



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, MARCH 28, 2023**

COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA

AND

ZOOM WEBINAR
[HTTPS://BAINBRIDGEWA.ZOOM.US/J/92947338351](https://bainbridgewa.zoom.us/j/92947338351)
OR TELEPHONE: US: +1 253 215 8782
WEBINAR ID: 929 4733 8351

AGENDA

1. **CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **PRESENTATION(S)**
 - 3.A **(6:10 PM) Present Proclamation Declaring March 31, 2023 as "Cesar Chavez and Dolores Huerta Day of Service and Learning,"** 5 Minutes
[Proclamation Honoring Cesar Chavez and Dolores Huerta.docx](#)
 - 3.B **(6:15 PM) Approve Proclamation for "Nidoto Nai Yoni - Let It Not Happen Again Day,"** 5 Minutes
[Proclamation - Let It Not Happen Again Day.docx](#)
 - 3.C **(6:20 PM) Present Proclamation Declaring the Month of April 2023, as "Heritage Tree Month" - Planning,** 5 Minutes
[Heritage Tree Proclamation 2023.docx](#)
[Heritage-Tree-Register.pdf](#)
4. **PUBLIC COMMENT - 6:25 PM**

Public comment is accepted at this time on any topic of municipal interest. Each commenter will have three minutes to speak. Public comment is not taken on individual agenda items during the meeting. Please refer to guidelines and instructions for public comment attached below. Public comment may be provided in-person in Council Chambers or remotely through Zoom.

- 4.A **Instructions for Providing Public Comment**
[Instructions for Providing Public Comment at Hybrid Meetings.docx](#)

5. **CONSENT AGENDA - 6:40 PM**

All items listed under this section are considered to be routine and will be acted upon with one motion and one vote. There will be no separate discussion of these items unless a member of the City Council, or City Manager so requests, in which event, the item will be considered separately in its normal sequence.

- 5.A **Agenda Bill for Consent Agenda,** 5 Minutes
- 5.B **Approve City Council Meeting Minutes**
[Regular City Council Business Meeting Minutes, March 14, 2023.pdf](#)
- 5.C **Approve Accounts Payable and Payroll**
[Council Report PR 3-20-23.pdf](#)
[AP Report to Council of Cash Disbursements 03-29-23.pdf](#)
- 5.D **Authorize the City Manager to Enter Into a Public Right-of-Way Easement Agreement with Robert M. Scales & Deborah A. Jenkins - Public Works**
[Public Right of Way Easement - Scales_Jenkins.docx](#)
[Scales_Jenkins Location Map.pdf](#)
- 5.E **Authorize the City Manager to Prepare a Budget Amendment to Remove the Bainbridge Island Senior Center Renovations Project from the Capital Improvement Plan and Re-Purpose \$125,000 of Tax-Supported Funds to Support Maintenance and Repairs to the Facility - Public Works**
[BI Senior Community Center Budget Summary.pdf](#)
[BI Senior Community Center Location Map.pdf](#)
- 5.F **Adopt Ordinance No. 2023-08 Updating Bainbridge Island Municipal Code Section 10.30.020.A to Amend the Definition of Bicycles for Adoption - Executive,** 5 Minutes
[Ordinance 2023-08 to Update Definition of Bicycles to Include Ebikes.docx](#)
- 5.G **Authorization for City Manager to Purchase Annual Microsoft Software Licenses in the Amount of \$59,797.25**
[2023 Mar - Microsoft Insight PO.pdf](#)
- 5.H **Ratify City Staff's Department of Commerce 2023 Solar Plus Storage for Resilient Communities Program Grant Application**
[City of Bainbridge Island Solar and Battery Feasibility Assessment Application 03.23.23.PDF](#)
- 5.I **Consider Ordinance No. 2023-14 Amending BIMC Chapters 2.14.020 Regarding Planning Commission Meeting Times - Planning,** 5 Minutes
[Ordinance No. 2023-14 Amendments to 2.14.020 Planning Commission Mtg Time.docx](#)

6. **COUNCIL ANNOUNCEMENTS - 6:45 PM**

7. **CITY MANAGER'S REPORT - 6:55 PM**

- 7.A **Receive City Manager's Report**, 5 Minutes
Solid Waste Master Plan and Solid Waste Management Evaluation for CC 3.28.2023.pdf

8. REGULAR BUSINESS

- 8.A **(7:00 PM) Consider Ordinance No. 2023-04 Amending BIMC Section 2.16.210 Regarding the Subarea Planning Process - Planning**, 30 Minutes
Ordinance No. 2023-04 Amendments to 2.16.210 Subarea Planning.docx
Feb 8 2022 City Council Mtg Minutes.pdf
- 8.B **(7:30 PM) Consider Authorization of "Something New" Public Art Annual Rotation Program for Five Years, from 2023-2024 until 2027-2028 (approx. \$28,000 annually) - Executive**, 15 Minutes
2023 PAC Something New VI-X Presentation for CC 03282023
- 8.C **(7:45 PM) Receive Report Related to City Advisory Boards, Committees and Commissions and Recommendations Related to Public Engagement - Executive**, 20 Minutes
City Advisory Committee Summary for CC 03282023
- 8.D **(8:05 PM) Directed Vote for Upcoming Kitsap Regional Coordinating Council Land Use Planning Policy Committee Recommendation and Executive Board Vote** 10 Minutes
Winslow Sub-Area Utility Memo
- 8.E **(8:15 PM) Consider Request for Reconsideration of Motion Made at March 14, 2023 City Council Business Meeting - Councilmember Deets**, 10 Minutes
Request for Reconsideration.pdf

9. ADJOURNMENT - 8:25 PM

GUIDING PRINCIPLES

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

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

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

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

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

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present

without compromising the ability of future generations to meet their own needs.

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:10 PM) Present Proclamation Declaring March 31, 2023 as "Cesar Chavez and Dolores Huerta Day of Service and Learning,"

SUMMARY: The attached proclamation declares March 31, 2023 as "Cesar Chavez and Dolores Huerta Day of Service and Learning." It as an annual proclamation that may be signed by the Mayor without further Council action.

AGENDA CATEGORY: Proclamation

PROPOSED BY: City Council

RECOMMENDED MOTION: Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Proclamation Honoring Cesar Chavez and Dolores Huerta.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring March 31, 2023, as “Cesar Chavez and Dolores Huerta Day of Service and Learning.”

WHEREAS, Cesar Estrada Chavez was born on March 31, 1927, on a small family ranch near Yuma, Arizona. After serving our nation in WWII, Cesar Chavez returned to farm labor in California and began advocating for farm workers’ rights. On April 23, 1993, Cesar Chavez passed away, leaving behind an enduring legacy of service and leadership; and

WHEREAS, Dolores Huerta was born on April 10, 1930, in Dawson, a small mining town in New Mexico, and spent most of her early life in the Central Valley of California where she found her passion for fighting for the rights of workers and their families and helped pioneer a transformative farm labor movement that carries on to this day through the Dolores Huerta Foundation; and

WHEREAS, in 1962, Huerta joined forces with Chavez to establish the National Farm Workers Association, dedicated to organizing farmworkers for better working conditions. The organization was a predecessor of United Farm Workers (UFW), which they later founded in partnership with Larry Itliong, Philip Vera Cruz, and other labor leaders and activists. Under Chavez’s tireless leadership, the UFW was the first to win collective bargaining rights for farm workers. A skillful lobbyist and negotiator, Huerta played a central role in many of the movement’s successes, including an international boycott of grapes that led to the first farmworker union contracts, and the watershed California Agricultural Labor Relations Act of 1975; and

WHEREAS, the UFW’s collective bargaining agreements significantly improved the quality of life for farmworkers throughout the United States; and

WHEREAS, in 1994, Cesar Chavez was posthumously awarded the Presidential Medal of Freedom, the highest civilian honor in the United States; and

WHEREAS, Dolores Huerta’s lifelong pursuit of justice has earned her many accolades over the years. In 1993, Huerta became the first Latina inducted into the National Women’s Hall of Fame. She received the Eleanor Roosevelt Human Rights Award in 1998, was awarded the Presidential Medal of Freedom in 2012, and was inducted into the California Hall of Fame in 2013.

