



CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING
TUESDAY, APRIL 28, 2020**

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.

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WEBINAR ID: 947 9199 0365

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**
 - 3.A **Instructions for Providing Public Comment in Remote Meetings - City Clerk,**
[Instructions for Providing Public Comment at Remote Meetings.docx](#)
4. **MAYOR'S REPORT - 5:25 PM**
5. **CITY MANAGER'S REPORT - 5:30 PM**
 - 5.A **(5:35 PM) Update on COVID-19 Response Activities - Executive,** 10 Minutes
6. **PRESENTATIONS**

- 6.A **(5:45 PM) Proclamation Declaring the Five Fridays in May as Buy Bainbridge - Support Tomorrow Days - Mayor Schneider,**
5 Minutes
Proclamation Buy Bainbridge - Support Tomorrow

7. **PUBLIC HEARINGS**

- 7.A **(5:50 PM) Public Hearing on Ordinance No. 2020-11, Extending Small Wireless Facilities Design Standards Interim Official Control - Executive,** 10 Minutes
Ordinance No. 2020-11, Extending Small Wireless Facilities Design Standards Interim Official Control
- 7.B **(6:00 PM) Ordinance No. 2020-10 Relating to an Interim Zoning Control Suspending BIMC 18.12.030.E. and Related Provisions Regarding Floor Area Ratio Bonus Density Options, Except for Sections E.1. and E.6. of BIMC 18.12.030.E. - Planning,** 10 Minutes
20200424_CC_Staff_Memo
Ordinance No. 2020-10 Adopting Interim Zoning Control Related to Bonus Density Approved 031020.pdf
MUTC & HSR Zoning Districts.pdf
FAR USAGE BY PROJECT.pdf
BIMC 18.12.030 FAR BONUS OPTIONS.docx
Resolution No. 2003-25 Designating the City Council as the Decision Making Authority for Proposals to Construct Public Amenities in Exchange for FAR Bonuses
Resolution No. 2001-54 Relating to Distribution of Funds from FAR

8. **COUNCIL DISCUSSION**

- 8.A **(6:10 PM) Options Relating to Pending Expiration of Moratorium Related to Self-Service Storage Facilities,** 15 Minutes
Ordinance No. 2019-40 Adopting a Moratorium on Self-Storage Facilities Approved 112619.pdf

9. **UNFINISHED BUSINESS**

- 9.A **(6:25 PM) Amendment No. 1 to the Professional Services Agreement with Helpline House for Rent and Mortgage Assistance Funding - Executive,** 15 Minutes
Helpline House - April 17, 2020 Request for Additional Rent and Mortgage Assistance Funding
Amendment No. 1 to PSA with Helpline House for Rent and Mortgage Assistance Funding
PSA with Helpline House for Rent and Mortgage Assistance Funding (Executed)
- 9.B **(6:40 PM) Funding Options for Nonprofit Partners - Executive,** 15 Minutes
Staff Memo - Nonprofit funding options CC 04212020.pdf
- 9.C **(6:55 PM) Resumption of Planning Commission and Design Review Board Meetings - Planning,** 15 Minutes

10. **FUTURE COUNCIL AGENDAS**

- 10.A **(7:10 PM) Process for Filling the South Ward Council Vacancy - Executive**, 5 Minutes
Proposed Process for 2020 Council Vacancy - Revised.pdf
Special City Council Meeting May 5, 2020.pdf
Special City Council Meeting May 11, 2020.pdf
- 10.B **(7:15 PM) Format of Council Meetings in May and June - Executive**, 10 Minutes
- 10.C **(7:25 PM) Proposed Topics for May and June Council Meetings - Executive**, 20 Minutes
Proposed Council May-June Topics 2020.pdf
2020_City_Council_Priorities_March Revision.pdf

11. CONSENT AGENDA

- 11.A **(7:45 PM) Agenda Bill for Consent Agenda**, 5 Minutes
- 11.B **Accounts Payable and Payroll**
Payroll.pdf
AP Report to Council of Cash Disbursements 04-29-20.pdf
- 11.C **Special City Council Meeting Minutes, April 7, 2020**
Special City Council Meeting Minutes April 7, 2020
- 11.D **Special City Council Meeting Minutes, April 14, 2020**
Special City Council Business Meeting Minutes, April 14, 2020

12. FOR THE GOOD OF THE ORDER - 7:50 PM

13. ADJOURNMENT - 8:00 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME:

AGENDA ITEM: Instructions for Providing Public Comment in Remote Meetings - City Clerk,

SUMMARY: Instructions for providing public comment during remote meetings are attached.

AGENDA CATEGORY: Report

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Instructions for Providing Public Comment at Remote Meetings.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

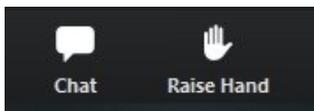
OFFICE OF THE CITY CLERK

April 28, 2020

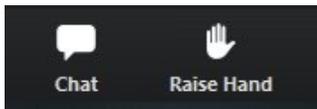
Members of the public are encouraged to submit written public comment to the City Council at any time by emailing Council at council@bainbridgewa.gov or the City Clerk at cityclerk@bainbridgewa.gov. Members of the public who wish to provide public comment during the remote meeting should follow the instructions outlined below.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

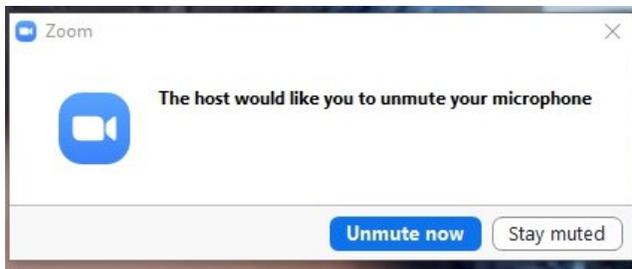
- Attendees who wish to provide public comment sign in to Zoom with their name.
- Attendee opens the Chat screen by clicking on the Chat icon at the bottom of the screen:



- The Chat screen opens on the right-hand side. During public comment, the Clerk will provide notice to speakers through Chat on the amount of time left to speak; attendees will not be able to message Council.
- Meeting Chair will indicate when it is time for public comment.
- Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen:



- Attendee clicks button "Unmute now" after they are called to speak by Meeting Chair.



8. Attendee will appear on screen with other panelists, but without video, just name.
9. Attendee provides their comment.
10. Attendee will receive notice in Chat screen ("30 SECONDS") when there are 30 seconds left in the allotted time to speak.
11. Attendee will receive notice in Chat screen ("STOP") when the allotted time is over.
12. Attendee is returned to attendee group, and microphone is muted.
13. As always, public comment is simply received by the Council, with no response.



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (5:35 PM) Update on COVID-19 Response Activities - Executive,

SUMMARY: City Manager's update on COVID-19 response activities.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion only.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (5:45 PM) Proclamation Declaring the Five Fridays in May as Buy Bainbridge - Support Tomorrow Days - Mayor Schneider,

SUMMARY: The attached proclamation declares the five Fridays in May as Buy Bainbridge Support Tomorrow Days. This proclamation was brought forward by the Bainbridge Island Downtown Association and the Bainbridge Island Chamber of Commerce.

AGENDA CATEGORY: Proclamation

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to authorize the Mayor to sign the proclamation declaring the five Fridays in May as Buy Bainbridge - Support Tomorrow Days.

STRATEGIC PRIORITY: Vibrant Economy

FISCAL IMPACT:

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

BACKGROUND:

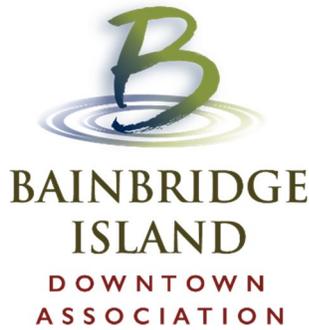
ATTACHMENTS:

[Proclamation Buy Bainbridge - Support Tomorrow](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Proclamation

In Honor of Bainbridge Island's Small and Independent Businesses Owners

WHEREAS, the global pandemic known as COVID-19 has gravely impacted the health and well-being of our city, region, nation and world; and

WHEREAS, our small and independent businesses have creatively and swiftly amended their models to support and serve their community in this time of need; and

WHEREAS, our small and independent businesses make up the lifeblood of our local economy; and

WHEREAS, it is fitting and proper to ask our fellow residents, neighbors and visitors to aid our fellow small and independent business owners in this time of crucial need within the City of Bainbridge Island; and

NOW, THEREFORE, I, Leslie Schneider, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim the five Fridays in May as

Buy Bainbridge - Support Tomorrow Days

in the City of Bainbridge Island, and encourage all citizens to join together to give back to the community in any way they can.

SIGNED this ____ day of April, 2020.

Leslie Schneider, Mayor



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (5:50 PM) Public Hearing on Ordinance No. 2020-11, Extending Small Wireless Facilities Design Standards Interim Official Control - Executive,

SUMMARY: On May 14, 2019, the City Council adopted Ordinance No. 2019-15, an interim official control establishing design guidelines for small wireless facilities. The interim official control was enacted for a six-month duration and was originally set to expire on November 14, 2019. On October 22, 2019, the City Council adopted Ordinance No. 2019-31, extending the interim official control for an additional six-month period expiring on May 14, 2020.

The Planning Commission is currently working on permanent design guidelines, but additional work is required. Therefore, staff recommends extension of the interim official control for an additional six-month period to provide additional time for the Planning Commission to finalize its recommendation to the City Council and for the Council to review the Planning Commission's recommendation.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to approve Ordinance No. 2020-11.

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

FISCAL IMPACT:

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

BACKGROUND: The Federal Communications Commission (“FCC”) has adopted a Declaratory Ruling, Order, and Regulation (“FCC Order”), which imposes limitations on local municipalities including the City of Bainbridge Island (“City”) regarding processing and review of all permits associated with the deployment of small wireless facilities

On May 14, 2019, in response to the FCC Order, the City Council approved Ordinance No. 2019-15, adopting an interim official control that created a new Chapter 18.10A, establishing interim small wireless facility design

standards, amended Table 18.09.020, BIMC 18.09.030, and BIMC 18.10.010, and repealed and replaced Chapter 18.11 BIMC.

On June 11, 2019, the City Council held a public hearing on Ordinance No. 2019-15 to receive public comment on the interim official control.

On August 13, 2019, the City Council directed the Planning Commission to begin work on permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15. On September 12, 2019, the Planning Commission began consideration of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15. The Planning Commission continues to work on permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15.

On October 22, 2019, the City Council adopted Ordinance No. 2019-31, extending the interim official control for an additional six-month period expiring on May 14, 2020.

If the Council approves Ordinance No. 2020-11, the interim official control will be extended, and remain in effect, until November 14, 2020, unless terminated earlier by the City Council. Extension of the interim official control is recommended to ensure that the City has a procedure in place that conforms with the requirements of the FCC Order while the Planning Commission and City Council consider the adoption of permanent regulations.

ATTACHMENTS:

[Ordinance No. 2020-11, Extending Small Wireless Facilities Design Standards Interim Official Control](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2020-11

AN ORDINANCE of the City of Bainbridge Island, Washington, concerning wireless communications facilities; leaving the effective date of the interim official control adopted by Ordinance No. 2019-15 unchanged; adopting a work plan; and extending the duration of the interim official control adopted by Ordinance No. 2019-15, and previously extended by Ordinance No. 2019-31, for an additional six-month period.

WHEREAS, the Federal Communications Commission (“FCC”) adopted a Declaratory Ruling, Order, and Regulation (“FCC Order”), which imposed limitations on local municipalities, including the City of Bainbridge Island (“City”), regarding processing and review of all permits associated with the deployment of small wireless facilities; and

WHEREAS, the City Council finds that the existence of the federal regulations requires the immediate enactment of administrative procedures and processes which comply with the FCC Order; and

WHEREAS, on May 14, 2019, in response to the FCC Order, the City Council approved Ordinance No. 2019-15, adopting an interim official control that created a new Chapter 18.10A, establishing interim small wireless facility design standards, amended Table 18.09.020, BIMC 18.09.030, and BIMC 18.10.010, and repealed and replaced Chapter 18.11 BIMC; and

WHEREAS, the interim official control adopted by Ordinance No. 2019-15 was established for a six (6) month period, which the Council found to be necessary for the immediate preservation of the public peace, health, and safety; and

WHEREAS, contemporaneous with the consideration of Ordinance No. 2019-15, the City Council enacted amendments to its existing master permit code provisions, Chapter 19.02 BIMC, and adopted a new Chapter 19.10 BIMC in order to provide a clear permitting procedure for the deployment of small wireless facilities; and

WHEREAS, on June 11, 2019, the City Council held a public hearing on Ordinance No. 2019-15 to receive public comment on the interim official control; and

WHEREAS, the adoption of aesthetic standards for deployment of small wireless facilities and utilization of a concurrent process emphasizing administrative review enables compliance with the federal presumptively reasonable time limits for review of proposed deployments of small wireless facilities; and

WHEREAS, the City was required to enact administrative procedures and process to comply with the new presumptive federal safe harbors on or before January 14, 2019; and

WHEREAS, separately, federal law and regulation sets time limits on the processing of applications for eligible facility requests to expand existing structures which do not substantially change the height or profile of the structures used to collocate wireless communications facilities, and which regulations will replace Chapter 18.11 BIMC; and

WHEREAS, on August 13, 2019, the City Council directed the Planning Commission to begin work on permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15; and

WHEREAS, on September 12, 2019, the Planning Commission began consideration of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15; and

WHEREAS, the Planning Commission continued its discussion of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15 during its October 24, 2019, December 12, 2019, and January 23, 2020 meetings; and

WHEREAS, additional meetings before the Planning Commission may be required before the Planning Commission recommends permanent regulations for City Council consideration; and

WHEREAS, the City Council likely will need several meetings to review, discuss, and consider adoption of the Planning Commission's recommendation; and

WHEREAS, on October 8, 2019, the City Council set a public hearing on Ordinance No. 2019-31, extending the interim official control adopted by Ordinance No. 2019-15 for six months, on the agenda for the October 22, 2019 Council Meeting; and

WHEREAS, on October 22, 2019, the City Council held a public hearing on Ordinance No. 2019-31, including the work plan included as **Exhibit A** to this ordinance; and

WHEREAS, on October 22, 2019, following the public hearing, the City Council adopted Ordinance No. 2019-31, extending the interim official control until May 14, 2020; and

WHEREAS, the City is authorized by state law, including RCW 36.70A.390, to expeditiously adopt interim official control ordinances due to a public emergency for the protection of the public peace, safety, or health while permanent regulations are developed, vetted, and processed through the City's standard legislative procedures; and

WHEREAS, the City Council finds that the adoption of the interim official control adopted by Ordinance No. 2019-15 allowed the City to put in place standards to come into compliance with the FCC Order, while providing a meaningful opportunity for its residents to provide input regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by use of an interim official control ordinance; and

WHEREAS, the City Council finds that an additional six-month extension of the interim official control adopted by Ordinance No. 2019-15 is necessary to allow the Planning Commission and City Council time to develop, vet, and process permanent regulations to replace the interim official control and to solicit additional public comment from residents regarding design, concealment, and other aesthetic standards within the longer timeframe permitted by an extension of the interim official control; and

WHEREAS, the City Council finds that an additional six-month extension of the interim official control adopted by Ordinance No. 2019-15 is also necessary given that the emergency posed by the spread of COVID-19 has forced the cancellation of meetings of both the City Council and the Planning Commission and may require additional cancellations of such meetings to protect the public health, safety, and welfare; and

WHEREAS, on April 14, 2020, the City Council set a public hearing on Ordinance No. 2020-11, extending the interim official control adopted by Ordinance No. 2019-15, and initially extended by Ordinance No. 2019-31, for an additional six months, on the agenda for the April 28, 2020 Council Meeting; and

WHEREAS, on April 28, 2020, the City Council held a public hearing on Ordinance No. 2020-11, including the work plan included 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 the that declaration of emergency nor the effective date of the interim official control, which is May 14, 2019.

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

Section 1. Purpose. The purpose of this ordinance is to extend the interim official control adopted by Ordinance No. 2019-15 for an additional six-month period, unless terminated earlier by the City Council, and to adopt an updated work plan for the adoption of permanent regulations.

Section 2. 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. 2019-15.

Section 3. Duration of Interim Official Control Extended. The interim official control is hereby amended, as also stated in Section 6 below, to extend the duration of the interim official control until November 14, 2020, six months beyond the current expiration date set by Ordinance No. 2019-31, which, without this extension, would be May 14, 2020.

Section 4. Interim Official Control Work Plan and Hearing. 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. The City is hereby extending the interim official control as described herein based on the work plan that has been developed and is attached and incorporated herein as **Exhibit A** to this ordinance, the public hearing that was held related to this ordinance, and the findings of fact related to this interim official control that have been made in this ordinance, Ordinance No. 2019-31, and in Ordinance No. 2019-15.

Section 5. 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 6. No Change to Basis for Declaration of Emergency or Effective Date; Extension of Duration. This ordinance shall take effect and be in force five 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 Ordinance No. 2019-15, which preceded this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration were included in the “Whereas” clauses in Ordinance Nos. 2019-15 and those “Whereas” clauses are adopted as findings of fact. This ordinance amending the interim official control shall extend the duration of the interim official control for an additional six-month period, until November 14, 2020, unless terminated earlier by the City Council. This ordinance does not change the effective date of the interim official control, which is May 14, 2019. 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.

PASSED by the City Council this ____ day of _____, 2020.

APPROVED by the Mayor this ____ day of _____, 2020.

Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2020-11

Attachment: Exhibit A



EXHIBIT A

WORK PLAN FOR PERMANENT REGULATIONS GOVERNING THE DEPLOYMENT OF SMALL WIRELESS FACILITIES (April 10, 2020)

The City has developed, and is proceeding based on, the work program described below to adopt permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15.

Q2 2020

Planning Commission:

On September 12, 2019, the Planning Commission began consideration of permanent regulations. The Planning Commission continued its discussion of permanent regulations to replace the interim official control adopted by Ordinance No. 2019-15 during its October 24, 2019, December 12, 2019, and January 23, 2020 meetings. Staff solicited comments from industry representatives, which were provided to the Planning Commission for review.

On January 23, 2020, the Planning Commission requested that staff schedule a public hearing on the draft permanent regulations to solicit community feedback. A public hearing will be scheduled in Q2 2020, provided that such a public hearing can be held without threatening the public health, safety, or welfare due to the emergency posed by the spread of COVID-19. Following the public hearing, additional consideration before the Planning Commission will be scheduled as needed.

Q2/Q3 2020

Planning Commission:

Additional consideration before the Planning Commission, as needed.

City Council:

City Council consideration of Ordinance No. 2020-11, extending the interim official control for an additional six-month period.

City Council review and action on the permanent regulations recommended by the Planning Commission.



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:00 PM) Ordinance No. 2020-10 Relating to an Interim Zoning Control Suspending BIMC 18.12.030.E. and Related Provisions Regarding Floor Area Ratio Bonus Density Options, Except for Sections E.1. and E.6. of BIMC 18.12.030.E. - Planning,

SUMMARY: On March 10, 2020, the City Council approved an interim zoning control ordinance related to Floor Area Ratio ("FAR") density bonus options (Ordinance No. 2020-10). The interim control became effective immediately and paused the use of bonus FAR (which increases density) for some types of projects in some instances.

Per RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing within 60 days of adoption of the ordinance (i.e., by May 10, 2020) in order to take public testimony and to consider adopting further findings of fact. In compliance with state law, on April 14, 2020, the Council set the public hearing for April 28, 2020.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION: Conduct public hearing.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: See Memo with attachments.

Also attached are:

- Ordinance No. 2020-10
- MUTC & HSR Districts map

- Summary of projects in the MUTC & HS Road Districts that have used bonus FAR since its inception
- BIMC 18.12.030.E.
- Resolution No. 2001-54 relating to distribution of FAR funds
- Resolution No. 2003-25 relating to designation of the Council as the decision-making authority for proposals to construct public amenities related to FAR

ATTACHMENTS:

[20200424 CC Staff Memo](#)

[Ordinance No. 2020-10 Adopting Interim Zoning Control Related to Bonus Density Approved 031020.pdf](#)

[MUTC & HSR Zoning Districts.pdf](#)

[FAR USAGE BY PROJECT.pdf](#)

[BIMC 18.12.030 FAR BONUS OPTIONS.docx](#)

[Resolution No. 2003-25 Designating the City Council as the Decision Making Authority for Proposals to Construct Public Amenities in Exchange for FAR Bonuses](#)

[Resolution No. 2001-54 Relating to Distribution of Funds from FAR](#)

FISCAL DETAILS: As of year end 2019, there is roughly \$85,000 in the FAR Farmland Preservation fund and \$15,000 in the FAR Winslow Amenities fund, as provided for in BIMC 18.12.030.E.2., Purchase of Development Rights.

Fund Name(s):

Coding:



Department of Planning and Community Development

Memorandum

Date: April 24, 2020
To: City Council
From: Heather Wright
Director of Planning and Community Development
Subject: Public Hearing Regarding Ordinance No. 2020-10: Interim Control Ordinance, BIMC 18.12.030.E., Bonus Density

Introduction

The purpose of tonight's agenda item is to hold a public hearing on Ordinance No. 2020-10.

Prior to the enactment of Ordinance No. 2020-10, the provision of the Bainbridge Island Municipal Code ("BIMC") that the ordinance primarily impacts, BIMC 18.12.030.E., described various options for achieving bonus density in the Winslow Mixed Use Town Center and High School Road Districts. For example, 100% density could be achieved by providing affordable housing or purchasing development rights, whereas a portion of density could be achieved by providing public amenities and/or infrastructure, and/or by preserving heritage trees on site, and/or via a transfer of development rights. The Ferry Terminal District had two additional options related to providing community open space and ferry related parking.

As a result of the interim zoning control enacted via Ordinance No. 2020-10, Floor Area Ratio ("FAR") bonus density can only be obtained or used currently under the following circumstances:

- Providing affordable housing as defined in Chapter 18.36 BIMC in accordance with BIMC 18.12.030.E.1.;
- Transferring unused FAR from the Islander Mobile Home Park to another parcel or parcels in the Mixed Use Town Center District for residential development in accordance with BIMC 18.12.030.E.1.; or
- Preserving an historic structure located on a state, local, or federal register in accordance with BIMC 18.12.030.E.6. such that, when an historic structure is preserved, the square footage of that structure will not count toward the FAR calculation.

In addition to the exclusions described above in the bulleted items, Ordinance No. 2020-10 also includes an exclusion recognizing development rights that were purchased from the City or otherwise acquired prior to the effective date of the ordinance, as well as a provision recognizing vested rights. The ordinance also suspends the applicability and use of BIMC 18.27.080 and footnote three to Table 18.12.020-3 because those provisions relate directly to the provisions that are suspended in BIMC 18.12.030.E. The legislative history and analysis below provide additional detail regarding the exclusions.

For illustrative purposes, attached to this agenda packet is a map entitled, "MUTC & HSR Zoning Districts," which displays the overall area at issue in relation to Ordinance No. 2020-10, as well as the location of the specific districts that are included in that area. The map is a helpful reference tool related to Table 18.12.020-3 (which is included as Exhibit A to the ordinance).

Legislative History

The City Council has engaged in multiple discussions regarding bonus FAR density options. The following is a chronological legislative history summary of discussions and decisions made by the Council and the Planning Commission thus far related to Ordinance No. 2020-10, as well as related to consideration of FAR density options more generally. The summary is based on the agenda packet materials and the minutes of the meetings as below described.

At the February 4, 2020 City Council study session, Councilmembers expressed an interest in discussing whether to eliminate the option to purchase bonus FAR. The fees for FAR have been established by resolution (Resolution Nos. 2001-02 & 2006-50) and are included within the City's Fee Schedule. The fees are \$18 per square foot for residential development, \$25 per square foot for mixed use development, and \$34 per square foot for commercial development. The funds are split between public amenities (40%) and farm/agriculture (60%).

Options considered by the Council at the February 4 meeting included pursuing a suspension of the bonus FAR regulations via adoption at a future meeting of an interim control ordinance that would be effective immediately (if adopted on an emergency basis) or five days after passage and publication (if enacted on a non-emergency basis). The Council also discussed the option of seeking to otherwise consider revisions to or elimination of the FAR bonus option by referring the matter to the Planning Commission for review and recommendation, and the Council would then consider that recommendation before taking action.

At the February 11, 2020 City Council business meeting, the Council passed a motion directing the City Manager to pursue an interim zoning control related to BIMC 18.12.030.E. to suspend that section (relating to bonus FAR). A motion to direct the Planning Commission to review Chapter 18.12 BIMC relating to FAR and Chapter 18.21 BIMC relating to affordable housing was tabled. Following further discussion, the Council decided to revisit the first motion and approved a motion to reconsider that motion relating to the development of an interim control ordinance at the Council's February 25, 2020 meeting.

At the February 25, 2020 City Council meeting, the Council reconsidered the motion directing the City Manager to develop an interim control ordinance related to suspending BIMC 18.12.030.E. regarding use of FAR for bonus density. That motion failed. Other motions also failed related to directing the City Manager to pursue an interim zoning control that would suspend BIMC 18.12.030.E. in different ways. However, the Council passed unanimously (6-0, with Councilmember Pollock absent) the following motion:

I move to direct the City Manager to work with the Planning Commission and any other appropriate City committees or commissions to bring back to Council as quickly as possible an ordinance that will reform the City's bonus FAR programs so as to only allow bonus FAR in relation to Affordable Housing, Historic Preservation, and Transfer of Development Rights.

At the February 27, 2020 Planning Commission meeting, City staff briefly discussed with the Planning Commission the City Council's action directing the City Manager to work with the Planning Commission to bring back to the Council as quickly as possible an ordinance to reform the City's bonus FAR programs so as to only allow bonus FAR in relation to affordable housing, historic preservation, and transfer of development rights. Included as part of the Director's Update for that Planning Commission meeting was discussion related to a memorandum prepared by Heather Wright, Planning Director, regarding the Council's referral of the matter to the Planning Commission. That memorandum is attached as Attachment A below.

At the March 3, 2020 City Council meeting, Councilmember Medina was absent and Councilmember Pollock, who was absent for the February 25 meeting, was present. Councilmember Pollock moved and Councilmember Deets seconded a motion to add a discussion regarding an interim zoning control related to BIMC 18.12.030.E. to that night's agenda under Unfinished Business. The Council approved the agenda as amended. The Council then unanimously passed a motion to suspend the rules for the purpose of taking up this motion again after having voted on it at the last meeting on February 25. The Council then unanimously passed the following motion:

I move to direct the City Manager to prepare an interim zoning control ordinance for consideration at the Council's March 10 meeting related to BIMC 18.12.030.E. to suspend the applicability and use of that Section E., except that subsections E.1. (related to Optional Affordable Housing) and E.6. (related to Historic Structure Preservation) would not be suspended and waiving any procedural requirements that would otherwise apply to the motion that was passed.

At the March 10, 2020 City Council meeting, the Council considered the interim control ordinance that was prepared as directed by the Council at its March 3, 2020 meeting related to suspending the applicability and use of BIMC 18.12.030.E., except that subsections E.1. (related to Optional Affordable Housing) and E.6. (related to Historic Structure Preservation) would not be suspended. The ordinance was prepared as an emergency ordinance, meaning that it would be effective immediately upon passage. The ordinance also included suspension of the applicability and use of BIMC 18.27.080 and footnote three of Table 18.12.020-3 because those provisions relate directly to the provisions that were being suspended in BIMC 18.12.030.E.

As part of that March 10, 2020 Council meeting, the Council passed various motions to revise the ordinance as drafted. The first such motion was to add an additional exclusion to the interim zoning control as follows:

I move to amend Ordinance No. 2020-10, Section 2.B., to add an exclusion to the interim zoning control for development projects that filed a complete land use permit application with the City and have purchased from the City or otherwise acquired development rights, including related to bonus floor area ratio, through an executed covenant, development agreement, or contract, prior to the effective date of this ordinance.

The Council then adopted motions to remove two recital "Whereas" clauses in the draft ordinance. The Council then voted unanimously to approve Ordinance No. 2020-10 with the following motion:

I move to approve Ordinance No. 2020-10, relating to an interim zoning control to hereby suspend BIMC 18.12.030.E. and related provisions as described in the ordinance regarding floor area ratio bonus density options, except for Sections E.1. and E.6. of BIMC 18.12.030.E. as amended.

At the March 12, 2020 Planning Commission meeting, the Planning Commission (“Commission”) had an item on their agenda entitled “FAR Discussion.” Included as part of the materials for that agenda item was the February 27, 2020 memorandum written by Planning Director Heather Wright that is referenced above in relation to the Commission’s February 27 meeting. Under the “Council Action” section of the memorandum, it states:

On February 25, 2020, the City Council approved a motion that the City Manager work with the Planning Commission and appropriate City Committees or Commissions to bring back to Council as quickly as possible an Ordinance that will reform the City’s bonus FAR programs so as to only allow bonus FAR in relation to Affordable Housing, Historic Preservation and Transfer of Development Rights.

Under the “Questions for the Planning Commission” section of the memorandum, it states:

Staff has the following questions of the Commission with the goal to help support their review of this proposed Ordinance:

- What information do you need to foster your conversation?
 - Staff proposes to bring to the Commission a list of projects that have used the bonus FAR, including the type of bonus used.
- Are there are any Committees the Commission would like to collaborate with on this discussion?
- Would the Commission like Staff to bring forth any Comp Plan Goals and Policies that speak to FAR?
- Is there any other additional information the Commission may need?

Staff is proposing to begin this discussion with the Planning Commission at their March 12th meeting.

Based on the draft minutes¹ for this Commission meeting on March 12, 2020 (attached as Attachment B below), Planning Director Heather Wright introduced the interim zoning control ordinance. Following, there was public comment, including from Councilmember Pollock. After the public comment, the Commission unanimously passed this motion:

I move that we recommend agreeance with the approval of Ordinance number 2020-10 with the deletion under section 2.B.3 under exclusions.

