#)

**12.D City Council Regular Business Meeting Minutes, March 12, 2019**

[Cover Page](#)

[City Council Regular Business Meeting Minutes, March 12, 2019.pdf](#)

**12.E Environmental Technical Advisory Committee 2018 Annual Report and 2019 Work Plan**

[Cover Page](#)

[Environmental Technical Advisory Committee 2018 Report & 2019 Work Plan](#)

**12.F Interlocal Agreement with Kitsap County for Reimbursable Work - Public Works**

[Cover Page](#)

[KC-118-19 - ILA with City of Bainbridge Island for Reimbursable Services](#)

**12.G Slope Mower Purchase - Public Works**

[Cover Page](#)

[Harper 72LC Slope Mower - Overview](#)

**12.H 2019 Shore Friendly Program Request for Grant Proposals - Planning**

[Cover Page](#)

[2019 Shore Friendly Program RFP](#)

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

**Nassar/Tirman:** The motion was approved by unanimous consent.

13) COMMITTEE REPORTS

**13.A Committee Reports**

[Cover Page](#)

[Climate Change Advisory Committee February 6, 2019](#)

[Environmental Technical Advisory Committee January 17, 2019 Minutes](#)

[Environmental Technical Advisory Committee February 28, 2019 Minutes](#)

[Ethics Board February 22, 2019 Minutes](#)

Councilmember Peltier provided a report on the committee planning Indigenous Peoples Day.

14) FOR THE GOOD OF THE ORDER

Councilmember Schneider commented on the reception for the homelessness photographs.

Councilmember Tirman said that the Race Equity Task Force would like to meet twice a month.

Mayor Medina noted that Council did not take action following the last discussion of the Sustainable Transportation Request for Qualifications.

**MOTION:** I move to approve the Sustainable Transportation Plan Request for Qualifications, as amended at the last meeting.

**Schneider/Deets:** The motion was approved by unanimous consent.

Council commented on the dais arrangements.

15) ADJOURNMENT

Mayor Medina adjourned the meeting at 9:30 p.m.

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Kol Medina, Mayor

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Christine Brown, CMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Amendment to Rescind the Interlocal Agreement With Kitsap Public Utility District for Community WiFi - Executive,

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Interlocal Agreement

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:**

Approve with Consent Agenda.

**SUMMARY:**

On September 25, 2018, the Council authorized the City Manager to execute an ILA with KPUD for the transfer of a public WiFi system. The ILA was executed on October 9, 2018. Following the execution of this agreement, it has become evident that the City lacks the resources to successfully operate the WiFi system. On March 26, 2019, the City Council is asked to consider approval of an Amendment No. 1 to the ILA, which would rescind the ILA before a transfer of the WiFi system to the City occurs.

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

In 2013, Kitsap County Public Utility District No. 1 ("KPUD") installed a public WiFi system within the downtown core area (the "System"). The System provides a free public internet connection to areas in proximity of Winslow Way and parts of Madison Avenue. At the time the system was created, it was intended that the System ownership and operation would eventually transfer to the Bainbridge Island Chamber of Commerce. However, the Chamber of Commerce has confirmed that they are not able to accept this responsibility as originally planned.

On September 11, 2018, the City Council considered an Interlocal Agreement ("ILA") with KPUD under which the System would be transferred from KPUD to the City and the City would take over responsibility for the operation and maintenance of the System. On September 25, 2018, the Council authorized the City Manager to execute the ILA with KPUD, and the ILA was executed on October 9, 2018.

Following execution of the ILA, it became evident that the City does not have the capacity to successfully operate the System going forward. The System consists of 22 Mesh Wireless System Assets (the "Equipment") located throughout the downtown core. The Equipment is out of date and no longer covered under warranty. The location of each component of the Equipment is authorized under the term of a separate license or easement agreement, and so each separate agreement would need to be renegotiated. In addition, KPUD has reported that the City can expect 1-2 illegal downloads each month from the System that the City would need to address. After evaluating the System, and following further review of the legal issues and complexity of the physical equipment and locations, City staff have concluded that City ownership and management of this system would entail significant staff resources with limited benefit to the general public.

KPUD staff have been supportive during the City's reconsideration of this agreement, and have helped to provide background information and details of KPUD's experience with the System. Once the City indicated that it planned to propose to rescind the agreement, KPUD began to proactively provide information to the community regarding the prospect that the System would be removed. Throughout March, KPUD has been providing notice to users of the System that KPUD will power down the System as of April 1, 2019, and will proceed to remove the equipment beginning May 1, 2019. For more information, see the Notice of Discontinuation from Bob Hunter, KPUD General Manager.

**ATTACHMENTS:**

[Notice of Discontinuation from Bob Hunter, KPUD General Manager](#)

[Amendment No. 1 to COBI-KPUD WIFI ILA](#)

[COBI-KPUD WIFI ILA \(Executed 10-9-18\)](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



Kitsap PUD  
1431 Finn Hill Road  
PO Box 1989  
Poulsbo, WA 98370  
360.779.7656  
Fax 360.779.3284

February 25, 2019

FEB 28 '19 PM 3:48

Morgan Smith  
City Manager  
City of Bainbridge Island  
280 Madison Avenue North  
Bainbridge Island, WA 98110

Kitsap PUD Downtown Wi-Fi project – Notice of Discontinuation

Dear Ms. Smith,

Kitsap PUD began a wireless mesh pilot project in downtown Bainbridge Island over four years ago. The project was designed to provide internet access to individuals using the downtown Winslow area on a transient basis, while Kitsap PUD evaluated the model. The project originally was designed to have a community organization manage the system and use the landing page to encourage business in Winslow. We have completed our evaluation and are ready to end the project.

As you are aware, Kitsap PUD had planned on transitioning the equipment, through an Interlocal Agreement (ILA), to the City of Bainbridge to manage instead of decommissioning the system. We understand that the City is no longer able to support the operations and maintenance of the system and has requested that we rescind the executed ILA. Therefore, Kitsap PUD will begin the process of decommissioning the network. We will power down the network as of April 1<sup>st</sup>, 2019, with removal of equipment to begin after May 1<sup>st</sup>.

Thank you for your support during this project and providing space on City owner building roof tops. We did learn a great deal about the equipment capabilities, costs of operations and usage during this time. We will coordinate with the appropriate personnel the removal of these devices.

Sincerely,

Bob Hunter  
General Manager  
Kitsap Public Utility District

CC: Mayor Kol Medina, City of Bainbridge Island

AMENDMENT NO. 1 TO THE INTERLOCAL AGREEMENT BETWEEN PUBLIC UTILITY DISTRICT NO. 1 OF KITSAP COUNTY AND THE CITY OF BAINBRIDGE ISLAND FOR TRANSFER OF WIFI NETWORK

1. **Parties.** This Amendment No. 1 (“Amendment”) to the Interlocal Agreement (“Agreement”) is made and entered into by and between the City of Bainbridge Island (“COBI”) and Public Utility District No. 1 of Kitsap County (“PUD”). Both of these parties are municipal corporations organized under the laws of the State of Washington.
2. **Purpose of Amendment.** Following execution of the Agreement, COBI has determined that it is not able to support the operations and maintenance of the WiFi network located in downtown Winslow (the “System”). The purpose of this Amendment is to terminate the Agreement such that no transfer by PUD of the System to COBI occurs.
3. **Termination.** The Agreement is hereby terminated immediately upon the execution of this Amendment. PUD shall retain ownership of the System and COBI shall not take ownership of, operate, or maintain the System.
4. **Effect of Amendment.** To the extent that any provision of the Agreement conflicts with the provisions of this Amendment, this Amendment shall govern and control.