NOW, THEREFORE, I, Brenda Fantroy-Johnson, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim that the 31st day of March shall be known as “Cesar Chavez and Dolores Huerta Day of Service and Learning” in order to reflect on and honor the life of these distinguished leaders and celebrate their impactful contributions to the labor, civil rights,

and women's movements and urge all Bainbridge residents to take inspiration from their example and work to change lives for the better in our community.

DATED this 28th day of March, 2023

Brenda Fantroy-Johnson, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:15 PM) Approve Proclamation for "Nidoto Nai Yoni - Let It Not Happen Again Day,"

SUMMARY: The attached proclamation declares March 30, 2023 as "Nidoto Nai Yoni - Let It Not Happen Again Day."

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to authorize the Mayor to sign the proclamation for "Nidoto Nai Yoni - Let It Not Happen Again Day" and add this proclamation to the list of annual proclamations that may be signed by the Mayor without further Council action.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Proclamation - Let It Not Happen Again Day.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the City Council of the City of Bainbridge Island, Washington, declaring March 30, 2023 as “Nidoto Nai Yoni – Let It Not Happen Again Day” marking 81 years of healing.

WHEREAS, eighty-one years ago, on February 19, 1942, President Franklin D. Roosevelt signed Executive Order No. 9066, which authorized the removal of anyone of Japanese American ancestry from the entire west coast of the United States; and

WHEREAS, the first exclusion area designated was Bainbridge Island; and

WHEREAS, on March 24 of that year, the Bainbridge Island Japanese American community were notified that they would be forced from their homes in 6 days to be sent to an unknown destination; and

WHEREAS, on March 30, 1942, 227 Bainbridge Islanders of Japanese American descent were herded aboard the Ferry KEHLOKEN, on their way to concentration camps in California and ultimately, in Minidoka, Idaho; and

WHEREAS, on that day 227 of our friends and neighbors were the first of thousands of Japanese Americans forced to abandon their homes and belongings and to live under guard at camps scattered throughout the United States due to the baseless racist fears that they were not loyal first and foremost to the United States of America; and

WHEREAS, under a nation-wide fog of fear, war hysteria, and prejudice, our community stood by their Japanese American friends and neighbors, notably Bainbridge Review publishers Walt and Milly Woodward who consistently opposed the unconstitutional actions of our government; and

WHEREAS, after World War II, over half of the exiled Islanders returned to Bainbridge Island where they were welcomed and resumed their roles as valued members of the Bainbridge Island Community; and

WHEREAS, the Bainbridge Island Japanese American Community and other concerned residents decided to create a memorial to the exclusion experience on Bainbridge Island, and

WHEREAS, the Bainbridge Island Japanese American Exclusion Memorial is a National Park Service satellite site of the Minidoka, Idaho National Historic Site and is built on the very road where 227 men, women, and children took their last steps of freedom; and

WHEREAS, the mission of the Japanese American Exclusion Memorial is “Nidoto-Nai Yoni - Let It Not Happen Again” which serves as both an aspiration and a call to action; and

WHEREAS, much like post-Pearl Harbor, today we live in an atmosphere of manufactured fear and hysteria, creating a toxic cloud of anti-Asian bigotry, prejudice, assault and death, and feeding the racial strife that daily threatens marginalized communities of color and sexual orientation, thus threatening liberty and justice for all; and

WHEREAS, we who live on Bainbridge Island are called to speak to this issue. We have lived with the scars of the Japanese American Exclusion for many years, we have not forgotten, and we insist that this history not repeat itself; and

WHEREAS, March 30, 2023 marks the 81st Anniversary of the forced removal and exclusion of Japanese Americans from Bainbridge Island.

NOW, THEREFORE, I, Brenda Fantroy-Johson, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim March 30, 2023, as

“Nidoto Nai Yoni – Let It Not Happen Again Day”

in the City of Bainbridge Island and urge all Islanders to join us in this special observance.

DATED this 28th day of March, 2023

Brenda Fantroy-Johnson, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:20 PM) Present Proclamation Declaring the Month of April 2023, as "Heritage Tree Month" - Planning,

SUMMARY:

The attached proclamation declares the month of April 2023, as "Heritage Tree Month."

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

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION:

Presentation only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

Attachments:

- Proclamation
- List of Heritage Trees

ATTACHMENTS:

[Heritage Tree Proclamation 2023.docx](#)

[Heritage-Tree-Register.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



PROCLAMATION

A PROCLAMATION by the City Council of Bainbridge Island, Washington, declaring April 2023, as “Heritage Tree Month” to recognize the Heritage Tree Registry and any trees added to the registry from the previous year.

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

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

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

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

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

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

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

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

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

NOW, THEREFORE, I, Brenda Fantroy-Johnson, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim April 2023, as:

HERITAGE TREE MONTH

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

DATED this 28th day of March, 2023

Brenda Fantroy-Johnson, Mayor

City of Bainbridge Island Heritage Tree Register

Tree	Common Name	Property Address	Tax Parcel	Approval Date	Sponsor
Quercus rubra	Red Oak	215 Ericksen Avenue (Historical Museum)	262502-3-046-2005		Richard Chandler
Ulmus americana	American Elm	215 Ericksen Avenue (Historical Museum)	262502-3-046-2005		Richard Chandler
Platanus x hispanca	Plane Tree	215 Ericksen Avenue (Historical Museum)	262502-3-046-2005		Richard Chandler
Quercus garryana	Oregon Oak	12851 Madison Avenue	032502-4-032-2006		Cecil Ross
Sequoiadendron giganteum	Giant Sequoia	12851 Madison Avenue	032502-4-032-2006		Cecil Ross
Thuja plicata	Western Red Cedar (Witness Tree)	Pritchard Park / Memorial	352502-1-001-2001		BI JAEMA & BIMPRD
Acer macrophyllum	Big Leaf Maple	4450 Blakely Ave (Islandwood)	032402-1-033-2002		Mark Jordahl
Arbutus menziesii	Pacific Madrone	112 Eagle Place	4115-002-001-0009		John Bomben
Aesculus californica	California Buckeye	1220 Donald Place (Winslow WWTP)	4115-004-007-0009	December 2014	Dwight Sandlin
Abies Grandis	Grand Fir	7972 Hidden Cove Road	042502-1-009-2000	December 2014	Sandra & Will Shopes
Malus pumila, Pyrus, & Prunus	Fruit Tree Stand with Apple, Pear & Plum Trees	9941 Valley Road	142502-2-023-2008	December 2014	Ove & Denise Veggerby
Ficus carica	Fig Tree	317 Cave Avenue	4109-000-006-0105	December 2014	David Ward
Abies Grandis	Grand Fir	9151 Olympus Beach Road	4163-001-006-0007/008-0005	December 2014	Jim Cutler & Beth Wheeler
Juglans nigra	Black Walnut	9213 Ruys Lane	222502-2-019-2004	July 2015	Robert & Deborah Rudnick
Pseudotsuga menziesii & Thuja plicata	Douglas Fir & Western Red Cedar	7515 West Port Madison Road	332602-4-065-2009		Marshall & Lisa Raskind
Quercus robur & Aesculus hippocastanum	English Oaks (2) & Horse Chestnut (1)	134 Harbor Square	8172-000-000-0005		Harbor Square HOA
Thuja plicata	Western Red Cedar, Western Red Cedar Grove, Fruit Orchard	8731 McRedmond Lane	152502-3-001-2001	July 2016	Joe & Beth Claseman
Alnus rubra	Red Alder	555 Azalea Lane	4097-000-021-0001		Robert Rauktis & Phyllis Harvey
Tilia Cordata	Little Leaf Linden	176 Ericksen Avenue	262502-3-034-2009	January 2017	Jon Thornburgh
Abies Grandis	Grand Fir (4) (The Four Firs)	7251 High School Road	282502-1-004-2007	August 2022	Claire Marshall
Thuja plicata & Acer macrophyllum	Western Red Cedar and twin Big Leaf Maple (2)	4490 Eagle Harbor Drive	352502-3-005-2003	August 2022	Stephen Hubbard & Linda Meier