¹ Due to the COVID public health emergency and the proclamations and orders issued by Governor Inslee related to the nature and extent of City business that is allowable during the emergency, the Planning Commission has not met since March 12, 2020. As a result, the Commission has not had the opportunity to approve its minutes.

The draft minutes further state:

Commissioner McCormick Osmond agreed to write an addendum explaining the rationale for the motion.

The draft of that addendum written by Commissioner McCormick Osmond is attached as Attachment C below.²

At the April 14, 2020 City Council meeting, the Council scheduled a public hearing regarding Ordinance No. 2020-10 for April 28, 2020. The Council took action to set the public hearing pursuant to RCW 35A.63.220 and RCW 36.70A.390, which require the Council to hold a public hearing within 60 days of adoption of Ordinance No. 2020-10 (i.e., by May 10, 2020) in order to take public testimony and to consider adopting further findings of fact.

Summary Analysis:

As described above, Ordinance No. 2020-10 suspends the applicability and use of bonus floor area ratio as provided in BIMC 18.12.030.E. (dimensional standards) and the related provisions described in the ordinance, except for subsections E.1. (related to Optional Affordable Housing) and E.6 (related to Historic Structure Preservation).

Ordinance No. 2020-10 also excludes development projects that filed a complete land use permit application with the City and which have purchased from the City or otherwise acquired development rights, including related to bonus floor area ratio, through an executed covenant, development agreement, or contract, prior to the effective date of the ordinance (March 10, 2020).

Regarding the suspended option to purchase bonus FAR, the fees for FAR have been established by resolution (Resolution Nos. 2001-02 & 2006-50 – see attached) and are included within the City's Fee Schedule. The fees are \$18 per square foot for residential development, \$25 per square foot for mixed use development, and \$34 per square foot for commercial development. The funds are split between public amenities (40%) and farm/agriculture (60%).

Ordinance No. 2020-10 also suspends the applicability and use of BIMC 18.27.080 and footnote three of Table 18.12.020-3 because those provisions relate directly to the provisions that are being suspended in BIMC 18.12.030.E.

Staff has also included a table (attached to this agenda item) that shows the projects that have been constructed in the MUTC and High School Road Districts since the adoption of the Bonus FAR program. Based on a preliminary analysis, there have been approximately 38 projects total. Of those 38 projects: 18 did not utilize Bonus FAR; 8 would be allowed using the Bonus FAR program as adopted by Ordinance No. 2020-10; 4 would be partially allowed if they utilized some of the remaining Bonus FAR options; and 8 would not be allowed under Ordinance No. 2020-10.

² As referenced in Footnote 1 above, the Planning Commission has not met since March 12, 2020 due to the COVID public health emergency. As a result, the Commission has not had the opportunity to approve Commissioner McCormick Osmond's draft addendum.



Department of Planning and Community Development

Memorandum

Date: February 27, 2020
To: Planning Commission
Cc: City Council
Morgan Smith, City Manager
From: Heather Wright, Planning Director
Subject: Floor Area Ratio

I. BACKGROUND

Pursuant to BIMC 18.12.030.E (attached), there are various options for achieving bonus density in the Winslow Mixed Use Town Center and High School Road Districts, each providing a full or partial option for acquisition. For example, 100% density can be achieved by providing affordable housing or by purchasing development rights. A portion of density can be achieved by providing public amenities and/or infrastructure, and/or by preserving heritage trees on site, and/or via a transfer of development rights. The Ferry Terminal District has two additional options which include providing community open space and ferry related parking.

At the Feb. 4, 2020 study session, councilmembers expressed an interest in discussing whether to eliminate the option to purchase bonus Floor Area Ratio ("FAR"). This item was discussed again on February 11 and February 25, 2020, with a formal recommendation from the City Council on February 25, 2020.

II. COUNCIL ACTION

On February 25, 2020, the City Council approved a motion that the City Manager work with the Planning Commission and appropriate City Committees or Commissions to bring back to Council as quickly as possible an Ordinance that will reform the City's bonus FAR programs so as to only allow bonus FAR in relation to Affordable Housing, Historic Preservation and Transfer of Development Rights.

III. QUESTIONS FOR THE PLANNING COMMISSION

Staff has the following questions of the Commission with the goal to help support their review of this proposed Ordinance:

- What information do you need to foster your conversation?
 - Staff proposes to bring to the Commission a list of projects that have used the bonus FAR and the types of bonus they used.
- Are there are any Committees the Commission would like to collaborate with on this discussion?
- Would the Commission like Staff to bring forth any Comp Plan Goals and Policies that speak to FAR?
- Is there any other additional information the Commission may need?

Staff is proposing to begin this discussion with the Planning Commission at their March 12th meeting.

**Planning Commission Regular Meeting
March 12, 2020
Meeting Minutes**

1) CALL TO ORDER/ROLL CALL

Chair William Chester called the meeting to order at 7:01 PM. Planning Commissioners in attendance were Mack Pearl, Jon Quitslund, Lisa Macchio, Kim McCormick-Osmond and Joe Paar. Commissioner Don Doman phoned in to the meeting from home.

The agenda was reviewed. There were not any conflicts of interest reported.

2) PLANNING COMMISSION MEETING MINUTES

2.a January 9, 2020 Minutes

January 23, 2020 Minutes

[Cover Page](#)

[Planning Commission Minutes DRAFT 010920.pdf](#)

[Planning Commission Minutes DRAFT 012320.pdf](#)

Motion: I move approval of the minutes from the January 9 meeting 2020 as distributed, no corrections.

Quitslund/Paar: Passed Unanimously

Motion: I move approval of the minutes from the January 23 meeting 2020 moving them as distributed, no corrections.

Quitslund/Paar: Passed Unanimously

3) PUBLIC COMMENT

None.

4) PUBLIC HEARING

4.a Ordinance 2020-02 (formerly 2019-09) related to Accessory Dwelling Units

[Cover Page](#)

[20200312_Staff_Memo_on_ADUs \(1\).docx](#)

[20200312 Ordinance 2020-02 DRAFT.docx](#)

[Planning Commission Subcommittee Recommendations Regarding ADUs](#)

[ADU Use Specific Standards 18.09.030 Attachment A.pdf](#)

Senior Planner Jennifer Sutton provided an overview of the ordinance.

The public hearing was opened at 7:36 PM.

2

Ron Peltier spoke about the origins of the ADU ordinance they were working on.

Jane Rein spoke for ADUs as a way to have affordable housing.

Michael Pollock spoke as a citizen and for ADUs as a form of affordable housing and was not sure the ordinance as presented would actually increase the supply of affordable housing.

Bob Russell spoke for agricultural lands/farmers being allowed 2 ADUs for farm workers and the incentive of not having the ADU count toward lot coverage.

Joe Dunstan spoke as a citizen and about solving the problem of affordability and that density and affordability are separate. He stated that affordability needed to be subsidized.

The public hearing was closed at 7:54 PM.

MOTION: We move to recommend that Ordinance number 2020-02 be approved by the City Council with the following changes: Whereas sections number 2 and 4 are deleted; Section 18.09.030.1.5.e is modified to reinstate the language that currently is in strikeout; Section 18.09.030.1.5.o adds the following sentence " ADUs cannot be used as a short-term rental unless they have a business license for short term rental before the effective date of Ordinance 2020-02.

McCormick Osmond/Pearl: Passed Unanimously

MOTION: We move to strongly recommend that the City Council consider and adopt a comprehensive affordable housing ordinance that may include as one of its elements incentivizing ADUs as a type of affordable housing. Incentives might include reducing impact fees and determining that an ADU would not count toward lot coverage as ways to encourage affordable housing. We'd also like to urge Council to move forward with drafting regulations to apply to short term vacation rentals to ensure that ADUs remain available as housing and rental properties.

McCormick Osmond/Pearl: Passed unanimously

5) NEW BUSINESS

5.a FAR discussion.

Cover Page

20200227 FAR Memo to PC .pdf

RES_2001-

54_DISTRIBUTION_OF_FUNDS_FROM_PURCHASE_OF_FLOOR_AREA_RATIO_BONUS
S.pdf

RES_2003-

25_FULL_CITY_COUNCIL_FOR_DECISION_MAKING_RE_FLOOR_AREA_RATIO_BONUS
ES.pdf

BIMC_18.12.030_FAR_BONUS_OPTIONS (2).docx

Comp Plan Goals & Policies Related to FAR.pdf

WMP Goals & Policies Related to FAR.pdf

Planning & Community Development Director Heather Wright introduced the interim zoning control ordinance.

3

Public Comment

Michael Pollock spoke about the Council not intending the table to be a loophole but to facilitate historic preservation.

Ron Peltier spoke about vesting projects and bonus FAR and hoped they recommended to adopt the ordinance without the amendment.

Motion: I move that we recommend agreeance with the approval of Ordinance number 2020-10 with the deletion under section 2.B.3 under exclusions.

Paar/Quitslund: Passed Unanimously

Commissioner McCormick Osmond agreed to write an addendum explaining the rationale for the motion.

5.b Planning Liaison to the DRB Bimonthly Update

Cover Page

Chair Chester briefed Commissioners on the new monthly meeting between the chairs and vice-chairs of the Design Review Board and the Planning Commission.

6) UNFINISHED BUSINESS

6.a 2020 Workplan continued discussion.

Cover Page

[Memo to Council post PC Retreat.docx](#)

[2020 Workplan memo 3-5-20.pdf](#)

[Quitslund Memo 030920.pdf](#)

Deferred until the next meeting.

7) PLANNING DIRECTOR'S REPORT

8) ADJOURNMENT

The meeting was adjourned at 9:47 PM.

William Chester, Chair

Jane Rasely, Administrative Specialist

Attachment C

Addendum to Planning Commission recommendation to remove Section 2.B.3 from Ordinance No. 2020-10, providing rationale for the recommendation.

The Planning Commission recommends removal of Section 2.B.3 from Ordinance No. 2020-10 because it appears to create a new and somewhat confusing standard for determining whether an ordinance applies to a project by excluding projects “that filed a complete land use application with the City and have purchased from the City or otherwise acquired development rights, including related to bonus floor area ratio, through an executed covenant, development agreement, or contract, prior to the effective date of this ordinance.” Ordinance No. 2020-10 already includes Section C, which clearly states that “nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any property owner’s or property leaseholder’s vested development rights as defined by state law and City of Bainbridge Island regulations.” If Section 2.B.3 is intended to benefit a specific project or was included to avoid litigation risk to the City, the language should state that in the interest of transparency or be revised to simply exclude the project or projects for which it is intended and explain why they are being excluded.

ORDINANCE NO. 2020-10

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; imposing a six-month interim zoning control on the use or applicability of certain bonus density options as provided in BIMC 18.12.030.E. and the related provisions described in this ordinance; setting forth findings of fact in support of this interim zoning control; imposing the interim zoning control as described herein; stating the effect on vested rights; providing for exclusions; recognizing that a public hearing will be held within 60 days; authorizing interpretative authority; providing for severability; declaring an emergency; setting the duration; and establishing an immediate effective date.

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 zoning 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, balancing affordable housing, historic preservation, growth management, and sustainable development continues to be a local, regional, and national challenge due to many social and economic factors; and

WHEREAS, the City has encouraged affordable housing construction by adopting “bonus density” programs that allow for increases in density above the underlying zoning if the additional density creates affordable homes; and

WHEREAS, the intent of the Comprehensive Plan is to place residential density, inclusive of affordable housing, in the Winslow core area near infrastructure such as transportation hubs (e.g., ferry service, bus service, highway access), sewer, water, reliable electrical power, and retail stores; and

WHEREAS, the intent of such policies is to manage growth consistent with the Growth Management Act, reduce infrastructure costs, and follow general principles of sustainable community development; and

WHEREAS, the City Council is interested in evaluating the applicability, use, and effectiveness of the bonus density options provided for and as described in BIMC 18.12.030.E. that are being suspended by this interim zoning control, including related to the purchase of development rights, the provision of public amenities and/or infrastructure, the provision of community open space, floor area ratio transfers related to the Mixed Use Town Center and High School Road districts, and ferry-related parking; and

WHEREAS, an emergency exists necessitating adoption of this interim zoning control to suspend the use and applicability of certain bonus density options in order to preserve and protect public health, safety, and welfare; and

WHEREAS, interim zoning controls enacted under RCW 36.70A.390 and RCW 35A.63.200 are methods by which local governments may preserve the status quo so that new policies and regulations will not be rendered moot by intervening development; and

WHEREAS, this interim zoning control will provide the City with additional time to review and potentially revise its public health, safety, and welfare requirements and zoning and land use regulations related to providing density bonuses above and beyond the underlying zoning; and

WHEREAS, the City Council concludes that it must adopt this interim zoning control based on concerns as expressed in this ordinance regarding the awarding of density bonuses that are unrelated to affordable housing and historic structure preservation; and

WHEREAS, the City Council has significant concerns regarding whether the use of certain density bonus options is accomplishing the vision and goals of the City's Comprehensive Plan; and

WHEREAS, based on these and related concerns, the City Council requires additional time to review the regulations and policies at issue to ensure that the vision and goals of the City's Comprehensive Plan are being met to the Council's satisfaction; and

WHEREAS, the City Council has considered the applicability and use of bonus density options at multiple Council meetings, including on February 4, February 11, February 25, and March 3, 2020; and

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

WHEREAS, the interim zoning control imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare; and

WHEREAS, the City Council now determines that a public emergency exists requiring that this interim zoning control become effective immediately upon adoption.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City Council's initial findings of fact in support of the interim zoning control established by this ordinance. The City Council may, in its discretion, adopt additional findings after the public hearing referenced in Section 4 below.

Section 2. Interim Zoning Control Imposed. 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 Section 2 of this ordinance, the City hereby imposes an interim zoning control, as described in this Section 2, for all properties and development in the Mixed Use Town Center and High School Road Districts as follows:

A. Applicability.

This ordinance hereby suspends the applicability and use of BIMC 18.12.030.E, BIMC 18.27.080, and footnote three to Table 18.12.020-3 related to bonus density options.

B. Exclusions.

The following are excluded from this interim zoning control, meaning that the interim zoning control does not apply to:

1. BIMC 18.12.030.E.1. (which relates to Optional Affordable Housing).
2. BIMC 18.12.030.E.6. (which relates to Historic Structure Preservation).
3. Development projects that filed a complete land use permit application with the City and have purchased from the City or otherwise acquired development rights, including related to bonus floor area ratio, through an executed covenant, development agreement, or contract, prior to the effective date of this ordinance.

C. Effect of This Interim Zoning Control.

For clarity, attached Exhibit A shows BIMC 18.12.030.E., BIMC 18.27.080, and Table 18.12.020-3 and includes as strikethrough text the provisions of BIMC 18.12.030.E., BIMC 18.27.080, and related footnote three to Table 18.12.020-3 that are being suspended by this interim control ordinance, such that the provisions in the strikethrough text shall not be in effect and cannot be used during the period of time in which the interim official control adopted by this ordinance remains in effect.

Section 3. Effect on Vested Rights. The interim zoning control imposed under this ordinance shall operate, as of the effective date of this ordinance, to suspend the applicability or use of BIMC 18.12.030.E. and the related provisions described in this ordinance, subject to the above exclusions, for all properties and development in the Mixed Use Town Center and High School Road Districts. However, nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any property owner's or property leaseholder's vested development rights as defined by state law and City of Bainbridge Island regulations.

Section 4. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony and to consider adopting further findings of fact.

Section 5. 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 6. 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 7. Declaration of Emergency; Effective Date; Duration. This ordinance, which the City Council hereby regards as a public emergency ordinance necessary for the protection of the public health, public safety, public property, and public peace, shall take effect and be in full force immediately upon its adoption. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration are included in the "Whereas" clauses above, all of which are adopted by reference as findings of fact as if fully set forth herein. This interim zoning control shall take effect immediately and shall remain effective for six (6) months, unless terminated earlier by the City Council. Provided, that the Council may, at its sole discretion, renew the interim zoning 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.

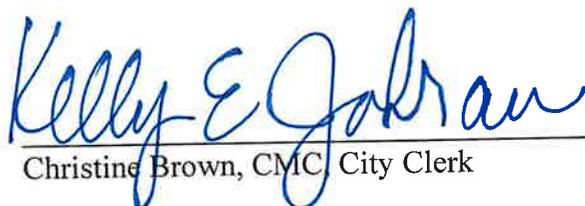
PASSED by the City Council this 10th day of March, 2020.

APPROVED by the Mayor this 10th day of March, 2020.



Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:



Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	March 6, 2020
PASSED BY THE CITY COUNCIL:	March 10, 2020
PUBLISHED:	March 13, 2020
EFFECTIVE DATE:	March 10, 2020
ORDINANCE NUMBER:	2020-10

Attached: Exhibit A: BIMC 18.12.030.E. and related provisions as above described (with applicable strikethrough text)

Exhibit A

The applicability and use of the provisions below in strikethrough text are hereby suspended by this interim control ordinance.

BIMC 18.12.030

E. Bonus Density in Winslow Mixed Use and High School Road Districts. Eligible properties may achieve a maximum level of development above the base FAR, as provided for in Table 18.12.020-3, by using one, or a combination of, the following FAR bonus provisions. The FAR bonus provisions may be combined to achieve the maximum level of development established for each district. In no case shall the total commercial, residential or mixed use FAR exceed the maximum FAR as provided for in Table 18.12.020-3.

1. Optional Affordable Housing.

a. FAR Bonus. Up to 100 percent of the maximum residential FAR bonus may come from providing affordable housing as defined in Chapter 18.36 BIMC; provided, that the difference between the base residential FAR and the maximum residential FAR shall be dedicated to affordable housing. A portion of the total floor area that is of common use and benefit to the entire residential development (for example, interior halls, stairwells, laundry rooms, exercise rooms) may be included in the calculation of the affordable housing component. This portion shall be the same percentage as the affordable housing provided. For example, if 20 percent of the living unit floor area is for affordable housing, then 20 percent of the common floor area may be included in the total affordable housing calculation. Development of the optional affordable housing shall be in accordance with Chapter 18.21 BIMC and Table 18.12.030.

Table 18.12.030: Optional Affordable Housing Bonus Summary Table

Size of Development	Residential development less than 10,000 sq. ft.	Residential development of 10,000 sq. ft. but less than 60,000 sq. ft.	Residential development more than 60,000 sq. ft.
Affordable Housing FAR Bonus	Must provide 100 percent of bonus square footage for extremely low, very low, or moderate income groups.	Must comply with following ratios: (a) 100 percent of bonus for all moderate; OR (b) 0.2 of bonus for extremely low, very low, or low income groups; 0.5 of bonus for moderate income group; and 0.3 of bonus for middle income group.	Must comply with following ratios: 0.1 of bonus for extremely low, very low or low income groups; 0.6 of bonus for moderate income group; and 0.3 of bonus for middle income group.

b. Preservation of the Islander Mobile Home Park. Preservation of the Islander Mobile Home Park as an existing park site for manufactured homes shall be encouraged through the following provisions.

i. Unused FAR from the parcel on which the mobile home park is located may be transferred to another parcel or parcels within the Mixed Use Town Center. For example, the base FAR for the mobile home park would be calculated, less the FAR of the mobile homes. In exchange for permanently preserving the mobile home park, the owner of the property may transfer the unused FAR to another parcel or parcels in the Mixed Use Town Center, where it may be used as bonus FAR above the base FAR for that district.

ii. Permanent preservation of the mobile home park may be used as an affordable housing bonus on another parcel or parcels within the Mixed Use Town Center. For example, in exchange for preserving the mobile home park, the owner of the property would be deemed to have met the affordable housing bonus provisions of subsection A.1 of this section, and could achieve the maximum FAR bonus for residential development on another parcel or parcels in the Mixed Use Town Center. The owner of the mobile home park may either apply the FAR bonus to another parcel(s) he or she owns, or transfer or sell the bonus to another property owner in the Mixed Use Town Center.

~~2. Purchase of Development Rights. Up to 100 percent of the maximum residential, commercial or mixed use FAR bonus may come from the purchase of development rights as provided for in Chapter 18.27 BIMC. The cost of development rights shall be established by resolution of the city council.~~

~~3. Public Amenities and/or Infrastructure. At the applicant's option, a portion of the bonus may be earned through the provision of public amenities, infrastructure, and/or preservation of a heritage tree(s) on site, pursuant to an adopted city council resolution clarifying the amount of credit awarded for different provision of different public amenities and/or infrastructure, as follows:~~

~~a. Up to 40 percent of the maximum residential, commercial or mixed use FAR bonus may come from monetary contributions toward public amenities and/or infrastructure beyond that required for SEPA mitigation. The amount of the contribution shall be established by resolution of the city council. Funds contributed to the public amenities and/or infrastructure shall be used exclusively in the Mixed Use Town Center or High School Road districts, for projects identified in the six-year capital facilities program, or approved by the city.~~

~~b. In lieu of the contribution of funds as provided for in subsection E.3.a of this section, and subject to approval by the director or designee, the public amenities FAR bonus may be achieved by the preservation of a heritage tree(s) on site, construction of public amenities and/or infrastructure beyond that required to mitigate the impacts of development. Public amenities and/or infrastructure projects shall be located in the Mixed Use Town Center or High School Road districts, and shall be chosen from projects identified in the six-year capital facilities program, or approved by the city.~~

4. Community Open Space. In the ferry terminal district, up to 60 percent of the maximum residential, commercial or mixed use FAR bonus may be achieved by providing community open space of one acre, or 20 percent of the parcel area, whichever is greater. The community open space shall be located in or in the immediate vicinity of locations identified in Figure 4.1 of the Winslow master plan. The open space must be located on the same parcel that is being developed, and must be on land that would be otherwise buildable. Adequate public access to the community open space must be provided. The city shall consider approving the bonus, taking into consideration the configuration, public use and accessibility of the proposed open space. In cases where a development project utilizes the community open space bonus provision in conjunction with the purchase of development rights bonus provision, all funds collected from the purchase of development rights shall go toward the preservation of agricultural lands fund.

5. Winslow Town Center Mixed Use/High School Road FAR Transfers. Up to 20 percent of the maximum residential, commercial or mixed use FAR bonus may come from transfers of FAR from parcels within the Mixed Use Town Center and the High School Road districts. The transfer shall create permanent open space through open space preservation covenants on sending parcels that contain critical areas as defined in Chapter 16.20 BIMC. For example, development potential in the ravine of the gateway district may be shifted to the upland area; provided, that the requirements of Chapter 16.20 BIMC are satisfied.

6. Historic Structure Preservation. When an historic structure is preserved on site, the FAR of that historic structure shall not be included in the calculation of total FAR for the site. The historic structure must be included on a state, local or federal register.

7. Ferry Related Parking. In the ferry terminal district, an additional 0.2 FAR may be achieved by relocating existing legal surface ferry commuter parking on site (as shown on Figure 6.2 of the Winslow master plan) to under building or below grade parking. The percentage of the additional FAR that is achieved shall be dependent upon the percentage of parking that is relocated. For example, if 50 percent of existing surface ferry commuter parking on site is relocated under building or below grade, then 50 percent of the total additional FAR (or 0.1 FAR) may be achieved.

BIMC 18.27.080

~~A. In order to use development rights to increase floor area ratio within the Mixed Use Town Center or High School Road districts as provided in BIMC 18.12.030.E, an applicant must fill out an application in a form approved by the city. The application shall include the amount of the requested increase in floor area ratio, and the fee, if any, of the increased floor area ratio. The fee for development rights to increase floor area ratio shall be established by resolution of the city council.~~

~~B. The approved application to utilize development rights to increase floor area ratio within the receiving area must be part of a site plan and design review application under BIMC Title 2. The site plan must indicate the increase in floor area ratio (FAR).~~

~~C. The use of development rights shall be reviewed for conformance with the design review provisions of BIMC 18.18.030.~~

Table 18.12.020-3

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD	MAXIMUM FAR (Floor Area Ratio) [1]								
Basic Maximum									
Commercial and Other Nonresidential Uses	0.6	0.4	0.3	0.15	0.1	0.3	No max.; limited by other standards		
Residential	0.4	0.4	0.3	0.5	0.4	0.3	No FAR limit: R-2 standards apply		
Mixed Use [2]	1.0	0.5	0.5	0.5	0.5	0.3	No max.; limited by other standards		
Maximum with Bonus									

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD	1.0	0.6	0.6	0.3	0.2	0.6	N/A	N/A	N/A
	Commercial and Other Nonresidential Uses					Bonus densities require compliance with BIMC 18.12.030.E	Bonus densities require compliance with BIMC 18.12.030.D		
Residential	1.0	0.6	0.6	1.0	1.1	0.6	N/A	N/A	N/A
	Residential					Bonus densities require compliance with BIMC 18.12.030.E			
Mixed Use [2]	1.5	1.0	1.0	1.0	1.3 (1.5 pursuant to note [3])	1.0	N/A	N/A	N/A
	Mixed Use [2]					Bonus densities require compliance with BIMC 18.12.030.E			

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSRI I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Erickson Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD									
MINIMUM LOT DIMENSIONS									
Area	N/A	N/A	N/A	N/A	N/A	N/A	N/A	20,000 sq. ft.	20,000 sq. ft.
Depth	N/A	N/A	N/A	N/A	N/A	N/A	80	N/A	N/A
Width	N/A	N/A	N/A	N/A	N/A	N/A	80	N/A	N/A
MAXIMUM LOT COVERAGE									
	100%, excluding setbacks	35%	35% 2,500 sq. ft. max. building footprint south of Wyatt, excluding parking	35%	75%	50%	35%	35%	50%

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD			structures located below predevelopment and finished grade						
<p>SETBACKS (Minimum required unless otherwise noted) [4]</p> <p>Note: Landscaped areas may serve as setbacks and, in some cases, may exceed the setback requirements.</p> <p>Note: Additional setbacks may be required by:</p> <p>(a) Chapter 16.12 BIMC, Shoreline Master Program; or</p> <p>(b) Chapter 16.20 BIMC, Critical Areas; or</p> <p>(c) BIMC 16.28.040, mining regulations; or</p> <p>(d) BIMC 18.09.030, Use Specific Standards; or</p> <p>(e) BIMC 18.12.030.F, Shoreline Structure Setbacks.</p>									

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD									
Front	Commercial: 5 ft. max. from sidewalk; Residential: 10 ft. min. and 20 ft. max. from Madison Ave. sidewalk	10 ft. min., 20 ft. max.	15 ft. min., 20 ft. max.	5 ft. max. from sidewalk	5 ft. max. from sidewalk except as modified by transition standards in BIMC 18.12.030.C	10 ft. max. from sidewalk	0 ft. min., 20 ft. max. from any street, planned right-of-way or road easement, unless otherwise provided under special planning	50 ft. min. along any public right-of-way	40 ft. min. from property in residential districts; 10 ft. min. for all other

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center						HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]					
DIMENSIONAL STANDARD							area provisions			
Side	0 ft.; 5 ft. min. when property abuts the Madison Avenue or Ericksen Avenue overlay districts	0 ft.; 5 ft. min. when property abuts the central core overlay district	5 ft. min.	0 ft.	0 ft.	0 ft.	0 ft. when property abuts another NC zone; 15 ft. when property abuts a residential zone	10 ft.; 50 ft. when abutting a residentially zoned property. The city may increase this to a maximum of 100 ft.	40 ft. min. from property in residential districts; 10 ft. min. for all other	

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Erickson Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD								depending on the type, scale, and intensity of the proposed use, subject to site plan review.	
Rear	0 ft.; 5 ft. min. when property abuts the Madison	0 ft.; 5 ft. min. when property abuts	0 ft.; 5 ft. min. when property abuts the central core or Madison	0 ft.	0 ft.	0 ft.	0 ft. when property abuts another NC zone; 15 ft.	15 ft. min.; 50 ft. min. when abutting a residential	40 ft. min. from property in residential districts;

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Erickson Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD	Avenue or Erickson Avenue overlay districts	the Central Core or Erickson Avenue overlay districts	Avenue overlay districts				when property abuts a residential zone	district. City may increase to a maximum of 100 ft. based on type, scale, and intensity of proposed use, subject to site plan review.	10 ft. min. for all other
Shoreline Jurisdiction	See Table 16.12.030-2, Dimensional Standards Table, and BIMC 18.12.030.F, Shoreline Structure Setback Lines								

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD									
MAXIMUM BUILDING HEIGHT [5]									
Note: Bonus may not be available in the shoreline jurisdiction									
Base	35 ft.; 25 ft. max. south of Parfitt	25 ft.; 35 ft. north of High School Road	25 ft.	35 ft.	BIMC 18.12.030.C standard height north of Winslow Way; 35 ft. south of Winslow Way	35 ft.	35 ft.	35 ft.	35 ft. except that Chapter 16.12 BIMC applies within shoreline jurisdiction
Bonus 1 if parking under building [6]	45 ft.; 35 ft. south of Parfitt	35 ft.; 45 ft. north of	35 ft.	45 ft.	BIMC 18.12.030.C optional	45 ft.			

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay	Ferry Terminal Overlay [See BIMC 18.12.030.C]				
DIMENSIONAL STANDARD		High School Road			height north of Winslow Way; 45 ft. south of Winslow Way				
Bonus 2 for Nonresidential Uses with Major Conditional Use Permit						45 ft.	45 ft.	45 ft.	

Table 18.12.020-3 Dimensional Standards for Mixed Use Town Center and “Other” Zone Districts

ZONING DISTRICT	Winslow Mixed Use Town Center				HSR I and II	NC	B/I	WD-I
	Central Core Overlay	Madison Avenue Overlay	Ericksen Avenue Overlay	Gateway Overlay				
DIMENSIONAL STANDARD	Alternative height limits may apply if the conditional use permit provisions of BIMC Title 2 are met. Some encroachments through height limits are permitted under BIMC 18.12.040.							
Bonus 3 Structure Height	Alternative height limits may apply if the conditional use permit provisions of BIMC Title 2 are met. Some encroachments through height limits are permitted under BIMC 18.12.040.							

[1] If the existing FAR for a developed property as of May 21, 1998, is higher than the base FAR for that district, then the existing FAR will be considered the base FAR for that developed property. Total FAR may not be exceeded.

[2] In mixed use development, the established FAR in the residential and commercial components shall not be exceeded. For the residential FAR bonus provisions for qualifying housing design demonstration project, refer to the bonus density provisions in BIMC 2.16.020.S.8.

