



CITY OF  
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING  
TUESDAY, MAY 26, 2020**

REMOTE MEETING ON ZOOM

THE CITY COUNCIL WILL HOLD THIS MEETING USING A VIRTUAL, ZOOM WEBINAR PLATFORM, PER GOVERNOR INSLEE'S "STAY HOME, STAY HEALTHY" ORDERS. MEMBERS OF THE PUBLIC WHO DO NOT WISH TO VIEW THE MEETING VIA THE BKAT BROADCAST OR THE CITY'S WEBSITE STREAMING WILL BE ABLE TO CALL IN TO THE ZOOM MEETING.

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:  
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92604579444](https://bainbridgewa.zoom.us/j/92604579444)

OR IPHONE ONE-TAP :

US: +12532158782,,92604579444# OR +13017158592,,92604579444#

OR TELEPHONE:

DIAL(FOR HIGHER QUALITY, DIAL A NUMBER BASED ON YOUR CURRENT LOCATION):

US: +1 253 215 8782 OR +1 301 715 8592 OR +1 312 626 6799 OR +1 346 248 7799 OR +1 646 558 8656  
OR +1 669 900 9128

WEBINAR ID: 926 0457 9444

**AGENDA**

1. **CALL TO ORDER/ROLL CALL - 5:00 PM**
2. **APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE - 5:05 PM**
3. **PUBLIC COMMENT - 5:10 PM**
4. **MAYOR'S REPORT - 5:25 PM**
5. **CITY MANAGER'S REPORT - 5:30 PM**
6. **FUTURE COUNCIL AGENDAS**
  - 6.A **(5:35 PM) Future Council Agendas - Mayor Schneider**, 10 Minutes
    - [June 2 City Council Study Session.pdf](#)
    - [June 9 City Council Regular Business Meeting.pdf](#)
    - [June 16 City Council Study Session.pdf](#)

7. **PRESENTATION(S)**

- 7.A **(5:45 PM) Proclamation Declaring June 2020 as Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Pride Month - Mayor Schneider,** 5 Minutes  
LGBTQ Pride Month Proclamation 2020.docx
- 7.B **(5:50 PM) Overview of Draft Climate Action Plan Goals and Strategies - Climate Change Advisory Committee,** 30 Minutes  
Overview of Draft Climate Action Plan - CCAC Presentation

8. **UNFINISHED BUSINESS**

- 8.A **(6:20 PM) Resolution No. 2020-05 relating to Climate Emergency - Deputy Mayor Nassar,** 10 Minutes  
Climate Change Emergency Resolution Marked.pdf  
Climate Emergency Resolution CCAC Recommendations 2-25-20.docx
- 8.B **(6:30 PM) 2021-26 Capital Improvement Program (CIP) Discussion/Workshop - Public Works,** 60 Minutes  
Presentation 2021-26 CIP Discussion MAY 2020  
CIP Project List.pdf
- 8.C **(7:30 PM) Set Public Hearing on Ordinance No. 2020-13 Extending the Landmark Tree Ordinance, Ordinance No. 2019-39 - Planning,** 10 Minutes  
Ordinance No. 2020-13 Extending Landmark Tree Regulations Winslow Area - Public Hearing Draft.docx  
Exhibit A - Work Plan to Ordinance No. 2020-13 Extending Landmark Tree Regulations - For Public Hearing Draft.docx  
Exhibit B Winslow Master Plan Study Area - For Public Hearing Draft  
02252020\_Tree\_Memo\_to\_Council  
Ordinance No. 2019-39 Extending Landmark Tree Regulations Winslow Area Approved 121019.pdf

9. **CITY COUNCIL DISCUSSION**

- 9.A **(7:40 PM) Goals and Process for Land Use Code Revisions - Mayor Schneider,** 30 Minutes
- 9.B **(8:00) Next Steps Regarding the City's Code of Conduct and Ethics Program,** 10 Minutes  
Resolution No. 2019-26, Updating the City's Ethics Program
- 9.C **(8:20 PM) Affirm Council Priorities from March 6, 2020 Retreat - Mayor Schneider,** 10 Minutes  
2020\_City\_Council\_Priorities\_March Revision.pdf  
2021-2022\_Council\_Budget\_Priorities - DRAFT.pdf
- 9.D **(8:30 PM) Formalize Process for Councilmembers to Add Items to Agendas - Mayor Schneider,** 10 Minutes

**10. CONSENT AGENDA**

**10.A (8:40 PM) Agenda Bill for Consent Agenda,** 5 Minutes

**10.B Accounts Payable and Payroll**

Payroll.pdf

AP Report to Council of Cash Disbursements 05-27-20.pdf

**10.C Special City Council Meeting Minutes, May 5, 2020**

Special City Council Meeting Minutes, May 5, 2020.pdf

**10.D Special City Council Meeting Minutes, May 12, 2020**

Special City Council Meeting Minutes May 12, 2020.pdf

**10.E Sportsman Club/New Brooklyn Intersection Improvements Grant Acceptance and Budget Amendment - Public Works,** 5 Minutes

2020-03-19 Sportsman New Brooklyn Intersection Memo.pdf

BAIN\_31 Revised\_Concept.pdf

Sportsman\_NB Presentation.pptx

**10.F Wyatt Way Reconstruction Design Professional Services Agreement Amendment No. 5 - Public Works,** 5 Minutes

Wyatt Way PSA Amendment No 5.docx

Wyatt Way PSA Amend5 Scope of Work.pdf

**10.G Cooper Creek Fish Barrier Removal Grant Opportunity - Public Works,** 5 Minutes

FBRB Full Submittal Packet\_Cooper Creek.pdf

Stormwater CIP\_2019-21 Budget.pdf

Cooper Creek Presentation.pptx

**11. COMMITTEE REPORTS - 8:45 PM**

**12. FOR THE GOOD OF THE ORDER - 8:55 PM**

**13. ADJOURNMENT - 9:05 PM**

**GUIDING PRINCIPLES**

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

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CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (5:35 PM) Future Council Agendas - Mayor Schneider,

**SUMMARY:** Council will discuss future Council agendas.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Discussion.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[June 2 City Council Study Session.pdf](#)

[June 9 City Council Regular Business Meeting.pdf](#)

[June 16 City Council Study Session.pdf](#)

[June 23 City Council Regular Business Meeting.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

**CITY COUNCIL STUDY SESSION  
TUESDAY, JUNE 02, 2020**

REMOTE MEETING ON ZOOM

**AGENDA**

1. **CALL TO ORDER / ROLL CALL - 6:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE**
4. **MAYOR'S REPORT**
5. **PRESENTATIONS**
  - 5.A **Update on COVID-19 Response Activities** 10 Minutes
6. **UNFINISHED BUSINESS**
  - 6.A **(X:XX PM) Police and Court Project Update and Sustainability Discussion - Public Works,** 30 Minutes  
Cost Estimate Summary - Police and Court Harrison Building - Coates - 07072018
  - 6.B **(x PM) Update on the Development Moratorium - Planning,** 10 Minutes
  - 6.C **Sustainable Transportation Plan Next Steps Discussion - Public Works,** 60 Minutes  
Memo\_Sustainable Transportation Plan Update\_2020-05-20.pdf  
BAINBRIDGE STP\_June Council Update\_20200520.pdf
7. **NEW BUSINESS**
  - 7.A **2020 Kitsap Regional Coordinating Council (KRCC) ILA Amendment** 5 Minutes  
KRCC ILA - 2020 Proposed Amendment - Clean  
KRCC ILA 2020 Amendment - Redline
8. **CITY COUNCIL DISCUSSION**
9. **FUTURE COUNCIL AGENDAS**

## 10. FOR THE GOOD OF THE ORDER

## 11. ADJOURNMENT

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CITY OF  
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, JUNE 09, 2020

REMOTE MEETING ON ZOOM

**AGENDA**

1. CALL TO ORDER/ROLL CALL - 6:00 PM
2. EXECUTIVE SESSION
3. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PUBLIC COMMENT
5. MAYOR'S REPORT
6. CITY MANAGER'S REPORT
7. PRESENTATION(S)
8. PUBLIC HEARING(S)
  - 8.A [Landmark Tree Ordinance # 2020-X, 6 month extension - Public Hearing](#) 10 Minutes
9. UNFINISHED BUSINESS
  - 9.A [\(x PM\) Green Building Task Force Update and Next Steps- Planning](#), 30 Minutes  
[2020 01 28 CC Staff Memo January Update](#)
10. NEW BUSINESS
  - 10.A [Financial Policies Presentation - Finance](#), 20 Minutes
  - 10.B [Ordinance No. 2020-XX Relating to 2020 1st Quarter Budget and Updated Capital Improvement Plan Amendments - Finance](#) 10 Minutes  
[2020 1st QTR BUA Transmittal Memo\\_Final.docx](#)  
[ORD\\_2020-XX\\_2020\\_1st\\_QTR\\_Budget\\_Amendments.docx](#)  
[Ord\\_2020-XX\\_Attachment\\_A\\_-\\_Q1\\_Budget\\_Amendments\\_Final.xlsx](#)

- 10.C **Annual Road Striping Contract - Public Works,** 10 Minutes  
2020 Road Striping Contract  
Road Marking List\_Attachment D.xlsx  
Bid Form.doc
  
- 10.D **Amendment No. 1 to Water & Sewer Telemetry Upgrade Professional Services Agreement - Public Works,** 10 Minutes  
Amendment No. 1 to Water & Sewer Telemetry Upgrade Professional Services Agreement  
Water & Sewer Telemetry Upgrade Professional Services Agreement (Executed July 26, 2019)
  
- 10.E **Public Works 2020 Fleet Purchases - Public Works,** 10 Minutes
  
- 10.F **City Hall Repairs Contract Award** 5 Minutes  
City Hall Repairs Contract.docx
  
- 10.G **Sportsman Club & New Brooklyn Intersection Improvements Professional Services Agreement Amendment - Public Works,** 10 Minutes
  
- 10.H **Eagle Harbor Phase II Non-Motorized Improvements Project Grant Award and Budget Amendment - Public Works,** 10 Minutes

11. CONSENT AGENDA

12. COMMITTEE REPORTS

13. FOR THE GOOD OF THE ORDER

14. ADJOURNMENT

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CITY OF  
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**CITY COUNCIL STUDY SESSION  
TUESDAY, JUNE 16, 2020**

REMOTE MEETING ON ZOOM

**AGENDA**

1. CALL TO ORDER / ROLL CALL - 6:00 PM
2. EXECUTIVE SESSION
3. APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE
4. MAYOR'S REPORT
5. PRESENTATIONS
  - 5.A [COBI Connects Status and Communications Priorities for 2020 and 2021-2022](#) 30 Minutes
6. UNFINISHED BUSINESS
  - 6.A [Self Service Storage Moratorium \(Ord 2020-12\)- Work Plan Discussion](#) 30 Minutes
7. NEW BUSINESS
8. CITY COUNCIL DISCUSSION
9. FUTURE COUNCIL AGENDAS
10. FOR THE GOOD OF THE ORDER
11. ADJOURNMENT

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CITY OF  
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CITY COUNCIL REGULAR BUSINESS MEETING  
TUESDAY, JUNE 23, 2020

REMOTE MEETING ON ZOOM

**AGENDA**

1. CALL TO ORDER/ROLL CALL - 6:00 PM
2. EXECUTIVE SESSION
  - 2.A (6:05 PM) 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, 20 Minutes
3. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PUBLIC COMMENT
5. MAYOR'S REPORT
6. CITY MANAGER'S REPORT
7. PRESENTATION(S)
8. PUBLIC HEARING(S)
9. UNFINISHED BUSINESS
  - 9.A (x PM) Shoreline Management Program (SMP) Amendment for Critical Areas Ordinance Integration - Planning, 30 Minutes  
Staff Memo re SMP Amendment - CAO Integration - 072018  
Public Participation Program  
Draft Work Plan 20180111  
SMP Revisions to Public Hearing Draft 20180607
  - 9.B 2020 Road Preservation Project- Public Works, 10 Minutes  
2020 Asphalt Repair Map (1).pdf

**9.C City Hall Repairs Project Contract Award** 10 Minutes

**10. NEW BUSINESS**

**10.A Discuss Cost Allocation Methodology Overview for Budget preparation** 20 Minutes

**10.B Ordinance 2020-03 "Housekeeping" Changes: Revising Chapters 2.14, 2.16, 18.09, 18.12, 18.15, and 18.36 BIMC - Planning,** 10 Minutes

20200623 CC Staff Memo.docx

Ord\_2020-03.docx

Title 2 Changes Summary Table

Title 18 Changes Summary Table

Exhibit A Title 2 Housekeeping Changes

Exhibit B BIMC 18.09.020 Use Table Excerpt Temporary Uses

Exhibit C Title 18 Housekeeping Changes

PLANNING COMMISSION MINUTES 102419.pdf

**10.C ( PM) Ordinance No. 2020-02 Relating to Accessory Dwelling Units (ADUs) - Planning,** 20 Minutes

20200623 Staff Memo on ADUs.docx

20200511 Ordinance 2020-02 DRAFT.docx

October 2018 Legal Memo on ADUs

March 12, 2020 Planning Commission Minutes

Planning Commission Subcommittee Recommendations Regarding ADUs

ADU Use Specific Standards 18.09.030

Building Official Memo re Tiny Home Appendix Q Adoption

**10.D Resolution No. 2020-04 Amending the City's Fee Schedule to add a "Temporary Construction Staging Permit" fee - Planning,** 5 Minutes

Resolution No. 2020-04 Amending Fee Schedule to Add Temp Construction Staging Permit.docx

**10.E Appointment of Deputy Mayor for July through December, 2020,** 10 Minutes

**11. CONSENT AGENDA**

**12. COMMITTEE REPORTS**

**13. FOR THE GOOD OF THE ORDER**

**14. ADJOURNMENT**

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CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (5:45 PM) Proclamation Declaring June 2020 as Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Pride Month - Mayor Schneider,

**SUMMARY:**

The attached proclamation declares the month of June 2020 as Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Pride Month. It is one of the previously approved annual proclamations that may be signed by the Mayor without further Council action.

**AGENDA CATEGORY:** Proclamation

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

Presentation.

**STRATEGIC PRIORITY:** Healthy and Attractive Community

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[LGBTQ Pride Month Proclamation 2020.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## PROCLAMATION

**A PROCLAMATION** by the Mayor of the City of Bainbridge Island, Washington, declaring June 2020, as Lesbian, Gay, Bisexual, Transgender, Queer, and Questioning (LGBTQ) Pride Month.

**WHEREAS**, our nation was founded upon the declaration that all people are created equal; that life, liberty, and the pursuit of happiness are among the inalienable rights of every person; and that each person shall be accorded the equal protection of the law; and

**WHEREAS**, the LGBTQ community has made great strides forward, but equality, inclusion, and acceptance have not yet been fully achieved. We must practice these values and teach them to future generations; and

**WHEREAS**, one of the guiding principles of the City of Bainbridge Island is to foster the diversity of the residents of the Island; and

**WHEREAS**, Bainbridge Pride was founded in June 2015, at the time of the first Pride Proclamation by the City of Bainbridge Island, and Bainbridge Pride continues to bring together the diverse LGBTQ residents of the City for fellowship and support; and

**WHEREAS**, on June 28, 1969, patrons of the Stonewall Inn in New York City rose up and resisted police harassment that had become all too common for members of the LGBTQ community. Out of this resistance, the LGBTQ rights movement in America was born. During LGBTQ Pride Month, we commemorate the events of June 1969 and commit to achieving equal justice under law for LGBTQ Americans.

**NOW, THEREFORE**, I, Leslie Schneider, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim June 2020, as

### LGBTQ PRIDE MONTH

in the City of Bainbridge Island, and we encourage all residents to celebrate the progress within our culture towards justice, equality, and full civic recognition for LGBTQ persons and to join us in the fights that remain to be won.

**DATED** this \_\_\_ day of May, 2020.

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Leslie Schneider, Mayor



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 30 Minutes

**AGENDA ITEM:** (5:50 PM) Overview of Draft Climate Action Plan Goals and Strategies - Climate Change Advisory Committee,

**SUMMARY:** The Climate Change Advisory Committee (CCAC) was directed by the City Council to develop a Climate Action Plan (CAP) that is consistent with the Island's Comprehensive Plan.

As the next step in obtaining input from the Council, the CCAC will provide the goals, targets, and strategies for 8 sections of the CAP: greenhouse gas inventory, transportation, energy, buildings, natural environment, waste reduction, community engagement, and implementation.

**AGENDA CATEGORY:** Presentation

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Discussion.

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

**FISCAL IMPACT:**

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

**BACKGROUND:** See attached information from the CCAC.

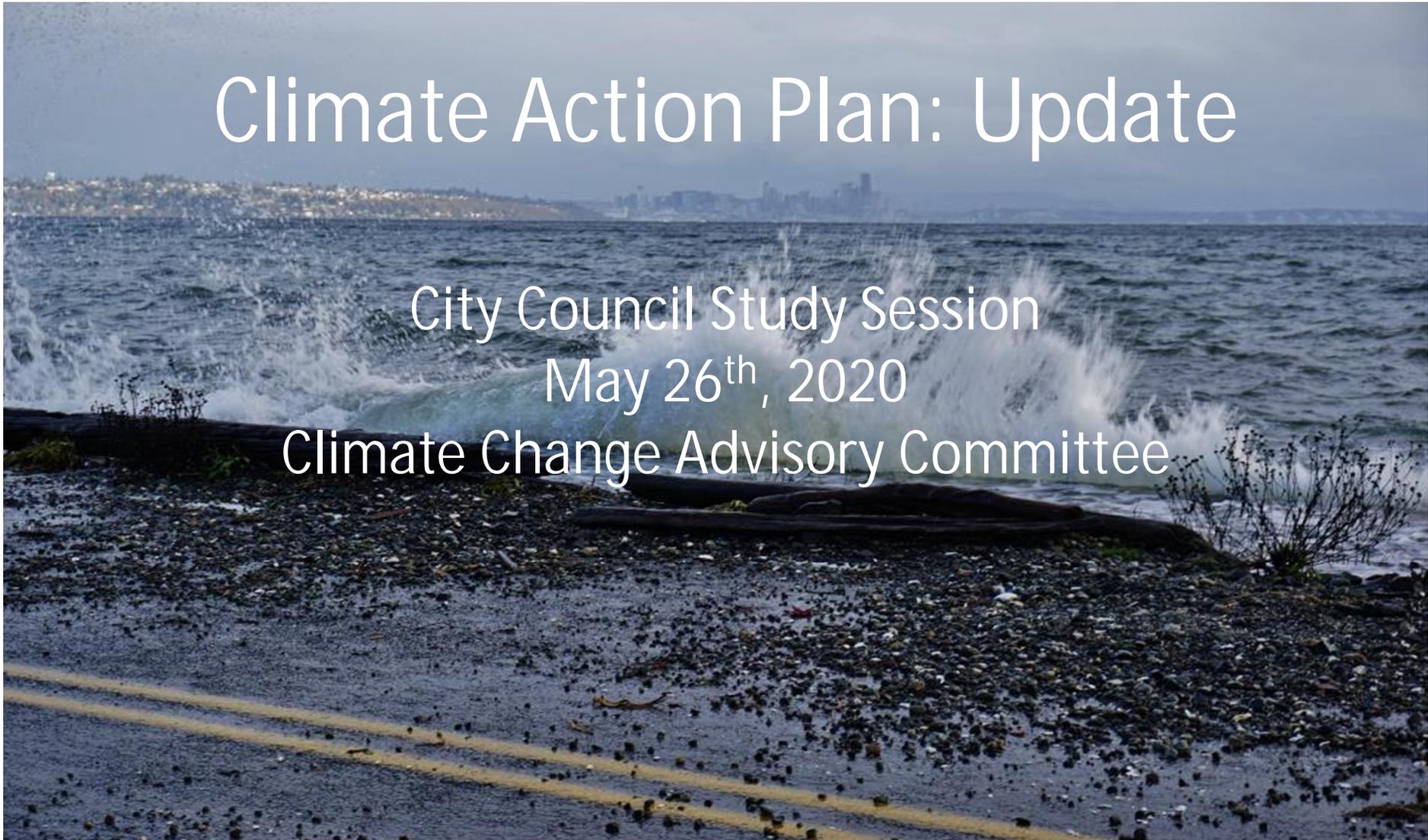
**ATTACHMENTS:**

[Overview of Draft Climate Action Plan - CCAC Presentation](#)

**FISCAL DETAILS:** City staff has not yet assessed the draft plan and its impact on City work plans or developed estimated costs for implementation.

**Fund Name(s):**

**Coding:**

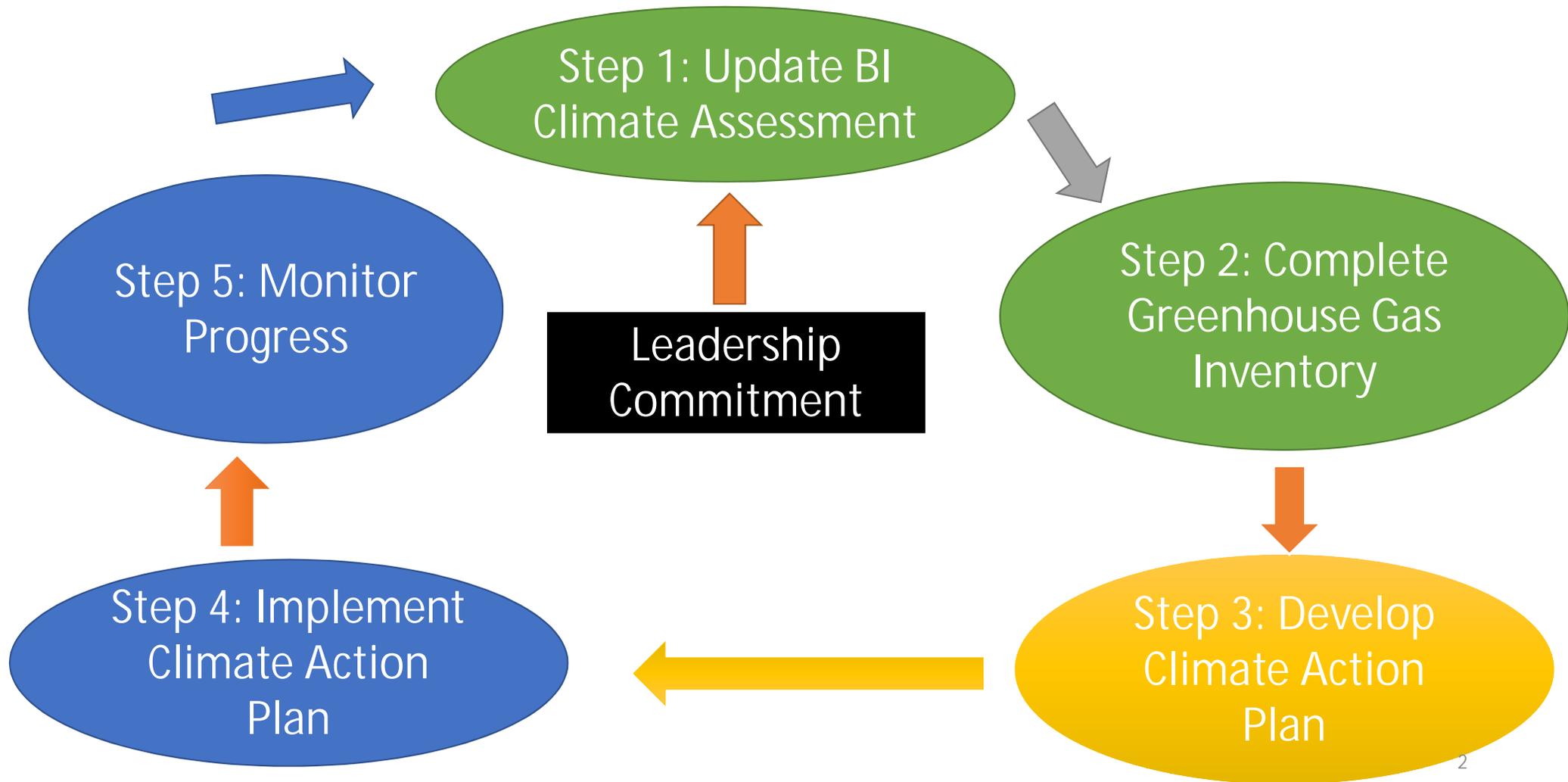


# Climate Action Plan: Update

City Council Study Session  
May 26<sup>th</sup>, 2020

Climate Change Advisory Committee

# Climate Action Plan Development Process



# Sea Level Rise on Bainbridge Island

## A Preliminary Assessment

Prepared by James Rufo-Hill



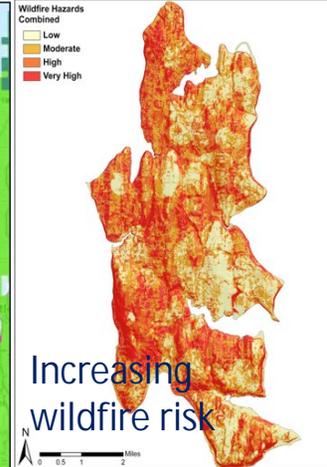
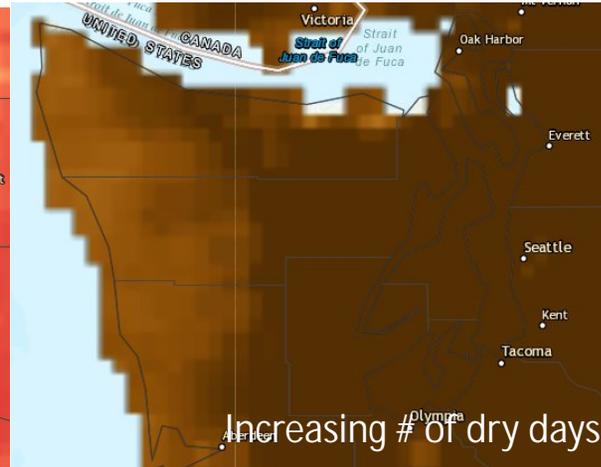
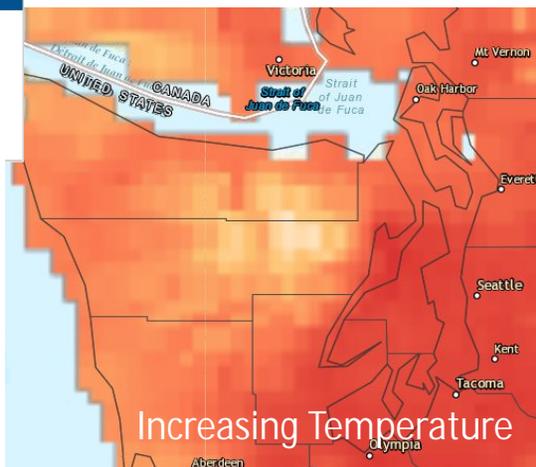
Both available on [www.bainbridgewa.gov/922/Climate-Change-Advisory-Committee](http://www.bainbridgewa.gov/922/Climate-Change-Advisory-Committee)



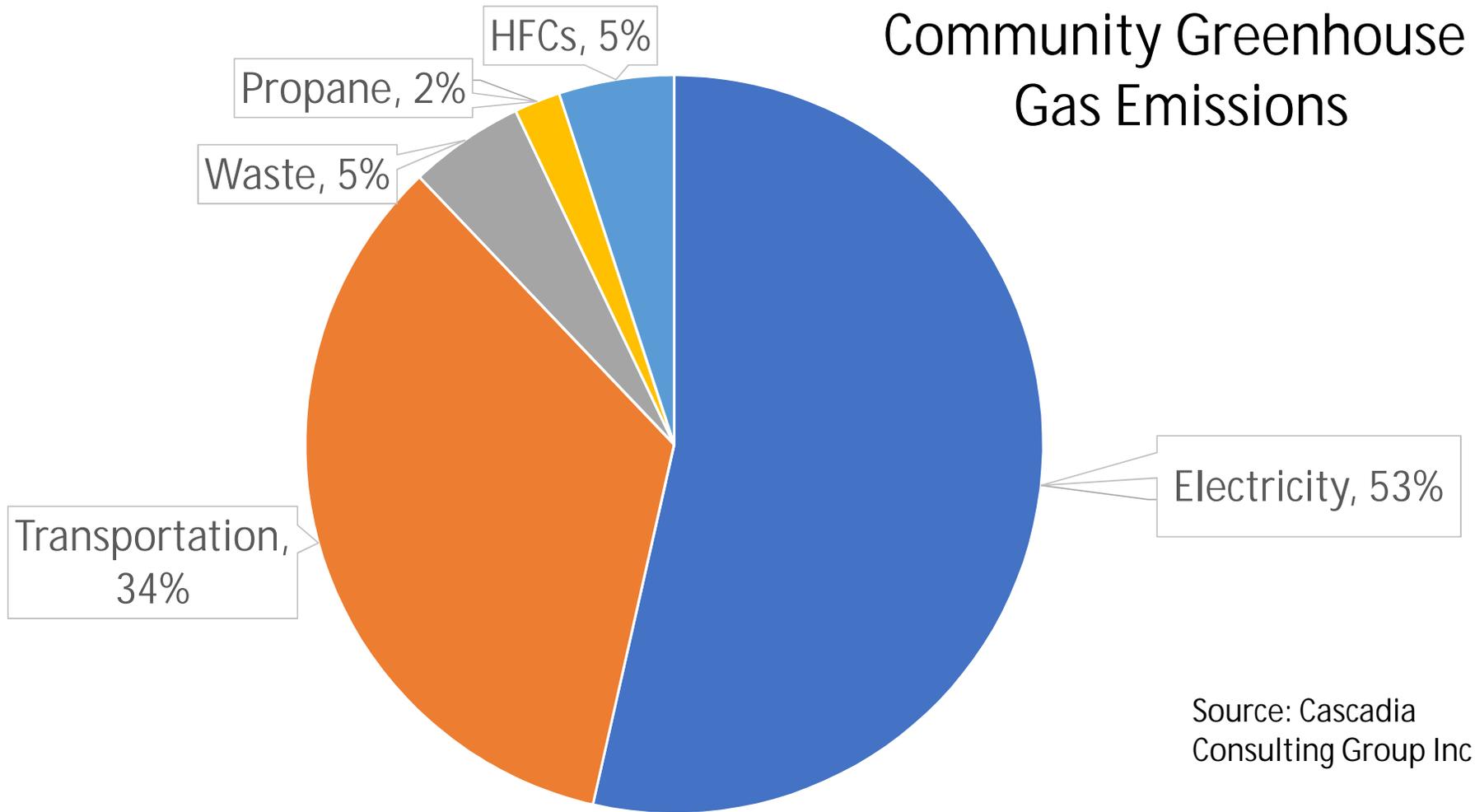
## Other Climate Impacts to Bainbridge Island

From the Bainbridge Island Climate Impact Assessment

Prepared by EcoAdapt



# Community Greenhouse Gas Emissions



Source: Cascadia Consulting Group Inc

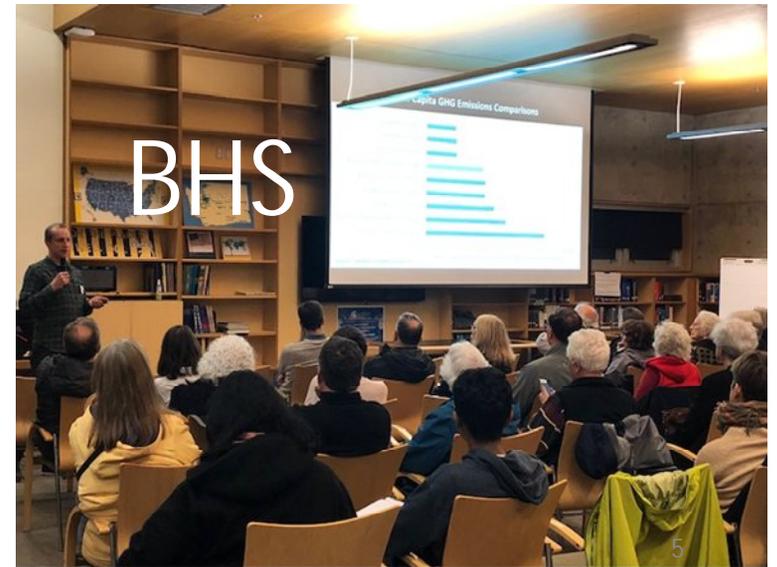
■ Electricity ■ Transportation ■ Waste ■ Propane ■ HFCs

# Community Input

450 Respondents

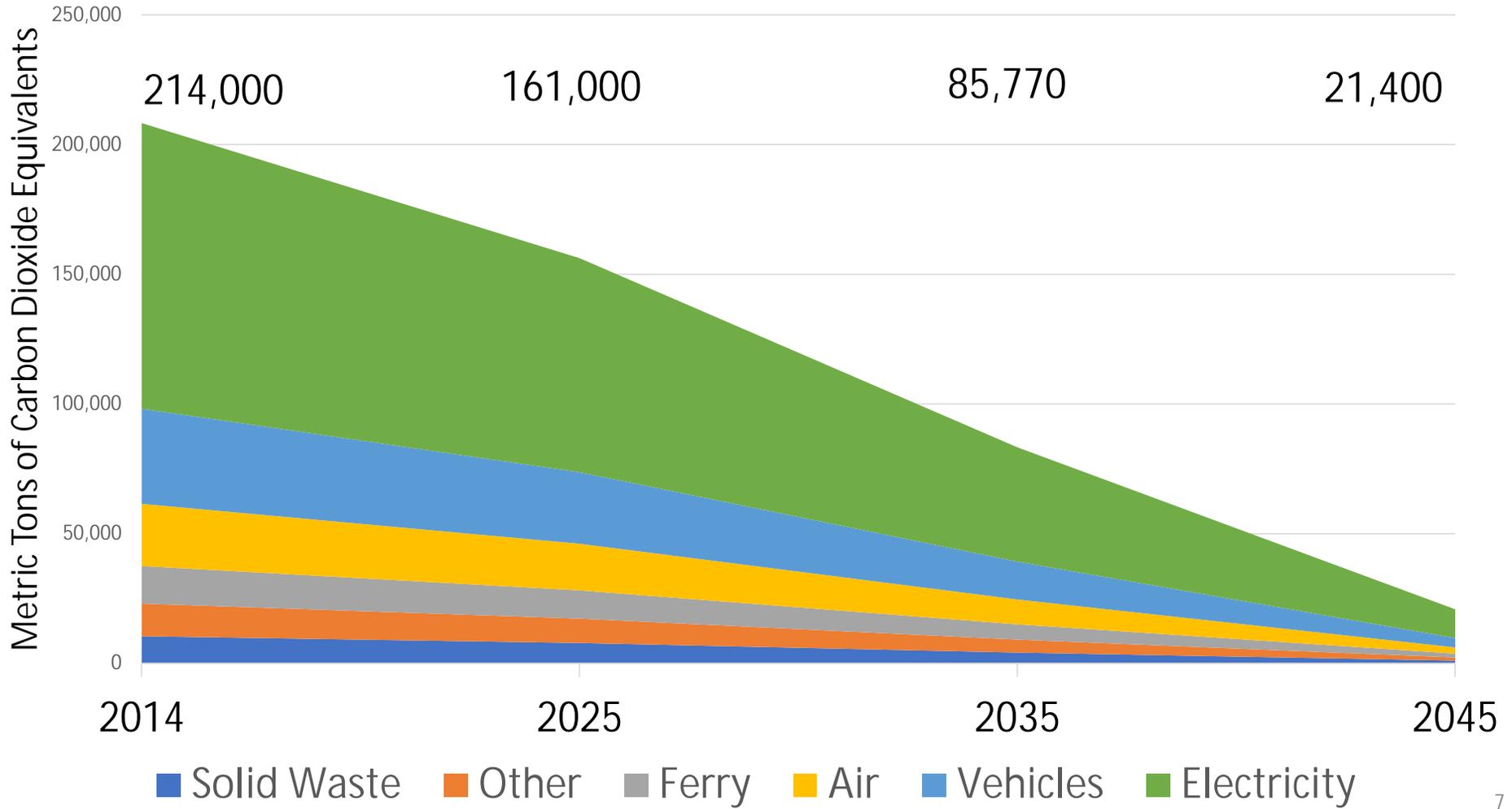


**CLIMATE COUNCIL**  
**COMMUNITY SURVEY**



Area	Overarching Goals
Mitigation	<p>By 2045 reduce GHG emissions by 90% compared to 2014 levels</p> <p>Interim goals: Reduce GHG emissions 25% by 2025 and 60% by 2035 compared to 2014 levels.</p>
Adaptation	<p>Bainbridge Island is climate savvy and can withstand the impacts of climate change.</p>
Community Engagement	<p>COBI inspires action across the community and partners with local/regional organizations to take meaningful climate change mitigation and adaptation actions.</p>

# Reductions Needed to Meet Targets



7



# CAP Structure

Goals - Targets

# CAP Structure

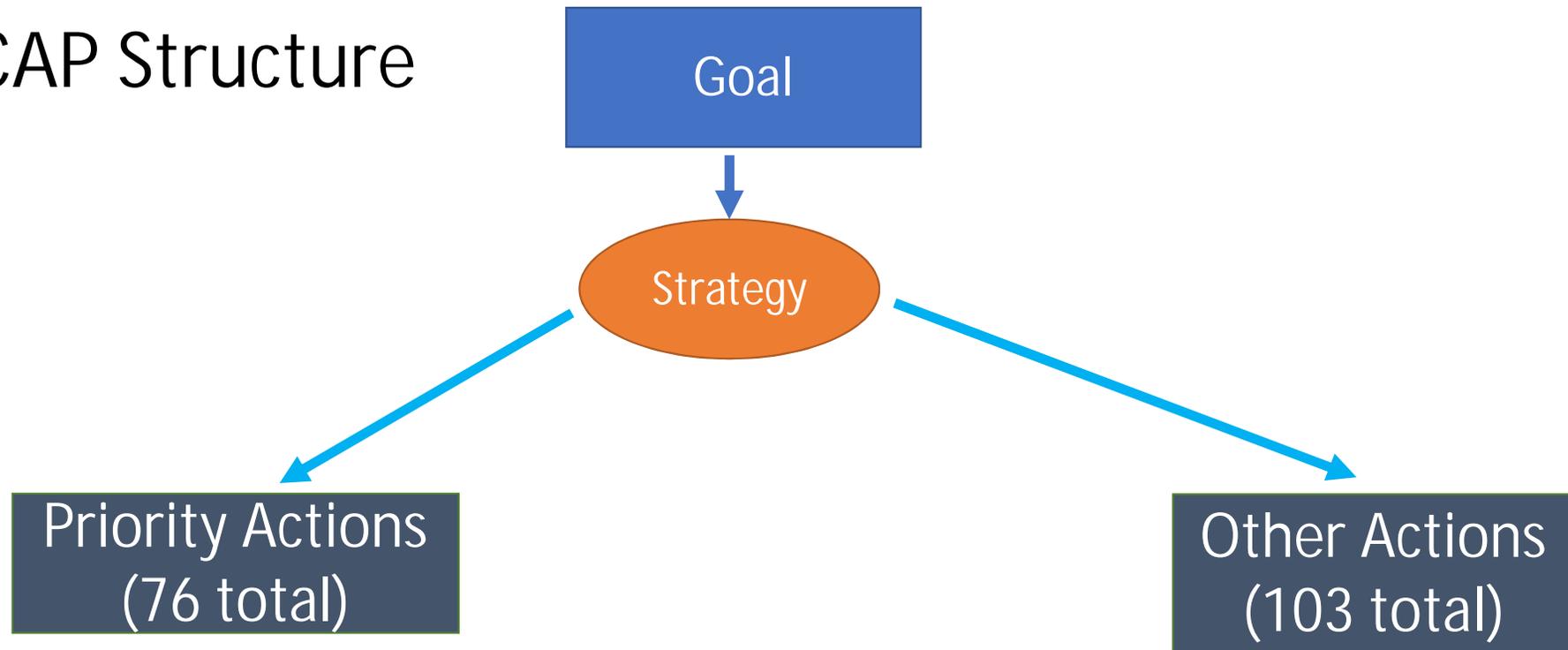
Goal

Strategy

Strategy

Strategy

# CAP Structure



## Criteria for "Priority" versus "Other Actions"

- Significant potential to reduce GHG emissions or reduce vulnerability
- Implementable (feasibility and budget)
- Duration of benefits
- Equity
- Co-benefits

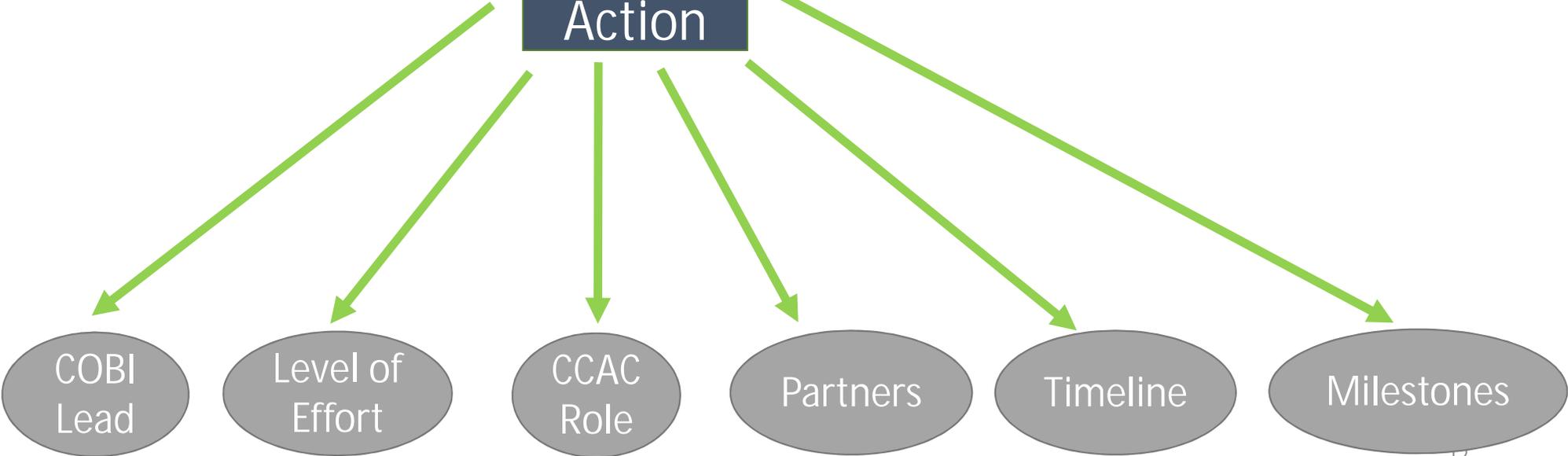
# CAP Structure

Goal

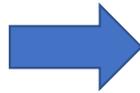


Strategy

Priority Action



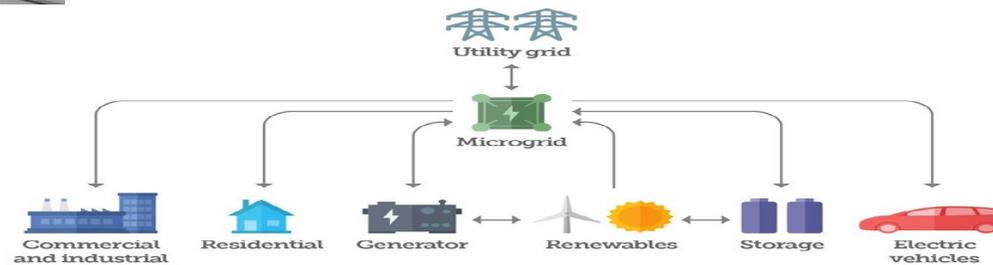
# Energy: Green our Supply



Reduce Demand



Prepare



Source: LG CNS © 2016 The Pew Charitable Trusts

Goal	Priority Strategies
3A: Increase energy conservation and efficiency, including customer-owned generation, across all energy sectors.	3A.1: Promote energy efficiency through existing and potentially newly funded City programs.
3B: Eliminate carbon-based energy sources from all energy sectors.	3B.1: Partner with energy providers and local businesses on programs that will reduce carbon-based energy sources. 3B.2: Partner with neighboring municipal and tribal communities on programs that will reduce emissions.
3C: Create energy self-sufficiency for emergency preparedness and increase energy infrastructure reliability and resilience.	3C.1: Create microgrids for critical infrastructure throughout the community. 3C.2: Large scale neighborhood microgrids with distributed energy resources.