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME:

AGENDA ITEM: Instructions for Providing Public Comment

SUMMARY: Instructions for providing public comment are attached.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

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

FISCAL DETAILS:

Fund Name(s):

Coding:



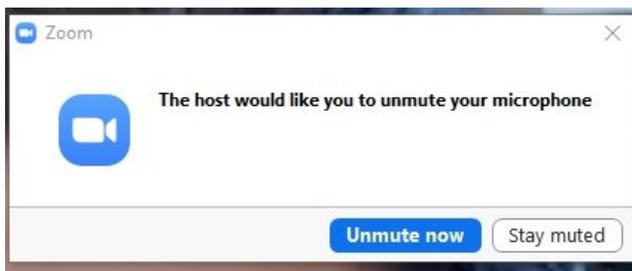
CITY OF
BAINBRIDGE ISLAND

CITY CLERK'S OFFICE

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. Members of the public who wish to provide public comment may attend the business meeting in Council Chambers or may participate remotely by following the instructions outlined below. If you are attending in-person, please sign up to speak on the sign-in sheet by the Chamber doors. The Mayor will call the people signed up on the sign-in sheet in Council Chambers first, and speakers will have three minutes to speak from the podium. Following the in-person comment, the Mayor will call people who have raised their hands in the Zoom meeting. A timer on the screen will indicate when 3 minutes have elapsed. Guidelines for public comment are also attached.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT REMOTELY

1. Join the Zoom webinar by following the link posted on the agenda and on the City calendar.
2. Sign in to Zoom with your full name.
3. The Mayor will indicate when it is time for public comment.
4. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen.
5. Attendee clicks button "Unmute now" after they are called to speak by the Mayor.



6. Attendee will appear on screen with other panelists, but without video, just name.

IMPORTANT NOTE: If you do not have the latest version of Zoom, the Clerk will promote you to panelist. You will then appear with video enabled. Look for the video icon in the bottom left-hand corner of the screen to turn off your video.

7. Attendee provides their comment.

8. A timer on the screen will track your time.
9. Stop speaking when the timer reaches the 3-minute mark.
10. Attendee is returned to attendee group, and microphone is muted.
11. Public comment is simply received by the Council, with no response.

Excerpt from the Governance Manual regarding public comment:

5.6 Respect and Decorum

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt, or interrupt the proceedings of the Council, nor engage in any of the prohibited behavior described below. Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

5.6.1 Orderly Behavior and Civility in Remarks

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a point of order by the Presiding Officer or a Councilmember pursuant to the Council's parliamentary rules, or a recess, forced removal, or adjournment as described elsewhere in this manual. Disruptive behavior includes, but is not limited to, the following:

- (a) Speaking without being recognized by the Presiding Officer.
- (b) Continuing to speak after the allotted time has expired.
- (c) Speaking on an item at a time not designated for discussion by the public of that item, such as speaking on a quasi-judicial item at a time other than during a public hearing or closed record proceeding on the matter.
- (d) Throwing objects.
- (e) Speaking on an issue that is not within the jurisdiction of the City Council or is otherwise irrelevant to Council business.
- (f) Speaking in favor of or in opposition to a ballot proposition or a candidate for public office, provided, that public comment is allowed when the City Council is considering taking a collective position in favor of or in opposition to a ballot proposition as authorized in RCW 42.17A.555.

- (g) Impersonating a City Councilmember or a member of the City staff.
- (h) Shouting or otherwise engaging in loud or boisterous behavior.
- (i) Continuing to make repetitive remarks after being requested not to do so by the Presiding Officer or a majority of the City Council.
- (j) Attempting to engage the audience rather than the Council, e.g., asking audience members to stand, clap, boo or otherwise express collective support or opposition to any matter.
- (k) Booing, hissing, or otherwise disrupting the comments of another speaker.
- (l) Using racial slurs or other slurs directed at the color, creed, religion, ancestry, gender, sexual orientation, gender expression or identity, national origin, citizenship or immigration status, or mental, physical, or sensory disability of any individual or group, or any other words considered "fighting words" under constitutional law.
- (m) Refusing to modify conduct after being advised by the Presiding Officer that the conduct is disrupting the meeting or disobeying any other lawful order of the Presiding Officer or a majority of the City Council.

5.6.2 Permission Required to Address the Council

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Council will consider approval of the Consent Agenda.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

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

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME:

AGENDA ITEM: Approve City Council Meeting Minutes

SUMMARY: Council will consider approval of meeting minutes.

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve City Council meeting minutes.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Regular City Council Business Meeting Minutes, March 14, 2023.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, MARCH 14, 2023**

Meeting Minutes

1) CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE

Mayor Fantroy-Johnson called the meeting to order at 6:00 p.m. in Council Chambers and on the Zoom webinar platform.

Mayor Fantroy-Johnson, Deputy Mayor Quitslund, and Councilmembers Deets, Hytopoulos, Moriwaki, Pollock, and Schneider were present.

Mayor Fantroy-Johnson led the Pledge of Allegiance.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Moriwaki moved and Councilmember Deets seconded to approve the agenda as presented. The motion carried unanimously, 7-0.

There were no conflicts of interest disclosed.

3) PUBLIC COMMENT

3.A Instructions for Providing Public Comment

[Cover Page](#)

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

Paul Ostendorf expressed concerns with the BI Ride marketing plan.

Walt Hannon expressed concerns with the waste reduction ordinance and the new speed limits.

Stefan Goldby, Chantelle Lusebrink, and Kelly expressed concerns with BI Ride.

Ron Peltier expressed concerns with the Sound to Olympics Trail.

Marilyn MacLachlan expressed concerns with the waste reduction ordinance.

Els Heijne spoke in favor of shoulders on Valley Road.

Natalie Rodriguez expressed concerns with BI Ride.

4) CONSENT AGENDA

4.A Agenda Bill for Consent Agenda
[Cover Page](#)

Councilmember Schneider asked to pull item 4.G from the Consent Agenda.

MOTION: I move to approve the Consent Agenda as amended.

Moriwaki/Schneider: The motion carried unanimously, 7-0.