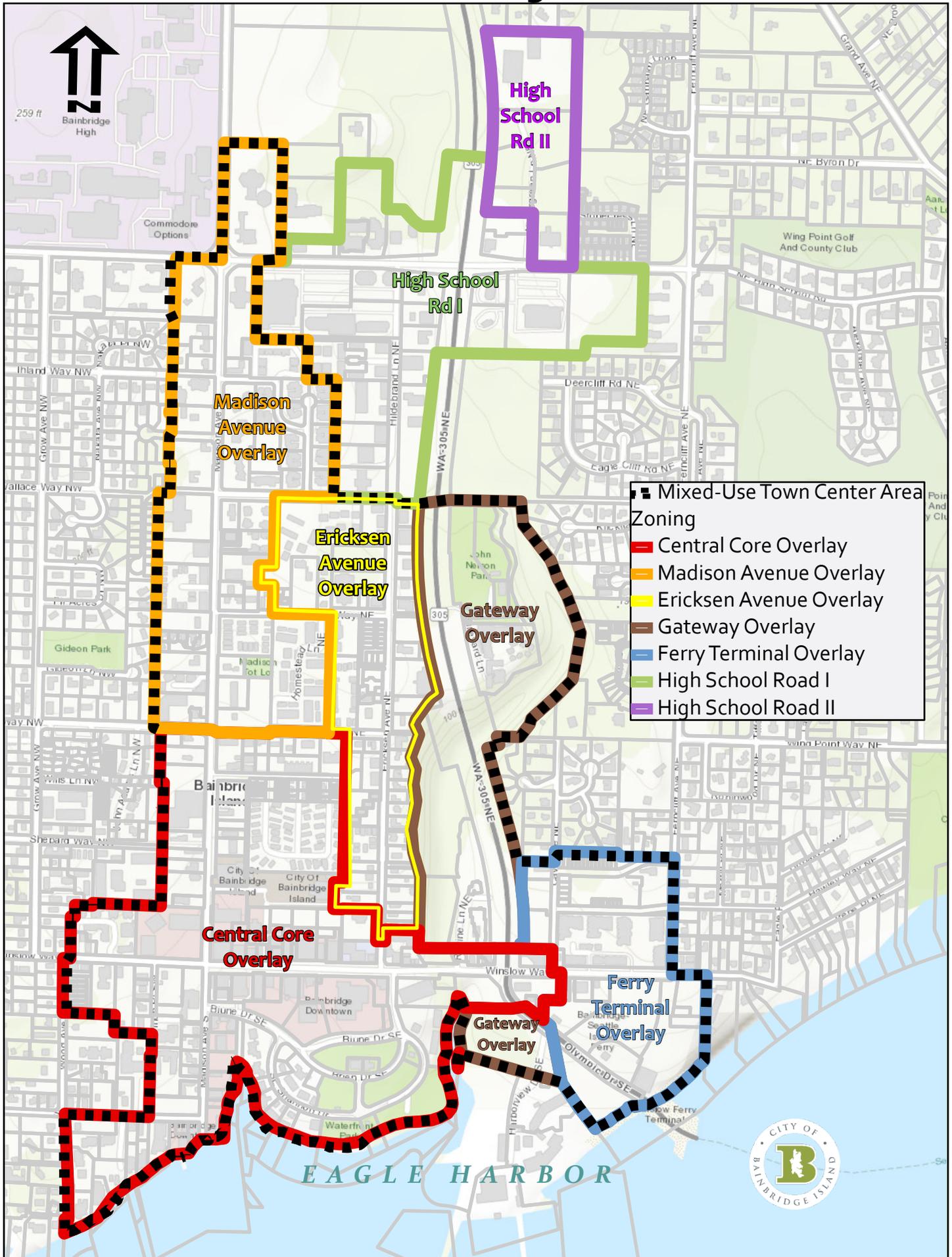
[3] ~~In mixed use development in the ferry terminal district, an additional 0.2 FAR is permitted in accordance with BIMC 18.12.030.E.7. The additional FAR may be applied to either the residential or commercial component of the mixed use development.~~

[4] When property adjoins a single-family residential zone, building setback shall be in accordance with the landscape ordinance perimeter landscaping requirements.

[5] When property adjoins a lower density residential zone, except in the ferry terminal district, north of Winslow Way, for the first 30 feet of the building from the property line of an adjoining lower density residential zone, the building height shall be the building height of the adjoining lower density residential zone. Optional building height allowed in the adjoining lower density residential district through a conditional use permit may be requested for projects within the Mixed Use Town Center and High School Road zones through the site plan review process. For building height requirements in the ferry terminal district, north of Winslow Way, referencé BIMC 18.12.030.C.

[6] The bonus height is only available for the entire building if parking is located under more than 50 percent of the building footprint. If parking is located under 50 percent or less of the building footprint, the bonus may only be used for a portion of the building footprint twice as large as the area with parking located beneath.

MUTC & HSR Zoning Districts



Project	Year Completed	Project Type	Zone	Property Size	Base FAR	Project FAR	Max Bonus FAR	How was Bonus FAR obtained (if applicable)
FAR USED AS ALLOWED UNDER ORDINANCE NO. 2020-10								
Courtyards on Madison	2001	Residential	MUTC/Madison	1.85 acres	0.4	0.51	0.6	Affordable Housing
Camelia Apartments	2003	Residential	MUTC/Madison	1.76 acres	0.4	0.44	0.6	Affordable Housing
Janet West Home	2003	Residential	MUTC/Madison	0.29 acre	0.4	0.52	0.6	Affordable Housing (HRB)
Madison Square North	2007	Mixed-use	High School 1	2.53 acres	0.3	0.51	1	Affordable Housing & FAR Purchase (IMHP)
310 Ericksen	2008	Mixed-use	MUTC/Ericksen	0.26 acre	0.5	0.65	1	FAR Purchase (IMHP)
Ravine Apartments	2019	Mixed-use	MUTC/Ericksen	0.21 acre	0.5	0.58	1	FAR Purchase (IMHP)
Madison Place	NOT COMPLETE	Residential	MUTC/Madison	0.82 acre	0.4	0.6	0.6	FAR Purchase (IMHP)
The Walk at Madrona	NOT COMPLETE	Residential	MUTC/Core	1.52 acres	0.4	0.8	1	FAR Purchase (IMHP)
FAR USED AND PARTIALLY ALLOWED UNDER ORDINANCE NO. 2020-10								
Island Crossing (Best Western Hotel)	2006	Mixed-use	High School 1	3.2 acres	0.3	0.65	1	Affordable Housing Public Infrastructure
Winslow Building	2004	Mixed-use	MUTC/Core	0.67 acre	1	1.11	1.5	Affordable Housing & FAR Purchase

Wood Ave. Townhomes	2004	Residential	MUTC/Core	0.9 acre	0.4	0.56	1	Affordable Housing & FAR Purchase
Harbor Square	2006	Mixed-use	MUTC/FTD	4.33 acres	0.5	1.26	1.5	Public Open Space Affordable Housing FAR Purchase
FAR ACQUIRED WITH THE OPTION NO LONGER AVAILABLE UNDER ORDINANCE NO. 2020-10								
Rosebud	2004	Residential	MUTC/Core	0.18 acre	0.4	0.91	1	FAR Purchase
The Meridian	2005	Mixed-use	MUTC/Ericksen	1.09	0.5	0.95	1	FAR Purchase
Wyatt Way Courtyard Offices	2007	Commercial	MUTC/Core	0.35 acre	0.6	0.64	1	FAR Purchase
Seabreeze	2008	Mixed-use	MUTC/Core	0.34 acre	1	1.45	1.5	FAR Purchase
Island Gateway (BIMA/KiDiMu)	2014	Commercial	MUTC/ Gate & Core	5.31 acres	0.15 Gate & 0.6 Core	0.17 Gate & 0.59 Core	0.3 Gate & 1.0 Core	FAR Purchase
Rosebud 2	2015	Residential	MUTC/Core	0.17 acre	0.4	0.997	1	FAR Purchase
Bainbridge Landing	NOT COMPLETE	Residential	MUTC/FTD	4.87 acres	0.5	0.78	1.1	Public Open Space
Madison Landing	NOT COMPLETE	Residential	MUTC/Madison	1.95 acres	0.4	0.58	0.6	FAR Purchase Pending

NOTE: Base and Max FAR listed for each project depends on the type of project - commercial, residential, or mixed-use.

BIMC 18.12.030.E. Bonus Density in Winslow Mixed Use and High School Road Districts. Eligible properties may achieve a maximum level of development above the base FAR, as provided for in Table 18.12.020-3, by using one, or a combination of, the following FAR bonus provisions. The FAR bonus provisions may be combined to achieve the maximum level of development established for each district. In no case shall the total commercial, residential or mixed use FAR exceed the maximum FAR as provided for in Table 18.12.020-3.

1. Optional Affordable Housing.

a. FAR Bonus. Up to 100 percent of the maximum residential FAR bonus may come from providing affordable housing as defined in Chapter [18.36](#) BIMC; provided, that the difference between the base residential FAR and the maximum residential FAR shall be dedicated to affordable housing. A portion of the total floor area that is of common use and benefit to the entire residential development (for example, interior halls, stairwells, laundry rooms, exercise rooms) may be included in the calculation of the affordable housing component. This portion shall be the same percentage as the affordable housing provided. For example, if 20 percent of the living unit floor area is for affordable housing, then 20 percent of the common floor area may be included in the total affordable housing calculation. Development of the optional affordable housing shall be in accordance with Chapter [18.21](#) BIMC and Table 18.12.030.

Table 18.12.030: Optional Affordable Housing Bonus Summary Table

Size of Development	Residential development less than 10,000 sq. ft.	Residential development of 10,000 sq. ft. but less than 60,000 sq. ft.	Residential development more than 60,000 sq. ft.
Affordable Housing FAR Bonus	Must provide 100 percent of bonus square footage for extremely low, very low, or moderate income groups.	Must comply with following ratios: (a) 100 percent of bonus for all moderate; OR (b) 0.2 of bonus for extremely low, very	Must comply with following ratios: 0.1 of bonus for extremely low, very low or low income groups; 0.6 of bonus for moderate income group; and

Table 18.12.030: Optional Affordable Housing Bonus Summary Table

Size of Development	Residential development less than 10,000 sq. ft.	Residential development of 10,000 sq. ft. but less than 60,000 sq. ft.	Residential development more than 60,000 sq. ft.
		low, or low income groups; 0.5 of bonus for moderate income group; and 0.3 of bonus for middle income group.	0.3 of bonus for middle income group.

b. Preservation of the Islander Mobile Home Park. Preservation of the Islander Mobile Home Park as an existing park site for manufactured homes shall be encouraged through the following provisions.

i. Unused FAR from the parcel on which the mobile home park is located may be transferred to another parcel or parcels within the Mixed Use Town Center. For example, the base FAR for the mobile home park would be calculated, less the FAR of the mobile homes. In exchange for permanently preserving the mobile home park, the owner of the property may transfer the unused FAR to another parcel or parcels in the Mixed Use Town Center, where it may be used as bonus FAR above the base FAR for that district.

ii. Permanent preservation of the mobile home park may be used as an affordable housing bonus on another parcel or parcels within the Mixed Use Town Center. For example, in exchange for preserving the mobile home park, the owner of the property would be deemed to have met the affordable housing bonus provisions of subsection A.1 of this section, and could achieve the maximum FAR bonus for residential development on another parcel or parcels in the Mixed Use Town Center. The owner of the mobile home park may either apply the FAR bonus to another parcel(s) he or she owns, or transfer or sell the bonus to another property owner in the Mixed Use Town Center.

2. Purchase of Development Rights. Up to 100 percent of the maximum residential, commercial or mixed use FAR bonus may come from the purchase of development rights as provided for in Chapter [18.27](#) BIMC. The cost of development rights shall be established by resolution of the city council.

3. Public Amenities and/or Infrastructure. At the applicant's option, a portion of the bonus may be earned through the provision of public amenities, infrastructure, and/or preservation of a heritage tree(s) on site, pursuant to an adopted city council resolution clarifying the amount of credit awarded for different provision of different public amenities and/or infrastructure, as follows:

a. Up to 40 percent of the maximum residential, commercial or mixed use FAR bonus may come from monetary contributions toward public amenities and/or infrastructure beyond that required for SEPA mitigation. The amount of the contribution shall be established by resolution of the city council. Funds contributed to the public amenities and/or infrastructure shall be used exclusively in the Mixed Use Town Center or High School Road districts, for projects identified in the six-year capital facilities program, or approved by the city.

b. In lieu of the contribution of funds as provided for in subsection E.3.a of this section, and subject to approval by the director or designee, the public amenities FAR bonus may be achieved by the preservation of a heritage tree(s) on site, construction of public amenities and/or infrastructure beyond that required to mitigate the impacts of development. Public amenities and/or infrastructure projects shall be located in the Mixed Use Town Center or High School Road districts, and shall be chosen from projects identified in the six-year capital facilities program, or approved by the city.

4. Community Open Space. In the ferry terminal district, up to 60 percent of the maximum residential, commercial or mixed use FAR bonus may be achieved by providing community open space of one acre, or 20 percent of the parcel area, whichever is greater. The community open space shall be located in or in the immediate vicinity of locations identified in Figure 4.1 of the Winslow master plan. The open space must be located on the same parcel that is being developed, and must be on land that would be otherwise buildable. Adequate public access to the community open space must be provided. The city shall consider approving the bonus, taking into consideration the configuration, public use and accessibility of the proposed open space. In cases where a development project utilizes the community open space bonus provision in conjunction with the purchase of development rights bonus provision, all funds collected from the purchase of development rights shall go toward the preservation of agricultural lands fund.

5. Winslow Town Center Mixed Use/High School Road FAR Transfers. Up to 20 percent of the maximum residential, commercial or mixed use FAR bonus may come from transfers of FAR from parcels within the Mixed Use Town Center and the High School Road districts. The transfer shall create permanent open space through open space preservation covenants on sending parcels that contain critical areas as defined in Chapter [16.20](#) BIMC. For example, development potential in the ravine of the gateway district may be shifted to the upland area; provided, that the requirements of Chapter [16.20](#) BIMC are satisfied.

6. Historic Structure Preservation. When an historic structure is preserved on site, the FAR of that historic structure shall not be included in the calculation of total FAR for the site. The historic structure must be included on a state, local or federal register.

7. Ferry-Related Parking. In the ferry terminal district, an additional 0.2 FAR may be achieved by relocating existing legal surface ferry commuter parking on site (as shown on Figure 6.2 of the Winslow master plan) to under-building or below-grade parking. The percentage of the additional FAR that is achieved shall be dependent upon the percentage of parking that is relocated. For example, if 50 percent of existing surface ferry commuter parking on site is relocated under-building or below grade, then 50 percent of the total additional FAR (or 0.1 FAR) may be achieved. (Ord. 2017-02 § 1, 2017; Ord. 2015-04 § 1, 2015; Ord. 2014-04 § 6 (Exh. 4 § 1), 2014; Ord. 2011-02 § 2 (Exh. A), 2011)

RESOLUTION NO. 2003-25

A RESOLUTION of the City of Bainbridge Island, Washington, amending Resolution 2001-54, to designate the full City Council as the decision making authority for proposal to construct public amenities in order to achieve floor area ratio bonuses.

WHEREAS, the Winslow Master Plan, adopted May 21, 1998, includes policies that allow for the purchase of bonus floor area ratio, and/or allow bonus floor area ratio to be achieved by constructing public amenities and/or infrastructure in the Mixed Use Town Center and High School Road Districts; and

WHEREAS, the City Council passed Resolution 2001-54 on October 10, 2001, designating the Public Works and Transportation Committee as the decision-making authority for proposals to construct public amenities; and

WHEREAS, the City Council has subsequently determined that the full Council is the appropriate decision-making authority for proposals to construct public amenities, now, therefore

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND,
WASHINGTON, DOES RESOLVE THAT:

Resolution 2001-54 shall be amended as follows:

Section 1. Funds derived from the purchase of bonus floor area ratio shall be accounted for in a budget subfund, with sixty percent (60%) of the funds directed toward the preservation of agricultural land and forty percent (40%) toward the construction of

public amenities and/or infrastructure, unless one hundred percent (100%) of the maximum bonus is purchased, in which case all of those funds shall be directed toward the preservation of agricultural land.

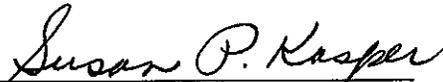
Section 2. Proposals to construct public amenities and/or infrastructure projects for the purpose of obtaining a floor area ratio bonus shall be reviewed and approved by the Public Works and Transportation Committee, upon recommendation of the Director of Public Works, and approved by Resolution of the full City Council.

Section 3. For the purposes of this resolution, public amenities are defined as pocket parks, pedestrian connections, traffic calming treatments, street trees, street furniture and other features, which enhance the livability of Winslow.

PASSED by the City Council this 13th day of August, 2003.


DARLENE KORDONOWY, Mayor

ATTEST/AUTHENTICATE


SUSAN P. KASPER, City Clerk

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

August 6, 2003
August 13, 2003
2003-25

RESOLUTION NO. 2001-54

A RESOLUTION of the City of Bainbridge Island, Washington, establishing the distribution of funds from the purchase of floor area ratio bonuses in the Mixed Use Town Center and High School Road Districts, and designating the decision making authority for proposals to construct public amenities in order to achieve floor area ratio bonuses.

WHEREAS, the City Council passed Ordinance 98-11 on May 21, 1998, adopting the Winslow Master Plan as a sub-area plan of the Comprehensive Plan; and

WHEREAS, the Winslow Master Plan includes policies that allow for the purchase of bonus floor area ratio in the Mixed Use Town Center and High School Road Districts, provided that the resultant funds are used to preserve agricultural land and develop public amenities and/or infrastructure in Winslow; and

WHEREAS, the Winslow Master Plan also includes policies that allow bonus floor area ratio to be achieved by constructing public amenities and/or infrastructure in the Mixed Use Town Center and High School Road Districts; and

WHEREAS, the City Council passed Ordinance 99-17 on September 8, 1999, implementing the Winslow Master Plan; and

WHEREAS, the City Council has determined that appropriate procedures are required to account for funds received from the purchase of bonus floor area ratio and to approve proposals to construct public amenities projects; now, therefore

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND,
WASHINGTON, DOES RESOLVE THAT:

Section 1. Funds derived from the purchase of bonus floor area ratio shall be accounted for in a budget subfund, with sixty percent (60%) of the funds directed toward the preservation of agricultural land and forty percent (40%) toward the construction of

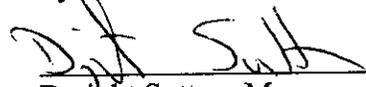
public amenities and/or infrastructure, unless one hundred percent (100%) of the maximum bonus is purchased, in which case all of those funds shall be directed toward the preservation of agricultural land.

Section 2. Proposals to construct public amenities and/or infrastructure projects for the purpose of obtaining a floor area ratio bonus shall be reviewed and approved by the Public Works Committee, upon recommendation of the Director of Public Works.

Section 3. For the purposes of this resolution, public amenities are defined as pocket parks, pedestrian connections, traffic calming treatments, street trees, street furniture and other features, which enhance the livability of Winslow.

PASSED by the City Council this 10th day of October, 2001.

APPROVED by the Mayor this 11th day of October, 2001.


Dwight Sutton, Mayor

ATTEST/AUTHENTICATE


SUSAN P. KASPER, City Clerk

FILED WITH THE CITY CLERK:	October 3, 2001
PASSED BY THE CITY COUNCIL:	October 10, 2001
RESOLUTION NO.:	2001-54



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:10 PM) Options Relating to Pending Expiration of Moratorium Related to Self-Service Storage Facilities,

SUMMARY: The City Council will discuss options and next steps for the moratorium related to self-service storage facilities.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

(1) Discussion about options available to the City Council regarding the pending expiration of the moratorium related to self-service storage facilities, including letting the moratorium expire or taking steps to consider an extension of the moratorium.

(2) If the Council would like to let the moratorium expire, the following motion is recommended:

I move to take no further action on Ordinance No. 2019-40, which imposed a moratorium related to self-service storage facilities, and to thereby allow that moratorium to expire after six months as stated in the ordinance, which will result in the moratorium expiring as of May 26, 2020.

(3) If the Council decides to consider extending the moratorium, the following motion is recommended:

I move to set a public hearing on Ordinance No. 2020-12, Extending the Moratorium Related to Self-Service Storage Facilities, as part of the agenda for the May 12, 2020 Council meeting.

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: 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 self-service storage facilities located, or proposed to be located, in the Business/Industrial (B/I) or Neighborhood Service Center (NSC) zoning districts.

The moratorium does not apply to permits required for upkeep, repair, or maintenance of existing self-service storage structures or work mandated by the City to maintain public health and safety. The moratorium is in effect for six months, or until May 26, 2020, unless terminated earlier or extended by the City Council.

ATTACHMENTS:

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

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

ORDINANCE NO. 2019-40

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; imposing a temporary six-month moratorium on the acceptance of building permit applications or land use applications for self-service storage facilities located, or proposed to be located, in the Business/Industrial or Neighborhood Center districts; setting forth findings of fact in support of this moratorium; imposing the moratorium; stating the effect on vested rights; providing for exclusions; recognizing that a public hearing will be held within 60 days; authorizing interpretative authority; providing for severability; declaring an emergency; setting the duration; and establishing an immediate effective date.

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 moratoria 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, self-service storage facilities are currently a permitted use in the City’s Business/Industrial (B/I) and Neighborhood Center (NC) districts; and

WHEREAS, the B/I district includes only 109.23 acres of land on Bainbridge Island, which constitutes 0.63% of the total acreage of land on Bainbridge Island; and

WHEREAS, Policy 1.5 of the Economic Element of the City’s Comprehensive Plan states that “[i]n order to provide opportunities for business enterprise, adequate space must be provided for efficient use of existing developed areas near public transportation (e.g., ferry, bus service) and for growth that recognizes and protects the Island’s valued natural amenities, its limits of land and water and the quality of its residential neighborhoods”; and

WHEREAS, given the limited amount of land within the B/I district, the City Council has a significant interest in ensuring that the use of such land provides opportunities for business enterprise within the City; and

WHEREAS, the City Council has significant concerns regarding further development of self-service storage facilities within the B/I district under current regulations in the context of the vision and goals of the City’s Comprehensive Plan; and

WHEREAS, Policy 15.1 of the Economic Element of the City’s Comprehensive Plan is to “[p]romote manufacturing and business/industrial employment as an important source of family wage jobs on Bainbridge Island”; and

WHEREAS, self-service storage facilities have been found in other Washington jurisdictions to employ approximately one person per acre; and

WHEREAS, the City Council has significant concerns regarding whether self-service storage facilities create family wage jobs as compared to other possible permitted uses within the B/I district; and

WHEREAS, the City Council has similar concerns regarding self-service storage facilities located in the NC district as it does with such facilities located in the B/I district; and

WHEREAS, based on these and related concerns, the City Council requires additional time to review the regulations and policies at issue to ensure that the vision and goals of the City's Comprehensive Plan are being met to the Council's satisfaction; and

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

WHEREAS, the moratorium imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare. A public emergency exists requiring that the City's moratorium takes effect immediately upon adoption.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as the City Council's initial findings of fact in support of the moratorium established by this ordinance. The City Council may, in its discretion, adopt additional findings after the public hearing referenced in Section 5 below.

Section 2. Moratorium Imposed. 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 Section 3 and Section 4 of this ordinance, the City hereby imposes a temporary moratorium, as described in this Section 2, for those properties requesting the following ("Permit Applications"):

All building permit applications or land use applications for self-service storage facilities located, or proposed to be located, in the Business/Industrial or Neighborhood Center districts.

Section 3. Effect on Vested Rights. The moratorium imposed 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 ordinance. 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 ordinance.

Section 4. Exclusions. The moratorium imposed under Section 2 of this ordinance shall not apply to permits required for upkeep, repair, or maintenance of existing self-service storage structures or work mandated by the city to maintain public health and safety.

Section 5. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council shall hold a public hearing at a City Council meeting within 60 days of adoption of this ordinance in order to take public testimony and to consider adopting further findings of fact.

Section 6. 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 7. 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 8. Declaration of Emergency; Effective Date; Duration. This ordinance, as a public emergency ordinance necessary for the protection of the public health, public safety, public property, and public peace, shall take effect and be in full force immediately upon its adoption. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support this emergency declaration are included in the "Whereas" clauses above, all of which are adopted by reference as findings of fact as if fully set forth herein. This moratorium shall take effect immediately and shall remain effective for six (6) months, unless terminated earlier by the City Council. Provided, that the Council may, at its sole discretion, renew the moratorium 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.

PASSED by the City Council this 26th day of November, 2019.

APPROVED by the Mayor this 26th day of November, 2019.


Kol Medina, Mayor

ATTEST/AUTHENTICATE:


Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK:	November 26, 2019
PASSED BY THE CITY COUNCIL:	November 26, 2019
PUBLISHED:	December 6, 2019
EFFECTIVE DATE:	November 26, 2019
ORDINANCE NUMBER:	2019-40



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:25 PM) Amendment No. 1 to the Professional Services Agreement with Helpline House for Rent and Mortgage Assistance Funding - Executive,

SUMMARY:

In August 2019, the City executed a professional service agreement (PSA) with Helpline House to provide \$100,000 in funding for rent and mortgage assistance to income-qualified residents of Bainbridge Island. Due to the economic impacts of the COVID-19 public health emergency, Helpline House has submitted a request to the City for additional funding in order to meet the demand for rent and mortgage assistance. As drafted, Amendment No. 1 to the PSA with Helpline House would allocate \$60,000 in additional funding for rent and mortgage assistance.

A memo from Helpline House is attached, with additional information about the requests for assistance to date and expected future needs.

AGENDA CATEGORY: Contract

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to approve Amendment No. 1 to the Professional Services Agreement with Helpline House for Rent and Mortgage Assistance Funding, providing \$60,000 in additional funding from the Housing Trust Fund for rent and mortgage assistance to income-qualified residents of Bainbridge Island.

STRATEGIC PRIORITY: Healthy and Attractive Community

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Helpline House - April 17, 2020 Request for Additional Rent and Mortgage Assistance Funding](#)

[Amendment No. 1 to PSA with Helpline House for Rent and Mortgage Assistance Funding](#)

[PSA with Helpline House for Rent and Mortgage Assistance Funding \(Executed\)](#)

FISCAL DETAILS: There is \$170,390 in total budget in the affordable housing fund in 2020 with \$57,630 spent leaving \$112,760 available to cover this contract increase.

Fund Name(s): Other

Coding:



Date: April 17, 2020

To: Bainbridge Island City Council members

From: Maria Metzler, Executive Director

Subject: Emergency Rental Assistance Program Funding re: COVID-19 pandemic

Helpline House is a 501C3 non-profit on Bainbridge Island that provides essential needs for our community in the form of nutritious food, financial, transportation, and utility assistance, mental health counseling, children's and elderly services, medical equipment loan, and more. Helpline House provides services to all Islanders free of charge. For 50 years, Helpline House has continually met the needs of the Bainbridge Island community. We currently serve approximately 1 in 10 Islanders, about 2,500, each year.

All Islanders will have a different COVID-19 pandemic experience. Some of us have been infected and suffered greatly, some of us are essential workers and continue to go to work on behalf of our community day after day, and some are sheltering in place and limiting any activity that could result in exposure to themselves or others.

We have many neighbors whose current future is uncertain because of forced closures due to COVID-19. While this is the absolute safest path forward for us all, our neighbors are facing financial insecurity due to closed businesses, reduced hours, and lost jobs. Many of these Island residents are already among the lower household earners on Bainbridge, and any change in their income, including a reduction in hours, has a significant effect on their ability to pay bills like rent and utilities.

While it is commendable that there is a current stay on evictions in Washington State, any debt incurred will follow these households for months and months, and they will still owe their rent and mortgage payments in the months to come. It is likely that their financial situation will not rebound as quickly as their mounting bills, and rental/mortgage assistance will provide them a path to remain housed at the end of this economic crisis instead of facing homelessness and rising debt.

Helpline House currently offers rental assistance to Island residents. We have fiscal policies and procedures in place to successfully administer grants. We are in the remaining weeks of stewarding a distribution from COBI's Housing Trust Fund.

Helpline House would like to request \$60,000 from the City of Bainbridge Island to help Island residents weather the economic effects of the COVID-19 pandemic. For April 2020 rent requests, Helpline House spent just over \$30,000 on 30 households. Eleven of those households

have never sought assistance from Helpline House before and an additional 8 hadn't needed assistance in over two years. The households served included an employee of our local McDonald's whose hours were reduced, a small business owner who had to temporarily close her business, and a restaurant worker who was no longer able to continue even a reduced schedule with all her children home from school, amongst others. We anticipate that this rental assistance would last for approximately 4 months, although admittedly, the economic effects will continue to hammer the Island for months to come. We are hopeful that in that time, households are able to avail themselves of other financial relief programs via a Helpline House case manager as well as take part in other cost saving measures such as shopping at the Helpline House food bank

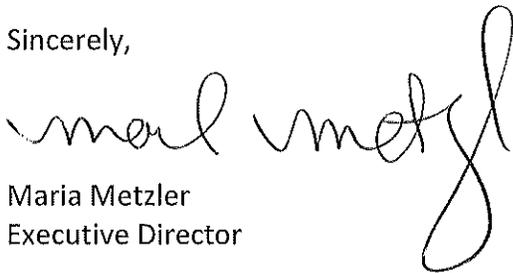
Households whom have directly lost or had interrupted income due to COVID-19 would be eligible for this assistance. This is not meant to alleviate the situations of those on the Island who are chronically low income and for whom this would be an understandable help, but this is targeted to our neighbors who are suffering because of this pandemic.

Helpline House will:

- steward these resources for those directly affected by the COVID-19 crisis
- continue to request supporting documentation proving current income or disruption thereof and proof of Bainbridge Island residency
- disperse up to but not to exceed \$2200 to eligible households to that can be requested over no more than three months
- make payments to a bank/mortgage holder for mortgage payments and to a landlord for rental payments
-

We are all affected in various ways by this COVID-19 pandemic. It has taken away the ability for hard working Islanders to earn their livelihood through no fault of their own. Helpline House is proud to partner with the City of Bainbridge Island to offer real and significant assistance during this time.