# Transportation: Get people out of cars



Networks



Development



Schools

## Increase Electrification



Fleet



Transit



Ferries



Infrastructure

Goal	Priority Strategies
4A: Reduce motorized vehicle miles traveled per capita.	<p>4A.1: Develop interconnected networks of safe, convenient, and attractive biking and walking pathways for use by people of all ages and abilities to significantly increase non-motorized transportation on the Island.</p> <p>4A.2: Promote mixed use development that enables greater use of non-motorized transportation options and prioritize transit- oriented new development.</p> <p>4A.3: Work with Kitsap Transit to encourage the use of existing transit and expanding service on the Island.</p> <p>4A.4: Encourage greater use of school buses and carpooling for student transportation.</p>
4B: Reduce GHG emissions from motorized transport, including through electrification of all modes (on-road, off-road, and ferry).	<p>4B.1: Convert COBI vehicle fleet to electric or biofuels and encourage other Bainbridge Island taxing districts to convert their fleets to electric or biofuels.</p> <p>4B.2: Develop infrastructure to support electric vehicles and off-road transportation.</p> <p>4B.3: Support, as needed, efforts to electrify ferries.</p> <p>4B.4: Encourage reduced vehicle GHG emissions and improved fuel economy.</p>

# Buildings: Adopt Green Building Standards



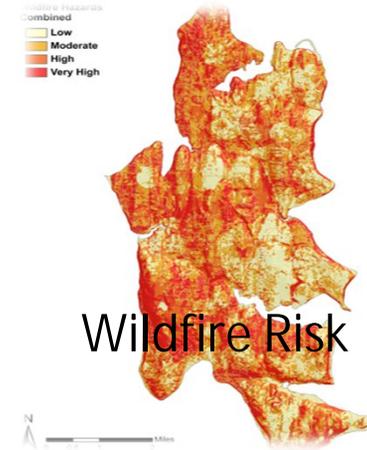
Provide Incentives; Establish Building/Energy Fund; Prepare



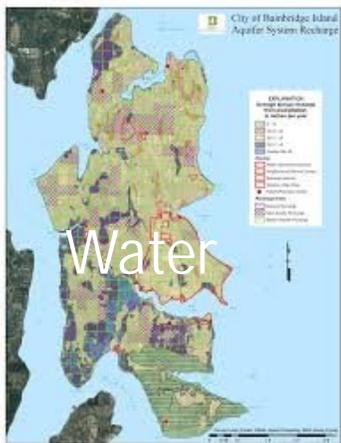
Goal	Priority Strategies
<p>5A: Reduce GHG emissions from all municipal, commercial, industrial and residential buildings.</p>	<p>5A.1: Adopt green building practices and standards for all new municipal, commercial, industrial and residential buildings and all remodels and additions of a certain size.</p> <p>5A.2: Establish or expand programs to assist building owners to reduce GHG emissions, energy use and water consumption.</p> <p>5A.3: Establish a Green Energy and Building Fund.</p>
<p>5B: Establish procedures to ensure buildings and infrastructure are resilient to climate change impacts.</p>	<p>5B.1: Identify and mitigate city assets at risk due to sea level rise.</p> <p>5B.2: Assist property owners to identify risks to existing and planned infrastructure from sea level rise and other climate change impacts.</p>

# Natural Environment: Use Best Science/Manage Forests/Mitigate Wildfire Risk

## Use Best Climate Science



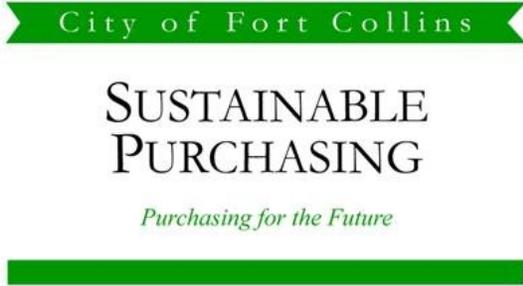
# Protect Water Resources/Shorelines and Support Agriculture



Goal	Priority Strategies
<p>6A: Steward Bainbridge Island's natural resources to function as healthy, resilient ecosystems that can continue to serve multiple ecological functions.</p>	<p>6A.1: Steward Bainbridge Island's natural areas using the best available scientific knowledge about local ecology and climate change.</p> <p>6A.2: Proactively manage Bainbridge forests for anticipated vegetational composition shifts expected under climate change.</p> <p>6A.3: Mitigate wildfire and forest disease risk through proactive forest management.</p>
<p>6B: Protect and maintain the integrity of our Island's surface and groundwater resources in the face of climate change.</p>	<p>6B.1: Maximize protections for intact hydrologic processes including aquifer recharge and stormwater runoff.</p> <p>6B.2: Identify and implement targets that will balance aquifer discharge and recharge, incorporating climate change projections.</p>

Goal	Priority Strategies
<p>6C: Steward our Island’s shorelines to allow for resilience in the face of climate impacts including sea level rise.</p>	<p>6C.1: Incorporate sea level rise and other ocean climate impacts (e.g., ocean acidification) into the shoreline master program and other shoreline management planning decisions.</p>
<p>6D: Support an agricultural system that prioritizes climate change resilience, local food production, and ecosystem services including soil carbon storage and water management.</p>	<p>6D.1: Maximize opportunities for agricultural practices that mitigate climate change, including lower energy intensive practices, carbon storage, aquifer recharge, and smaller foodsheds.          6D.2: Improve manure management to reduce emissions associated with livestock waste and fertilizer delivery.</p>

# Waste: Reduce Generation



# Divert from Landfill

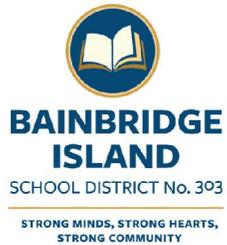


Goal	Priority Strategies
7A: Reduce Island residential, commercial, and industrial waste generation.	7.A.1: Promote sustainable consumption within COBI operations. 7.A.2: Promote sustainable consumption in the community. 7.A.3: Reduce food waste by both commercial entities and residents.
7B: Increase diversion of waste from the landfill.	7.B.1: Expand municipal, residential and commercial recycling and composting participation. 7.B.2: Increase the collection and diversion of construction, renovation, and demolition waste.
7C: Optimize collection and disposal systems to minimize GHG emissions.	7.C.1: Reduce GHG emissions associated with off-island transportation of green waste.
7D: Ensure that any new waste-related infrastructure is not sited in current or future hazard areas.	7.D.1: Consider projected climate change impacts and explicitly factor these projections into site selection for waste-related infrastructure.

# Community Engagement: Outreach



# Local/Regional Collaboration



# Emergencies



Goal	Priority Strategies
<p>8A: Increase the Bainbridge community's awareness and knowledge about current and future climate change related impacts and ways to reduce those impacts.</p>	<p>8A.1: Provide easily accessible educational materials/information about climate change.            8A.2: Increase community knowledge of actions that individuals can take to reduce their GHG emissions and prepare for current and future climate impacts.</p>
<p>8B: Inspire action across the community and partner with local and regional organizations to take meaningful climate change mitigation and adaptation actions.</p>	<p>8B.1: COBI partners with local and regional organizations on mitigation and adaptation actions.            8B.2: COBI inspires Bainbridge community members to take meaningful individual action.</p>
<p>8C: Empower and prepare COBI, Bainbridge Island residents, and Bainbridge Island businesses for climate impacts and emergencies.</p>	<p>8C.1: Ensure the City is empowered and has the necessary authority and capability/capacity to plan and implement actions to mitigate and adapt to climate change impacts.            8C.2: Establish programs or networks to ensure COBI, businesses, and residents are prepared to effectively adapt to climate change impacts and emergencies.</p>

# Our Choices

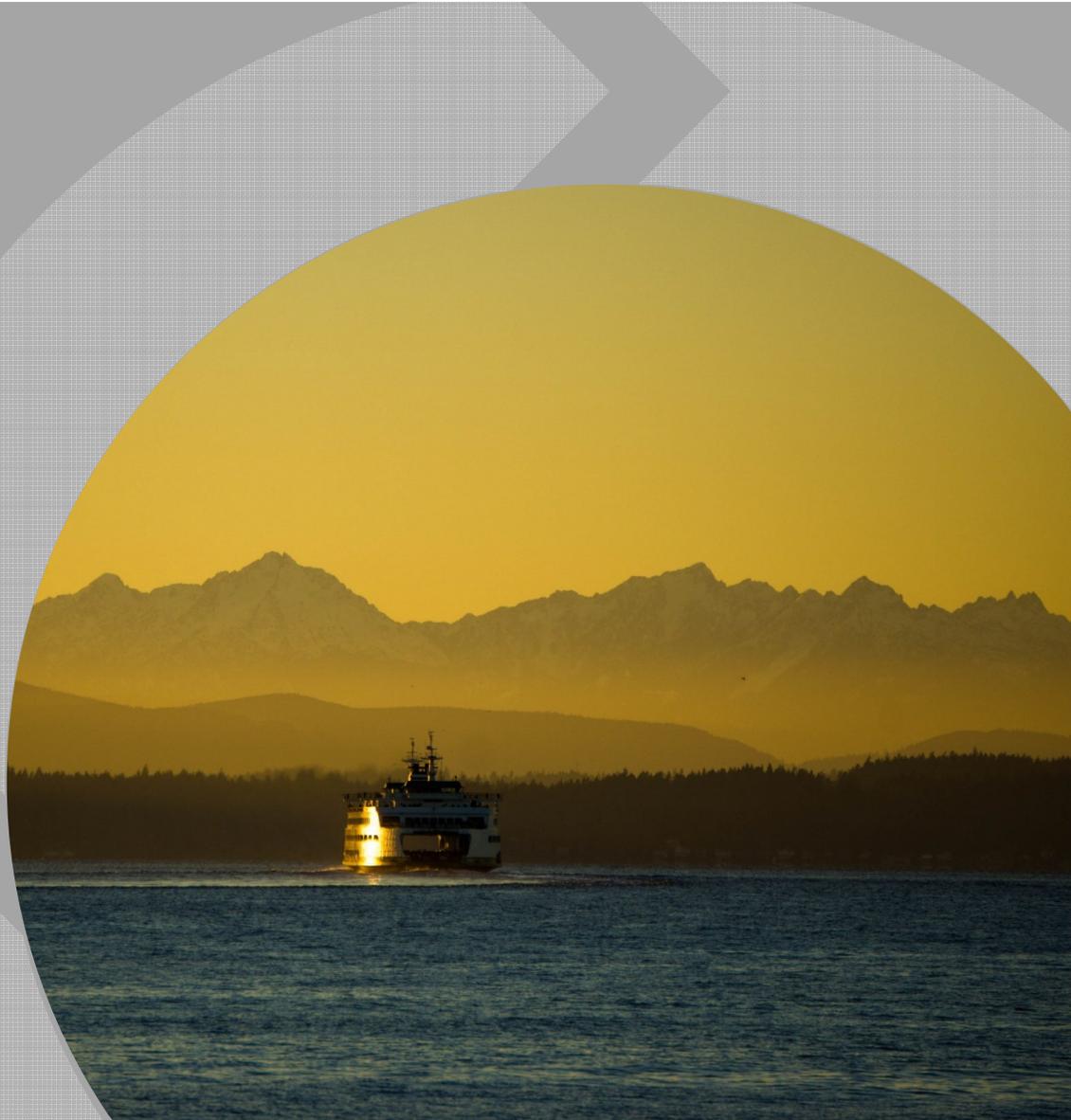


# Timeline

- Draft CAP
  - Late-May: City Council Session.
  - Mid-June: Commence City Staff Review.
  - Mid-July: Public Input.
- Final CAP
  - Mid-September: City Council Approval.
  - Late October: Staff and CCAC Develop Implementation Plan.

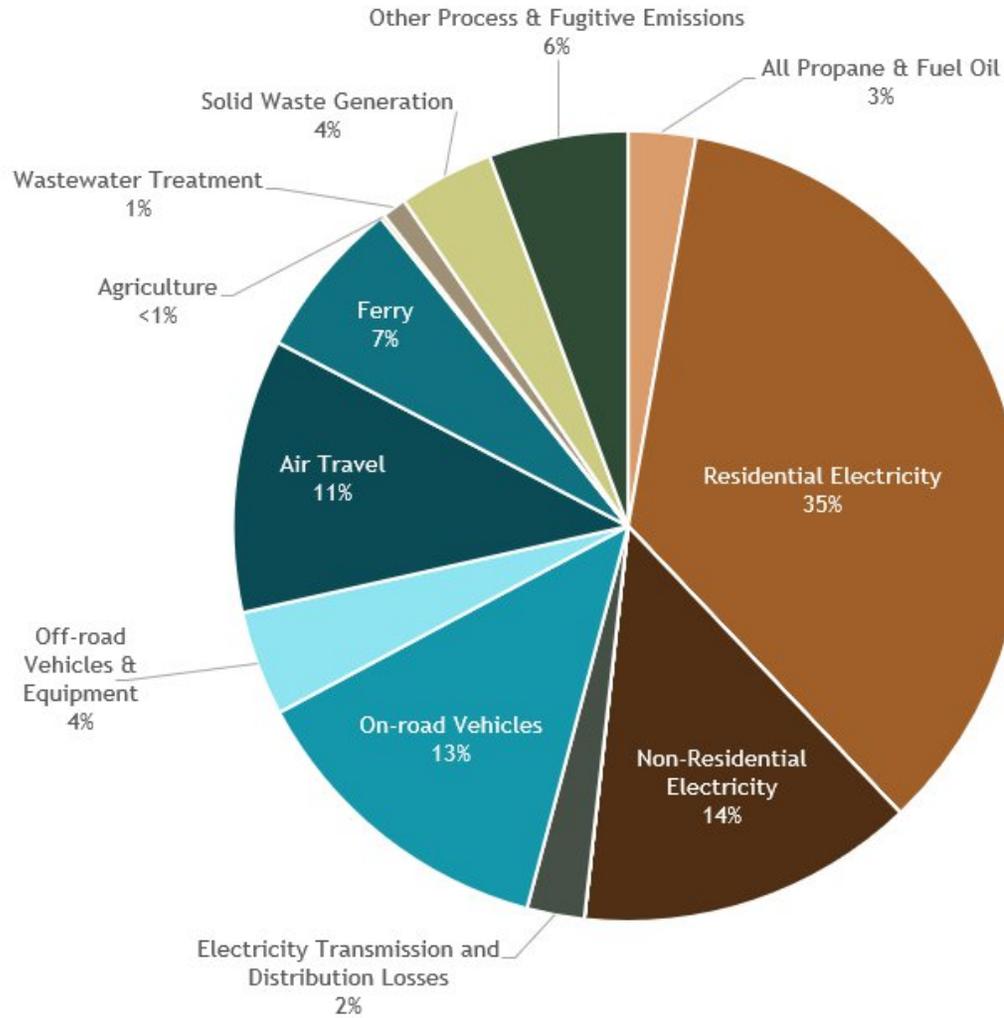
# Questions

# Bainbridge Island Greenhouse Gas Emissions Inventory



Goal	Priority Strategies
<p>2A: Implement a GHG emission tracking plan to monitor the CAP GHG emissions reduction goals.</p>	<p>2A.1: Refine the software tool used for the 2019 GHG emissions Inventory (i.e., Clearpath)            2A.2: Complete updates to the GHG inventory.</p>
<p>2B: Re-evaluate the forest sequestration analysis.</p>	<p>2B.1: Explore more rigorous analysis methods, including ground-truthing tree inventories and soil sequestration analysis.</p>

Bainbridge Island Community Emissions by Source, 2014 (MTCO<sub>2</sub>e)  
Total = 214,425 MTCO<sub>2</sub>e



## CAP Content

Sections	# Goals	# Targets	# Strategies	# Priority Actions	# Other Actions
Executive Summary	NA	NA	NA	NA	NA
1. Introduction	NA	NA	NA	NA	NA
2. GHG Emissions Inventory	2	3	2	6	3
3. Energy	3	4	6	11	5
4. Transportation	2	5	8	12	23
5. Buildings	2	5	5	8	13
6. Natural Environment	4	7	8	12	30
7. Waste	4	5	7	8	18
8. Community Engagement	3	4	6	10	11
9. Implementation	NA	NA	4	9	0
Total	20	33	46	76	103
10. Individual Actions	NA	NA	NA	6 categories and 60 actions	



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (6:20 PM) Resolution No. 2020-05 relating to Climate Emergency - Deputy Mayor Nassar,

**SUMMARY:** On January 7, 2020 during For the Good of the Order, Councilmember Nassar provided the Council with a resolution relating to the climate emergency. The Council referred the draft resolution to the Climate Change Advisory Committee ("CCAC"). The CCAC reviewed the resolution on January 27 and February 25, 2020. Attached are a marked-up copy indicating the changes made by the CCAC, and a clean copy incorporating those revisions.

**AGENDA CATEGORY:** Resolution

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:**

[Option 1:] I move to forward Resolution No. 2020-05 to the Unfinished Business Agenda on June 9, 2020 for further discussion.

[Option 2:] I move to forward Resolution No. 2020-05 to the Consent Agenda on June 9, 2020.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:** This resolution includes language that anticipates significant City implementation tasks (sections 2, 3, 4, and 5). The scope and timeline for these potential activities have not been assessed by City staff at this time, so there is no information yet developed on the operational, legal, or financial impacts of adopting this resolution.

The budget impact of adopting this resolution has not been assessed. The potential impact to previously identified workplan priorities has not been assessed.

**ATTACHMENTS:**

[Climate Change Emergency Resolution Marked.pdf](#)

[Climate Emergency Resolution CCAC Recommendations 2-25-20.docx](#)

**FISCAL DETAILS:** The budget impact of adopting this resolution has not been assessed.

**Fund Name(s):**

**Coding:**

**RESOLUTION NO. 2020-XX05**

A **RESOLUTION** of the City Council of Bainbridge Island, Washington, hereby declaring the existence of a Climate Emergency, reaffirming the City's commitment to Climate Action, and ~~establishing to establish~~ a ~~requirement for City planning program~~ and ~~projects to be subjected to a Climate Change Mitigation and Adaptation Certification process, procedures~~ to ensure future City ~~plans and City approved~~ projects and actions are ~~evaluated~~ consistent with its adopted climate goals and policies.

**WHEREAS**, in April 2016, world leaders from ~~175~~197 countries ~~from around the globe~~ recognized the ~~threat~~ of climate change, that it is caused by human related greenhouse gas emissions, and the need to urgently combat it by adopting the Paris ~~Climate~~ Agreement, and working to limit ~~warming~~ global temperature increase to no more than 1.5°C ~~Celsius from pre-industrial levels~~; and

**WHEREAS**, on September 12, 2017, the Bainbridge Island City Council adopted Resolution No. 2017-20, affirming the City of Bainbridge Island's commitment to meet or exceed the greenhouse gas goals established in the Paris Climate Agreement; and

**WHEREAS**, in 2018, the United Nations' Intergovernmental Panel on ~~Climate Change~~ ("IPCC") warned that it would not be possible to meet the 1.5°C ~~Celsius~~ goal unless global greenhouse ~~gasses~~gases were reduced 45 percent below 2010 levels by 2030 ~~and reaching net zero by 2050~~, requiring an unprecedented transformation of every sector of the global ~~economy~~ over the next 11 years; and

**WHEREAS**, global temperatures having increased approximately 1.1°C ~~above late 19th century pre-industrial~~ levels, causing overall climate disruption and global warming, resulting in higher temperatures, altered precipitation patterns, rising seas and acidified oceans, which in turn are causing increased and ~~intensifying more intense~~ wildfires, floods, ~~loss of habitat~~, new ranges for diseases and pests, adverse ~~human~~ health effects, economic hardship, homelessness, species extinctions, food and potable water shortages, droughts, and extreme weather; and

**WHEREAS**, ~~the Ninth Circuit Court of Appeals recently recognized that climate change is occurring at a rapidly increasing rate and that our elected officials have a moral responsibility to seek solutions~~; and

**WHEREAS**, Bainbridge Island is an ~~Island~~island surrounded by a sea, which is predicted to rise significantly in the coming years due to climate change; and

**WHEREAS**, Bainbridge Island's Comprehensive Plan, which serves as the City's Sustainability Plan, calls for the protection of the Island's finite environmental resources, the reduction of greenhouse gas emissions and adaptation to the effects of climate change; and

~~**WHEREAS**, Bainbridge Island's Comprehensive Plan also calls for the reduction of greenhouse gas emissions, along with adaptation to the effects of climate change; and~~

**WHEREAS**, in 2017 the City Council took a step towards implementing the goals and policies contained in the Comprehensive Plan by creating a Climate Change Advisory Committee to assist in continuing to implement the Comprehensive Plan's climate related goals, including a reduction of our Island's greenhouse gas emissions and an increase in our Island's adaptation to the effects of climate change; and

**WHEREAS**, at its annual retreat in January of 2019 the City ~~made~~declared the creation and implementation of a Climate Action Plan one of its highest priorities for the coming year; and

**WHEREAS**, the City's Climate Change Advisory Committee ~~has been~~is working on developing a ~~draft~~ Climate Action Plan and ~~will be presenting that strives to present a draft~~ plan to the City Council in ~~March of late Spring~~ 2020; and

**WHEREAS**, the City is ~~also~~ working to develop a Sustainable Transportation Plan, to promote a shift in transportation modes, with an overall goal of a net reduction in transportation related greenhouse gas emissions, as well as a host of additional ~~concomitant~~related benefits; and

**WHEREAS**, the City will appoint a Green Building Task Force to develop a green building program where buildings are designed to reduce the overall impact of the built environment on human health and the natural environment by efficiently using energy, water and other resources; and

**WHEREAS**, despite the current climate-related planning there are additional short-term actions that ~~could and~~ should be taken to advance progress on the overall goals of climate change mitigation and adaption even prior to final adoption and implementation of the ~~mentioned~~City's climate-related plans; and

**WHEREAS**, the longer we delay taking action to reduce greenhouse gas emissions, the greater the threat posed by climate change to current and future-generations, and the more costly it will be to protect and maintain our community and natural environment; and

**WHEREAS**, the longer we delay taking action to prepare for and respond to climate change effects, the fewer options we will have and the more expensive those options are likely to be to adapt to climate change; and

**WHEREAS**, the City of Bainbridge Island takes pride in being a model City for progressive environmental legislation and sustainability, and has demonstrated itself to be a leader in this front through numerous adopted Ordinances and Resolutions; and

**WHEREAS**, on September 20, 2019, the City’s youth and young adults joined with their companions around the world to call for a global climate strike and greater, more urgent climate leadership from their elected officials and public institutions.

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

**Section 1.** -The City declares that our CityIsland, region, state, nation, ~~global humanity~~ and the natural world are experiencing a Climate Emergency. The City Council hereby expresses a renewed commitment to ensure ~~every decisionits actions and decisions~~ going forward ~~isare~~ in line with reducing the impact of that emergency, ~~and that no decision results in a net increase in emissions that further contribute to the problem of Climate Change;~~

**Section 2.** The City ~~will require that all commits to take immediate actions to safeguard against the current, inevitable and potential consequences of its climate change and to encourage the full participation of the entire Bainbridge community in climate mitigation and adaptation efforts;~~

**Section 3.** The City commits to developing a procedure and process whereby the City’s plans and City approved projects will be evaluated through a “Climate Lens”, in the form of such as through a Climate Change Mitigation and Adaptation Certification, or similar process, prior to approval to ensure they are consistent with the City’s adopted climate goals and policies, including reductions in to reduce greenhouse gas emissions and reduced climate-reduce our vulnerability to climate change;

**Section 4.** The City commits to educating Island residents and the business community about the Climate Emergency and organizing and advocating for climate emergency mobilization efforts at the local, regional, state, national, and global levels to provide maximum protection for the Island as well as all the people and species of city, community and individual assets, resources and values. the world; and

**Section 5.** The City commits to calling on higher levels of government to provide financial and regulatory assistance to support the City’s efforts to respond to this Climate Emergency.

PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2020.

By: \_\_\_\_\_  
\_\_\_\_\_, Leslie Schneider,

Mayor

ATTEST/AUTHENTICATE:

By: \_\_\_\_\_  
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: March 13, 2020

PASSED BY THE CITY COUNCIL:

RESOLUTION NO. 2020   

-05

## RESOLUTION NO. 2020-05

A **RESOLUTION** of the City Council of Bainbridge Island, Washington, hereby declaring the existence of a Climate Emergency, reaffirming the City's commitment to Climate Action, and to establish a program and procedures to ensure future City plans and City approved projects and actions are evaluated consistent with its adopted climate goals and policies.

**WHEREAS**, in April 2016, world leaders from 197 countries from around the globe recognized the threat of climate change, that it is caused by human related greenhouse gas emissions, and the need to urgently combat it by adopting the Paris Climate Agreement, and working to limit global temperature increase to no more than 1.5°Celsius from pre-industrial levels; and

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**WHEREAS**, in 2018, the United Nations' Intergovernmental Panel on Climate Change ("IPCC") warned that it would not be possible to meet the 1.5°Celsius goal unless global greenhouse gases were reduced 45 percent below 2010 levels by 2030 and reaching net zero by 2050, requiring an unprecedented transformation of every sector of the global economy over the next 11 years; and

**WHEREAS**, global temperatures having increased approximately 1.1°C above pre-industrial levels, causing overall climate disruption and global warming, resulting in higher temperatures, altered precipitation patterns, rising seas and acidified oceans, which in turn are causing increased and more intense wildfires, floods, loss of habitat, new ranges for diseases and pests, adverse human health effects, economic hardship, homelessness, species extinctions, food and potable water shortages, droughts, and extreme weather; and

**WHEREAS**, the Ninth Circuit Court of Appeals recently recognized that climate change is occurring at a rapidly increasing rate and that our elected officials have a moral responsibility to seek solutions; and

**WHEREAS**, Bainbridge Island is an island surrounded by a sea, which is predicted to rise significantly in the coming years due to climate change; and

**WHEREAS**, Bainbridge Island's Comprehensive Plan, which serves as the City's Sustainability Plan, calls for the protection of the Island's finite environmental resources, the reduction of greenhouse gas emissions and adaptation to the effects of climate change; and

**WHEREAS**, in 2017 the City Council took a step towards implementing the goals and policies contained in the Comprehensive Plan by creating a Climate Change Advisory Committee to assist in implementing the Comprehensive Plan's climate related goals, including a reduction of our Island's greenhouse gas emissions and an increase in our Island's adaptation to the effects of climate change; and

**WHEREAS**, at its annual retreat in January of 2019 the City declared the creation and implementation of a Climate Action Plan one of its highest priorities for the coming year; and

**WHEREAS**, the City's Climate Change Advisory Committee is working on developing a Climate Action Plan and strives to present a draft plan to the City Council in late Spring 2020; and

**WHEREAS**, the City is working to develop a Sustainable Transportation Plan, to promote a shift in transportation modes, with an overall goal of a net reduction in transportation related greenhouse gas emissions, as well as a host of additional related benefits; and

**WHEREAS**, the City will appoint a Green Building Task Force to develop a green building program where buildings are designed to reduce the overall impact of the built environment on human health and the natural environment by efficiently using energy, water and other resources; and

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**WHEREAS**, the longer we delay taking action to reduce greenhouse gas emissions, the greater the threat posed by climate change to current and future-generations, and the more costly it will be to protect and maintain our community and natural environment; and

**WHEREAS**, the longer we delay taking action to prepare for and respond to climate change effects, the fewer options we will have and the more expensive those options are likely to be to adapt to climate change; and

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

**Section 1.** The City declares that our Island, region, state, nation, and the natural world are experiencing a Climate Emergency. The City Council hereby expresses a renewed commitment to ensure its actions and decisions going forward are in line with reducing the impact of that emergency;

**Section 2.** The City commits to take immediate actions to safeguard against the current, inevitable and potential consequences of climate change and to encourage the full participation of the entire Bainbridge community in climate mitigation and adaptation efforts;

**Section 3.** The City commits to developing a procedure and process whereby the City’s plans and City approved projects will be evaluated through a “Climate Lens”, such as through a Climate Change Mitigation and Adaptation Certification, or similar process, prior to approval to ensure they are consistent with the City’s adopted climate goals and policies to reduce greenhouse gas emissions and reduce our vulnerability to climate change;

**Section 4.** The City commits to educating Island residents and the business community about the Climate Emergency and organizing and advocating for climate emergency mobilization efforts at the local, regional, state, national, and global levels to provide maximum protection for the Island as well as all the people and species of the world; and

**Section 5.** The City commits to calling on higher levels of government to provide financial and regulatory assistance to support the City’s efforts to respond to this Climate Emergency.

PASSED by the City Council this \_\_\_\_ day of \_\_\_\_\_, 2020.

APPROVED by the Mayor this \_\_\_\_ day of \_\_\_\_\_, 2020.

By: \_\_\_\_\_  
Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

By: \_\_\_\_\_  
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:                    March 13, 2020  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO.                                    2020-05



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 60 Minutes

**AGENDA ITEM:** (6:30 PM) 2021-26 Capital Improvement Program (CIP) Discussion/Workshop - Public Works,

**SUMMARY:** City staff will present an overview of the current Capital Facilities Plan (2019-2024), and recommendations for the next 6-year update (2021-26).

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Information only.

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

**FISCAL IMPACT:**

<b>Amount:</b>	N/A
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	No

**BACKGROUND:** As part of the 2021-22 biennial budget process, the City Council will adopt a 6-year Capital Improvement Plan (CIP). In accordance with the City's Comprehensive Plan, the CIP "...provide(s) the public facilities needed to promote orderly compact urban growth, protect investments, maximize use of existing facilities, encourage economic development and redevelopment, promote private investment, increase public well-being and safety, and implement the Comprehensive Plan."

The staff presentation on the current and proposed CIP will consider the following:

- Staff capacity: the City has historically planned more projects than the staff can deliver;

- Financial capacity: the City has historically planned to spend more on projects than the staff can deliver. Additionally, this year the City is planning for a period of revenue contraction;

- Time constraints: The Council has a limited timeframe to prepare the next CIP (discussions were originally planned to start in March), in preparation for Planning Commission review and the City-wide biennial budget process.

Taking all of the above into consideration, City staff has prepared a draft 2021-26 CIP for Council discussion that includes projects from the current plan that have not yet been completed (including utility projects identified by the City's Water and Sewer System Plans), and new projects that have been identified by the staff and the community. A staff presentation is attached to this agenda item, as well as a ranked list of projects, most of which were solicited from the community as part of a public process in February 2020.

**ATTACHMENTS:**

[Presentation 2021-26 CIP Discussion MAY 2020](#)

[CIP Project List.pdf](#)

**FISCAL DETAILS:** N/A

**Fund Name(s):**

**Coding:**

# 2021-26 Capital Improvement Plan (CIP) Review and Alternatives

City Council Study Session  
May 26, 2020

# Introduction

City Council Study Session  
May 26, 2020



# CIP Workshop Goals

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## **Develop draft CIP for:**

- Planning Commission review (July/Aug)
- Foundational element of biennial budget
- CIP spending influences how much money is available for other purposes

# CIP Workshop Agenda

---

## **Tonight's Agenda:**

- Discuss realistic spending and delivery
- Review current CIP and proposal for new 2021-26 CIP

## ***Future Agenda:***

- *Moving salaries and benefits to CIP*
- *Project timing*

## CIP Workshop Approach

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- Draw conclusions from the last 10 years of CIP spending and delivery:
  - We budgeted more than we can spend
  - We planned more projects than we can deliver

## CIP Workshop Approach *Continued*

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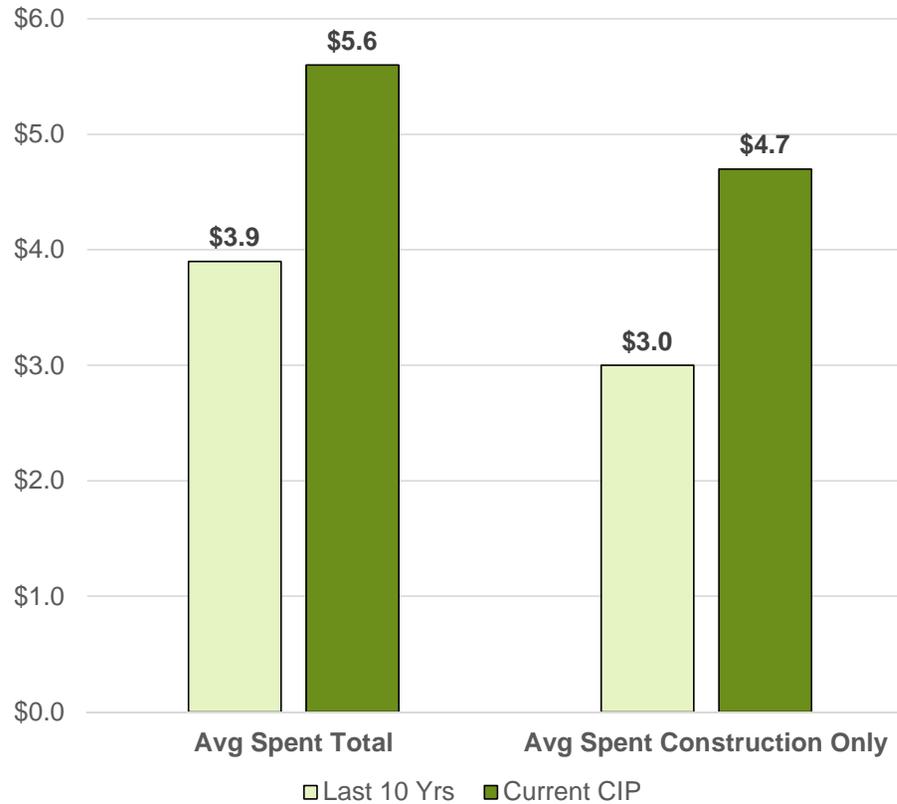
- Use current (19-24) CIP as a reference point for the new plan proposal
- Recognize we're in a period of economic contraction
- Working under constrained timeframe

# CIP Spending and Delivery Comparison

City Council Study Session  
May 26, 2020



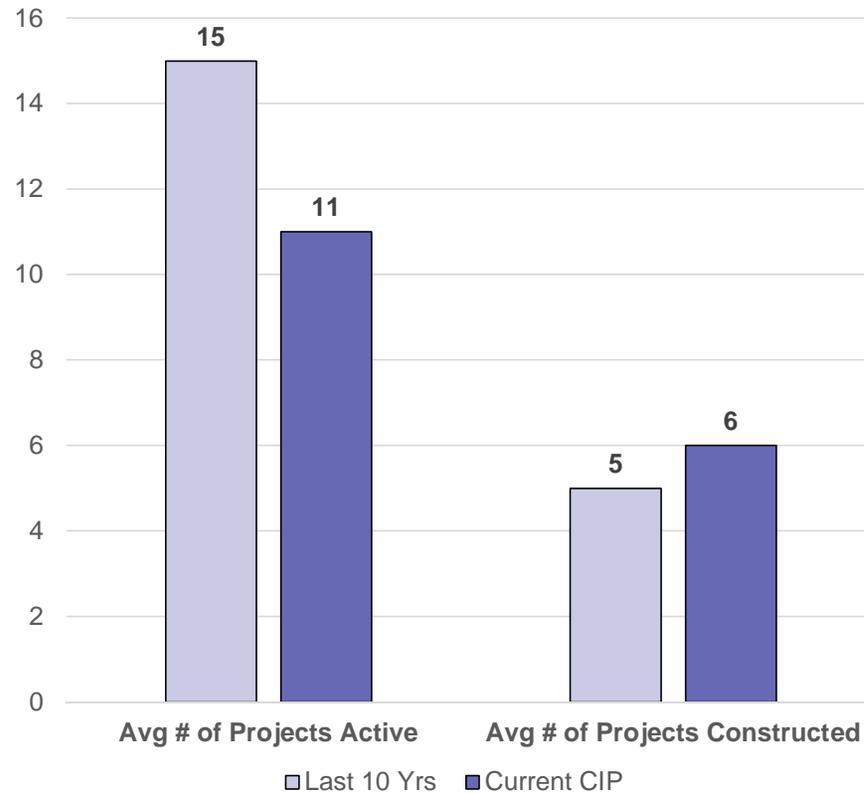
# Average Annual Spending Comparison (millions)



\*Current CIP (19-24) proposed more annual budget than we've been historically able to spend

Note: Excludes fleet and police/court project

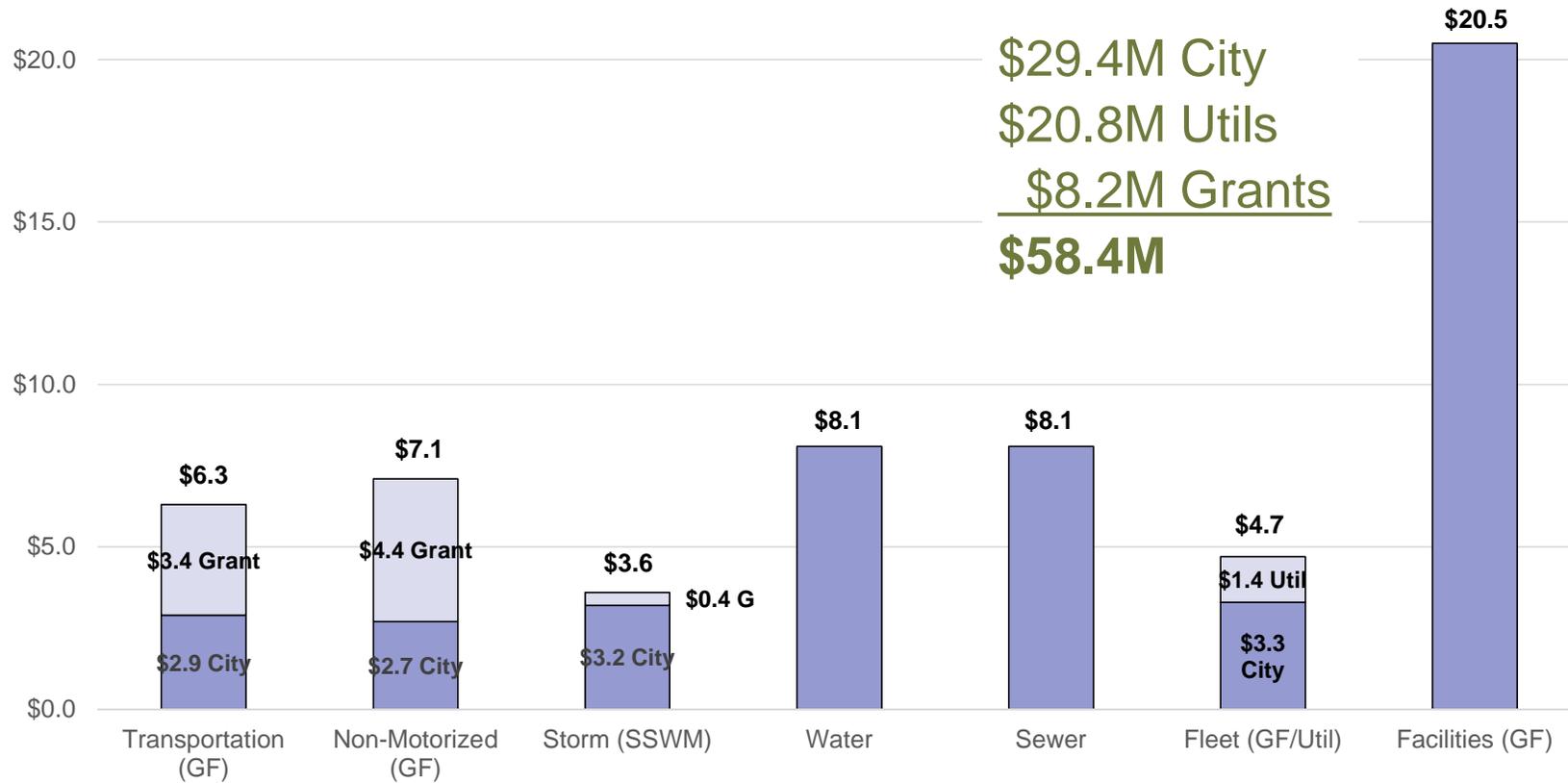
# Average Annual Project Delivery Comparison



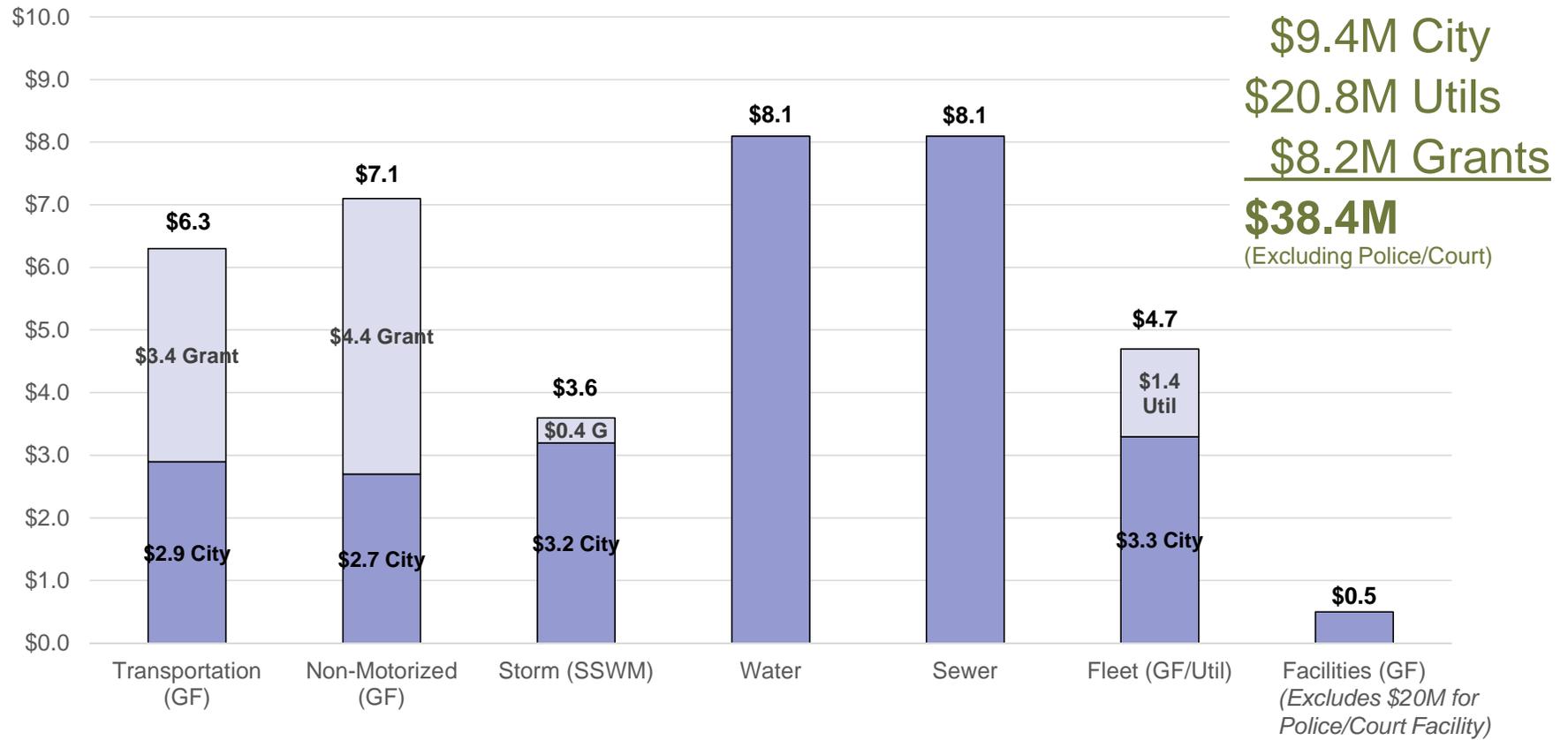
\*Current CIP (19-24) includes slightly less projects per year than we've historically been able to deliver

Note: Excludes fleet and police/court project

# Current CIP (19-24) Budget (millions)



# Current CIP (19-24) Budget (millions)



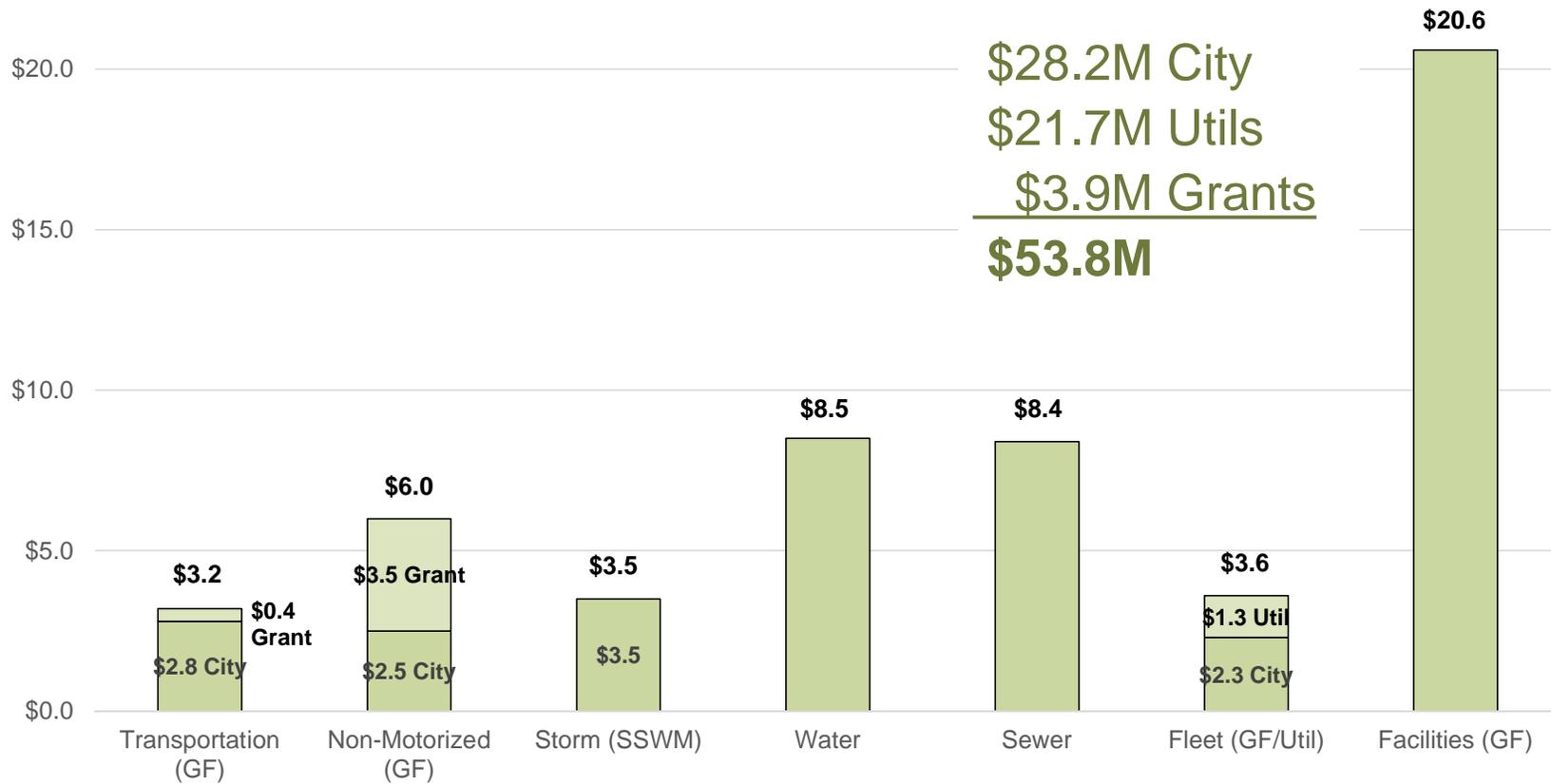
## Comparison Conclusions

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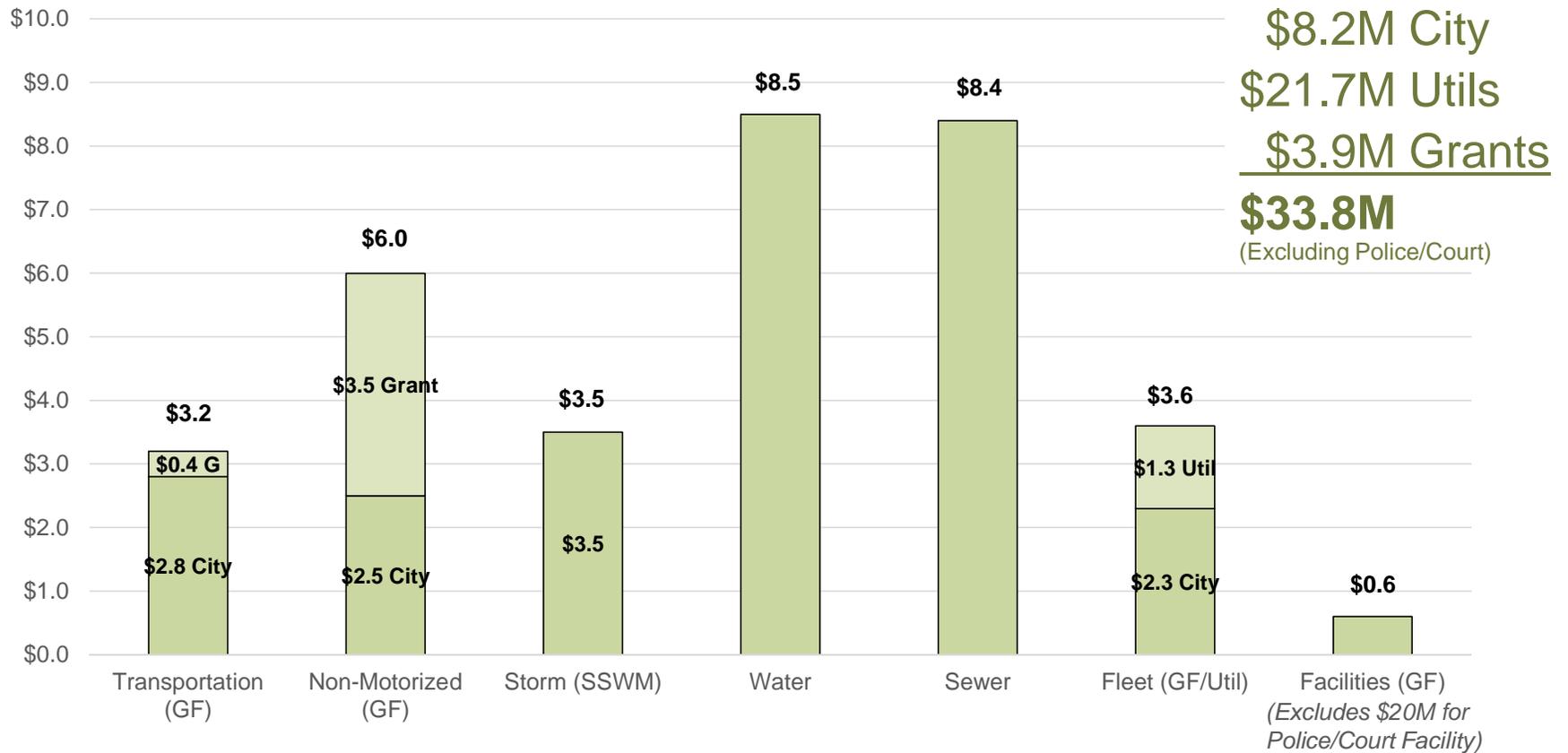
New CIP (21-26) should consider the following:

- Budget only what we can spend
- Plan an amount of projects we can deliver
- Recognize we're in a period of economic contraction

# Proposed 2021-26 CIP Budget (millions)



# Proposed 2021-26 CIP Budget (millions)



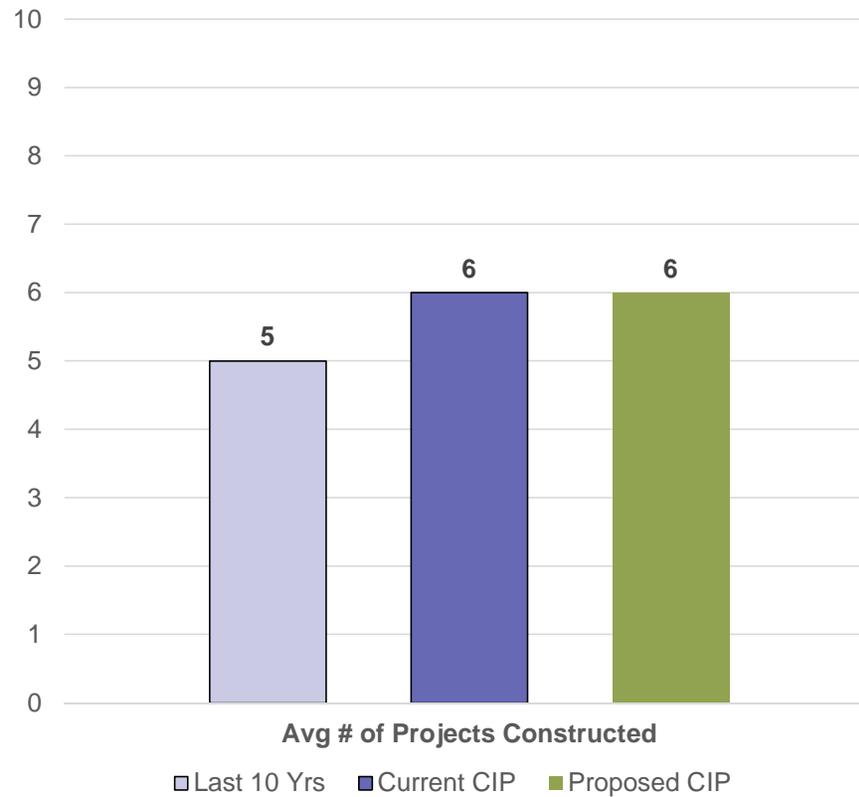
# Current/Proposed CIP Comparison - Budget (millions)



- 12% reduction in spending overall

*(Excludes \$20M for Police/Court Facility)*

# Current/Proposed CIP Comparison – Projects



- Consistent number of projects proposed

Note: Excludes fleet and police/court project

# Review Current and Proposed Projects

City Council Study Session  
May 26, 2020



# Project Types

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- Fleet
- Water
- Sewer
- Stormwater (SSWM)

Minor changes,  
short discussion

- Transportation
- Non-Motorized
- Facilities

In-depth discussion warranted

## Project Types – New Project List

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- New projects selected from staff/community list (see separate spreadsheet)
- Projects ranked by criteria/priorities



## Fleet Replacements

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### **Best Management Practice Changes:**

- Planned move to electric post 2023 for police/pool (recommend separate study)
- Reduce police replacement from 10yr/100K to 12yr/125K
- Reduce patrol replacement from 3 vehicles/year to 2 vehicles/year



## Fleet Replacements

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	<b>General/ Streets</b>	<b>Water</b>	<b>Sewer</b>	<b>SSWM</b>	<b>Total</b>
2019-24	\$3.3M	\$280K	\$500K	\$650K	\$4.7M
<b>2021-26 Proposed</b>	<b>\$2.3M</b>	<b>\$150K</b>	<b>\$320K</b>	<b>\$820K</b>	<b>\$3.6M</b>
Difference	<b>-\$1.0M</b>	<b>-\$130K</b>	<b>-\$180K</b>	\$170K	<b>-\$1.1M</b>





## Water Projects – Still Active

Project	Current Budget	Proposed Budget	Rationale
High Zone Improvements	\$900K	<b>\$950K</b>	Add inflation; part of storage tank project
New Storage Tank	\$3.2M	<b>\$4.2M</b>	Revised estimate
Fire Flow Improvements	\$425K	<b>No change</b>	Per Water System Plan
Pritchard Well Dev./Rehab.	\$200K	<b>No change</b>	Per Water System Plan
Shepard Pipe Improv.	\$350K	<b>No change</b>	Per Water System Plan
HOB Emergency Generator	\$170K	<b>No change</b>	Per Water System Plan
HOB Water Treatment Imp.	\$2M	<b>No change</b>	Per Water System Plan



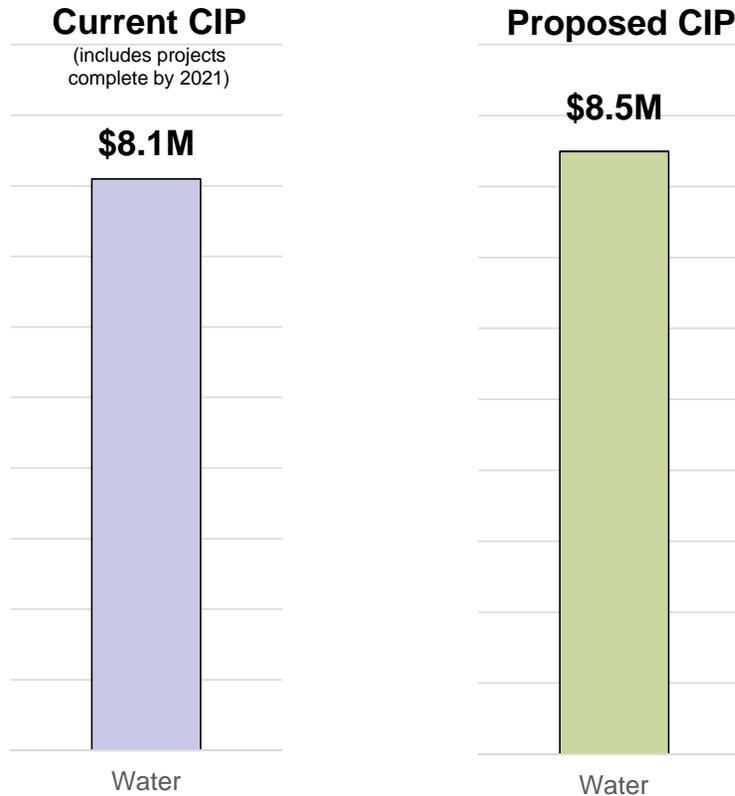
## Water Projects –New

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Project	Proposed Budget	Rationale
Winslow Way West Recon.	<b>\$250K</b>	Pipe replacement - See Transportation project



# Water Projects – CIP Comparison



- Increase; supported by current utility rate structure and fund balance



## Sewer Projects – Still Active

Project	Current Budget	Proposed Budget	Rationale
Sunday Cove Pump	\$150K	<b>\$600K</b>	Add construction; General Sewer Plan (GSP)
Wood Ave. Pump/Force Main	\$3.3M	<b>\$3.5M</b>	Add inflation (GSP)
Wing Point Pump	\$550K	<b>\$600K</b>	Minor adjustment (GSP)
Island Terrace Pump	\$500K	<b>\$600K</b>	Minor adjustment (GSP)
Sunday Cove Gravity Sewer	\$650K	<b>No change</b>	GSP
Lower Lovell Pump	\$600K	<b>No change</b>	GSP
Extend WWTP Outfall	\$1.1M	<b>No change</b>	GSP



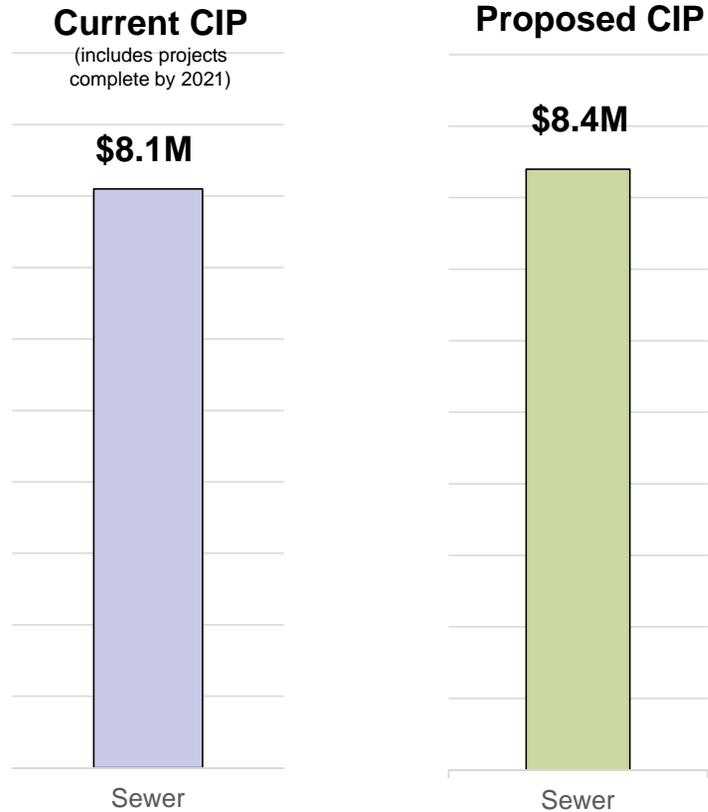
## Sewer Projects – New

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Project	Proposed Budget	Rationale
Village Basin Improvements	<b>\$750K</b>	Placeholder for projects from forthcoming study



# Sewer Projects – CIP Comparison



- Increase; supported by current utility rate structure and fund balance



## Storm (SSWM) Projects – Still Active

Project	Current Budget	Proposed Budget	Rationale
Eagle Harbor Deep Culvert	\$1.1M	<b>No change</b>	Project on hold due to tribe appeal
Yeomalt Drainage Improvements	\$570	<b>\$650K</b>	Longstanding issues; estimate old
Wing Point Culvert	\$150K	<b>Cancel</b>	Not presently warranted
Blakely Ave. Drainage Improv.	\$450K	<b>\$250K</b>	Includes required mitigation work
Springbrook Creek Restore and Culvert	\$600K (\$150K City; \$400 grant)	<b>\$850K (City)</b>	Significant deterioration; grant unlikely
Blakely Falls Culvert	\$150K	<b>Cancel</b>	Not needed
C-40 Eagle Harbor Fish Passage	\$600K	<b>No change</b>	Part of C-40 project; grant eligible

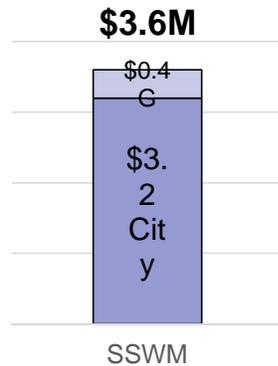
No new projects proposed



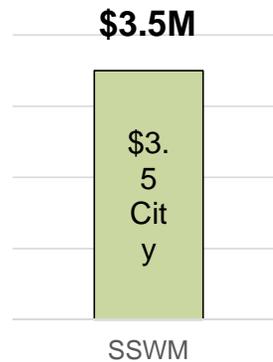
# Storm (SSWM) CIP Comparison

## Current CIP

(includes projects complete by 2021)



## Proposed CIP



- Small decrease
- No recommended new projects
- Supported by current utility rate structure and fund balance



# Pause for Questions





## Transportation Projects - Still Active

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Project	Current Budget	Proposed Budget	Rationale
Sportsman/NB Intersection	\$830K (\$700K Grant; \$130K City)	<b>\$650K</b> (\$400K Grant; \$250 City)	Council directed scope revision
Country Club Road Repairs	\$275K	<b>\$750K</b>	Add bulkhead repair
Manitou Road and Bulkhead Repairs	\$1.1M	<b>No change</b>	Roadway and bulkhead failing



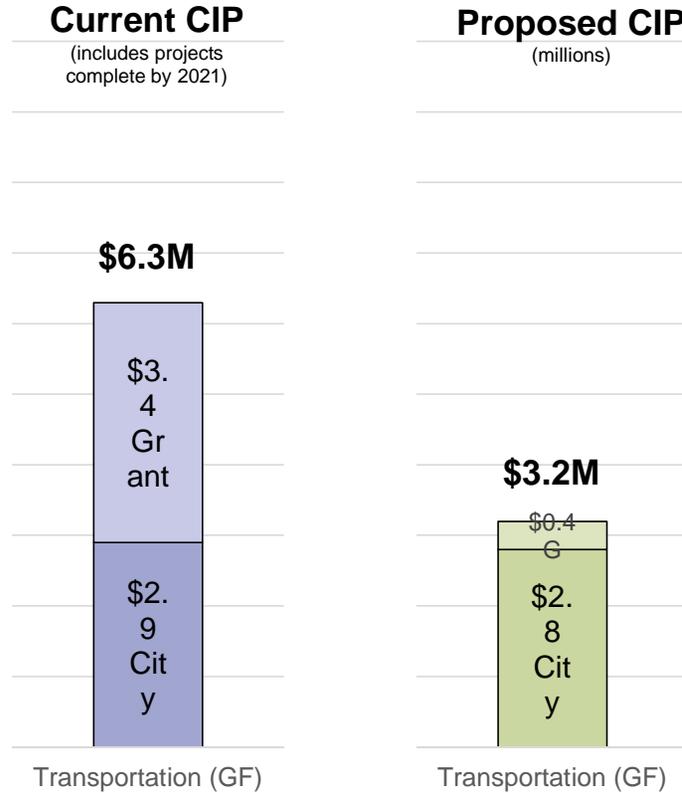
## Transportation Projects - New

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Project	Proposed Budget	Rationale
Winslow Way West Reconstruction	<b>\$650K</b>	Road improvements _ sidewalks (see Water projects)



# Transportation CIP Comparison



- Small decrease in city funds
- Top-ranked project included
- Grants focused on non-motorized improvements



## Non-Motorized Projects – Still Active

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Project	Current Budget	Proposed Budget	Rationale
Madison Ave Sidewalk (east side)	\$2M (\$1.4 Grant; \$610K City)	<b>No change</b>	Federally funded
C-40 Bucklin Shoulders	\$647K	<b>No change</b>	High priority C-40; grant eligible
C-40 Eagle Harbor Shoulders Ph 1	\$590K	<b>No change</b>	High priority C-40; grant eligible
C-40 Eagle Harbor Shoulders Ph 2	\$800K (\$700 Grant; \$100K City)	<b>No change</b>	High priority C-40; on grant contingency list



## Non-Motorized Projects – New

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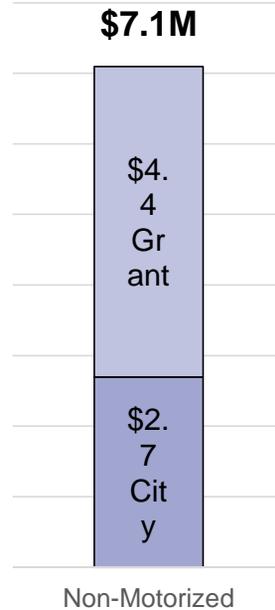
Project	Proposed Budget	Rationale
C-40 Valley Road	<b>\$1.7M</b> (\$1.4 Grant; \$300K City)	Potential federal grant
Visconsi Trail (STO)	<b>\$215K</b> (\$122K Visconsi; \$93 City)	Project is ready to build in 2020



# Non-Motorized CIP Comparison

## Current CIP

(includes projects complete by 2021)



## Proposed CIP



- Consistent use of City funds
- Top-ranked projects included
- Transportation Improvement Board and Ped/Bike/School grants not yet included





## Facility Projects – Still Active

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Project	Current Budget	Proposed Budget	Rationale
City Dock	\$30K	<b>Cancel</b>	Project + mitigation exceeds \$200K
Farmer's Market Cover	\$65K	<b>\$300K – TBD; schedule future discussion</b>	Recent study completed



## Facility Projects – New

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Project	Proposed Budget	Rationale
City Hall Lower Parking Lot Paving	<b>\$100K</b>	Correct violations and improve water quality
City Hall Renovations	<b>\$450K</b>	Maintenance + efficiency improvements
BI Senior Center Improvements	<b>\$575K – TBD; schedule future discussion</b>	Provide a 50% match to BISC fund-raising



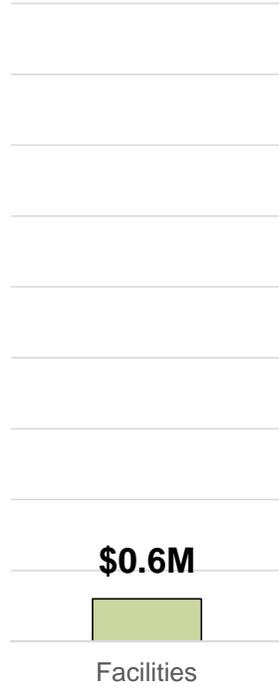
# Facility Projects Comparison

## Current CIP

(includes projects complete by 2021)



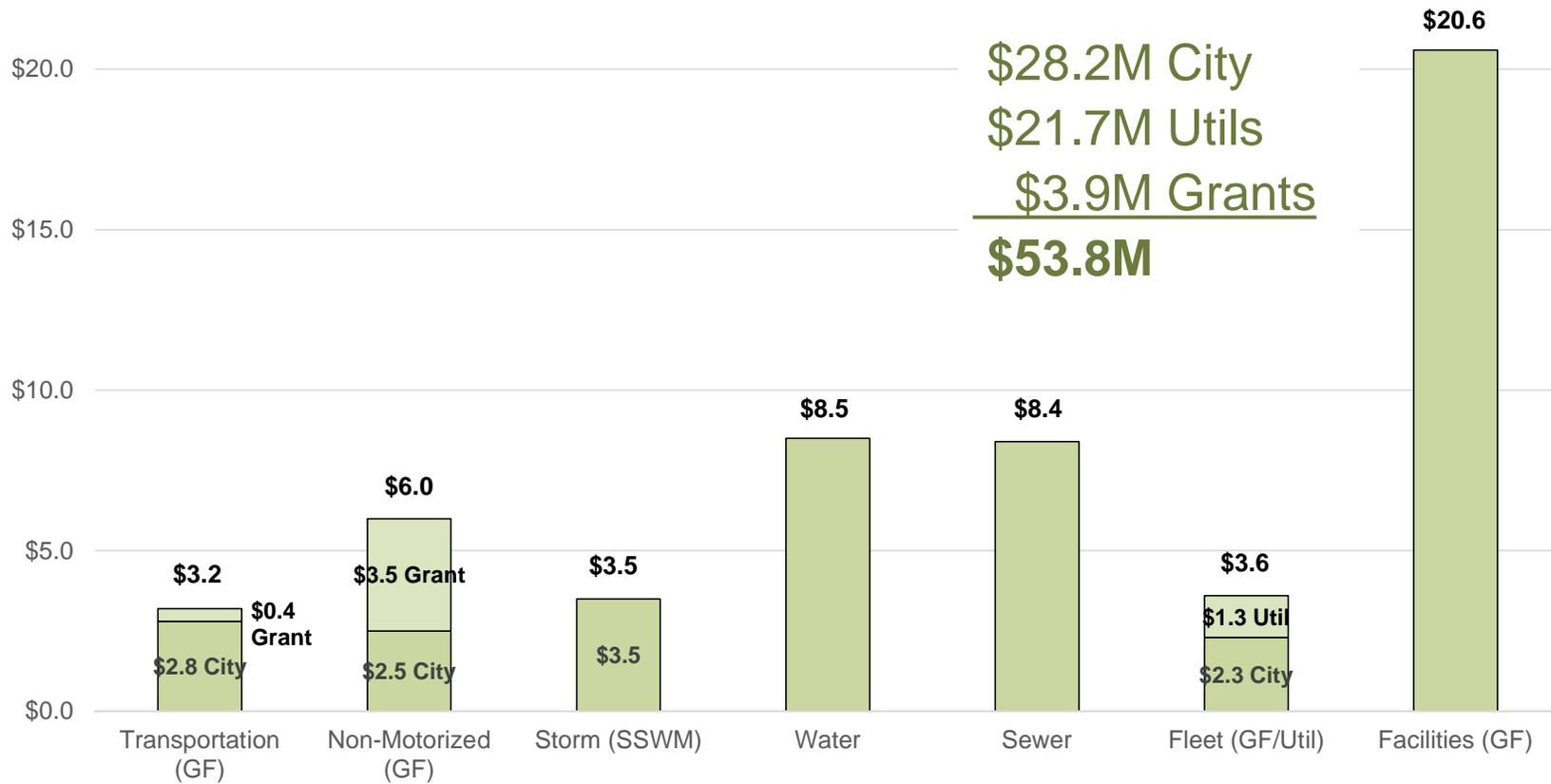
## Proposed CIP



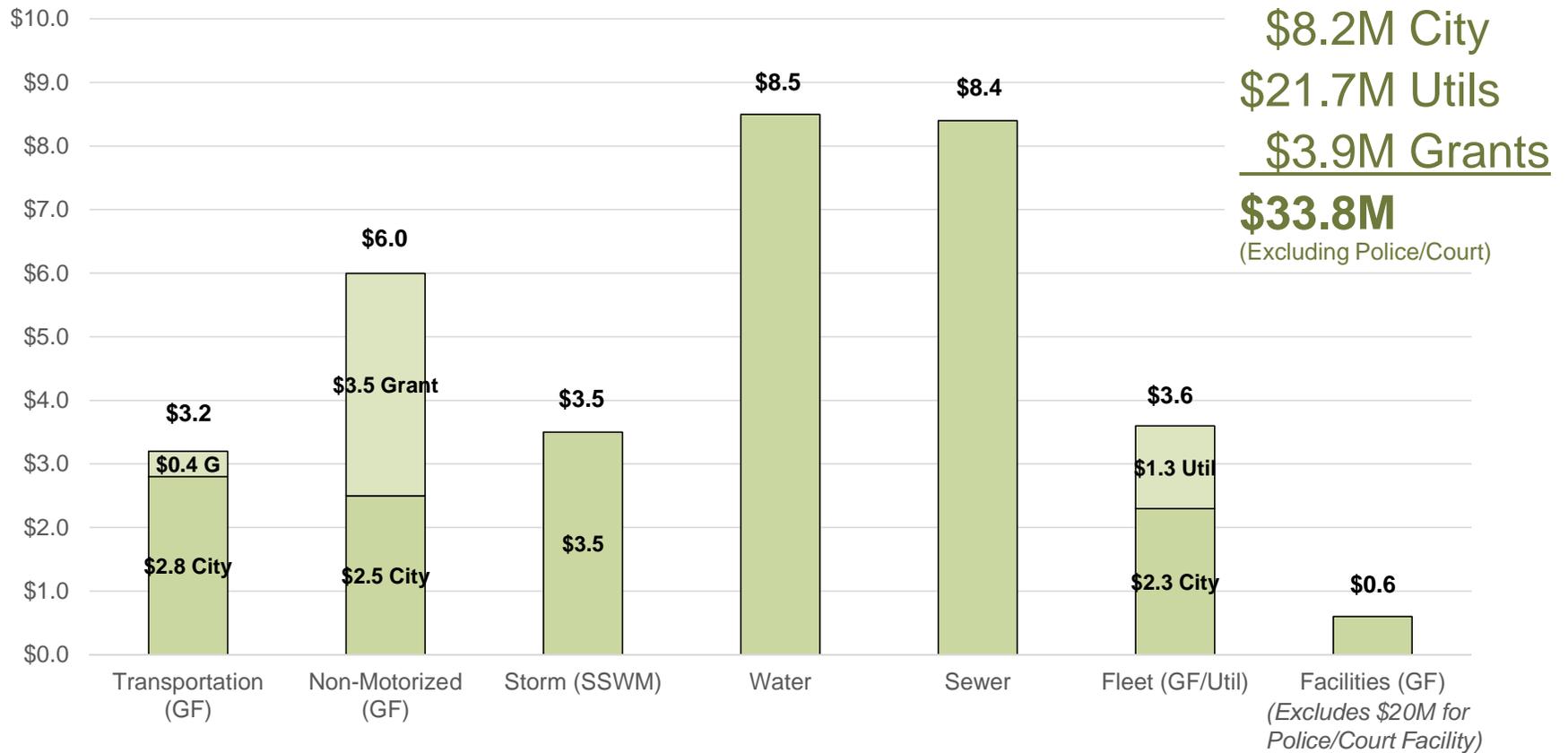
- Increase in City funds
- Top-ranked projects included
- 2 Projects for future discussion



# Proposed 2021-26 CIP Budget (millions)



# Proposed 2021-26 CIP Budget (millions)



## Next Steps

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1. Questions and discussion
2. Future discussion on Farmer's Market and follow up on transportation grants – approve draft plan (June)
3. Brief Planning Commission (July/Aug)
4. Future discussion on BISCC improvements (Aug/Sep)
5. Discuss salaries/timing and finalize plan as part of the budget process this fall

# Questions and Discussion

Community and Staff-Identified Capital Improvement Projects (New for 2021-26)

Type	Origin	Name	Scope	Cost	Ranking						
					Growth Center (0-3)	Grant Eligible (0-1)	Preservation (0-2)	Safety (0-2)	Environment (0-2)	Usage (1-2)	Total
Transportation	Staff	Winslow Way West Reconstruction	Roadway paving, sidewalk and bicycle lane extension from Finch to Grow	\$650,000	1	1	2	1	0	2	7
Transportation	Community	Wyatt Way/Finch Road Intersection Improvements	Center islands, shoulder expansion, guardrail and sight distance improvements	\$125,000	0	1	0	2	0	2	5
Transportation	Community	Toe Jam Hill Road Reconstruction	Road reconstruction, paving and drainage improvements from South Beach to Darden	\$825,000	0	0	2	1	0	1	4
Transportation	Community	Soundview Drive Road Reconstruction	Road reconstruction, paving and drainage improvements from Fort Ward north to trailhead	\$575,000	0	0	2	1	0	1	4
Transportation	Community	Hildebrand Lane/Ericksen Ave. Street Connection	Road and sidewalk construction to connect existing streets	\$325,000	1	0	0	0	0	2	3
Transportation	Community	Eagle Harbor Drive/Blakely Avenue Left Turn Lane Safety Improvements	Center lane markings and flexible barriers at left turn lane	\$15,000	0	0	0	1	0	2	3
Transportation	Community	Kinnear Road Reconstruction	Road reconstruction, paving and drainage improvements (currently gravel road)	\$125,000	0	0	2	0	0	1	3
Transportation	Community	Koura Road and SR305 intersection improvements	Dedicated left and right-turn lanes eastbound onto SR305	\$150,000	0	0	0	1	0	1	2
Non-Motorized	Staff	C-40 Valley Rpad	Visually separated shoulders , sidewalks, traffic calming from Madison to Sunrise	\$1,700,000	1	1	1	2	1	2	8
Non-Motorized	Staff	Visconsi Trail (STO)	Paved Multi-use trail from High School Road to Sakai Park	\$215,000	1	1	0	2	1	2	7
Non-Motorized	Community	SR305 Bridge at High School Road	Elevated structure between SE and NW corner, connecting STO trailheads	\$4,000,000	1	1	0	2	1	2	7
Non-Motorized	Community	Point White Drive Sidewalk Improvements	Sidewalk and/or visually separated shoulder north side from Lynwood to Schel Chelb	\$150,000	1	1	0	2	1	1	6
Non-Motorized	Community	Winslow Way West/Grow Avenue Sidewalks	Sidewalk and bicycle land extension on north side from Wood northward to Wills	\$425,000	1	0	0	2	1	2	6
Non-Motorized	Community	Grow Ave Traffic Calming	Traffic circles, one-way bulb-outs and other calming measures from Winslow to High School	\$300,000	1	0	0	2	0	2	5
Non-Motorized	Community	Blakely Avenue Shoulder Improvements	5-foot wide, paved shoulders on both sides from Tani Creek to Islandwood	\$1,000,000	0	1	1	1	1	1	5
Non-Motorized	Staff	Lost Valley Multi-modal Trail (wood fiber)	8-foot wide, bonded fiber trail from Carmella to Fletcher Bay Road	\$425,000	0	1	0	1	1	1	4
Non-Motorized	Staff	Lost Valley Multi-modal Trail (gravel)	8-foot wide, bonded fiber trail from Carmella to Fletcher Bay Road	\$250,000	0	1	0	1	1	1	4
Non-Motorized	Staff	Fletcher Bay Road Traffic Calming	Center islands, striping and signage between Lynwood and High School	\$300,000	0	1	0	1	0	2	4
Non-Motorized	Community	Tolo Road Shoulder Improvements	5-foot wide, paved shoulders on climbing lanes	\$225,000	0	0	1	1	1	1	4
Non-Motorized	Community	New Brooklyn Sidewalk Improvements	Sidewalk and shoulder improvements north side from Sportsman to Grizzdale	\$750,000	0	0	1	1	1	1	4
Non-Motorized	Community	Baker Hill Road Shoulder Improvements	Visually separated shoulders on both sides from Lynwood to Listening	\$400,000	0	0	1	1	1	1	4
Non-Motorized	Staff	Loggreen to Day Road Multi-modal Trail (City Farms Trail)	8-foot wide, gravel trail - not needed	\$25,000	0	0	0	1	1	1	3
Non-Motorized	Staff	Grand Forest Pedestrian Crossing at Miller Road	Pedestrian signal, striping and signage	\$200,001	0	0	0	2	0	1	3
Non-Motorized	Community	Soundview Drive Traffic Calming	One-way bulb-outs and other calming measures from Robertson south to trailhead	\$50,000	0	0	0	1	0	1	2
Non-Motorized	Community	All-Island Walking Paths	Separated paths connecting all-island destination points	Not estimated	-	-	-	-	-	-	-
Non-Motorized	Community	Winslow Core Non-motorized Improvements	Pedestrian and non-motorized separated paths	Not estimated	-	-	-	-	-	-	-
SSWM	Community	Springbrook Creek Fish Passage @ Fletcher Bay Road	Arch culvert or bridge across creek under Fletcher Bay Road just north of High School Road	\$1,500,000	1	1	2	0	2	-	6
SSWM	Community	Issei Creek Fish Passage @ Miller Road	Arch culvert across creek under Miller Road just north of Battle Point	\$500,000	0	1	2	0	2	-	5
SSWM	Community	Manzanita Creek Fish Passage @ Miller Road	Deep culvert replacement across creek under Miller Road south of Bergman	\$2,500,000	0	1	2	0	2	-	5
SSWM	Community	Mac's Dam Fish Passage @ Country Club Road	Bridge across creek under Country Club Road just south of Blakely	\$1,500,000	0	1	2	0	2	-	5
SSWM	Community	Fletcher Bay Silt Reduction Facilities	Study and implement recommendations for silt reduction in Fletcher Bay watershed (not capital)	Not Estimated	-	-	-	-	-	-	-
Water	Staff	Winslow Way West Reconstruction Water Main Replacement	Water main improvements associated with Winslow Way West Reconstruction project	\$250,000	1	0	2	0	0	2	5
Sewer	Staff	Village Basin Improvements	Sewer improvements guided by ongoing sewer basin study	\$750,000	1	0	2	0	1	2	6
Facilities	Staff	City Hall Lower Parking Lot Improvements	Paving and drainage improvements to meet stormwater compliance regulations	\$100,000	1	0	2	0	2	2	7
Facilities	Staff	City Hall Renovations	Reconfigure engineering office space and map room conference space; improve chamber technology	\$450,000	1	0	2	0	0	2	5
Facilities	Community	Bainbridge Island Senior Center (BISC) Improvements	Reconfigure and upgrade existing facility to meet program needs (potential match from BISC)	\$575,000	1	0	2	0	0	1	4
Facilities	Community	Elder Playground	Reconfigure open space area north east of BISC with elder equipment and associated improvements	\$75,000	1	0	0	0	0	1	2
Facilities	Staff	M&E Farm Trail Bridge	Multi-use trail bridge across seasonal stream bed	\$200,000	0	0	0	0	0	1	1
Facilities	Community	Convert former Police Station to Island Transportation Museum	Reconfigure and upgrade existing facility to meet museum program needs	Not estimated	-	-	-	-	-	-	-



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (7:30 PM) Set Public Hearing on Ordinance No. 2020-13 Extending the Landmark Tree Ordinance, Ordinance No. 2019-39 - Planning,

**SUMMARY:** Without an extension, the interim official control regulations that are in place currently related to the preservation of landmark trees will expire on June 26, 2020. Staff is proposing to extend the interim official control to allow time to draft additional regulations for the City Council's consideration regarding the preservation of trees. An extension is warranted because the work of staff, the Planning Commission, and the City Council related to such regulations was significantly impacted due to the impacts of COVID-19.

**AGENDA CATEGORY:** Ordinance

**PROPOSED BY:** Planning & Community Development

**RECOMMENDED MOTION:** I move to set the Public Hearing on Ordinance No. 2020-13 to occur on June 9, 2020 related to extension of the duration of the interim official control related to the preservation of landmark trees.

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

**FISCAL IMPACT:**

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

**BACKGROUND:** On June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control governing the preservation, protection, and retention of Landmark Trees located on Bainbridge Island. The interim official control created a new chapter of the municipal code: Chapter 16.32 BIMC, Protection of Landmark Trees. The interim control is proposed to be extended until December 26, 2020, via the adoption of this current ordinance, Ordinance No. 2020-13, unless terminated earlier or extended by the Council.

Since being initially adopted, the Council has amended the interim control adopted by Ordinance No. 2018-25, including on August 21, 2018 (via Ordinance No. 2018-32), on October 9, 2018 (via Ordinance No. 2018-42), on December 11, 2018 (via Ordinance 2018-45), on June 25, 2019 (via Ordinance No. 2019-17), and on December 10, 2019 (via Ordinance No. 2019-39). For reference, Ordinance No. 2019-39 is attached to this agenda item.

On February 25, 2020, the City's Department of Planning and Community Development had a discussion with the City Council on potential next steps and revisions to the municipal code regarding tree removal and the vegetation management permit and landmark tree chapters (see attached memo). An extension of this interim control will allow staff, the Planning Commission, and the Council to work toward the goal of completing the legislative process to amend the code prior to the expiration of these interim regulations.

**ATTACHMENTS:**

[Ordinance No. 2020-13 Extending Landmark Tree Regulations Winslow Area - Public Hearing Draft.docx](#)

[Exhibit A - Work Plan to Ordinance No. 2020-13 Extending Landmark Tree Regulations - For Public Hearing Draft.docx](#)

[Exhibit B Winslow Master Plan Study Area - For Public Hearing Draft](#)

[02252020 Tree Memo to Council](#)

[Ordinance No. 2019-39 Extending Landmark Tree Regulations Winslow Area Approved 121019.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

***PUBLIC HEARING DRAFT***

**ORDINANCE NO. 2020-13**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adopted pursuant to RCW 36.70A.390; amending the interim official control, codified as Chapter 16.32 of the Bainbridge Island Municipal Code; leaving the effective date of the interim official control unchanged; updating the work plan; and extending the duration of the interim official control until December 26, 2020.

**WHEREAS**, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim official controls related to land uses; and

**WHEREAS**, the City Council of the City of Bainbridge Island (“City”) updated the City’s Comprehensive Plan in February of 2017; and

**WHEREAS**, the City Council has significant concerns about development and growth in the City under current regulations in the context of the vision and goals of the City’s Comprehensive Plan, has been discussing how to best accommodate growth and development in both general and specific ways, and finds that there are likely to be adverse impacts on the City and its citizens unless the City acts immediately to preserve the status quo; and

**WHEREAS**, land clearing and development activities have resulted in the removal and loss of Landmark Trees on Bainbridge Island and the City has received numerous public comments expressing concern regarding the loss of Landmark Trees on the Island; and

**WHEREAS**, Landmark Trees, because of their age, size, and condition are recognized as having exceptional value in contributing to the character of the community; and

**WHEREAS**, the Planning Commission, Design Review Board, and the (former) Ad Hoc Tree/LID Committee have expressed concern regarding the loss of trees on Bainbridge Island and the preservation of trees is a community value supported by the policies and goals of the City’s Comprehensive Plan; and

**WHEREAS**, on June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control in the form of Chapter 16.32 of the Bainbridge Island Municipal Code (“BIMC”), *Preservation of Landmark Trees*, which designates Landmark Trees based on size and species, requires a permit to remove any Landmark Tree, and imposes a fine if a Landmark Tree is removed without a permit; and

**WHEREAS**, on August 14, 2018, the City Council held a public hearing on Ordinance No. 2018-25; and

**WHEREAS**, the City Council has previously amended the interim official control adopted by Ordinance No. 2018-25, including on August 21, 2018 (via Ordinance No. 2018-32), and on October 9, 2018 (via Ordinance No. 2018-42); and

**WHEREAS**, on October 16, 2018, the City Council authorized the City Manager to contract with a team of arborists to review and make recommendations on City regulations governing tree and vegetation removal, including Chapter 16.32 BIMC; and

**WHEREAS**, on November 27, 2018, the City Council first discussed Ordinance No. 2018-45; and

**WHEREAS**, in response to comments and input that City staff and the City Council received regarding implementation and application of the Landmark Tree regulations, including comments from many property owners and Puget Sound Energy about difficulty in meeting the requirements of the regulations, City staff proposed amendments to the regulations to add exceptions for the type of Landmark Tree removal that would be approved through permit review; and

**WHEREAS**, in response to that input, on December 11, 2018, the City Council held a public hearing on Ordinance No. 2018-45, and considered and adopted Ordinance No. 2018-45 and the work plan that was adopted as Exhibit A to that ordinance; and

**WHEREAS**, the above described team of arborists provided their report and recommendations to City staff, and the City Council discussed that report and those recommendations at a Council study session on May 7, 2019; and

**WHEREAS**, prior to the expiration of Ordinance No. 2018-45, the City Council discussed Ordinance No. 2019-17 on May 28, 2019, held a public hearing on June 11, 2019, and adopted Ordinance No. 2019-17 on June 25, 2019 and the work plan that was adopted as Exhibit A to that ordinance, and that ordinance extended the duration of the interim official control and narrowed Chapter 16.32 BIMC, *Preservation of Landmark Trees*, to apply only to those properties located within the Winslow Master Plan Study Area as shown in Figure 2.3 of the Winslow Master Plan (updated November 8, 2006), and as depicted in Exhibit B to that ordinance and this ordinance; and

**WHEREAS**, prior to the expiration of Ordinance No. 2019-17, on November 26, 2019, the City Council held a public hearing on Ordinance No. 2019-39 and forwarded it for approval on December 10, 2019; and

**WHEREAS**, on December 10, 2019, the City Council approved Ordinance No. 2019-39 and the updated work plan that was provided as Exhibit A to that ordinance; and

**WHEREAS**, on February 25, 2020, the City's Department of Planning and Community Development had a discussion with the City Council on potential next steps and revisions to the municipal code regarding tree removal, forest stewardship and vegetation maintenance (Chapter 16.18 BIMC), landscaping and tree retention (e.g., BIMC 18.15.010), and landmark tree

regulations (Chapter 16.32 BIMC), and an extension of this interim control will allow staff and the Council to work toward the goal of completing the legislative process to amend the code prior to the expiration of this interim control; and

**WHEREAS**, the Department of Planning and Community Development is recommending clarifying language, definitions, and terminology regarding the regulations at issue and to incorporate best management practices into the code as recommended by the Community Forest Management Plan (“CFMP”); and

**WHEREAS**, additional time is needed for the Planning Commission, community, and City Council to review the recommendations above described and consider the potential adoption of such recommendations that are consistent with the vision and goals of the City’s Comprehensive Plan; and

**WHEREAS**, due to the COVID-19 public health emergency and pandemic, tens of thousands of persons in Washington State have contracted the virus and hundreds of persons have died due to the virus thus far and during the time period that this interim official control has been in effect, and the public health emergency is ongoing and is expected to continue for many months, and likely much longer; and

**WHEREAS**, due to the COVID-19 public health emergency and pandemic, the City has been engaged in essential work on a highest-priority basis related to the public health emergency, and as a result City staff and the City Council have had to significantly adjust work priorities accordingly to address the public health crisis, including related to work that the Council has been able to consider at modified Council meetings during this time period; and

**WHEREAS**, as a result of the public health emergency, City staff and the City Council have not had a meaningful opportunity to substantially consider the regulations and policies at issue related to this interim control to ensure that the vision and goals of the City’s Comprehensive Plan are being met to the Council’s satisfaction; and

**WHEREAS**, at its May 26, 2020 meeting, the City Council considered this interim control and decided to set a public hearing for June 9, 2020 to accept public comment and consider this ordinance to extend the interim control for another six months; and

**WHEREAS**, on June 9, 2020, the City Council conducted a public hearing on this ordinance and the Council received and considered public comment related to this ordinance; and

**WHEREAS**, on June 9, 2020, after considering such public comment, the City Council adopted this ordinance to extend this interim control for six months, to December 26, 2020, unless the Council terminates the interim control earlier, and to otherwise amend the interim control as stated in this ordinance; and

**WHEREAS**, the City possesses land use jurisdiction and regulatory authority over the City’s incorporated lands; and

**WHEREAS**, this interim control promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which the interim control was imposed continues to exist and this ordinance does not change the basis for that declaration of emergency nor the effective date of the interim control, which is June 26, 2018.

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

**Section 1. Findings of Fact.** The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the interim official control, as initially established by Ordinance No. 2018-25 and as subsequently amended by Ordinance Nos. 2018-32, 2018-42, 2018-45, 2019-17, and 2019-39.

**Section 2. Extension of Existing Interim Official Control.** As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, and unless expressly excluded under this ordinance, the City Council is hereby extending the imposition of the interim official control that was initially imposed by Ordinance No. 2018-25, and was most recently extended by Ordinance No. 2019-39, as described herein.

**Section 3. Interim Official Control Extended.** This interim official control is hereby amended to extend the interim official control in its current form as specified in this ordinance for six months, which is until December 26, 2020. This interim official control was narrowed previously by Ordinance No. 2019-17 to apply only to properties located within the Winslow Master Plan Study Area. See, BIMC 16.32.005 and the map included as Exhibit B (attached).

**Section 4. Public Hearing.** Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council conducted a public hearing on this extension of the interim official control at its meeting on June 9, 2020, and took public testimony and considered further findings of fact.

**Section 5. Interim Official Control Work Plan.** As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew an interim official control for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made. Pursuant to this ordinance, and based on the findings of fact that are hereby adopted in this ordinance and which were adopted in the previous ordinances related to this interim official control, including Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, 2019-17, and 2019-39, the City is hereby extending this interim official control for an additional six months based on the work plan as incorporated herein (see attached Exhibit A). These supplemental findings of fact and the work plan incorporated herein are being adopted after the City Council conducted a public hearing on this interim official control on June 9, 2020.

**Section 6. Effect on Vested Rights.** Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any permit applicant's vested development rights as

defined by state law and City of Bainbridge Island regulations, provided that such a permit applicant has filed a complete and applicable land use permit application before the effective date of this interim official control.

**Section 7. Interpretive Authority.** The City of Bainbridge Island Director of Planning and Community Development, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

**Section 8. 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 9. No Change to Basis for Declaration of Emergency or Effective Date.** This ordinance shall take effect and be in full force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declaration stated in the interim official control ordinances which preceded this ordinance, including Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, 2019-17, and 2019-39, except as described in the “Whereas” clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this interim official control were included in the “Whereas” clauses of Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, 2019-17, and 2019-39, as well as in this ordinance, and those “Whereas” clauses are adopted as findings of fact. This ordinance does not change the effective date of this interim official control, which is June 26, 2018.

PASSED BY THE CITY COUNCIL this \_\_\_\_ day of June, 2020.

APPROVED BY THE MAYOR this \_\_\_\_ day of June, 2020.