4.B Approve City Council Meeting Minutes

[Cover Page](#)

[City Council Study Session Minutes, February 21, 2023.pdf](#)

[Special City Council Meeting Minutes, Executive Session, February 28, 2023.pdf](#)

[Regular City Council Business Meeting Minutes, February 28, 2023.pdf](#)

4.C Approve Accounts Payable and Payroll

[Cover Page](#)

[Council Report PR 3-5-23.pdf](#)

[AP Report to Council of Cash Disbursements 03-15-23.pdf](#)

4.D Authorize the City Manager to Execute a Construction Contract for the Yeomalt Drainage Improvements Project (\$497,341.00 Surface and Stormwater Management Fund, SSWM) - Public Works

[Cover Page](#)

[Yeomalt Drainage Imp Contract.docx](#)

[Yeomalt Bid Form_030823.docx](#)

[Yeomalt Drainage Improvements Project Limits.pdf](#)

[Yeomalt Project Budget Page.pdf](#)

4.E Consider Adopting Ordinance No. 2023-07 Amending the 2023 Budget to Carry Forward Funding for Work Funded in 2022 but to be Performed in 2023, Finance

[Cover Page](#)

[2022 Budget Carry over into 2023 Transmittal Memo.docx](#)

[Ordinance No. 2023-07 Amending the 2023 Budget to Carry Forward 2022 Items.docx](#)

[Ordinance No. 2023-07 Exhibit A Carryover Request.pdf](#)

[Ordinance_No._2023-07_Exhibit_B_-_Carryover_Request.pdf](#)

4.F Authorize the City Manager to Enter Into an Inter-Local Agreement with Kitsap Public Utility District for Fiber Optic Nodes in City Buildings - Public Works

[Cover Page](#)

[2023 Jan - KPUD Fiber Node ILA.docx](#)

[KPUD Fiber Node Service Areas.pdf](#)

[KPUD Node Location Map.pdf](#)

4.H Introduce Ordinance No. 2023-08 Updating Bainbridge Island Municipal Code Section 10.30.020.A to Amend the Definition of Bicycles for Adoption - Executive

[Cover Page](#)

[Ordinance 2023-08 to Update Definition of Bicycles to Include Ebikes.docx](#)

ITEM REMOVED FROM THE CONSENT AGENDA

4.G Authorize Amendment No. 3 to a Professional Services Agreement with Perteet, Inc. for the Preliminary and Final Design of the Eagle Harbor/Wyatt Non-Motorized Improvements Project and the Cooper Creek Fish Passage Project (\$742,125.00 Tax Supported; \$118,610.00 Surface and Stormwater Management) - Public Works

Cover Page

Eagle Harbor-Wyatt Way NM PSA Amendment No 3.docx

Eagle Harbor Supp 3-Fee Wrksht.pdf

EH Wyatt Project Location.pdf

Councilmember Schneider expressed concerns with the contract. Public Works Director Wierzbicki provided additional information.

MOTION: I move to authorize the City Manager to enter into Amendment No. 3 to a Professional Services Agreement with Perteet, Inc. in the amount of \$742,125.00 of tax supported funds and \$118,610.00 of Surface and Stormwater Management Funds for the preliminary and final design of the Eagle Harbor/Wyatt Non-Motorized Improvements Project and the Cooper Creek Fish Passage Project.

Schneider/Moriwaki: The motion carried unanimously, 7-0.

5) COUNCIL ANNOUNCEMENTS

Councilmember Deets mentioned attending a Puget Sound Advisory Clean Air Agency meeting. He also mentioned an upcoming Puget Sound Regional Council meeting and his Council office hours.

Councilmember Moriwaki mentioned meeting with Bainbridge Island Metropolitan Park & Recreation District representatives, a Historic Preservation Commission meeting, the Central Ward meeting, a Design Review Board meeting, the State Legislature Town Hall, Multi-Cultural Awards, and a tour of the Police/Court facility.

Deputy Mayor Quitslund mentioned attending a Puget Sound Regional Council Growth Management Policy Board meeting, a luncheon with the Kitsap Building Association, a Planning Commission meeting, a Police/Court facility tour, and a BI Reads for Justice event.

Mayor Fantroy-Johnson mentioned attending a BI Reads for Justice event. She also mentioned an upcoming Western Washington University presentation in Poulsbo, the Woodward Inspire Event, a Race and Equity Summit in Bremerton, a Housing Kitsap Key Ceremony for Self-Help Housing, and the Kitsap Economic Development Alliance's annual meeting.

6) CITY MANAGER'S REPORT

City Manager King had no report.

7) REGULAR BUSINESS

7.A Review 2022 Year-End General Fund Balance and Consider Authorizing the City Manager to Prepare a Budget Amendment for the Police and Municipal Court Facility in the Amount of \$950,000.00 (Tax Supported) and the Valley Road Non-Motorized Improvement Project in the Amount of \$350,000 (Tax Supported) - Finance/Public Works

Cover Page

General Fund Balance Memo Year End 2022.docx

Police and Court Facility Budget Amendment Summary Memo.docx

[Police_Court Location Map.pdf](#)
[Valley Road Memo_Location Map.docx](#)

City Manager King introduced the agenda item. Councilmember Pollock recused himself from the Police and Municipal Court Facility portion.

Council discussed the proposal for Valley Road.

MOTION: I move to authorize the City Manager to prepare an amendment to the Capital Improvement Plan and an associated budget amendment for the Valley Road Non-Motorized Improvement Project in the amount of \$350,000 of tax supported funds using the 2022 General Fund year-end fund balance.

Pollock/Deets: The motion failed 3 – 4, following withdrawal of the amendment proposed by Councilmember Schneider described below.

AYES: Joe Deets, Michael Pollock, Jon Quitslund

NOES: Leslie Schneider, Kirsten Hytopoulos, Brenda Fantroy-Johnson, Clarence Moriwaki

ABSENT: None

ABSTAIN: None

Councilmember Schneider moved and Councilmember Hytopoulos seconded to broaden the focus of the \$350,000 to advance the planning, design, and grant-readiness of the Connecting Centers project with an emphasis on Lynwood Center in the amount of \$350,000 of tax supported funds using the 2022 General Fund year-end fund balance. She restated her motion as an amendment to the motion on the floor.

Following discussion, Councilmember Schneider withdrew her amendment, and Councilmember Hytopoulos withdrew her second. Council voted on the original motion.

Councilmember Schneider moved and Councilmember Moriwaki seconded to authorize the City Manager to prepare an amendment to the Capital Improvement Plan and an associated budget amendment to advance the planning, design, and grant-readiness of the connecting centers project with an emphasis on Lynwood Center in the amount of \$350,000 of tax supported funds using the 2022 General Fund year-end fund balance.

Councilmember Deets moved and Councilmember Pollock seconded to amend the motion to include Valley Road in addition to Lynwood Center and an amendment to the Capital Improvement Plan. The amendment carried 5-2 with Councilmembers Hytopoulos and Moriwaki voting against.

AMENDED MOTION: I move to authorize the City Manager to prepare an amendment to the Capital Improvement Plan and an associated budget amendment to advance the planning, design, and grant-readiness of the connecting centers project with an emphasis on Lynwood Center and to include Valley Road in the amount of \$350,000 of tax supported funds using the 2022 General Fund year-end fund balance.

Schneider/Moriwaki: The motion carried unanimously, 7-0.

Councilmember Pollock left the meeting at 7:40 p.m.

Public Works Director Wierzbicki provided additional information on the budget amendment for the Police and Municipal Court Facility, and Council discussed the topic.

MOTION: I move to authorize the City Manager to prepare a budget amendment for the Police and Municipal Court Facility in the amount of \$950,000.00 of tax supported funds using the 2022 General Fund year-end fund balance.

Quitslund/Moriwaki: The motion carried 6 – 0.

AYES: Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Brenda Fantroy-Johnson, Jon Quitslund, Clarence Moriwaki

NOES: None

ABSENT: Pollock

ABSTAIN: None

Council adjourned for a break at 8:11 p.m. and returned at 8:17 p.m. Councilmember Pollock rejoined the meeting.

7.B Nominate and Approve City Council Appointments to Police and Municipal Court Building Naming Advisory Committee - Executive

[Cover Page](#)

[Police and Municipal Court Building Ad Hoc Naming Advisory Committee Request Form and Workplan.docx](#)

City Manager King introduced the agenda item. Management Analyst Nebenzahl provided a presentation.