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

**CITY OF BAINBRIDGE ISLAND**

**PUBLIC UTILITY DISTRICT NO. 1 OF  
KITSAP COUNTY**

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Morgan Smith, City Manager

Debra Lester  
President, Board of Commissioners

ATTEST:

\_\_\_\_\_  
Clerk for Board of Commissioners

## INTERLOCAL AGREEMENT BETWEEN PUBLIC UTILITY DISTRICT NO. 1 OF KITSAP COUNTY AND THE CITY OF BAINBRIDGE ISLAND FOR TRANSFER OF WIFI NETWORK

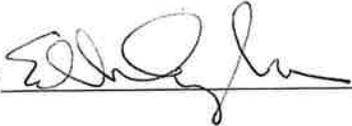
1. **Parties.** This interlocal agreement (“Agreement”) is made and entered into by and between the City of Bainbridge Island (“COBI”) and Public Utility District No. 1 of Kitsap County (“PUD”). Both of these parties are municipal corporations organized under the laws of the State of Washington and make this Agreement pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.
2. **Purpose of Agreement.** This Agreement provides for transfer by PUD of its WiFi network in downtown Winslow to COBI.
3. **Description of the System.** The PUD’s WiFi network in downtown Winslow (the “System”) consists of a mesh wireless network and wireless access points that provide the public with access to the WiFi network and then to the internet. **Exhibit A** to this Agreement contains a list of system assets. Some of those assets are mounted on buildings owned by private landowners and are allowed by leases or licenses.
4. **COBI Responsibilities.** COBI shall take ownership of the System and agrees to operate and maintain the System for as long as COBI, in its sole discretion, decides that the System has value to the public that exceeds its cost of operation. COBI also agrees to obtain the consent of lessors and licensors to allow the assignment from PUD to COBI of the right to mount System assets on buildings owned by private landowners.
5. **PUD Responsibilities.** PUD agrees that it will transfer the System to COBI by bill of sale and provide all documents in its possession on the assets being transferred. PUD will also provide records of all easements and licenses related to the placement of System assets. PUD will provide a connection from the new COBI controller to the root access points. The bill of sale will transfer the System and related assets under the following warranties and terms:
  - A. PUD is the lawful owner of the System, has the good right and authority to convey the System to COBI, and will defend the title of COBI to the System against the claims and demands of all persons;
  - B. At the time that the System is transferred to COBI, the System is in proper working condition, order, and repair; and
  - C. The System is free from all liens and encumbrances.
6. **Indemnification.** COBI agrees to hold harmless PUD from any and all claims which may be made arising out of or related to COBI’s operation of the System after the transfer.
7. **Insurance.** COBI agrees to have in full force and affect any and all insurance policies (or other forms of casualty and liability coverage) as necessary for the System after its transfer.

8. **Jurisdiction and Venue.** This Agreement is governed by the laws of the State of Washington. Venue for any legal action arising from a dispute under this contract is in the Superior Court for Kitsap County, Washington.
9. **Non-Discrimination.** Parties shall not discriminate in any manner related to this Agreement on the basis of race, color, national origin, sex, sexual orientation, religion, age, marital status, or disability in employment of the provision of services.
10. **Severability.** If any provision of the Agreement shall be held invalid, the remainder of this Agreement shall not be affected thereby if such remainder would then continue to serve the purposes and objectives of all parties.
11. **Entire Agreement.** This Agreement, including **Exhibit A**, constitutes the entire agreement between Parties. Any modifications or amendments to this Agreement shall be in writing and shall be signed by each party.
12. **Compliance with RCW 39.34.040.** Pursuant to RCW 39.34.040, this Agreement shall be filed with the Kitsap County Auditor.
13. **No Separate Entity.** It is not contemplated that, as a result of this Agreement, any property, real or personal, will be jointly acquired by the parties to this Agreement. This Agreement does not establish or create a separate fund or legal entity. Neither party is authorized to bind the other to any contract or obligation. Each party to this Agreement shall be responsible for its own budgeting.

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

**CITY OF BAINBRIDGE ISLAND**

Date: 09/26/2018

By: 

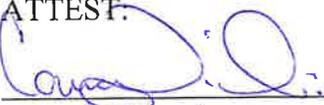
~~Douglas Schulze~~ Ellen Schroer  
Acting City Manager

**PUBLIC UTILITY DISTRICT NO. 1  
OF KITSAP COUNTY**

Date:  10/9/18

By: 

President  
Board of Commissioners

ATTEST:  
  
Clerk for Board of Commissioners

**Exhibit A**

**Kitsap PUD - Downtown Winslow - Mesh Wireless System Assets**

	<u>Device Name</u>	<u>Description</u>	<u>Model</u>
1	Winslow TAC Sign	Winslow Town and Country Sign	zf7782
2	Winslow SPArch	Winslow Sean Parker Architects	zf7782
3	Winslow Performing Arts	Winslow Performing Arts	zf7782
4	Winslow Pavilion South	Winslow Pavilion South	zf7782
5	Winslow Pavilion North	Winslow Pavilion North	zf7782
6	Winslow Mall West	North West Corner Winslow Mall	zf7782
7	Winslow Mall South	Winslow Mall South End	zf7782
8	Winslow Mall East	North East Corner Winslow Mall	zf7782
9	Winslow KiDiMu	Winslow Kids Discovery Museum	zf7782
10	Winslow Island Fitness	Winslow Island Fitness	zf7782
11	Winslow Is Gateway	Winslow Bainbridge Island Gateway	zf7782
12	Winslow Green West	Winslow Green West	zf7782
13	Winslow Green North	Winslow Green North	zf7782
14	Winslow COC South	Winslow COC South	zf7782
15	Winslow COC North	Winslow COC North	zf7782
16	Winslow City Hall Tower	Winslow City Hall Tower	zf7782
17	Winslow BHRE	Winslow Bainbridge Homes Real Estate	zf7782
18	Winslow BHM East	Winslow Bainbridge Historical Museum E	zf7782
19	Winslow BHM	Bainbridge Historical Museum W	zf7782
20	Winslow Barber Shop	Winslow Sandy's Barber Shop	zf7782
21	Winslow Bainbridge Police Station	Bainbridge PD AP	zf7782
22	Winslow Bainbridge Electric	Bainbridge Electric AP	zf7782



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Resolution No. 2019-14, Supporting the Green New Deal - Councilmember Tirman,

**STRATEGIC PRIORITY:** Green, Well-Planned Community

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Resolution

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:**

Approve with Consent Agenda.

**SUMMARY:**

Consideration of Resolution No. 2019-14, which proposes to voice support for the Green New Deal brought forward by Rep. Ocasio-Cortez and Sen. Markey.

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

On March 5, 2019, the City Council first discussed a resolution relating to the Green New Deal and forwarded consideration of the resolution to the March 26, 2019 Unfinished Business Agenda.