Sincerely,



Maria Metzler
Executive Director

**AMENDMENT NO. 1 TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT NO. 1 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services (“Agreement”) entered into on August 15, 2019 by the City of Bainbridge Island, a Washington State municipal corporation, (“City”), and Helpline House, a Washington State nonprofit corporation, (“Service Provider”).

WHEREAS, the City and the Service Provider entered into the Agreement in connection with the distribution of rental and mortgage assistance funding to qualified residents of Bainbridge Island experiencing, or at risk of, housing instability; and

WHEREAS, on February 29, 2020, Governor Inslee declared a state of emergency in response to the spread of COVID-19 in Washington State; and

WHEREAS, on March 8, 2020, the Kitsap Public Health District was notified of the first Kitsap County resident testing positive for COVID-19, an individual residing on Bainbridge Island; and

WHEREAS, on March 9, 2020, the City Manager, as the executive head of the City for purposes of emergency management, issued a Proclamation of Emergency in response to the COVID-19 public health emergency; and

WHEREAS, on March 10, 2020, the City Council adopted Resolution No. 2020-06, affirming the Proclamation of Emergency; and

WHEREAS, on March 18, 2020, Governor Inslee issued Proclamation 20-19, enacting a temporary moratorium on most residential evictions due to the nonpayment of rent; and

WHEREAS, on April 16, 2020, Governor Inslee issued Proclamation 20-19.1, expanding the moratorium imposed by Proclamation 20-19 to include all residential evictions, except for those done to preserve the safety of other tenants, and extending the moratorium until June 4, 2020; and

WHEREAS, while Governor Inslee’s actions prohibit most residential evictions for nonpayment of rent until at least June 4, 2020, landlords will continue to assess rent on tenants; and

WHEREAS, the COVID-19 public health emergency has had, and will continue to have, a significant economic impact due to the loss of many jobs and the closure of many businesses; and

WHEREAS, many residents of Bainbridge Island expect to be impacted by the negative economic effects of COVID-19, which impacts are anticipated to disproportionately affect low and moderate income workers resulting in lost wages and, potentially, the inability to pay for basic household expenses including rent or mortgage payments; and

WHEREAS, the inability of residents of Bainbridge Island to make rent or mortgage payments increases the likelihood of eventual eviction from their homes, increasing the life, health, and safety risks to a significant percentage of people from the COVID-19 pandemic; and

WHEREAS, the City now desires to increase the funding provided for rent and mortgage assistance by \$60,000.

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

1. Section 3.A is hereby amended to read as follows:

A. The City shall pay the Service Provider for such services:

Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of _____ (\$_____);

Fixed Sum: a total amount of ~~One Hundred Thousand Dollars (\$100,000)~~ One Hundred Sixty Thousand Dollars (\$160,000) to be paid in installments in accordance with **Attachment A**;

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 in its entirety as set forth on attached **Exhibit A**.

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.

HELPLINE HOUSE

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Maria Metzler, Executive Director

Morgan Smith, City Manager

Tax I.D. #91-0902503

City Bus. License. #601140509

Exhibit A
Amended Scope of Services

1. Overview

The Service Provider is a 501(c)(3) nonprofit on Bainbridge Island that provides services to meet essential needs for residents of Bainbridge Island. One such service provided by the Service Provider is rental and/or mortgage assistance, in which the Service Provider offers financial assistance in the form of a one-time payment to a landlord or mortgage lender to avoid the eviction of a household on Bainbridge Island. In accordance with the terms of this Agreement, the Service Provider agrees to continue to distribute rental and mortgage assistance to residents of Bainbridge Island experiencing, or at risk of, housing instability.

2. Rental/Mortgage Assistance Program Description

A. Program Description. As part of the Service Provider’s Social Work program, Bainbridge Island residents have access to limited financial support when facing eviction or loss of housing.

B. Program Parameters. Residents must provide a current rental agreement or mortgage document. Residents must live on Bainbridge Island. Payments are made to a rental property owner or manager or to an entity holding a mortgage to prevent eviction of a qualified resident ~~that~~ who has fallen not more than ~~two~~ three months behind in rent/mortgage payments due to unforeseen economic or health related circumstances. Financial assistance may only be provided to residents if the annual household income for all persons 18 years or older living in their residence is less than or equal to 95% of the “median household income,” which shall mean the amount calculated and published by the United States Department of Housing and Urban Development (“HUD”) each year for the Bremerton-Silverdale Metropolitan Statistical Area as the median household or family income, adjusted by HUD for household size. Eligible households may receive up to a maximum of \$2200.00 in rent or mortgage assistance in any three-month period. Depending on the funding available, the Service Provider may increase or decrease the maximum amount of rent or mortgage assistance that may be received in any three-month period in order to achieve the goals of this Agreement, but the Service Provider will provide written notice to the City Manager at least five business days before any such change goes into effect.

C. Process:

- i.** Residents contact the Service Provider to make an appointment with a social worker.
- ii.** In the meeting, the social worker will assess the full financial situation of the resident’s household, so as to make further recommendations for resources, financial or otherwise, and to understand if the current living situation is sustainable for the foreseeable future.

iii. Resident provides housing documentation, either valid lease or mortgage agreement.

iv. Social worker provides financial assistance, in the form of a check, to the qualifying resident's landlord or mortgage lender.

v. Social worker will help resident with a further plan for stability, including making needed referrals for other resources.

3. Additional Terms

A. The City agrees to pay, in accordance with Section 3 of this Agreement, the Service Provider a total of ~~\$100,000~~ \$160,000 to provide the services described in this scope of work. The ~~\$100,000~~ \$160,000 shall be paid to the Service Provider in installments. The first installment shall be provided upon execution of this Agreement and shall be for \$25,000. As the need for additional funding arises to perform the services under this Agreement, the Service Provider may periodically request additional funds from the City, which the City will distribute in reasonable installments until the entirety of the ~~\$100,000~~ \$160,000 has been provided to the Service Provider. With each request for additional funding, the Service Provider shall submit, on a form approved by the City, a summary statement of expenses showing how previously provided funding has been used/distributed to qualifying residents under this Agreement.

B. The Service Provider agrees that the ~~\$100,000~~ \$160,000 will be used exclusively to provide financial assistance to Bainbridge Island residents in accordance with this scope of ~~work-services~~ and that no portion of these funds will be used to cover the Service Provider's staff or administrative costs.

C. At a minimum, the Service Provider agrees to track, and provide to the City upon request, the following data related to the services provided under this Agreement:

i. The amount of rental/mortgage assistance provided to each qualifying resident during the term of this Agreement;

ii. The number of residents that were provided with rental/mortgage assistance under this Agreement;

iii. The number of residents that applied for, but did not receive, rental/mortgage assistance during the term of this Agreement and the reason for denial;

iv. For each case that rental/mortgage assistance is provided, the factor or factors that necessitated the need for assistance; and

v. The household income for each resident that was provided rental assistance by the Service Provider during the term of this Agreement.

D. Of the ~~\$100,000~~ \$160,000 provided by the City under this Agreement, the Service Provider agrees to return all unspent funds to the City upon expiration of this Agreement.

E. For the duration of this Agreement, the Service Provider shall, upon request from the City, provide the latest audited report of its books to the City for review.

F. At least quarterly, the Service Provider shall, on a form approved by the City, provide a summary statement of expenses showing how previously provided funding has been used/distributed to qualifying residents under this Agreement.

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation, (“City”) and Helpline House, a Washington State nonprofit corporation, (“Service Provider”).

WHEREAS, the City needs professional services in connection with the distribution of rental and mortgage assistance funding to qualifying residents of Bainbridge Island experiencing, or at risk of, housing instability; and

WHEREAS, the Service Provider has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Service Provider as follows:

1. SERVICES BY SERVICE PROVIDER

The Service Provider shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of services attached hereto as **Attachment A** and incorporated herein by this reference as if set forth in full. The Service Provider shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 31, 2020, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days’ written notice to the other party. In the event of termination, the Service Provider agrees to return all unspent funds paid by the City under this Agreement to the City within thirty (30) days of the effective date of termination.

3. PAYMENT

A. The City shall pay the Service Provider for such services:

[] Hourly, plus actual expenses, in accordance with **Attachment A**, but not more than a total of [write out the total payment for services] (\$_____);

[X] Fixed Sum: a total amount of One Hundred Thousand Dollars (\$100,000) to be paid in installments in accordance with **Attachment A**;

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

B. The Service Provider shall maintain time and expense records and provide them to the City upon request.

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

4. INSPECTION AND AUDIT

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

5. INDEPENDENT CONTRACTOR

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

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

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

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

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

- A. The Service Provider agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, gender identity, age, disability, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.
- B. The Service Provider shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.
- C. Violation of this Section 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

7. OWNERSHIP OF WORK PRODUCT

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

- A. The Service Provider shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the acts, errors, or omissions of the Service Provider in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.
- B. Should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Service Provider and the City, its officers, officials, employees, and volunteers, the Service Provider's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Service Provider's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Service Provider's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

10. INSURANCE

The Service Provider shall maintain insurance as follows:

- Commercial General Liability as described in **Attachment B.**
- Professional Liability as described in **Attachment B.**
- Automobile Liability as described in **Attachment B.**
- Workers' Compensation as described in **Attachment B.**
- None.

11. SUBLETTING OR ASSIGNING CONTRACT

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

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

19. VENUE

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

20. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

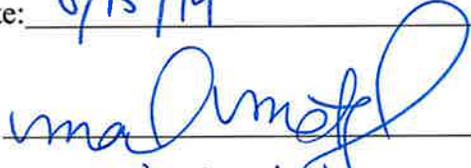
IN WITNESS WHEREOF, the parties have executed this Agreement as of the later of the signature dates included below.

HELPLINE HOUSE

CITY OF BAINBRIDGE ISLAND

Date: 8/15/19

Date: 8/14/19

By: 

By: 

Name Maria Metzler

 Morgan Smith, City Manager

Title Executive Director

Tax I.D. # 91-0902503

City Bus. Lic. # 601140509

**ATTACHMENT A
SCOPE OF SERVICES**

1. Overview

The Service Provider is a 501(c)(3) nonprofit on Bainbridge Island that provides services to meet essential needs for residents of Bainbridge Island. One such service provided by the Service Provider is rental and/or mortgage assistance, in which the Service Provider offers financial assistance in the form of a one-time payment to a landlord or mortgage lender to avoid the eviction of a household on Bainbridge Island. In accordance with the terms of this Agreement, the Service Provider agrees to continue to distribute rental and mortgage assistance to residents of Bainbridge Island experiencing, or at risk of, housing instability.

2. Rental/Mortgage Assistance Program Description

A. Program Description. As part of the Service Provider’s Social Work program, Bainbridge Island residents have access to limited financial support when facing eviction or loss of housing.

B. Program Parameters. Residents must provide a current rental agreement or mortgage document. Residents must live on Bainbridge Island. Payments are made to a rental property owner or manager or to an entity holding a mortgage to prevent eviction of a qualified resident that has fallen not more than two months behind in rent/mortgage payments due to unforeseen economic or health related circumstances. Financial assistance may only be provided to residents if the annual household income for all persons 18 years or older living in their residence is less than or equal to 95% of the “median household income,” which shall mean the amount calculated and published by the United States Department of Housing and Urban Development (“HUD”) each year for the Bremerton-Silverdale Metropolitan Statistical Area as the median household or family income, adjusted by HUD for household size.

C. Process:

- i.** Residents contact the Service Provider to make an appointment with a social worker.
- ii.** In the meeting, the social worker will assess the full financial situation of the resident’s household, so as to make further recommendations for resources, financial or otherwise, and to understand if the current living situation is sustainable for the foreseeable future.
- iii.** Resident provides housing documentation, either valid lease or mortgage agreement.
- iv.** Social worker provides financial assistance, in the form of a check, to the qualifying resident’s landlord or mortgage lender.
- v.** Social worker will help resident with a further plan for stability, including making needed referrals for other resources.

3. Additional Terms

A. The City agrees to pay, in accordance with Section 3 of this Agreement, the Service Provider a total of \$100,000 to provide the services described in this scope of work. The \$100,000 shall be paid to the Service Provider in installments. The first installment shall be provided upon execution of this Agreement and shall be for \$25,000. As the need for additional funding arises to perform the services under this Agreement, the Service Provider may periodically request additional funds from the City, which the City will distribute in reasonable installments until the entirety of the \$100,000 has been provided to the Service Provider. With each request for additional funding, the Service Provider shall submit, on a form approved by the City, a summary statement of expenses showing how previously provided funding has been used/distributed to qualifying residents under this Agreement.

B. The Service Provider agrees that the \$100,000 will be used exclusively to provide financial assistance to Bainbridge Island residents in accordance with this scope of work and that no portion of these funds will be used to cover the Service Provider's staff or administrative costs.

C. At a minimum, the Service Provider agrees to track, and provide to the City upon request, the following data related to the services provided under this Agreement:

i. The amount of rental/mortgage assistance provided to each qualifying resident during the term of this Agreement;

ii. The number of residents that were provided with rental/mortgage assistance under this Agreement;

iii. The number of residents that applied for, but did not receive, rental/mortgage assistance during the term of this Agreement and the reason for denial;

iv. For each case that rental/mortgage assistance is provided, the factor or factors that necessitated the need for assistance; and

v. The household income for each resident that was provided rental assistance by the Service Provider during the term of this Agreement.

D. Of the \$100,000 provided by the City under this Agreement, the Service Provider agrees to return all unspent funds to the City upon expiration of this Agreement.

E. For the duration of this Agreement, the Service Provider shall, upon request from the City, provide the latest audited report of its books to the City for review.

F. At least quarterly, the Service Provider shall, on a form approved by the City, provide a summary statement of expenses showing how previously provided funding has been used/distributed to qualifying residents under this Agreement.

**ATTACHMENT B
INSURANCE REQUIREMENTS**

A. Insurance Term

The Service Provider shall procure and maintain for the duration of the Agreement insurance against claims for injuries to persons or damage to property which may arise from or in connection with the performance of the work hereunder by the Service Provider, its agents, representatives, or employees.

B. No Limitation

The Service Provider's maintenance of insurance as required by the Agreement shall not be construed to limit the liability of the Service Provider to the coverage provided by such insurance, or otherwise limit the City's recourse to any remedy available at law or in equity.

C. Minimum Scope of Insurance

The Service Provider shall obtain insurance of the types and coverage described below:

1. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Service Provider's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
2. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.

D. Minimum Amounts of Insurance

The Service Provider shall maintain the following insurance limits:

1. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

E. Other Insurance Provision

The Service Provider's Commercial General Liability insurance policy must contain, or be endorsed to contain, that they shall be primary insurance as respect to the City. Any insurance, self-insurance, or self-insured pool coverage maintained by the City shall be excess of the Service Provider's insurance and shall not contribute with it.

F. Acceptability of Insurers

Insurance is to be placed with insurers with a current A.M. Best rating of not less than A:VII.

G. Verification of Coverage

Before commencing work and services, the Service Provider shall provide to the person identified in Section 8 of the Agreement a Certificate of Insurance evidencing the required insurance. The Service Provider shall furnish the City with original certificates and a copy of the amendatory endorsements, including but not necessarily limited to the additional insured endorsement, evidencing the insurance requirements of the Service Provider before commencement of the work. The City reserves the right to request and receive a certified copy of all required insurance policies.

H. Notice of Cancellation

The Service Provider shall provide the City with written notice of any policy cancellation within two business days of their receipt of such notice.

I. Failure to Maintain Insurance

Failure on the part of the Service Provider to maintain the insurance as required shall constitute a material breach of contract, upon which the City may, after giving five (5) business days' notice to the Service Provider to correct the breach, immediately terminate this Agreement or, at its discretion, procure or renew such insurance and pay any and all premiums in connection therewith, with any sums so expended to be repaid to the City on demand, or at the sole discretion of the City, offset against funds due the Service Provider from the City.

J. City Full Availability of Service Provider Limits

If the Service Provider maintains higher insurance limits than the minimums shown above, the City shall be insured for the full available limits of Commercial General and Excess or Umbrella liability maintained by the Service Provider, irrespective of whether such limits maintained by the Service Provider are greater than those required by this Agreement or whether any certificate of insurance furnished to the City evidences limits of liability lower than those maintained by the Service Provider.

June 3, 2019

To the Board of Directors
Helpline House
Bainbridge Island, Washington

We have audited the financial statements of Helpline House for the year ended December 31, 2018, and have issued our report thereon dated June 3, 2019. Professional standards require that we provide you with information about our responsibilities under generally accepted auditing standards, as well as certain information related to the planned scope and timing of our audit. We have communicated such information in our letter to you dated May 16, 2019, and we have summarized this information below. Professional standards also require that we communicate to you the following information related to our audit.

Our Responsibility under U.S. Generally Accepted Auditing Standards

As stated in our engagement letter dated May 16, 2019, our responsibility, as described by professional standards, is to express an opinion about whether the financial statements prepared by management with your oversight are fairly presented, in all material respects, in conformity with CASH BASIS OF ACCOUNTING. Our audit of the financial statements does not relieve you or management of your responsibilities.

Planned Scope and Timing of the Audit

An audit includes examining, on a test basis, evidence supporting the amounts and disclosures in the financial statements; therefore, our audit will involve judgment about the number of transactions to be examined and the areas to be tested.

Our audit will include obtaining an understanding of the entity and its environment, including internal control, sufficient to assess the risks of material misstatement of the financial statements and to design the nature, timing, and extent of further audit procedures. Material misstatements may result from (1) errors, (2) fraudulent financial reporting, (3) misappropriation of assets, or (4) violations of laws or governmental regulations that are attributable to the entity or to acts by management or employees acting on behalf of the entity. We will generally communicate our significant findings at the conclusion of the audit. However, some matters could be communicated sooner, particularly if significant difficulties are encountered during the audit where assistance is needed to overcome the difficulties or if the difficulties may lead to a modified opinion. We will also communicate any internal control related matters that are required to be communicated under professional standards.

Significant Audit Findings

Qualitative Aspects of Accounting Practices

Management is responsible for the selection and use of appropriate accounting policies. The significant accounting policies used by Helpline House are described in Note 1 to the financial statements. No new accounting policies were adopted, and the application of existing policies was not changed during 2018. We noted no transactions entered into by the Company during the year for which there is a lack of authoritative guidance or consensus. All significant transactions have been recognized in the financial statements in the proper period.

Accounting estimates are an integral part of the financial statements prepared by management and are based on management's knowledge and experience about past and current events and assumptions about future events. Certain accounting estimates are particularly sensitive because of their significance to the financial statements and because of the possibility that future events affecting them may differ significantly from those expected.

The financial statement disclosures are neutral, consistent, and clear.

Difficulties Encountered in Performing the Audit

We encountered no significant difficulties in dealing with management in performing and completing our audit.

Corrected and Uncorrected Misstatements

Professional standards require us to accumulate all misstatements identified during the audit, other than those that are clearly trivial, and communicate them to the appropriate level of management. Management has corrected all such misstatements.

Disagreements with Management

For purposes of this letter, a disagreement with management as a financial accounting, reporting, or auditing matter, whether or not resolved to our satisfaction that could be significant to the financial statements or the auditor's report. We are pleased to report that no such disagreements arose during the course of our audit.

Management Representations

We have requested certain representations from management that are included in the management representation letter dated June 3, 2019.

Management Consultations with Other Independent Accountants

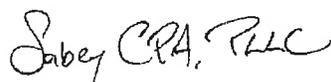
In some cases, management may decide to consult with other accountants about auditing and accounting matters, similar to obtaining a "second opinion" on certain situations. If a consultation involves application of an accounting principle to the Company's financial statements or a determination of the type of auditor's opinion that may be expressed on those statements, our professional standards require the consulting accountant to check with us to determine that the consultant has all the relevant facts. To our knowledge, there were no such consultations with other accountants.

Other Audit Findings or Issues

We generally discuss a variety of matters, including the application of accounting principles and auditing standards, with management each year prior to retention as the Company's auditors. However, these discussions occurred in the normal course of our professional relationship and our responses were not a condition to our retention.

This communication is intended solely for the use of management, the Board of Directors, and others within Helpline House, and is not intended to be and should not be used by anyone other than these specified parties.

Sincerely,



Sabey CPA, PLLC
Mercer Island, Washington

HELPLINE HOUSE
FINANCIAL STATEMENTS
(AUDITED)
YEAR ENDED DECEMBER 31, 2018

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Independent Auditor’s Report..... 1

Financial Statements

 Statement of Assets, Liabilities and Net Assets – Cash Basis 3

 Statement of Support, Revenue and Expenses – Cash Basis 4

 Notes to Financial Statements 5

INDEPENDENT AUDITOR'S REPORT

Board of Directors
Helpline House
Bainbridge Island, Washington

We have audited the accompanying financial statements of Helpline House (a nonprofit organization), which comprise the statement of assets, liabilities, and net assets—cash basis as of December 31, 2018, and the related statement of support, revenue, and expenses—cash basis for the year then ended, and the related notes to the financial statements.

Management's Responsibility for the Financial Statements

Management is responsible for the preparation and fair presentation of these financial statements in accordance with the cash basis of accounting as described in Note 1; this includes determining that the cash basis of accounting is an acceptable basis for the preparation of the financial statements in the circumstances. Management is also responsible for the design, implementation, and maintenance of internal control relevant to the preparation and fair presentation of financial statements that are free from material misstatement, whether due to fraud or error.

Auditor's Responsibility

Our responsibility is to express an opinion on these financial statements based on our audit. We conducted our audit in accordance with auditing standards generally accepted in the United States of America. Those standards require that we plan and perform the audit to obtain reasonable assurance about whether the financial statements are free from material misstatement.

An audit involves performing procedures to obtain audit evidence about the amounts and disclosures in the financial statements. The procedures selected depend on the auditor's judgment, including the assessment of the risks of material misstatement of the financial statements, whether due to fraud or error. In making those risk assessments, the auditor considers internal control relevant to the entity's preparation and fair presentation of the financial statements in order to design audit procedures that are appropriate in the circumstances, but not for the purpose of expressing an opinion on the effectiveness of the entity's internal control. Accordingly, we express no such opinion. An audit also includes evaluating the appropriateness of accounting policies used and the reasonableness of significant accounting estimates made by management, as well as evaluating the overall presentation of the financial statements.

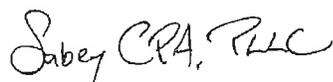
We believe that the audit evidence we have obtained is sufficient and appropriate to provide a basis for our audit opinion.

Opinion

In our opinion, the financial statements referred to above present fairly, in all material respects, the assets, liabilities, and net assets of Helpline House as of December 31, 2018, and its support, revenue, and expenses for the year then ended in accordance with the cash basis of accounting as described in Note 1.

Basis of Accounting

We draw attention to Note 1 of the financial statements, which describes the basis of accounting. The financial statements are prepared on the cash basis of accounting, which is a basis of accounting other than accounting principles generally accepted in the United States of America. Our opinion is not modified with respect to this matter.



Sabey CPA, PLLC
Mercer Island, Washington
June 3, 2019

HELPLINE HOUSE
STATEMENT OF ASSETS, LIABILITIES, AND NET ASSETS
CASH BASIS
DECEMBER 31, 2018

ASSETS

Cash and Cash Equivalents	\$ 465,700
Investments	<u>1,969,800</u>
	<u>2,435,500</u>
Land, Building and Equipment	2,218,768
Less: Accumulated Depreciation	<u>(263,194)</u>
	<u>1,955,574</u>
TOTAL ASSETS	<u>\$ 4,391,074</u>

LIABILITIES AND NET ASSETS

LIABILITIES

Payroll Taxes and Related Liabilities	\$ 5,000
Self-Insured Unemployment Fund Deficit	<u>247</u>
	5,247

NET ASSETS

Without Donor Restrictions	<u>4,385,827</u>
TOTAL LIABILITIES AND NET ASSETS	<u>\$ 4,391,074</u>

See accompanying notes.

HELPLINE HOUSE
STATEMENT OF SUPPORT, REVENUE, AND EXPENSES
CASH BASIS
YEAR ENDED DECEMBER 31, 2018

Support and Revenue:

Contributions	\$ 519,466
Grants and Contracts from Governmental Agencies	74,875
"One Call For All" and Other Campaigns	121,494
Fundraising	23,717
Interest	1,311
Investment (Loss) Income	<u>(47,676)</u>
Total Support and Revenue	<u>693,187</u>

Expenses

Program Services	675,867
General and Administrative	72,408
Fund Raising Costs	<u>20,331</u>
Total Expenses	<u>768,607</u>

Changes in Net Assets (75,420)

Net Assets

Beginning of Year	<u>4,461,247</u>
End of Year	<u><u>\$ 4,385,827</u></u>

See accompanying notes.

**HELPLINE HOUSE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES

Nature of the Organization

Helpline House (the Organization) is a Washington State nonprofit organization that was incorporated on June 1, 1973. The Organization provides charitable, educational and social services to the entire Bainbridge Island community and parts of Kitsap County.

Basis of Presentation

The Organization prepares its financial statements on a cash basis of accounting. This basis of accounting differs in certain respects from generally accepted accounting principles and is known as "other comprehensive basis of accounting" OCBOA, which is a special purpose framework. Consequently, the Organization capitalizes and depreciates its property and equipment, and records its investments at fair value. All other items of income and expense are recorded on a cash basis.

Use of Estimates

The preparation of financial statements in conformity with accounting principles generally accepted in the United States of America requires management to make estimates and assumptions that affect the reported amounts of assets and liabilities and disclosure of contingent assets and liabilities at the date of the financial statements, and the reported amounts of revenues and expenses during the reporting period. Actual results could differ from those estimates.

Contributed Support

The Organization recognizes all contributed support received as income in the period received. Contributions are considered available for unrestricted use unless restricted by the donor. Restricted support is reported as an increase in temporarily or permanently restricted net assets depending on the nature of the restriction. When a restriction is met, or expires, the related temporarily restricted net assets are reclassified to unrestricted net assets. Restricted support is reported directly as an increase in unrestricted net assets if the restriction is met or expires in the reporting period in which the support is received.

In-Kind Support

Contributed goods and services are recorded as in-kind contributions at their estimated fair values at the date of donation. Contributed services are recorded only if the services received create or enhance long lived assets or require specialized skills, are provided by individuals possessing those skills, and would typically need to be purchased if not provided by donation. There were no contributed services to the Organization during the year that are reflected in the financial statements.

Additionally, the Organization receives a significant amount of contributed time that does not meet the recognition policy described above. Approximately 10,000 volunteer hours were contributed to the Organization during the year ended December 31, 2018. Accordingly, the value of this contributed time has not been determined and is not reflected in the accompanying financial statements.

Donated Goods

Donated goods such as food are not inventoried as they are almost immediately distributed to needy families. The value of donated food received for distributions during the year ended December 31, 2018 was estimated to be \$432,965.

HELPLINE HOUSE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Cash and Cash Equivalents

The Organization considers all highly liquid investments available for current use with an initial maturity of three months or less to be cash equivalents.

Fixed Assets

The Organization capitalizes expenditures for equipment and furniture at cost (for items purchased) or market value at the time of receipt (for donated items). If the donor attaches a stipulation as to how long a contributed asset must be used, the contribution is recorded as restricted support. In the absence of such stipulations, contributions of fixed assets are recorded as unrestricted support. Depreciation is provided by the straight-line method over estimated useful lives ranging from five to forty years. Purchases and improvements in excess of \$5,000 are capitalized. Maintenance and repairs are charged to expenses.

Depreciation expense for the year ended December 31, 2018 was \$15,634.

Investments

The Organization follows FASB ASC 958-320, *Investments – Debt and Equity Securities*. Under the guidance, investments in marketable securities with readily determinable fair values and all investments in debt securities are reported at their fair value on the statement of financial position. Unrealized gains and losses are included in the change in net assets. Investment income and gains restricted by a donor are reported as increases in net assets without donor restrictions, if the restrictions are met (either by passage of time or by use) in the reporting period in which the income and gains are recognized.

For the year ended December 31, 2018, investments consisted of the following:

Helpline House Endowment	<u>\$ 1,969,800</u>
--------------------------	---------------------

The following summarizes investment return components for the year ended December 31, 2018:

Interest and Dividends	\$ 38,156
Investment Fees	(7,255)
Realized Gains (Losses)	40,404
Unrealized Gains (Losses)	<u>(118,981)</u>
	<u>\$ (47,676)</u>

Program Costs

Certain operating costs have been allocated among program services, general and administration, and fundraising expenses based on labor hours attributable to each area of operations.

HELPLINE HOUSE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 1 SUMMARY OF SIGNIFICANT ACCOUNTING POLICIES (CONTINUED)

Functional Expenses

All expenses relate to the operation of the Organization. The costs of providing the program and supporting services have been summarized on a functional basis in the statement of activities. Accordingly, certain costs have been allocated among the program and supporting services benefited.

Advertising

The Organization expenses the cost of advertising as incurred, and totaled \$1,167 for the year ended 2018.

Federal Income Taxes

The Organization is exempt from income taxes under Section 501 (c) (3) of the Internal Revenue Code and has been classified by the Internal Revenue Service as a not for profit organization and is not classified as a "private foundation" within the meaning of Section 509 (a) of the Internal Revenue Code.

Management evaluated the Organization's tax positions and concluded that the Organization had taken no uncertain tax positions that require adjustment to the financial statements.

Subsequent Events

The Organization has performed an evaluation of subsequent events through June 3, 2019, which is the date the financial statements were available to be issued and has determined that there are no subsequent events that require disclosure.

NOTE 2 LIQUIDITY AND AVAILABILITY OF FINANCIAL ASSETS

The Organization has a goal to maintain financial assets, which consist of cash and cash equivalents, to meet three months of normal operating expenses, which approximate \$215,000. The Organization has a policy to structure its financial assets to be available as its general expenditures, liabilities, and other obligations come due. As part of its liquidity management, the Organization may invest in equities.