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

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	May 22, 2020
PASSED BY THE CITY COUNCIL:	June ____, 2020
PUBLISHED:	June ____, 2020
EFFECTIVE DATE:	June ____, 2020
ORDINANCE NUMBER:	2020-13
ATTACHED:	Exhibit A (Work Plan), Exhibit B (Winslow Master Plan Study Area)

**EXHIBIT A**  
**(To PUBLIC HEARING DRAFT)**



## **PROTECTION OF LANDMARK TREES**

### **UPDATED WORK PLAN FOR INTERIM REGULATIONS (May 26, 2020)**

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#### **INTERIM OFFICIAL CONTROL REGULATIONS – PROTECTION OF LANDMARK TREES:**

On June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control governing the preservation, protection, and retention of Landmark Trees located on Bainbridge Island. The interim official control created a new chapter of the municipal code: Chapter 16.32 BIMC, Protection of Landmark Trees. The interim official control took effect immediately and has been extended until December 26, 2020, via the adoption of this current ordinance, Ordinance No. 2020-13, unless terminated earlier or extended by the City Council.

The City Council has amended the interim official control initially adopted by Ordinance No. 2018-25, including on August 21, 2018 (via Ordinance No. 2018-32), on October 9, 2018 (via Ordinance No. 2018-42), on December 11, 2018 (via Ordinance No. 2018-45), on June 25, 2019 (via Ordinance No. 2019-17), and on November 26, 2019 (via Ordinance No. 2019-39).

The City has developed and is proceeding based on the Updated Work Plan described below to address the issues related to preservation of larger trees raised by the adoption of the interim regulations set forth in Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, and 2019-17, and 2019-39, as well as in this current ordinance, Ordinance No. 2020-13.

#### **June – August 2020**

It is expected that City staff will brief the Planning Commission on the approach that was presented and approved by the City Council on February 25, 2020 related to tree removal and the vegetation management permit and landmark tree chapters. Based on the Planning Commission's feedback and input, staff will draft code changes.

#### **August 2020**

Staff would then provide such draft code changes to the Planning Commission and invite community participation.

#### **September 2020**

Based on further input, it is expected that staff will refine the proposed code changes and present them to the Planning Commission (via a draft ordinance). After holding a public hearing, the Planning Commission would then make a recommendation to the Council on tree removal and the vegetation management permit and landmark tree chapters.

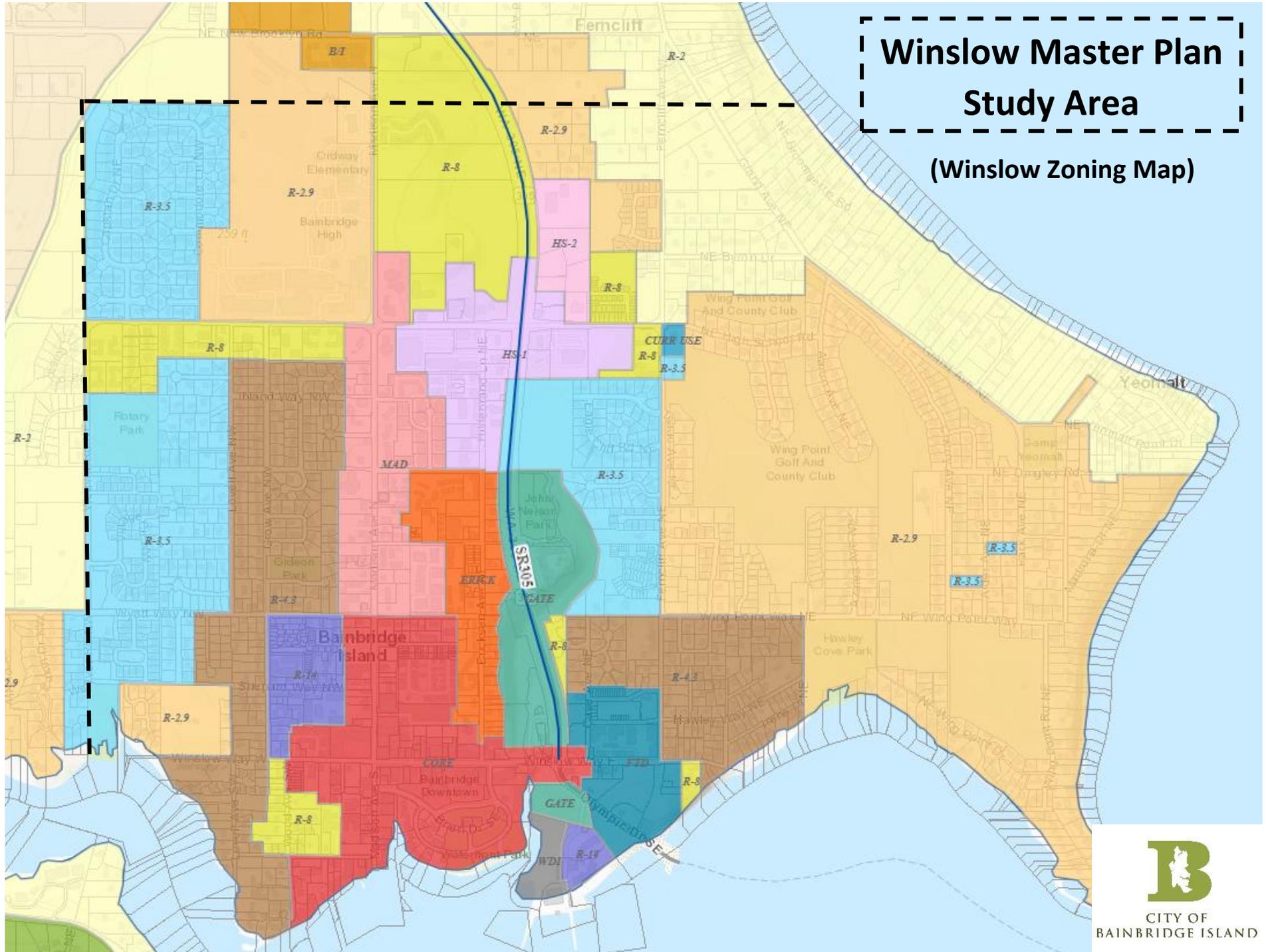
#### **October 2020**

The proposed code changes would then be provided to the Council for review and consideration. After such review and consideration, the Council could take action to approve an amendment to the tree removal and the vegetation management permit and landmark tree chapters.

#### **November – December 2020**

Following the passage of the new regulations as above described, staff will perform outreach and educate the public about best tree practices and the new regulations.

# EXHIBIT B



**Winslow Master Plan  
Study Area**

(Winslow Zoning Map)



Department of Planning and Community Development

## Memorandum

Date: February 20, 2020  
To: City Council  
Heather Wright, Planning Director  
From: Nick Snyder, City Arborist  
Subject: Updating Tree Ordinance – Workplan

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### I. BACKGROUND

In 2018 the City of Bainbridge Island hired a team of arborists to review current tree and vegetation codes and suggest changes and updates. The team was invited to a City Council meeting to discuss their recommendations on May 7<sup>th</sup>, 2019. At that same meeting, City Staff generated a response to the arborists report which outlined the arborists proposal, examined the implications and concerns for the City, and made limited suggestions for a path forward. Based on the arborists report, the staff response, and the discussion at this meeting City Council directed City Staff to move forward with three action items:

1. Have a single point of contact for tree-related issues;
2. Develop a new ordinance to revise Chapters 16.18 and 18.15 BIMC and the Landmark Tree Ordinance (16.32 BIMC);
3. Develop permit assistance materials and educational resources.

### II. RESPONSE TO PAST COUNCIL DIRECTION

The following paragraphs respond to the three items suggested by Staff and agreed upon by City Council:

1. Have a single point of contact for tree-related issues.

As of October 2019, with the hiring of a staff arborist, we now have a single point of contact for tree-related questions and reviews. As a result of this action, we have seen a reduction in permit review times for tree removal and vegetation maintenance permits and an improved ability to respond to community questions at our front counter.

2. Develop a new ordinance to revise Chapters 16.18 and 18.15 BIMC and the Landmark Tree Ordinance (16.32 BIMC);

In addition to several sound updates and changes the consulting arborists also recommended a paradigm shift in the way we address tree retention and evaluation. This proposed change would move the City away from our current Tree Unit based approach to a Canopy Area based approach. This suggested shift would

require a rewriting and reintegration of all our tree regulations, and reeducation of the citizenry on the new code requirements and language. In my professional opinion, it is unclear if the proposed canopy area model would lead to executable and equitable regulations or succeed in improving conditions in our community forest. Based on my review of the consulting arborists report, the associated staff report, the Community Forest Management Plan (CFMP), and city code, I propose that the ordinance focus on the following:

- Improve readability and accessibility of code language by integrating sections, and possibly chapters, into one comprehensive set of tree regulations where possible.
- Incorporate Landmark Tree Ordinance (LTO) (BIMC 16.32) protections into the new ordinance with an 'Exceptional Tree' designation that refines the qualifying species list and adds some additional qualifying characteristics not found in the LTO. Extend to all zoning districts except R-0.4, R-1, R-2.
- Better address retention and allocation of trees that provide tree units (TUs) to multiple properties.
- Remove ASCA and TRACE references where appropriate, replace with or include ISA or TRAQ where appropriate
- Include or improve definitions for "dead tree", "hazard tree", and "arborist report"
- Consider adding exceptions or incentives for restoration work
- Add clarifying language surrounding dead and dying trees or tree parts and their removal in the Mixed-Use Town Center
- Create a Land Stewardship Permit to allow for novel restoration projects or long-range planning for forests and vegetation management (including a wildfire preparedness component). This will allow mitigation strategies to incorporate new science and add flexibility for restoration projects.
- Update or remove tree valuation requirements found in BIMC 18.15.010. The City should consider implementing a mitigation value that applies flat amounts of required replanting per inch of Diameter Breast Height (DBH) to trees in different categories. This will simplify the valuation process and generate more useful and enforceable valuations.
- Adopt and incorporate references and information from the Best Management Practices (BMPs) Manual developed as part of the Community Forest Management Plan (CFMP) (adopted 2017)
- Update Tree Protection Zone (TPZ) language and match with BMP Manual
- Address protection of habitat snags that are retained as part of mitigation
- To better align with the Critical Areas Ordinance (BIMC 16.20) and Stormwater Review (SAR) process we will reincorporate language surrounding vegetation maintenance and clearing into the ordinance with 2,500 and 7,000 square foot thresholds.
- Remove or update outdated terminology, definitions, and practices.

I believe this plan would establish goals consistent with the direction of City Council and while bringing current terminology and best practices language into our municipal code. I don't believe this represents a fundamental change to our code but rather refines and improves upon what we have already built to better achieve the goals already set out in the CFMP and Comprehensive Plan. Our goal is to have a completed new ordinance to present to Council before the expiration of the Landmark Tree Ordinance on June 26th, 2020.

3. Develop permit assistance materials and educational resources.

Since my hiring, I have performed the following:

- Developed informational sheets.  
These sheets that are intended to simplify the permit process for Tree Removal and Vegetation Management (TRVM) permits and vegetation management in Critical Areas (minor critical area permits). So far, I have begun to use them with citizens who come to the front counter as a single sheet that contains applicable code sections and a plainly written narrative including steps to take for a successful submittal.
- Begun work on a new set of webpages.  
These pages will help simplify the meaning and requirements of the code language.

We also plan to include helpful tree and vegetation information and recommendations in upcoming editions of COBI Connects.

### III. COUNCIL DECISION POINT

Staff is seeking Council's input on their approach to developing a revised tree ordinance. If Council approves the suggested approach, the Planning Department will begin their conversations with the Planning Commission before drafting any revised regulations and taking them through the legislative process.

**ORDINANCE NO. 2019-39**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, adopted pursuant to RCW 36.70A.390; amending the interim official control, codified as Chapter 16.32 of the Bainbridge Island Municipal Code; leaving the effective date of the interim official control unchanged; updating the work plan; and extending the duration of the interim official control until June 26, 2020.

**WHEREAS**, within the express terms of the Growth Management Act, the Washington State Legislature has specifically conferred upon the governing bodies of Washington cities the right to establish and adopt interim official controls related to land uses; and

**WHEREAS**, the City Council of the City of Bainbridge Island (“City”) updated the City’s Comprehensive Plan in February of 2017; and

**WHEREAS**, the City Council has significant concerns about development and growth in the City under current regulations in the context of the vision and goals of the City’s Comprehensive Plan, has been discussing how to best accommodate growth and development in both general and specific ways, and finds that there are likely to be adverse impacts on the City and its citizens unless the City acts immediately to preserve the status quo; and

**WHEREAS**, land clearing and development activities have resulted in the removal and loss of Landmark Trees on Bainbridge Island and the City has received numerous public comments expressing concern regarding the loss of Landmark Trees on Bainbridge Island; and

**WHEREAS**, Landmark Trees, because of their age, size, and condition, are recognized as having exceptional value in contributing to the character of the community; and

**WHEREAS**, the Planning Commission, Design Review Board, and the Ad Hoc Tree/LID Committee have expressed concern regarding the loss of trees on Bainbridge Island and the preservation of trees is a community value supported by the policies and goals of the City’s Comprehensive Plan; and

**WHEREAS**, on June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control in the form of Chapter 16.32 BIMC, *Preservation of Landmark Trees*, which designates Landmark Trees based on size and species, requires a permit to remove any Landmark Tree, and imposes fines if a Landmark Tree is removed without a permit; and

**WHEREAS**, on August 14, 2018, the City Council held a public hearing on Ordinance No. 2018-25; and

**WHEREAS**, the City Council has previously amended the interim official control adopted by Ordinance No. 2018-25, including on August 21, 2018 (via Ordinance No. 2018-32), October 9, 2018 (via Ordinance 2018-42), and on December 11, 2018 (via Ordinance 2018-45); and

**WHEREAS**, on October 16, 2018, the City Council authorized the City Manager to contract with a team of arborists to review and make recommendations on City regulations governing tree and vegetation removal, including Chapter 16.32 BIMC; and

**WHEREAS**, on November 27, 2018, the City Council first discussed Ordinance No. 2018-45; and

**WHEREAS**, in response to comments and input that City staff and the City Council received regarding implementation and application of the Landmark Tree regulations, including comments from many property owners and Puget Sound Energy about difficulty in meeting the requirements of the regulations, City staff proposed amendments to the regulations to add exceptions for the type of Landmark Tree removal that would be approved through permit review; and

**WHEREAS**, in response to that input, on December 11, 2018, the City Council held a public hearing on Ordinance No. 2018-45, and considered and adopted Ordinance No. 2018-45 and the work plan that was adopted as Exhibit A to that ordinance; and

**WHEREAS**, the above described team of arborists provided their report and recommendations to City staff, and the City Council discussed that report and those recommendations at a Council study session on May 7, 2019; and

**WHEREAS**, additional time is needed for the City Council to review the recommendations and consider the potential adoption of such recommendations that are consistent with the vision and goals of the City’s Comprehensive Plan; and

**WHEREAS**, prior to the expiration date of Ordinance No. 2018-45, the City Council discussed Ordinance No. 2019-17 on May 28, 2019, held a public hearing on June 11, 2019, and adopted Ordinance No. 2019-17 on June 25, 2019 and the work plan that was adopted as Exhibit A to that ordinance, and that ordinance extended the duration of the interim official control and narrowed Chapter 16.32 BIMC, *Preservation of Landmark Trees*, to apply only to those properties located within the Winslow Master Plan Study Area as shown in Figure 2.3 of the Winslow Master Plan (updated November 8, 2006), and as depicted in Exhibit B to that ordinance and this ordinance; and

**WHEREAS**, on November 26, 2019, the City Council held a public hearing on this ordinance, Ordinance No. 2019-39 and forwarded it for approval on December 10, 2019; and

**WHEREAS**, on December 10, 2019, the City Council approved Ordinance No. 2019-39 and the updated work plan that is provided as Exhibit A to this ordinance; and

**WHEREAS**, the interim official control promotes the public good and is necessary for the protection of public health, property, safety and welfare, and the public emergency on which the interim official control was imposed continues to exist and this ordinance does not change

the basis for that declaration of emergency nor the effective date of the interim official control, which is June 26, 2018.

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

**Section 1. Findings of Fact.** The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council's initial findings of fact in support of the interim official control, as initially established by Ordinance No. 2018-25 and as subsequently amended by Ordinance Nos. 2018-32, 2018-42, 2018-45, and 2019-17.

**Section 2. Public Hearing.** Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council conducted a public hearing on this extension to the interim official control at its meeting on November 26, 2019, and took public testimony and considered further findings of fact.

**Section 3. Interim Official Control Amended.** This interim official control is hereby amended, as also stated in Section 6 below, to extend the duration of the interim official control in its current form (i.e., as narrowed by Ordinance No. 2019-17) until June 26, 2020, six months beyond the current expiration date which, without this amendment, would be December 26, 2019.

**Section 4. Interim Official Control Work Plan.** As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew an interim official control for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made, and the City is hereby extending the interim official control as described herein based on the updated work plan that has been developed and the findings of fact that have been made in this ordinance and the previous ordinances related to this interim official control, and the City is hereby extending the interim official control by six months based on an updated work plan (see attached Exhibit A), and after conducting another public hearing and adopting additional findings of fact as stated in this ordinance.

**Section 5. No Change to Basis for Declaration of Emergency or Effective Date.** This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the initial emergency declarations stated in the related interim official control ordinances that preceded this ordinance, Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, and 2019-17, except as described in the "Whereas" clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this interim official control were included in the "Whereas" clauses of Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, and 2019-17, as well as in this ordinance, and those "Whereas" clauses are adopted as findings of fact.

**Section 6. Extension of Duration of Interim Official Control.** This ordinance amending the interim official control shall extend the duration of the interim official control for an additional six-month period beyond the current expiration date, until June 26, 2020, unless terminated earlier by the City Council. This ordinance does not change the effective date of the interim official control, which is June 26, 2018. The Council may, at its sole discretion, renew the interim official control for one or more six-month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

**Section 7. Interpretive Authority.** The City of Bainbridge Island Director of Planning and Community Development, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

**Section 8. 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.

PASSED BY THE CITY COUNCIL this 10th day of December, 2019.

APPROVED BY THE MAYOR this 10th day of December, 2019.

  
\_\_\_\_\_  
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

  
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	November 8, 2019
PASSED BY THE CITY COUNCIL:	December 10, 2019
PUBLISHED:	December 13, 2019
EFFECTIVE DATE:	December 18, 2019
ORDINANCE NUMBER:	2019-39
ATTACHED:	Exhibit A, Exhibit B

## EXHIBIT A



# PROTECTION OF LANDMARK TREES

## UPDATED WORK PROGRAM FOR INTERIM REGULATIONS (November 12, 2019)

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### **INTERIM OFFICIAL CONTROL REGULATIONS – PROTECTION OF LANDMARK TREES:**

On June 26, 2018, the City Council adopted Ordinance No. 2018-25, which imposed an interim official control governing the preservation, protection, and retention of Landmark Trees located on Bainbridge Island. The interim official control created a new chapter of the municipal code: Chapter 16.32 BIMC, *Protection of Landmark Trees*. The interim official control took effect immediately and **has been extended until June 26, 2020**, via the adoption of this current ordinance, Ordinance No. 2019-39, unless terminated earlier or extended by the City Council.

Since being adopted, the City Council has amended the interim official control adopted by Ordinance No. 2018-25 on August 21, 2018 (via Ordinance No. 2018-32), on October 9, 2018 (via Ordinance 2018-42), on December 11, 2018 (via Ordinance 2018-45), and on June 25, 2019 (via Ordinance 2019-17).

The City has developed and is proceeding based on the **Updated Work Program** described below to address the issues related to preservation of larger trees raised by the adoption of the interim regulations set forth in Ordinance Nos. 2018-25, 2018-32, 2018-42, 2018-45, and 2019-17, as well as this current ordinance, Ordinance No. 2019-39.

### **Fall 2018**

On October 16, 2018, the City Council authorized the City Manager to contract with a team of arborists led by Katy Bigelow and John Bornsworth to review and make recommendations on City regulations governing tree and vegetation removal, including Chapter 16.32 BIMC. The City Manager negotiated and executed a contract with the team of arborists, and the team's recommendations were received in December 2018.

### **October 2019**

The City hired a full-time Arborist to perform a variety of work including reviewing various tree permits (4 total, including the Landmark Tree permit), to educate the public about best tree practices, and to participate in any tree preservation, protection, and retention ordinance regulations for the Department of Planning and Community Development.

### **February 2020**

It is expected that the City Council will revisit the final report and recommendations from the consultant arborists, and that the Council, with the assistance of the City Arborist, will consider and provide policy direction to staff about which recommendations to pursue. A possible result of that Council consideration could be proposed code changes, first reviewed by the Planning Commission, and/or recommendations not related to the code such as improved outreach and education materials.

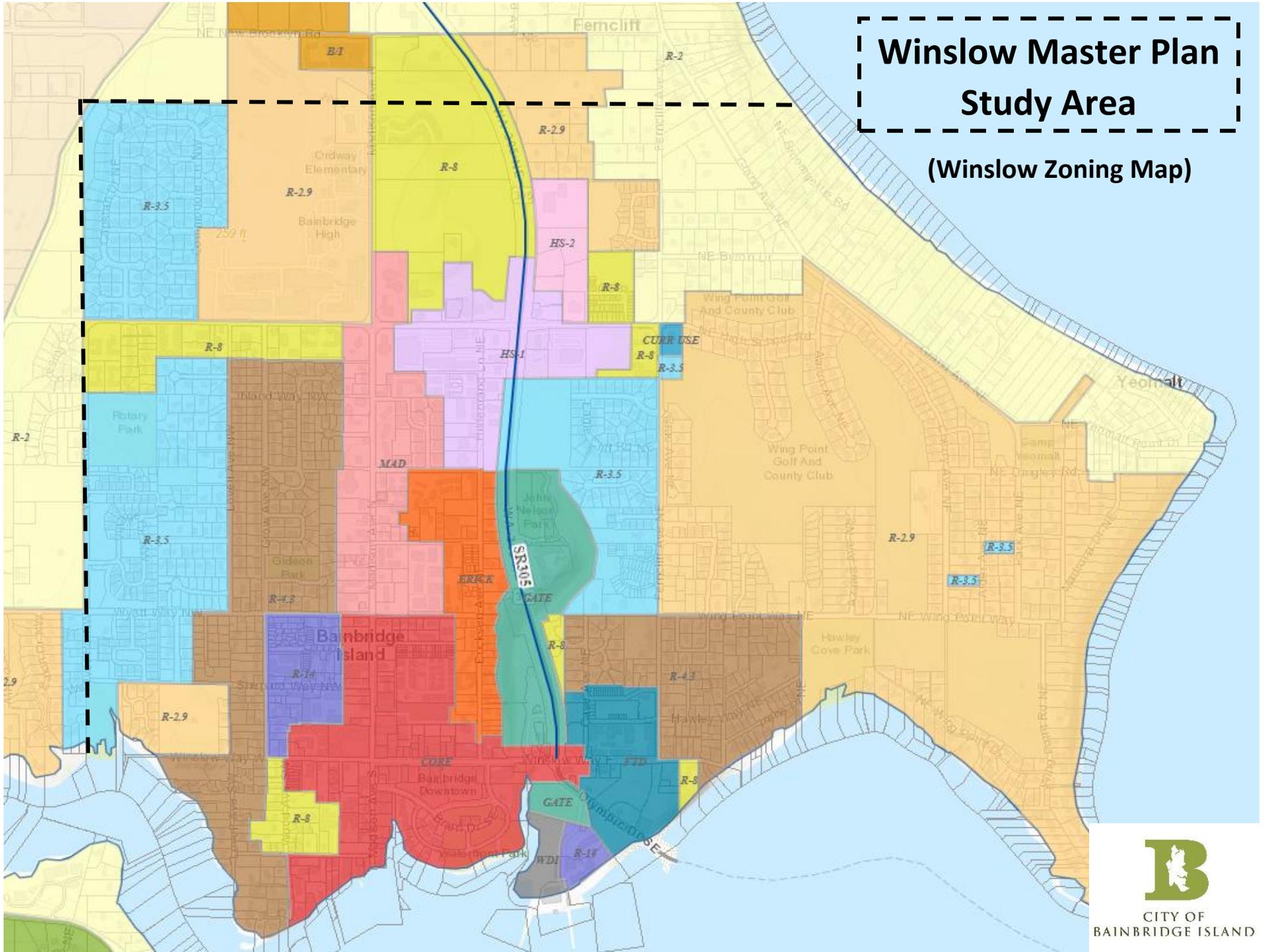
### **March – April 20**

After the City Council provides policy direction to City staff, the Planning Commission would review any drafted code changes (via a draft ordinance). After holding a public hearing, the Planning Commission would make recommendations to the Council on a tree preservation, protection, and retention ordinance.

### **May – June 2020**

The City Council would then review and take action on the proposed ordinance.

# EXHIBIT B



**Winslow Master Plan  
Study Area**

(Winslow Zoning Map)



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 30 Minutes

**AGENDA ITEM:** (7:40 PM) Goals and Process for Land Use Code Revisions - Mayor Schneider,

**SUMMARY:**

At the City Council annual retreat on March 6, 2020, the Council reviewed the Council's 2020 Priorities. One result of that review was the addition of a new item: Land Use Code Revisions.

As the Council has newly identified this item as an emerging priority for the current year, this discussion is planned to further identify the goals, process, and timing for this effort.

A separate Council discussion during Q1-2020 raised the potential to form a Council Ad Hoc Committee to address some aspects of communication and process between the Planning Commission, City Council, and City staff. If this activity is still under consideration, it would be helpful to clarify any connection to, or coordination with, the Council's intended work on Land Use Code Revisions.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Discussion.

**STRATEGIC PRIORITY:** Good Governance

**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

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:00) Next Steps Regarding the City's Code of Conduct and Ethics Program,

**SUMMARY:**

During the May 19, 2020 Council Meeting, the City Council indicated a desire to have a short discussion during the May 26, 2020 Council Meeting to determine how best to proceed with respect to the City's Code of Conduct and Ethics Program. Unless extended or modified, the City's Code of Conduct and Ethics Program is set to expire on February 1, 2021.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Discussion

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Resolution No. 2019-26, Updating the City's Ethics Program](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

**RESOLUTION NO. 2019-26**

**A RESOLUTION** of the City Council of Bainbridge Island, Washington, amending the ethics program for the City of Bainbridge Island in accordance with Chapter 2.07 BIMC.

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

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

**WHEREAS**, the City Council has previously amended the ethics program through the passage of Resolution Nos. 2011-07, 2011-13, 2012-11, and 2018-10; and

**WHEREAS**, in 2019, the City Council thoroughly considered the City's ethics program, including discussions held during the May 28, July 2, July 23, August 6, August 20, September 17, October 22, and November 26, 2019 Council meetings; and

**WHEREAS**, the Ethics Board has reviewed and provided input to the City Council on proposed changes to the City's ethics program; and

**WHEREAS**, the City Council desires to update the City's ethics program and to provide a delayed effective date for the revised ethics program to give City staff and the Ethics Board time to update operating rules, forms, and training materials, as needed, to conform with and implement the revised ethics program.

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

**Section 1. Repeal and Replacement of Ethics Program.** The ethics program adopted by Resolution No. 2018-10 is hereby repealed in its entirety and replaced as shown on **Exhibit A**, which is attached hereto and incorporated herein by this reference as if set forth in full.

**Section 2. Direction to Ethics Board.** The Ethics Board shall not, without Council approval, consider any complaint, request for advisory opinion, or request for waiver until Section 1 of this resolution takes effect. The Ethics Board is directed to revise its operating rules, forms, and training materials, as needed, to conform with the Code of Conduct and Ethics Program included as **Exhibit A** to this resolution.

**Section 3. Effective Date.** Section 1 of this resolution shall take effect and be in force on February 1, 2020. Section 2 of this resolution shall take effect and be in force immediately upon passage.

PASSED by the City Council this 26<sup>th</sup> day of November, 2019.

APPROVED by the Mayor this 26<sup>th</sup> day of November, 2019.

By:   
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By:   
Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	October 18, 2019
PASSED BY THE CITY COUNCIL:	November 26, 2019
RESOLUTION NO.	2019-26

**Exhibit A:** Code of Conduct and Ethics Program

**Exhibit A**  
**Code of Conduct and Ethics Program**

**CITY OF BAINBRIDGE ISLAND  
CODE OF CONDUCT AND ETHICS PROGRAM**

Resolution No. 2019-26

Effective Date: February 1, 2020

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**CITY OF BAINBRIDGE ISLAND  
CODE OF CONDUCT AND ETHICS PROGRAM**

All those associated with City government, including Councilmembers and members of City Committees and Commissions, seek to earn and maintain the public's confidence in the City's services and the public's trust in its government. To this end, the decisions and work of those associated with City government must meet the highest ethical standards. It is therefore the purpose of this program to:

1. Articulate the Code of Conduct that will guide the conduct of Councilmembers and members of City Committees and Commissions;
2. Establish a Code of Ethics for Councilmembers and members of City Committees and Commissions;
3. Provide training for Councilmembers and members of City Committees and Commissions on the Code of Conduct and the Code of Ethics;
4. Establish a system that enables individuals, Councilmembers, and members of City Committees and Commissions to seek guidance and assistance regarding possible violations of the Code of Conduct or of the Code of Ethics;
5. Provide a process to review possible violations of the Code of Conduct and of the Code of Ethics by Councilmembers and members of City Committees and Commissions; and
6. Maintain an Ethics Board to assist with the administration of the program.

This Code of Conduct and Ethics Program is intended to supplement state and federal law. As such, Councilmembers and members of City Committees and Commissions shall comply with all state and federal laws in the performance of their public duties. These laws include, but are not limited to, the following: the United States and Washington Constitutions; Chapter 42.23 RCW; and Chapter 42.17A RCW.

**ARTICLE I -  
CODE OF CONDUCT**

**A. Preamble**

The City of Bainbridge Island has adopted this Code of Conduct, which consists of the Core Values and Ethics Principles detailed below, to promote and maintain the highest standards of personal and professional conduct among City Councilmembers and members of City Committees and Commissions. The optimal operation of democratic government requires that the City's government be fair and accountable to the people it serves. This Code of Conduct articulated in Article I applies to Councilmembers and members of City Committees and Commissions.

**B. Core Values**

**1. Service, Helpfulness, Innovation**

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

**2. Integrity**

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

**3. Equality, Fairness, Mutual Respect**

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

**4. Responsibility, Stewardship, Recognition**

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

**C. Ethics Principles**

**1. Obligations to the Public**

Following the highest standards of public service, Councilmembers and members of City Committees and Commissions act to promote the public good and preserve the public's trust. In practice, this principle looks like transparency and honesty in all public statements and written communications.

## **2. Obligations to Others**

In order to sustain a culture of ethical integrity, Councilmembers and members of City Committees and Commissions treat each other and the public with respect and are guided by applicable codes of ethics. In practice, this principle looks like:

- a. Councilmembers and members of City Committees and Commissions shall familiarize themselves with the ethical rules governing them (including Chapter 42.23 RCW and this Ethics Program) and obtain periodic education regarding such rules.
- b. Councilmembers and members of City Committees and Commissions shall, in all their interactions, conduct themselves in a manner that demonstrates civility and respect for others.

## **3. Obligations Regarding the Use of Public Resources**

In recognition of the importance of stewardship, Councilmembers and members of City Committees and Commissions use and allocate public monies, property, and other resources in a responsible manner that takes into consideration both present and future needs of the community. In practice, this principle looks like:

- a. Councilmembers and members of City Committees and Commissions shall, to the extent possible, seek guidance regarding the use of public resources from staff and other experts, including legal advice from the City Attorney as appropriate, in order to ensure that public resources are used and conserved for the public good.
- b. Councilmembers and members of City Committees and Commissions shall ensure that paid experts and consultants who provide guidance regarding the use of public resources shall be impartial and free of conflicts of interest.

## **ARTICLE II - CODE OF ETHICS**

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

### **A. Gifts and Compensation**

#### **1. Limitations on City-Related Gifts and Outside Compensation**

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

#### **2. Exceptions to Gift Limitations**

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

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

g. Reasonable and necessary costs to attend a conference or meeting that is directly related to the official or ceremonial duties of the Councilmember or member of a City Committee or Commission, provided that any payment of substantial travel or lodging expenses by any person or entity regulated by the City or doing or seeking to do business with the City must be approved in advance by the Mayor or, if the Mayor is the recipient, by the Deputy Mayor or the Mayor Pro Tem.

### **3. Immediate Family Gift Exception**

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

### **B. Use of City Property by Councilmembers**

1. Except for limited incidental personal use or emergency circumstances, no Councilmember shall request, permit, or use City vehicles, equipment, materials, or property for personal use, personal convenience, or profit.
2. From the time that a Councilmember declares or publicly states that they intend to run for reelection until the conclusion of the respective general election, that Councilmember shall not request or direct that City funds be used to purchase any media (including newspaper, radio, television, social media, or bulk mailing) that contains the name or image of that Councilmember unless the names or images of all City Councilmembers appear in the media being purchased.

### **C. Confidentiality**

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

### **D. Conflict of Interest - General**

#### **1. Applications of Conflict of Interest**

Except as permitted in Subsections (2) or (3) below, a Councilmember or member of a City Committee or Commission shall not take any direct official action on a matter if they, or a member of their immediate family:

- a. Has any substantial direct or indirect contractual employment related to the matter;

- b. Has other significant financial or private interest in that matter (which includes serving on a Board of Directors for any organization but does not, for Councilmembers, include appointing members to the Salary Commission); or
- c. Is a party to a contract or the owner of an interest in real or personal property that would be significantly affected by that matter. Taking direct official action on, or regarding, legislation of general application does not “significantly affect” real or personal property within the meaning of this Subsection.

## **2. Conflict of Interest Exceptions for Councilmembers**

Subsection (1) above shall not apply when a Councilmember:

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

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

Subsection (1) above shall not apply to a member of a City Committee or Commission:

- a. Who takes direct official action, as a member of a City Committee or Commission to which that member was appointed based on that member's ownership or lease of certain real property or of that member's ownership of a business located in a certain area of the City, that results in a conflict of interest under Subsection (1) above due solely to the fact of that member's ownership or lease of the certain real property or of that member's ownership of the business located in a certain area of the City providing the basis for that member's appointment to the City Committee or Commission; provided that the member fully discloses the basis for the conflict of interest under Subsection (1) during each meeting of the City Committee or Commission in which the conflict of interest under Subsection (1) occurs or may occur;

b. Who fully disclose the basis for the conflict of interest under Subsection (1) above on the public record of the City Committee or Commission and the Committee or Commission votes to allow the member to participate in the discussion or the vote; or

c. Is required to take action or participate in an action based upon the rule of necessity.

#### **4. Disclosure for Councilmembers**

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

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

1. For two (2) years after leaving elected City office, no former Councilmember shall obtain employment in which they will take direct or indirect advantage of matters on which they took direct official action during their service with the City. This includes contractual negotiations or solicitation of business unavailable to others.

2. For two (2) years after leaving elected City office, no former Councilmember shall engage in any action or litigation in which the City is involved, on behalf of any other person or entity, when the action or litigation involves an issue on which the person took direct official action while in elected City office.

#### **F. Conflict of Interest – Members of City Committees or Commissions and Employment**

While serving on a City Committee or Commission, and for two (2) years after leaving such position, no member of a City Committee or Commission shall obtain employment in which they will take direct or indirect advantage of matters which they, as a member of a City Committee or Commission, recommended to the City Council. This includes applying for positions or contracts with the City when the City Committee or Commission on which the member served recommended funding such position or contract.

#### **G. Conflict of Interest - Family Members of Councilmembers**

##### **1. Appointment of Family Members**

Unless they obtain a waiver from the Ethics Board, no Councilmember shall appoint or hire a member of their immediate family for any type of employment with the City. This includes, but is not limited to, full time employment, part time employment, permanent employment, temporary employment, and contract employment.

## **2. Supervision of Family Members**

No Councilmember shall supervise or be in a direct line of supervision over a member of their immediate family. If a Councilmember is placed in a direct line of supervision of a member of their immediate family, they shall have three (3) months to come into compliance or to obtain a waiver pursuant to Subsection (3) below.

## **3. Waivers**

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

## **H. Conflict of Interest - Contractors**

Every major contractor submitting bids to the City shall affirm that neither the contractor nor any agent of the contractor has made any prohibited gift to a Councilmember who is involved in direct official action on the bid or has a relationship to such Councilmember that would create a conflict of interest for that Councilmember under this Code of Conduct and Ethics Program.

## **I. Conflict of Interest - Individuals Serving on City Committees and Commissions**

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

## **J. Conduct of Public Meetings**

1. Meetings involving Councilmembers or City Committees and Commissions should be conducted in a manner that maximizes transparency of relationships among individuals or groups that could affect decision-making.
2. Meetings of the City Council and City Committees and Commissions shall have a standing agenda item for disclosure of possible conflicts of interest. Members are encouraged to disclose relationships with persons and issues on the agenda, including potential conflicts of interests. If necessary, discussion among the members may be undertaken to judge the significance of these relationships and whether a possible conflict of interest exists.

## **K. Conflict of Interest – Individuals Serving on the Ethics Board**

No member of the Ethics Board shall participate in the review of complaints or requests for advisory opinions relating to the conduct of a Councilmember where that member of the Ethics Board is or was a member of a political action committee that supports, supported, opposes, or opposed the election or reelection of the Councilmember in question.

**ARTICLE III -  
SUBMISSION AND REVIEW OF ETHICS COMPLAINTS, REQUESTS FOR WAIVERS,  
AND REQUESTS FOR ADVISORY OPINIONS**

**A. Submission of Ethics Complaints**

1. Any individual may submit to the City Clerk an ethics complaint alleging violations of one of the following:
  - a. The Code of Conduct (Article I) by a Councilmember or a member of a City Committee or Commission;
  - b. The Code of Ethics (Article II) by a Councilmember or a member of a City Committee or Commission; or
  - c. The ethics standards contained in the City of Bainbridge Island Employee Manual by a City employee other than the City Manager.
2. Each complaint must include the name and address of the complainant, along with a detailed statement of facts, supported by a declaration in compliance with RCW 9A.72.085, on a form supplied by the City Clerk.
3. To facilitate timely review under this Ethics Program, each complaint may only allege violations of one of the three standards listed in Subsection (A)(1) above. To the extent that an individual believes multiple standards were violated, the individual may submit multiple complaints.

**B. Review of Article I Complaints**

1. The City Clerk shall refer complaints alleging one or more violations of the Code of Conduct (Article I) by a Councilmember or a member of a City Committee or Commission, except for complaints concerning members of the Ethics Board, to the Ethics Board for review in accordance with Subsection (2) below. The City Clerk shall refer complaints alleging one or more violations of the Code of Conduct (Article I) by a member of the Ethics Board to the Hearing Examiner, who shall review the complaint in accordance with Subsection (2) below in place of the Ethics Board.
2. Upon receipt of a complaint, the Ethics Board shall make a threshold determination as to whether or not the complaint is reasonably credible and whether or not the facts asserted in the complaint, even if true, would constitute a violation of the Code of Conduct (Article I).
  - a. If the Ethics Board determines that the complaint lacks reasonable credibility, the Ethics Board shall dismiss the complaint, take no further action on it, and provide, following legal review, a written threshold determination to the City Clerk. Reconciliation shall not occur regarding a complaint dismissed under this Subsection. The City Clerk shall provide the threshold determination to the complainant and respondent and publish it along with the complaint.

b. If the Ethics Board determines that the facts stated in the complaint, even if true, would not constitute a violation of the Code of Conduct (Article I), then the Ethics Board shall dismiss the complaint, take no further action on it, and provide, following legal review, a written threshold determination to the City Clerk. Reconciliation shall not occur regarding a complaint dismissed under this Subsection. The City Clerk shall provide the threshold determination to the complainant and respondent and publish it along with the complaint.

c. If the Ethics Board determines that the complaint is reasonably credible and that the facts asserted in the complaint, if true, would constitute a violation of the Code of Conduct (Article I), then the Ethics Board shall provide, following legal review, a written threshold determination to the City Clerk. The City Clerk shall provide the threshold determination to the complainant and respondent and refer the complaint to a trained mediator for reconciliation as described below.

3. As soon as practicable following receipt of a threshold determination under Article III, Subsection (B)(2)(c), the City Clerk, or designee, shall schedule the time and place for reconciliation of the complaint.

4. To facilitate timely reconciliation, the City Manager is authorized to, as needed, negotiate, execute, or amend a contract with the Dispute Resolution Center of Kitsap County, or other similar firm or organization, for the provision of trained mediators suitable for facilitating reconciliation to resolve complaints.

5. Reconciliation shall occur at the time and place scheduled. However, if the complainant refuses to participate in reconciliation, then no reconciliation shall be scheduled, and no further action shall be taken on the complaint. If the respondent refuses to participate in reconciliation, then no reconciliation shall be scheduled. In circumstances where the respondent refuses to participate in reconciliation, the City Clerk shall, except for complaints concerning members of the Ethics Board, instead refer the complaint to the Ethics Board for review and issuance of an advisory opinion in accordance with Article III, Subsections (B)(5)(a)–(g). For complaints concerning members of the Ethics Board, the City Clerk shall instead refer such complaints to the Hearing Examiner, who shall review the complaint and issue an advisory opinion in accordance with Article II, Subsections (B)(5)(a)–(g), in place of the Ethics Board.

a. The Chair of the Ethics Board shall provide the respondent with a reasonable period of time to submit a written response to the complaint supported by a declaration in compliance with RCW 9A.72.085.

b. The Ethics Board shall then review the complaint and response, if submitted. The Ethics Board's review shall be limited to the complaint and the response, if submitted. In the course of reviewing a complaint, the Ethics Board may request clarification of the complaint by the complainant or of the response by the respondent; provided that if the Ethics Board obtains clarification of the complaint, the Ethics Board shall give the

respondent the opportunity to review the clarification and to provide an additional written response. However, the Ethics Board shall not engage in other fact-finding.

- c. If, in reviewing the complaint and response, a question of fact exists, the Ethics Board shall identify the existence of the question of fact in its advisory opinion.
- d. After reviewing the matter, the Ethics Board shall, following legal review, issue an advisory opinion, which shall be forwarded to the City Clerk for publication along with the complaint and response, if submitted. The City Clerk shall provide notice to both the complainant and respondent of the issuance of the advisory opinion.
- e. If, during the process of reviewing a complaint alleging a violation of the Code of Conduct (Article I), the Ethics Board determines that an additional violation of the Code of Conduct (Article I) may have occurred or a violation of the Code of Ethics (Article II) may have occurred, then the Ethics Board may choose to note that possibility in its advisory opinion. However, the Ethics Board shall not on its own initiative pursue review of an additional violation of the Code of Conduct (Article I) or a violation of the Code of Ethics (Article II) without the approval of the City Council. "Additional violation of the Code of Conduct (Article I)" means a violation of the Code of Conduct (Article I) that was not included in the complaint being reviewed.
- f. The Ethics Board shall strive to complete its review and issue an advisory opinion within 45 business days from the date that the City Clerk forwarded the request to the Ethics Board. If review takes longer than 45 business days, the Ethics Board in its advisory opinion shall specify the reasons for why additional time was needed.
- g. Advisory opinions shall be viewed as educational only. The purpose of such an opinion is to provide an educational opinion to Councilmembers, members of City Committees and Commissions, and the public on what type of conduct is generally expected from Councilmembers and members of City Committees and Commissions.

### **C. Review of Article II Complaints**

1. The City Clerk shall refer complaints alleging one or more violations of the Code of Ethics (Article II) by a Councilmember or a member of a City Committee or Commission, except for complaints concerning members of the Ethics Board, to the Ethics Board for review in accordance with Subsections (2)-(6) below. The City Clerk shall refer complaints alleging one or more violations of the Code of Ethics (Article II) by a member of the Ethics Board to the Hearing Examiner for review in accordance with Subsections (7)-(11) below.
2. Upon receipt of a complaint, the Chair of the Ethics Board shall provide the respondent with a reasonable period of time to submit a written response to the complaint supported by a declaration in compliance with RCW 9A.72.085.
3. The Ethics Board shall review any complaint forwarded to it by the City Clerk and any response submitted by the respondent. The Ethics Board shall not engage in other fact-

finding. However, in the course of reviewing a complaint, the Ethics Board may request clarification of the complaint by the complainant or of the response by the respondent.

4. After reviewing the complaint and the response, if one was submitted, the Ethics Board shall, following legal review, take one or more of the following actions and inform the complainant, the respondent, and the City Clerk accordingly:

- a. Refer the complaint back to the City Clerk if the complaint alleges violations of the Code of Conduct (Article I) rather than alleged violations of the Code of Ethics (Article II);
- b. Determine that the complaint lacks reasonable credibility;
- c. Determine that the facts stated in the complaint, even if true, would not constitute a violation of the Code of Ethics (Article II);
- d. Determine that the facts stated in the complaint, even if true, would not constitute a material violation of the Code of Ethics because any possible violation was inadvertent or minor or has been adequately cured, such that further proceedings on the complaint would not serve the purposes of the Code of Ethics (Article II);
- e. Hold the complaint for action at a future time if the matter is the subject of litigation; or
- f. Determine that, based on the submissions of the complainant and the respondent, review by the Hearing Examiner is warranted.

5. The Ethics Board shall strive to complete its review within 45 business days from the date that the City Clerk forwarded the complaint to the Ethics Board. If review takes longer than 45 business days, the Ethics Board in its determination shall specify the reasons why additional time was needed.

6. If the Ethics Board determines that, based on the submissions of the complainant and the respondent, review by the Hearing Examiner is warranted, the Board shall, following legal review, forward its determination, along with the complaint and response, to the complainant, respondent, and the City Clerk. The City Clerk will then forward the Board's determination and associated materials to the Hearing Examiner for review and further proceedings in accordance with Article IV.

7. Upon receipt of a complaint, the Hearing Examiner shall provide the respondent with a reasonable period of time to submit a written response to the complaint supported by a declaration in compliance with RCW 9A.72.085.

8. The Hearing Examiner shall review any complaint forwarded to it by the City Clerk and any response submitted by the respondent. The Hearing Examiner shall not engage in other fact-finding. However, in the course of reviewing a complaint, the Hearing Examiner may

request clarification of the complaint by the complainant or of the response by the respondent.

9. After reviewing the complaint and the response, if one was submitted, the Hearing Examiner shall take one or more of the following actions and inform the complainant, the respondent, and the City Clerk accordingly:

- a. Refer the complaint back to the City Clerk if the complaint alleges violations of the Code of Conduct (Article I) rather than alleged violations of the Code of Ethics (Article II);
- b. Determine that the complaint lacks reasonable credibility;
- c. Determine that the facts stated in the complaint, even if true, would not constitute a violation of the Code of Ethics (Article II);
- d. Determine that the facts stated in the complaint, even if true, would not constitute a material violation of the Code of Ethics because any possible violation was inadvertent or minor or has been adequately cured, such that further proceedings on the complaint would not serve the purposes of the Code of Ethics (Article II);
- e. Hold the complaint for action at a future time if the matter is the subject of litigation; or
- f. Determine that, based on the submissions of the complainant and the respondent, further proceedings under Article IV are warranted.