**ATTACHMENTS:**

[Resolution No. 2019-14 Supporting Green New Deal](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**RESOLUTION NO. 2019-14**

**A RESOLUTION** of the City of Bainbridge Island, Washington, supporting Rep. Ocasio-Cortez and Sen. Markey’s resolution to recognize the responsibility of the Federal Government to create a Green New Deal and to recognize that local environmental and social organizations such as Climate Action Bainbridge and Indivisible Bainbridge urge its passage.

**WHEREAS**, an Intergovernmental Panel on Climate Change report, dated October 2018, and the National Climate Assessment, dated November 2018, found that climate change is causing extreme weather events that threaten lives and infrastructure, climate change at or above two degrees Celsius will cause trillions of dollars in economic losses from wildfire, severe storm and sea level rise, and damage to national infrastructure, and that climate change will lead to mass migrations and threaten our national security; and

**WHEREAS**, human activity in the United States has been a leading cause of climate change, and the United States has the ability and obligation to lead in reversing the cataclysmic impacts of climate change; and

**WHEREAS**, presently the environmental, health, and social costs of carbon emissions are not included in prices for fossil fuels, but rather these externalized costs are borne directly and indirectly by all Americans and global citizens, and in passing Resolution 2017-04, the Council affirmed its support for the U.S. Congress to craft legislation to price carbon since a rising price on carbon will be an important element of addressing climate change; and

**WHEREAS**, people in the United States, especially women and people of color, are experiencing shorter lives because of lifetime exposure to polluted water, air, and soil; and

**WHEREAS**, stagnating wages and severe income inequality cannot be overcome because of increasingly expensive education, housing, and transportation; and

**WHEREAS**, the New Deal policies during the Great Depression contributed to the emergence of a strong middle class after the massive investment of taxpayer dollars and federal borrowing that were needed to mobilize our country’s economy.

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

**Section 1.** That the Federal Government should take immediate action to prevent the worst effects of climate change by adopting a ten-year mobilization effort to:

- a) Encourage investment in renewable energy sources to generate electricity and discourage investment in fossil fuels for energy production, with the goal of achieving net-zero greenhouse gas emissions by 2030; and
- b) Improve public transportation infrastructure to encourage sustainable transportation efforts, thereby reducing pollution; and
- c) Encourage research and investment in battery technology for electric cars, in new technologies to remove and sequester CO<sub>2</sub> and other greenhouse gases from the atmosphere, in recycling, in solar, wind, and tidal energy production, and in new energy technologies.

**Section 2.** That, with the intent to close the income inequality gap and to prepare U.S. citizens for living wage jobs enabling them to live in affordable and safe housing, the Federal Government efforts to prevent the worst effects of climate change shall:

- a) Be developed with the publicly transparent cooperation and consent of the affected communities; and
- b) Focus on rural and urban communities that have been historically under-served and marginalized; and
- c) Create sustainable and living wage jobs with family and medical leave, universal health care, paid time off, and retirement security; and
- d) Hire from within the affected polluted and carbon dependent communities to restore ecosystems, clean up hazardous waste, upgrade existing buildings for energy efficiency, and build the green infrastructure required to power the U.S. economy for the next century.

**Section 3.** The City Council publicly endorses the Green New Deal and H.R. 763, the Energy Innovation and Carbon Dividend Act. The Energy Innovation and Carbon Dividend Act of 2019, H.R. 763, specifies that, in order to protect low and middle income citizens from the economic impact of rising prices due to a price on carbon, equal monthly per-person dividend payments shall be made to all American households (½ payment per child under 19 years old) each month from the fossil fuel fees collected. The total value of all monthly dividend payments shall represent 100% of the net carbon fees collected per month. The Council encourages the Washington State Congressional Delegation to respectively co-sponsor and publicly support H.R. 763 and the Green New Deal.

**Section 4.** The City Council urges all voters on Bainbridge Island and throughout Washington State to encourage their federal elected officials to support H.R. 763 and the Green New Deal.

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:	March 15, 2019
PASSED BY THE CITY COUNCIL:	_____, 2019
RESOLUTION NO.	2019-14



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Ordinance No. 2019-06 Amending the 2019-2020 Biennial Budget and CIP to provide for Harrison Building and Site Purchase - Finance,

**STRATEGIC PRIORITY:** Safe City

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Finance & Administrative Services

### RECOMMENDED MOTION:

I move to forward for approval with the Consent Agenda on April 9, 2019, Ordinance No. 2019-06, amending the 2019-2020 biennial budget and the Capital Improvement Plan and providing for funding to purchase the Harrison Medical Center building and site, which was a budget appropriation that was uncertain at the time the 2019-2020 biennial budget was adopted.

### SUMMARY:

The 2019-2024 Capital Improvement Plan assumed a total of \$20.0 million for the Police and Municipal Court Building project, which includes \$10.0 million in existing City funds and \$10.0 million in long-term financing. Of the \$10.0 million in existing City funds, \$3.1 million was appropriated in previous years. This ordinance provides \$6,900,000 in additional budget authority to bring this portion of the appropriation to \$10.0 million, which corresponds with the previously-presented plan.

### FISCAL IMPACT:

<b>Amount:</b>	\$6,900,000
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$6,900,000
<b>Included in Current Budget?</b>	Yes

### BACKGROUND:

The 2019-2024 Capital Improvement Plan assumed a total of \$20.0 million for the Police and Municipal Court Building project. This included \$10.0 million that would be appropriated by the end of 2018. However, the existing 2019-2020 budget for the Police/Court facility includes only \$3.1 million from prior years. The attached

ordinance appropriates the remaining \$6.9 million. This brings the total appropriation for the project to \$20.0 million, which aligns with information previously presented to the City Council for this project.

These funds will be used as follows:

- Roughly \$400,000 previously spent on studies, site assessment, and preliminary designs for various sites.
- \$8,975,000 for purchase of the Harrison Medical Building property.
- \$625,000 available for next steps in design and planning.

**ATTACHMENTS:**

[Ordinance No. 2019-06 Police & Court Facility Budget and CIP Amendment](#)

[Exhibit A to Ordinance No. 2019-06 - Police Court Project Budget Amendment](#)

[Exhibit B to Ordinance No. 2019-06](#)

[Exhibit C to Ordinance No. 2019-06](#)

**FISCAL DETAILS:**

This ordinance appropriates \$6.0 million from the General Fund and \$900,000 from the Real Estate Excise Tax Fund.

**Fund Name(s):** Other

**Coding:**

**ORDINANCE NO. 2019-06**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, amending the 2019-2020 biennial budget and the Capital Improvement Plan and providing for funding for a police and court facility, which is a budget appropriation that was uncertain at the time the 2019-2020 biennial budget was adopted.