Councilmember Hytopoulos nominated Anne Blair. Councilmember Schneider nominated Chasity Malatesta. Councilmember Moriwaki nominated Carol Reitz. Councilmember Deets nominated Dwight Sutton. Deputy Mayor Quitslund nominated Vicki Clayton. Mayor Fantroy-Johnson nominated Kimi Kinoshita. Councilmember Pollock nominated Dick Haugan.

MOTION: I move to appoint the nominated individuals to the Police and Municipal Court Building Naming Advisory Committee.

Moriwaki/Pollock: The motion carried unanimously, 7-0.

7.C Endorse Marketing Strategy and Proposed Expenditures for BI Rides and Direct the City Manager to Prepare a Memorandum of Understanding for Use of Marketing Funds

[Cover Page](#)

[FINAL-Kitsap Transit BI Marketing Plan 2.23.23.pdf](#)

Kitsap Transit Marketing and Public Information Director Sanjay Bhatt provided a presentation, and Council discussed the program.

MOTION: I move to direct the City Manager to prepare a Memorandum of Understanding (MOU) with Kitsap Transit for the use of budgeted marketing funds consistent with Kitsap Transit's proposal for BI Rides.

Deets/Schneider: The motion carried unanimously, 7-0.

7.D Consider Budget Request (\$19,650) and Workplan for the Race Equity Advisory Committee for 2023 - Executive

[Cover Page](#)

[Presentation_REAC Work Plan 2023_for CC 03142023.pptx](#)

Eric Stahl from the Race Equity Advisory Committee provided a presentation.

MOTION: I move to approve the workplan for the Race Equity Advisory Committee for 2023 as presented and to authorize a budget for the committee of \$19,650 and to increase the City budget by \$19,650.

Fantroy-Johnson/Pollock: The motion carried unanimously, 7-0.

- 7.E Receive Update on Sound to Olympics (STO) Trail Study Corridor - Public Works**
 - Cover Page
 - [STO Trail Study Location Map.pdf](#)
 - [STO Trail Slide Presentation.pdf](#)

City Engineer Corelis provided an update on the Sound to Olympics Trail, and Council discussed the project.

- 7.F Consider Motion Regarding the Housing Action Plan - Deputy Mayor Quitslund**
 - Cover Page
 - [Request from Councilmember Quitslund.pdf](#)

Deputy Mayor Quitslund read the motion.

MOTION: I move to approve the following motion:

Recognizing that the first segment of the City of Bainbridge Island’s Housing Action Plan will be a description of its “overarching aims” and the purposes to be served by specific strategies and actions, I move to refer the following DRAFT statement to the Planning Commission for further review.

DRAFT of a Portion of the Housing Action Plan Purpose Statement,
Expressing the City Council’s Endorsement of the Plan’s Overarching Aims

The Housing Needs Assessment and this Housing Action Plan were undertaken in response to a two-fold obligation, which is also an opportunity to improve Bainbridge Island’s built environment and strengthen the community’s cultural and social fabric. The Growth Management Act obligates us to plan for a certain amount of growth in the population over the next twenty years. Social equity considerations require that we not only plan for but also accommodate housing affordable to all economic segments of the population.

The Housing Needs Assessment estimates, on the basis of underproduction of housing and anticipated population growth, that approximately 2,672 new housing units will be needed by 2044. The Assessment also provides a model of the cumulative housing needs of several economic segments, from very low to moderate and middle-income households. The assessment overall showed the scarcity of opportunities for housing suitable for low to middle income households and a need for more diverse housing options. Bainbridge Island’s commitment to diversity, equity, and inclusion requires that we make every effort to meet those needs.

Quitslund/Deets: The motion failed 3 – 4.

- AYES: Joe Deets, Michael Pollock, Jon Quitslund
- NOES: Leslie Schneider, Kirsten Hytopoulos, Brenda Fantroy-Johnson, Clarence Moriwaki
- ABSENT: None
- ABSTAIN: None

8) COMMUNICATIONS

- 8.A Consider Request from Mayor Fantroy-Johnson to Discuss the Imagine Bainbridge 2035 Project - Mayor Fantroy-Johnson**
 - Cover Page

[Agenda Request from Mayor Fantroy-Johnson.pdf](#)

Mayor Fantroy-Johnson introduced the agenda item.

Councilmember Pollock moved and Councilmember Deets seconded to place the discussion on a future Council agenda. The motion carried unanimously, 7-0.

9) ADJOURNMENT

Mayor Fantroy-Johnson adjourned the meeting at 9:46 p.m.

Brenda Fantroy-Johnson, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME:

AGENDA ITEM: Approve Accounts Payable and Payroll

SUMMARY: Council will consider approval of payroll and accounts payable.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve accounts payable and payroll.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Council Report PR 3-20-23.pdf](#)

[AP Report to Council of Cash Disbursements 03-29-23.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 3 - 20- 2023

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	3/20/2023	56863-56994	Regular check run (Direct Dep)	383,317.33
Normal	3/20/2023	110103	Regular check run (Paper Checks)	3,047.12
Vendor	3/20/2023	110104-110111	Vendor check run (Paper Checks)	123,249.05
EFTPS	3/17/2023		Federal Tax Electronic Transfer	143,359.67
			TOTAL:	652,973.17

Prepared and Reviewed by: 
 Ruth Schroeder, Payroll Specialist

Date 3-17-23

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.


 Billie Kinley, Budget Manager

Date 03/17/2023



CITY OF
BAINBRIDGE ISLAND

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: March 13, 2023 - March 27, 2023
CITY COUNCIL: March 14, 2023 - March 28, 2023

Last check from previous run: 359949 dated 03/15/2023 issued to Water Purveyors Assoc for \$200.00
Last ACH from previous run: 1995 dated 03/15/2023 issued to Westbay Auto Parts for \$376.70

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	03/01/2023	359901	Williamson Landing Marina/Check needed to be made out to Jon Miller	N/A
VOID	03/15/2023	359765	UMB Bank Contributions/Check was lost by vendor and is now owed to BAC	N/A
ACH/EFT	03/16/2023	1996	FIN/Allstream/Citywide phone services	795.22
ACH/EFT	03/16/2023	1997	Bainbridge Island Lodging Assoc/2022 LTAC contract	19,711.59
ACH/EFT	03/25/2023	1998	City of Bainbridge Island/Utility billing - Mar. 2023	2,172.03
ACH/EFT	03/21/2023	1999	US Bank/Credit card purchases - Feb. 2023	50,587.41
Manual	03/14/2023	359950	CenturyLink/Citywide telemetry - Mar. 2023	4,462.16
Manual	03/14/2023	359951	City of Bainbridge Island/SSWM Fees 2023	52,432.00
Manual	03/14/2023	359952	Kitsap County Treasurer/Feb. 2023 court fines & fees collected for the county	48.18
Manual	03/14/2023	359953	Miller, Jon/Senior Center deposit refund	150.00
Manual	03/14/2023	359954	Puget Sound Energy/Citywide energy services	57,917.21
Manual	03/14/2023	359955	ENG/Staples/Whiteboard, wire hooks, batteries	192.92
Manual	03/14/2023	359956	WA ST Treasurer/Feb. 2023 court fines collected for the State	4,145.17
Manual	03/21/2023	359957	POL,PCD/AT&T/Fax long distance	23.32
Manual	03/21/2023	359958	EX/Michele Bombardier/Poet laureate 1st year payment	2,500.00
Manual	03/21/2023	359959	CenturyLink/Citywide telemetry - Mar. 2023	494.24
Manual	03/21/2023	359960	Puget Sound Energy/515 Ferncliff Ave PRV	13.32
Manual	03/21/2023	359961	Verizon/Citywide wireless charges - Mar. 2023	5,760.29

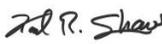
Total Manual Checks and Electronic Disbursements	201,405.06
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Regular Run Checks	03/29/2023	359962-360010	Total Regular Check Run	121,010.60
Regular Run ACH	03/29/2023	2000-2054	Total Regular ACH Run	842,544.04
Total Disbursements				1,164,959.70

Retainage Release	N/A	N/A		N/A
Travel Advance	N/A	N/A		N/A

Prepared and Reviewed by  Jacob Kines, 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.