10. The Hearing Examiner shall strive to complete their review within 45 business days from the date that the City Clerk forwarded the complaint to the Hearing Examiner. If review takes longer than 45 business days, the Hearing Examiner in its determination shall specify the reasons why additional time was needed.

11. If the Hearing Examiner determines that, based on the submissions of the complainant and the respondent, further proceedings under Article IV are warranted, the Hearing Examiner shall forward its determination, along with the complaint and response, to the complainant, respondent, and the City Clerk. The City Clerk will then schedule further proceedings in accordance with Article IV.

#### **D. Review of Complaints Concerning City Employees**

1. The City Clerk shall refer complaints concerning City employees to the City Manager.
2. The City Manager shall review any ethics complaint forwarded by the City Clerk and determine the appropriate course of action to address the complaint including, as applicable, authorizing such investigations as may be necessary to determine whether a violation has occurred, consistent with state law as well as relevant policies, procedures, and collective bargaining agreements.

3. Upon making a determination that no violation of ethics rules has occurred, the City Manager shall provide a written response regarding the determination to the complainant.
4. Upon making a determination that a violation of ethics rules has occurred, the City Manager or other appropriate City officer shall take action as guided by state law and relevant policies, procedures, and collective bargaining agreements.
5. In the event of a violation, the City Manager shall provide a response to the complainant outlining the substance of the violation and the action taken, subject to governing rules regarding confidentiality articulated in state law, City policy, and collective bargaining agreements.
6. Apparent violations of law shall be reported to the appropriate authorities, as applicable.

**E. Requests for Advisory Opinions**

1. To the extent described below, the following individuals or bodies may submit to the City Clerk a request for an advisory opinion from the Ethics Board:
  - a. A Councilmember or member of a City Committee or Commission may request an advisory opinion from the Ethics Board as to whether their own behavior has violated or might in the future violate the Code of Conduct (Article I) or the Code of Ethics (Article II).
  - b. The City Council may request an advisory opinion from the Ethics Board regarding City policies or practices in relation to the Code of Conduct (Article I) or the Code of Ethics (Article II).
  - c. City Committees and Commissions may request an advisory opinion from the Ethics Board regarding operating rules or practices in relation to the Code of Conduct (Article I) or the Code of Ethics (Article II).
  - d. A Councilmember may request an advisory opinion from the Ethics Board concerning the applicability of the Code of Ethics (Article II) to hypothetical circumstances and/or situations related to the actions, or potential actions, of a Councilmember or a member of a City Committee or Commission.
2. Requests for advisory opinions must be submitted to the City Clerk on a form supplied by the Ethics Board. The Ethics Board shall, following legal review, submit finalized advisory opinions to the City Clerk for publication
3. The grant of authority in this section is supplemental to, and does not change, the authority granted to the Ethics Board in Section B above.

**F. Waivers**

Councilmembers may request a waiver from the Ethics Board of the conflict of interest restrictions related to the hiring of and supervision over family members, as provided by Article II, Section F. Such requests shall be submitted in writing to the City Clerk, who shall refer them to the Ethics Board. Once finalized, the Board shall, following legal review, provide its response to the City Clerk, who shall publish both the request and the Board's response.

**G. Effect of Advisory Opinion or Waiver**

An individual who receives a waiver, or who acts in reliance on an advisory opinion, shall not later be found to have violated the Code of Conduct (Article I) or the Code of Ethics (Article II) if the individual acts in a manner consistent with that advisory opinion or waiver.

**ARTICLE IV -  
HEARING EXAMINER REVIEW  
AND POSSIBLE SANCTIONS**

**A. Hearing Examiner Review of Article II Complaints**

1. The City Clerk shall provide written notification to the complainant and the respondent of the time, date, and place of the hearing before the Hearing Examiner at which the complaint concerning alleged violations of the Code of Ethics (Article II) will be reviewed.

2. Hearings conducted by the Hearing Examiner shall be informal and held in accordance with rules of procedure adopted by the Hearing Examiner, except to the extent that such rules conflict with the terms of this Ethics Program. The respondent may be represented by legal counsel. The City Attorney shall designate special counsel to present the Code of Ethics violations charges and case. The respondent and special counsel may present and cross examine witnesses and give evidence before the Hearing Examiner. The Hearing Examiner may also call witnesses and compel the production of books, records, papers, or other evidence needed. To that end, the Hearing Examiner may issue subpoenas and subpoenas duces tecum at the request of the respondent, special counsel, or their own initiative. All testimony shall be under oath administered by the Hearing Examiner. The Hearing Examiner may adjourn the hearing from time to time in order to allow for the orderly presentation of evidence.

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

4. Within 20 business days after the conclusion of the hearing, the Hearing Examiner shall, based upon a standard of proof of clear and convincing evidence, make findings of fact and conclusions of law. If the Hearing Examiner determines that the alleged Code of Ethics violation(s) have not been proven, the Hearing Examiner shall dismiss the complaint. If the Hearing Examiner determines that one or more Code of Ethics violation(s) are proven, the Hearing Examiner shall forward the matter to the City Council for a determination regarding the appropriate level of sanctions to be imposed for the Code of Ethics (Article II) violations. In either event, a copy of the findings and conclusions shall be forwarded to the City Clerk, for distribution to the City Council, and, by registered mail, to the person who made the complaint and to the respondent at addresses as given by such persons to the Hearing Examiner.

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

1. Within 45 business days of receipt of the Hearing Examiner's findings and conclusions that sustain a Code of Ethics violation, the City Council shall schedule an executive session to consider the findings and conclusions, hear from the respondent, and deliberate upon the appropriate level of civil sanction(s) to be imposed, if any, except to the extent that the respondent requests that they be heard in open public session.
2. The Council may take no formal action or, by majority vote of the Council (not including the respondent, if a Councilmember, who shall not participate in said vote) at an open public meeting, may impose any of the following sanctions in response to a sustained violation of the Code of Ethics:
  - a. Admonition: An admonition shall be a verbal non-public statement made by the Mayor, Deputy Mayor, or Mayor Pro Tem to the Councilmember or member of a City Committee or Commission who has violated the Code.
  - b. Reprimand: A reprimand shall be a letter prepared by the City Council, signed by the Mayor, Deputy Mayor, or Mayor Pro Tem, and directed to the Councilmember or member of a City Committee or Commission who has violated the Code.
  - c. Censure: A censure shall be a written statement administered personally by the Mayor, Deputy Mayor, or Mayor Pro Tem to the Councilmember or member of a City Committee or Commission who has violated the Code violation. The Councilmember or member of a City Committee or Commission shall appear at a time and place directed by the City Council to receive the censure. The censure shall be given publicly and the official who has violated the Code shall not make any statement in support or opposition thereto or in mitigation. A censure shall be deemed administered at the time it is scheduled whether or not the Councilmember or member of a City Committee or Commission appears as required.
  - d. Other sanctions: Any sanction imposed under this Ethics Program is in addition to and not in lieu of any other penalty, sanction, or remedy which may be imposed or sought according to law or equity.
3. The City Clerk shall forward, by registered mail, a copy of the findings, conclusions, and sanctions, if imposed, to the complainant and to the respondent at addresses as given by both persons to the City Clerk. Following approval by the Council, the City Clerk shall publish the written findings, conclusions, and sanctions, if imposed.

**ARTICLE V -  
ETHICS BOARD**

**A. Creation, Terms, and Appointments**

**1. Membership of Ethics Board**

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

**2. Qualifications of Board Members**

- a. Members of the Board shall represent a diverse set of backgrounds and interests.
- b. At least one member of the Ethics Board shall be a former judicial officer or have expertise in ethics acquired through education or experience.
- c. Members appointed or reappointed after the effective date of Resolution No. 2019-26, updating the Ethics Program, shall not, while serving on the Ethics Board, also simultaneously be employees or officers of the city or individuals appointed to another city committee or commission.

**3. Method of Appointment**

- a. Members of the Ethics Board shall be nominated by the Mayor and confirmed by the City Council by a supermajority vote of at least five Councilmembers.
- b. The Mayor and City Council shall work cooperatively to ensure that any person who is nominated has the required support of the City Council. Nominations shall be presented at meetings of the City Council in which all seven Councilmembers are present, unless exceptional circumstances exist (e.g., a Council vacancy exists and has not yet been filled, or other good cause).

**4. Terms of Appointment**

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

**5. Removal of Board Members**

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

**6. Compensation**

Members of the Ethics Board shall serve without compensation. Members may be reimbursed for reasonable expenses pursuant to the rules of the City and as approved by the City Manager or their designee.

**7. Rules**

The Ethics Board may, by majority vote, adopt reasonable operating rules consistent with this Ethics Program. The City Council reserves the right to modify such operating rules at its discretion.

**8. Consultation with City Attorney**

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

**9. Liaison to the Ethics Board.**

A representative of the City Attorney's Office shall attend Ethics Board meetings and serve as the liaison to the Ethics Board. No Councilmember shall serve as a liaison to the Ethics Board.

**B. Training Provided by the Ethics Board**

The Ethics Board shall perform the following training related duties:

- 1. At least every two years, the Ethics Board shall prepare and distribute a pamphlet describing the Code of Conduct (Article I) and Code of Ethics (Article II) to all Councilmembers and members of City Committees and Commissions, after review of the pamphlet by the City Attorney's Office. The Ethics Board shall ensure that all new Councilmembers and members of City Committees and Commissions receive a pamphlet on this Code of Ethics.

2. The Ethics Board shall develop and present a training course on the Code of Conduct and the Code of Ethics to be presented annually to all Councilmembers and members of City Committees and Commissions.

**C. Training Provided to the Ethics Board**

The Ethics Board shall include all requests for training for the coming year in the Board's annual report to the City Council, and the Council will determine what training to approve, if any.

**D. Annual Report**

By February 15 of each year, the Ethics Board shall submit an annual report to the City Council summarizing its activities during the previous calendar year and work plan for the following year. The report shall include any recommendations for modifying the Code of Conduct and Ethics Program as well as all training requested by the Ethics Board.

## ARTICLE VI - DEFINITIONS

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

**“City Committees and Commissions” and “City Committee or Commission”** mean all advisory boards, commissions, committees, and task forces created or appointed by the City Council.

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

**“Direct official action”** means any of the following:

1. For Councilmembers and members of City Committees and Commissions, taking action, as defined by RCW 42.30.020, in an open public meeting.
2. For Councilmembers and members of City Committees and Commissions, directly, or indirectly through a proxy, doing the following: negotiating or recommending for or against a contract, purchase order, lease, concession, franchise, grant, or other similar instrument in which the City is a party.
3. For Councilmembers and members of City Committees and Commissions, directly, or indirectly through a proxy, doing the following: recommending for or against the approval of a permit, or other similar City approval or authorization, issued by the City. However, direct official action does not include the submittal, to the City, of a permit application by a Councilmember or a member of a City Committee or Commission or the appeal of a denial of such a permit application by the City. Direct official action includes actions taken by a Councilmember or a member of a City Committee or Commission to use or attempt to use their position to obtain special privileges or exemptions in the processing, or review on appeal, of their permit application.
4. For Councilmembers, appointing or terminating employees (i.e., the City Manager) or appointing or removing members of City Committees and Commissions.

Direct official action does not include acts that do not affect the disposition or decision with respect to the matter. Additionally, a Councilmember or member of a City Committee or Commission who recuses herself or himself in lieu of taking action, as defined by RCW 42.30.020, in an open public meeting is not exercising direct official action.

**“Direct line of supervision”** means the supervisor of an employee and the supervisor of an employee's supervisor.

**“Fact-finding”** means any action to gather facts or other evidence not submitted by a complainant in a complaint or a clarification to a complaint or by a respondent in a response or a clarification to a response. However, “fact-finding” does not include review by the Ethics Board of official video or audio recordings of meetings of the City Council or of City Committees and Commissions as well as review by the Ethics Board of the official minutes of such meetings.

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

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

**“Legislation of General Application”** means any legislative act, including regulations, policies, ordinances, resolutions, and motions, of general application, as opposed to legislative acts that affect only a particular person or individual or a small group of similarly situated persons or individuals.

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

**“Political Action Committee”** means a legal entity, other than a natural person, that raises, spends, receives, or contributes money to support or oppose the election of one or more candidates for elected office at the local, state, or federal levels.

**“Question of Fact”** means a factual dispute between the complainant and the respondent concerning an issue that is material to a determination as to whether a violation of the Code of Conduct (Article I) exists.

**“Reconciliation”** means mediation between a complainant and a respondent facilitated by a trained mediator.

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

**ARTICLE VII -  
CITY COUNCIL REVIEW OF CODE OF CONDUCT  
AND ETHICS PROGRAM**

This Code of Conduct and Ethics Program shall automatically expire, and no longer be in force or effect, 12 months from the effective date of Section 1 of Resolution No. 2019-26, unless it is expressly renewed or otherwise amended by majority vote of the City Council.



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:20 PM) Affirm Council Priorities from March 6, 2020 Retreat - Mayor Schneider,

**SUMMARY:**

At the annual retreat on March 6, 2020 the City Council discussed Council priorities for the current year and for the next biennial budget.

The Council reviewed the priorities adopted in January, 2020 and proposed some changes. The proposed revisions are presented in the attached draft "2020 City Council Priorities - March Revision." The changes include the addition of a new item, "Land Use Code Revisions," and the addition of a new item under Affordable Housing, "Affordable Housing Strategy."

The Council identified priorities for the 2021-2022 Biennial Budget through the use of a ranking process. After identifying a list of potential priority projects, each Council member was allotted 8 votes to assign to their top priorities for the 2021-2022 Biennial Budget. The results of that ranking process are presented in the attached matrix, "2021-2022 Council Budget Priorities."

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:**

I move to approve the updated 2020 Council Priorities.

I move to approve the Council priorities for the 2021-2022 Biennial Budget.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[2020 City Council Priorities March Revision.pdf](#)

[2021-2022 Council Budget Priorities - DRAFT.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



## **City Council's Top Priorities for 2020**

### Climate Change

- Climate Action Plan
- Sustainable Transportation Plan
- Green Building Policies

### Affordable Housing

- Suzuki Affordable Housing Project
- Affordable Housing Strategy
- Other Initiatives

Land Use Code Revisions

Groundwater Management Plan

2021-2022 Budget and Capital Plans

**2021-2022 COUNCIL BUDGET PRIORITIES**

<b>Council Priority</b>	<b># of Votes</b>	<b># of Councilmembers</b>
Implement Climate Action Plan	7	5
Land Use Code Revisions	6	3
Implement Sustainable Transportation Plan	5	4
Ombudsman/Concierge	5	4
Implement Green Building Code	4	3
Affordable Housing Strategy	4	3
Sustainable Green Economic Development	3	3
Plastics Ordinance	4	4
Race Equity Initiative Implementation	3	2
Permanent Hydrogeologist/Staffing Water Resources Division	2	2
Support Agriculture - economic viability/Public Farmland FTE	2	2
Permanent Natural Resource Specialist (SEPA Specialist)	2	2
Implement Island-Wide Stormwater Study	1	1
Volunteer Coordination	0	0
Surface and Groundwater Management Integration	0	0

DRAFT



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 10 Minutes

**AGENDA ITEM:** (8:30 PM) Formalize Process for Councilmembers to Add Items to Agendas - Mayor Schneider,

**SUMMARY:** The City Council will discuss the process for Councilmembers to add items to agendas.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** City Council

**RECOMMENDED MOTION:** Discussion.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Policy for Council-directed agenda items.docx](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**

Recommendations for Governance Manual updates on setting Council meeting agendas, and clarification requested for Council deliberation goal.

## From Governance manual:

### 2.4.6 Council Meeting Agendas Are Set by a Team

Agendas for Council meetings are generally developed and refined by the Council and Administration at Study Sessions and are then arranged by the City Manager and City Clerk in consultation with the Mayor, Deputy Mayor, or both, who provide final approval prior to being publicly posted. Items for draft meeting agendas are submitted to the City Clerk, Mayor, and City Manager, and after team review are finalized by the Mayor, Deputy Mayor, or both, for public notice and distribution.

## Additions and clarifications:

1. For regular Council deliberation: by a majority vote at a public Council meeting, Councilmembers may request future agenda items to discuss policy and which may require staff support. The City Manager, in consultation with the Mayor and Deputy Mayor, will add the agenda item to an upcoming agenda with adequate lead time for staff support.
2. For consideration of Council attention: To support agenda requests by a minority of Council, a motion and a second at a public Council meeting may place a limited discussion on the next agenda. At 10 minutes, the Chair calls for a vote on further consideration.
3. For urgent or emergency action by Council: If an urgent issue arises between meetings and must be addressed at the upcoming meeting, three councilmembers, including the Mayor and Deputy Mayor, must agree on the necessary staff support and direction for recommended motions at the meeting. Lack of agreement still provides opportunity for a councilmember to request a change to the agenda at the start of the meeting, requiring a majority vote to be added.
4. The Mayor, Deputy Mayor, and City Manager attend the weekly agenda setting meetings. Exceptions can be made by request of a third councilmember for a specific issue, or to include consultation with additional staff as needed.

## From Governance manual:

### 2.4.5 Council Dialog Calls For “Sticking to the Point”

The Presiding Officer’s role, especially at the business meeting, is to keep Council business focused and expeditious.

## For optional discussion:

Discuss recommendations for how the Chair can/should implement this role.



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** (8:40 PM) Agenda Bill for Consent Agenda,

**SUMMARY:** Consider approval of the following Consent Agenda items:

- B. Accounts Payable and Payroll
- C. Special City Council Meeting Minutes, May 5, 2020
- D. Special City Council Meeting Minutes, May 12, 2020
- E. Sportsman Club/New Brooklyn Intersection Improvements Grant Acceptance and Budget Amendment
- F. Wyatt Way Reconstruction Design Professional Services Agreement Amendment No. 5
- G. Cooper Creek Fish Barrier Removal Grant Opportunity

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

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

**STRATEGIC PRIORITY:** Good Governance

**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

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:**

**AGENDA ITEM:** Accounts Payable and Payroll

**SUMMARY:** Consider approval of payroll and accounts payable.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve with consent agenda.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Payroll.pdf](#)

[AP Report to Council of Cash Disbursements 05-27-20.pdf](#)

**FISCAL DETAILS:**

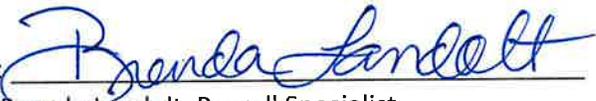
**Fund Name(s):**

**Coding:**

**PAYROLL**

**PAYROLL CHECK RUN: 5 - 20 - 2020**

Run Type	Run Date	Check # Sequence	Comments	Amount
Retro	5/8/2020	47917	Retro check run (Direct Dep)	6,179.93
Retro	5/8/2020	109356	Retro Vendor check run (Paper Checks)	1,826.67
EFTPS	5/19/2020	N/A	Federal Tax Electronic Transfer	2,678.11
Misc	5/19/2020	109357	Miscellaneous check run (Paper Checks)	101.28
EFTPS	5/19/2020	N/A	Federal Tax Electronic Transfer	16.78
Normal	5/20/2020	47918 - 48043	Regular check run (Direct Dep)	317,030.71
Normal	5/20/2020	109358 - 109360	Regular check run (Paper Checks)	7,625.74
Normal	5/20/2020	109361 - 109370	Vendor check run (Paper Checks)	127,318.49
EFTPS	5/20/2020	N/A	Federal Tax Electronic Transfer	120,498.32
Vendor	5/20/2020	N/A	P/R vendor ACH	237.50
			<b>TOTAL:</b>	<b>583,513.53</b>

Prepared and Reviewed by:  Date 5-18-20  
 Brenda Landolt, Payroll Specialist

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

 Date May 18, 2020  
 Ellen Schroer, Deputy City Manager

# ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: May 11, 2020 - May 25, 2020  
CITY COUNCIL: May 12, 2020 - May 26, 2020

Last check from previous run: 353611 dated 05/13/2020 issued to Zee Medical for \$21.02.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	5/11/20	353612	PW/Fiber Marketing Intl/Check print error	N/A
VOID	5/11/20	353613	POL/Kitsap 911/Check print error	N/A
VOID	5/11/20	353614	ENG/Puget Sound Energy/Check print error	N/A
VOID	5/11/20	353615	PW/Fiber Marketing Intl/Check print error	N/A
VOID	5/11/20	353616	POL/Kitsap 911/Check print error	N/A
VOID	5/11/20	353617	ENG/Puget Sound Energy/Check print error	N/A
Manual	5/11/20	353618	PW/Fiber Marketing Intl/Drum chipper	88,378.21
Manual	5/11/20	353619	POL/Kitsap 911/Call center services March-May 2020	36,578.22
Manual	5/11/20	353620	ENG/Puget Sound Energy/Olympic Dr. street lights install	10,060.89
Manual	5/20/20	353621	US Bank/Credit card purchases - April 2020	16,884.51
Manual	5/20/20	353622	Bainbridge Disposal/Commons disposal services - April 2020	259.74
Manual	5/20/20	353623	CenturyLink/Citywide telemetry - May 2020	1,147.29
Manual	5/20/20	353624	Puget Sound Energy/Citywide utilities - April 2020	25,768.33
Manual	5/20/20	353625	Verizon/Citywide wireless services - April 2020	805.84
Manual	5/20/20	353626	CenturyLink/Citywide telemetry - May 2020	191.58

<b>Total Manual Checks and Electronic Disbursements</b>	<b>180,074.61</b>
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Regular Run	5/27/20	353627-353725	<b>Total Regular Check Run</b>	<b>1,256,689.11</b>
<b>Total Disbursements</b>				<b>1,436,763.72</b>

Retainage Release	N/A	N/A		N/A
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Prepared and Reviewed by  Carrie Freitas, Senior Accounting Technician

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



5 / 21 / 2020

Karl R. Shaw, Accounting Manager

Date

05/11/2020 11:49  
cfreitas

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

P 1  
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
353612	05/11/2020	VOID	9325 FIBER MARKETING INTE					.00
Invoice:				There was an error with the print key reader connected to the printer. It took several failed attempts and several restarts to fix the issue which resulted in 6 voided checks.				
					CHECK	353612 TOTAL:		.00
353613	05/11/2020	VOID	8546 KITSAP 911 PUBLIC AU					.00
Invoice:					CHECK	353613 TOTAL:		.00
353614	05/11/2020	VOID	1205 PUGET SOUND ENERGY					.00
Invoice:					CHECK	353614 TOTAL:		.00
353615	05/11/2020	VOID	9325 FIBER MARKETING INTE					.00
Invoice:					CHECK	353615 TOTAL:		.00
353616	05/11/2020	VOID	8546 KITSAP 911 PUBLIC AU					.00
Invoice:					CHECK	353616 TOTAL:		.00
353617	05/11/2020	VOID	1205 PUGET SOUND ENERGY					.00
Invoice:					CHECK	353617 TOTAL:		.00
353618	05/11/2020	PRTD	9325 FIBER MARKETING INTE	240178	0322288-IN	05/06/2020	21900071 M051120	88,378.21
Invoice: 0322288-IN				88,378.21	73111944 66400000973	BANDIT 18" DRUM CHIPPER 18XP-C 2019 CHIPPER-EQUIP PURCHASE		
						CHECK	353618 TOTAL:	88,378.21
353619	05/11/2020	PRTD	8546 KITSAP 911 PUBLIC AU	240179	BIPD2020-03	02/15/2020	M051120	12,192.74
Invoice: BIPD2020-03				8,534.92	53011286 551000	POL/CALL CENTER SVCS MAR 20		
				3,657.82	52011286 551000	POLICE - C/E PATROL CENCOM POLICE - C/E - INVEST CENCOM		
				240180	BIPD2020-04	03/15/2020	M051120	12,192.74
Invoice: BIPD2020-04				8,534.92	53011286 551000	POL/CALL CENTER SVCS APR 20		
				3,657.82	52011286 551000	POLICE - C/E PATROL CENCOM POLICE - C/E - INVEST CENCOM		



05/11/2020 11:49  
cfreitas

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL  
JOURNAL ENTRIES TO BE CREATED

P 3  
apcshdsb

CLERK: cfreitas

YEAR PER	JNL	ACCOUNT	JNL	DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	EFF	DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE DESC				
2020	5	62										
APP	101-213000	05/11/2020	M051120		05120			STREETS - ACCOUNTS PAYABLE			88,378.21	
								AP CASH DISBURSEMENTS JOURNAL				
APP	635-111100	05/11/2020	M051120		05120			CASH				135,017.32
								AP CASH DISBURSEMENTS JOURNAL				
APP	001-213000	05/11/2020	M051120		05120			GENERAL - ACCOUNTS PAYABLE			36,578.22	
								AP CASH DISBURSEMENTS JOURNAL				
APP	301-213000	05/11/2020	M051120		05120			ACCOUNTS PAYABLE			10,060.89	
								AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL											135,017.32	135,017.32
APP	631-130000	05/11/2020	M051120		05120			DUE TO/FROM CLEARING			135,017.32	
APP	101-130000	05/11/2020	M051120		05120			STREETS - DUE TO/FROM CLEARING				88,378.21
APP	001-130000	05/11/2020	M051120		05120			GENERAL - DUE TO/FROM CLEARING				36,578.22
APP	301-130000	05/11/2020	M051120		05120			DUE TO/FROM CLEARING				10,060.89
SYSTEM GENERATED ENTRIES TOTAL											135,017.32	135,017.32
JOURNAL 2020/05/62 TOTAL											270,034.64	270,034.64

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2020 5	62	05/11/2020	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	36,578.22	36,578.22
				FUND TOTAL	36,578.22	36,578.22
101 STREET FUND 101-130000 101-213000	2020 5	62	05/11/2020	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	88,378.21	88,378.21
				FUND TOTAL	88,378.21	88,378.21
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2020 5	62	05/11/2020	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	10,060.89	10,060.89
				FUND TOTAL	10,060.89	10,060.89
631 CLEARING FUND 631-130000 635-111100	2020 5	62	05/11/2020	DUE TO/FROM CLEARING CASH	135,017.32	135,017.32
				FUND TOTAL	135,017.32	135,017.32

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FUND		DUE TO	DUE FROM
001	GENERAL FUND		36,578.22
101	STREET FUND		88,378.21
301	CAPITAL CONSTRUCTION FUND		10,060.89
631	CLEARING FUND		
		135,017.32	
	TOTAL	135,017.32	135,017.32

\*\* END OF REPORT - Generated by Carrie L. Freitas \*\*

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC			
353621	05/20/2020	PRTD	7314 US BANK	240210	03/26/20-JB		04/27/2020	USB04-20	-1,534.29
	Invoice: 03/26/20-JB			-1,534.29	53011212 443410	POL/HILTON/LODING REFUND			
						POLICE - C/E PATROL TRAINING			
	Invoice: 04/01/20-CB			240211	04/01/20-CB		04/27/2020	USB04-20	75.00
				75.00	36011143 549100	EXCC/WMCA/ANNUAL DUES			
						CLERK-DUES/SUBSCR/MEMBRSHPS			
	Invoice: 03/26/20-BB			240212	03/26/20-BB		04/27/2020	USB04-20	35.95
				35.95	53011212 531100	POL/AMAZON/BLUETOOTH SPEAKER			
						PD-C/E-PATROL SUPPLIES			
	Invoice: 03/31/20-BB			240213	03/31/20-BB		04/27/2020	USB04-20	50.79
				50.79	51011252 53110001069	POL/AMAZON/SPRAY BOTTLES, FUNNEL			
						COVID19-SUPPLIES			
	Invoice: 04/02/20-BB			240214	04/02/20-BB		04/27/2020	USB04-20	46.82
				46.82	51011252 53110001069	POL/AMAZON/ANTI-FOG TOWLETTES			
						COVID19-SUPPLIES			
	Invoice: 04/03/20-BB			240215	04/03/20-BB		04/27/2020	USB04-20	51.57
				51.57	51011211 531100	POL/AMAZON/WIRELESS MOUSE			
						PD-C/E-ADM-SUPPLIES			
	Invoice: 04/05/20-BB			240216	04/05/20-BB		04/27/2020	USB04-20	131.82
				131.82	51011191 531100	POL/AMAZON/STORAGE TOTES			
						PD-C/E-PROP RM-SUPPLIES			
	Invoice: 04/04/20-BB			240217	04/04/20-BB		04/27/2020	USB04-20	37.32
				37.32	51011252 53110001069	POL/AMAZON/SPRAY BOTTLES			
						COVID19-SUPPLIES			
	Invoice: 04/04/20-BB-A			240218	04/04/20-BB-A		04/27/2020	USB04-20	37.32
				37.32	51011252 53110001069	POL/AMAZON/SPRAY BOTTLES			
						COVID19-SUPPLIES			
	Invoice: 04/04/20-BB-B			240219	04/04/20-BB-B		04/27/2020	USB04-20	40.87
				40.87	51011211 53110000933	POL/PERFECT BALANCE/GROUP PHOTO			
						PD AWARDS GALA-SUPPLIES			
	Invoice: 04/05/20-BB-A			240220	04/05/20-BB-A		04/27/2020	USB04-20	148.08
				148.08	53011212 531100	POL/AMAZON/BELT LOOP, ADAPTER			
						PD-C/E-PATROL SUPPLIES			
	Invoice: 04/14/20-BB			240221	04/14/20-BB		04/27/2020	USB04-20	166.80
				166.80	91011215 542500	POL/USPS/STAMPS			
						GG-C/E-PD-POSTAGE			
	Invoice: 04/16/20-BB			240222	04/16/20-BB		04/27/2020	USB04-20	63.21
				63.21	53011212 531100	POL/LA POLICE GEAR/MOURNING BANDS			
						PD-C/E-PATROL SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 04/18/20-BB				240223	04/18/20-BB			40.00
				40.00	53011212	543100	POL/GOOD2GO/TRANSPONDER REPLENISH PATROL-TRAVEL/MEALS/LODGING	
Invoice: 04/17/20-BB				240224	04/17/20-BB			759.68
				759.68	51011191	531100	POL/AMAZON/EVIDENCE CAMERA PD-C/E-PROP RM-SUPPLIES	
Invoice: 04/20/20-BB				240225	04/20/20-BB			163.45
				163.45	51011191	531100	POL/AMAZON/MEMORY CARD PD-C/E-PROP RM-SUPPLIES	
Invoice: 04/21/20-BB				240226	04/21/20-BB			23.87
				23.87	51011191	531100	POL/AMAZON/CAMERA CASE PD-C/E-PROP RM-SUPPLIES	
Invoice: 03/25/20-MD-B				240228	03/25/20-MD-B			499.00
				499.00	81011881	548100	IT/MICROSOFT/TECH SUPPORT: PW-ENG IT - C/E REPAIRS & MAINTENANCE	
Invoice: 03/20/20-MD				240229	03/20/20-MD			35.00
				35.00	81011881	443410	IT/CVENT/CYBER FRAUD PREV TRNG IT - C/E TRAINING	
Invoice: 03/31/20-MD				240230	03/31/20-MD			232.51
				232.51	81011252	53550001069	IT/AMAZON/HDMI-CGA ADAPTERS COVID19-COMPUTER HARDWARE	
Invoice: 03/31/20-MD-A				240231	03/31/20-MD-A			99.67
				99.67	81011252	53110001069	IT/AMAZON/HEADPHONES FOR CELL PHONES COVID19-SUPPLIES	
Invoice: 04/01/20-MD				240232	04/01/20-MD			163.39
				163.39	81011252	53510001069	IT/ZOOM/STANDARD LICENSE COVID19-SOFTWARE	
Invoice: 04/01/20-MD-A				240233	04/01/20-MD-A			2,015.53
				2,015.53	81011252	53510001069	IT/ZOOM/ANNUAL LIC: BUS COVID19-SOFTWARE	
Invoice: 04/02/20-MD				240234	04/02/20-MD			42.15
				42.15	81011252	53510001069	IT/ZOOM/WEBINAR LIC COVID19-SOFTWARE	
Invoice: 04/02/20-MD-A				240235	04/02/20-MD-A			392.65
				392.65	81011252	53510001069	IT/ZOOM/ANNUAL WEBINAR LIC COVID19-SOFTWARE	
Invoice: 04/06/20-MD				240236	04/06/20-MD			513.39
				513.39	81011252	53510001069	IT/PDFEXCHANGE/10 LIC COVID19-SOFTWARE	

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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: 04/06/20-MD-A				240237	04/06/20-MD-A	04/27/2020		USB04-20	77.09
				77.09	81011881 531100	IT/AMAZON/USB DRIVES, PENCILS			
						IT - C/E SUPPLIES			
Invoice: 04/20/20-MD				240238	04/20/20-MD	04/27/2020		USB04-20	20.69
				20.69	81011881 535500	IT/AMAZON/MOUSE			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 04/20/20-MD-A				240239	04/20/20-MD-A	04/27/2020		USB04-20	82.34
				82.34	81011881 535500	IT/AMAZON/MONITOR STAND			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 04/20/20-MD-B				240240	04/20/20-MD-B	04/27/2020		USB04-20	37.04
				37.04	81011252 53510001069	IT/ADOBE/PRO EOC LIC			
						COVID19-SOFTWARE			
Invoice: 04/22/20-MD				240241	04/22/20-MD	04/27/2020		USB04-20	22.64
				22.64	81011252 53510001069	IT/AMAZON/MONITOR ADAPTERS			
						COVID19-SOFTWARE			
Invoice: 04/23/20-MD				240242	04/23/20-MD	04/27/2020		USB04-20	97.04
				97.04	81011881 535500	IT/SPXBRYDGE/KEYBOARD			
						IT - C/E COMPUTER PARTS & EQ			
Invoice: 03/25/20-KD				240243	03/25/20-KD	04/27/2020		USB04-20	38.10
				38.10	31011572 531100	EX/AMAZON/MONITOR STAND			
						EX-GF-OUTREACH-SUPPLIES			
Invoice: 03/26/20-KD				240244	03/26/20-KD	04/27/2020		USB04-20	11.98
				11.98	31011572 531100	EX/AMAZON/WIRELESS MOUSE			
						EX-GF-OUTREACH-SUPPLIES			
Invoice: 04/02/20-KD				240245	04/02/20-KD	04/27/2020		USB04-20	1.00
				1.00	31011572 549900	EX/CANVA/911 DISP GRAPHIC			
						EX-GF-OUTREACH-MISC			
Invoice: 04/12/20-KD				240246	04/12/20-KD	04/27/2020		USB04-20	95.91
				95.91	31011572 531100	EX/WALMART/MEMORIAL RIBBONS			
						EX-GF-OUTREACH-SUPPLIES			
Invoice: 04/15/20-KD				240247	04/15/20-KD	04/27/2020		USB04-20	1.00
				1.00	31011572 54245001069	EX/CANVA/EXERCISE GRAPHIC			
						COVID19-OUTREACH			
Invoice: 03/31/20-KD				240248	03/31/20-KD	04/27/2020		USB04-20	-975.00
				-975.00	41011144 443410	FIN/TYLER/REFUND: CONF REG			
						FIN - C/E TRAINING			
Invoice: 04/27/20-KE				240249	04/27/20-KE	04/27/2020		USB04-20	22.30
				22.30	53011212 53110000962	POL/PAWS&FINS/K9 TREATS, TOYS			
						TRACKING CANINE-SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 03/25/20-KE-A				240250	03/25/20-KE-A		04/27/2020	8.99
				8.99	53011212	53110000962	POL/SAFEWAY/K9 SUPPLIES TRACKING CANINE-SUPPLIES	USB04-20
Invoice: 04/10/20-DJ				240251	04/10/20-DJ		04/27/2020	13.59
				13.59	53011212	532000	POL/SHELL/FUEL PD-C/E-PATROL-FUEL	USB04-20
Invoice: 04/14/20-DJ				240252	04/14/20-DJ		04/27/2020	20.85
				20.85	53011212	532000	POL/SHELL/FUEL PD-C/E-PATROL-FUEL	USB04-20
Invoice: 04/07/20-RL				240253	04/07/20-RL		04/27/2020	.99
				.99	31011131	549100	EX/SOUNDPUBLISHING/BR SUBX EX-GF-DUES/SUBCR/MEMBERSH	USB04-20
Invoice: 03/28/20-JL				240254	03/28/20-JL		04/27/2020	6.00
				6.00	52011212	543100	POL/TACOMA NARROWS/BRIDGE TOLL PD-INV-TRAVEL/MEALS/LODGING	USB04-20
Invoice: 04/02/20-JL				240255	04/02/20-JL		04/27/2020	9.00
				9.00	52011212	543100	POL/SEA PARK/PARKING PD-INV-TRAVEL/MEALS/LODGING	USB04-20
Invoice: 04/02/20-JL-A				240256	04/02/20-JL-A		04/27/2020	15.75
				15.75	52011212	543100	POL/WSF/FERRY PD-INV-TRAVEL/MEALS/LODGING	USB04-20
Invoice: 04/02/20-JL-B				240257	04/02/20-JL-B		04/27/2020	15.75
				15.75	52011212	543100	POL/WSF/FERRY PD-INV-TRAVEL/MEALS/LODGING	USB04-20
Invoice: 03/25/20-AL				240258	03/25/20-AL		04/27/2020	163.39
				163.39	31011256	443410	EX/ZOOM/VIDEO CONF SOFTWARE EX-GF-EMERG PREP-TRAINING	USB04-20
Invoice: 04/01/20-AL				240259	04/01/20-AL		04/27/2020	9.25
				9.25	31011252	53110001069	EX/STAPLES/CLEANING SUPPLIES COVID19-SUPPLIES	USB04-20
Invoice: 04/03/20-AL				240260	04/03/20-AL		04/27/2020	61.50
				61.50	31011256	549100	EX/ROTARY/DUES EX-GF-EMERG PREP-DUES/SUBSCRIP	USB04-20
Invoice: 04/07/20-AL				240261	04/07/20-AL		04/27/2020	8.24
				8.24	31011252	53110001069	EX/STAPLES/CLEANING SUPPLIES COVID19-SUPPLIES	USB04-20
Invoice: 04/07/20-AL-A				240262	04/07/20-AL-A		04/27/2020	65.20
				65.20	31011252	53110001069	EX/AMAZON/EOC SUPPLIES COVID19-SUPPLIES	USB04-20

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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: 04/13/20-AL				240263	04/13/20-AL	04/27/2020		USB04-20	74.56
				74.56	31011252 53110001069	EX/SAFFRON/EOC LUNCH COVID19-SUPPLIES			
Invoice: 04/14/20-AL				240264	04/14/20-AL	04/27/2020		USB04-20	20.28
				20.28	31011252 53110001069	EX/T&C/EOC COFFEE COVID19-SUPPLIES			
Invoice: 04/14/20-AL-A				240265	04/14/20-AL-A	04/27/2020		USB04-20	58.38
				58.38	31011252 53110001069	EX/COQUETTE/EOC LUNCH COVID19-SUPPLIES			
Invoice: 04/17/20-AL				240266	04/17/20-AL	04/27/2020		USB04-20	49.00
				49.00	31011252 53110001069	EX/HAMMY'S/EOC LUNCH COVID19-SUPPLIES			
Invoice: 04/20/20-AL				240267	04/20/20-AL	04/27/2020		USB04-20	35.27
				35.27	31011252 53110001069	EX/PEGASUS/EOC LUNCH COVID19-SUPPLIES			
Invoice: 04/20/20-AL-A				240268	04/20/20-AL-A	04/27/2020		USB04-20	374.80
				374.80	31011256 531100	EX/4IMPRINT/VOLUNTEER LANYARDS EX-GF-EMERG PREP-SUPPLIES			
Invoice: 03/26/20-RL				240269	03/26/20-RL	04/27/2020		USB04-20	27.23
				27.23	31011252 53110001069	EX/T&C/EOC LUNCH COVID19-SUPPLIES			
Invoice: 03/26/20-RL-A				240270	03/26/20-RL-A	04/27/2020		USB04-20	102.30
				102.30	31011252 53110001069	EX/T&C/EOC LUNCH COVID19-SUPPLIES			
Invoice: 03/27/20-RL				240271	03/27/20-RL	04/27/2020		USB04-20	13.59
				13.59	31011252 53110001069	EX/T&C/EOC LUNCH COVID19-SUPPLIES			
Invoice: 03/30/20-RL				240272	03/30/20-RL	04/27/2020		USB04-20	78.32
				78.32	31011252 53110001069	EX/PAUS/EOC LUNCH COVID19-SUPPLIES			
Invoice: 03/30/20-RL-A				240273	03/30/20-RL-A	04/27/2020		USB04-20	72.40
				72.40	31011252 53110001069	EX/TERIYAKI TOWN/EOC LUNCH COVID19-SUPPLIES			
Invoice: 03/30/20-RL-B				240274	03/30/20-RL-B	04/27/2020		USB04-20	13.73
				13.73	31011252 53110001069	EX/T&C/EOC LUNCH COVID19-SUPPLIES			
Invoice: 03/31/20-RL				240275	03/31/20-RL	04/27/2020		USB04-20	59.87
				59.87	31011252 53110001069	EX/T&C/EOC LUNCH COVID19-SUPPLIES			



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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
240422	03/28/20-CL	04/27/2020		USB04-20	119.16
	Invoice: 03/28/20-CL	EOC/STAPLES/EOC SHIPPING LABELS			
119.16	31011252 53110001069	COVID19-SUPPLIES			
240423	04/07/20-CL	04/27/2020		USB04-20	165.07
	Invoice: 04/07/20-CL	EOC/AMAZON/SUPPLIES			
165.07	31011252 53110001069	COVID19-SUPPLIES			
240424	04/07/20-CL-A	04/27/2020		USB04-20	108.99
	Invoice: 04/07/20-CL-A	EOC/AMAZON/SUPPLIES			
108.99	31011252 53110001069	COVID19-SUPPLIES			
240425	04/07/20-CL-B	04/27/2020		USB04-20	66.48
	Invoice: 04/07/20-CL-B	EOC/AMAZON/SUPPLIES			
66.48	31011252 53110001069	COVID19-SUPPLIES			
240426	04/07/20-CL-C	04/27/2020		USB04-20	165.50
	Invoice: 04/07/20-CL-C	EOC/AMAZON/SUPPLIES			
165.50	31011252 53110001069	COVID19-SUPPLIES			
240427	04/07/20-CL-D	04/27/2020		USB04-20	30.50
	Invoice: 04/07/20-CL-D	EOC/AMAZON/SUPPLIES			
30.50	31011252 53110001069	COVID19-SUPPLIES			
240428	04/16/20-CL	04/27/2020		USB04-20	162.08
	Invoice: 04/16/20-CL	EOC/STAPLES/SHIPPING LABELS			
162.08	31011252 53110001069	COVID19-SUPPLIES			
240429	03/26/20-CL-B	04/27/2020		USB04-20	18.16
	Invoice: 03/26/20-CL-B	PCD/CLICK2MAIL/LEGAL NOTICE		POSTCARDS	
18.16	63470586 544000	CUR-DEV-ZONING-ADV			
240430	04/08/20-CL	04/27/2020		USB04-20	62.81
	Invoice: 04/08/20-CL	PCD/CLICK2MAIL/LEGAL NOTICE		POSTCARDS	
62.81	63470586 544000	CUR-DEV-ZONING-ADV			
240431	04/09/20-CL	04/27/2020		USB04-20	2.44
	Invoice: 04/09/20-CL	PCD/CLICK2MAIL/LEGAL NOTICE		POSTCARDS	
2.44	63470586 544000	CUR-DEV-ZONING-ADV			
240432	04/15/20-CL	04/27/2020		USB04-20	62.81
	Invoice: 04/15/20-CL	PCD/CLICK2MAIL/LEGAL NOTICE		POSTCARDS	
62.81	63470586 544000	CUR-DEV-ZONING-ADV			
240433	04/10/20-DM	04/27/2020		USB04-20	11.12
	Invoice: 04/10/20-DM	PW/VIKING FENCE/LATCH			
11.12	73411345 531100	OFFICE SUPPLIES			
240434	04/11/20-DM	04/27/2020		USB04-20	20.37
	Invoice: 04/11/20-DM	PW/AMAZON/PPE			
20.37	73011252 53110001069	COVID19-SUPPLIES			