**WHEREAS**, on November 22, 2016, the City Council adopted the 2017-2018 biennial budget which included 2018 funding for the proposed police and court facility site purchase; and

**WHEREAS**, on November 28, 2017, the City Council adopted the mid-biennium budget modification for 2018 which removed funding for the proposed police and court facility site purchase due to delays in the site selection process; and

**WHEREAS**, on November 27, 2018, the City Council adopted the 2019-2020 biennial budget via Ordinance No. 2018-39, which did not include funding for the proposed police and court facility site purchase due to uncertainty related to which site would be selected for purchase for the facility; and

**WHEREAS**, on January 29, 2019, the City Council authorized the City Manager to sign a letter of intent for the purchase of the Harrison Medical Center Building and site in the amount of \$8,975,000 for the proposed police and court facility; and

**WHEREAS**, on March 26, 2019, the City Council authorized the City Manager to execute the purchase and sale agreement for the Harrison Medical Center Building and site in the amount of \$8,975,000 for the police and court facility; and

**WHEREAS**, the 2019-2024 Capital Improvement Plan assumed a total of \$20.0 million for the Police and Municipal Court Building project, which included \$10.0 million that would be appropriated by the end of 2018, and that due to changing circumstances, that funding was not appropriated as planned; and

**WHEREAS**, the existing 2019-2020 budget for the police and court facility includes \$3.1 million from prior years, \$5.0 million in 2019, and \$5.0 million in 2020, and this ordinance will appropriate the remaining \$6.9 million, which will bring the total appropriation for the project to \$20.0 million, which aligns with information previously presented to the City Council for this project.

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

**Section 1.** Ordinance No. 2018-39, the 2019-2020 biennial budget, and the Capital Improvement Plan are each amended as shown on the attached Exhibits A, B, and C.

**Section 2.** The City’s Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2019-2020 biennial budget and the Capital Improvement Plan. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

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

**Section 4.** This ordinance shall take effect and be in force five days from and after its passage, approval, and publication as required by law.

PASSED by the City Council this \_\_\_\_\_ day of April, 2019.

APPROVED by the Mayor this \_\_\_\_\_ day of April, 2019.

\_\_\_\_\_  
Kol Medina, Mayor

ATTEST / AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	March 22, 2019
PASSED BY THE CITY COUNCIL:	_____, 2019
PUBLISHED:	_____, 2019
EFFECTIVE DATE:	_____, 2019
ORDINANCE NO:	2019-06

## Exhibit A to Ordinance No. 2019-06

**2019 BUDGET AMENDMENTS**

Presented to City Council March 26, 2019

Approved on April \_\_\_\_\_, 2019

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation	On-going
Police and Municipal Court Building Project	This item increases appropriation authority in alignment with budget assumptions for the Police and Municipal Court Building. This amendment does not increase previously-presented budgeted amounts for this project.	General Fund / Public Works	\$ 6,000,000	Increase	No
	<b>TOTAL GENERAL FUND 2019 EXPENDITURE INCREASE</b>		<b>\$ 6,000,000</b>		
Police and Municipal Court Building Project	This item increases appropriation authority in alignment with budget assumptions for the Police and Municipal Court Building. This amendment does not increase previously-presented budgeted amounts for this project.	REET / Public Works	\$ 900,000	Increase	No
	<b>TOTAL REET FUND 2019 EXPENDITURE INCREASE</b>		<b>\$ 900,000</b>		

**Project:** Police and Municipal Court Building (Quarterly Project Status)

**Location:** to be determined

00724

**Project Description**



Description: This project provides for a replacement Police Station and relocated Municipal Court.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	Subsequent	Total
<b>FUNDING SOURCES (1000's)</b>					
General Fund	\$ 3,100,000	\$ 6,000,000	\$ -	\$ -	\$ 9,100,000
REET	-	900,000	-	-	\$ 900,000
Long-term debt	-	5,000,000	5,000,000	-	\$ 10,000,000
	<b>\$ 3,100,000</b>	<b>\$ 11,900,000</b>	<b>\$ 5,000,000</b>	<b>\$ -</b>	<b>\$ 20,000,000</b>

**Budget Notes**

	Amount	Source	Description
Original budget	\$ 500,000	2015 CIP	Original project authorization
Budget Amendments	2,600,000	2017 CIP	CIP update to project
	6,900,000	Ordinance 2019-06	Align appropriation and plan
	5,000,000	2019 CIP	2019 Adopted Budget
	5,000,000	2020 CIP	2020 Adopted Budget
<b>Total Project Budget</b>	<b>\$ 20,000,000</b>		

**Financial Update**

	Spending through March 21, 2019			Actuals +	
	Life to Date Budget	Life to Date Actuals	Encumbrances	Encumbrances	Remaining
General Fund	\$ 20,000,000	\$ 403,072	\$ 3,075	\$ 406,147	\$ 19,593,853

**Current Project Status**

Council has authorized City Manager to pursue a purchase and sale agreement for the Harrison Building.

**Project:** Police and Municipal Court Facility (Project Page from Adopted Budget Book)

**Number:** 00724

**Location:** TBD

**Project Description**



Description: This project provides for the replacement of the Police Station and relocation of the Municipal Court.

Benefit: Replacement Police facility will provide adequate space for current and future departmental needs, while correcting numerous space, structural, and security deficiencies in the current facility. New Court facility will replace existing leased space, which marginally meets current requirements and will create operational efficiencies by being co-located with the Police Station.

Schedule: Site selection process underway.

**Capital Funding (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
<b>FUNDING SOURCES (1000's)</b>									
General Fund	\$3,100	\$6,000	\$0	\$0	\$0	\$0	\$0	\$0	\$9,100
REET Fund	\$0	\$900	\$0	\$0	\$0	\$0	\$0	\$0	\$900
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Long-Term Debt	\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$10,000
<b>Sub-total</b>	<b>\$3,100</b>	<b>\$11,900</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>
<b>FUNDING USES (1000's)</b>									
Design/Land Acquisition	\$3,100	\$6,900	\$0	\$0	\$0	\$0	\$0	\$0	\$10,000
Construction	\$0	\$5,000	\$5,000	\$0	\$0	\$0	\$0	\$0	\$10,000
<b>Sub-total</b>	<b>\$3,100</b>	<b>\$11,900</b>	<b>\$5,000</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$20,000</b>

**Estimated Impact on Future Operating Budget (1000's)**

	Prior Yrs.	2019	2020	2021	2022	2023	2024	2025-2038	Total
Operating				\$100	\$100	\$100	\$100	\$1,400	\$1,800
Debt Service		\$360	\$720	\$720	\$720	\$720	\$720	\$10,080	\$14,040
<b>Sub-total</b>	<b>\$0</b>	<b>\$360</b>	<b>\$720</b>	<b>\$820</b>	<b>\$820</b>	<b>\$820</b>	<b>\$820</b>	<b>\$11,480</b>	<b>\$15,840</b>



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Resolution No. 2019-15, Delegating Authority to Designate Certain Expenditures for Potential Reimbursement from Bonds That May Be Authorized in the Future - Executive,

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Resolution

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:**

I move to forward Resolution No. 2019-15 for approval with the April 9, 2019 Consent Agenda.

**SUMMARY:**

As the City continues to work on the Police and Municipal Court Building Project, the preparation for eventual financing decisions has begun. Proposed Resolution No. 2019-15 would authorize the Deputy City Manager or Finance Director to designate certain expenditures for potential reimbursement from bonds that may be authorized by the City Council in the future. Resolution No. 2019-15 does not authorize the City to issue bonds, nor does it authorize any new spending. In accordance with IRS regulations, this type of resolution may cover eligible expenditures incurred up to 60 days prior to the date of the resolution's approval. Staff is presenting it now in advance of the planned acquisition date of the Harrison Building.

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:**

The City's budgeted approach to financing the Police and Municipal Court Building includes use of both existing City fund balance and proceeds from a bond issue. While the mix of funding sources has not yet been determined, some bond funding is in the plan.