Karl R. Shaw, Accounting Manager

3/22/2023
Date

JK



03/14/2023 08:59
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 1
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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
1996	03/16/2023	EFT	8672 ALLSTREAM	261833	19279524	03/01/2023		M031423	795.22
	Invoice: 19279524					FIN/CITY WIDE PHONE SERVICES			
				795.22	71637891 542100	PW - ALLOC COMMUNICATION			
						CHECK		1996 TOTAL:	795.22
1997	03/16/2023	EFT	2265 BAINBRIDGE ISLAND LO	261834	1005	12/31/2022		M031423	19,711.59
	Invoice: 1005					2022 LTAC CONTRACT			
				19,711.59	91140573 541100	GG-TOUR-PROF SERVICES			
						CHECK		1997 TOTAL:	19,711.59
						NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***	20,506.81
						COUNT		AMOUNT	
						TOTAL EFT'S	2	20,506.81	
								*** GRAND TOTAL ***	20,506.81

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023	3	82									
APP	631-213000		03/16/2023	M031423	031423			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		795.22	
APP	635-111100		03/16/2023	M031423	031423			CASH AP CASH DISBURSEMENTS JOURNAL			20,506.81
APP	104-213000		03/16/2023	M031423	031423			CIVIC IMPR - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		19,711.59	
GENERAL LEDGER TOTAL										20,506.81	20,506.81
APP	631-130000		03/16/2023	M031423	031423			DUE TO/FROM CLEARING		19,711.59	
APP	104-130000		03/16/2023	M031423	031423			CIVIC IMPR DUE TO/FROM CLEAR'G			19,711.59
SYSTEM GENERATED ENTRIES TOTAL										19,711.59	19,711.59
JOURNAL 2023/03/82 TOTAL										40,218.40	40,218.40

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2023 3	82	03/16/2023	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	19,711.59	19,711.59
				FUND TOTAL	19,711.59	19,711.59
631 CLEARING FUND 631-130000 631-213000 635-111100	2023 3	82	03/16/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	19,711.59 795.22	20,506.81
				FUND TOTAL	20,506.81	20,506.81

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A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
104	CIVIC IMPROVEMENT FUND		19,711.59
631	CLEARING FUND	19,711.59	
TOTAL		19,711.59	19,711.59

** END OF REPORT - Generated by Jacob Kines **

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2023 3 149									
APP 001-213000	03/25/2023	UBMAR23	031623			GENERAL - ACCOUNTS PAYABLE		2,172.03	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	03/25/2023	UBMAR23	031623			CASH			2,172.03
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								2,172.03	2,172.03
APP 631-130000	03/25/2023	UBMAR23	031623			DUE TO/FROM CLEARING		2,172.03	
APP 001-130000	03/25/2023	UBMAR23	031623			GENERAL - DUE TO/FROM CLEARING			2,172.03
SYSTEM GENERATED ENTRIES TOTAL								2,172.03	2,172.03
JOURNAL 2023/03/149 TOTAL								4,344.06	4,344.06

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A/P CASH DISBURSEMENTS JOURNAL

P 3
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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 3	149	03/25/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	2,172.03	2,172.03
				FUND TOTAL	2,172.03	2,172.03
631 CLEARING FUND 631-130000 635-111100	2023 3	149	03/25/2023	DUE TO/FROM CLEARING CASH	2,172.03	2,172.03
				FUND TOTAL	2,172.03	2,172.03

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		2,172.03
631 CLEARING FUND	2,172.03	
	TOTAL	2,172.03

** END OF REPORT - Generated by Jacob Kines **

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 1
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CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
1999	03/21/2023	PRTD	7314 US BANK	261516	020123MB	02/01/2023		USBFEB23	127.36		
	Invoice: 020123MB									PW/AMAZON/BUCKET OF TOWELS O&M-STREET-MAINT O/H-SUPPLIES	
				127.36	73111290 531100						
	Invoice: 021323MB										
				261517	021323MB	02/13/2023		USBFEB23	36.25		
				36.25	73111264 531100					PW/NORTHERN TOOL/SPOT SPRAY GUN O&M-STREET-TRAF CONTROL-SUPPLY	
	Invoice: 021323MB-A										
				261518	021323MB-A	02/13/2023		USBFEB23	1,320.77		
				1,320.77	73111290 531100					PW/NORTHERN TOOL/HONDA INVERTER GENERATOR O&M-STREET-MAINT O/H-SUPPLIES	
	Invoice: 021623MB										
				261519	021623MB	02/16/2023		USBFEB23	100.00		
				100.00	73111290 549100					PW/IMSA/CERT RENEWAL MB O&M-STREET-MAINT O/H-MISC	
	Invoice: 012623CF										
				261520	012623CF	01/26/2023		USBFEB23	445.00		
				445.00	41011141 549100					FIN/GFOA/BUDGET AWARD SUBMISSION FEE FIN-GF-DUES/SUBS/MEMBERSHIPS	
	Invoice: 020423CF										
				261521	020423CF	02/04/2023		USBFEB23	129.00		
				129.00	41011141 531100					FIN/GFOA/2022 E-GAAFR BLUE BOOK FIN-GF-SUPPLIES	
	Invoice: 020823CF										
				261522	020823CF	02/08/2023		USBFEB23	46.31		
				46.31	41011141 539100					FIN/TOWN & COUNTRY/SNACKS FEB FINANCE MEETING FIN-NON TRAVEL FOOD/SNACK	
	Invoice: 022123CF										
				261523	022123CF	02/21/2023		USBFEB23	35.00		
				35.00	41011144 443410					FIN/GFOA/NET INVESTMENT CAP ASSETS CF FIN - C/E TRAINING	
	Invoice: 022123CF-A										
				261524	022123CF-A	02/21/2023		USBFEB23	75.00		
				75.00	41011141 549100					FIN/WFOA/MEMBERSHIP AS FIN-GF-DUES/SUBS/MEMBERSHIPS	
	Invoice: 022223CF										
				261525	022223CF	02/22/2023		USBFEB23	35.00		
				35.00	41011144 443410					FIN/GFOA/NET INVESTMENT CAP ASSETS AS FIN - C/E TRAINING	
	Invoice: 020723JG										
				261526	020723JG	02/07/2023		USBFEB23	64.00		
				64.00	73501448 66400001124					PW/WA DOL JRO/REGISTRATION FOR NEW TRUCK HEAVY DUTY P/U	
	Invoice: 012723BL										
				261527	012723BL	01/27/2023		USBFEB23	4.78		
				4.78	41011141 542500					FIN/US POSTAL SERVICE/POSTAGE-1ST QTR REPORT-X FIN-GFE-POSTAGE/SHIPPING	
	Invoice: 012623BL										
				261528	012623BL	01/26/2023		USBFEB23	90.00		
				90.00	33011161 544000					HR/CRAIGSLIST/ADVERTISING MAINT TECH I/II HR-C/E-ADVERTISING	