The following reflects the Organization's financial assets as of December 31, 2018, that are available to meet cash needs for general expenditures within three months:

Cash and Cash Equivalents	\$ 465,700
---------------------------	---------------

NOTE 3 SELF-INSURED UNEMPLOYMENT FUND

The Organization is a member of a self-insured unemployment fund. Membership is comprised of other nonprofit organizations. The amount presented on the statement of assets, liabilities and net assets represents the deficit in the Organization's account.

**HELPLINE HOUSE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

NOTE 4 HELPLINE HOUSE ENDOWMENT FUND

The Helpline House Endowment Fund was created by the Organization in 1989 from a contribution by the Hodges Family. The Board has designated up to 5% of the December 31 asset value of the endowment fund to be used for general operating purposes for the ensuing year's revenue budget. Growth of the endowment fund is encouraged with the intent of being able to pay from the 5% endowment fund allocation all administrative and overhead expenses not allocated to the specific programs, so that all charitable contributions to the Organization can be used 100% in accomplishing its mission of providing direct benefits to the people it serves.

This endowment (defined as a *quasi-endowment*), and its income/loss, are classified as net assets without donor restrictions.

The endowment net assets consisted of the following at December 31, 2018:

Board Designated	\$ 1,969,800
------------------	--------------

Changes in endowment net assets for the year ended December 31, 2018, are as follows:

Endowment, Beginning of Year	\$ 2,123,661
Dividends	38,156
Realized Gain	40,404
Net Portfolio Change	<u>(153,860)</u>
Total Receipts	<u>(75,300)</u>
Distributions for General Operating Purposes	106,183
Money Market Activity, net	(34,877)
Account Fees	7,255
Total Disbursements	<u>78,561</u>
Endowment, End of Year	<u>\$ 1,969,800</u>

**HELPLINE HOUSE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018**

NOTE 5 NET ASSETS

Following is a summary of net assets as of December 31, 2018:

Operating:	
Undesignated	\$ 2,416,027
Helpline House Endowment	<u>1,969,800</u>
	<u>\$ 4,385,827</u>

NOTE 6 CONTINGENCIES

The Organization is subject to various federal and state regulations. Noncompliance with these regulations could result in a significant liability to the Organization. The Organization is also subject to grant agreement stipulations and requirements, noncompliance with which could result in a repayment of grant funds.

NOTE 7 LEASE OBLIGATIONS

The Organization leases a copier machine that requires minimum monthly payments of \$192 and terminates in October 2019.

The Organization leases a phone system that requires minimum monthly payments of \$237 and terminates in August 2019.

Total minimum future lease payments are \$3,815, for the year ended December 31, 2019.

Total rent expense was \$5,145 for the year ended December 31, 2018.

NOTE 8 RETIREMENT PLAN

Subject to the Plan's provisions, regular employees are eligible to enroll in the Helpline House 403b ERISA retirement plan. This is a tax-sheltered salary deferral plan for eligible employees to contribute annually up to 20 percent of their gross wages prior to paying income taxes. The Organization makes matching contributions to the Helpline House 403b ERISA retirement plan equal to 3% of an eligible employee's gross wages for those who have been employed at the Organization for two years and work in excess of 280 hours per year. The Organization's contribution is 100% vested upon deposit. The Organization's contributions made for the year ended December 31, 2018, was \$4,829.

HELPLINE HOUSE
NOTES TO FINANCIAL STATEMENTS
DECEMBER 31, 2018

NOTE 9 FAIR VALUE MEASUREMENTS

The standards establish a three-level fair value hierarchy that prioritizes the inputs used to measure fair value. This hierarchy requires entities to maximize the use of observable inputs and minimize the use of unobservable inputs. The three levels of inputs used to measure fair value are as follows:

- Level 1 – Quoted prices in active markets for identical assets and liabilities.
- Level 2 – Observable inputs other than quoted prices included in Level 1, such as quoted prices for markets that are not active; or other inputs that are observable or can be corroborated by observable market data.
- Level 3 – Unobservable inputs that are supported by little or no market activity and that are significant to the fair value of the assets or liabilities. This includes certain pricing models, discounted cash flow methodologies and similar techniques that use significant unobservable inputs.

The following table sets forth by level, within the fair value hierarchy, the Organization's financial assets and liabilities at fair value as of December 31, 2018:

	Assets at Fair Value			
	Total	Level 1	Level 2	Level 3
Investments:				
Cash Equivalents	\$ 91,473	\$ 91,473	\$ -	\$ -
Mutual Funds:				
Blend Funds	877,160	877,160	-	-
Growth Funds	287,175	287,175	-	-
Fixed Income Funds	713,992	713,992	-	-
Total Mutual Funds	1,878,327	1,878,327	-	-
	\$ 1,969,800	\$ 1,969,800	\$ -	\$ -

NOTE 10 CONCENTRATION OF CREDIT RISK

The Organization's financial instruments that are exposed to concentrations of credit risk consist of cash and cash equivalents. The Organization places its cash and cash equivalents with financial institutions. At times, such balances may be in excess of federally insured limits. The Organization believes it is not exposed to any significant credit risk on its cash accounts.



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:40 PM) Funding Options for Nonprofit Partners - Executive,

SUMMARY:

At the April 14, 2020 City Council meeting, City Manager Morgan Smith presented the Council with information on options for funding to support nonprofit partners in connection with the COVID-19 crisis.

Several recipient organizations received 2020 City funding to support programs or events that have been cancelled or significantly altered due to impacts from the COVID-19 emergency. The proposed action would allow organizations that choose to do so to use City funding for eligible operating expenses in lieu of the original planned use for program, project, or event activities. As described in the attached memo, roughly half of the recipient organizations may consider requesting this flexibility.

The amount of funding to each recipient would remain as previously approved. The City's requirements related to eligible expenses and reporting would remain as is currently described in each professional services agreement.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to authorize the City Manager to execute amendments to existing professional services agreements between the City and recipients of 2020 City funding related to the human services or cultural funding programs, in order to provide recipient organizations with the flexibility to allocate previously approved City funding to support eligible operating expenses in lieu of previously identified program, project, or event expenditures.

STRATEGIC PRIORITY: Vibrant Economy

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Staff Memo - Nonprofit funding options CC 04212020.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Executive Department Memorandum

Date: April 24, 2020

To: Morgan Smith, City Manager

From: Ellen Schroer, Deputy City Manager

Re: Allowing flexibility with funding awards to community organizations

At the April 14 City Council meeting, you spoke with the Council about options for offering flexibility to non-profit organizations which were awarded funding through the City's cultural and human services award cycles. To respond to the current economic situation, staff and Council discussed:

- Allowing organizations to claim more than 25% of annual funding per calendar quarter with the submittal of documentation of eligible expenses.
- Allowing the organizations awarded 2020 human services or cultural funding to use the funding for operational support instead of specific projects.

In order to redirect program funding to operational support, a council motion can authorize the City Manager to execute contract amendments to change the use of awarded funds, if requested by the recipient organization. Once Council has approved such a motion, staff can contact the organizations and make this offer. This flexibility could be provided to the recipient organizations that receive funding through the City's human services funding cycle, and through the cultural funding cycle. Together, these two programs entail 28 agreements with 23 different non-profits.

The City also has an award cycle to deploy lodging tax revenues to support eligible tourism-related purposes, including events, in some cases. We have heard from some organizations requesting that they be allowed to postpone their events from 2020 to 2021. There is significant complexity in the use of LTAC funds, based on the guidance and requirements provided in the Washington State RCW. Given which, City staff do not recommend making changes in previously approved LTAC funding awards at this time. LTAC funds that are not used in 2020 will remain in the City's LTAC fund balance, and are available for distribution in future years.

In order to mitigate the impacts to LTAC recipient organizations that experienced cancellations in 2020, Council could direct this year's Lodging Tax Advisory Committee (LTAC) to prioritize funding in 2021 to organizations that were not able to host planned events in 2020. Additional discussion on this approach

and other potential options will be brought forward when Council considers plans for the next LTAC award cycle.

The tables on the following pages show each of the three sets of funding, with amounts shown either for 2020 (human services and LTAC) or 2020-2021 (cultural funding). The highlighted rows show which organizations and funding awards could be changed if the Council expresses support for these adjustments.

Human Services Awards for 2020

Organization/Contract	2020 Award
<u>Bainbridge Island Boys and Girls Club</u> (General Operating Support)	\$ 35,000
<u>Bainbridge Island Child Care Centers</u> (General Operating Support)	\$ 10,000
<u>Bainbridge Island Senior Community Center</u> (General Operating Support)	\$ 45,000
<u>Bainbridge Island Senior Community Center</u> (Bainbridge Resource Network Project)	\$ 10,500
<u>Bainbridge Island Special Needs Foundation</u> (General Operating Support)	\$ 16,000
<u>Bainbridge Youth Services</u> (General Operating Support)	\$ 51,250
<u>Helpline House</u> (Community Mental Health Program)	\$ 28,000
<u>Housing Resources Bainbridge</u> (Homeownership Program)	\$ 14,000
<u>Housing Resources Bainbridge</u> (Independent Living Program)	\$ 44,000
<u>Island Time Activities</u> (General Operating Support)	\$ 10,000
<u>Island Volunteer Caregivers</u> (General Operating Support)	\$ 25,000
<u>Kitsap Community Resources</u> (General Operating Support)	\$ 24,000
<u>Peacock Family Services</u> (Tuition Assistance Program)	\$ 12,500
<u>YWCA of Kitsap County</u> (Domestic Violence Support Services)	\$ 20,000
Total	\$345,250

Cultural Funding Awards (2020-2021)

Organization/ Proposal	2-Year Award
<u>Arts and Humanities Bainbridge</u> Operating Support	\$ 29,000
<u>Bainbridge Artisan Resource Network</u> Growing Youth & Teen Program	\$ 24,262
<u>Bainbridge Chorale</u> Operating Support	\$ 10,000
Bainbridge Historical Museum Her Vote. Her Story. and Protest Exhibits	\$ 12,000
<u>Bainbridge Historical Museum</u> Operating Support	\$ 24,000
<u>Bainbridge Island Japanese American Community</u> Website Reconstruction/ Face-to-Face Connection	\$ 15,000
<u>Bainbridge Island Museum of Art</u> Cultural Impact Initiative	\$ 24,000
<u>Bainbridge Island Senior Community Center</u> Senior Cultural Activities	\$ 10,000
<u>Bainbridge Performing Arts</u> Operating Support	\$ 30,000
<u>Island Theatre</u> Ten-Minute Play Festival	\$ 22,738
<u>Island Time Activities (ITA)</u> Operating Support	\$ 30,000
<u>Kids Discovery Museum</u> Operating Support	\$ 25,000
<u>Ovation! Performing Arts Northwest</u> Operating Support	\$ 24,000
<u>The Lesser-Known Players</u> Operating Support	\$ 20,000
Total	\$300,000

2020 LTAC Projects

Organization/Proposal	Project	2020 Award
<u>Arts & Humanities Bainbridge</u>	Currents Online Cultural Collaborations	\$ 10,000
<u>Bainbridge Arts & Crafts</u>	Off-Island Advertising	\$ 5,000
<u>Bainbridge Island Chamber of Commerce</u>	Visitor Information Center	\$ 40,000
<u>Bainbridge Island Downtown Association</u>	Multi-Media Destination Marketing Campaign	\$ 35,000
<u>Bainbridge Island Historical Museum</u>	2nd Annual Pickleball Founders Tournament	\$ 12,000
<u>Bainbridge Island Lodging Association</u>	Destination Bainbridge: 2020	\$ 56,500
<u>Bainbridge Island Museum of Art</u>	Cultural Impact Programs & Festivals	\$ 5,000
<u>Bainbridge Island Parks Foundation</u>	Trillium Trail Family Run	\$ 6,500
<u>Bloedel Reserve</u>	Shoulder Season Awareness Campaign: "Fish Where the Fish Are"	\$ 10,000
<u>City of Bainbridge Island</u>	Downtown Wayfinding Signs	\$ 12,000
<u>North Kitsap Tourism Coalition</u>	Media Support	\$ 7,000
<u>Visit Bainbridge Island</u>	Multi-Media Destination Marketing Campaign	\$ 50,000
<u>Visit Kitsap Peninsula</u>	12-Month Lodging & Tourism Marketing Campaign	\$ 12,000
<u>Winery Alliance of Bainbridge Island</u>	Wine on the Rock Event	\$ 14,000
Total		\$275,000



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (6:55 PM) Resumption of Planning Commission and Design Review Board Meetings - Planning,

SUMMARY: The City Council will discuss plans to resume Planning Commission and Design Review Board meetings in May. The first Planning Commission meeting would be May 14, 2020, and the first Design Review Board meeting would be May 18, 2020. As planned, the meetings will be conducted remotely on the Zoom platform with the same options for public participation and comment as City Council meetings. The Planning Commission meetings will continue to be streamed live on the City's web site, with the video recording available following the meeting. The topics covered will be in alignment with any emergency orders of the Governor in place at that time.

Potential topics for the first Planning Commission meeting would include review of floor area ratio bonus density options (as relates to Ordinance No. 2020-10), and a staff presentation on City Council's work plan priorities for the remainder of 2020, as proposed to be presented to the City Council on May 12, 2020. In addition, the Planning Commission will work with staff to determine plans to schedule and conduct public hearings for two significant topics (sign code and small cell wireless facilities) that were cancelled due to closures in March.

Potential topics for the first Design Review Board include conceptual review of two short plats, and confirmation of an earlier recommendation on the Police Court Facility based on a request from the Planning Commission.

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (7:10 PM) Process for Filling the South Ward Council Vacancy - Executive,

SUMMARY: At the April 21, 2020 meeting, the City Council discussed the process for filling the South Ward Council vacancy. Attached are the proposed agendas for the May 5 and May 11 Special City Council Meetings, together with the proposed process incorporating the revisions discussed by the Council on April 21. The May 5, 2020 Special City Council meeting will begin at 4:00 pm, and the May 11, 2020 Special City Council meeting will begin at 5:00 pm. Public comment will not be accepted at either meeting.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Proposed Process for 2020 Council Vacancy - Revised.pdf](#)

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

[Special City Council Meeting May 11, 2020.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

PROPOSED PROCESS FOR 2020 COUNCIL VACANCY

Two rounds of interviews are proposed:

May 5 – Special City Council Meeting

- Council approves the voting process for determining the finalists (attached)
- Each candidate will have 5 minutes for prepared remarks
- Each Council member will pose one question to the candidate
- Council adjourns to an executive session, scheduled for one hour
- Each Council member fills out a ballot and announces their top 3 candidates
- Deputy City Attorney calculates the points for each candidate in accordance with agreed process
- If all Council members agree unanimously on a first-choice candidate, Council considers whether to continue the process
- Otherwise, top 5 candidates based on point system are declared finalists

May 11 – Special City Council Meeting

- Council approves the voting process for selecting the Council member
- Each finalist will provide prepared remarks followed immediately by one question from each Council member
- Council adjourns to an executive session, scheduled for 20 minutes
- Each Councilmember fills out a ballot and announces their top 3
- Deputy City Attorney calculates the points for each candidate in accordance with the agreed process
- The process is repeated, if necessary, for an additional two rounds in accordance with the voting process (attached)
- The selection is announced

May 19 – City Council Study Session

- New Council member is sworn in and joins the meeting

**BAINBRIDGE CITY COUNCIL APPOINTMENT VOTING PROCESS TO FILL A COUNCIL VACANCY
PROCESS TO NARROW OVERALL POOL OF CANDIDATES TO A SET OF FINALISTS
MAY 5, 2020**

The Presiding Officer will explain that the process to fill the City Council vacancy was last discussed and agreed to at the Council meeting on April 28, 2020, and is proposed to be as follows:

1. Each Councilmember will be given a Candidate Rankings document (“ballot”) that will be used as a tool by each Councilmember as part of this process in narrowing the pool of candidates to a set of finalists. Each ballot will have lines for Councilmembers to write and sign their name on the document, and the ballot will include lines for “1st Choice,” “2nd Choice,” and “3rd Choice.” The ballot is a public record and Councilmembers will provide their ballots to the City Clerk at the conclusion of the meeting.
2. Each Councilmember will use his/her ballot to indicate his/her first, second, and third choices for appointment to the Council. “First” means “top choice.” “Second” means second choice, and “third” means third choice.
3. The Presiding Officer will ask each Councilmember, one by one, to publicly announce their first, second, and third choices. Each first place vote will award a candidate five (5) points. Each second place vote will award a candidate three (3) points. Each third place vote will award a candidate one (1) point. A City staff member will utilize a computer to display on the screen a list of all of the candidates, and that staff member will keep a tally of the points for each of the candidates based on the choices announced by the Councilmembers. The candidates, the Council, and the public will be able to see this tallying occur publicly in real time.
4. If all six Council members are unanimous in their selection of a first choice candidate, the Council will consider whether to continue the selection process to a second meeting.
5. Otherwise, the five candidates with the highest point totals will be the finalists and will be invited back to the May 11, 2020 Council meeting. If only three or four candidates receive points, only those 3 or 4 candidates will be finalists. If the point totals result in a tie for the fifth highest vote-getter, the tying candidates for fifth place will be finalists, which will result in a set of more than five finalists.

Once the City Council agrees on the process, a Councilmember will offer a motion stating:

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 12, 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.

May 5, 2020 City Council Meeting

Candidate Rankings

1st Choice: _____ (5 pts)

2nd Choice: _____ (3 pts)

3rd Choice: _____ (1 pt)

By: _____

Name: _____

**BAINBRIDGE CITY COUNCIL PROCESS TO FILL COUNCIL VACANCY
SELECTION OF APPOINTEE FROM THE SET OF FINALISTS
MAY 11, 2020**

The Presiding Officer will explain the process that the City Council will use to select the appointee to fill the Council vacancy from the set of finalists. That process is proposed to be as follows:

1. **Round 1:** Each Councilmember will be given a Candidate Rankings document (“ballot”) that will be used as a tool by each Councilmember to select the appointee. Each ballot will have lines for Councilmembers to write and sign their name on the document, and the ballot will include lines for “1st Choice,” “2nd Choice,” and “3rd Choice.” The ballots are public records and Councilmembers will provide their ballots to the City Clerk at the conclusion of the meeting.
2. Councilmembers will use their ballot to indicate their first, second, and third choices for appointment to the Council. “First” means “top choice.” “Second” means second choice, and “third” means third choice.
3. The Presiding Officer will ask Councilmembers, one by one, to publicly announce their first, second, and third choices. Each first place vote will award a candidate five (5) points. Each second place vote will award a candidate three (3) points. Each third place vote will award a candidate one (1) point. A City staff member will utilize a computer to display on the screen a list of all of the candidates, and that staff member will keep a tally of the points for each of the candidates based on the choices announced by the Councilmembers. The candidates, the Council, and the public will be able to see this tallying occur publicly in real time.
4. If a candidate receives four first place votes, that candidate will have obtained a first place vote from a majority of Councilmembers and will be the appointee to fill the vacancy.
5. If no candidate receives four first place votes in Round 1, the fourth place candidate (meaning the candidate with the lowest vote total) will be dropped from the running.

If there is a tie between the third and fourth place candidates, then the tie will be broken by looking at the first, second, and third place votes for each of the tied candidates. In particular, the third and fourth place candidate with the most first place votes will proceed. If the two candidates have the same number of first place votes, then the candidate with the most second place votes will proceed. If the two candidates have the same number of second place votes, then the candidate with the most third place votes will proceed. If neither of these methods breaks the tie, then both the third and fourth place candidates will be removed from the running.

6. **Round 2** (if necessary; skip to Round 3 if two candidates were removed during Round 1): Councilmembers will use another ballot to indicate their first, second, and third choices from the remaining three candidates. If a candidate receives four first place votes,

that candidate will have obtained a first place vote from a majority of Councilmembers and that person will be the appointee to fill the vacancy.

7. If no candidate receives four first place votes in Round 2, the third place candidate (meaning the candidate with the lowest vote total) will be dropped from the running. If there is a tie between the second and third place candidate, the tie will be broken following the same process indicated under Section 5 above.
8. **Round 3** (if necessary): At this point, two candidates will remain. Councilmembers will then use another ballot to indicate their first choice from the remaining candidates.
9. If a candidate receives four first place votes, that candidate will have received a first place vote from a majority of Councilmembers and that person will be the appointee to fill the vacancy.
10. If there is a tie, which means each candidate received three first place votes, the candidate with the highest number of points from the previous round will be the appointee. If the two candidates were tied in the previous round, then the candidate with the highest number of votes from the first round will be the appointee. If the tie is not broken through this process, then the Council will decide whether the two remaining candidates will draw lots or whether there will be a subsequent meeting at which the Council will have further discussions with the candidates and take another vote.

Once the City Council agrees on the process, a Councilmember will offer a motion stating:

I move that the Council utilize the process as described to determine the appointee to fill the Council vacancy. By voting for this motion, I am voting to select the appointee that is determined by utilizing this process based on the point system as described.

May 11, 2020 City Council Meeting

Candidate Rankings

1st Choice: _____ (5 pts)

2nd Choice: _____ (3 pts)

3rd Choice: _____ (1 pt)

By: _____

Name: _____



CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING
TUESDAY, MAY 05, 2020**

AGENDA

1. **CALL TO ORDER/ROLL CALL - 4:00 PM**
2. **COUNCIL CANDIDATE REMARKS - 4:05 PM**
 - 2.A **Applications of the Council Candidates**
3. **QUESTIONS AND ANSWERS WITH THE COUNCIL CANDIDATES - 5:05 PM**
4. **EXECUTIVE SESSION - 6:30 PM**
 - 4.A **Pursuant to 42.30.110(1)(g), to evaluate the qualifications of an applicant for public employment.**
30 Minutes
5. **NOMINATIONS AND SELECTION OF FINALISTS - 7:00**
6. **ADJOURNMENT - 7:15 PM**

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING
MONDAY, MAY 11, 2020**

AGENDA

1. **CALL TO ORDER/ROLL CALL - 5:00 PM**
2. **COUNCIL CANDIDATE REMARKS AND INTERVIEWS - 5:05 PM**
 - 2.A **Applications of the Council Candidates - Finalists**
3. **EXECUTIVE SESSION - 6:05 PM**
 - 3.A **Pursuant to 42.30.110(1)(g), to evaluate the qualifications of an applicant for public employment.**
20 Minutes
4. **NOMINATION AND SELECTION OF COUNCILMEMBER - 6:25 PM**
5. **ADJOURNMENT - 6:45 PM**

GUIDING PRINCIPLES

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

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

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

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

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



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CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:15 PM) Format of Council Meetings in May and June - Executive,

SUMMARY: The City Council will discuss the proposed format of Council meetings in May and June.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: Governor Jay Inslee has issued a "Stay Home, Stay Healthy" order for Washington State that is currently in effect through May 4. One impact of this order has been that City Council meeting formats and content have been more limited than was previously typical.

As the Council looks ahead to planning for May and June Council meetings, City staff suggest that the Council consider some approaches to Council meeting structure that would be helpful to staff given the expected continuation of the remote meeting format, the need to maintain other emergency response activities, and the need to expeditiously consider delayed items that have pending external deadlines.

Specifically, it is proposed by City staff that City Council meetings in May and June be planned as follows:

- start time of 5:00 pm rather than 6:00 pm.
- no distinction between "study session" weeks and "business meeting" weeks.
- designated meeting time will be provided for public comment at the start of each meeting, and for any topics for which public comment or testimony is legally required (for example, public hearings).
- agreement to consider "one-touch" approval of items when needed for reasons of urgency or timing.

General conditions and statewide orders may change, in the coming weeks. Given which, the Council could reconsider some or all of these recommended changes at any time.

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:25 PM) Proposed Topics for May and June Council Meetings - Executive,

SUMMARY:

To assist with planning for Council meetings in May and June, a proposed list of key topics is provided for review and discussion. It is important to establish consensus on plans for this next period so that City staff can prepare materials and information to support the Council's work in a timely and complete way.

The proposed schedule presented in the attached memo was developed based on current understanding of business continuity items, near-term deadlines for capital projects, and the 2020 City Council Priorities identified at the City Council's annual retreat on March 6, 2020. The 2020 City Council Priorities from the retreat have not yet been formally approved at a subsequent Council meeting, due to COVID-19 impacts on Council meetings. A draft version of the priorities identified on March 6 is attached.

During this next planning period (May - June), City staff will also be providing support for emergency response, developing and implementing changes to City facilities to support long-term social distancing/public health protocols, and working remotely in alignment with the existing statewide orders. For these reasons, the resumption of work on policy initiatives and projects will be more complex and time-consuming than is typical.

A key component of the proposed May/June schedule is the proposal for City staff to provide an extensive briefing on May 12 to cover three significant topics:

- Update on City 2020 Fiscal Conditions (Revenue and Expense forecasts)
- Discuss Impacts to 2020 Citywide Workplan Priorities
- Review Proposed Calendar/Process for 2021-2022 Biennial Budget Development

City staff suggest that the May 12 meeting focus on staff presentation of this information and discussion with the Council on clarifying questions. At the subsequent Council meeting (May 19), the Council could consider approval of the proposed short-term fiscal approach, adjustments to the City's 2020 workplans, and the proposed changes to the Biennial Budget calendar and process. This would allow the City to move forward in the coming months with an approach and framework that is clearly understood, and can be used to guide near-term decision making and resource allocation.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

Amount:

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

BACKGROUND:

ATTACHMENTS:

[Proposed Council May-June Topics 2020.pdf](#)

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

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Memorandum

Date: 4/28/2020
To: City Council
From: Morgan Smith, City Manager
Subject: Proposed Council Topics for May and June, 2020

The proposed schedule presented here was developed based on current understanding of business continuity items, near-term deadlines for capital projects, and the 2020 City Council Priorities identified at the City Council's annual retreat on March 6, 2020. The 2020 City Council Priorities from the retreat have not yet been formally approved at a subsequent Council meeting, due to COVID-19 impacts on Council meetings.

May 12:

- Public Comment
- Presentation: 2020 Fiscal Update: Revenue and Expense Forecasts (60 min.)
- Presentation: Impact to 2020 Citywide Workplan Priorities (60 min.)
- Presentation: Proposed Revisions to 2021-2022 Biennial Budget Process/Calendar (20 min.)

May 19:

- Public Comment
- 2020 Fiscal Update: Revenue and Expense Forecasts – *consider approval of interim plans*
- Impact to 2020 Citywide Workplan Priorities – *consider approval of proposed workplans*
- 2021-2022 Biennial Budget Process Calendar – *consider approval of revised budget calendar*
- Sportsman/New Brooklyn Grant Discussion and Budget Amendment – *June 1 deadline for authorization of funding match for grant extension/scope revision*
- Cooper Creek Grant Discussion and Authorization – *May 29 deadline for grant submittal*
- Wyatt Way Professional Services Contract Amendment -- *June 1 deadline for engineering support services needed during construction*

May 26:

- Public Comment
- 2021-2026 Capital Improvement Plan Discussion/Workshop
- Climate Action Plan – review draft goals
- Resolution on Climate Emergency
- Create Council Ad Hoc on Land Use Review Process

June 2:

- Public Comment
- Police/Court project -- sustainability options
- Sustainable Transportation Project -- update and next steps
- Development Moratorium – workplan update
- Approve KRCC ILA

June 9:

- Public Comment
- Green Building Task Force – update and next steps
- Annual road striping contract
- Public Works 2020 Fleet purchases – in progress
- Q1 2020 Budget Amendments
- City Financial Policies/revisions
- SCADA Professional Services Contract Amendment

June 16:

- Public Comment
- Appointments to City Advisory Committees
- City Communications Plan/COBI Connects – update and next steps
- EcoNorthwest/Fortera IZ/MFTE & TDR Update

June 23:

- Public Comment
- Monthly update – City Fiscal Impacts
- ADU (Ord 2020-02) Public Hearing – pending Planning Commission completion
- Housekeeping/BIMC 2.16 Update Public Hearing & Fee Schedule Update
- SMP CAO/Nonconforming Limited Amendment discussion
- Cost Allocation methodology/update
- Annual Roads Preservation Contract Award

Several other topics were anticipated for Q2 Council discussion. Planning for these items, along with other impacts to the City's 2020 Workplan Priorities, will be reviewed as part of the discussion proposed for May 12. A partial list of items previously planned for Q2 is below.

- Complete Police/Court facility final design
- Receive recommendation from Island Center SubArea Planning Committee
- Receive Climate Action Plan from CCAC
- Updates to Code Enforcement BIMC 1.26
- Code of Conduct and Ethics Program Review
- Address Land Use Review Process
- Consider Suzuki Project and OPG contract
- Consider Affordable Housing strategy
- Consider UAC proposed workplan and recommendation on small water systems
- Launch funding cycles for 2021-2022 Human Services and 2021 LTAC
- Consider funding request from AHB
- Consider new public art projects proposed by PAC
- Recommendation on framework for public farmland



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



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (7:45 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, April 7, 2020
- D. Special City Council Meeting Minutes, April 14, 2020

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

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

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME:

AGENDA ITEM: Accounts Payable and Payroll

SUMMARY: Approve with Consent Agenda.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with Consent Agenda

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Payroll.pdf](#)

[AP Report to Council of Cash Disbursements 04-29-20.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 4 - 20 - 2020

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	4/20/2020	47661 - 47789	Regular check run (Direct Dep)	373,849.29
Normal	4/20/2020	109331	Regular check run (Paper Checks)	2,418.84
Normal	4/20/2020	109332 - 109341	Vendor check run (Paper Checks)	133,336.89
EFTPS	4/20/2020	N/A	Federal Tax Electronic Transfer	141,924.51
Vendor	4/20/2020	N/A	P/R vendor ACH	237.50
			TOTAL:	651,767.03

Prepared and Reviewed by: Brenda Landolt Date 4-20-20
 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.