Proposed Resolution No. 2019-15 would allow the City to designate certain qualifying expenditures for potential reimbursement by filing a form of official intent, attached as Exhibit A to Resolution No. 2019-15. This form becomes part of the public record.

Once a form of official intent is filed, the City may subsequently use bond proceeds to reimburse expenditures that have occurred prior to the issuance of the bonds. This designation allows use of the bond proceeds for eligible project expenses for design, construction, or acquisition related to the project that occurred up to 60 days before the approval of the resolution. If adopted, Resolution No. 2019-15 would not require the City to designate or reimburse earlier expenditures, but would instead allow flexibility in the City's financial management as the project continues. Resolution No. 2019-15 also does not authorize issuance of any bonds and does not affect the budget for the project.

Staff recommends approval of this resolution as part of the City's preparation for project financing. It will allow staff to determine if reimbursement of prior expenses is the most cost effective and low risk use of City funds.

**ATTACHMENTS:**

[Resolution 2019-15, Delegating Authority to Designate Certain Expenditures for Potential Reimbursement from Bonds That May Be Authorized in the Future](#)

[Background Information Related to IRS Guidelines](#)

**FISCAL DETAILS:**

This resolution does not authorize expenditure or bond issuance.

**Fund Name(s):**

**Coding:**

**RESOLUTION NO. 2019-15**

**A RESOLUTION** of the City of Bainbridge Island, Washington, authorizing the Deputy City Manager or Finance Director to designate certain expenditures for potential reimbursement from bonds that may be authorized and approved for issuance by the City Council in the future.

**WHEREAS**, the City of Bainbridge Island, Washington, (“City”) issues tax-exempt and tax-advantaged obligations from time to time (including bonds, leases, and lines of credit) for the purpose of financing its governmental activities; and

**WHEREAS**, the United States Department of the Treasury has promulgated regulations limiting the ability of the City to use the proceeds of tax-exempt and taxable Build America Bond obligations for reimbursement of prior expenditures; and

**WHEREAS**, the regulations permit the City to appoint one or more officials for the purpose of identifying and qualifying capital projects for reimbursement purposes.

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

**Section 1.** *Appointment of Deputy City Manager and Finance Director.* Pursuant to U.S. Treasury Regulation Section 1.150-2(e)(1), the City Council hereby designates and appoints the Deputy City Manager and Finance Director (or such officer of the City who succeeds to substantially all of the responsibilities of those offices) of the City as the responsible officials for the purpose of issuing statements of official intent in compliance with U.S. Treasury Regulation Section 1.150-2.

**Section 2.** *Statements of Official Intent.* Upon a determination by the Deputy City Manager or Finance Director that the costs of a particular capital project may be reimbursed from the proceeds of a tax-exempt or tax-advantaged obligation(s) of the City, the Deputy City Manager or Finance Director is authorized and directed to execute a certificate of official intent substantially in the form attached hereto as **Exhibit A**, which may be modified with information required under U.S. Treasury Regulation Section 1.150-2 for a particular project. Each certificate so executed shall become a part of the official records of the City available for public inspection and review.

No capital projects will be undertaken unless such projects have been previously approved in the customary manner by the City Council and the execution of any intent certificate shall not obligate the City to issue any debt, all of which shall require separate and additional official approval by the City Council.

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: \_\_\_\_\_, 2019  
PASSED BY THE CITY COUNCIL: \_\_\_\_\_, 2019  
RESOLUTION NO. 2019-15

**CERTIFICATE**

I, the undersigned Clerk of the City of Bainbridge Island, Washington, (the “City”) and keeper of the records of the City Council (the “Council”), DO HEREBY CERTIFY:

1. That the attached Resolution No. 2019-15 is a true and correct copy of a resolution of the Council, as finally adopted at a regular meeting of the Council held on the \_\_\_\_ day of \_\_\_\_\_, 2019, and duly recorded in my office.

2. That said meeting was duly convened and held in all respects in accordance with law, and to the extent required by law, due and proper notice of such meeting was given; that a legal quorum was present throughout the meeting and a legally sufficient number of members of the Council voted in the proper manner for the passage of said Resolution; that all other requirements and proceedings incident to the proper adoption of said Resolution have been fully fulfilled, carried out, and otherwise observed; and that I am authorized to execute this certificate.

IN WITNESS WHEREOF, I have hereunto set my hand this \_\_\_\_ day of \_\_\_\_\_, 2019.

---

Christine Brown, CMC, City Clerk

(SEAL)

**EXHIBIT A**

**FORM OF OFFICIAL INTENT CERTIFICATE**

Pursuant to Resolution No. 2019-15 of the City Council of the City of Bainbridge Island, Washington, (the “City”) the undersigned Deputy City Manager or Finance Director of the City hereby states as follows:

**SECTION 1.** The City reasonably expects to reimburse the expenditures described herein with the proceeds of debt to be incurred by the City (the “Reimbursement Bonds”).

**SECTION 2.** The maximum principal amount of Reimbursement Bonds expected to be issued is \$10,000,000.00.

**SECTION 3.** The expenditures with respect to which the City reasonably expects to be reimbursed from the proceeds of Reimbursement Bonds are for the Police and Municipal Court Building.

Dated this \_\_\_\_ day of \_\_\_\_\_, 2019.

---

Deputy City Manager/Finance Director

# **SUMMARY OF INTERNAL REVENUE SERVICE REIMBURSEMENT BOND GUIDELINES**

## **INTRODUCTION**

If the rules described in this memorandum are followed, reimbursement bond proceeds will be treated as “spent” when they are allocated to reimburse an issuer or a private activity bond conduit borrower for prior capital expenditures. This will free the reimbursement bond proceeds from federal tax rules such as the arbitrage rebate requirements. These rules may apply to only a portion of a bond issue.

### **Definition of Reimbursement Bond**

A reimbursement bond is the portion of a bond issue used to reimburse the issuer or conduit borrower for an original expenditure made before the reimbursement bonds are issued and paid from a source other than a reimbursement bond.

### **Short Summary**

The issuer or conduit borrower must declare official intent to issue bonds to reimburse itself not later than 60 days after payment of the original expenditure.

- The issuer must declare official intent if the reimbursement bond is a private activity bond (other than a qualified 501(c)(3) bond, a qualified mortgage bond, a qualified student loan bond or a qualified veterans’ mortgage bond). For other types of bonds, either the issuer or the conduit borrower may declare official intent.
- Reimbursement bond proceeds must be allocated to payment for the original expenditure within 18 months after the expenditure was paid or the financed property was placed in service (whichever is later), but in no event more than three years after the original expenditure was paid (these time limits are longer for certain under-\$5 million bond issuers).
- If the issuer qualifies for the arbitrage rebate exception for small governmental issuers that expect to issue \$5,000,000 or less of bonds in the calendar year, reimbursement bond proceeds must be allocated to payment for the original expenditure within three years after the expenditure was paid or the financed property was placed in service (whichever is later).
- The expenditure financed with reimbursement bond proceeds must be a capital expenditure, an issuance cost for the reimbursement bonds, an extraordinary working capital item, a grant, a qualified student loan or a qualified veterans’ mortgage loan.
- Certain de minimis preliminary expenditures may be paid earlier than 60 days before declaration of official intent, and the 18-month or three-year maximum reimbursement period does not apply to these items.

## **Effective Date**

The new reimbursement rules apply to bonds issued after June 30, 1993.