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 013023BL				261529	013023BL	01/30/2023		USBFEB23	50.00
				50.00	33011161 53110000302	HR/LISA STIRETT CREATIVE STUDIOS/EMPLOYEE APPRECIATION EMPLOYEE RECOG-HR-C/E-SUPPLIES			
Invoice: 020423BL				261530	020423BL	02/04/2023		USBFEB23	295.00
				295.00	33011161 544000	HR/NEOGOV/ADVERTISING PERMIT & ADMIN SUPER HR-C/E-ADVERTISING			
Invoice: 020623BL				261531	020623BL	02/06/2023		USBFEB23	206.25
				206.25	33011161 549100	HR/PELRA/MEMBERSHIP SUBSCRIPTION HR-C/E-DUES & SUBSCRIPTIONS			
Invoice: 021823BL				261532	021823BL	02/18/2023		USBFEB23	295.00
				295.00	33011161 544000	HR/NEOGOV/ADVERTISING ASSOC PLANNER HR-C/E-ADVERTISING			
Invoice: 022123BL				261533	022123BL	02/21/2023		USBFEB23	2,730.00
				2,730.00	33011161 544000	HR/DIVERSITY JOBS/ADVERTISING PACKET 10 POSTINGS HR-C/E-ADVERTISING			
Invoice: 022423BL				261534	022423BL	02/24/2023		USBFEB23	30.15
				30.15	33011161 544000	HR/INDEED/ADVERTISING EQUITY INCLUSION MNGR HR-C/E-ADVERTISING			
Invoice: 022423BL-A				261535	022423BL-A	02/24/2023		USBFEB23	75.00
				75.00	33011161 544000	HR/ICMA/ADVERTISING EQUITY INCLUSION MNGR HR-C/E-ADVERTISING			
Invoice: 022423BL-B				261536	022423BL-B	02/24/2023		USBFEB23	350.00
				350.00	33011161 544000	HR/NFBPA/ADVERTISING EQUITY INCLUSION MNGR HR-C/E-ADVERTISING			
Invoice: 022423BL-C				261537	022423BL-C	02/24/2023		USBFEB23	295.00
				295.00	33011161 544000	HR/NEOGOV/ADVERTISING MAINTENANCE TECH I/II HR-C/E-ADVERTISING			
Invoice: 022423BL-D				261538	022423BL-D	02/24/2023		USBFEB23	250.00
				250.00	33011161 544000	HR/LOCAL GOVERNMENT HISPANIC/EQUITY INCLUSION MNGR HR-C/E-ADVERTISING			
Invoice: 022423BL-E				261539	022423BL-E	02/24/2023		USBFEB23	45.00
				45.00	33011161 544000	HR/CRAIGSLIST/ADVERTISING EQUITY INCLUSION MNGR HR-C/E-ADVERTISING			
Invoice: 021623RN				261540	021623RN	02/16/2023		USBFEB23	104.00
				104.00	73637892 443410	PW/PSI CUSTOMER SERVICE/WATER DIST MNGR EXAM TP O&M-ALLOC-WTR-TRAINING			
Invoice: 022223RN				261541	022223RN	02/22/2023		USBFEB23	77.00
				77.00	73637892 549100	PW/GREEN RIVER COLLEGE/WATERWORKS CERT RENEWAL RN O&M-ALLOC-WTR-DUES/SUBSCR			

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CASH ACCOUNT: 635 111100 CASH
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 022123KS				261544	022123KS	02/21/2023		USBFEB23	35.00
				35.00	41011144 443410	FIN/GFOA/CALC NET INVESTMENTS CAPITAL KRS FIN - C/E TRAINING			
Invoice: 021023MH				261545	021023MH	02/10/2023		USBFEB23	456.36
				456.36	73425358 531100	PW/HOME DEPOT/SHELF, DUCT TAPE, RATCHET O&M-WWTP-SUPPLIES			
Invoice: 021523MH				261546	021523MH	02/15/2023		USBFEB23	121.98
				121.98	73425358 531100	PW/ZORO.COM/TIME DELAY FUSE O&M-WWTP-SUPPLIES			
Invoice: 021623MH				261547	021623MH	02/16/2023		USBFEB23	433.25
				433.25	73425358 531100	PW/HOME DEPOT/SHELF, HAMMER, CEMENT O&M-WWTP-SUPPLIES			
Invoice: 022423MH				261548	022423MH	02/24/2023		USBFEB23	73.11
				73.11	73425358 531100	PW/HOME DEPOT/HEX SEX, SOIL RIPPER O&M-WWTP-SUPPLIES			
Invoice: 013123DM				261550	013123DM	01/31/2023		USBFEB23	288.00
				288.00	73431835 531100	PW/DP DESIGNS/WEED WRENCH OFFICE SUPPLIES			
Invoice: 020123DM				261551	020123DM	02/01/2023		USBFEB23	37.00
				37.00	73637891 539100	PW/SLUY'S POULSBO BAKERY/DONUTS SAFETY MEETING O&M-NON TRAVEL FOOD/BEV			
Invoice: 020123DM-A				261552	020123DM-A	02/01/2023		USBFEB23	65.52
				65.52	73637891 539100	PW/STARBUCKS COFFEE/COFFEE SAFETY MEETING O&M-NON TRAVEL FOOD/BEV			
Invoice: 013023DM				261553	013023DM	01/30/2023		USBFEB23	50.22
				50.22	73637891 531100	PW/AMAZON/TRACTION CLEATS FOR SNOW/ICE OFFICE SUPPLIES			
Invoice: 020223DM				261554	020223DM	02/02/2023		USBFEB23	54.58
				54.58	73637891 531100	PW/AMAZON/CRAMPONS FOR BOOTS SNOW/ICE OFFICE SUPPLIES			
Invoice: 012723BK				261555	012723BK	01/27/2023		USBFEB23	150.00
				150.00	41011141 549100	FIN/GFOA/ANNUAL MEMBERSHIP RENEWAL BK FIN-GF-DUES/SUBS/MEMBERSHIPS			
Invoice: 012723BK-2				261556	012723BK-2	01/27/2023		USBFEB23	485.00
				485.00	41011144 443410	FIN/GFOA/117th ANNUAL CONFERENCE REGISTRATION BK FIN - C/E TRAINING			
Invoice: 020723BK				261557	020723BK	02/07/2023		USBFEB23	100.00
				100.00	41011144 443410	FIN/WFOA/BARS-GAAP BASICS WEBINAR REGISTRATION BK FIN - C/E TRAINING			

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CASH ACCOUNT: 635 111100 CASH
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				261558	020623BK	02/06/2023		USBFEB23	234.66
Invoice: 020623BK				234.66	41011144 443410	FIN/CROWNE PLAZA PORTLAND/HOTEL REGISTRATION BK FIN - C/E TRAINING			
				261588	020123JR	02/01/2023		USBFEB23	300.00
Invoice: 020123JR				300.00	73637891 545000	PW/STORAGE98110/STORAGE UNIT RENTAL RENTS & LEASES - OPERATING			
				261590	013023JR	01/30/2023		USBFEB23	203.70
Invoice: 013023JR				203.70	73637891 531100	PW/AMAZON/GRIDDLE & ACCESSORIES OFFICE SUPPLIES			
				261591	013023JR-A	01/30/2023		USBFEB23	408.32
Invoice: 013023JR-A				408.32	53011560 531100	POL/COSTCO/WATER BOTTLES FOR POLICE POLICE - C/E PATROL EP OFC SUP			
				261592	013023JR-B	01/30/2023		USBFEB23	408.32
Invoice: 013023JR-B				408.32	73637891 531100	PW/COSTCO/WATER BOTTLES FOR O&M OFFICE SUPPLIES			
				261593	013123JR	01/31/2023		USBFEB23	64.26
Invoice: 013123JR				64.26	73637891 531100	PW/AMAZON/TOASTER OVEN OFFICE SUPPLIES			
				261594	013123JR-A	01/31/2023		USBFEB23	8.13
Invoice: 013123JR-A				8.13	73111427 531100	PW/USPS/CERTIFIED LETTER OFFICE SUPPLIES			
				261595	020323JR	02/03/2023		USBFEB23	53.50
Invoice: 020323JR				53.50	73637891 531100	PW/AMAZON/SHRINK WRAP OFFICE SUPPLIES			
				261596	020723JR	02/07/2023		USBFEB23	40.30
Invoice: 020723JR				40.30	73638935 531100	PW/AMAZON/CONNECTORS O&M-STD ALLOCATION-SUPPLIES			
				261597	012323JR	01/23/2023		USBFEB23	329.97
Invoice: 012323JR				329.97	73425358 443410	PW/GUESTHOUSE KELSO/HOTEL FOR TRAINING NP O&M-WWTP-TRAINING			
				261598	012523JR	01/25/2023		USBFEB23	48.03
Invoice: 012523JR				48.03	73011183 531100	PW/AMAZON/FLAGPOLE PULLEY O&M-C/E-CH FAC-SUPPLIES			
				261599	021223JR	02/12/2023		USBFEB23	9.60
Invoice: 021223JR				9.60	73637891 531100	PW/COSTCO/NAPKINS FOR PW BREAKFAST OFFICE SUPPLIES			
				261600	021323JR	02/13/2023		USBFEB23	8.13
Invoice: 021323JR				8.13	73111427 531100	PW/USPS/CERTIFIED LETTER OFFICE SUPPLIES			