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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: 04/22/20-DM				240435	04/22/20-DM	04/27/2020		USB04-20	24.31
				24.31	73011252 53110001069	PW/AMAZON/PPE COVID19-SUPPLIES			
Invoice: 03/26/20-DM				240436	03/26/20-DM	04/27/2020		USB04-20	425.09
				425.09	73637891 531100	PW/COSTCO/WATER OFFICE SUPPLIES			
Invoice: 04/10/20-DM-A				240437	04/10/20-DM-A	04/27/2020		USB04-20	728.25
				728.25	73011183 531100	PW/FS IND/LADDER O&M-C/E-CH FAC-SUPPLIES			
Invoice: 04/01/20-SM				240438	04/01/20-SM	04/27/2020		USB04-20	649.33
				649.33	21011252 53110001069	CRT/AMAZON/EPSON SCANNER COVID19-SUPPLIES			
Invoice: 04/07/20-SM				240439	04/07/20-SM	04/27/2020		USB04-20	-435.99
				-435.99	21011252 53110001069	CRT/AMAZON/SCANNER RETURN COVID19-SUPPLIES			
Invoice: 04/15/20-SM				240440	04/15/20-SM	04/27/2020		USB04-20	16.33
				16.33	21011252 53510001069	CRT/ZOOM/MONTHLY LIC COVID19-SOFTWARE			
Invoice: 04/13/20-SM				240441	04/13/20-SM	04/27/2020		USB04-20	163.47
				163.47	21011252 53110001069	CRT/AMAZON/WEBCAMS COVID19-SUPPLIES			
Invoice: 03/25/20-EP				240442	03/25/20-EP	04/27/2020		USB04-20	40.90
				40.90	52011212 543100	POL/THRIFTY/CAR RENTAL PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 03/25/20-EP-A				240443	03/25/20-EP-A	04/27/2020		USB04-20	69.00
				69.00	52011212 543100	POL/PUBLIC/PARKING PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 03/25/20-EP-B				240444	03/25/20-EP-B	04/27/2020		USB04-20	-49.16
				-49.16	52011212 543100	POL/HERMITAGE/PARKING CREDIT PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 03/25/20-EP-C				240445	03/25/20-EP-C	04/27/2020		USB04-20	7.59
				7.59	52011212 543100	POL/STARBUCKS/BREAKFAST PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 03/26/20-EP				240446	03/26/20-EP	04/27/2020		USB04-20	238.18
				238.18	52011212 543100	POL/HERMITAGE/LODGING PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 03/31/20-DP				240447	03/31/20-DP	04/27/2020		USB04-20	35.00
				35.00	41011144 443410	FIN/MRSC/CYBER FRAUD BEST PRACTICES FIN - C/E TRAINING			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC			
Invoice: 04/14/20-DP				240448	04/14/20-DP		04/27/2020	USB04-20	35.00
				35.00	41011144 443410		FIN/MRSC/UTILITY FISCAL POLICIES FIN - C/E TRAINING		
Invoice: 03/25/20-JR				240449	03/25/20-JR		04/27/2020	USB04-20	35.00
				35.00	63011586 443410		PCD/MRSC/CODE WRITING CUR - C/E TRAINING TRAVEL		
Invoice: 04/01/20-JR				240450	04/01/20-JR		04/27/2020	USB04-20	900.00
				900.00	61470581 545000		PCD/STORAGE98110/ARCHIVES PCD - DEV ADMIN RENTS & LEASES		
Invoice: 04/01/20-JR-A				240451	04/01/20-JR-A		04/27/2020	USB04-20	97.32
				97.32	62471591 531100		PCD/AMAZON/PRINTER CARTRIDGES BLDG - BLDG OFFICE SUPPLIES		
Invoice: 04/03/20-JR				240452	04/03/20-JR		04/27/2020	USB04-20	1,333.02
				1,333.02	62471591 549100		PCD/ICC/PREMIUM ACCESS SUBX BLDG - BLDG DUES/SUBSCRIPTIONS		
Invoice: 04/03/20-JR-A				240453	04/03/20-JR-A		04/27/2020	USB04-20	1,365.77
				1,365.77	62471591 549100		PCD/ICC/PREMIUM ACCESS SUBX BLDG - BLDG DUES/SUBSCRIPTIONS		
Invoice: 04/07/20-JR				240454	04/07/20-JR		04/27/2020	USB04-20	-7.67
				-7.67	62471591 531100		PCD/AMAZON/INK CREDIT BLDG - BLDG OFFICE SUPPLIES		
Invoice: 04/20/20-BS				240455	04/20/20-BS		04/27/2020	USB04-20	226.17
				226.17	53011212 54110000962		POL/ANIMAL EMERGENCY/K9 WHITNEY CARE TRACKING CANINE-PROF SVCS		
Invoice: 03/30/20-KB				240456	03/30/20-KB		04/27/2020	USB04-20	234.20
				234.20	33011161 543100		HR/MARSHALL SUITES/CHIEF CANDIDATE LODGING HR-C/E-TRAVEL		
Invoice: 03/26/10-KS				240457	03/26/10-KS		04/27/2020	USB04-20	35.00
				35.00	41011144 443410		FIN/MRSC/PREVENTING CYBER FRAUD: KS FIN - C/E TRAINING		
Invoice: 03/26/10-KS-A				240458	03/26/10-KS-A		04/27/2020	USB04-20	35.00
				35.00	41011144 443410		FIN/MRSC/PREVENTING CYBER FRAUD:CF FIN - C/E TRAINING		
Invoice: 03/26/10-KS-B				240459	03/26/10-KS-B		04/27/2020	USB04-20	35.00
				35.00	41011144 443410		FIN/MRSC/PREV CYBER FRAUD: BH FIN - C/E TRAINING		
Invoice: 03/26/20-KS-C				240460	03/26/20-KS-C		04/27/2020	USB04-20	534.77
				534.77	41011252 53110001069		FIN/AMAZON/SCANNER COVID19-SUPPLIES		

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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: 04/07/20-KS				240461	04/07/20-KS	04/27/2020		USB04-20	50.00
				50.00	41011252 44341001069	FIN/GFOA/FIN PLANNING: KS COVID19-TRAINING			
Invoice: 03/30/20-KG				240462	03/30/20-KG	04/27/2020		USB04-20	18.17
				18.17	72011321 531100	ENG/AMAZON/POST-ITS ENG - C/E ADMIN SUPPLIES			
Invoice: 04/03/20-KG				240463	04/03/20-KG	04/27/2020		USB04-20	74.00
				74.00	72011321 531100	ENG/AMAZON/IPAD CASE, PROTECTOR ENG - C/E ADMIN SUPPLIES			
Invoice: 04/07/20-CK				240464	04/07/20-CK	04/27/2020		USB04-20	16.34
				16.34	73011189 549100	PW/ADOBE/PRO SUBX O&M - C/E FACIL DUES/SUBSCR			
Invoice: 04/08/20-CK				240465	04/08/20-CK	04/27/2020		USB04-20	29.14
				29.14	73011252 53110001069	PW/JON DON/LABELS COVID19-SUPPLIES			
Invoice: 04/09/20-CK				240466	04/09/20-CK	04/27/2020		USB04-20	58.64
				58.64	73011252 53110001069	PW/AMAZON/MASKS COVID19-SUPPLIES			
Invoice: 04/09/20-CK-A				240467	04/09/20-CK-A	04/27/2020		USB04-20	53.23
				53.23	73011252 53110001069	PW/AMAZON/MASKS COVID19-SUPPLIES			
Invoice: 04/09/20-CK-B				240468	04/09/20-CK-B	04/27/2020		USB04-20	572.09
				572.09	73011252 53110001069	PW/WALMART/MASKS COVID19-SUPPLIES			
Invoice: 04/09/20-CK-C				240469	04/09/20-CK-C	04/27/2020		USB04-20	13.79
				13.79	73011252 53110001069	PW/AMAZON/MASKS COVID19-SUPPLIES			
Invoice: 04/14/20-CK				240470	04/14/20-CK	04/27/2020		USB04-20	16.34
				16.34	73411345 549100	PW/ADOBE/PRO SUBX DUES/SUBSCRIPTIONS			
Invoice: 04/21/20-CK				240471	04/21/20-CK	04/27/2020		USB04-20	78.11
				78.11	73011252 53110001069	PW/AMAZON/PPE COVID19-SUPPLIES			
Invoice: 04/21/20-CK-A				240472	04/21/20-CK-A	04/27/2020		USB04-20	165.18
				165.18	73011252 53110001069	PW/JON DON/SUPPLIES COVID19-SUPPLIES			
Invoice: 04/27/20-CK				240473	04/27/20-CK	04/27/2020		USB04-20	31.26
				31.26	73011252 53110001069	PW/AMAZON/CLENAING SUPPLIES COVID19-SUPPLIES			



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JOURNAL ENTRIES TO BE CREATED

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CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2020	5		218								
APP	001-213000		05/20/2020	USB04-20	USBANK			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		12,597.30	
APP	635-111100		05/20/2020	USB04-20	USBANK			CASH AP CASH DISBURSEMENTS JOURNAL			16,884.51
APP	407-213000		05/20/2020	USB04-20	USBANK			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,834.66	
APP	401-213000		05/20/2020	USB04-20	USBANK			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		27.46	
APP	631-213000		05/20/2020	USB04-20	USBANK			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		425.09	
GENERAL LEDGER TOTAL										16,884.51	16,884.51
APP	631-130000		05/20/2020	USB04-20	USBANK			DUE TO/FROM CLEARING		16,459.42	
APP	001-130000		05/20/2020	USB04-20	USBANK			GENERAL - DUE TO/FROM CLEARING			12,597.30
APP	407-130000		05/20/2020	USB04-20	USBANK			DUE TO/FROM CLEARING			3,834.66
APP	401-130000		05/20/2020	USB04-20	USBANK			DUE TO/FROM CLEARING			27.46
SYSTEM GENERATED ENTRIES TOTAL										16,459.42	16,459.42
JOURNAL 2020/05/218 TOTAL										33,343.93	33,343.93

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2020 5	218	05/20/2020	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	12,597.30	12,597.30
				FUND TOTAL	12,597.30	12,597.30
401 WATER OPERATING FUND 401-130000 401-213000	2020 5	218	05/20/2020	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	27.46	27.46
				FUND TOTAL	27.46	27.46
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2020 5	218	05/20/2020	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,834.66	3,834.66
				FUND TOTAL	3,834.66	3,834.66
631 CLEARING FUND 631-130000 631-213000 635-111100	2020 5	218	05/20/2020	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	16,459.42 425.09	16,884.51
				FUND TOTAL	16,884.51	16,884.51

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CITY OF BAINBRIDGE ISLAND  
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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		12,597.30
401	WATER OPERATING FUND		27.46
407	BUILDING & DEVELOPMENT FUND		3,834.66
631	CLEARING FUND	16,459.42	
	TOTAL	16,459.42	16,459.42

\*\* END OF REPORT - Generated by Carrie L. Freitas \*\*



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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
353622	05/20/2020	PRTD	47 BAINBRIDGE DISPOSAL	240313	0000969128	04/30/2020	M052020	259.74
	Invoice: 0000969128			259.74	91011755	547900	SS/COMMONS DISP SVCS APR20 GG-C/E-COMMONS-GARBAGE	
							CHECK 353622 TOTAL:	259.74
353623	05/20/2020	PRTD	551 CENTURYLINK	240314	0225MAY20	05/02/2020	M052020	112.05
	Invoice: 0225MAY20			112.05	91011897	542100	O&M FIRE ALARM MONIT GG-C/E-O&M YARD FAC-PHONE	
	Invoice: 0456MAY20			240315	0456MAY20	05/02/2020	M052020	69.99
				69.99	91421891	542100	VILLAGE SEWER PUMP TELEM GG-SWR-FAC-PHONE	
	Invoice: 0754MAY20			240316	0754MAY20	05/02/2020	M052020	70.95
				70.95	91411891	542100	FLETCHER BAY WELL TELEM GG-WTR-FAC-PHONE	
	Invoice: 1745MAY20			240317	1745MAY20	05/02/2020	M052020	53.13
				53.13	91011189	542100	CH ELEVATOR SVC LINE GG-C/E-CITY HALL-PHONE	
	Invoice: 3736MAY20			240318	3736MAY20	05/02/2020	M052020	112.05
				112.05	91011189	542100	CH FIRE ALARM MONIT GG-C/E-CITY HALL-PHONE	
	Invoice: 5996MAY20			240319	5996MAY20	05/07/2020	M052020	86.04
				86.04	91011757	542100	E-PHONE @ WFP DOCK GG-GF-WFP DOCK-PHONE	
	Invoice: 5211MAY20			240320	5211MAY20	05/02/2020	M052020	199.32
				199.32	91011215	542100	POL PHN SVCS GG-C/E-PD-PHONE	
	Invoice: 8731MAY20			240321	8731MAY20	05/02/2020	M052020	55.10
				55.10	91011755	542100	COMMONS FIRE ALARM MONIT GG-C/E-COMMONS-PHONE	
	Invoice: 9136MAY20			240322	9136MAY20	05/02/2020	M052020	150.16
				150.16	91011189	542100	CH SECURITY ALARM MONIT GG-C/E-CITY HALL-PHONE	
	Invoice: 9791MAY20			240323	9791MAY20	05/02/2020	M052020	137.80
				137.80	91011215	542100	POL TI MANDUS GG-C/E-PD-PHONE	
	Invoice: 9840MAY20			240324	9840MAY20	05/02/2020	M052020	50.35
				50.35	91411891	542100	HEAD OF BAY WELL TELEM GG-WTR-FAC-PHONE	
				240325	9858MAY20	05/02/2020	M052020	50.35

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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: 9858MAY20				
	50.35 91411891 542100				
		SANDS AVE WELL TELEM			
		GG-WTR-FAC-PHONE			
	Invoice: 8832MAY20				
	240637 8832MAY20	05/04/2020		M052020	69.99
	69.99 91411891 542100	259 FERNCLIFF PRV TELEM			
		GG-WTR-FAC-PHONE			
	Invoice: 8832APR20-CR				
	240638 8832APR20-CR	05/04/2020		M052020	-69.99
	-69.99 91411891 542100	259 FERNCLIFF PRV TELEM-DBL		PMT	
		GG-WTR-FAC-PHONE			
			CHECK	353623 TOTAL:	1,147.29
353624	05/20/2020 PRTD				
	Invoice: 3319APR20				
	1205 PUGET SOUND ENERGY	240326 3319APR20		M052020	31.61
		31.61 73416345 547100			
		PW/CASEY ST WATER			
		CASEY STREET WTR-ELECTRICITY			
	Invoice: 9932APR20				
	240327 9932APR20	05/07/2020		M052020	10.43
	10.43 91011739 547100	184 WINSLOW WAY E			
		COMM EVENTS-ELECTRICITY			
	Invoice: 828APR20				
	240330 828APR20	05/01/2020		M052020	156.97
	156.97 91415345 547100	TAYLOR WELLS LID17 PH1			
		GG-ROCKAWAY BCH-UTILITIES			
	Invoice: IL3APR20				
	240331 IL3APR20	05/01/2020		M052020	29.36
	29.36 91111263 547100	ROUNDAABOUT HS/MADISON IMPR			
		GG-STRT-STREET LIGHTING-UTIL			
	Invoice: 647APR20				
	240332 647APR20	05/01/2020		M052020	43.86
	43.86 91111263 547100	ST LIGHTS/TRAFFIC CONTR			
		GG-STRT-STREET LIGHTING-UTIL			
	Invoice: IL9APR20				
	240333 IL9APR20	05/01/2020		M052020	107.19
	107.19 91111263 547100	MADISON AVE S			
		GG-STRT-STREET LIGHTING-UTIL			
	Invoice: 285APR20				
	240334 285APR20	05/01/2020		M052020	228.80
	228.80 91421355 547100	SPS NORTHTOWN/SPORTSMAN			
		GG-SWR-ELECTRIC			
	Invoice: 735APR20				
	240335 735APR20	05/01/2020		M052020	58.05
	58.05 91011768 547100	SHANNON DR/WFP DOCK			
		GG-C/E-PARKS-ELECTRIC			
	Invoice: 182APR20				
	240336 182APR20	05/01/2020		M052020	54.29
	54.29 91011255 547100	MUNI COURT METER E6			
		GG-C/E-COURT BLDG-ELECTRIC			
	Invoice: 058APR20				
	240337 058APR20	05/01/2020		M052020	53.1
		NE HIDDEN COVE SHOP			187

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				53.12 91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 973APR20				240338 973APR20	05/01/2020		M052020	73.36
				73.36 91415345 547100	OC RESERVOIR LID17 PH2			
					GG-ROCKAWAY BCH-UTILITIES			
Invoice: 558APR20				240339 558APR20	05/01/2020		M052020	2,487.97
				2,487.97 91011897 547100	7315 NE HIDDEN COVE RD			
					GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 336APR20				240340 336APR20	05/01/2020		M052020	110.14
				110.14 91421355 547100	SLS-9 ISLAND TERRACE			
					GG-SWR-ELECTRIC			
Invoice: IL11APR20				240341 IL11APR20	05/01/2020		M052020	20.62
				20.62 91111263 547100	ST LTS WW MAD TO 305			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: 520-330APR20				240342 520-330APR20	05/01/2020		M052020	24.21
				24.21 91011768 547100	210 WINSLOW WAY E IRRIGATION			
					GG-C/E-PARKS-ELECTRIC			
Invoice: 823APR20				240343 823APR20	05/01/2020		M052020	10.43
				10.43 91011768 547100	BRIEN DR N BOOTH EL PANEL			
					GG-C/E-PARKS-ELECTRIC			
Invoice: 682-B-APR20				240344 682-B-APR20	05/01/2020		M052020	28.14
				28.14 91111263 547100	MUNI PARKING LOT MADISON/MADRONA			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: 736APR20				240345 736APR20	05/01/2020		M052020	83.06
				83.06 91011768 547100	SHANNON DR/WFP RESTRM			
					GG-C/E-PARKS-ELECTRIC			
Invoice: 040-581APR20				240346 040-581APR20	05/01/2020		M052020	136.54
				136.54 91421355 547100	3900 HALLS HILL RD PUMP			
					GG-SWR-ELECTRIC			
Invoice: 884APR20				240347 884APR20	05/01/2020		M052020	91.79
				91.79 91421355 547100	SLS FERRY TERMINAL			
					GG-SWR-ELECTRIC			
Invoice: 111APR20				240348 111APR20	05/01/2020		M052020	421.95
				421.95 91011215 547100	POL STATION METER 2			
					GG-C/E-PD-ELECTRIC			
Invoice: 717APR20				240349 717APR20	05/01/2020		M052020	241.73
				241.73 91011215 547100	POL STATION METER 1			
					GG-C/E-PD-ELECTRIC			
Invoice: 520-374APR20				240350 520-374APR20	05/01/2020		M052020	56.3
					SIGNAL @ 108 OLY DR			188

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				56.33 91111264 547100	GG-STREET-TRAF	CONTROL-UTILITY		
Invoice: 520-136APR20				240351 520-136APR20	05/01/2020		M052020	1,517.49
				1,517.49 91411345 547100	HOB BOOSTER PUMP/WELL	GG-WTR-ELECTRIC		
Invoice: IL5APR20				240352 IL5APR20	05/01/2020		M052020	98.24
				98.24 91111263 547100	COMMODORE OFF HS @ OLY	GG-STRT-STREET LIGHTING-UTIL		
Invoice: 291APR20				240353 291APR20	05/01/2020		M052020	14.07
				14.07 91411345 547100	HEAD OF BAY WELL FIELD	GG-WTR-ELECTRIC		
Invoice: 031APR20				240354 031APR20	05/01/2020		M052020	146.87
				146.87 91421355 547100	SLS-6 LOVELL LOWER	GG-SWR-ELECTRIC		
Invoice: IL12APR20				240356 IL12APR20	05/01/2020		M052020	73.00
				73.00 91111263 547100	ST LIGHTS WW 305-FERNCLIFF	GG-STRT-STREET LIGHTING-UTIL		
Invoice: 573APR20				240357 573APR20	05/01/2020		M052020	12.47
				12.47 91411345 547100	COMMODORE/HS RESERVOIR	GG-WTR-ELECTRIC		
Invoice: 040-714APR20				240358 040-714APR20	05/01/2020		M052020	10.43
				10.43 91021182 547100	7095 NE TWIN PONDS RD	GG-OS-PROP MNGT-ELECTRIC		
Invoice: 206APR20				240359 206APR20	05/01/2020		M052020	382.52
				382.52 91421355 547100	4586 POINT WHITE DR NE	GG-SWR-ELECTRIC		
Invoice: 256APR20				240360 256APR20	05/01/2020		M052020	327.45
				327.45 91421355 547100	SLS-8 HWY 305/HARBORVIEW	GG-SWR-ELECTRIC		
Invoice: 636APR20				240361 636APR20	05/01/2020		M052020	92.80
				92.80 91421355 547100	SLS-7 WING PT WAY	GG-SWR-ELECTRIC		
Invoice: 888APR20				240362 888APR20	05/01/2020		M052020	180.55
				180.55 91411345 547100	NE HIGH SCHOOL ROAD PUMP	GG-WTR-ELECTRIC		
Invoice: 658APR20				240363 658APR20	05/01/2020		M052020	54.95
				54.95 91421355 547100	SLS-4 IRENE/LOWER HAWLEY	GG-SWR-ELECTRIC		
Invoice: 520-298APR20				240364 520-298APR20	05/01/2020		M052020	279.4
					SLS-5 WW/SUNDAY COVE			189

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				279.48 91421355 547100	GG-SWR-ELECTRIC			
Invoice: 640APR20				240365 640APR20	05/01/2020		M052020	14.11
				14.11 91011768 547100	BRIEN DR S/BOOTH EL PANEL			
					GG-C/E-PARKS-ELECTRIC			
Invoice: 983APR20				240366 983APR20	05/01/2020		M052020	11.37
				11.37 91111264 547100	MILLER RD NE BEACON			
					GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 067APR20				240367 067APR20	05/01/2020		M052020	10.43
				10.43 91111263 547100	MADISON PARKING LOT			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL7APR20				240368 IL7APR20	05/01/2020		M052020	73.12
				73.12 91111263 547100	MADISON PRJ HS TO WINSLOW II			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: 466APR20				240369 466APR20	05/01/2020		M052020	10.43
				10.43 91111264 547100	MADISON/HS RAINBRINGER			
					GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 093APR20				240370 093APR20	05/01/2020		M052020	2,707.34
				2,707.34 91411345 547100	FLETCHER BAY WELL FIELD			
					GG-WTR-ELECTRIC			
Invoice: 444APR20				240372 444APR20	05/01/2020		M052020	544.98
				544.98 91011755 547100	BI COMMONS			
					GG-C/E-COMMONS-ELECTRIC			
Invoice: 461APR20				240373 461APR20	05/01/2020		M052020	5,654.94
				5,654.94 91425358 547100	WWTP			
					GG-WWTP-ELECTRIC			
Invoice: WW&305APR20				240374 WW&305APR20	05/01/2020		M052020	545.22
				545.22 91111264 547100	WINSLOW WAY & 305			
					GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 831APR20				240375 831APR20	05/01/2020		M052020	3,387.34
				3,387.34 91411345 547100	SANDS AVE NE WELL FIELD			
					GG-WTR-ELECTRIC			
Invoice: 797APR20				240376 797APR20	05/01/2020		M052020	191.21
				191.21 91011255 547100	MUNI COURT METER E3			
					GG-C/E-COURT BLDG-ELECTRIC			
Invoice: 247APR20				240377 247APR20	05/01/2020		M052020	46.48
				46.48 91435838 547100	SSWM/DECANT FACILITY			
					GG-DECANT-ELECTRIC			
Invoice: 143APR20				240378 143APR20	05/01/2020		M052020	10.4
					REITAN RD/WELCOME TO BI			190

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				10.43 91111264 547100	GG-STREET-TRAF	CONTROL-UTILITY		
Invoice: IL1APR20				240379 IL1APR20	05/01/2020	M052020		215.78
				215.78 91111263 547100	ERICKSN/MDSN/WNSLW/KNTCHL			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: 710APR20				240380 710APR20	05/01/2020	M052020		210.11
				210.11 91421355 547100	SLS-2 VILLAGE CENTER			
					GG-SWR-ELECTRIC			
Invoice: 893APR20				240381 893APR20	05/01/2020	M052020		683.27
				683.27 91111263 547100	MUNI ST LIGHTING			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: 040-751APR20				240382 040-751APR20	05/01/2020	M052020		11.03
				11.03 91411345 547100	520 ERICKSEN AVE NE PRV			
					GG-WTR-ELECTRIC			
Invoice: SPRINGAPR20				240383 SPRINGAPR20	05/01/2020	M052020		50.98
				50.98 91111263 547100	SPRINGRIDGE RD/HANSEN HILL			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: LYNCTRAPR20				240384 LYNCTRAPR20	05/01/2020	M052020		84.04
				84.04 91111263 547100	4238 LYNWOOD CENTER RD			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: BKLYN&MADAPR20				240385 BKLYN&MADAPR20	05/01/2020	M052020		13.47
				13.47 91111263 547100	NEW BROOKLYN & MAD AVE			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: 2360-MADAPR20				240386 2360-MADAPR20	05/01/2020	M052020		13.47
				13.47 91111263 547100	2360 MAD AVE N-E ENTRANCE ST LT			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: MAD&ORDAPR20				240387 MAD&ORDAPR20	05/01/2020	M052020		13.47
				13.47 91111263 547100	MADISON AVE N.ORDWAY CROSS ST LT			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: BKLYN&NTOWNAPR20				240388 BKLYN&NTOWNAPR20	05/01/2020	M052020		13.47
				13.47 91111263 547100	N BROOKLYN & NTOWN ST LT			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: WING&AZALEAAPR20				240389 WING&AZALEAAPR20	05/01/2020	M052020		11.10
				11.10 91111263 547100	WING PT & AZAZLEA AVE ST LT			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: W.OFMAD-PH1APR20				240390 W.OFMAD-PH1APR20	05/01/2020	M052020		922.56
				922.56 91111263 547100	W. OF MADISON-BAINBRIDGE CO PH1			
					GG-STRT-STREET	LIGHTING-UTIL		
Invoice: E.OFMAD-PH2APR20				240391 E.OFMAD-PH2APR20	05/01/2020	M052020		1,813.5
					E. OF MADISON-BAINBRIDGE CO PH2			191

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC			
				1,813.57	91111263	547100			
							GG-STRT-STREET LIGHTING-UTIL		
Invoice: MAD&H.S.APR20				240392	MAD&H.S.APR20		05/01/2020	M052020	42.79
				42.79	91111263	547100	MADISON AVE/H.S. AVE-ST LT		
							GG-STRT-STREET LIGHTING-UTIL		
Invoice: 2665APR20				240393	2665APR20		05/01/2020	M052020	210.37
				210.37	91011768	547100	301 SHANNON DR SE		
							GG-C/E-PARKS-ELECTRIC		
Invoice: 2681APR20				240394	2681APR20		05/01/2020	M052020	10.43
				10.43	91011768	547100	BJUNE WFP BOOTH EL PANEL #4		
							GG-C/E-PARKS-ELECTRIC		
Invoice: 2996APR20				240395	2996APR20		05/01/2020	M052020	19.30
				19.30	91411345	547100	965 WEAVER RD NW		
							GG-WTR-ELECTRIC		
Invoice: 3010APR20				240396	3010APR20		05/01/2020	M052020	10.43
				10.43	91011768	547100	BJUNE WFP BOOTH EL PANEL #3		
							GG-C/E-PARKS-ELECTRIC		
Invoice: 3028APR20				240397	3028APR20		05/01/2020	M052020	11.76
				11.76	91011768	547100	BJUNE WFP BOOTH EL PANEL #2		
							GG-C/E-PARKS-ELECTRIC		
Invoice: 3044APR20				240398	3044APR20		05/01/2020	M052020	10.43
				10.43	91011739	547100	278 WINSLOW WAY E KIOSK		
							COMM EVENTS-ELECTRICITY		
Invoice: 3051APR20				240399	3051APR20		05/01/2020	M052020	10.83
				10.83	91011768	547100	BJUNE WFP BOOTH EL PANEL #1		
							GG-C/E-PARKS-ELECTRIC		
Invoice: 5760APR20				240400	5760APR20		05/01/2020	M052020	103.00
				103.00	91421355	547100	TRTMNT PLNT LS #3		
							GG-SWR-ELECTRIC		
Invoice: 0909APR20				240401	0909APR20		05/01/2020	M052020	287.47
				287.47	71011183	54710000724	8804 N MADISON		
							PD/COURT BLDG NON CAP-ELECTRIC		
Invoice: 120APR20				240402	120APR20		05/01/2020	M052020	37.53
				37.53	91111263	547100	220 OLY DR SE LIGHTS		
							GG-STRT-STREET LIGHTING-UTIL		
							CHECK	353624 TOTAL:	25,768.33
353625	05/20/2020	PRTD	1485 VERIZON WIRELESS	240328	9853750549		05/01/2020	M052020	805.8
			Invoice: 9853750549				CITYWIDE CELL SVCS		
				3,026.61	91011189	542100	GG-C/E-CITY HALL-PHONE		



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CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2020	5	223									
APP	001-213000		05/20/2020	M052020	052020			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		6,850.51	
APP	635-111100		05/20/2020	M052020	052020			CASH AP CASH DISBURSEMENTS JOURNAL			28,172.78
APP	402-213000		05/20/2020	M052020	052020			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		7,959.37	
APP	401-213000		05/20/2020	M052020	052020			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		8,283.18	
APP	101-213000		05/20/2020	M052020	052020			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		5,033.24	
APP	403-213000		05/20/2020	M052020	052020			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		46.48	
GENERAL LEDGER TOTAL										28,172.78	28,172.78
APP	631-130000		05/20/2020	M052020	052020			DUE TO/FROM CLEARING		28,172.78	
APP	001-130000		05/20/2020	M052020	052020			GENERAL - DUE TO/FROM CLEARING			6,850.51
APP	402-130000		05/20/2020	M052020	052020			DUE TO/FROM CLEARING			7,959.37
APP	401-130000		05/20/2020	M052020	052020			DUE TO/FROM CLEARING			8,283.18
APP	101-130000		05/20/2020	M052020	052020			STREETS - DUE TO/FROM CLEARING			5,033.24
APP	403-130000		05/20/2020	M052020	052020			DUE TO/FROM CLEARING			46.48
SYSTEM GENERATED ENTRIES TOTAL										28,172.78	28,172.78
JOURNAL 2020/05/223 TOTAL										56,345.56	56,345.56

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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2020 5	223	05/20/2020	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	6,850.51	6,850.51
				FUND TOTAL	6,850.51	6,850.51
101 STREET FUND 101-130000 101-213000	2020 5	223	05/20/2020	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	5,033.24	5,033.24
				FUND TOTAL	5,033.24	5,033.24
401 WATER OPERATING FUND 401-130000 401-213000	2020 5	223	05/20/2020	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	8,283.18	8,283.18
				FUND TOTAL	8,283.18	8,283.18
402 SEWER OPERATING FUND 402-130000 402-213000	2020 5	223	05/20/2020	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	7,959.37	7,959.37
				FUND TOTAL	7,959.37	7,959.37
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2020 5	223	05/20/2020	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	46.48	46.48
				FUND TOTAL	46.48	46.48
631 CLEARING FUND 631-130000 635-111100	2020 5	223	05/20/2020	DUE TO/FROM CLEARING CASH	28,172.78	28,172.78
				FUND TOTAL	28,172.78	28,172.78

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		6,850.51
101	STREET FUND		5,033.24
401	WATER OPERATING FUND		8,283.18
402	SEWER OPERATING FUND		7,959.37
403	STORM & SURFACE WATER FUND		46.48
631	CLEARING FUND		
		28,172.78	
	TOTAL	28,172.78	28,172.78

\*\* END OF REPORT - Generated by Carrie L. Freitas \*\*



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CITY OF BAINBRIDGE ISLAND  
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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
353627	05/27/2020	PRTD	5 ACE HARDWARE	240187	46471/1	04/30/2020	05/24/20	52.25
	Invoice: 46471/1					PW/STEEL FLAT SLOT (6)		
				52.25	73431832	53110000664	ST DOE SSWM-SUPPLIES	
	Invoice: 46473/1			240188	46473/1	04/30/2020	05/24/20	7.17
				7.17	73011755	531100	PW/HANDLES	
						O&M-COMMONS SUPPLIES		
	Invoice: 46475/1			240189	46475/1	05/01/2020	05/24/20	87.09
				87.09	73425358	531100	PW/DRILL BITS	
						O&M-WWTP-SUPPLIES		
	Invoice: 46479/1			240190	46479/1	05/04/2020	05/24/20	16.31
				16.31	73111423	531100	PW/BUCKETS, LIDS	
						OFFICE SUPPLIES		
	Invoice: 46481/1			240191	46481/1	05/04/2020	05/24/20	89.16
				89.16	73411345	531100	PW/PAINT, WINDOW CLNR, BUCKET	
						OFFICE SUPPLIES		
	Invoice: 46492/1			240297	46492/1	05/05/2020	05/24/20	153.51
				153.51	73411345	531100	PW/WATER MX SUPPLIES	
						OFFICE SUPPLIES		
	Invoice: 46513/1			240477	46513/1	05/07/2020	05/24/20	55.00
				55.00	73011897	531100	PW/PAINTER'S TAPE, SHOWERHEAD	
						O&M-C/E-PWY FAC-SUPPLIES		
	Invoice: 46514/1			240478	46514/1	05/07/2020	05/24/20	51.18
				51.18	73425358	531100	PW/MAINT SUPPLIES	
						O&M-WWTP-SUPPLIES		
	Invoice: 46521/1			240479	46521/1	05/08/2020	05/24/20	38.74
				38.74	73011897	531100	PW/MAINT SUPPLIES	
						O&M-C/E-PWY FAC-SUPPLIES		
	Invoice: 46532/1			240480	46532/1	05/11/2020	05/24/20	32.68
				32.68	73425358	531100	PW/WIRE BRUSH, DISH WASHER PODS	
						O&M-WWTP-SUPPLIES		
	Invoice: 46533/1			240566	46533/1	05/12/2020	05/24/20	78.43
				78.43	73411345	531100	PW/MAINTENANCE SUPPLIES	
						OFFICE SUPPLIES		
	Invoice: 46534/1			240567	46534/1	05/12/2020	05/24/20	17.42
				17.42	73011183	531100	PW/LIGHT BULBS	
						O&M-C/E-CH FAC-SUPPLIES		
	Invoice: 46552/1			240568	46552/1	05/13/2020	05/24/20	65.35
				65.35	73425358	531100	PW/MAINTENANCE SUPPLIES	
						O&M-WWTP-SUPPLIES		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 46569/1				240569 46569/1	05/14/2020		05/24/20	13.06
				13.06 51011215 531100	POL/HAND SOAP			
					POLICE - C/E FACIL	SUPPLIES		
Invoice: 46530/1				240582 46530/1	05/11/2020		05/24/20	52.20
				52.20 73411345 531100	PW/CONTAINER & LIDS			
					OFFICE SUPPLIES			
					CHECK	353627	TOTAL:	809.55
353628 05/27/2020 PRTD			8991 ALLIANCE 2020, INC	240192 575728	04/01/2020		05/24/20	136.36
Invoice: 575728				136.36 33011161 541100	HR/BACKGROUND CHECKS			
					HR-C/E-PROF SVCS			
					CHECK	353628	TOTAL:	136.36
353629 05/27/2020 PRTD			7166 AMERICAN MESSAGING	239686 W4104492UD	04/01/2020		05/24/20	93.52
Invoice: W4104492UD				93.52 73637891 542100	PW/MESSAGING SERVICES APR20			
					O&M - ALLOC FACIL	TELEPHONE		
Invoice: W4104492UC-A				239688 W4104492UC-A	03/01/2020		05/24/20	-93.67
				-93.67 73637891 542100	PW/OVRPYMNT INV W4104492UB			
					O&M - ALLOC FACIL	TELEPHONE		
Invoice: W4104492UE				240193 W4104492UE	05/01/2020		05/24/20	93.52
				93.52 73637891 542100	PW/MESSAGING SVCS MAY 20			
					O&M - ALLOC FACIL	TELEPHONE		
					CHECK	353629	TOTAL:	93.37
353630 05/27/2020 PRTD			4710 ASSOCIATED PETROLEU	240194 0193102-IN	04/21/2020		05/24/20	451.96
Invoice: 0193102-IN				451.96 73638893 531100	PW/278.30 GAL DIESEL			
					OFFICE SUPPLIES			
Invoice: 0193103-IN				240195 0193103-IN	04/21/2020		05/24/20	317.24
				317.24 73638932 532000	PW/248 GAL UNLEADED			
					O&M-FUEL ALLOC TO	OTH DEPTS		
Invoice: 0193579-IN				240196 0193579-IN	04/23/2020		05/24/20	241.08
				241.08 73638893 531100	PW/135 GAL DIESEL			
					OFFICE SUPPLIES			
Invoice: 0193580-IN				240198 0193580-IN	04/23/2020		05/24/20	288.70
				288.70 73638932 532000	PW/225 GAL UNLEADED			
					O&M-FUEL ALLOC TO	OTH DEPTS		
Invoice: 0196105-IN				240298 0196105-IN	04/28/2020		05/24/20	374.11
				374.16 73638932 532000	PW/225 GAL UNLEADED			
					O&M-FUEL ALLOC TO	OTH DEPTS		

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CASH ACCOUNT: 635		111100	CASH		VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME							
INVOICE DTL DESC										
					240482	0178276-IN	03/10/2020		05/24/20	81.96
					81.96	73638893 532000	PW/SHORT PD INVOICE			
							O&M-FUEL USE-ALLOCATION			
					240483	0196360-IN	04/30/2020		05/24/20	450.35
					450.35	73638893 532000	PW/322 GAL DIESEL			
							O&M-FUEL USE-ALLOCATION			
					240484	0196361-IN	04/30/2020		05/24/20	368.42
					368.42	73638932 532000	PW/268 FAL UNLEADED			
							O&M-FUEL ALLOC TO OTH DEPTS			
							CHECK	353630	TOTAL:	2,573.87
353631	05/27/2020	PRTD	7821 AUS WEST LOCKBOX		240199	1991733664	04/30/2020		05/24/20	58.49
			Invoice: 1991733664				PW/LAUNDRY SERVICE			
					58.49	73638893 589310	LAUNDRY SERVICES			
					240486	1991742484	05/07/2020		05/24/20	59.37
			Invoice: 1991742484				PW/LAUNDRY SERVICES			
					59.37	73638893 589310	LAUNDRY SERVICES			
							CHECK	353631	TOTAL:	117.86
353632	05/27/2020	PRTD	1235 AT&T ONENET SERVICE		240488	1271843871	05/01/2020		05/24/20	16.35
			Invoice: 1271843871				FIN/FAX LONG DIST			
					16.35	91011189 542100	GG-C/E-CITY HALL-PHONE			
					240489	1271852051	05/01/2020		05/24/20	1.29
			Invoice: 1271852051				PCD/FAX LONG DIST			
					1.29	91011189 542100	GG-C/E-CITY HALL-PHONE			
							CHECK	353632	TOTAL:	17.64
353633	05/27/2020	PRTD	4365 AUTOMATIC FUNDS TRAN		240200	BAIN2004983	04/30/2020		05/24/20	367.00
			Invoice: BAIN2004983				UB/PHN & WEB PMT SVCS			
					183.50	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
					183.50	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
							CHECK	353633	TOTAL:	367.00
353634	05/27/2020	PRTD	37 ASSOCIATION OF WA CI		240490	05-2020	05/01/2020		05/24/20	843.12
			Invoice: 05-2020				CRT/MAY 2020 COBRA DEGROEN			
					843.12	21011125 520000	COURT - BENEFITS			

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CASH ACCOUNT: 635  
CHECK NO CHK DATE

111100 CASH  
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
								CHECK 353634 TOTAL:	843.12
353635	05/27/2020	PRTD	55 SOUND PUBLISHING, IN	240491	7983110	04/30/2020		05/24/20	55.50
			Invoice: 7983110						
				55.50	51011191 544000				
								CHECK 353635 TOTAL:	55.50
353636	05/27/2020	PRTD	7179 BAINBRIDGE YOUTH SER	240492	Q1 2020	05/13/2020		05/24/20	12,813.00
			Invoice: Q1 2020						
				12,813.00	31017526 54110000297				
								CHECK 353636 TOTAL:	12,813.00
353637	05/27/2020	PRTD	57 BAY HAY & FEED	240493	1525848	05/11/2020		05/24/20	109.87
			Invoice: 1525848						
				109.87	73011189 531100				
								CHECK 353637 TOTAL:	109.87
353638	05/27/2020	PRTD	9481 RUSS BERG	240571	664837	05/01/2020		05/24/20	125.00
			Invoice: 664837						
				125.00	65438 386000				
								CHECK 353638 TOTAL:	125.00
353639	05/27/2020	PRTD	2265 BAINBRIDGE ISLAND LO	240511	COBI-0027	01/29/2020		05/24/20	16,930.50
			Invoice: COBI-0027						
				16,930.50	91140573 541100				
								CHECK 353639 TOTAL:	16,930.50
353640	05/27/2020	PRTD	7183 BI SPECIAL NEEDS FOU	240494	2610	05/13/2020		05/24/20	4,000.00
			Invoice: 2610						
				4,000.00	31017686 54110000297				
								CHECK 353640 TOTAL:	4,000.00
353641	05/27/2020	PRTD	64 BAINBRIDGE ISLAND AR	240202	1983	05/05/2020		05/24/20	2,000.00
			Invoice: 1983						
				2,000.00	31011732 54110000297				
								CHECK 353641 TOTAL:	2,000.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
353642	05/27/2020	PRTD	8890 BAINBRIDGE ISLAND	JA 240299	Q1 2020	05/04/2020	05/24/20	4,233.97
	Invoice: Q1 2020					2020-21 CULTURAL FUNDING: WEBS		
				4,233.97	31011732	54110000297	EX-GF-CULTURAL ARTS & SCIENCES	
						CHECK	353642 TOTAL:	4,233.97
353643	05/27/2020	PRTD	9262 BOULDER PARK INC	240572	3277	05/06/2020	05/24/20	9,231.21
	Invoice: 3277					BOIDOLIDS MANAGEMENT/DISPOSAL		
				9,231.21	73425358	54790100551	BIOSOLIDS WASTE DISPOSAL	
						CHECK	353643 TOTAL:	9,231.21
353644	05/27/2020	PRTD	9231 KARSTEN BOYSEN	240204	PMT 3	05/07/2020	05/24/20	250.00
	Invoice: PMT 3					EX/ARTWORK DISPLAY AGRMNT: DAPHNE		
				250.00	31024759	54110000877	SOMETHING NEW PH1-PROF SVCS	
						CHECK	353644 TOTAL:	250.00
353645	05/27/2020	PRTD	360 BUILDERS FIRSTSOURCE	240203	80926177	04/30/2020	05/24/20	53.94
	Invoice: 80926177					PW/POND MX SUPPLIES		
				53.94	73431832	53110000664	ST DOE SSWM-SUPPLIES	
	Invoice: 80955635							
				240205	80955635	05/04/2020	05/24/20	57.00
				57.00	73411345	531100	PW/WELL SITE MX SUPPLIES OFFICE SUPPLIES	
						CHECK	353645 TOTAL:	110.94
353646	05/27/2020	PRTD	9449 NEWCO INC.	240636	778363	05/06/2020	05/24/20	1,214.95
	Invoice: 778363					PW/SODIUM FLOURIDE		
				1,214.95	73411345	531100	OFFICE SUPPLIES	
						CHECK	353646 TOTAL:	1,214.95
353647	05/27/2020	PRTD	2495 CH2O INTERNATIONAL	240498	294827	05/07/2020	05/24/20	245.25
	Invoice: 294827					PW/CH SERVICE VISIT		
				245.25	73011183	548100	O&M-C/E-CH FAC-REPAIRS	
	Invoice: 294828							
				240499	294828	05/07/2020	05/24/20	109.00
				109.00	73011897	548100	PW/PW SVC VISIT O&M-C/E-PWYD FAC-REPAIRS	
						CHECK	353647 TOTAL:	354.25

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CASH ACCOUNT: 635		111100	CASH						NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
353648	05/27/2020	PRTD	8491 CHUCKALS, INC.	240500	1019570-0	04/24/2020		05/24/20	41.14
Invoice: 1019570-0				41.14	21011125 531100	CRT/OFFICE SUPPLIES			
						CHECK	353648	TOTAL:	41.14
353649	05/27/2020	PRTD	8435 COATES DESIGN INC	240403	124371	05/07/2020		05/24/20	26,058.72
Invoice: 124371				26,058.72	72311942 64110000724	DESIGN SERVICES-POLICE & COURT			
						PD/COURT BLDG-PROF SVCS/DESIGN			
						CHECK	353649	TOTAL:	26,058.72
353650	05/27/2020	PRTD	502 CORE & MAIN LP	240300	M275712	05/05/2020		05/24/20	57.47
Invoice: M275712				57.47	73411345 531100	PW/NUTS & WASHERS			
						OFFICE SUPPLIES			
						CHECK	353650	TOTAL:	57.47
353651	05/27/2020	PRTD	4950 CORRECT EQUIPMENT IN	240501	41568	05/13/2020		05/24/20	3,113.04
Invoice: 41568				3,113.04	73426355 54810000562	PW/GRINDER PUMP MAINT: PL BEACH			
						GRINDER PUMP MAINT CONTRACT			
Invoice: 41520				440.44	73426355 54810000562	PW/GRINDER PUMP MAINT: HIDDEN COVE		05/24/20	440.44
						GRINDER PUMP MAINT CONTRACT			
Invoice: 41560				894.52	73426355 54810000562	PW/GRINDER PUMP MX: PW SHOP		05/24/20	894.52
						GRINDER PUMP MAINT CONTRACT			
Invoice: 41581				3,099.98	73426355 54810000562	PW/GRINDER PUMP MX: ROCKAWAY		05/24/20	3,099.98
						GRINDER PUMP MAINT CONTRACT			
						CHECK	353651	TOTAL:	7,547.98
353652	05/27/2020	PRTD	5132 CRYSTAL SPRINGS	240502	522867 050620	05/06/2020		05/24/20	10.85
Invoice: 522867 050620				10.85	21011125 531100	CRT/WATER SVCS			
						COURT - SUPPLIES			
						CHECK	353652	TOTAL:	10.85
353653	05/27/2020	PRTD	6363 LN CURTIS & SONS	240503	INV387042	05/06/2020		05/24/20	118.94
Invoice: INV387042				118.94	51011211 531100	POL/ACCESSORIES: CLARK			
						PD-C/E-ADM-SUPPLIES			