Kim Dunscombe Date 4-20-20
 Kimberly M. Dunscombe, Budget Manager

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

**CHECK RUN: April 13, 2020 - April 27, 2020
CITY COUNCIL: April 14, 2020 - April 28, 2020**

Last check from previous run: 353402 dated 04/15/2020 issued to Comcast for \$11.28.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
Manual	4/14/20	353403	US Bank/Credit card purchases - March 2020	91,837.24
Manual	4/14/20	353404	AT&T/Fax long distance	17.30
Manual	4/14/20	353405	Bainbridge Disposal/Commons disposal service - March 2020	259.74
Manual	4/14/20	353406	CenturyLink/Citywide telemetey - April 2020	1,135.31
Manual	4/14/20	353407	ENG/Sound Pacific Construction/Olympic Drive NM Improvements	15,093.76
Manual	4/14/20	353408	Verizon/Citywide wireless services - March 2020	7,671.02
Manual	4/22/20	353409	CenturyLink/Citywide telemetey - April 2020	277.90
Manual	4/22/20	353410	ENG/COBI/Winslow Way lateral repairs - retainage	1,210.00
Manual	4/22/20	353411	ENG/Liden Land Development/Winslow Way lateral repairs	22,990.00
Manual	4/22/20	353412	WA State Dept of L&I/Volunteer hours - Q1 2020	43.57
Manual	4/22/20	353413	Puget Sound Energy/Citywide utilities - March 2020	28,329.07

Total Manual Checks and Electronic Disbursements	168,864.91
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Regular Run	4/15/20	353414-353496	Total Regular Check Run	258,516.80
Total Disbursements				427,381.71

Retainage Release				N/A
Travel Advance				N/A

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.



4-22-2020

Karl R. Shaw, Accounting Manager

Date

US Bank - CC March 20

CF 4/22/20

04/14/2020 11:21 | CITY OF BAINBRIDGE ISLAND
 cfreitas | A/P CASH DISBURSEMENTS JOURNAL

| P 1
 | apcshdsb

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
353403	04/14/2020	PRTD	7314 US BANK	239429	03/16/20-JB	03/25/2020		USBANK03	296.48
	Invoice: 03/16/20-JB							POL/MEDLINE/NO TOUCH THERMOMETERS	
				296.48	53011252 53110001069	COVID19-SUPPLIES			
	Invoice: 03/04/20-BB			239430	03/04/20-BB	03/25/2020		USBANK03	337.80
								POL/RED LION/LODGING: TOVAR	
				337.80	53011212 443410	POLICE - C/E PATROL TRAINING			
	Invoice: 03/09/20-BB			239431	03/09/20-BB	03/25/2020		USBANK03	152.58
								POL/AMAZON/PORTABLE JUMP STARTERS	
				152.58	53011212 5311100	PD-C/E-PATROL SUPPLIES			
	Invoice: 03/10/20-BB			239432	03/10/20-BB	03/25/2020		USBANK03	246.70
								POL/AMAZON/SAFETY GOGGLES	
				246.70	53011252 53110001069	COVID19-SUPPLIES			
	Invoice: 03/11/20-BB			239433	03/11/20-BB	03/25/2020		USBANK03	479.52
								POL/AMAZON/NITRILE GLOVES	
				479.52	53011252 53110001069	COVID19-SUPPLIES			
	Invoice: 03/12/20-BB			239434	03/12/20-BB	03/25/2020		USBANK03	28.32
								POL/AMAZON/DESKTOP SPEAKERS	
				28.32	51011211 5311100	PD-C/E-ADM-SUPPLIES			
	Invoice: 03/12/20-BB-A			239435	03/12/20-BB-A	03/25/2020		USBANK03	73.60
								POL/AMAZON/NITRILE GLOVES	
				73.60	53011252 53110001069	COVID19-SUPPLIES			
	Invoice: 03/17/20-BB			239436	03/17/20-BB	03/25/2020		USBANK03	320.00
								POL/RELIABLE STORAGE/RENT: J28	
				320.00	53011212 545000	POLICE - C/E PATROL RENTS			
	Invoice: 03/18/20-BB			239437	03/18/20-BB	03/25/2020		USBANK03	126.33
								POL/PELICAN.COM/VAULT EQUIP CASE: TOVAR	
				126.33	53011212 5311100	PD-C/E-PATROL SUPPLIES			
	Invoice: 03/21/20-BB			239438	03/21/20-BB	03/25/2020		USBANK03	13.97
								POL/AMAZON/DOOR PLATE	
				13.97	51011211 5311100	PD-C/E-ADM-SUPPLIES			
	Invoice: 03/24/20-BB			239439	03/24/20-BB	03/25/2020		USBANK03	13.97
								POL/AMAZON/DOOR PLATE	
				13.97	51011211 5311100	PD-C/E-ADM-SUPPLIES			
	Invoice: 02/26/20-MD			239440	02/26/20-MD	03/25/2020		USBANK03	16.33
								IT/AMAZON/HDMI TO VGA ADAPTERS	
				16.33	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
	Invoice: 02/28/20-MD			239441	02/28/20-MD	03/25/2020		USBANK03	196.20
								IT/MICROSOFT/VISIO LICENSES: KB, KG, AL	
				196.20	81011881 535100	IT - C/E COMPUTER SOFTWARE			

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
239482	03/18/20-KD	03/25/2020		USBANK03	216.91
Invoice: 03/18/20-KD					
		EX/AMAZON/WIRELESS MICS			
216.91	31011572 531100			EX-GF-OUTREACH-SUPPLIES	
239483	03/19/20-KD	03/25/2020		USBANK03	37.05
Invoice: 03/19/20-KD					
		EX/AMAZON/LED CAMERA LIGHT			
37.05	31011572 531100			EX-GF-OUTREACH-SUPPLIES	
239484	03/19/20-KD-A	03/25/2020		USBANK03	18.47
Invoice: 03/19/20-KD-A					
		EX/AMAZON/PHN ADAPTER & CABLE			
18.47	31011572 531100			EX-GF-OUTREACH-SUPPLIES	
239485	03/21/20-KD	03/25/2020		USBANK03	140.61
Invoice: 03/21/20-KD					
		EX/AMAZON/HANDHELD GIMBAL			
140.61	31011572 531100			EX-GF-OUTREACH-SUPPLIES	
239486	03/24/20-KD	03/25/2020		USBANK03	30.51
Invoice: 03/24/20-KD					
		EX/AMAZON/WIRELESS KEYBOARD			
30.51	31011572 531100			EX-GF-OUTREACH-SUPPLIES	
239488	02/25/20-KE	03/25/2020		USBANK03	5.00
Invoice: 02/25/20-KE					
		POL/SALTY DOG/K9 GROOMING			
5.00	53011212 53110000962			TRACKING CANINE-SUPPLIES	
239489	03/01/20-KE	03/25/2020		USBANK03	47.15
Invoice: 03/01/20-KE					
		POL/PAWS&FINS/K9 TOYS, TREATS			
47.15	53011212 53110000962			TRACKING CANINE-SUPPLIES	
239490	02/29/20-KE	03/25/2020		USBANK03	34.86
Invoice: 02/29/20-KE					
		POL/COOKIE'S/K9 TOYS, TREATS			
34.86	53011212 53110000962			TRACKING CANINE-SUPPLIES	
239491	03/07/20-KE	03/25/2020		USBANK03	11.10
Invoice: 03/07/20-KE					
		POL/ALBERTSONS/DOG BOWL			
11.10	53011212 53110000962			TRACKING CANINE-SUPPLIES	
239492	03/11/20-KE	03/25/2020		USBANK03	35.33
Invoice: 03/11/20-KE					
		POL/PAWS&FINS/K9 TREATS			
35.33	53011212 53110000962			TRACKING CANINE-SUPPLIES	
239493	03/12/20-KE	03/25/2020		USBANK03	10.90
Invoice: 03/12/20-KE					
		POL/SAFEWAY/K9 SHAMPOO, TREATS			
10.90	53011212 53110000962			TRACKING CANINE-SUPPLIES	
239494	03/23/20-KE	03/25/2020		USBANK03	12.48
Invoice: 03/23/20-KE					
		POL/FRED MEYER/K9 TREATS			
12.48	53011212 53110000962			TRACKING CANINE-SUPPLIES	
239495	03/24/20-KE	03/25/2020		USBANK03	112.69
Invoice: 03/24/20-KE					
		POL/PETFLOW.COM/K9 FOOD			
112.69	53011212 53110000962			TRACKING CANINE-SUPPLIES	

CASH ACCOUNT: 635 111100 CASH

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

				239496	03/09/20-JF	03/25/2020		USBANK03	414.18
Invoice:	03/09/20-JF					POL/SURPLUS AMMO/AMMO			
				414.18	53011212 531100	PD-C/E-PATROL SUPPLIES			
				239497	02/27/20-DJ	03/25/2020		USBANK03	34.58
Invoice:	02/27/20-DJ					POL/CHEVRON/FUEL			
				34.58	53011212 532000	PD-C/E-PATROL-FUEL			
				239498	03/12/20-GK	03/25/2020		USBANK03	600.00
Invoice:	03/12/20-GK					POL/IACP/TECH CONF: GK			
				600.00	53011212 443410	POLICE - C/E PATROL TRAINING			
				239499	03/24/20-GK	03/25/2020		USBANK03	415.99
Invoice:	03/24/20-GK					POL/SURPLUS AMMO/9MM AMMO			
				415.99	53011212 531100	PD-C/E-PATROL SUPPLIES			
				239500	02/25/20-RL	03/25/2020		USBANK03	6.88
Invoice:	02/25/20-RL					LEGAL/WABA/PRR TRNG FEE: RS			
				6.88	32011154 443410	LGL-GF-TRAINING			
				239501	02/25/20-RL-A	03/25/2020		USBANK03	275.00
Invoice:	02/25/20-RL-A					LEGAL/WABA/PRR TRNG: RS			
				275.00	32011154 443410	LGL-GF-TRAINING			
				239502	02/27/20-RL	03/25/2020		USBANK03	113.31
Invoice:	02/27/20-RL					EX/THAT'S A SOME/PLANNING LUNCH			
				113.31	31011131 531100	EX-GF-SUPPLIES			
				239503	03/07/20-RL	03/25/2020		USBANK03	177.86
Invoice:	03/07/20-RL					EX/MARKET PLACE/BDAY LUNCH			
				177.86	31011131 531100	EX-GF-SUPPLIES			
				239504	03/06/20-RL	03/25/2020		USBANK03	14.08
Invoice:	03/06/20-RL					CC/BLACKBIRD/CC RETREAT			
				14.08	11011116 531100	COUNCIL - SUPPLIES			
				239505	03/11/20-RL	03/25/2020		USBANK03	223.34
Invoice:	03/11/20-RL					CC/KITSAP SUN/AD: ADVISORY GROUPS			
				223.34	11011113 544000	COUNCIL - LEGAL NOTICES			
				239506	03/13/20-RL	03/25/2020		USBANK03	80.39
Invoice:	03/13/20-RL					EX/MARKET PLACE/BDAY LUNCH			
				80.39	31011131 531100	EX-GF-SUPPLIES			
				239507	03/19/20-RL	03/25/2020		USBANK03	-275.00
Invoice:	03/19/20-RL					LEGAL/WABA/TRAINING REFUND			
				-275.00	32011154 443410	LGL-GF-TRAINING			
				239508	03/13/20-JL	03/25/2020		USBANK03	7.10
Invoice:	03/13/20-JL					POL/USPS/CERT MAIL			
				7.10	91011215 542500	GG-C/E-PD-POSTAGE			

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

VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
239522	03/16/20-AL	03/25/2020		USBANK03	24.04
Invoice: 03/16/20-AL					
		EX/STAPLES/CLEANING SUPPLIES			
24.04	31011252 53110001069	COVID19-SUPPLIES			
239523	03/23/20-AL	03/25/2020		USBANK03	8.62
Invoice: 03/23/20-AL					
		EX/STAPLES/CLEANING SUPPLIES			
8.62	31011252 53110001069	COVID19-SUPPLIES			
239524	03/17/20-RL	03/25/2020		USBANK03	57.04
Invoice: 03/17/20-RL					
		EOC/T&C/EOC LUNCH			
57.04	31011252 53110001069	COVID19-SUPPLIES			
239525	03/18/20-RL	03/25/2020		USBANK03	126.94
Invoice: 03/18/20-RL					
		EOC/THAT'S A SOME/EOC LUNCH			
126.94	31011252 53110001069	COVID19-SUPPLIES			
239526	03/18/20-RL-A	03/25/2020		USBANK03	33.87
Invoice: 03/18/20-RL-A					
		EOC/T&C/EOC LUNCH			
33.87	31011252 53110001069	COVID19-SUPPLIES			
239527	03/18/20-RL-B	03/25/2020		USBANK03	111.15
Invoice: 03/18/20-RL-B					
		EOC/COQUETTE/EOC LUNCH			
111.15	31011252 53110001069	COVID19-SUPPLIES			
239528	03/19/20-RL-A	03/25/2020		USBANK03	33.81
Invoice: 03/19/20-RL-A					
		EOC/T&C/EOC LUNCH			
33.81	31011252 53110001069	COVID19-SUPPLIES			
239529	03/20/20-RL	03/25/2020		USBANK03	260.35
Invoice: 03/20/20-RL					
		EOC/BASA/EOC LUNCH			
260.35	31011252 53110001069	COVID19-SUPPLIES			
239530	03/20/20-RL-A	03/25/2020		USBANK03	38.61
Invoice: 03/20/20-RL-A					
		EOC/T&C/EOC LUNCH			
38.61	31011252 53110001069	COVID19-SUPPLIES			
239531	03/23/20-RL	03/25/2020		USBANK03	252.36
Invoice: 03/23/20-RL					
		EOC/BRUCIATO/EOC LUNCH			
252.36	31011252 53110001069	COVID19-SUPPLIES			
239532	03/23/20-RL-A	03/25/2020		USBANK03	42.97
Invoice: 03/23/20-RL-A					
		EOC/T&C/EOC LUNCH			
42.97	31011252 53110001069	COVID19-SUPPLIES			
239533	03/24/20-r1	03/25/2020		USBANK03	36.24
Invoice: 03/24/20-r1					
		EOC/T&C/EOC LUNCH			
36.24	31011252 53110001069	COVID19-SUPPLIES			
239534	03/24/20-RL-A	03/25/2020		USBANK03	103.90
Invoice: 03/24/20-RL-A					
		EOC/COQUETTE/EOC LUNCH			
103.90	31011252 53110001069	COVID19-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

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

						INVOICE DTL DESC			
Invoice: 03/25/20-RL				239535	03/25/20-RL	03/25/2020		USBANK03	241.19
						EOC/PROPER FISH/EOC LUNCH			
				241.19	31011252 53110001069	COVID19-SUPPLIES			
Invoice: 03/25/20-RL-A				239536	03/25/20-RL-A	03/25/2020		USBANK03	38.23
						EOC/T&C/EOC LUNCH			
				38.23	31011252 53110001069	COVID19-SUPPLIES			
Invoice: 03/17/20-CL				239537	03/17/20-CL	03/25/2020		USBANK03	1,111.76
						EOC/MED SUPPLY DEPOT/MASKS, GLOVES, ETC			
				1,111.76	31011252 53110001069	COVID19-SUPPLIES			
Invoice: 03/17/20-CL-A				239538	03/17/20-CL-A	03/25/2020		USBANK03	424.01
						EOC/MAGID/FACE SHIELDS, GOGGLES			
				424.01	31011252 53110001069	COVID19-SUPPLIES			
Invoice: 03/18/20-CL				239539	03/18/20-CL	03/25/2020		USBANK03	18.26
						EOC/T&C/EOC LUNCH			
				18.26	31011252 53110001069	COVID19-SUPPLIES			
Invoice: 03/18/20-CL-A				239540	03/18/20-CL-A	03/25/2020		USBANK03	104.60
						EOC/EBAY/SOAP DISPENSERS			
				104.60	31011252 53110001069	COVID19-SUPPLIES			
Invoice: 03/20/20-CL				239541	03/20/20-CL	03/25/2020		USBANK03	149.67
						EOC/T&C/EOC LUNCH			
				149.67	31011252 53110001069	COVID19-SUPPLIES			
Invoice: 03/23/20-CL				239542	03/23/20-CL	03/25/2020		USBANK03	21.79
						EOC/AMAZON/SOAP DISPENSERS			
				21.79	31011252 53110001069	COVID19-SUPPLIES			
Invoice: 03/11/20-DM				239543	03/11/20-DM	03/25/2020		USBANK03	75.00
						PW/NEEC/BOC TRAINING: MB			
				75.00	73011189 443410	O&M-C/E-FAC-TRAINING			
Invoice: 03/11/20-DM-A				239544	03/11/20-DM-A	03/25/2020		USBANK03	180.68
						PW/QUALITY INN/LODGING: DM			
				180.68	73421355 443410	WIN COLL-TRAINING			
Invoice: 03/22/20-DM				239545	03/22/20-DM	03/25/2020		USBANK03	1,000.00
						PW/ALL SVC MOVING/10 GAL HAND SAN.			
				1,000.00	73011252 53110001069	COVID19-SUPPLIES			
Invoice: 03/23/20-DM				239546	03/23/20-DM	03/25/2020		USBANK03	235.86
						PW/SPECIALTY BOTTLE/SANITIZER DISPENSERS			
				235.86	73011252 53110001069	COVID19-SUPPLIES			
Invoice: 03/11/20-SM				239547	03/11/20-SM	03/25/2020		USBANK03	73.23
						CRT/AMAZON/PHONE CASE			
				73.23	21011252 53110001069	COVID19-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME						
INVOICE DTL DESC								
			239548	03/23/20-SM	03/25/2020		USBANK03	871.98
Invoice: 03/23/20-SM								
			871.98	21011252 53110001069				
			239549	03/17/20-EP	03/25/2020		USBANK03	768.91
Invoice: 03/17/20-EP								
			768.91	52011212 543100				
			239550	03/17/20-EP-A	03/25/2020		USBANK03	454.80
Invoice: 03/17/20-EP-A								
			454.80	52011212 543100				
			239551	03/24/20-EP	03/25/2020		USBANK03	6.99
Invoice: 03/24/20-EP								
			6.99	52011212 543100				
			239552	03/23/20-EP	03/25/2020		USBANK03	15.75
Invoice: 03/23/20-EP								
			15.75	52011212 543100				
			239553	02/27/20-DP	03/25/2020		USBANK03	125.00
Invoice: 02/27/20-DP								
			125.00	41011144 443410				
			239554	03/20/20-DP	03/25/2020		USBANK03	-125.00
Invoice: 03/20/20-DP								
			-125.00	41011144 443410				
			239555	03/01/20-JR	03/25/2020		USBANK03	900.00
Invoice: 03/01/20-JR								
			900.00	61470581 545000				
			239556	03/03/20-JR	03/25/2020		USBANK03	114.31
Invoice: 03/03/20-JR								
			64.31	61470581 531100				
			50.00	61029147 546000				
			239557	03/04/20-JR	03/25/2020		USBANK03	30.00
Invoice: 03/04/20-JR								
			30.00	61470581 549100				
			239558	03/16/20-JR	03/25/2020		USBANK03	109.44
Invoice: 03/16/20-JR								
			109.44	62471591 531100				
			239559	03/16/20-JR-A	03/25/2020		USBANK03	109.44
Invoice: 03/16/20-JR-A								
			109.44	63470588 531100				
			239560	03/18/20-JR	03/25/2020		USBANK03	47.82
Invoice: 03/18/20-JR								
			47.82	65470597 531100				

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: 03/05/20-MS				239561	03/05/20-MS	03/25/2020		USBANK03	216.72
				75.13	62471591 531100			PCD/AMAZON/OFFICE SUPPLIES	
				141.59	63470588 531100			BLDG - BLDG OFFICE SUPPLIES CUR - DEV DEV PLAN OFC SUPPLY	
Invoice: 03/06/20-MS				239562	03/06/20-MS	03/25/2020		USBANK03	9.20
				9.20	51011252 53110001069			PCD/RITE AID/409 CLEANER COVID19-SUPPLIES	
Invoice: 03/09/20-MS				239563	03/09/20-MS	03/25/2020		USBANK03	76.29
				76.29	63470588 531100			PCD/AMAZON/GARMENT RACK CUR - DEV DEV PLAN OFC SUPPLY	
Invoice: 03/12/20-MS				239564	03/12/20-MS	03/25/2020		USBANK03	22.69
				22.69	61011252 53110001069			PCD/SWAIN'S/SANITIZING WIPES COVID19-SUPPLIES	
Invoice: 03/20/20-MS				239565	03/20/20-MS	03/25/2020		USBANK03	59.94
				59.94	63470588 531100			PCD/AMAZON/COMFORT MAT CUR - DEV DEV PLAN OFC SUPPLY	
Invoice: 03/23/20-MS				239566	03/23/20-MS	03/25/2020		USBANK03	14.15
				14.15	62471591 531100			PCD/AMAZON/CELL SCREEN PROTECTOR BLDG - BLDG OFFICE SUPPLIES	
Invoice: 03/04/20-BS				239567	03/04/20-BS	03/25/2020		USBANK03	15.75
				15.75	53011212 543100			POL/WSDOT/FERRY PATROL-TRAVEL/MEALS/LODGING	
Invoice: 03/04/20-BS-A				239568	03/04/20-BS-A	03/25/2020		USBANK03	15.75
				15.75	53011212 543100			POL/WSDOT/FERRY PATROL-TRAVEL/MEALS/LODGING	
Invoice: 02/27/20-JS				239569	02/27/20-JS	03/25/2020		USBANK03	28.00
				28.00	63011586 443410			PCD/THE LOFT/MEAL CUR - C/E TRAINING TRAVEL	
Invoice: 02/25/20-CW				239570	02/25/20-CW	03/25/2020		USBANK03	65.68
				32.84	71011321 531100			PW/SAFEWAY/O&M BREAKFAST PW - C/E SUPPLIES	
				32.84	72011321 531100			ENG - C/E ADMIN SUPPLIES	
Invoice: 02/27/20-CW				239571	02/27/20-CW	03/25/2020		USBANK03	13.56
				6.78	71011321 531100			PW/T&C/O&M BREAKFAST PW - C/E SUPPLIES	
				6.78	72011321 531100			ENG - C/E ADMIN SUPPLIES	
Invoice: 03/01/20-TZ				239572	03/01/20-TZ	03/25/2020		USBANK03	41.59
				41.59	53011212 532000			POL/CHEVRON/FUEL PD-C/E-PATROL-FUEL	

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NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 91,837.24

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	91,837.24

*** GRAND TOTAL *** 91,837.24

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE							LINE DESC			
2020	4	77								
APP 001-213000							GENERAL - ACCOUNTS PAYABLE		86,236.12	
04/14/2020		USBANK03	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100							CASH			91,837.24
04/14/2020		USBANK03	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000							ACCOUNTS PAYABLE		247.89	
04/14/2020		USBANK03	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000							ACCOUNTS PAYABLE		1,628.11	
04/14/2020		USBANK03	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000							ACCOUNTS PAYABLE		195.00	
04/14/2020		USBANK03	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000							ACCOUNTS PAYABLE		3,224.44	
04/14/2020		USBANK03	USBANK				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000							ACCOUNTS PAYABLE		305.68	
04/14/2020		USBANK03	USBANK				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									91,837.24	91,837.24
APP 631-130000							DUE TO/FROM CLEARING		88,612.80	
04/14/2020		USBANK03	USBANK							
APP 001-130000							GENERAL - DUE TO/FROM CLEARING			86,236.12
04/14/2020		USBANK03	USBANK							
APP 402-130000							DUE TO/FROM CLEARING			247.89
04/14/2020		USBANK03	USBANK							
APP 407-130000							DUE TO/FROM CLEARING			1,628.11
04/14/2020		USBANK03	USBANK							
APP 403-130000							DUE TO/FROM CLEARING			195.00
04/14/2020		USBANK03	USBANK							
APP 401-130000							DUE TO/FROM CLEARING			305.68
04/14/2020		USBANK03	USBANK							
SYSTEM GENERATED ENTRIES TOTAL									88,612.80	88,612.80
JOURNAL 2020/04/77 TOTAL									180,450.04	180,450.04

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 4	77	04/14/2020			
001-130000				GENERAL - DUE TO/FROM CLEARING		86,236.12
001-213000				GENERAL - ACCOUNTS PAYABLE	86,236.12	
				FUND TOTAL	86,236.12	86,236.12
401 WATER OPERATING FUND	2020 4	77	04/14/2020			
401-130000				DUE TO/FROM CLEARING		305.68
401-213000				ACCOUNTS PAYABLE	305.68	
				FUND TOTAL	305.68	305.68
402 SEWER OPERATING FUND	2020 4	77	04/14/2020			
402-130000				DUE TO/FROM CLEARING		247.89
402-213000				ACCOUNTS PAYABLE	247.89	
				FUND TOTAL	247.89	247.89
403 STORM & SURFACE WATER FUND	2020 4	77	04/14/2020			
403-130000				DUE TO/FROM CLEARING		195.00
403-213000				ACCOUNTS PAYABLE	195.00	
				FUND TOTAL	195.00	195.00
407 BUILDING & DEVELOPMENT FUND	2020 4	77	04/14/2020			
407-130000				DUE TO/FROM CLEARING		1,628.11
407-213000				ACCOUNTS PAYABLE	1,628.11	
				FUND TOTAL	1,628.11	1,628.11
631 CLEARING FUND	2020 4	77	04/14/2020			
631-130000				DUE TO/FROM CLEARING	88,612.80	
631-213000				ACCOUNTS PAYABLE	3,224.44	
635-111100				CASH		91,837.24
				FUND TOTAL	91,837.24	91,837.24

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			86,236.12
401 WATER OPERATING FUND			305.68
402 SEWER OPERATING FUND			247.89
403 STORM & SURFACE WATER FUND			195.00
407 BUILDING & DEVELOPMENT FUND			1,628.11
631 CLEARING FUND		88,612.80	
	TOTAL	88,612.80	88,612.80

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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								
353404	04/14/2020	PRTD 1235 AT&T ONENET SERVICE	239787	1271693094	04/01/2020		M041420	16.67
		Invoice: 1271693094						
			16.67	91011189 542100				
			239788	1271701391	04/01/2020		M041420	.63
		Invoice: 1271701391						
			.63	91011189 542100				
							CHECK 353404 TOTAL:	17.30
353405	04/14/2020	PRTD 47 BAINBRIDGE DISPOSAL	239784	0000959898	03/31/2020		M041420	259.74
		Invoice: 0000959898						
			259.74	91011755 547900				
							CHECK 353405 TOTAL:	259.74
353406	04/14/2020	PRTD 551 CENTURYLINK	239789	0225APR20	04/02/2020		M041420	112.05
		Invoice: 0225APR20						
			112.05	91011897 542100				
			239790	0456APR20	04/02/2020		M041420	69.99
		Invoice: 0456APR20						
			69.99	91421891 542100				
			239791	0754APR20	04/02/2020		M041420	70.95
		Invoice: 0754APR20						
			70.95	91411891 542100				
			239792	1745APR20	04/02/2020		M041420	53.13
		Invoice: 1745APR20						
			53.13	91011189 542100				
			239793	3736APR20	04/02/2020		M041420	112.05
		Invoice: 3736APR20						
			112.05	91011189 542100				
			239794	5211APR20	04/02/2020		M041420	199.32
		Invoice: 5211APR20						
			199.32	91011215 542100				
			239795	8731APR20	04/02/2020		M041420	59.17
		Invoice: 8731APR20						
			59.17	91011755 542100				
			239796	8834APR20	04/04/2020		M041420	69.99
		Invoice: 8834APR20						
			69.99	91411891 542100				
			239797	9136APR20	04/02/2020		M041420	150.16
		Invoice: 9136APR20						

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC		
2020 4	89							
APP 001-213000	04/14/2020	M041420	041420			GENERAL - ACCOUNTS PAYABLE	8,771.74	
						AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100	04/14/2020	M041420	041420			CASH		24,177.13
						AP CASH DISBURSEMENTS JOURNAL		
APP 402-213000	04/14/2020	M041420	041420			ACCOUNTS PAYABLE	69.99	
						AP CASH DISBURSEMENTS JOURNAL		
APP 401-213000	04/14/2020	M041420	041420			ACCOUNTS PAYABLE	241.64	
						AP CASH DISBURSEMENTS JOURNAL		
APP 301-213000	04/14/2020	M041420	041420			ACCOUNTS PAYABLE	15,093.76	
						AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							24,177.13	24,177.13
APP 631-130000	04/14/2020	M041420	041420			DUE TO/FROM CLEARING	24,177.13	
APP 001-130000	04/14/2020	M041420	041420			GENERAL - DUE TO/FROM CLEARING		8,771.74
APP 402-130000	04/14/2020	M041420	041420			DUE TO/FROM CLEARING		69.99
APP 401-130000	04/14/2020	M041420	041420			DUE TO/FROM CLEARING		241.64
APP 301-130000	04/14/2020	M041420	041420			DUE TO/FROM CLEARING		15,093.76
SYSTEM GENERATED ENTRIES TOTAL							24,177.13	24,177.13
JOURNAL 2020/04/89 TOTAL							48,354.26	48,354.26

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 4	89	04/14/2020			
001-130000				GENERAL - DUE TO/FROM CLEARING		8,771.74
001-213000				GENERAL - ACCOUNTS PAYABLE	8,771.74	
				FUND TOTAL	8,771.74	8,771.74
301 CAPITAL CONSTRUCTION FUND	2020 4	89	04/14/2020			
301-130000				DUE TO/FROM CLEARING		15,093.76
301-213000				ACCOUNTS PAYABLE	15,093.76	
				FUND TOTAL	15,093.76	15,093.76
401 WATER OPERATING FUND	2020 4	89	04/14/2020			
401-130000				DUE TO/FROM CLEARING		241.64
401-213000				ACCOUNTS PAYABLE	241.64	
				FUND TOTAL	241.64	241.64
402 SEWER OPERATING FUND	2020 4	89	04/14/2020			
402-130000				DUE TO/FROM CLEARING		69.99
402-213000				ACCOUNTS PAYABLE	69.99	
				FUND TOTAL	69.99	69.99
631 CLEARING FUND	2020 4	89	04/14/2020			
631-130000				DUE TO/FROM CLEARING	24,177.13	
635-111100				CASH		24,177.13
				FUND TOTAL	24,177.13	24,177.13