## **No Application to Certain Bonds**

The 60 day official intent declaration requirement and the timing of issuance of the reimbursement bonds do not apply to the smaller of \$100,000 or five percent of the bond proceeds. Original expenditures up to this amount may be reimbursed with bond proceeds without following the reimbursement bond rules.

Similarly, the 60 day official intent declaration requirement and the 18-month or three year maximum reimbursement period does not apply to preliminary expenditures of up to 20% of the issue price of the reimbursement bonds. Preliminary expenditures include architectural, engineering, surveying, soil testing, reimbursement bond issuance, and similar costs that are incurred before commencement of acquisition, construction or rehabilitation of the financed property. Land acquisition, site preparation and other costs incident to commencement of construction do not constitute preliminary expenditures.

## **PRELIMINARY REQUIREMENTS**

This section describes the requirements that bond issuers or conduit borrowers must meet within 60 days of paying any original expenditure that they intend to reimburse with tax-exempt bond proceeds.

### **Official Intent Declaration Requirement**

The municipal issuer or ultimate borrower of the bond proceeds must declare “official intent” for the original expenditure within 60 days of paying the expenditure. This official intent may be made before any expenditures are paid. The points that must be covered in the official intent declaration are as follows:

- The declaration of official intent may be made in any reasonable form including a resolution of the issuer, action of an authorized person or specific legislative authorization for a particular project.
- The declaration of official intent must contain a general functional description of the project, property or program to be financed by the reimbursement bonds (for example, “school building renovation,” “highway capital improvement program”). A project description is sufficient if it identifies, by name and functional purpose, the fund or account from which the original expenditure is paid (for example, “parks and recreation fund--recreational facility capital improvement program”).
- The declaration of official intent must state the maximum principal amount of debt expected to be issued (or incurred) for the project.

### **Timing Requirement for Official Intent Declaration**

The issuer or the conduit borrower must declare its official intent within 60 days of making the original expenditure with respect to which it will issue reimbursement bonds. The official intent declaration may be adopted before any expenditures are made.

### **Type of Property Requirement**

The expenditure to be reimbursed must be a “capital” expenditure. A capital expenditure is any cost of a type that is properly chargeable to a capital account (or would be so chargeable with a proper election) under general federal income tax principles. Most working capital cannot be financed with the proceeds of reimbursement bonds. Original expenditures for extraordinary, non-recurring items that are not customarily payable from current revenues, such as casualty losses or extraordinary legal judgments in amounts in excess of reasonable insurance coverage may be financed with reimbursement bond proceeds. In addition, costs of issuance of the reimbursement bonds may be financed as can grants, qualified student loans, qualified mortgage loans or qualified veterans’ mortgage loans.

### **Reasonableness Requirement**

On the date of adoption of the official intent declaration, the issuer or conduit borrower must have a reasonable expectation that it will reimburse the original expenditure with proceeds of the reimbursement bonds. Official intent declarations made as a matter of course or in amounts substantially in excess of the amounts expected to be necessary for the project are not reasonable. Similarly, a pattern of failing to reimburse original expenditures covered by official intent declarations is evidence of unreasonableness.

## **REFINANCING RULES**

Rules prohibit reimbursement bond proceeds from being applied to pay principal or interest on an obligation that financed an original expenditure. Prior reimbursement bonds may be refunded if the prior reimbursement bonds met the reimbursement requirements in effect on the date they were issued.

## **BOND ISSUANCE REQUIREMENTS**

There are certain bond issuance and proceeds allocation requirements that must be met at the time of issuance of the reimbursement bonds.

### **Timing Requirements for Reimbursement Bonds**

Reimbursement bonds must be issued and bond proceeds allocated to reimburse the issuer or conduit borrower not later than the date that is 18 months after:

- (a) the date the original expenditure was paid, or
- (b) the date that the project to be financed was placed in service.

but in no event more than three years after the original expenditure was paid.

In the case of governmental units with general taxing powers that expect to issue no more than \$5 million of governmental bonds in the calendar year, reimbursement bonds that are not private activity bonds must be issued within three years of the date the original expenditure was paid or within three years after the property is placed in service.

### **Allocation Requirement**

In order for reimbursement bond proceeds to be treated as expended, the bond proceeds must be “allocated” to the expenditures on the books and records of the issuer or conduit borrower. The allocation must result in the bond proceeds being relieved from all restrictions or covenants contained in the bond documents and state law. An allocation made within 30 days of issuance of the reimbursement bonds may be treated as made on the date of issuance of the reimbursement bonds.

An allocation is invalid and does not result in an expenditure of reimbursement bond proceeds if, within one year after the allocation, money corresponding to the proceeds of the reimbursement bonds allocated to the original expenditure are used to create a sinking fund, pledged fund or otherwise establish an account that has a nexus to the governmental purpose of the reimbursement bonds resulting in the creation of replacement funds.

### **Reasonable Changes to Project**

The rules allow reasonable deviations between the project descriptions contained in the intent resolutions and the actual projects financed by the reimbursement bond proceeds. The project actually financed must be reasonably related in function to the project described in the official intent declaration.



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Olympic Drive Non-Motorized Improvements Project Professional Services Agreement with MIG SVR for Support Services - Public Works,

**STRATEGIC PRIORITY:** Reliable Infrastructure and Connected Mobility

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:**

Approve with Consent Agenda.

**SUMMARY:**

Consideration of a professional services agreement with MIG SVR to provide project management for the Olympic Drive Non-Motorized Improvements Project, including monthly progress reports, weekly technical coordination, site visits, submittal review support, and contractor request for information review and response. MIG SVR would also support arborist, geotech, structural, and signalization guidance throughout construction.

**FISCAL IMPACT:**

<b>Amount:</b>	\$80,824.00
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$80,824.00
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:**

Moore Iacofano Goltsman Inc., dba MIG SVR, is willing to perform construction administration support services for the Olympic Drive Non-Motorized Project. Under the proposed professional services agreement, MIG SVR would provide project management for the Olympic Drive Non-Motorized Improvements Project, including monthly progress reports, weekly technical coordination, site visits, submittal review support, and contractor request for information review and response. MIG SVR would also support arborist, geotech, structural, and signalization guidance throughout construction.

**ATTACHMENTS:**

[Professional Services Agreement with MIG-SVR](#)

**FISCAL DETAILS:**

Local funds for MUNIS project # 00596. Costs are variable and not able to be predicted at this time.

**Fund Name(s):** Capital Construction Fund

**Coding:**

**AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AGREEMENT FOR PROFESSIONAL SERVICES** (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation, (“City”) and Moore Iacofano Goltsman, Inc., a California corporation, d/b/a MIG SvR (formerly known as SvR Design Company) (“Consultant”).

**WHEREAS**, the City needs professional services in connection with construction administration support and outreach for the Olympic Drive Nonmotorized Improvements Project; and

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

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

**1. SERVICES BY CONSULTANT**

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

**2. TERM AND TERMINATION OF AGREEMENT**

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 31, 2019, unless sooner terminated by either party as provided below.