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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK	353660	TOTAL:	54.00
353661	05/27/2020	PRTD	5781 EXTERMINATION SERVIC	240290 35063	04/10/2020		05/24/20	93.74
	Invoice: 35063			93.74 73011215 548100	PW/POL DEPT APRIL SVC			
					O&M-C/E-POLICE FAC-REPAIRS			
					CHECK	353661	TOTAL:	93.74
353662	05/27/2020	PRTD	212 FABRICARE 02 - PLANT	240573 05/02/2020	05/02/2020		05/24/20	148.73
	Invoice: 05/02/2020			59.06 51011211 520000	POL/LAUNDRY SERVICE			
				89.67 53011212 520000	PD-C/E ADMIN-BENEFITS			
					POLICE - C/E PATROL BENEFITS			
					CHECK	353662	TOTAL:	148.73
353663	05/27/2020	PRTD	1953 FERGUSON ENTERPRISES	240291 8129063-1	04/27/2020		05/24/20	300.44
	Invoice: 8129063-1			300.44 73011897 531100	PW/SVC SINK FAUCET			
					O&M-C/E-PWY FAC-SUPPLIES			
					CHECK	353663	TOTAL:	300.44
353664	05/27/2020	PRTD	1953 FERGUSON ENTERPRISES	240292 SC46100	04/30/2020		05/24/20	3.90
	Invoice: SC46100			3.90 73011189 549900	PW/APRIL SVC CHARGE			
					O&M-C/E-FAC-MISC			
	Invoice: SC46119			240293 SC46119	04/30/2020		05/24/20	9.99
				9.99 73011189 549900	PW/SVC CHARGE APRIL			
					O&M-C/E-FAC-MISC			
					CHECK	353664	TOTAL:	13.89
353665	05/27/2020	PRTD	8709 PLATFORM DESIGN LLC	240518 6-MARCH 2020	03/31/2020		05/24/20	4,569.00
	Invoice: 6-MARCH 2020			4,569.00 61011586 54110000930	ISLAND CENTER SUBAREA PLANNING			
					COMP PLAN IMPL-PROF SVCS			
					CHECK	353665	TOTAL:	4,569.00
353666	05/27/2020	PRTD	513 GRAINGER	240294 9518999074	04/30/2020		05/24/20	284.62
	Invoice: 9518999074			284.62 73425358 531100	PW/PULTRUDED GRATING			
					O&M-WWTP-SUPPLIES			
	Invoice: 9520870479			240295 9520870479	05/01/2020		05/24/20	204.99
				204.99 73425358 531100	PW/CABLE, WIRE ROPE SLEEVE			
					O&M-WWTP-SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 9521663543				240296 9521663543	05/04/2020		05/24/20	111.18
				111.18 73011252 53110001069		PW/SAFETY GLASSES COVID19-SUPPLIES		
Invoice: 9523603034				240301 9523603034	05/05/2020		05/24/20	209.25
				209.25 73411345 531100		PW/RESPIRATOR, CARTRIDGES OFFICE SUPPLIES		
Invoice: 9523928027				240302 9523928027	05/05/2020		05/24/20	74.60
				74.60 73411345 531100		PW/RESP CARTRIDGES OFFICE SUPPLIES		
Invoice: 9527100318				240505 9527100318	05/08/2020		05/24/20	118.45
				118.45 73425358 531100		PW/MAINT SUPPLIES O&M-WWTP-SUPPLIES		
						CHECK	353666 TOTAL:	1,003.09
353667 05/27/2020 PRTD Invoice: 1018265		1517	GUARDIAN SECURITY SY	240507 1018265	05/01/2020		05/24/20	47.96
				47.96 51011215 541100		POL/ALARM MONITORING POLICE - C/E FACIL PROF SVCS		
						CHECK	353667 TOTAL:	47.96
353668 05/27/2020 PRTD Invoice: 4621072		4850	HOME DEPOT CREDIT SE	240303 4621072	04/23/2020		05/24/20	35.81
				35.81 73411345 531100		PW/WATER MC SUPPLIES OFFICE SUPPLIES		
						CHECK	353668 TOTAL:	35.81
353669 05/27/2020 PRTD Invoice: 6840		268	HOUSING RESOURCES BO	240508 6840	04/21/2020		05/24/20	634.04
				634.04 31017592 54130100297		2019-20 COMMUNITY SERVICES FUN INDEPENDENT LIVING PRGM		
						CHECK	353669 TOTAL:	634.04
353670 05/27/2020 PRTD Invoice: 01120		318	KC ALCOHOLISM SPECIA	240304 01120	05/04/2020		05/24/20	1,869.97
				1,869.97 91011660 553000		Q1 2020 ALCOHOLISM SVCS EXEC - C/E DETOX		
						CHECK	353670 TOTAL:	1,869.97
353671 05/27/2020 PRTD Invoice: 479422		333	KITSAP COUNTY AUDITO	240509 479422	01/30/2020		05/24/20	111.50
				111.50 72431832 541100		ENG/WING PT EASEMENT PROFESSIONAL SERVICES		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK	353671	TOTAL:	111.50
353672	05/27/2020	PRTD	2306 KITSAP COUNTY PROSEC	240510	MAY20	05/04/2020	05/24/20	9,554.69
	Invoice: MAY20			9,554.69	32011521	541112	LEGAL/MAY2020 PROSECUTION SVCS LGL-OUTSIDE PROSECUTOR	
					CHECK	353672	TOTAL:	9,554.69
353673	05/27/2020	PRTD	1505 KITSAP COUNTY TREASU	240306	APR20	04/30/2020	05/24/20	22.05
	Invoice: APR20			15.05	41612860	586000	KC OUT COURT REMIT APR2020 CRIME VICTIMS-OUT	
				7.00	41613860	586000	COUNTY LAW LIB - DISB OUT	
					CHECK	353673	TOTAL:	22.05
353674	05/27/2020	PRTD	199 KITSAP ECONOMIC DEVE	240520	COBI-1Q-20	03/28/2020	05/24/20	2,500.00
	Invoice: COBI-1Q-20			2,500.00	31011586	54110000297	EX/ECONOMIC DEVEL Q1 EX-GF-ECON DEV PLANNING	
					CHECK	353674	TOTAL:	2,500.00
353675	05/27/2020	PRTD	1971 KELLEY CONNECT	240521	27036921	05/12/2020	05/24/20	239.26
	Invoice: 27036921			239.26	61470581	545000	PCD/COPIER LEASE PCD - DEV ADMIN RENTS & LEASES	
					CHECK	353675	TOTAL:	239.26
353676	05/27/2020	PRTD	8135 MIDWEST MOTOR SUPPLY	240574	7927492	05/07/2020	05/24/20	183.12
	Invoice: 7927492			183.12	73011252	53110001069	PW/DISINFECTANT COVID19-SUPPLIES	
					CHECK	353676	TOTAL:	183.12
353677	05/27/2020	PRTD	8546 KITSAP 911 PUBLIC AU	240576	BIPD2020-06	05/15/2020	05/24/20	12,192.74
	Invoice: BIPD2020-06			8,534.92	53011286	551000	POL/CALL CENTER SVCS JUN 2020 POLICE - C/E PATROL CENCOM	
				3,657.82	52011286	551000	POLICE - C/E - INVEST CENCOM	
					CHECK	353677	TOTAL:	12,192.74
353678	05/27/2020	PRTD	315 KITSAP HUMANE SOCIET	240522	1904	05/01/2020	05/24/20	5,936.50
	Invoice: 1904			5,936.50	91011393	541100	KITSAP HUMANE SOCIETY ANNUAL C FIN - C/E ANIMAL CONTROL FEES	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK	353678	TOTAL:	5,936.50
353679	05/27/2020	PRTD	579 KITSAP SUN	240523	0003310895	04/30/2020	05/24/20	55.84
			Invoice: 0003310895	55.84	11011113	544000	CC/VOLUNTEERS CIT ADV GROUPS COUNCIL - LEGAL NOTICES	
					CHECK	353679	TOTAL:	55.84
353680	05/27/2020	PRTD	309 KITSAP TIRE CENTER I	240575	INV048781	05/07/2020	05/24/20	81.75
			Invoice: INV048781	81.75	73431835	548100	PW/FLAT REPAIR VEH 6 REPAIRS & MAINTENANCE	
					CHECK	353680	TOTAL:	81.75
353681	05/27/2020	PRTD	7849 LAW OFFICE OF THOMAS	240481	MAY20	05/08/2020	05/24/20	4,484.38
			Invoice: MAY20	4,484.38	32011281	541113	LEGAL/PUB DEF SVCS MAY2020 LGL-PUBLIC DEFENDER	
					CHECK	353681	TOTAL:	4,484.38
353682	05/27/2020	PRTD	7987 LEGACY TELECOMMUNICA	240577	42958	05/06/2020	05/24/20	756.68
			Invoice: 42958	756.68	73421355	531100	PW/GENERATOR SVC: SAKAI WIN COLL-SUPPLIES	
			Invoice: 42959	240578	42959		05/06/2020	05/24/20
				776.95	73011183	531100	PW/GENERATOR SVC: CITY HALL O&M-C/E-CH FAC-SUPPLIES	776.95
			Invoice: 42960	240579	42960		05/06/2020	05/24/20
				1,126.19	73425358	531100	PW/GENERATOR SVC: WWTP O&M-WWTP-SUPPLIES	1,126.19
			Invoice: 42964	240580	42964		05/06/2020	05/24/20
				788.51	73411345	531100	PW/GENERATOR SVC: SANDS OFFICE SUPPLIES	788.51
			Invoice: 42974	240581	42974		05/07/2020	05/24/20
				788.51	73011897	531100	PW/GENERATOR SVC: PW SHOP O&M-C/E-PWY FAC-SUPPLIES	788.51
			Invoice: 42975	240583	42975		05/07/2020	05/24/20
				756.68	73011189	531100	PW/GENERATOR SERVICE: IZUZU O&M - C/E FACIL OFC SUPPLIES	756.68
			Invoice: 42976	240584	42976		05/07/2020	05/24/20
				776.95	73426355	531100	PW/PW/GENERATOR SERVICE: ROCKAWAY O&M-SIS-SUPPLIES	776.95

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 42977				240585	42977	05/07/2020	05/24/20	1,301.68
				1,301.68	73011256	53110000902	PW/GENERATOR SERVICE: SS 2018 STORM PREP-FAC GF-SUPPLY	
Invoice: 429995				240586	429995	05/08/2020	05/24/20	1,290.78
				1,290.78	73011256	53110000902	PW/GENERATOR SERVICE: ST BARNABUS 2018 STORM PREP-FAC GF-SUPPLY	
Invoice: 42996				240587	42996	05/08/2020	05/24/20	776.95
				776.95	73421355	531100	PW/GENERATOR SERVICE: HARBORVIEW DR WIN COLL-SUPPLIES	
Invoice: 42997				240588	42997	05/08/2020	05/24/20	776.95
				776.95	73421355	531100	PW/GENERATOR SERVICE: VILLAGE WIN COLL-SUPPLIES	
Invoice: 42998				240589	42998	05/12/2020	05/24/20	1,589.66
				1,589.66	73011256	53110000902	PW/GENERATOR SERVICE: ISLAND CHURCH 2018 STORM PREP-FAC GF-SUPPLY	
Invoice: 42999				240590	42999	05/12/2020	05/24/20	643.97
				643.97	73011897	531100	PW/GENERATOR SERVICE: PW SHOP O&M-C/E-PWY FAC-SUPPLIES	
							CHECK 353682 TOTAL:	12,150.46
353683	05/27/2020	PRTD	9411 THE LESSER-KNOWN PLA	240525	Q1,2020	05/13/2020	05/24/20	4,200.00
	Invoice: Q1,2020			4,200.00	31011732	54110000297	2020-21 CULTURAL FUNDING: OPER EX-GF-CULTURAL ARTS & SCIENCES	
							CHECK 353683 TOTAL:	4,200.00
353684	05/27/2020	PRTD	853 KATHRYN E MEYERS	240526	05/12/20	05/12/2020	05/24/20	240.00
	Invoice: 05/12/20			240.00	21011125	541210	CRT/4 HRS PRO TEMP COURT - JUDGE PRO TEMPORE SVCS	
							CHECK 353684 TOTAL:	240.00
353685	05/27/2020	PRTD	4214 MORRISON GRAVEL INC	240307	45937	04/26/2020	05/24/20	1,377.49
	Invoice: 45937			1,377.49	73011897	531100	PW/15.59 TON ROCK O&M-C/E-PWY FAC-SUPPLIES	
							CHECK 353685 TOTAL:	1,377.49
353686	05/27/2020	PRTD	9323 MURRAYSMITH, INC.	240528	19-2682.00-7	05/12/2020	05/24/20	10,928.90
	Invoice: 19-2682.00-7			10,928.90	72425352	54110001009	WWTP UPGRADES STUDY WWTP TERTIARY STUDY-PROF SVCS	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK		353686 TOTAL:	10,928.90
353687	05/27/2020	PRTD	2574 NATIONAL BARRICADE C	240308 286414	04/27/2020		05/24/20	2,872.13
	Invoice: 286414			2,872.13 73111264 531100	PW/STREET SIGNS			
					O&M-STREET-TRAF CONTROL-SUPPLY			
					CHECK		353687 TOTAL:	2,872.13
353688	05/27/2020	PRTD	8887 NCSI	240309 2183	05/01/2020		05/24/20	166.50
	Invoice: 2183			166.50 31011256 541100	EX/BACKGROUND CHECKS			
					EX-GF-EMERG PREP-PROF SVCS			
					CHECK		353688 TOTAL:	166.50
353689	05/27/2020	PRTD	9455 KATHERINE D. JENNING	240531 1124	04/28/2020		05/24/20	1,015.00
	Invoice: 1124			1,015.00 31011572 541100	EX/VIDEO PORTRAITS, MUSIC			
					EX-GF-OUTREACH-PROF SVCS			
					CHECK		353689 TOTAL:	1,015.00
353690	05/27/2020	PRTD	8613 BAINBRIDGE ISLAND PA	240532 Q1,2020	05/15/2020		05/24/20	1,310.58
	Invoice: Q1,2020			1,310.58 91140573 541100	2020 LTAC (TRILLIUM TRAIL FAMI			
					GG-TOUR-PROF SERVICES			
					CHECK		353690 TOTAL:	1,310.58
353691	05/27/2020	PRTD	9267 PAYGOV	240310 452	05/06/2020		05/24/20	703.26
	Invoice: 452			703.26 91011423 54110001069	FIN/CC FEES APR 2020			
					COVID19-CREDIT CARD PROC FEES			
				240591 471	05/19/2020		05/24/20	376.48
	Invoice: 471			376.48 91011423 54110001069	FIN/CC FEES MAR2020			
					COVID19-CREDIT CARD PROC FEES			
					CHECK		353691 TOTAL:	1,079.74
353692	05/27/2020	PRTD	7792 POLICE INVESTIGATIVE	240495 05/12/20	05/13/2020		05/24/20	100.00
	Invoice: 05/12/20			100.00 52015212 549900	POL/REPLENISH INVESTIG FUND			
					PD-INVESTIGATIVE-MISC			
					CHECK		353692 TOTAL:	100.00
353693	05/27/2020	PRTD	6989 POLICE EXECUTIVE RES	240533 4716	05/11/2020		05/24/20	150.00
	Invoice: 4716			150.00 51011211 549100	POL/ANNUAL DUES: CLARK			
					PD-C/E-ADM-DUES/SUBCR/MEMBRSH			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK	353693	TOTAL:	150.00
353694	05/27/2020	PRTD	8544 PHILANTHROPY NORTHWE	240534 TGP 3578	04/30/2020		05/24/20	1,200.00
					EX/CULTURAL FUNDING			
				1,200.00	31017572	54110000297	EX-COMMUNITY FUNDING RESOURCES	
					CHECK	353694	TOTAL:	1,200.00
353695	05/27/2020	PRTD	644 US POSTAL SERVICE	240535 BOX151	04/30/2020		05/24/20	106.00
					CRT/PO BOX FEE - 1 YR			
				106.00	21011125	545000	COURT - RENTS & LEASES - OPER	
					CHECK	353695	TOTAL:	106.00
353696	05/27/2020	PRTD	1205 PUGET SOUND ENERGY	240617 4376MAY20	05/18/2020		05/24/20	849.33
					MAY20 GREEN POWER CONTRACT			
				849.33	91011189	547101	ELECTRIC-GREEN POWER	
					CHECK	353696	TOTAL:	849.33
353697	05/27/2020	PRTD	9440 QBSI-XEROX	240536 IN2312790	04/27/2020		05/24/20	208.10
					CRT/COPIER LEASE			
				208.10	21011125	545000	COURT - RENTS & LEASES - OPER	
					CHECK	353697	TOTAL:	208.10
353698	05/27/2020	PRTD	7435 KAN MAN INC	240311 1913687	04/23/2020		05/24/20	180.00
					PW/EAGLE HARBOR CANS			
				180.00	73011768	545000	O&M-C/E-PARKS-OP LEASES	
					240312	1913688		
				90.00	73011768	545000	PW/CREOSOTE CAN O&M-C/E-PARKS-OP LEASES	90.00
					240414	1913689		
				90.00	73435838	545000	PW/VINCENT RD CAN O&M-DECANT-RENTS	90.00
					240415	1913690		
				90.00	73011897	545000	PW/HIDDEN COVE CAN O&M-C/E-PWYD FAC-RENTS	90.00
					CHECK	353698	TOTAL:	450.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
353699	05/27/2020	PRTD	8317 REID MIDDLETON, INC.	240537	2004091	04/30/2020	05/24/20	4,172.50
	Invoice: 2004091					PROFESSIONAL SVC-MCDONALD CREE		
				4,172.50	72433438	64110000823	EH@MCDONALD CR CULVERT-DES	
						CHECK	353699 TOTAL:	4,172.50
353700	05/27/2020	PRTD	408 ROLLING BAY COMMERC	240592	291501	04/26/2020	05/24/20	4,197.30
	Invoice: 291501					CRT/MAY RENT		
				4,197.30	21011125	545000	COURT - RENTS & LEASES - OPER	
						CHECK	353700 TOTAL:	4,197.30
353701	05/27/2020	PRTD	8744 SOUND PACIFIC CONSTR	240593	PAYREQ9-596	05/12/2020	05/24/20	7,127.63
	Invoice: PAYREQ9-596					OLYMPIC DRIVE NON MOTORIZED IM		
				7,127.63	72334953	66300000596	SR305-OLYMPIC NM-CONSTR	
						CHECK	353701 TOTAL:	7,127.63
353702	05/27/2020	PRTD	601 SOUND REPROGRAPHICS	240417	76373	02/25/2020	05/24/20	7.98
	Invoice: 76373					CC/NAME PLATE		
				7.98	11011113	544000	COUNCIL - LEGAL NOTICES	
	Invoice: 76931							
				240418	76931		03/24/2020	05/24/20
				201.78	72431835	53110001058	ENG/ANNUAL DRAINAGE PLAN SIGN 2020 ANNUAL DRAINAGE PROJ-SUPL	201.78
							CHECK	353702 TOTAL:
								209.76
353703	05/27/2020	PRTD	8132 SPECTRA LABORATORIES	240419	20-02591	04/30/2020	05/24/20	114.00
	Invoice: 20-02591					PW/BOD TESTING		
				114.00	73425358	54110000391	LAB & TESTING SVCS-WWTP	
	Invoice: 20-02714							
				240538	20-02714		05/07/2020	05/24/20
				211.60	73411345	54110000391	PW/ECOLI TESTING LAB SVCS-WATER	211.60
	Invoice: 20-02715							
				240539	20-02715		05/07/2020	05/24/20
				21.16	73415345	54110000391	PW/ECOLI TESTING LAB SVCS-WATER ROCKAWAY	21.16
	Invoice: 20-02716							
				240540	20-02716		05/07/2020	05/24/20
				42.32	73011897	54110000391	PW/ECOLI TESTING LAB SVCS-PWY FAC	42.32
	Invoice: 20-02756							
				240594	20-02756		05/12/2020	05/24/20
				114.00	73425358	54110000391	PW/BOD TESTING LAB & TESTING SVCS-WWTP	114.00



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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK	353707	TOTAL:	255.50
353708	05/27/2020	PRTD	6714 TOSHIBA FINANCIAL SE	240600 27046704	05/14/2020		05/24/20	234.42
	Invoice: 27046704			234.42 51011211 545000	POL/COPIER LEASE			
					PD-C/E-ADMIN RENTS/LEASE			
					CHECK	353708	TOTAL:	234.42
353709	05/27/2020	PRTD	6714 TOSHIBA FINANCIAL SE	240548 27036920	05/12/2020		05/24/20	353.16
	Invoice: 27036920			353.16 61470581 545000	PCD/COPIER LEASE			
					PCD - DEV ADMIN RENTS & LEASES			
					CHECK	353709	TOTAL:	353.16
353710	05/27/2020	PRTD	4245 TRAFFIC SAFETY SUPPL	240601 INV026149	05/06/2020		05/24/20	1,058.88
	Invoice: INV026149			1,058.88 990 141100	PW/REFLECTOR SLEEVES			
					MERCHANDISE			
					CHECK	353710	TOTAL:	1,058.88
353711	05/27/2020	PRTD	1152 USA BLUE BOOK	240549 224433	05/01/2020		05/24/20	53.18
	Invoice: 224433			53.18 73425358 531100	PW/LATEX GLOVES			
					O&M-WWTP-SUPPLIES			
	Invoice: 225037			240550 225037	PW/LATEX GLOVES		05/24/20	171.49
				171.49 73425358 531100	O&M-WWTP-SUPPLIES			
					CHECK	353711	TOTAL:	224.67
353712	05/27/2020	PRTD	553 UTILITIES UNDERGROUN	240551 0040113	04/30/2020		05/24/20	117.39
	Invoice: 0040113			117.39 73637893 54110000393	PW/EXCAVATION NOTICES			
					O&M ALLOC-LOCATING SVCS			
					CHECK	353712	TOTAL:	117.39
353713	05/27/2020	PRTD	1162 WASHINGTON AUDIOLOGY	240618 57460	03/31/2020		05/24/20	20.00
	Invoice: 57460			20.00 73637891 541100	PW/OCC HEALTH TESTING			
					PROFESSIONAL SERVICES			
					CHECK	353713	TOTAL:	20.00

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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

353714	05/27/2020	PRTD	4500 DEPARTMENT OF COMMER	240405	PWTF-253928	05/01/2020		05/24/20	21,353.57	
Invoice: PWTF-253928										
				20,434.04	91422235 77800000471	LOAN PR08-951-104 EHBM DESIGN				
				919.53	91422923 78300000471	BEACH MAIN REPL DES-PWTF PRIN				
						BEACH MAIN REPL DES-PWTF INT				
				240406	PWTF-254991	05/01/2020		05/24/20	304,937.50	
Invoice: PWTF-254991										
				297,500.00	91422235 77800000279	LOAN PW-04-691-002 SIS				
				7,437.50	91422923 78300000279	LID20 MAINT/OPS-FIN-PWTF PRIN				
						LID20 MAINT/OPS-FIN-PWTF INT				
				240407	PWTF-256717	05/01/2020		05/24/20	42,392.63	
Invoice: PWTF-256717										
				41,157.89	91432238 77800000176	LOAN OW-05-691-001 DECANT FAC CONSTR				
				1,234.74	91432923 78300000176	DECANT FAC-PRINCIPLE PWTF LOAN				
						DECANT FAC-INTEREST-PWTF LOAN				
				240408	PWTF-257455	05/01/2020		05/24/20	30,054.38	
Invoice: PWTF-257455										
				23,664.87	91242142 778000	LOAN PW08-951-075 DEC 2007 STORMS				
				6,389.51	91242242 783000	GG-2008PWTF-I/GPRIN-DEC07STORM				
						GG-2008PWTF-INT-DEC07 STORMS				
				240409	PWTF-257586	05/01/2020		05/24/20	21,614.69	
Invoice: PWTF-257586										
				21,087.50	91422235 77800000036	LOAN PW-04-691-PRE-108 WWTP DESIGN				
				527.19	91422923 78300000036	PRIN PYMT PWTF-WWTP PE				
						INTEREST EXP PWTF-WWTP PE				
				240410	PWTF-258422	05/01/2020		05/24/20	216,941.99	
Invoice: PWTF-258422										
				210,623.29	91422235 77800000086	LOAN PW-05-691-002 WWTP CONSTR#1				
				6,318.70	91422923 78300000086	WWTP CONSTR-PRIN-PWTF				
						WWTP 2011 LTGO & 2PWTF INT EXP				
				240411	PWTF-259913	05/01/2020		05/24/20	207,008.34	
Invoice: PWTF-259913										
				200,008.06	91422235 77800000086	LOAN PW-06-962-004 WWTP CONSTR#2				
				7,000.28	91422923 78300000086	WWTP CONSTR-PRIN-PWTF				
						WWTP 2011 LTGO & 2PWTF INT EXP				
				240412	PWTF-260395	05/01/2020		05/24/20	9,783.68	
Invoice: PWTF-260395										
				9,545.05	91432238 77800000176	LOAN PW-04-691-PRE-107 DECANT FAC DESIGN				
				238.63	91432923 78300000176	DECANT FAC-PRINCIPLE PWTF LOAN				
						DECANT FAC-INTEREST-PWTF LOAN				
				240413	PWTFNT-355255	05/01/2020		05/24/20	191,561.98	
Invoice: PWTFNT-355255										
				185,532.18	91422235 77800000471	LOAN PC13-961-046 EDBM CONSTR				
				6,029.80	91422923 78300000471	BEACH MAIN REPL DES-PWTF PRIN				
						BEACH MAIN REPL DES-PWTF INT				
								CHECK	353714 TOTAL:	1,045,648.76

353715 05/27/2020 PRTD  
Invoice: L136413

605 WA ST AUDITOR'S OFFI 240557 L136413  
2,607.02 91011423 541100

05/12/2020 05/24/20  
2019 FINANCIAL AUDIT  
FIN-C/E STATE AUDITOR

4,184.71

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				346.68	91111433	541100	FIN-STREET-STATE AUDITOR	
				181.85	91411341	541100	GG-WTR-ADM-PROF SVCS	
				503.79	91421351	541100	GG-SWR-ADM-PROF SVCS	
				205.10	91431383	541100	GG-SSWM-ADM-PROF SVCS	
				170.13	91470148	541100	FIN-DEV-STATE AUDITOR	
				170.13	91471148	541100	FIN-BLDG-STATE AUDITOR	
							CHECK 353715 TOTAL:	4,184.70
353716	05/27/2020	PRTD	4104 WA ST FERRIES	240554	RK345701		04/30/2020 05/24/20	55.90
			Invoice: RK345701				APR20 WAVE2GO FERRY CHARGES	
				47.25	53011212	543100	PATROL-TRAVEL/MEALS/LODGING	
				8.65	73011189	543100	O&M-FAC-TRAVEL/MEALS/LODGING	
							CHECK 353716 TOTAL:	55.90
353717	05/27/2020	PRTD	2251 WA ST TREASURER	240555	APR20 SBCC		04/30/2020 05/24/20	103.00
			Invoice: APR20 SBCC				WA ST OUT COURT REMIT SBCC	
				103.00	41652860	586000	SBCC BLDG.-OUT	
							04/30/2020 05/24/20	1,081.45
			Invoice: APR20				WA ST OUT COURT REMIT	
				435.13	41611860	586000	PSEA 60% OUT	
				173.82	41610860	586000	PSEA 30% OUT	
				17.56	41619860	586000	PSEA 3 - STATE DISB OUT	
				21.71	41616860	586000	THEFT PRV&TR BRAIN INJ-OUT	
				6.54	41616860	586000	THEFT PRV&TR BRAIN INJ-OUT	
				119.72	41614860	586000	JUDICIAL INFO SYST.-OUT	
				.12	41615860	586000	BREATH TEST-CUSTODIAL	
				.69	41615860	586000	BREATH TEST-CUSTODIAL	
				10.76	41618860	586000	TRAUMA CARE-OUT	
				102.68	41618860	586000	TRAUMA CARE-OUT	
				23.07	41618860	586000	TRAUMA CARE-OUT	
				131.31	41618860	586000	TRAUMA CARE-OUT	
				38.34	41615860	586961	STATE CRIME LAB	
							CHECK 353717 TOTAL:	1,184.45
353718	05/27/2020	PRTD	4513 WM CORPORATE SERVICE	240558	0036902-1048-3		05/01/2020 21900056 05/24/20	3,689.69
			Invoice: 0036902-1048-3				BIOSOLIDS LANDFILL DISPOSAL	
				3,689.69	73425358	54790100551	BIOSOLIDS WASTE DISPOSAL	
							CHECK 353718 TOTAL:	3,689.69
353719	05/27/2020	PRTD	5709 WEBCHECK INC	240559	6612		04/30/2020 05/24/20	130.80
			Invoice: 6612				FIN/APR 2020 WEBCHECK SVCS	
				65.40	43411341	541100	FIN - WATER ADMIN PROF SERVICE	
				65.40	43421351	541100	FIN - SEWER ADMIN PROF SERVICE	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
						CHECK	353719 TOTAL:	130.80
353720	05/27/2020	PRTD	8390 WEST HILLS FORD MAZD	240560 702562	04/28/2020		05/24/20	296.24
				296.24 53011212 531100		POL/VEH 199 MX		
						PD-C/E-PATROL SUPPLIES		
						CHECK	353720 TOTAL:	296.24
353721	05/27/2020	PRTD	2175 WEST SOUND WILDLIFE	240561 Q1-2020	04/10/2020		05/24/20	2,137.50
				2,137.50 91011393 541100		WILDLIFE CONTROL SVCS Q1 2020		
						FIN - C/E ANIMAL CONTROL FEES		
						CHECK	353721 TOTAL:	2,137.50
353722	05/27/2020	PRTD	499 WESTBAY AUTO PARTS I	240562 536731	04/24/2020		05/24/20	37.30
				37.30 990 141100		PW/FUEL FILTERS		
						MERCHANDISE		
				240563 537504	04/28/2020		05/24/20	125.24
				125.24 990 141100		PW/FUEL, OIL & AIR FILTERS		
						MERCHANDISE		
				240564 537536	04/28/2020		05/24/20	71.87
				71.87 73638935 531100		PW/GLOVES		
						O&M-STD ALLOCATION-SUPPLIES		
				240565 537758	04/29/2020		05/24/20	46.49
				46.49 990 141100		PW/OIL, FUEL, AIR FILTERS		
						MERCHANDISE		
				240602 525937	03/05/2020		05/24/20	10.36
				10.36 990 141100		PW/OIL FILTERS		
						MERCHANDISE		
				240604 527054	03/10/2020		05/24/20	108.42
				108.42 73425358 531100		PW/V-BELT		
						O&M-WWTP-SUPPLIES		
				240607 527152	03/11/2020		05/24/20	143.78
				143.78 990 141100		PW/FILTERS, COOLANT		
						MERCHANDISE		
				240608 527433	03/12/2020		05/24/20	10.36
				10.36 990 141100		PW/BUE DEF 2.5 GAL		
						MERCHANDISE		
				240609 327434	03/12/2020		05/24/20	58.7
						PW/GLOVES		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				58.79 73638935 531100		O&M-STD ALLOCATION-SUPPLIES		
Invoice: 527528				240610 527528	03/12/2020		05/24/20	10.36
				10.36 990 141100		PW/OIL FILTERS MERCHANDISE		
Invoice: 530148				240611 530148	03/24/2020		05/24/20	174.68
				174.68 73638935 531100		PW/ALTERNATOR O&M-STD ALLOCATION-SUPPLIES		
Invoice: 530163				240612 530163	03/24/2020		05/24/20	19.75
				19.75 990 141100		PW/SERPENTINE BELT MERCHANDISE		
Invoice: 530421				240613 530421	03/25/2020		05/24/20	163.50
				10.22 990 141100		PW/OIL, GREASE CART MERCHANDISE		
				153.28 73638935 531100		O&M-STD ALLOCATION-SUPPLIES		
Invoice: 530533				240614 530533	03/25/2020		05/24/20	327.00
				327.00 73638935 531100		PW/4650R REVERSEWISE 6.5 O&M-STD ALLOCATION-SUPPLIES		
Invoice: 531872				240615 531872	04/02/2020		05/24/20	23.29
				23.29 990 141100		PW/OIL, AIR FILTERS MERCHANDISE		
Invoice: 537747				240619 537747	04/30/2020		05/24/20	31.99
				31.99 990 141100		PW/OIL FILTER MERCHANDISE		
Invoice: 537856				240620 537856	04/29/2020		05/24/20	27.85
				27.85 990 141100		PW/FUEL WATER, OIL FILTER MERCHANDISE		
Invoice: 537866				240621 537866	04/29/2020		05/24/20	39.86
				39.86 990 141100		PW/AIR, FUEL FILTERS MERCHANDISE		
Invoice: 537871				240622 537871	04/29/2020		05/24/20	127.81
				127.81 990 141100		PW/FILTERS MERCHANDISE		
Invoice: 538373				240623 538373	04/29/2020		05/24/20	27.85
				27.85 990 141100		PW/FILTERS MERCHANDISE		
Invoice: 538376				240624 538376	05/01/2020		05/24/20	27.54
				27.54 990 141100		PW/FILTER, SPARK PLUGS MERCHANDISE		
				240625 539049	05/01/2020		05/24/20	10.25

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 539049				10.25 73638935 531100				
					PW/ELECT CONNECTOR			
					O&M-STD ALLOCATION-SUPPLIES			
Invoice: 539153				240626 539153		05/01/2020	05/24/20	80.41
				74.96 990 141100	PW/FUEL PRIMER, FILTERS			
				5.45 73638935 531100	MERCHANDISE			
					O&M-STD ALLOCATION-SUPPLIES			
Invoice: 539497				240627 539497		05/06/2020	05/24/20	126.57
				126.57 73638935 531100	PW/SHIELDING CUP, REPL TIP			
					O&M-STD ALLOCATION-SUPPLIES			
Invoice: 539630				240628 539630		05/06/2020	05/24/20	31.28
				31.28 990 141100	PW/LAMP, OIL FILTER			
					MERCHANDISE			
Invoice: 539723				240629 539723		05/06/2020	05/24/20	37.53
				17.50 990 141100	PW/JET TORCH, FILTERS			
				20.03 73638935 531100	MERCHANDISE			
					O&M-STD ALLOCATION-SUPPLIES			
Invoice: 540006				240630 540006		05/08/2020	05/24/20	20.03
				20.03 73638935 531100	PW/JET TORCH			
					O&M-STD ALLOCATION-SUPPLIES			
					CHECK	353722	TOTAL:	1,920.16
353723 05/27/2020 PRTD	9478 WETLAND RESOURCES		240632	20042-0420		05/01/2020	05/24/20	375.00
Invoice: 20042-0420					ENG/CRIT AREA STUDY			
				375.00 72311942 64110000724	PD/COURT BLDG-PROF SVCS/DESIGN			
					CHECK	353723	TOTAL:	375.00
353724 05/27/2020 PRTD	522 WA ST DEPT OF TRANSP		240633	RE-313-ATB00316142		03/16/2020	05/24/20	930.12
Invoice: RE-313-ATB00316142					ENG/PROJECT MANAGEMENT			
				930.12 72334951 64110000596	SR305-OLYMPIC NM-ENG/DESIGN			
					CHECK	353724	TOTAL:	930.12
353725 05/27/2020 PRTD	2607 ZEE MEDICAL SERVICE		240634	68398765		04/06/2020	05/24/20	114.44
Invoice: 68398765					PW/WWTP FIRST AIR RESTOCK			
				114.44 73637891 531100	OFFICE SUPPLIES			
Invoice: 68398913				240635 68398913		05/06/2020	05/24/20	176.95
				176.95 73637891 531100	PW/FIRST AID RESTOCK			
					OFFICE SUPPLIES			

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		CHECK	353725	TOTAL:	291.39
NUMBER OF CHECKS	99	*** CASH ACCOUNT TOTAL ***			1,256,689.11
			<u>COUNT</u>	<u>AMOUNT</u>	
TOTAL PRINTED CHECKS			99	1,256,689.11	
		*** GRAND TOTAL ***			1,256,689.11

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JOURNAL ENTRIES TO BE CREATED

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CLERK: cfreitas

YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2020	5	224									
APP	403-213000		05/27/2020	05/24/20	052720			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		57,203.36	
APP	635-111100		05/27/2020	05/24/20	052720			CASH AP CASH DISBURSEMENTS JOURNAL			1,256,689.11
APP	001-213000		05/27/2020	05/24/20	052720			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		98,677.47	
APP	402-213000		05/27/2020	05/24/20	052720			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,002,087.71	
APP	101-213000		05/27/2020	05/24/20	052720			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,857.67	
APP	401-213000		05/27/2020	05/24/20	052720			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,599.52	
APP	631-213000		05/27/2020	05/24/20	052720			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		4,255.60	
APP	650-213000		05/27/2020	05/24/20	052720			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,331.50	
APP	104-213000		05/27/2020	05/24/20	052720			CIVIC IMPR - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		18,241.08	
APP	301-213000		05/27/2020	05/24/20	052720			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		34,545.47	
APP	407-213000		05/27/2020	05/24/20	052720			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		932.68	
APP	901-213000		05/27/2020	05/24/20	052720			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,902.67	
APP	201-213000		05/27/2020	05/24/20	052720			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		30,054.38	
GENERAL LEDGER TOTAL										1,256,689.11	1,256,689.11
APP	631-130000		05/27/2020	05/24/20	052720			DUE TO/FROM CLEARING		1,252,433.51	
APP	403-130000		05/27/2020	05/24/20	052720			DUE TO/FROM CLEARING			57,203.36
APP	001-130000		05/27/2020	05/24/20	052720			GENERAL - DUE TO/FROM CLEARING		98,677.47	
APP	402-130000		05/27/2020	05/24/20	052720			DUE TO/FROM CLEARING			1,002,087.71
APP	101-130000		05/27/2020	05/24/20	052720			STREETS - DUE TO/FROM CLEARING		3,857.67	
APP	401-130000		05/27/2020	05/24/20	052720			DUE TO/FROM CLEARING		3,599.52	
APP	650-130000		05/27/2020	05/24/20	052720			DUE TO/FROM CLEARING		1,331.50	
APP	104-130000		05/27/2020	05/24/20	052720			CIVIC IMPR DUE TO/FROM CLEAR'G		18,241.08	
APP	301-130000		05/27/2020	05/24/20	052720			DUE TO/FROM CLEARING		34,545.47	

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JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
APP 407-130000		05/27/2020	05/24/20	052720			DUE TO/FROM CLEARING			932.68
APP 901-130000		05/27/2020	05/24/20	052720			DUE TO/FROM CLEARING			1,902.67
APP 201-130000		05/27/2020	05/24/20	052720			DUE TO/FROM CLEARING			30,054.38
		05/27/2020	05/24/20	052720						
SYSTEM GENERATED ENTRIES TOTAL									1,252,433.51	1,252,433.51
JOURNAL 2020/05/224 TOTAL									2,509,122.62	2,509,122.62

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CITY OF BAINBRIDGE ISLAND  
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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2020 5	224	05/27/2020	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	98,677.47	98,677.47
				FUND TOTAL	98,677.47	98,677.47
101 STREET FUND 101-130000 101-213000	2020 5	224	05/27/2020	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	3,857.67	3,857.67
				FUND TOTAL	3,857.67	3,857.67
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2020 5	224	05/27/2020	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	18,241.08	18,241.08
				FUND TOTAL	18,241.08	18,241.08
201 GO BOND FUND 201-130000 201-213000	2020 5	224	05/27/2020	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	30,054.38	30,054.38
				FUND TOTAL	30,054.38	30,054.38
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2020 5	224	05/27/2020	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	34,545.47	34,545.47
				FUND TOTAL	34,545.47	34,545.47
401 WATER OPERATING FUND 401-130000 401-213000	2020 5	224	05/27/2020	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,599.52	3,599.52
				FUND TOTAL	3,599.52	3,599.52
402 SEWER OPERATING FUND 402-130000 402-213000	2020 5	224	05/27/2020	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,002,087.71	1,002,087.71
				FUND TOTAL	1,002,087.71	1,002,087.71
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2020 5	224	05/27/2020	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	57,203.36	57,203.36
				FUND TOTAL	57,203.36	57,203.36
407 BUILDING & DEVELOPMENT FUND	2020 5	224	05/27/2020			

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
407-130000				DUE TO/FROM CLEARING		932.68
407-213000				ACCOUNTS PAYABLE	932.68	
				FUND TOTAL	932.68	932.68
631 CLEARING FUND	2020 5	224	05/27/2020			
631-130000				DUE TO/FROM CLEARING	1,252,433.51	
631-213000				ACCOUNTS PAYABLE	4,255.60	
635-111100				CASH		1,256,689.11
				FUND TOTAL	1,256,689.11	1,256,689.11
650 AGENCY FUND	2020 5	224	05/27/2020			
650-130000				DUE TO/FROM CLEARING		1,331.50
650-213000				ACCOUNTS PAYABLE	1,331.50	
				FUND TOTAL	1,331.50	1,331.50
901 CITY-WIDE REPORTING FUND	2020 5	224	05/27/2020			
901-130000				DUE TO/FROM CLEARING		1,902.67
901-213000				ACCOUNTS PAYABLE	1,902.67	
				FUND TOTAL	1,902.67	1,902.67

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A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		98,677.47
101	STREET FUND		3,857.67
104	CIVIC IMPROVEMENT FUND		18,241.08
201	GO BOND FUND		30,054.38
301	CAPITAL CONSTRUCTION FUND		34,545.47
401	WATER OPERATING FUND		3,599.52
402	SEWER OPERATING FUND		1,002,087.71
403	STORM & SURFACE WATER FUND		57,203.36
407	BUILDING & DEVELOPMENT FUND		932.68
631	CLEARING FUND	1,252,433.51	
650	AGENCY FUND		1,331.50
901	CITY-WIDE REPORTING FUND		1,902.67
	TOTAL	1,252,433.51	1,252,433.51

\*\* END OF REPORT - Generated by Carrie L. Freitas \*\*



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:**

**AGENDA ITEM:** Special City Council Meeting Minutes, May 5, 2020

**SUMMARY:** Consider approval of meeting minutes.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve with Consent Agenda.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Special City Council Meeting Minutes, May 5, 2020.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING  
TUESDAY, MAY 5, 2020

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL/AGENDA APPROVAL/CONFLICTS OF INTEREST

Deputy Mayor Nassar called the meeting to order at 4:03 p.m. on the Zoom webinar platform.

Deputy Mayor Nassar, Mayor Schneider and Councilmembers Deets, Hytopoulos, Medina and Pollock were present on the video conference.

Councilmember Deets asked to add a new item Safe Streets pilot project for Grow Avenue, and Mayor Schneider seconded the request. Deputy Mayor Nassar asked to add For Good of the Order, and there were no objections.

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

Councilmember Pollock said he would recuse himself from voting for Council candidate Lisa Neal because she had contributed to his campaign.

2) APPROVAL OF PROCESS

**2.A Approval of Voting Process - Mayor Schneider**

[Cover Page](#)

[2020 City Council Appointment Voting Process - May 5.docx](#)

Mayor Schneider introduced the agenda item.

**MOTION:** I move that the Council utilize the process as described to narrow the pool of candidates for the vacant Council position to a set of finalists that will be considered for appointment by the Council at the May 11, 2020 Council meeting. By voting for this motion, I am voting to approve the finalists that are determined by utilizing this process based on the point system as described.

**Schneider/Pollock:** The motion carried unanimously, 6 – 0.

**AYES:** Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

3) COUNCIL CANDIDATE REMARKS

**3.A Applications of the Council Candidates**

[Cover Page](#)

[Council Vacancy Application\\_Ashley Mathews\\_Redacted.pdf](#)

[Council Vacancy Application\\_Chris Snow\\_Redacted.pdf](#)

[Council Vacancy Application\\_Christy Carr\\_Redacted.pdf](#)

[Council Vacancy Application\\_Denise Kulak\\_Redacted.pdf](#)

[Council Vacancy Application\\_James Halbrook\\_Redacted.pdf](#)

[Council Vacancy Application\\_John Ogden\\_Redacted.pdf](#)

[Council Vacancy Application\\_John Sloat\\_Redacted.pdf](#)

[Council Vacancy Application\\_Lisa Neal\\_Redacted.pdf](#)

[Council Vacancy Application\\_Thomas Hemphill\\_Redacted.pdf](#)

Each Council candidate provided remarks.

4) QUESTIONS AND ANSWERS WITH THE COUNCIL CANDIDATES

Each Council candidate responded to a question from each Councilmember.

Council adjourned for a 10-minute break at 8:36 p.m.

5) EXECUTIVE SESSION

**5.A Pursuant to RCW 42.30.110(1)(h) to evaluate the qualifications of a candidate for appointment to elective office.**

[Cover Page](#)

Deputy Mayor Nassar announced that Council would adjourn to an executive session at 8:45 p.m. pursuant to RCW 42.30.110(1)(h), following the break. Council returned from executive session at 8:56 p.m., and Deputy Mayor Nassar reconvened the meeting.

6) NOMINATIONS AND SELECTION OF FINALISTS

Deputy City Attorney Sepler reviewed the nomination and selection process. Each Councilmember announced their top three candidates, and Deputy City Attorney Sepler tallied the votes.

Councilmember Deets selected Christy Carr (1<sup>st</sup>), Ashley Mathews (2<sup>nd</sup>), and Denise Kulak (3<sup>rd</sup>)

Councilmember Hytopoulos selected Christy Carr (1<sup>st</sup>), Ashley Mathews (2<sup>nd</sup>), and Denise Kulak (3<sup>rd</sup>)

Councilmember Medina selected John Sloat (1<sup>st</sup>), Christy Carr (2<sup>nd</sup>), and Ashley Mathews (3<sup>rd</sup>)

Mayor Schneider selected Christy Carr (1<sup>st</sup>), John Sloat (2<sup>nd</sup>), and John Ogden (3<sup>rd</sup>)

Councilmember Pollock selected Christy Carr (1<sup>st</sup>), James Halbrook (2<sup>nd</sup>), and Denise Kulak (3<sup>rd</sup>)

Deputy Mayor Nassar selected Christy Carr (1<sup>st</sup>), Lisa Neal (2<sup>nd</sup>), and James Halbrook (3<sup>rd</sup>)

Council discussed next steps.

**MOTION:** I move we adjourn to an executive session to discuss finalists for the Council position.

**Schneider/Pollock:** The motion carried unanimously, 6 – 0.

**AYES:** Deets, Hytopoulos, Medina, Nassar, Pollock, Schneider  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** None

Deputy Mayor adjourned the meeting to an executive session at 9:15 p.m. pursuant to RCW 42.30.110(1)(h). Council returned from executive session at 9:31 p.m., and Deputy Mayor Nassar reconvened the meeting.

Following the executive session, Councilmembers completed the ranking of the top finalists and unanimously selected Christy Carr to fill the South Ward Council vacancy. Council indicated that they will finalize the appointment at the Council meeting on May 12, 2020.

7) PLAN/CONFIRM MAY 11, 2020 MEETING STRUCTURE

City Manager Smith reviewed the proposed next steps and noted that there is no longer a need for the May 11, 2020 meeting.

8) SAFE STREETS [ADDED]

Councilmember Deets provided information on the Safe Streets pilot project on Grow Avenue, and Council discussed the project.

9) ADJOURNMENT

Deputy Mayor Nassar adjourned the meeting at 9:55 p.m.

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Leslie Schneider, Mayor

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Christine Brown, CMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:**

**AGENDA ITEM:** Special City Council Meeting Minutes, May 12, 2020

**SUMMARY:** Consider approval of meeting minutes.

**AGENDA CATEGORY:** Consent Agenda

**PROPOSED BY:** Executive

**RECOMMENDED MOTION:** Approve with Consent Agenda.

**STRATEGIC PRIORITY:** Good Governance

**FISCAL IMPACT:**

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

**BACKGROUND:**

**ATTACHMENTS:**

[Special City Council Meeting Minutes May 12, 2020.pdf](#)

**FISCAL DETAILS:**

**Fund Name(s):**

**Coding:**



CITY OF  
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING  
TUESDAY, MAY 12, 2020

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Schneider called the meeting to order at 5:01 p.m. on the Zoom webinar platform.

Mayor Schneider, Deputy Mayor Nassar, and Councilmembers Deets, Hytopoulos, Medina and Pollock participated in the video conference.

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 Schneider adjourned the meeting to an executive session pursuant to RCW 42.30.110(1)(i). Council extended the executive session until 5:50 p.m.

Council returned from executive session, and Mayor Schneider reconvened the meeting at 5:55 p.m.

3) APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE

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

4) PUBLIC COMMENT

**4.A Instructions for Providing Public Comment in Remote Meetings - City Clerk**  
Cover Page  
Instructions for Providing Public Comment at Remote Meetings.docx

**Public Comment**

Beth Morgan, Urban Bainbridge, spoke in favor of storage facilities.

5) [MAYOR'S REPORT](#)

Mayor Schneider thanked all the candidates who applied for the South Ward position, noted International Nurses Day, and commented on the the Safe Streets pilot project.

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

City Manager Smith provided an update on the City's COVID-19 response.

7) [APPOINTMENT](#)

**7.A [Appointment of Candidate to Fill the District 3, South Ward Council Vacancy - Mayor Schneider](#)**  
[Cover Page](#)

Mayor Schneider introduced the agenda item.

**MOTION:** I move to appoint Christy Carr to the District 3, South Ward City Council position.

**Pollock/Deets:** The motion carried unanimously, 6 – 0.

**AYES:** Deets, Hytopoulos, Nassar, Pollock, Schneider, Medina

**NOES:** None

**ABSENT:** None

**ABSTAIN:** None

8) [FUTURE COUNCIL AGENDAS](#)

**8.A [Future Council Agendas](#)**  
[Cover Page](#)  
[Special City Council Meeting May 19, 2020.pdf](#)

Council discussed future Council agendas.

Mayor Schneider moved and Councilmember Medina seconded to add a policy discussion on Councilmember participation in committee meetings to the next agenda. It was approved by unanimous consent.

Councilmember Hytopoulos asked to have City Attorney Levan address concerns about executive sessions at the next meeting. Councilmember Pollock seconded the request, and it was approved by unanimous consent.

Deputy Mayor Nassar asked and Councilmember Pollock seconded to add a draft resolution on COVID-19 under Council Discussion at a future meeting.

Deputy Mayor Nassar will provide a report on her Zoom meeting on the Winslow Hotel project under Committee Reports at the May 19, 2020 Council meeting.

City Manager Smith asked Council for input on the structure of upcoming meetings. Council agreed to return to the regular 6:00 p.m. start time for the June Council meetings.

9) PUBLIC HEARING

[Cover Page](#)

[Ordinance No. 2020-12 Extending the Moratorium on Self-Service Storage Facilities](#)

[Ordinance No. 2019-40 Adopting a Moratorium on Self-Storage Facilities Approved 112619.pdf](#)

Mayor Schneider introduced the agenda item. Mayor Schneider opened the public hearing at 7:10 p.m.

**Public Comment**

Ron Peltier spoke in favor of the moratorium.

Beth Morgan spoke against the extension of the moratorium.

Mayor Schneider closed the public hearing at 7:16 p.m.

Councilmember Medina recused himself from this discussion because his foundation (Kitsap Community Foundation) is involved with employees of Bainbridge Self Storage and their fundraising efforts.

Planning Director Wright provided information on the proposed timing for the workplan discussion and options.

City Attorney Levan suggested Council make a motion to approve the ordinance, and then he would propose amendments to the ordinance for Council's consideration.

**MOTION:** I move to adopt Ordinance No. 2020-12 and the attached work plan as amended to extend the moratorium related to certain self-service storage facilities for an additional six months to November 26, 2020.

**Deets/Nassar:** The motion carried, 4 – 1, following approval of the motions below.

**AYES:** Deets, Hytopoulos, Nassar, Pollock

**NOES:** Schneider

**ABSENT:** None

**ABSTAIN:** Medina

**MOTION:** I move to adopt option 2 into the ordinance.

**Deets/Nassar:** The motion carried 5-0.

**AYES:** Deets, Hytopoulos, Nassar, Pollock

**NOES:** Schneider

**ABSENT:** None

**ABSTAIN:** Medina

**MOTION:** City Attorney Levan proposed to amend the ordinance with the addition in bold: On page 2 of the ordinance, 17<sup>th</sup> WHEREAS clause; to read: at that April 28, 2020 meeting, the City Council, based on public comment and Council discussion, directed the City Manager to amend the moratorium to exempt projects that are partially constructed and/or at some point built **because the Council did not intend for the moratorium to apply to such projects, and this ordinance includes an exemption to meet the Council's intent in that regard; and...**

**Pollock/Deets:** The motion carried, 5 – 0.

**AYES:** Deets, Hytopoulos, Nassar, Pollock, Schneider  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** Medina

**MOTION:** City Attorney Levan proposed to amend the ordinance with the revision in bold: On page 4 of ordinance, under Option 2, section B to read: ***The moratorium imposed under Section 2 of this ordinance shall not apply to building permits and other land use approvals related to self-service storage facilities that received land use approval for such a facility prior to the effective date of this moratorium and for which self-service storage facilities exist currently on the subject property, and for which any new structures are included within what was approved for the site prior to the effective date of the moratorium.***

**Hytopoulos/Deets:** The motion carried, 5 – 0.

**AYES:** Deets, Hytopoulos, Nassar, Pollock, Schneider  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** Medina

**MOTION:** City Attorney Levan proposed to amend the ordinance with the revisions in bold: On page 4 of the ordinance, Section 7. to read: Effect on Vested Rights. The moratorium extended under Section 2 of this ordinance shall apply prospectively only and shall operate to prevent acceptance of Permit Applications submitted after the effective date of this ***moratorium***. Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any permit applicant's vested development rights as defined by state law and City of Bainbridge Island regulations, provided that such a permit applicant has filed a complete Permit Application before the effective date of this ***moratorium***.

**Deets/Nassar:** The motion carried, 5 – 0.

**AYES:** Deets, Hytopoulos, Nassar, Pollock, Schneider  
**NOES:** None  
**ABSENT:** None  
**ABSTAIN:** Medina

**MOTION:** City Attorney Levan proposed to amend the ordinance with the revision in bold: On page 6 of the ordinance, first paragraph, to read: On November 26, 2019, the City Council imposed a temporary six-month moratorium on the acceptance of building permit or land use permit applications for new self-service storage facilities in the Business/Industrial (B/I) and ***Neighborhood Center (NC)*** zoning districts. The moratorium does not apply to permits required for upkeep, repair, or maintenance of existing self-service storage structures. The moratorium was in effect for 6 months, or until May 26, 2020. On May 12, 2020, the Council voted to extend the moratorium in an amended form for an additional 6 months via adoption of this current ordinance, Ordinance 2020-12. As a result, the moratorium will be in effect until November 26, 2020, unless terminated earlier or extended by the Council.

**Nassar/Deets:** The motion carried, 5 – 0.

**AYES:** Deets, Hytopoulos, Nassar, Pollock, Schneider  
**NOES:** None  
**ABSENT:** None

**ABSTAIN:** Medina

Mayor Schneider adjourned the meeting for a break at 7:47 p.m. and reconvened the meeting at 7:56 p.m.

10) NEW BUSINESS

**10.A Update on 2020 Fiscal Impacts and Revenue and Expenses Forecasts - Executive**

[Cover Page](#)

[COVID-19 Fiscal Impacts to 2020 Budget - May 12 Update](#)

City Manager Smith and Deputy City Manager Schroer provided a presentation on 2020 fiscal impacts and revenue and expenses forecasts and responded to Council's questions.

**10.B Review Impacts to 2020 Citywide Workplan Priorities - Executive**

[Cover Page](#)

[Impacts to 2020 Citywide Workplan Priorities.pdf](#)

[2020 Citywide Workplan Priorities.pdf](#)

[2020 City Council Priorities March Revision.pdf](#)

City Manager Smith provided information on impacts to 2020 Citywide workplan priorities.

**10.C 2021-2022 Biennial Budget Process - Executive**

[Cover Page](#)

[Update\\_2021-22 Budget Process and Calendar for CC 05122020](#)

[2021-2022 Council Budget Priorities - DRAFT.pdf](#)

Deputy City Manager provided a presentation on the biennial budget process.

11) CONSENT AGENDA

**11.A Agenda Bill for Consent Agenda**

[Cover Page](#)

**11.B Accounts Payable and Payroll**

[Cover Page](#)

[Payroll.pdf](#)

[AP Report to Council of Cash Disbursements 05-13-20.pdf](#)

Payroll: normal direct deposit check sequence 47790 – 47916 = \$344,024.69; regular payroll check number 109342 = \$1,996.86; vendor check run sequence 109343 – 109355 = \$321,976.93; Federal Tax Electronic Funds Transfer = \$147,646.77; ACH \$237.50. Total disbursement = \$815,881.75.

Accounts Payable: check number 353946 from previous run = \$162.06; manual check number sequence 353947 – 353503 = \$59,949.09; regular check number sequence 3533504 – 353611 = \$171,587.49; EFT 387 = \$13,048.39; ACG 388 = \$15,836.71; retainage 189 = \$332.36. Total disbursement = \$259,971.43.

**11.C Special City Council Meeting Minutes, April 21, 2020**

[Cover Page](#)

[Special City Council Meeting Minutes, April 21, 2020](#)

**11.D Special City Council Meeting Minutes, April 28, 2020**

[Cover Page](#)

[Special City Council Meeting Minutes April 28, 2020](#)

Councilmember Deets moved and Councilmember Medina seconded to approve the Consent Agenda, as presented. The motion was approved by unanimous consent.

**12) COMMITTEE REPORTS**

None offered.

**13) FOR THE GOOD OF THE ORDER**

Councilmember Pollock left the meeting at 9:15 p.m.

Councilmember Deets asked to invite Planning Commissioners or other committee members to participate in Council agenda items that relate to topics that the committee is working on, and Council concurred.

Councilmember Medina offered to provide committee updates to Council following health board meetings.

Councilmember Hytopoulos commented on following up on public comments.

**14) ADJOURNMENT**

Mayor Schneider adjourned the meeting at 9:44 p.m.

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Leslie Schneider, Mayor

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Christine Brown, CMC, City Clerk



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Sportsman Club/New Brooklyn Intersection Improvements Grant Acceptance and Budget Amendment - Public Works,

**SUMMARY:** Following up on the Council discussion of March 3, 2020, Staff will present a revised scope for the Sportsman Club/New Brooklyn intersection and request authorization to accept a revised federal transportation grant award in the amount of \$400,000.00 with a required City match of \$250,000.00, \$126,756.00 of which will require a Q2 general fund budget amendment.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:**  
Approve with Consent Agenda.

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

**FISCAL IMPACT:**

<b>Amount:</b>	\$126,756.00
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	
<b>Included in Current Budget?</b>	No

**BACKGROUND:** At the March 3, 2020 City Council Study Session, the Council requested that staff inquire with the federal granting authorities about the possibility of extending the Sportsman Club/New Brooklyn grant timeframe and revising the project scope to include only non-motorized improvements to the intersection. In late April, the granting authorities agreed to a grant timeline extension for construction in 2021 and the requested scope revision (see attached memo and design concept prepared by Toole Design).

**ATTACHMENTS:**

[2020-03-19 Sportsman New Brooklyn Intersection Memo.pdf](#)

[BAIN 31 Revised Concept.pdf](#)

[Sportsman NB Presentation.pptx](#)

**FISCAL DETAILS:** The revised scope reduces the overall cost of the project, and so the grant amount (for construction only) was reduced from \$703,000 to \$400,000, with a match of \$250,000 provided by the City, for a total remaining project cost of \$650,000.

The Capital improvement Plan (CIP) budget for this project identifies approximately \$123,244 in general funds remaining in the project, therefore a Q2 general fund budget amendment of \$126,756 is required to complete the \$250,000 match.

If the Council were to cancel this project and not accept the grant funds, approximately \$155,000 in federal design grant funds previously expended on the project would need to be returned to the grant authority.

**Fund Name(s):** General Fund

**Coding:** CIP Project 00715

## MEMORANDUM

To: Chris Munter, PE, PMP, ENV SP

CC: Chris Wierzbicki, PE

From: Craig Schoenberg, PE and Amalia Leighton, PE, AICP

**Subject: Intersection Redesign – New Brooklyn Road and Sportsman Club Road**

March 19, 2020

### Introduction and Purpose

The City of Bainbridge Island is developing plans to make improvements at the intersection of NE New Brooklyn Road and Sportsman Club Road NE. Toole Design has been asked to provide a concept design of the intersection, with a special focus on non-motorized transportation details. The purpose of this memo is supplement the concept design.

### General Site Information

The project is located near the North Town Woods development on Bainbridge Island. This area is on the northern edge of the town of Winslow, and is adjacent to Sakai Intermediate School and Woodward Middle School, which share a school campus northwest of the intersection. The intersection is in a wooded area with a ravine on the northwest corner of the intersection (see Figure 1). The wooded ravine includes paved and unpaved trails between the roadway and the schools, and there is an additional trail network connection on the southeast corner of the intersection.



Figure 1 – Aerial View of Intersection (*image courtesy Google*)

The approaches on both roads are signed for a 30 mph speed limit, with a reduction to 20 mph near the intersection when the school speed zone is in effect. Both roads have existing paved shoulders on both sides, which range in width from just a few feet up to approximately four feet. The existing traffic control at the intersection is a four-way stop, with marked crosswalks on three of the four legs of the intersection (see Figure 2, next page).

Sportsman Club Road provides one of the key north-south roadway connections for this area of Bainbridge Island. There is significant large truck traffic that passes through this intersection; Sportsman Club Road is an identified truck route.



**Figure 2 – New Brooklyn Road & Sportsman Club Road Intersection, Facing Southeast**

The Bainbridge Island Recreational Trails Vision Plan (2014) identifies both New Brooklyn Road and Sportsman Club Road as components of the City of Bainbridge Island Non Motorized transportation network. Additionally, the Trails Vision Plan identifies Sportsman Club Road as part of the City’s “Core 40” network, a program to create a 40-plus mile network of safe roadway routes for cyclists.

The City’s Non-Motorized Transportation Plan (NMTP), a component of the Island-Wide Transportation Plan (itself a component of the City’s Comprehensive Plan), identifies that both New Brooklyn Road and Sportsman Club Road have existing paved shoulders that support the island’s non-motorized transportation network. Both of these roads are specifically identified as components of the NMTP’s bicycle facilities network. Additionally, the NMTP identifies both New Brooklyn Road and Sportsman Club Road as part of the “School Access Overlay”, providing primary school access routes for students who walk or ride their bicycle to school. The NMTP also identifies a need for bicycle climbing lanes to be constructed in both directions of New Brooklyn Road.

These various City plan documents identify that both New Brooklyn Road and Sportsman Club Road are vital components of the City’s overall non-motorized transportation network, and also provide essential connectivity functions to the two adjacent schools. As a result, the plans together identify an on-going need to provide and improve non-motorized connectivity through this intersection on all four legs of the intersection.

## Concept Design

Toole Design staff used the topographic survey provided by City of Bainbridge Island to develop a conceptual design of the intersection to maintain traffic operations, with improved access for people walking and bicycling, especially those traveling to/from Woodward Middle School. The concept design is provided in Appendix A of this memorandum.

## Design Assumptions

The following assumptions were made for the concept design:

- Due to the expected construction funding, the existing intersection geometry is not modified.
- The existing channelized right turn lane, in the westbound to northbound direction, is assumed to remain. Channelized right turn lanes are sometimes not preferred when considering people walking and bicycling, as they may result in additional exposure to motor vehicles. However, in the specific case of this intersection the angle of skew and the expected vehicle turning (school buses) would result in a much larger corner radius if the channelized right turn lane was removed, with correspondingly longer pedestrian crossings and greater exposure to motor vehicles. As detailed below, some modifications to the channelized right turn lane are recommended. In addition, a raised refuge island is provided for people crossing the channelized right turn.
- To provide traffic calming effects that benefit both motorized and non-motorized travel, motor vehicle lanes are assumed to be 10 feet wide, with an adjacent 1-foot wide gutter; therefore, the distance between vertical curbs is 22 feet on all approaches. The width of the channelized right turn lane is wider to accommodate the school bus turning movement.
- Because it is expected to be used both by people on foot and on bicycles, all sidewalks are assumed to be 8 feet wide where provided. Outside of the immediate intersection, the sidewalks are assumed to end and transition to the existing asphalt shoulders.
- New curb ramps are assumed at the intersection to accommodate all crossing movements; wider ramps are assumed to be necessary for the movements that will be more frequently utilized by people on bicycles.

## Design Elements

The concept design consists of the following changes to the existing intersection:

- In the immediate vicinity of the intersection, the asphalt shoulder is removed and replaced with sidewalk, curb and gutter. This provides a physical edge to the roadway that positively contributes to traffic calming effects of the revised intersection. In addition, the new curb lines define a narrower roadway, which reduces the crossing distances and provides additional visual friction for motorists approaching the intersection. The presence of the raised, dedicated sidewalk also provides a stronger visual cue to approaching motorists that the intersection is also frequently used by non-motorized traffic, and that motorists should expect to encounter non-motorized traffic at the intersection.
- The channelized right turn geometry is modified to provide an angle of intersection with Sportsman Road that is approximately 60-degrees. This follows current best practice for the design of a channelized right turn, resulting in a lower motor vehicle turning speed and an improved angle of vision at the merge point.
- A raised crossing is recommended on the channelized right turn lane. This provides improved visibility and priority of the pedestrian and bicycle movement across the channelized right turn lane. The raised crossing is assumed to be approximately 3 inches high, with gentle approach ramps; these conditions should not adversely affect the operation of school buses making this turn. The raised crossing should be supplemented with a warning sign on either side (for instance, a S1-1 school crossing sign).

- Wide curb ramps are provided at the channelized right turn lane crossing, the connection to the Woodward Middle School trail, and the existing sidewalk/trail junction in the southeast corner of the intersection. The ramps provide sufficient space for people riding bicycles to negotiate the intersection.

### **Additional Considerations**

The following items are identified for additional design consideration at the next stage of the project:

- Although the improvements focus on non-motorized access to and from the school campus, the Toole Design team also recognizes that other non-motorized traffic frequently passes through this intersection. This additional non-motorized traffic includes commuting and recreational bicyclists, as well as recreational walking. For this reason the Toole Design team recommends providing non-motorized improvements that accommodate all possible non-motorized movements through the intersection.
- An existing stormwater conveyance ditch is located on all sides of the approach legs of the intersection. The concept design will require modifications to this existing ditch and associated culverts.
- The connection to the Woodward Middle School trail will require some modifications to the existing ADA ramp located on the school property; while an accessible path of travel must be maintained, one option is to provide a separate access path for people on bicycles, which can be steeper than a typical ramp.
- The improvements identified on the north side of New Brooklyn, east of the intersection, will require clearing of existing vegetation and regrading of the existing stormwater conveyance ditch and slope to the north.
- The existing street lighting should be analyzed to determine if any modifications or additions are necessary to provide sufficient illumination levels at all crossings on the concept design.



# Sportsman Club & New Brooklyn Intersection Improvements Update

City Council Study Session  
May 19, 2020

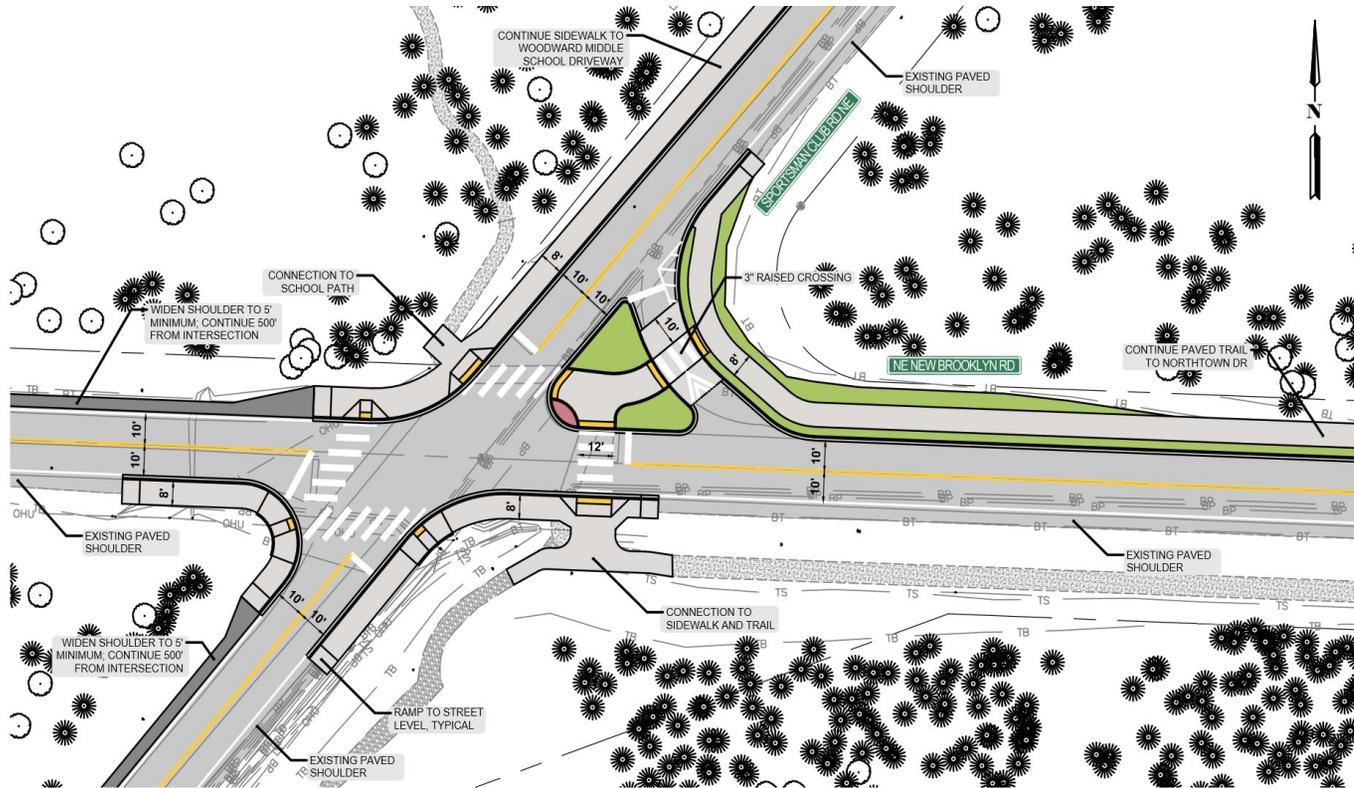


# March 3, 2020 Study Session Re-Cap

## **Council direction included:**

- Develop a suite of non-motorized improvements in lieu of a roundabout
- Reduce the project cost
- Request a grant extension for construction in 2021

# Design Revisions



- Narrowed vehicle lanes
- Multi-use path and sidewalk extensions
- Raised crosswalk and shortened crossing distances
- Extended bike shoulders (500')
- Lighting/landscaping
- Limited (if any) tree removal



# Grant Status

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- Timeframe extended for construction in 2021 (construction contract must be awarded before the end of the year)
- Revised project cost = \$650K
- Grant amount reduced from \$703K to \$400K
- Revised City match = \$250K
- Pay back \$155K in spent grant funds if project cancelled

# Budget Status

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- City budget remaining = \$123K
- Allocate \$127K additional budget (for \$250 total) to meet required match



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Wyatt Way Reconstruction Design Professional Services Agreement Amendment No. 5 - Public Works,

**SUMMARY:** Amendment No. 5 to the Design Professional Services Agreement with MIG/SvR, in the amount of \$14,945.00, is needed for construction administration services and design inquiries.

**AGENDA CATEGORY:** Contract

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:** Approve with Consent Agenda.

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

**FISCAL IMPACT:**

<b>Amount:</b>	\$14,945.00
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	\$14,945.00
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** The Wyatt Way Reconstruction Phase 1 project consists of roadway resurfacing, intersection capacity improvements at Wyatt and Madison, and sidewalks and bike lanes on each side of the roadway between Madison Avenue and Lovell Avenue.

Amendment No. 5 to the Design Professional Services Agreement is needed for construction administration services. The previous amendment was approved by the City Council at their January 28, 2020 meeting revising the contract amount to \$358,863.00. Amendment No. 5, in the amount of \$14,945.00, will bring the revised contract amount to \$373,808.00.

Under Section 9.0 of the City's Procurement Policy, City Council approval is required before the City Manager may execute an amendment to a professional services agreement that provides for a cost increase exceeding 10% of the original contract cost (or

\$50,000, whichever is greater), and is within the approved budget. Amendment No. 5, given the cumulative amount of prior amendments, triggers the requirement for City Council approval.

**ATTACHMENTS:**

[Wyatt Way PSA Amendment No 5.docx](#)

[Wyatt Way PSA Amend5 Scope of Work.pdf](#)

**FISCAL DETAILS:** Following up on the Council's contract award and budget amendment decision of March 24, 2020, the project remaining balance is approximately \$426,248 general fund, and \$28,768 water fund. The current contract amendment will be split 90% general fund \$13,450.50 and 10% water fund \$1,494.50. Once this contract is awarded, the remaining balance will be \$412,797.50 general fund and \$27,273.50 water fund.

No budget amendment is needed at this time,

**Fund Name(s):** General Fund

**Coding:** CIP Project 00708

**AMENDMENT NO. 5 TO  
AGREEMENT FOR PROFESSIONAL SERVICES**

**THIS AMENDMENT NO. 5 TO THE AGREEMENT FOR PROFESSIONAL SERVICES** (“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on June 29, 2016, by the City of Bainbridge Island, a Washington State municipal corporation, (“City”), and Moore Iacofano Goltsman, Inc., d/b/a MIG, a California corporation (“Consultant”).

**WHEREAS**, the City and the Consultant entered into the Agreement to design the Wyatt Way Reconstruction Project (Madison Ave. to Lovell Ave. NW); and

**WHEREAS**, on January 22, 2018, the City and the Consultant executed Amendment No. 1 to the Agreement, retaining the Consultant for potholing services, extending the term of the Agreement to January 10, 2020, and increasing the maximum amount payable under the Agreement by \$38,893.00; and

**WHEREAS**, on February 1, 2019, the City and the Consultant executed Amendment No. 2 to the Agreement, retaining the Consultant to perform an initial redesign of the roundabout, extend the term of the Agreement to January 10, 2021, and to increase the maximum amount payable under the Agreement by \$9,890.00; and

**WHEREAS**, on June 4, 2019, the City and the Consultant executed Amendment No. 3 to the Agreement, retaining the Consultant to perform a redesign of the storm system and roundabout, and to increase the maximum amount payable under the Agreement by \$41,120.00; and

**WHEREAS**, on February 3, 2020, the City and the Consultant executed Amendment No. 4 to the Agreement, retaining the Consultant to perform a redesign of areas of full pavement section replacement that will result in construction cost savings and to increase the maximum amount payable under the Agreement by \$10,000.00; and

**WHEREAS**, the City now desires to retain the Consultant to perform construction administration support and to increase the maximum amount payable under the Agreement by \$14,945.00.

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

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

A. The City shall pay the Consultant for such services: (check one)

[X] Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of; ~~Three Hundred Fifty Eight Thousand Eight Hundred Sixty Three Dollars (\$358,863.00)~~; Three-Hundred Seventy-Three Thousand Eight Hundred Eight Dollars (\$373,808.00)

[ ] Fixed Sum: a total amount of \$\_\_\_\_\_;

[ ] Other: \$\_\_\_\_\_, for all services performed and incurred under this Agreement, to be billed monthly in equal amounts.

2. Attachment A, Scope of Services, is hereby amended to include additional work as set forth in attached Exhibit A, which is fully incorporated into this Amendment by this reference.
3. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

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

MOORE IACOFANO GOLTSMAN, INC.

CITY OF BAINBRIDGE ISLAND

Date: \_\_\_\_\_

Date: \_\_\_\_\_

By: \_\_\_\_\_

By: \_\_\_\_\_

Name \_\_\_\_\_

Morgan Smith, City Manager

Title \_\_\_\_\_

Tax I.D. # \_\_\_\_\_

City Bus. Lic. # \_\_\_\_\_

Exhibit A

Wyatt Way Street Reconstruction - Construction Administration Support Scope of Work   Fee			
- The tasks below provide a limited scope for engineering services to support the City during construction. - This scope does not include time for geotechnical and structural engineering support during construction; however, remaining subconsultant budgets from the design phase will be used during construction to allow minimal hours for structural and geotechnical engineering subconstulants to support the project team.			March 26, 2020
Task 1 - Construction Administration Support		Hours	Subtask Fee
1.1	<u>Project management and coordination</u> - Provides up to 22 hours of project management support including coordination with City and project team and preparing monthly progress reports and invoices. The budget assumes a project length of 6 months.	22	\$ 4,535.00
1.2	<u>Site visits*</u> - Up to 7, one hour site visits as requested by COBI to coordinate for and review proposed improvements. To minimize office support time and maximize use of the City's budget, observations from site visits will be shared with the City via email rather than formal field reports.	11	\$ 2,230.00
1.3	<u>Submittal review support</u> - Technical submittal review led by COBI; this task assumes up to 16 hours for submittal reviews, which may include items such as: water quality structures, silva cells, specialty paving, landscape, irrigation, and other items as requested by the City.	16	\$ 2,100.00
1.4	<u>RFI review and response</u> - Includes up to 20 hours to review and respond to City and Contractor RFIs	20	\$ 2,600.00
1.5	<u>Civil and landscape punchlist</u> - Assumes one 6 hour site visit (includes travel time) for both civil and landscape staff to review substantial completion plus office time to document punchlist items	26	\$ 3,380.00
<b>Subtotal</b>		<b>95</b>	<b>\$ 14,845.00</b>
<b>Reimbursable Expenses</b>			<b>\$ 100.00</b>
<b>TOTAL</b>			<b>\$ 14,945.00</b>
* Assumes site visits will take place either early morning or late afternoon to allow MIG staff that lives on the island to visit the site without billing travel time to the project.			



CITY OF  
BAINBRIDGE ISLAND

## Special City Council Meeting Agenda Bill

**MEETING DATE:** May 26, 2020

**ESTIMATED TIME:** 5 Minutes

**AGENDA ITEM:** Cooper Creek Fish Barrier Removal Grant Opportunity - Public Works,

**SUMMARY:**

Request City Council to authorize the City Manager to move forward with a Brian Abbott Fish Barrier Removal grant application for the Cooper Creek Fish Barrier Removal project using Storm and Surface Water Management funds. The total grant request will be \$594,326, with the City providing matching funds from the Storm and Surface Water Management (SSWM) fund in the amount of \$104,881.

**AGENDA CATEGORY:** Discussion

**PROPOSED BY:** Public Works

**RECOMMENDED MOTION:**

Approve with Consent Agenda.

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

**FISCAL IMPACT:**

<b>Amount:</b>	\$104,881.00
<b>Ongoing Cost:</b>	
<b>One-Time Cost:</b>	TBD
<b>Included in Current Budget?</b>	Yes

**BACKGROUND:** The Washington State Legislature established the grant program of the Brian Abbott Fish Barrier Removal Board in 2014 to identify and remove impediments to salmon and steelhead migration. In January, City staff submitted a screening application for this grant opportunity, highlighting the Cooper Creek Fish Barrier Removal project, which is part of the City's Core 40 Eagle Harbor Drive project in the Capital Improvement Plan (CIP). The screening application was approved by the grant committee, and now staff is recommending that a full application be submitted for funding.

A complete description of the project and the project area can be found in the attached grant submittal memo.

Section 15.1 of the City's Procurement Policy requires City Council authorization before an application is submitted for a grant requiring the City to contribute more than \$50,000 in material matching dollars.

**ATTACHMENTS:**

[FBRB Full Submittal Packet Cooper Creek.pdf](#)

[Stormwater CIP 2019-21 Budget.pdf](#)

[Cooper Creek Presentation.pptx](#)

**FISCAL DETAILS:** The Cooper Creek Fish Barrier Removal project is a part of the City's Core 40 Eagle Harbor Drive CIP project, which is listed in the CIP in two parts. The non-motorized portion of the project - widened shoulders from Wyatt Way east along Eagle Harbor Drive - is listed in the CIP with design funding in 2020 and construction funding in 2024. The storm and surface water management (SSWM) portion of the project - culvert replacement and widening at Cooper Creek to facilitate the widened shoulders - is listed in the CIP with \$100K of design funding in 2020 and \$500K of construction in funding in 2023 (see attached).

If this grant is received, the City would be awarded \$594,326 for construction of the SSWM portion of the project, and the City would contribute \$104,881 in budgeted SSWM funds for the 15% match component. The funds would be awarded in June of 2021, with anticipated construction in 2022.

**Fund Name(s):** SSWM Fund

**Coding:** CIP Project 00968



**CITY OF BAINBRIDGE ISLAND  
PUBLIC WORKS DEPARTMENT**

***FBRB – Request for Proposal Questions***

**1. Project Information**

The City of Bainbridge Island is proposing to construct a new fish passage culvert on Cooper Creek with no downstream barriers. There is currently a 30-inch round culvert, but we have determined that increasing the size of this culvert would help to perpetuate and recover salmonid population and benefit ecosystem processes in the nearshore environment, as the existing culvert is highly undersized for both downstream and tidal flows. At high tide the culvert is 1-2 ft underwater, which is especially restrictive to small fish that tend to reside near the surface of the water (Barnard et al 2013). The removal of the barrier will result in restored access to nearly 6000 linear feet of fish-bearing-typed stream channel. Recent field mapping by the Wild Fish Conservancy (image right) indicates a much broader extent of stream channel length than the data currently used in the WDFW SalmonScape GIS tool (image left).



## **2. Anticipated Costs**

The total requested funds for the project are **\$594,326**. The cost of construction, including permitting (as noted in the attached estimates), is \$613,007 including a 20% contingency to address any unforeseen circumstances. The cost for administrative services for the project is estimated to be \$86,200. Therefore, the total cost of the project is estimated to be \$699,207, of which the City is anticipating providing the 15% match, or \$104,881. Estimates were based upon recent similar projects in the area.

## **3. Project Readiness**

This project is currently identified in the City's Capital Facility Plan and is ready to begin final design and construction upon the receipt of grant funding. The design is currently at 30% design and is estimated to be completed for 100% construction documents within a year of grant notification. The current design includes updating the existing 30-inch culvert to at least a 12-foot wide fish passage box culvert while widening the existing narrow road above for safety and adding guard rails on either side to protect the estuary from accidental vehicle entry. The road widening will consist of 5-feet of additional asphalt on either side of the road to make room for bike lanes, as well as space for the added guard rails. During the initial meeting with planning and permitting officials we determined that the permits would be granted within 6-months of submittal date with 60% design drawings being sufficient for the initial permitting submittal. Blackberry removal, and additional mitigation as required by the WDFW for buffer encroachment will be included in the final project design.

The existing culvert is within the road prism and/or city's right-of-way. The property is currently bound by privately owned properties on either side of the existing culvert. Additionally, the city surveyor is currently working on the temporary construction easements and agreements with the adjacent property owners.

#### **4. Habitat Quality**

Long term monitoring by the City of Bainbridge Island has shown that the mature, forested, headwater wetlands continue to supply this stream with water exhibiting exceptional quality. The steady, perennial flow continues to meet state standards for temperature, dissolved oxygen, bacteria and nutrients. We are confident that this trend will continue since a large portion of the uplands are owned and maintained by the City of Bainbridge Island and the remainder of the watershed is rural zoned (1 unit/2.5 acres) and heavily forested.



The project will also allow over 9000 sq. ft. of intertidal wetland habitat with robust overhanging vegetation and large woody debris to have access to more regular and natural tidal water exchange, increasing the salinity and restoring estuarine plant species composition. Along with restored plant composition will come important refuge and rearing habitat for forage fish. Furthermore, the stream benefited from a 2009 restocking effort organized by the Bainbridge Island Watershed Council and the Suquamish Tribe. Through countless volunteer hours chum salmon were reintroduced to the stream following the removal of another full barrier structure (upstream of this project) in 2001.

#### **5. Design Approach**

Prior to design a site visit was conducted with the Washington Department of Fish and wildlife and the City of Bainbridge Island project team, along with a design consultant. WDFW looked at the existing culvert and explained what would be most beneficial to the fish passage improvement project along with required mitigation measures of the larger road project. The need for new water quality treatment and piping of the adjacent roadway ditch that discharges at the location of the fish passage was discussed and included in the conceptual design. The Suquamish tribe appreciated being contacted early in the design process and would like to be involved as the project progresses.

A stream simulation was conducted to determine the required width of the fish passage. With a bank full width of 8 ft (8 measurements over 450 ft upstream) the simplified stream simulation sizing method requires 11.6 ft ( $1.2 \times \text{BFW} + 2$  ft) of width for a new structure. Our design will be at least 12 ft wide, exceeding the minimum requirements. If we receive the grant for construction, we are looking to increase that width to 15 ft wide to allow for additional flow.

In the face of climate change this project will help achieve more sustainable public road infrastructure and support increased stream function by allowing more water to flow in and out of the system and allow increased facilities for cyclists and pedestrians. By designing the width and height of the culvert to fully utilize the allowable space we are exceeding minimum standards and planning for different hydrologic conditions in the future. Following the University of Washington's Climate Robust Culvert Design the culvert is modeled to not exceed its anticipated maximum flows during a 70-year lifetime.

To address a predicted sea level rise of 1.9 feet (modeled, 50% chance under RCP8.5) by the end of the project's lifetime we are designing the culvert to accommodate the predicted higher water levels and increased storm flows as much as the current road grade and surrounding land uses will allow.

To prepare for this anticipated culvert project, Puget Sound Energy recently installed power conduit extra deep to provide addition depth for construction of footings for the new box culvert.

## **6. Downstream Barriers**

There are no downstream fish passage barriers from this project.

## **7. Anadromous Species Use**

This stream system has well documented use by anadromous species. The Wild Fish Conservancy identified wild chum spawning in the stream in 2013. A WDFW barrier assessment in 2014 identified Chum, Coho, Steelhead and Sea Run Cutthroat as anadromous PI species. Also, the WDFW SalmonScape mapping tool identifies Chum, Coho and Coastal Cutthroat habitat. Lastly, the Bainbridge Island Watershed Council has monitored returning adult salmon in the stream since 2005 and witnessed returning chum salmon.

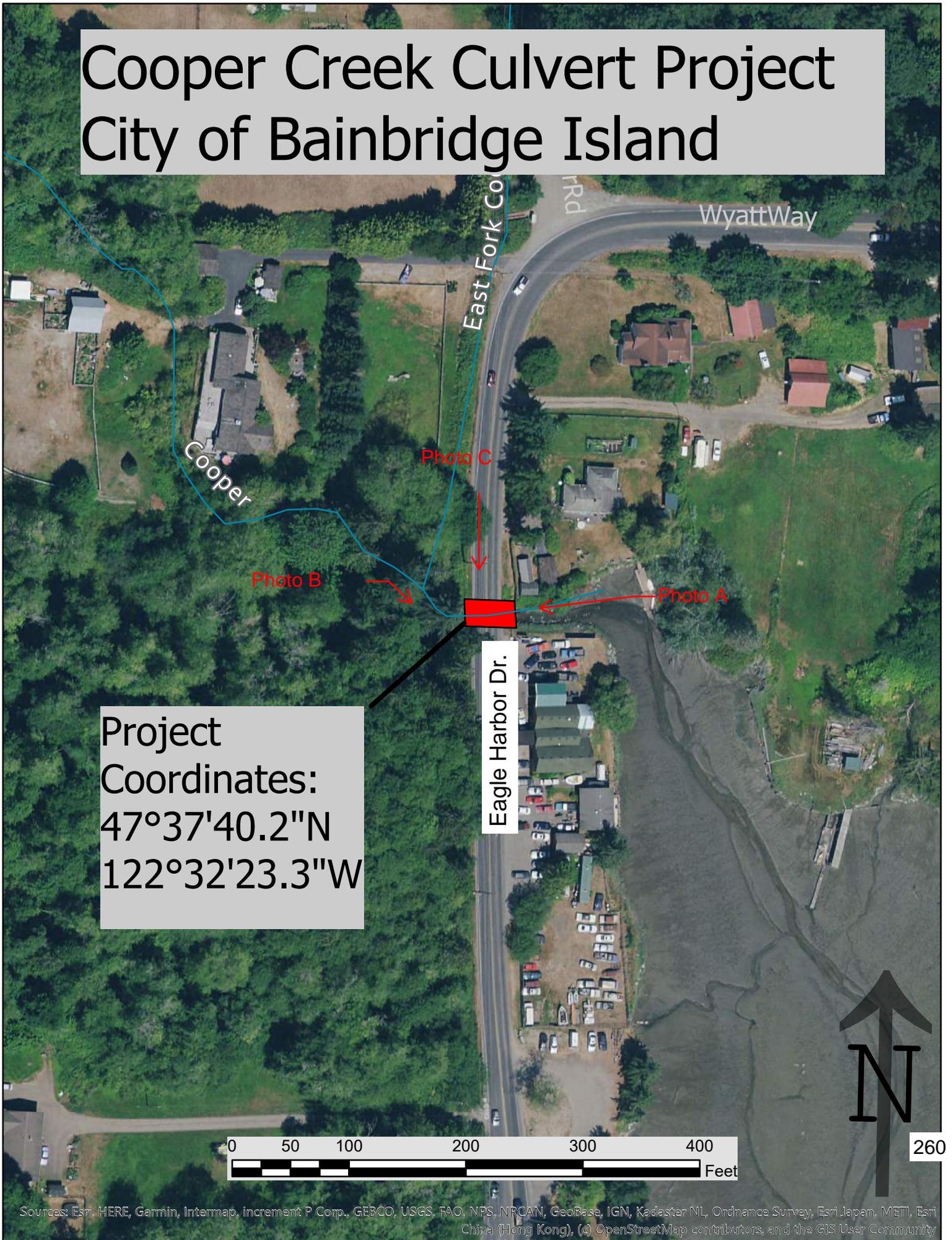
## **8. Priority Watershed**

This project does not occur in a designated priority watershed as defined in Manual 22, Appendix A.

### References:

Barnard, R. J., J. Johnson, P. Brooks, K. M. Bates, B. Heiner, J. P. Klavas, D.C. Ponder, P.D. Smith, and P. D. Powers (2013), Water Crossings Design Guidelines, Washington Department of Fish and Wildlife, Olympia, Washington.

# Cooper Creek Culvert Project City of Bainbridge Island



Project  
Coordinates:  
47°37'40.2"N  
122°32'23.3"W

Eagle Harbor Dr.



260



Photo A- Culvert Outlet



Photo B- Upstream Habitat



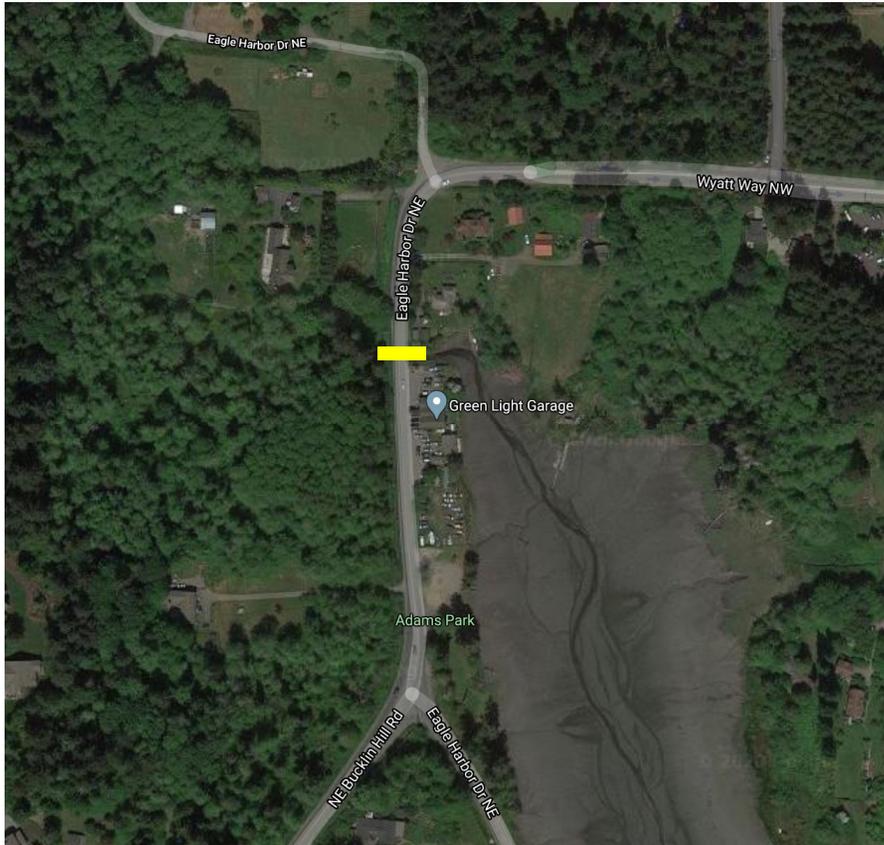
Photo C- Top of Road- Eagle Harbor Dr

*CITY OF BAINBRIDGE ISLAND  
STORMWATER CIP (2019 - 2024)*

Project	Grant Eligible	Grant Awarded	Grant Funds	General Comp	Stirts Component	Wtr Component	Swr Component	SSWM Comp	Prior Years	2019	2020	2021	2022	2023	2024	2025 - 2038	Total
<b>STORMWATER PROJECTS - 6-YEAR CIP (1000s)</b>																	
Eagle Hrbr. Dr. @ McDonald Creek Culvert			-					Y	200	900	-	-	-	-	-	-	1,100
Yeomalt Area Drainage Improvements			-					Y	60	-	510	-	-	-	-	-	570
Wing Point Culvert			-					Y	-	-	150	-	-	-	-	-	150
Blakely Ave. Drainage Improvements			-					Y	-	-	-	450	-	-	-	-	450
Springbrook Creek Restoration and Culvert Replacement	x		450					Y	-	-	-	-	600	-	-	-	600
Blakely Falls Creek Culvert (Halls Hill)			-					Y	-	-	-	-	-	150	-	-	150
C40 Eagle Harbor Phase I			-	Y				Y	-	-	100	-	-	500	-	-	600
City Funding									260	900	760	450	150	650	-	-	3,170
Grant Totals									-	-	-	-	450	-	-	-	450
<b>TOTALS</b>									<b>260</b>	<b>900</b>	<b>760</b>	<b>450</b>	<b>600</b>	<b>650</b>	<b>-</b>	<b>-</b>	<b>3,620</b>

# Cooper Creek Fish Passage Grant Opportunity

# Project Location / Details



- Culvert replacement facilitates C-40 Eagle Harbor non-motorized improvements
- Existing 30” metal culvert
- Replace with stream simulation box-culvert
- Open up 6000 LF of fish habitat (wild chum salmon)

## Grant Details

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- Brian Abbott Fish Barrier Removal Board Grant
- Project screening approved by the Board in April 2020
- Project design/construction cost = \$700K (\$594k Grant; \$106K City match)
- Match funds included in Capital Facilities Plan in 2023 (staff will request funds be moved to current year if grant received)
- Application due May 29, 2020