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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		8,771.74
301	CAPITAL CONSTRUCTION FUND		15,093.76
401	WATER OPERATING FUND		241.64
402	SEWER OPERATING FUND		69.99
631	CLEARING FUND	24,177.13	
	TOTAL	24,177.13	24,177.13

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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				
353409	04/22/2020	PRTD	551 CENTURYLINK	239902	4953APR20	04/07/2020	M042020		69.99	
Invoice: 4953APR20						310 MADISON AVE SLS TELEM				
				69.99	91421891 542100	GG-SWR-FAC-PHONE				
Invoice: 5127APR20				239904	5127APR20	04/07/2020	M042020		121.59	
						8804 MADISON AVE				
				121.59	71011183 54210000724	PD/COURT BLDG NON CAP-PHONE				
Invoice: 5996APR20				239905	5996APR20	04/07/2020	M042020		86.32	
						E-PHONE @ WFP DOCK				
				86.32	91011757 542100	GG-GF-WFP DOCK-PHONE				
								CHECK	353409 TOTAL:	277.90
353410	04/22/2020	PRTD	102 CITY OF BAINBRIDGE I	239907	RETREQ1-1053	04/14/2020	21900077 M042020		1,210.00	
Invoice: RETREQ1-1053						380 WINSLOW LATERAL-RET				
				1,210.00	72421355 54810001053	380 WINSLOW SWR RPR-REPAIRS				
								CHECK	353410 TOTAL:	1,210.00
353411	04/22/2020	PRTD	5262 LIDEN LAND DEV & EXC	239908	PAYREQ1-1053	04/14/2020	21900076 M042020		22,990.00	
Invoice: PAYREQ1-1053						380 WINSLOW WAY LATERAL REPAIR				
				22,990.00	72421355 54810001053	380 WINSLOW SWR RPR-REPAIRS				
								CHECK	353411 TOTAL:	22,990.00
353412	04/22/2020	PRTD	176 WA ST DEPT OF LABOR	239910	2020-Q1	04/17/2020	M042020		43.57	
Invoice: 2020-Q1						Q1 2020 VOLUNTEER HOURS				
				.11	91011176 520000	GG-C/E-WORKERS COMP SVC-ADMIN				
				42.90	31011256 520000	EX-GF-EMERG PREP-BEN				
				.56	72011494 52000000996	2019-20 GW MNGT-BEN				
								CHECK	353412 TOTAL:	43.57
				NUMBER OF CHECKS	4	*** CASH ACCOUNT TOTAL ***		24,521.47		
						COUNT	AMOUNT			
				TOTAL PRINTED CHECKS	4	24,521.47				
								*** GRAND TOTAL ***	24,521.47	

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT		
								LINE DESC					
2020	4	181											
APP	402-213000		04/22/2020	M042020	042220			ACCOUNTS PAYABLE		24,269.99			
								AP CASH DISBURSEMENTS JOURNAL					
APP	635-111100		04/22/2020	M042020	042220			CASH			24,521.47		
								AP CASH DISBURSEMENTS JOURNAL					
APP	001-213000		04/22/2020	M042020	042220			GENERAL - ACCOUNTS PAYABLE		251.48			
								AP CASH DISBURSEMENTS JOURNAL					
										-----	-----		
										GENERAL LEDGER TOTAL	24,521.47	24,521.47	
APP	631-130000		04/22/2020	M042020	042220			DUE TO/FROM CLEARING		24,521.47			
APP	402-130000		04/22/2020	M042020	042220			DUE TO/FROM CLEARING			24,269.99		
APP	001-130000		04/22/2020	M042020	042220			GENERAL - DUE TO/FROM CLEARING			251.48		
										-----	-----		
										SYSTEM GENERATED ENTRIES TOTAL	24,521.47	24,521.47	
										-----	-----		
										JOURNAL 2020/04/181	TOTAL	49,042.94	49,042.94

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JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2020	4	181	04/22/2020			
	001-130000					GENERAL - DUE TO/FROM CLEARING		251.48
	001-213000					GENERAL - ACCOUNTS PAYABLE	251.48	
						FUND TOTAL	251.48	251.48
402	SEWER OPERATING FUND	2020	4	181	04/22/2020			
	402-130000					DUE TO/FROM CLEARING		24,269.99
	402-213000					ACCOUNTS PAYABLE	24,269.99	
						FUND TOTAL	24,269.99	24,269.99
631	CLEARING FUND	2020	4	181	04/22/2020			
	631-130000					DUE TO/FROM CLEARING	24,521.47	
	635-111100					CASH		24,521.47
						FUND TOTAL	24,521.47	24,521.47

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			251.48
402 SEWER OPERATING FUND			24,269.99
631 CLEARING FUND		24,521.47	
	TOTAL	24,521.47	24,521.47

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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					
353413	04/22/2020	PRTD 1205 PUGET SOUND ENERGY	239713	828MAR20	04/02/2020		04/26/20	178.77
		Invoice: 828MAR20						
			178.77	91415345 547100			TAYLOR WELLS LID17 PH1 GG-ROCKAWAY BCH-UTILITIES	
			239714	IL3MAR20	04/02/2020		04/26/20	29.36
		Invoice: IL3MAR20						
			29.36	91111263 547100			ROUNDAABOUT HS/MADISON IMPR GG-STRT-STREET LIGHTING-UTIL	
			239715	647MAR20	04/02/2020		04/26/20	43.86
		Invoice: 647MAR20						
			43.86	91111263 547100			STREET LIGHTS/TRAFFIC CONTR GG-STRT-STREET LIGHTING-UTIL	
			239716	IL9MAR20	04/02/2020		04/26/20	107.19
		Invoice: IL9MAR20						
			107.19	91111263 547100			MADISON AVE S GG-STRT-STREET LIGHTING-UTIL	
			239717	285MAR20	04/02/2020		04/26/20	258.03
		Invoice: 285MAR20						
			258.03	91421355 547100			SPS NORTHTOWN/SPORTSMAN GG-SWR-ELECTRIC	
			239718	735MAR20	04/02/2020		04/26/20	72.22
		Invoice: 735MAR20						
			72.22	91011768 547100			SHANNON DR/WFP DOCK GG-C/E-PARKS-ELECTRIC	
			239719	182MAR20	04/02/2020		04/26/20	61.73
		Invoice: 182MAR20						
			61.73	91011255 547100			MUN ICOURT - METER E6 GG-C/E-COURT BLDG-ELECTRIC	
			239720	058MAR20	04/02/2020		04/26/20	63.57
		Invoice: 058MAR20						
			63.57	91011897 547100			NE HIDEEN COVE SHOP GG-C/E-O&M YARD FAC-ELECTRIC	
			239721	973MAR20	04/02/2020		04/26/20	80.55
		Invoice: 973MAR20						
			80.55	91415345 547100			OC RESERVOIR LID17 PH2 GG-ROCKAWAY BCH-UTILITIES	
			239722	558MAR20	04/02/2020		04/26/20	2,665.23
		Invoice: 558MAR20						
			2,665.23	91011897 547100			7315 NE HIDDEN COVE GG-C/E-O&M YARD FAC-ELECTRIC	
			239723	336MAR20	04/02/2020		04/26/20	129.31
		Invoice: 336MAR20						
			129.31	91421355 547100			SLS-9 ISLAND TERRACE GG-SWR-ELECTRIC	
			239724	IL11MAR20	04/02/2020		04/26/20	20.62
		Invoice: IL11MAR20						
			20.62	91111263 547100			ST LIGHTS WW MAD TO 305 GG-STRT-STREET LIGHTING-UTIL	
			239725	520-330MAR20	04/02/2020		04/26/20	88.47
		Invoice: 520-330MAR20						
			88.47	91011768 547100			210 WINSLOW WAY E IRRIG GG-C/E-PARKS-ELECTRIC	

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
				239739	573MAR20	04/02/2020		04/26/20	12.48
Invoice:	573MAR20								
				12.48	91411345 547100				
						COMMODORE/HS RESERVOIR			
						GG-WTR-ELECTRIC			
				239740	040-714MAR20	04/02/2020		04/26/20	10.43
Invoice:	040-714MAR20								
				10.43	91021182 547100				
						7095 NE TWIN PONDS RD			
						GG-OS-PROP MNGT-ELECTRIC			
				239741	206MAR20	04/02/2020		04/26/20	442.90
Invoice:	206MAR20								
				442.90	91421355 547100				
						4586 POINT WHITE DR NE			
						GG-SWR-ELECTRIC			
				239742	256MAR20	04/02/2020		04/26/20	410.01
Invoice:	256MAR20								
				410.01	91421355 547100				
						SLS-8 HWY 305/HARBORVIEW			
						GG-SWR-ELECTRIC			
				239743	636MAR20	04/02/2020		04/26/20	92.30
Invoice:	636MAR20								
				92.30	91421355 547100				
						SLS-7 WING PT WAY			
						GG-SWR-ELECTRIC			
				239744	888MAR20	04/02/2020		04/26/20	241.39
Invoice:	888MAR20								
				241.39	91411345 547100				
						NE HS RD PUMP			
						GG-WTR-ELECTRIC			
				239745	658MAR20	04/02/2020		04/26/20	58.68
Invoice:	658MAR20								
				58.68	91421355 547100				
						SLS-4 IRENE/LOWER HAWLEY			
						GG-SWR-ELECTRIC			
				239746	520-298MAR20	04/02/2020		04/26/20	350.37
Invoice:	520-298MAR20								
				350.37	91421355 547100				
						SLS-5 WW/SUNDAY COVE			
						GG-SWR-ELECTRIC			
				239747	640MAR20	04/02/2020		04/26/20	15.27
Invoice:	640MAR20								
				15.27	91011768 547100				
						BRIEN DR S/BOOTH EL PANEL			
						GG-C/E-PARKS-ELECTRIC			
				239748	983MAR20	04/02/2020		04/26/20	11.48
Invoice:	983MAR20								
				11.48	91111264 547100				
						MILLER RD NE BEACON			
						GG-STREET-TRAF CONTROL-UTILITY			
				239749	067MAR20	04/02/2020		04/26/20	10.43
Invoice:	067MAR20								
				10.43	91111263 547100				
						MADISON PARKING LOT			
						GG-STRT-STREET LIGHTING-UTIL			
				239750	IL7MAR20	04/02/2020		04/26/20	73.12
Invoice:	IL7MAR20								
				73.12	91111263 547100				
						MADISON PRJ HS TO WINSLOW II			
						GG-STRT-STREET LIGHTING-UTIL			
				239751	466MAR20	04/02/2020		04/26/20	11.45
Invoice:	466MAR20								
				11.45	91111264 547100				
						MADISON/HS RAINBRINGER			
						GG-STREET-TRAF CONTROL-UTILITY			

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: 093MAR20				239752	093MAR20	04/02/2020		04/26/20	2,369.26
				2,369.26	91411345 547100	FLETCHER BAY WELL FIELD GG-WTR-ELECTRIC			
Invoice: 444MAR20				239753	444MAR20	04/02/2020		04/26/20	717.83
				717.83	91011755 547100	BI COMMONS GG-C/E-COMMONS-ELECTRIC			
Invoice: 461MAR20				239754	461MAR20	04/02/2020		04/26/20	6,193.95
				6,193.95	91425358 547100	WWTP GG-WWTP-ELECTRIC			
Invoice: WW&305MAR20				239755	WW&305MAR20	04/02/2020		04/26/20	545.22
				545.22	91111264 547100	WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 831MAR20				239756	831MAR20	04/02/2020		04/26/20	3,240.99
				3,240.99	91411345 547100	SANDS AVE NE WELL FIELD GG-WTR-ELECTRIC			
Invoice: 797MAR20				239757	797MAR20	04/02/2020		04/26/20	233.84
				233.84	91011255 547100	MUNI COURT METER E3 GG-C/E-COURT BLDG-ELECTRIC			
Invoice: 247MAR20				239758	247MAR20	04/02/2020		04/26/20	61.73
				61.73	91435838 547100	SSWM/DECANT FACILITY GG-DECANT-ELECTRIC			
Invoice: 143MAR20				239759	143MAR20	04/02/2020		04/26/20	10.43
				10.43	91111264 547100	REITAN RD/WELCOME TO BI GG-STREET-TRAF CONTROL-UTILITY			
Invoice: IL1MAR20				239760	IL1MAR20	04/02/2020		04/26/20	215.78
				215.78	91111264 547100	ERCKSN/MDSN/WNSLW/KNTCHL GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 710MAR20				239761	710MAR20	04/02/2020		04/26/20	229.05
				229.05	91421355 547100	SLS-2 VILLAGE CENTER GG-SWR-ELECTRIC			
Invoice: 893MAR20				239762	893MAR20	04/02/2020		04/26/20	683.27
				683.27	91111263 547100	MUNI ST LIGHTING GG-STRT-STREET LIGHTING-UTIL			
Invoice: 040-751MAR20				239763	040-751MAR20	04/02/2020		04/26/20	10.74
				10.74	91411345 547100	520 ERICKSEN AVE PRV GG-WTR-ELECTRIC			
Invoice: SPRINGMAR20				239764	SPRINGMAR20	04/02/2020		04/26/20	50.98
				50.98	91111263 547100	SPRINGRIDGE RD/HANSEN HILL GG-STRT-STREET LIGHTING-UTIL			

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: 3028MAR20				239778	3028MAR20	04/02/2020		04/26/20	11.77
				11.77	91011768 547100	BJUNE WTRFRT PK BOOTH EL PANEL #2 GG-C/E-PARKS-ELECTRIC			
Invoice: 3044MAR20				239779	3044MAR20	04/02/2020		04/26/20	10.43
				10.43	91011739 547100	278 WINSLOW WAY E KIOSK COMM EVENTS-ELECTRICITY			
Invoice: 3051MAR20				239780	3051MAR20	04/02/2020		04/26/20	10.74
				10.74	91011768 547100	BJUNE WTRFRT PK BOOTH EL PANEL #1 GG-C/E-PARKS-ELECTRIC			
Invoice: 5760MAR20				239781	5760MAR20	04/02/2020		04/26/20	116.97
				116.97	91421355 547100	TRTMT PLNT LS #3 GG-SWR-ELECTRIC			
Invoice: 0909MAR20				239783	0909MAR20	04/02/2020		04/26/20	1,061.80
				1,061.80	71011183 54710000724	HARRISON BUILDING PD/COURT BLDG NON CAP-ELECTRIC			
								CHECK 353413 TOTAL:	28,329.07
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***			28,329.07
						COUNT	AMOUNT		
						-----	-----		
TOTAL PRINTED CHECKS						1	28,329.07		
								*** GRAND TOTAL ***	28,329.07

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JOURNAL ENTRIES TO BE CREATED

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	4	182								
APP 401-213000	04/22/2020	04/26/20	042220				ACCOUNTS PAYABLE		8,481.22	
							AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	04/22/2020	04/26/20	042220				CASH			28,329.07
							AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000	04/22/2020	04/26/20	042220				STREETS - ACCOUNTS PAYABLE		5,005.42	
							AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000	04/22/2020	04/26/20	042220				ACCOUNTS PAYABLE		8,649.25	
							AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000	04/22/2020	04/26/20	042220				GENERAL - ACCOUNTS PAYABLE		6,131.45	
							AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000	04/22/2020	04/26/20	042220				ACCOUNTS PAYABLE		61.73	
							AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									28,329.07	28,329.07
APP 631-130000	04/22/2020	04/26/20	042220				DUE TO/FROM CLEARING		28,329.07	
APP 401-130000	04/22/2020	04/26/20	042220				DUE TO/FROM CLEARING			8,481.22
APP 101-130000	04/22/2020	04/26/20	042220				STREETS - DUE TO/FROM CLEARING			5,005.42
APP 402-130000	04/22/2020	04/26/20	042220				DUE TO/FROM CLEARING			8,649.25
APP 001-130000	04/22/2020	04/26/20	042220				GENERAL - DUE TO/FROM CLEARING			6,131.45
APP 403-130000	04/22/2020	04/26/20	042220				DUE TO/FROM CLEARING			61.73
SYSTEM GENERATED ENTRIES TOTAL									28,329.07	28,329.07
JOURNAL 2020/04/182 TOTAL									56,658.14	56,658.14

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 4	182	04/22/2020			
001-130000				GENERAL - DUE TO/FROM CLEARING		6,131.45
001-213000				GENERAL - ACCOUNTS PAYABLE	6,131.45	
				FUND TOTAL	6,131.45	6,131.45
101 STREET FUND	2020 4	182	04/22/2020			
101-130000				STREETS - DUE TO/FROM CLEARING		5,005.42
101-213000				STREETS - ACCOUNTS PAYABLE	5,005.42	
				FUND TOTAL	5,005.42	5,005.42
401 WATER OPERATING FUND	2020 4	182	04/22/2020			
401-130000				DUE TO/FROM CLEARING		8,481.22
401-213000				ACCOUNTS PAYABLE	8,481.22	
				FUND TOTAL	8,481.22	8,481.22
402 SEWER OPERATING FUND	2020 4	182	04/22/2020			
402-130000				DUE TO/FROM CLEARING		8,649.25
402-213000				ACCOUNTS PAYABLE	8,649.25	
				FUND TOTAL	8,649.25	8,649.25
403 STORM & SURFACE WATER FUND	2020 4	182	04/22/2020			
403-130000				DUE TO/FROM CLEARING		61.73
403-213000				ACCOUNTS PAYABLE	61.73	
				FUND TOTAL	61.73	61.73
631 CLEARING FUND	2020 4	182	04/22/2020			
631-130000				DUE TO/FROM CLEARING	28,329.07	
635-111100				CASH		28,329.07
				FUND TOTAL	28,329.07	28,329.07

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		6,131.45
101	STREET FUND		5,005.42
401	WATER OPERATING FUND		8,481.22
402	SEWER OPERATING FUND		8,649.25
403	STORM & SURFACE WATER FUND		61.73
631	CLEARING FUND	28,329.07	
	TOTAL	28,329.07	28,329.07

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

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
353414	04/29/2020	PRTD	5 ACE HARDWARE	239813	46372/1	04/07/2020		04/26/20	82.54	
Invoice: 46372/1										
				82.54	73011897 531100					
						PW/BUCKETS, LIDS				
						O&M-C/E-PWY FAC-SUPPLIES				
				239814	46378/1	04/09/2020		04/26/20	41.55	
Invoice: 46378/1										
				41.55	73011897 531100					
						PW/MAINT SUPPLIES				
						O&M-C/E-PWY FAC-SUPPLIES				
				239815	46379/1	04/09/2020		04/26/20	22.41	
Invoice: 46379/1										
				22.41	73011897 531100					
						PW/MAINT SUPPLIES				
						O&M-C/E-PWY FAC-SUPPLIES				
				239935	46420/1	04/17/2020		04/26/20	8.70	
Invoice: 46420/1										
				8.70	51011215 531100					
						POL/HAND SOAP				
						POLICE - C/E FACIL SUPPLIES				
								CHECK	353414 TOTAL:	155.20
353415	04/29/2020	PRTD	7994 PENINSULA SERVICES	239936	93711	03/31/2020		04/26/20	64.00	
Invoice: 93711										
				64.00	51011211 541100					
						POL/MOBILE SHREDDING				
						PD-C/E-ADM-PROF SVCS				
								CHECK	353415 TOTAL:	64.00
353416	04/29/2020	PRTD	4710 ASSOCIATED PETROLEU	239816	0186492-IN	03/31/2020		04/26/20	246.82	
Invoice: 0186492-IN										
				246.82	73638893 532000					
						PW/100 GAL DIESEL				
						O&M-FUEL USE-ALLOCATION				
				239817	0186493-IN	03/31/2020		04/26/20	307.70	
Invoice: 0186493-IN										
				307.70	73638932 532000					
						PW/250 GAL UNELADED				
						O&M-FUEL ALLOC TO OTH DEPTS				
								CHECK	353416 TOTAL:	554.52
353417	04/29/2020	PRTD	7821 AUS WEST LOCKBOX	239818	199170770	04/09/2020		04/26/20	58.49	
Invoice: 199170770										
				58.49	73638893 589310					
						PW/LAUNDRY SERVICE				
						LAUNDRY SERVICES				
								CHECK	353417 TOTAL:	58.49
353418	04/29/2020	PRTD	6420 AT&T MOBILITY	239911	287287004732x042020	04/11/2020		04/26/20	1,582.06	
Invoice: 287287004732x042020										
				1,528.32	91011215 542100					
				53.74	91011189 542100					
						WIRELESS CHARGES APR 2020				
						GG-C/E-PD-PHONE				
						GG-C/E-CITY HALL-PHONE				
								CHECK	353418 TOTAL:	1,582.06

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

353419	04/29/2020	PRTD	4365 AUTOMATIC FUNDS TRAN	239689 BAIN2003983	03/31/2020		04/26/20	391.00
Invoice: BAIN2003983					UB/PHONE & WEB PMTS			
				195.50 43411341 541100	FIN - WATER ADMIN PROF SERVICE			
				195.50 43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
				239937 115226	04/02/2020		04/26/20	747.39
Invoice: 115226					FIN/STATEMENT PREP & MAIL			
				158.49 43411341 541100	FIN - WATER ADMIN PROF SERVICE			
				158.49 43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
				215.20 91411891 542500	GG-WTR-FAC-POSTAGE			
				215.21 91421891 542500	GG-SWR-FAC-POSTAGE			
					CHECK	353419 TOTAL:		1,138.39
353420	04/29/2020	PRTD	55 SOUND PUBLISHING, IN	239819 7979392-2486836	03/31/2020		04/26/20	280.00
Invoice: 7979392-2486836					CC/AD: COUNCIL VACANCY			
				280.00 11011113 544000	COUNCIL - LEGAL NOTICES			
					CHECK	353420 TOTAL:		280.00
353421	04/29/2020	PRTD	55 SOUND PUBLISHING, IN	239691 BIR894516	03/20/2020		04/26/20	128.68
Invoice: BIR894516					PCD/DNS: ORD 2020-02			
				128.68 63470586 544000	CUR-DEV-ZONING-ADV			
				239821 BIR895143	03/27/2020		04/26/20	81.46
Invoice: BIR895143					PCD/NOA: PLN51228 RUE			
				81.46 63470586 544000	CUR-DEV-ZONING-ADV			
				239822 BIR895154	03/27/2020		04/26/20	118.06
Invoice: BIR895154					PCD/ORD: 2020-04, 2020-05			
				118.06 63470586 544000	CUR-DEV-ZONING-ADV			
				239823 BIR895249	03/27/2020		04/26/20	51.94
Invoice: BIR895249					CC/ORD 2020-09			
				51.94 11011113 544000	COUNCIL - LEGAL NOTICES			
				239824 BIR895251	03/27/2020		04/26/20	50.76
Invoice: BIR895251					CC/ORD 2020-08			
				50.76 11011113 544000	COUNCIL - LEGAL NOTICES			
				239825 BIR895252	03/27/2020		04/26/20	50.76
Invoice: BIR895252					CC/ORD 2020-07			
				50.76 11011113 544000	COUNCIL - LEGAL NOTICES			
					CHECK	353421 TOTAL:		481.66

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

353422	04/29/2020	PRTD	55 SOUND PUBLISHING, IN	239820	7979596	03/31/2020		04/26/20	21.54	
	Invoice: 7979596					CC/AD: COUNCIL VACANCY				
				21.54	11011113 544000	COUNCIL - LEGAL NOTICES				
								CHECK 353422 TOTAL:	21.54	
353423	04/29/2020	PRTD	55 SOUND PUBLISHING, IN	239912	7979405	03/31/2020		04/26/20	74.00	
	Invoice: 7979405					POL/CLASSIFIEDS: PROPERTY				
				74.00	51011191 544000	PD-C/E-PROP RM-ADVERTISING				
								CHECK 353423 TOTAL:	74.00	
353424	04/29/2020	PRTD	3775 BAINBRIDGE ISLAND SP	239893	2020BIPD	04/05/2020		04/26/20	2,220.00	
	Invoice: 2020BIPD					POL/ANNUAL DUES X24				
				185.00	51011211 549100	PD-C/E-ADM-DUES/SUBSCR/MEMBRSH				
				185.00	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH				
				1,850.00	53011212 549100	PD-C/E-PATROL-DUES/SUBSCR/MEMBR				
								CHECK 353424 TOTAL:	2,220.00	
353425	04/29/2020	PRTD	9262 BOULDER PARK INC	239857	3265	04/10/2020		04/26/20	8,315.05	
	Invoice: 3265					BOIDOLIDS MANAGEMENT/DISPOSAL				
				8,315.05	73425358 54790100551	BIOSOLIDS WASTE DISPOSAL				
								CHECK 353425 TOTAL:	8,315.05	
353426	04/29/2020	PRTD	9443 BRANNON, JACOB	239802	85829	04/14/2020		04/26/20	38.75	
	Invoice: 85829					UB 11291 8128 HIGH SCHOOL LOOP NE				
				38.75	411 122100	WATER ACCOUNTS RECEIVABLE				
								CHECK 353426 TOTAL:	38.75	
353427	04/29/2020	PRTD	360 BUILDERS FIRSTSOURCE	239826	80783867	04/07/2020		04/26/20	207.92	
	Invoice: 80783867					PW/LUMBER				
				207.92	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES				
								CHECK 353427 TOTAL:	207.92	
353428	04/29/2020	PRTD	551 CENTURLINK	239928	6124APR20	04/16/2020		04/26/20	58.32	
	Invoice: 6124APR20					WEAVER PRV WATER TELEMETRY				
				58.32	91411891 542100	GG-WTR-FAC-PHONE				
								CHECK 353428 TOTAL:	58.32	

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

353436	04/29/2020	PRTD 7144 DTMICRO, INC	239915	4934	04/15/2020		04/26/20	136.25
		Invoice: 4934						
			136.25	91011215 542100	IT/POL CENCOM CONNECTION			
					GG-C/E-PD-PHONE			
					CHECK	353436	TOTAL:	136.25
353437	04/29/2020	PRTD 8975 ECONORTHWEST	239828	22411	03/31/2020		04/26/20	1,260.00
		Invoice: 22411						
			1,260.00	61011586 54110000930	INCLUSIONARY ZONING AND TDR			
					COMP PLAN IMPL-PROF SVCS			
					CHECK	353437	TOTAL:	1,260.00
353438	04/29/2020	PRTD 8336 ENVIROISSUES, INC.	239860	240-004-001-01	03/11/2020		04/26/20	486.00
		Invoice: 240-004-001-01						
			486.00	31321953 64245000708	EX/WYATT WAY OUTREACH			
					WYATT-MAD TO LOVELL-OUTREACH			
					CHECK	353438	TOTAL:	486.00
353439	04/29/2020	PRTD 7510 EXPERIAN	239861	CD2012001885	03/27/2020		04/26/20	92.65
		Invoice: CD2012001885						
			92.65	52011212 549100	POL/INFORMATION SERVICES			
					PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
					CHECK	353439	TOTAL:	92.65
353440	04/29/2020	PRTD 705 FCS GROUP	239870	3153-22001075	01/17/2020		04/26/20	4,596.30
		Invoice: 3153-22001075						
			4,596.30	61470581 541100	100% FEE COST RECOVERY STUDY			
					PCD - DEV ADMIN PROF SERVICES			
			239871	3153-22002095	02/14/2020		04/26/20	7,893.75
		Invoice: 3153-22002095						
			7,893.75	61470581 541100	100% FEE COST RECOVERY STUDY			
					PCD - DEV ADMIN PROF SERVICES			
			239872	3153-22003108	03/20/2020		04/26/20	8,156.40
		Invoice: 3153-22003108						
			8,156.40	61470581 541100	100% FEE COST RECOVERY STUDY			
					PCD - DEV ADMIN PROF SERVICES			
					CHECK	353440	TOTAL:	20,646.45
353441	04/29/2020	PRTD 1953 FERGUSON ENTERPRISES	239829	8129063	04/07/2020		04/26/20	885.73
		Invoice: 8129063						
			885.73	73011897 531100	PW/FAUCETS			
					O&M-C/E-PWY FAC-SUPPLIES			
					CHECK	353441	TOTAL:	885.73

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

INVOICE DTL DESC

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								CHECK 353451 TOTAL:	6,250.00
353452	04/29/2020	PRTD	9446 JON DON	239831	3848268	03/26/2020		04/26/20	1,763.99
			Invoice: 3848268					PW/DININFECTANT CLEANER	
				1,763.99	73011252 53110001069			COVID19-SUPPLIES	
								CHECK 353452 TOTAL:	1,763.99
353453	04/29/2020	PRTD	333 KITSAP COUNTY AUDITO	239876	482637	02/24/2020		04/26/20	122.50
			Invoice: 482637					CC/ORD 2019-34	
				122.50	11011113 544000			COUNCIL - LEGAL NOTICES	
								CHECK 353453 TOTAL:	122.50
353454	04/29/2020	PRTD	2306 KITSAP COUNTY PROSEC	239930	APR20	04/01/2020		04/26/20	9,554.69
			Invoice: APR20					LEGAL/PROSCUTION SVCS APR20	
				9,554.69	32011521 541112			LGL-OUTSIDE PROSECUTOR	
								CHECK 353454 TOTAL:	9,554.69
353455	04/29/2020	PRTD	1505 KITSAP COUNTY TREASU	239808	MAR20	03/31/2020		04/26/20	28.66
			Invoice: MAR20					MAR 2020 OUT COURT REMIT	
				28.66	41612860 586000			CRIME VICTIMS-OUT	
								CHECK 353455 TOTAL:	28.66
353456	04/29/2020	PRTD	1971 KELLEY CONNECT	239807	IN661845	04/06/2020		04/26/20	1,321.87
			Invoice: IN661845					PCD/COPIER OVERAGE	
				1,321.87	61470581 545000			PCD - DEV ADMIN RENTS & LEASES	
				239835	IN661846	04/06/2020		04/26/20	687.35
			Invoice: IN661846					PCD/TOS4555C OVERAGE	
				687.35	61470581 545000			PCD - DEV ADMIN RENTS & LEASES	
				239878	IN661078	04/02/2020		04/26/20	796.29
			Invoice: IN661078					CRT/COPIER OVERAGES	
				796.29	21011125 545000			COURT - RENTS & LEASES - OPER	
								CHECK 353456 TOTAL:	2,805.51
353457	04/29/2020	PRTD	1971 KELLEY IMAGING SYSTE	239833	26851648	04/13/2020		04/26/20	276.62
			Invoice: 26851648					PCD/E-STUDIO4555C LEASE & PROP TAX	
				276.62	61470581 545000			PCD - DEV ADMIN RENTS & LEASES	