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

**3. PAYMENT**

A. The City shall pay the Consultant for such services:

[X] Hourly, plus actual expenses, in accordance with **Attachment A**, but not more than a total of Eighty Thousand Eight Hundred Twenty-Four Dollars (\$80,824.00);

[ ] Fixed Sum: \_\_\_\_\_;

[ ] Other: \$\_\_\_\_\_, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

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

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

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

#### **4. INSPECTION AND AUDIT**

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

#### **5. INDEPENDENT CONTRACTOR**

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

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

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

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

## **6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS**

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

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

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

## **7. OWNERSHIP OF WORK PRODUCT**

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

## **8. GENERAL ADMINISTRATION AND MANAGEMENT**

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

## **9. HOLD HARMLESS AND INDEMNIFICATION**

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

B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided

herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

## **10. INSURANCE**

The Consultant shall maintain insurance as follows:

- Commercial General Liability as described in **Attachment B**.
- Professional Liability as described in **Attachment B**.
- Automobile Liability as described in **Attachment B**.
- Workers' Compensation as described in **Attachment B**.
- None.

## **11. SUBLETTING OR ASSIGNING CONTRACT**

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

## **12. EXTENT OF AGREEMENT/MODIFICATION**

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

## **13. SEVERABILITY**

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

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

**14. FAIR MEANING**

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

**15. NONWAIVER**

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

**16. NOTICES**

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

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

To the Consultant: MOORE IACOFANO GOLTSMAN, INC.  
615 Second Ave, Suite 280  
Seattle, WA 98104  
Attention: Nathan Polanski

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

**17. SURVIVAL**

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

**18. GOVERNING LAW**

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

**19. VENUE**

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

**20. COUNTERPARTS**

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

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

MOORE IACOFANO GOLTSMAN, INC.

CITY OF BAINBRIDGE ISLAND

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name \_\_\_\_\_

Morgan Smith, City Manager

Title \_\_\_\_\_

Tax I.D. # \_\_\_\_\_

City Bus. Lic. # \_\_\_\_\_

## ATTACHMENT A SCOPE OF SERVICES

Exhibit A			
Olympic Drive Non-Motorized Improvement Project - Construction Administration Support and Outreach Materials			
Scope of Work   Fee		March 4, 2019	
Task 1 - Construction Administration Support		Hours	Subtask Fee
<b>Note:</b> The scope and fee for Task 1 assumes day to day construction management will be completed by a Construction Management firm hired by the City and their work will include daily construction observation, coordination with the Contractor and City, testing, up keep of as-builts, and other typical CM duties for the duration of the construction.			
1.1	Provide project management including coordination with project team, preparing monthly progress reports and invoices. The budget assumes a project length of 6 months.	31	\$ 5,525.00
1.2	Weekly technical coordination - calls with COBI during construction including up to 8 on-site meetings and site visits.	50	\$ 8,410.00
1.3	Pre-construction meeting - prepare for and attend meeting with City and Contractor	8	\$ 1,320.00
1.4	Site visits - Up to 8 site visits as requested by COBI to coordinate for and review proposed improvements. Items to review could include: tree and vegetation protection fencing installation; review temporary traffic control; tree/root observation during excavation and installation of proposed improvements; subgrade review for retaining wall; power undergrounding; rain garden installation; etc	62	\$ 9,570.00
1.5	Submittal review support - technical submittal review led by COBI; this task assumes up to 8 submittal reviews for non-standard items (e.g. green pavement marking), landscape, irrigation, and other items as requested by the City.	40	\$ 6,360.00
1.6	Contractor RFI review and response - Includes review and responses for up to 15 Contractor RFIs	50	\$ 7,590.00
1.7	Preliminary and final civil and landscape punchlist	18	\$ 2,640.00
		<b>MIG SvR Task 1 subtotal</b>	<b>\$ 41,415.00</b>
Task 2 - Outreach Materials		Hours	Subtask Fee
<b>Notes:</b> The scope and fee for Task 2 assumes the following - Review process to include - (1) Review of the site plan illustration, (1) Review of trifold text, (1) Review of first design draft of the trifold; (1) Final review and approval of the trifold design draft; (1) Review of the poster - Materials will be branded to match the City brand. - Printing is not included; all printing will be done by the City. MG SvR will provide final editable and PDF files to the City.			
2.1	Develop three outreach materials to support the City's community outreach and education to help people understand the proposed improvements, including: 1. Tri-fold brochure to help people understand the safety improvements being implemented on Olympic Drive, including visuals. Brochure will include: What people walking, biking and driving should know; Why and where bike boxes are being installed; What the new bike lanes and bike signals are; etc. 2. 11x17 poster to hang on the ferry that includes: a brief overview of the project, what people can expect (e.g. detours), anticipated construction timing, and where to find additional information (e.g. City website; sign up for project updates) 3. 24x36 board graphic that includes: a simple redrawing of the site plan and images of what improvements will look like (e.g. bike boxes, pavement markings, signage)  <u>Deliverables:</u> 1. Print ready files for an 8.5 x 11 full-color trifold brochure 2. Print ready files for 11 x 17 full-color poster 3. Print ready files of illustrative intersection graphic sized for a 24x36 presentation board	69	\$ 10,910.00
Subconsultants			
	<b>Tree Solutions</b> - Scope includes: pre-construction meeting attendance; monitoring exploratory trench for roots along retaining wall alignment prior to construction (assume one field day); monitoring trench excavation and root pruning for retaining wall during construction (assume two field days); miscellaneous pruning monitoring (assume one site visit); general consultation and review.	44	\$ 9,812.00
	<b>GeoEngineers</b> - Scope includes submittal review, attendance at preconstruction meeting, and three site visits to evaluate subgrade and backfill.	39	\$ 7,227.00
	<b>Swenson Say Faget</b> - Scope includes time to review contractor RFIs and submittals	12	\$ 2,750.00
	<b>Concord</b> - Scope includes attendance at up to 4 site meetings and review of 4 submittals and 4 RFIs	40	\$ 6,710.00
		<b>Subconsultant Subtotal</b>	<b>\$ 26,499.00</b>
		<b>Reimbursable Expenses</b>	<b>\$ 2,000.00</b>
		<b>CONSULTANT TEAM TOTAL</b>	<b>\$ 80,824.00</b>

**ATTACHMENT B  
INSURANCE REQUIREMENTS**

**A. Insurance Term**

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

**B. No Limitation**

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

**C. Minimum Scope of Insurance**

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

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

**D. Minimum Amounts of Insurance**

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit, as applicable.

**E. Other Insurance Provision**

The Consultant's Automobile Liability and Commercial General Liability insurance policies are to contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Consultant's insurance and shall not contribute with it.

**F. Acceptability of Insurers**

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

**G. Verification of Coverage**

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

**H. Notice of Cancellation**

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

**I. Failure to Maintain Insurance**

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

**J. City Full Availability of Consultant Limits**

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



CITY OF  
BAINBRIDGE ISLAND

## City Council Regular Business Meeting Agenda Bill

**MEETING DATE:** April 9, 2019

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (8:00 PM) Committee Reports,

**STRATEGIC PRIORITY:** Good Governance

**PRIORITY BASED BUDGETING PROGRAM:**

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:**

Information only.

**SUMMARY:**

Recent committee reports are provided for information only.

**FISCAL IMPACT:**

<b>Amount:</b>	
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	

**BACKGROUND:**

**ATTACHMENTS:**

[Utility Advisory Committee Meeting Minutes February 27, 2019](#)

[Utility Advisory Committee Meeting Minutes March 7, 2019](#)

[Utility Advisory Committee Meeting Minutes March 14, 2019](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



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### Minutes

**1. Call to Order at 5:03 pm /Roll Call/ Accept or Modify Agenda/Conflict of**

Present: Co-Chairs: Andy Maron, Jeff Kanter

Members: Emily Sato, Ted Jones, Charles Averill

Council Liaison: Rasham Nassar

Absent: Steve Johnson, Nancy Nolan

Members of the Public: Andy Swayne, Municipal Relations, Puget Sound Energy

**2. Acceptance of Minutes from January 23, 2019 and February 13, 2019:** Accepted with no corrections.

**3. Public Comment:** Andy Swayne introduced himself as the new Municipal Relations manager for Puget Sound Energy, replacing Amy Tousley (and prior to that, Tom Brobst).

**4. Public Works Update:** Barry reported on the proposed waiver of mandatory utility hookups for the planned hotel and one home in the Wing Point area. The hotel is still in process, but the homeowner in Wing Point would like to obtain a waiver in order to build an enhanced on-site treatment system as part of the Living Building Challenge. Instead of composting toilet exception, they plan to build an enhanced blackwater on-site treatment system. The homeowners will probably not need a backup drain field because of their existing sewer connection, however, the house's proximity to waterfront makes the site less than ideal in case of a system failure. Discussion of this issue was deferred by the City Council at the last meeting due to agenda overload.

**5. Water & Sewer Rate Study and Draft Memo to Council:** Jeff pointed out two issues of concern regarding the recommended sewer rate structures. 1. Volume charges in the draft report diverge over time between Single Family Residences (SFRs) and Multi Family Residences (MFRs), with MFRs ending up with lower volume charges. This does not make sense from a logical standpoint, as volume charges should be the same regardless of source (absent a basis for differentiation). 2. The base sewer rate for commercial users increases by a substantial amount, creating a burden for light-usage commercial users such as small offices with a single washroom. Increases in rates are more fairly borne by raising commercial volume rates rather than increasing base rates substantially.

After a short discussion, the committee agreed with Jeff on both issues, and it was agreed that we would ask Chris (of FCS) to adjust the recommendations as follows: 1) make volume charges the same for SFRs and MFRs (and lower the base rate for MFRs instead) and 2) raise the base commercial rates slightly, but use volume charges to absorb most of the rate increases for commercial users.

**6. Executive PowerPoint Summary of the Rate Study:** Andy brought up the fact that the executive summary does not mention the capital reinvestment model the committee rejected, the pay-as-you-go system reinvestment model that would have resulted in 6% annual rate increases. He then queried how or if the committee should address the rejected option since it's not included in the report itself.



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7. **Draft Memorandum to Council re the Water & Sewer Rate Study:** Andy led the committee in a review of the content of the draft memorandum. He proposed that the memorandum should clearly state explicit needs and goals, so that we should state that the water utility needs additional \$50K/yr, and the sewer utility needs additional \$130K/yr. The memorandum should also clearly state that there is a need to re-balance the allocation of costs between customer classes.

Jeff wanted to clarify the fact that the amount of additional capital necessary was a result of the committee's decision to reject the pay-as-you-go option and moderate the increases necessitated by the CIP through the issuance of debt sometime in the future. It was agreed that the memorandum should explain the process through which the committee arrived at its recommendations to Council, and the ramifications thereof regarding reserves.

Charlie suggested we include a statement clarifying the rate increases of the South Island sewer system apply only to the City portion of their bill, and not to the actual treatment charges imposed by Kitsap County Sewer District #7.

Barry suggested that the memorandum include policy considerations regarding setting the number of user classes.

8. **Memorandum re Periodic Review:** The memorandum to Council regarding periodic review of utilities was discussed in broad terms. Ted suggested that requests for input from Council should include asking whether a particular utility is in the committee's purview, and how many total utilities does the committee want to review (and which) each year? The committee is currently waiting for response from Council from the recommendations already submitted last year.
9. **Comments for the Good of the Order:** It was proposed that the committee hold a special meeting on March 6<sup>th</sup> in order to finalize the Memorandum to Council re the Water & Sewer Rate Study. Andy announced that the rate study will be presented to Council at the March 19<sup>th</sup> CC meeting and that any committee members who would like to attend should. Charlie and councilperson Matt Tirman will be touring the Public Works facilities on Friday, March 1<sup>st</sup> with Barry, Andy and Chuck.

The meeting was adjourned at 6:54 pm.

  
Jeff Kahter, Co-Chair

3/27/19



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**Minutes**

**Call to Order / Roll Call / Accept or Modify Agenda / Conflict of Interest Disclosure**

Meeting was called to order at 5:00 p.m.

Members present: Andy Maron, Jeff Kanter (co-chairs), Steve Johnson, Ted Jones, Emily Sato.  
Others present: Barry Loveless (staff), and Robert Dashiell, and an unknown citizen.

**Public Comment**

Robert Dashiell made comments on sewer utility overhead.

**Memo to City Council on Water and Sewer Rates Approved**

The committee reviewed the FCS Group Water and Sewer Rate Study, dated March 7. The committee then reviewed and made editorial changes to the memo to the council approving and recommending adoption of the study and its revised water and sewer rates. Steve Johnson moved, and Emily Sato seconded the motion to approve the recommendations memo and the committee voted unanimous to adopt it and send it and the study to the council.

**Periodic Review of Utilities**

The committee reviewed the draft memo to the council on which utilities should be periodically reviewed and the schedule for doing so. The consideration of this memo will continue at the next meeting.

Meeting adjourned at 6:30 p.m.

  
\_\_\_\_\_  
Jeff Kanter, Co-Chair

3/27/19



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## Minutes

### **Call to Order** at 5:06 p.m.

- Members present: Co-chairs Andy Maron, Jeff Kanter. Members Charlie Averill, Steve Johnson, Emily Sato, Ted Jones. PW Director Barry Loveless.
- Council liaison Rasham Nassar arrived at 5:45 p.m.
- Absent: Nancy Nolan

### **Public Comment** None

### **Heightened Review Priority Memo**

Ted Jones led the discussion of the draft memo to council regarding the “Heightened Review” of various utilities beginning in 2019.

- There was discussion of schedules for franchise renewals. Puget Sound Energy’s franchise goes through April 2022, while Comcast’s is through June 2021; in both cases, a 5-year extension is possible. Other utility providers generally don’t now have franchises, although discussions have been underway with Kitsap PUD to develop an agreement.
- It was noted that the PSE review will likely take longer than others, because of the many issues involved.
- Committee members identified three areas of most immediate interest (in no particular order): Electric (PSE); cell phones (various providers, non-monopoly); and Comcast, CenturyLink, and PUD Broadband services.
- Ted will update the proposed draft and distribute it to the committee for review before the next meeting.

### **Tour of Utility Facilities**

- The tour (for Charlie Averill and councilmember Matthew Tirman) is tentatively scheduled for March 29 or 30. Andy Maron and Barry Loveless will be out of town, so it will be organized by Jeff Kanter and another employee.

### **Next Meeting**

- Next meeting will be the regularly scheduled March 27 meeting. Main agenda item will be finalizing approval of the Heightened Review Priority memo, so it can be sent to council soon thereafter.

### **Adjourned** at 6:42 p.m.

  
\_\_\_\_\_  
Jeff Kanter, Co-Chair

3/27/19