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CASH ACCOUNT:	635	111100	CASH								
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INVOICE DTL DESC											
									CHECK	353457 TOTAL:	276.62
353458	04/29/2020	PRTD	1802 KITSAP CONSERVATION	239848	2020-1	03/31/2020		04/26/20	7,357.27		
			Invoice: 2020-1				FARMLAND SSWM PLANNING				
				3,678.63	72011593	55100000871	FARMLAND SSWM PLANNING-KCDONLY				
				3,678.64	72431835	55100000871	FARMLAND SSWM PLANNING-KCDONLY				
									CHECK	353458 TOTAL:	7,357.27
353459	04/29/2020	PRTD	315 KITSAP HUMANE SOCIET	239940	1896	04/01/2020		04/26/20	5,936.50		
			Invoice: 1896				KITSAP HUMANE SOCIETY ANNUAL C				
				5,936.50	91011393	541100	FIN - C/E ANIMAL CONTROL FEES				
									CHECK	353459 TOTAL:	5,936.50
353460	04/29/2020	PRTD	8398 KITSAP COMMUNITY RES	239701	Q1 2020	04/06/2020		04/26/20	5,326.18		
			Invoice: Q1 2020				2019-20 COMMUNITY SERVICES FUN				
				5,326.18	31017654	54110000297	KITSAP COMM RESOURCES-HOMELESS				
									CHECK	353460 TOTAL:	5,326.18
353461	04/29/2020	PRTD	579 KITSAP SUN	239836	0003277086	03/31/2020		04/26/20	111.66		
			Invoice: 0003277086				CC/ADS: VOLUNTEER OPPORTUNITIES				
				111.66	11011113	544000	COUNCIL - LEGAL NOTICES				
									CHECK	353461 TOTAL:	111.66
353462	04/29/2020	PRTD	1851 KRAZAN & ASSOCIATES	239879	J601627-5872	03/31/2020		04/26/20	1,257.00		
			Invoice: J601627-5872				ON-CALL TESTING CONTRACT THRU				
				1,257.00	72011322	54110000203	TESTING SVCS-PRO SVCS				
									CHECK	353462 TOTAL:	1,257.00
353463	04/29/2020	PRTD	7849 LAW OFFICE OF THOMAS	239931	APR20	04/13/2020		04/26/20	4,484.38		
			Invoice: APR20				LEGAL/PUB DEF SVCS APR20				
				4,484.38	32011281	541113	LGL-PUBLIC DEFENDER				
									CHECK	353463 TOTAL:	4,484.38
353464	04/29/2020	PRTD	9445 MADISON LANDINGS INC	239804	85831	04/14/2020		04/26/20	342.15		
			Invoice: 85831				UB 10638 993 MADISON AVENUE N				
				342.15	411	122100	WATER ACCOUNTS RECEIVABLE				

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

INVOICE DTL DESC										
								CHECK 353464 TOTAL:	342.15	
353465	04/29/2020	PRTD	9445 MADISON LANDINGS INC	239805	85832	04/14/2020		04/26/20	991.91	
			Invoice: 85832					UB 10637 937 MADISON AVENUE N		
				991.91	411	122100		WATER ACCOUNTS RECEIVABLE		
								CHECK 353465 TOTAL:	991.91	
353466	04/29/2020	PRTD	6333 MASCO PETROLEUM	239883	0296710-IN	03/20/2020		04/26/20	680.01	
			Invoice: 0296710-IN					PW/MOBILGEAR 600 XP		
				680.01	73638935	531100		O&M-STD ALLOCATION-SUPPLIES		
								CHECK 353466 TOTAL:	680.01	
353467	04/29/2020	PRTD	9442 MCELDERRY, RONALD	239684	85713	04/09/2020		04/26/20	2,483.64	
			Invoice: 85713					UB 10177 1090 GROW AVENUE NW		
				2,483.64	411	122100		WATER ACCOUNTS RECEIVABLE		
								CHECK 353467 TOTAL:	2,483.64	
353468	04/29/2020	PRTD	8375 MOORE IACOFANO GOLTS	239924	0063388	03/18/2020	21700052	04/26/20	1,372.15	
			Invoice: 0063388					WYATT WAY WATER MAIN DSN		
				1,372.15	72413434	64110000708		WYATT-MAD TO LOVELL-WTR-ENG		
				239926	0063728			04/08/2020 21700052 04/26/20	600.00	
			Invoice: 0063728					WYATT WAY WATER MAIN DSN		
				600.00	72413434	64110000708		WYATT-MAD TO LOVELL-WTR-ENG		
								CHECK 353468 TOTAL:	1,972.15	
353469	04/29/2020	PRTD	2574 NATIONAL BARRICADE C	239884	286339	03/31/2020		04/26/20	142.51	
			Invoice: 286339					PW/PLAYGROUND SIGN		
				142.51	73111264	531100		O&M-STREET-TRAF CONTROL-SUPPLY		
								CHECK 353469 TOTAL:	142.51	
353470	04/29/2020	PRTD	4111 OLYMPIC SPRINGS INC	239885	327999	03/31/2020		04/26/20	62.84	
			Invoice: 327999					POL/PURIFIED WATER		
				62.84	51011215	531100		POLICE - C/E FACIL SUPPLIES		
								CHECK 353470 TOTAL:	62.84	
353471	04/29/2020	PRTD	8286 SUPERINTENDENT OF P	239934	16135	04/14/2020		04/26/20	45.25	
			Invoice: 16135					POL/FINGERPRINTING		
				45.25	65438	386110		AGENCY-FINGERPRINT REV TO SPI		

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

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 353471 TOTAL:	45.25
353472	04/29/2020	PRTD	9447 PATINA ARCHITECTS	239886	BLD24470 R-SFR	04/13/2020		04/26/20	2,683.98
			Invoice: BLD24470 R-SFR					BLD24470 PARTIAL REFUND	
				1,938.43	47148 345830			PLAN CHECKING FEES	
				745.55	47148 322110			PLAN'G REVIEW OF BLDG PERMITS	
								CHECK 353472 TOTAL:	2,683.98
353473	04/29/2020	PRTD	9267 PAYGOV	239702	6107030	02/27/2020		04/26/20	55.25
			Invoice: 6107030					CNCLD PMT ORDER ID 6107030	
				45.25	65438 386110			AGENCY-FINGERPRINT REV TO SPI	
				10.00	01134 341810			PLANS/SPECS/COPIES/PRINTING	
								CHECK 353473 TOTAL:	55.25
353474	04/29/2020	PRTD	9349 PROPANE NORTHWEST	239888	1501335770	03/30/2020		04/26/20	570.37
			Invoice: 1501335770					PW/595 GAL PROPANE	
				570.37	91011897 547200			GG-C/E-O&M YARD FAC-PROPANE	
				239889	1501392396	04/10/2020		04/26/20	295.68
			Invoice: 1501392396					PW/314.7 GAL PROPANE	
				295.68	91011897 547200			GG-C/E-O&M YARD FAC-PROPANE	
								CHECK 353474 TOTAL:	866.05
353475	04/29/2020	PRTD	2203 PUBLIC SAFETY TESTIN	239703	2020-0066	04/02/2020		04/26/20	271.00
			Invoice: 2020-0066					CS/POLICE OFFICER TESTING	
				271.00	91011211 541100			GG-C/E-CIVIL SVC-PROF SVCS	
								CHECK 353475 TOTAL:	271.00
353476	04/29/2020	PRTD	1205 PUGET SOUND ENERGY	239809	9932MAR20	04/08/2020		04/26/20	10.43
			Invoice: 9932MAR20					184 WINSLOW WAY E	
				10.43	91011739 547100			COMM EVENTS-ELECTRICITY	
				239810	3319MAR20	04/08/2020		04/26/20	43.37
			Invoice: 3319MAR20					PW/CASEY ST WATER	
				43.37	73416345 547100			CASEY STREET WTR-ELECTRICITY	
				239927	4376APR20	04/20/2020		04/26/20	849.33
			Invoice: 4376APR20					APRIL20 GREEN POWER CONTRACT	
				849.33	91011189 547100			GG-C/E-CITY HALL-ELECTRIC	

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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 353476 TOTAL:	903.13
353477	04/29/2020	PRTD	8790 PYRAMID MATERIALS, I	239890 1017496	03/10/2020		04/26/20	3,330.64	
Invoice: 1017496									
				3,330.64	73111423	531100			
								CHECK 353477 TOTAL:	3,330.64
353478	04/29/2020	PRTD	9440 QBSI-XEROX	239891 IN2294497	03/27/2020		04/26/20	48.69	
Invoice: IN2294497									
				48.69	21011125	545000			
								CHECK 353478 TOTAL:	48.69
353479	04/29/2020	PRTD	8811 REMOTE MEDICINE INC.	239837 INV-000540	03/31/2020		04/26/20	6,602.83	
Invoice: INV-000540									
				6,602.83	31011256	541100			
								CHECK 353479 TOTAL:	6,602.83
353480	04/29/2020	PRTD	8855 SOUND LAW CENTER	239838 2381	03/03/2020		04/26/20	11,690.00	
Invoice: 2381									
				9,432.50	34470586	54111001056			
				2,257.50	32011545	54111001072			
								CHECK 353480 TOTAL:	11,690.00
353481	04/29/2020	PRTD	8132 SPECTRA LABORATORIES	239704 20-01770	03/20/2020		04/26/20	1,763.64	
Invoice: 20-01770									
				1,763.64	73411345	54110000391			
				239705	20-02155				
Invoice: 20-02155									
				311.00	73425358	54110000391			
				239892	20-02215				
Invoice: 20-02215									
				126.96	73411345	54110000391			
								CHECK 353481 TOTAL:	2,201.60
353482	04/29/2020	PRTD	2467 STAPLES	239840 8058073415	04/04/2020		04/26/20	453.83	
Invoice: 8058073415									
				28.12	61011581	531100			
				14.27	61011252	53110001069			
				21.53	61011252	53110001069			

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				7.30	61011252 53110001069	COVID19-SUPPLIES			
				10.22	61011252 53110001069	COVID19-SUPPLIES			
				13.88	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				140.60	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
				182.62	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
				35.29	61011252 53110001069	COVID19-SUPPLIES			
Invoice: 8058073403				239841	8058073403	04/04/2020		04/26/20	1,091.68
						PW/OFFICE & COVID SUPPLIES			
				654.14	73011252 53110001069	COVID19-SUPPLIES			
				437.54	73637891 531100	OFFICE SUPPLIES			
Invoice: 8058073375				239895	8058073375	04/04/2020		04/26/20	754.46
						EX, FIN, LEGAL/OFFICE SUPPLIES			
				107.01	31011252 53110001069	COVID19-SUPPLIES			
				16.22	31011131 531100	EX-GF-SUPPLIES			
				17.48	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
				43.25	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				86.64	32011152 531100	LGL-GF-SUPPLIES			
				26.26	36011143 531100	CLERK-C/E SUPPLIES			
				11.87	32011152 531100	LGL-GF-SUPPLIES			
				14.76	31011131 531100	EX-GF-SUPPLIES			
				14.76	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				4.63	31011131 531100	EX-GF-SUPPLIES			
				-17.65	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				-4.63	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				134.65	31011131 531100	EX-GF-SUPPLIES			
				134.66	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				164.55	41011141 531100	FIN - C/E ADMIN SUPPLIES			
Invoice: 3444610585				239916	3444610585	04/04/2020		04/26/20	9.79
						POL/POST-ITS			
				9.79	51011211 531100	PD-C/E-ADM-SUPPLIES			
Invoice: 3444610587				239917	3444610587	04/04/2020		04/26/20	294.74
						POL/CAVIWIPES			
				73.68	51011252 53110001069	COVID19-SUPPLIES			
				73.69	52011252 53110001069	COVID19-SUPPLIES			
				147.37	53011252 53110001069	COVID19-SUPPLIES			
Invoice: 3444610588				239919	3444610588	04/04/2020		04/26/20	183.99
						POL/HAND SANITIZER			
				183.99	53011252 53110001069	COVID19-SUPPLIES			
Invoice: 3444610590				239921	3444610590	04/04/2020		04/26/20	67.72
						POL/ENVELOPES, TISSUE			
				67.72	51011211 531100	PD-C/E-ADM-SUPPLIES			
Invoice: 3444610591				239922	3444610591	04/04/2020		04/26/20	211.57
						POL/COPY PAPER			
				105.79	51011211 531100	PD-C/E-ADM-SUPPLIES			
				42.31	52011212 531100	POLICE - C/E INVEST SUPPLIES			

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

VOUCHER INVOICE

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INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									CHECK 353486 TOTAL: 674.89
353487	04/29/2020	PRTD	1152 USA BLUE BOOK	239847	196978	04/06/2020		04/26/20	616.07
			Invoice: 196978			PW/HACH SOLUTION, GLOVES			
				140.16	73411345 531100	OFFICE SUPPLIES			
				475.91	73011252 53110001069	COVID19-SUPPLIES			
									CHECK 353487 TOTAL: 759.10
353488	04/29/2020	PRTD	9373 VISIT BAINBRIDGE ISL	239850	100	04/10/2020		04/26/20	10,911.90
			Invoice: 100			2020 LTAC (MULTI-MEDIA DESTINA			
				10,911.90	91140573 541100	GG-TOUR-PROF SERVICES			
									CHECK 353488 TOTAL: 10,911.90
353489	04/29/2020	PRTD	4520 WA ST DEPT OF NATURA	239851	4900/0100142211/2020	04/01/2020		04/26/20	31,749.79
			Invoice: 4900/0100142211/2020			EX/MARINA RENT			
				31,749.79	31011757 545000	EX-GF-OWM-LEASE			
									CHECK 353489 TOTAL: 31,749.79
353490	04/29/2020	PRTD	938 WA ST DEPT OF HEALTH	239827	SW2811	04/13/2020		04/26/20	255.00
			Invoice: SW2811			PW/PROJECT REPORT REVIEW			
				255.00	73011897 549800	O&M-C/E-PWYD FAC-PERMITS			
									CHECK 353490 TOTAL: 255.00
353491	04/29/2020	PRTD	2251 WA ST TREASURER	239811	MAR20 SBCC	03/31/2020		04/26/20	260.00
			Invoice: MAR20 SBCC			MAR 2020 OUT COURT REMIT SBCC			
				260.00	41652860 586000	SBCC BLDG.-OUT			
									CHECK 353491 TOTAL: 2,220.85
353491	04/29/2020	PRTD	2251 WA ST TREASURER	239812	MAR20	03/31/2020		04/26/20	2,220.85
			Invoice: MAR20			MAR 2020 OUT COURT REMIT			
				761.05	41611860 586000	PSEA 60% OUT			
				346.36	41610860 586000	PSEA 30% OUT			
				50.90	41619860 586000	PSEA 3 - STATE DISB OUT			
				113.13	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
				56.20	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
				2.23	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
				407.96	41614860 586000	JUDICIAL INFO SYST.-OUT			
				56.43	41618860 586000	TRAUMA CARE-OUT			
				1.90	41612860 586311	DOM VIOLENCE PROT ORD VIOLATIO			
				139.70	41618860 586000	TRAUMA CARE-OUT			

CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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								INVOICE DTL DESC
			30.23	41618860	586000			TRAUMA CARE-OUT
			171.74	41618860	586000			TRAUMA CARE-OUT
			11.11	41616860	586812			ACCESS COMM ACCT
			11.11	41616860	586813			MULTIMODAL ACCT
			60.80	41615860	586961			STATE CRIME LAB
							CHECK 353491	TOTAL: 2,480.85
353492	04/29/2020	PRTD 4513 WM CORPORATE SERVICE	239853	0036801-1048-7		04/01/2020 21900056	04/26/20	3,238.50
		Invoice: 0036801-1048-7						
								BIOSOLIDS LANDFILL DISPOSAL
			3,238.50	73425358	54790100551			BIOSOLIDS WASTE DISPOSAL
							CHECK 353492	TOTAL: 3,238.50
353493	04/29/2020	PRTD 9160 WEST SOUND PLUMBING	239854	10089		04/01/2020	04/26/20	267.18
		Invoice: 10089						
								PW/SS & WWTP PLUMBING REPAIRS
			133.59	73011755	548100			O&M-COMMONS REPAIRS
			133.59	73425358	548100			O&M-WWTP-REPAIRS
							CHECK 353493	TOTAL: 267.18
353494	04/29/2020	PRTD 499 WESTBAY AUTO PARTS I	239710	531596		03/31/2020	04/26/20	12.82
		Invoice: 531596						
			12.82	73638935	531100			PW/OIL & FUEL FILTERS
								O&M-STD ALLOCATION-SUPPLIES
			239711	531953		04/02/2020	04/26/20	56.00
		Invoice: 531953						
			56.00	73638935	531100			PW/AIR & FUEL FILTERS
								O&M-STD ALLOCATION-SUPPLIES
							CHECK 353494	TOTAL: 68.82
353495	04/29/2020	PRTD 7755 WESTERN WASHINGTON U	239901	RA7648		04/01/2020	04/26/20	18,089.00
		Invoice: RA7648						
								WWU SUSTAINABLE COMMUNITIES PA
			18,089.00	61011586	54110000930			COMP PLAN IMPL-PROF SVCS
							CHECK 353495	TOTAL: 18,089.00
353496	04/29/2020	PRTD 2607 ZEE MEDICAL SERVICE	239712	68398768		04/06/2020	04/26/20	162.06
		Invoice: 68398768						
			162.06	73637891	531100			PW/FIRST AID RESTOCK
								OFFICE SUPPLIES
							CHECK 353496	TOTAL: 162.06

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NUMBER OF CHECKS 83 *** CASH ACCOUNT TOTAL *** 258,516.80

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	83	258,516.80

*** GRAND TOTAL *** 258,516.80

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
			EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2020	4	184									
APP	001-213000		04/29/2020	04/26/20	042920			GENERAL - ACCOUNTS PAYABLE		134,025.44	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		04/29/2020	04/26/20	042920			CASH			258,516.80
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		04/29/2020	04/26/20	042920			ACCOUNTS PAYABLE		2,682.48	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		04/29/2020	04/26/20	042920			ACCOUNTS PAYABLE		10,478.61	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		04/29/2020	04/26/20	042920			ACCOUNTS PAYABLE		15,360.09	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		04/29/2020	04/26/20	042920			ACCOUNTS PAYABLE		36,108.48	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		04/29/2020	04/26/20	042920			ACCOUNTS PAYABLE		37,458.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	108-213000		04/29/2020	04/26/20	042920			AFFORD HSG - ACCOUNTS PAYABLE		1,740.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		04/29/2020	04/26/20	042920			ACCOUNTS PAYABLE		2,600.01	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		04/29/2020	04/26/20	042920			ACCOUNTS PAYABLE		3,678.64	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		04/29/2020	04/26/20	042920			STREETS - ACCOUNTS PAYABLE		3,473.15	
								AP CASH DISBURSEMENTS JOURNAL			
APP	104-213000		04/29/2020	04/26/20	042920			CIVIC IMPR - ACCOUNTS PAYABLE		10,911.90	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										258,516.80	258,516.80
APP	631-130000		04/29/2020	04/26/20	042920			DUE TO/FROM CLEARING		255,834.32	
APP	001-130000		04/29/2020	04/26/20	042920			GENERAL - DUE TO/FROM CLEARING			134,025.44
APP	401-130000		04/29/2020	04/26/20	042920			DUE TO/FROM CLEARING			10,478.61
APP	402-130000		04/29/2020	04/26/20	042920			DUE TO/FROM CLEARING			15,360.09
APP	407-130000		04/29/2020	04/26/20	042920			DUE TO/FROM CLEARING			36,108.48
APP	301-130000		04/29/2020	04/26/20	042920			DUE TO/FROM CLEARING			37,458.00
APP	108-130000		04/29/2020	04/26/20	042920			AFFORD HSG DUE TO/FROM CLEAR'G			1,740.00
APP	650-130000		04/29/2020	04/26/20	042920			DUE TO/FROM CLEARING			2,600.01
APP	403-130000		04/29/2020	04/26/20	042920			DUE TO/FROM CLEARING			3,678.64
APP	101-130000		04/29/2020	04/26/20	042920			STREETS - DUE TO/FROM CLEARING			3,473.15

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL	ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC
	04/29/2020	04/26/20	042920			
APP 104-130000						CIVIC IMPR DUE TO/FROM CLEAR'G
	04/29/2020	04/26/20	042920			
					255,834.32	255,834.32
SYSTEM GENERATED ENTRIES TOTAL						
JOURNAL 2020/04/184					514,351.12	514,351.12
TOTAL						

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2020 4	184	04/29/2020			
001-130000				GENERAL - DUE TO/FROM CLEARING		134,025.44
001-213000				GENERAL - ACCOUNTS PAYABLE	134,025.44	
				FUND TOTAL	134,025.44	134,025.44
101 STREET FUND	2020 4	184	04/29/2020			
101-130000				STREETS - DUE TO/FROM CLEARING		3,473.15
101-213000				STREETS - ACCOUNTS PAYABLE	3,473.15	
				FUND TOTAL	3,473.15	3,473.15
104 CIVIC IMPROVEMENT FUND	2020 4	184	04/29/2020			
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		10,911.90
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	10,911.90	
				FUND TOTAL	10,911.90	10,911.90
108 AFFORDABLE HOUSING FUND	2020 4	184	04/29/2020			
108-130000				AFFORD HSG DUE TO/FROM CLEAR'G		1,740.00
108-213000				AFFORD HSG - ACCOUNTS PAYABLE	1,740.00	
				FUND TOTAL	1,740.00	1,740.00
301 CAPITAL CONSTRUCTION FUND	2020 4	184	04/29/2020			
301-130000				DUE TO/FROM CLEARING		37,458.00
301-213000				ACCOUNTS PAYABLE	37,458.00	
				FUND TOTAL	37,458.00	37,458.00
401 WATER OPERATING FUND	2020 4	184	04/29/2020			
401-130000				DUE TO/FROM CLEARING		10,478.61
401-213000				ACCOUNTS PAYABLE	10,478.61	
				FUND TOTAL	10,478.61	10,478.61
402 SEWER OPERATING FUND	2020 4	184	04/29/2020			
402-130000				DUE TO/FROM CLEARING		15,360.09
402-213000				ACCOUNTS PAYABLE	15,360.09	
				FUND TOTAL	15,360.09	15,360.09
403 STORM & SURFACE WATER FUND	2020 4	184	04/29/2020			
403-130000				DUE TO/FROM CLEARING		3,678.64
403-213000				ACCOUNTS PAYABLE	3,678.64	
				FUND TOTAL	3,678.64	3,678.64
407 BUILDING & DEVELOPMENT FUND	2020 4	184	04/29/2020			

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
407-130000				DUE TO/FROM CLEARING		36,108.48
407-213000				ACCOUNTS PAYABLE	36,108.48	
				FUND TOTAL	36,108.48	36,108.48
631 CLEARING FUND	2020 4	184	04/29/2020			
631-130000				DUE TO/FROM CLEARING	255,834.32	
631-213000				ACCOUNTS PAYABLE	2,682.48	
635-111100				CASH		258,516.80
				FUND TOTAL	258,516.80	258,516.80
650 AGENCY FUND	2020 4	184	04/29/2020			
650-130000				DUE TO/FROM CLEARING		2,600.01
650-213000				ACCOUNTS PAYABLE	2,600.01	
				FUND TOTAL	2,600.01	2,600.01

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		134,025.44
101 STREET FUND		3,473.15
104 CIVIC IMPROVEMENT FUND		10,911.90
108 AFFORDABLE HOUSING FUND		1,740.00
301 CAPITAL CONSTRUCTION FUND		37,458.00
401 WATER OPERATING FUND		10,478.61
402 SEWER OPERATING FUND		15,360.09
403 STORM & SURFACE WATER FUND		3,678.64
407 BUILDING & DEVELOPMENT FUND		36,108.48
631 CLEARING FUND	255,834.32	
650 AGENCY FUND		2,600.01

	TOTAL	255,834.32

		255,834.32

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



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME:

AGENDA ITEM: Special City Council Meeting Minutes, April 7, 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:

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

BACKGROUND:

ATTACHMENTS:

[Special City Council Meeting Minutes April 7, 2020](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING
TUESDAY, APRIL 7, 2020

MEETING MINUTES

1) **INSTRUCTIONS FOR REMOTE PARTICIPATION**

City Council and staff briefly discussed technical matters regarding the virtual meeting platform.

2) **CALL TO ORDER/ROLL CALL**

Deputy Mayor Nassar called the meeting to order at 5:02 p.m.

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

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

The agenda was approved as presented by unanimous consent. Council agreed to discuss joint Council office hours during For Good of the Order. There were no conflicts of interest disclosed.

4) **MAYOR'S REPORT**

Mayor Schneider commented on the virtual meeting format and the Governor's direction regarding essential business.

5) **PRESENTATION**

**5.A Update on COVID-19 Response Activities - Executive
Cover Page**

City Manager Smith and Emergency Management Coordinator LeSage provided an update on the City's response to the COVID-19 virus and addressed Council's questions.

6) **FOR THE GOOD OF THE ORDER**

Council discussed the concept of a minority of Council holding a town hall or joint office hours. There was consensus for Council members to hold individual virtual office hours with no published agenda.

Councilmember Deets raised the issue of compliance with social distancing requirements, and City Manager Smith provided information on the requirements and enforcement.

City Manager Smith reviewed the proposed agenda for the April 14, 2020 Council meeting.

7) **ADJOURNMENT**

Deputy Mayor Nassar adjourned the meeting 7:12 p.m.

Leslie Schneider

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: April 28, 2020

ESTIMATED TIME:

AGENDA ITEM: Special City Council Meeting Minutes, April 14, 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:

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

BACKGROUND:

ATTACHMENTS:

[Special City Council Business Meeting Minutes, April 14, 2020](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING
TUESDAY, APRIL 14, 2020

MEETING MINUTES

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

Mayor Schneider called the meeting to order at 5:03 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) **APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE**

Councilmember Deets moved and Councilmember Hytopoulos seconded to approve the agenda as presented. The motion was approved unanimously, 6-0. There were no conflicts of interest disclosed.

3) **MAYOR'S REPORT**

Mayor Schneider commented on the loss of Officer Kurt Enget.

4) **CITY MANAGER'S REPORT**

4.A Update on COVID-19 Response Activities - Executive

[Cover Page](#)

[COVID-19 Update CC 7 Apr 2020 - FINAL.pdf](#)

City Manager Smith acknowledged the passing of Officer Kurt Enget and provided a presentation highlighting his achievements and the community response.

City Manager Smith and Emergency Operations Coordinator LeSage provided an update on the COVID-19 response.

5) **UNFINISHED BUSINESS**

5.A Schedule a Public Hearing on Ordinance No. 2020-10, Related to the Interim Zoning Control on Floor Area Ratio - Planning

[Cover Page](#)

[Ordinance No. 2020-10 Adopting Interim Zoning Control Related to Bonus Density Approved 031020.pdf](#)

Planning Director Wright introduced the agenda item.

MOTION: I move to schedule a public hearing on April 28, 2020 related to Ordinance No. 2020-10.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

6) NEW BUSINESS

6.A Set Public Hearing for Ordinance No. 2020-11, Extending Small Wireless Facilities Design Standards Interim Official Control - Executive

[Cover Page](#)

[Ordinance No. 2020-11, Extending Small Wireless Facilities Design Standards Interim Official Control](#)

Deputy City Attorney Sepler introduced the agenda item and responded to Council's questions.

MOTION: I move to set a public hearing on Ordinance No. 2020-11, Extending the Small Wireless Facilities Design Standards Interim Official Control, as part of the agenda for the April 28, 2020 Business Meeting.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

6.B Discuss Options for City Support of Nonprofit Partners - Executive

[Cover Page](#)

City Manager Smith provided information on options for City support of nonprofit partners.

7) CONSENT AGENDA

7.A Agenda Bill for Consent Agenda

[Cover Page](#)

7.B Accounts Payable and Payroll

[Cover Page](#)

[Payroll - Retro & Regular](#)

[AP Report to Council of Cash Disbursements 04-15-20.pdf](#)

Retro payroll check sequence 47524 – 47530 = \$27,991.79; vendor check run sequence 109315 – 109316 = \$8,425.46; Federal Tax Electronic Funds Transfer = \$12,335.45. Total disbursement \$48,752.70.

Payroll: normal direct deposit check sequence 47532 – 47660 = \$313,673.36; regular payroll check number 109317 = 2,054.60; vendor check run sequence 109318 – 109330 = \$330,306.67; Federal Tax Electronic Funds Transfer = \$117,490.66; ACH \$237.50. Total disbursement = \$763,762.79.

Accounts Payable: check number 353249 from previous run = \$699.52; manual check number sequence 353250 – 353261 = \$68,867.28; regular check number sequence 353262 – 353402 = \$720,189.43; retainage release 187 – 188 = \$42,980.55; EFT 384 = \$5,402.96; ACH 385 – 386 = \$2017.07. Total disbursement = \$796,476.74.

7.C Special City Council Meeting Minutes, March 24, 2020

[Cover Page](#)

[Special City Council Meeting Minutes, March 24, 2020.pdf](#)

Councilmember Medina moved and Councilmember Deets seconded to approve the Consent Agenda as presented. The motion was approved unanimously, 6-0.

8) FOR THE GOOD OF THE ORDER

Council discussed the use of the subscription list for the City Manager's Report by individual Council members. There was consensus that individual Council members will not use the list.

City Manager Smith provided an update on the Council vacancy and proposed discussing the timeline at the next Council meeting on April 21, 2020.

Council discussed conducting virtual office hours and ward meetings.

9) ADJOURNMENT

Mayor Schneider adjourned the meeting at 7:06 p.m.

Leslie Schneider, Mayor

Christine Brown, CMC, City Clerk