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CASH ACCOUNT: 635 111100 CASH
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 020123KB				261720	020123KB	02/01/2023		USBFEB23	7,029.64
				5,809.44	33011161 53910000302	HR/CLEARWATER CASINO RESPOT/EMPLOYEE RECOGNITION			
				1,220.20	33011161 54110000302	EMPLOYEE RECOG-NON TRAVEL MEAL			
						EMPLOYEE RECOG-HR-C/E-PRO SVCS			
Invoice: 020323KB				261721	020323KB	02/03/2023		USBFEB23	229.00
				229.00	33011161 549100	HR/SHRM/RECERTIFICATION - K BROWN			
						HR-C/E-DUES & SUBSCRIPTIONS			
Invoice: 020323KB-A				261722	020323KB-A	02/03/2023		USBFEB23	50.00
				50.00	33011161 53110000302	HR/CAFE HITCHCOCK/RAFFLE PRIZE EMPLOYEE RECOG			
						EMPLOYEE RECOG-HR-C/E-SUPPLIES			
Invoice: 020623KB				261723	020623KB	02/06/2023		USBFEB23	15.49
				15.49	33011161 53110000302	HR/SAFEWAY/EMPLOYEE RECOGNITION EVENT SUPPLIES			
						EMPLOYEE RECOG-HR-C/E-SUPPLIES			
Invoice: 020723KB				261724	020723KB	02/07/2023		USBFEB23	206.25
				206.25	33011161 549100	HR/PELRA/MEMBERSHIP RENEWAL - K BROWN			
						HR-C/E-DUES & SUBSCRIPTIONS			
Invoice: 021323KB				261726	021323KB	02/13/2023		USBFEB23	-131.04
				-131.04	33011161 54110000302	HR/CLEARWATER CASINO RESORT/REFUND EMPLOYEE RECOG			
						EMPLOYEE RECOG-HR-C/E-PRO SVCS			
Invoice: 021323DP				261727	021323DP	02/13/2023		USBFEB23	196.60
				196.60	41011141 531100	FIN/AMAZON/OFFICE CHAIR DP			
						FIN-GF-SUPPLIES			
Invoice: 012523KG				261730	012523KG	01/25/2023		USBFEB23	29.51
				29.51	72011321 539100	ENG/TOWN&COUNTRY/BEVERAGES FOR MEETING			
						ENG-C/E-NON TRAVEL FOOD/BEV			
Invoice: 012523KG-A				261731	012523KG-A	01/25/2023		USBFEB23	87.36
				87.36	72011321 539100	ENG/TOWN&COUNTRY/FOOD FOR MEETING			
						ENG-C/E-NON TRAVEL FOOD/BEV			
Invoice: 012623KG				261732	012623KG	01/26/2023		USBFEB23	-10.98
				-10.98	72011321 539100	ENG/TOWN&COUNTRY/RETURNED ITEMS CREDIT			
						ENG-C/E-NON TRAVEL FOOD/BEV			
Invoice: 012923KG				261734	012923KG	01/29/2023		USBFEB23	99.29
				99.29	72011321 531100	ENG/AMAZON/COFFEE URN, POSTER FRAME			
						ENG - C/E ADMIN SUPPLIES			
Invoice: 012823KG				261735	012823KG	01/28/2023		USBFEB23	255.00
				255.00	72011321 549100	ENG/ASCE/ASCE MEMBERSHIP - CM			
						ENG - C/E ADMIN MISCELLENEOUS			
Invoice: 013123KG				261736	013123KG	01/31/2023		USBFEB23	25.65
				25.65	72431831 531100	ENG/SAFEWAY/NPDES OUTREACH SUPPLIES WATER			
						ENG - SSWM ADM SUPPLIES			

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CASH ACCOUNT: 635 111100 CASH
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INVOICE DTL DESC

Invoice: 012523BB	261769	012523BB	01/25/2023	USBFEB23	20.25
	20.25	51011215 531100	POL/AMAZON/HOOVER TYPE Y VACUUM BAGS POLICE - C/E FACIL SUPPLIES		
Invoice: 012823BB	261770	012823BB	01/28/2023	USBFEB23	17.37
	17.37	51011211 531100	POL/AMAZON/BOOK 'STAMPED' PD-C/E-ADM-SUPPLIES		
Invoice: 013023BB	261771	013023BB	01/30/2023	USBFEB23	151.79
	151.79	51011215 531100	POL/AMAZON/HOOVER UPRIGHT VACUUM CLEANER POLICE - C/E FACIL SUPPLIES		
Invoice: 013123BB	261772	013123BB	01/31/2023	USBFEB23	14.12
	14.12	53011212 531100	POL/AMAZON/NAME PLATE BUONVINO PD-C/E-PATROL SUPPLIES		
Invoice: 020123BB	261775	020123BB	02/01/2023	USBFEB23	409.00
	409.00	53011212 545000	POL/RELIABLE STORAGE/STORAGE UNIT RENT POLICE - C/E PATROL RENTS		
Invoice: 020123BB-A	261776	020123BB-A	02/01/2023	USBFEB23	9.99
	9.99	51011211 549100	POL/KITSAP SUN/DIGITAL SUBSCRIPTION PD-C/E-ADM-DUES/SUBCR/MEMBRSH		
Invoice: 020323BB	261777	020323BB	02/03/2023	USBFEB23	430.00
	430.00	55011757 443410	POL/PACIFIC COAST CONGRESS/CONFERENCE TA PD-HARBORMASTER-TRAINING		
Invoice: 020623BB	261778	020623BB	02/06/2023	USBFEB23	175.00
	175.00	53011212 443410	POL/M3 LEADERSHIP/TRAINING REGISTRATION KAZER POLICE - C/E PATROL TRAINING		
Invoice: 021023BB	261779	021023BB	02/10/2023	USBFEB23	117.77
	117.77	51011191 531100	POL/LYNN PEAVEY/EVIDENCE BAGS PD-C/E-PROP RM-SUPPLIES		
Invoice: 021123BB	261780	021123BB	02/11/2023	USBFEB23	88.45
	88.45	51011191 520000	POL/AMAZON/ENDURO UNIFORM PANTS PD-C/E-PROP RM-BENEFITS		
Invoice: 021323BB	261781	021323BB	02/13/2023	USBFEB23	175.00
	175.00	53011212 443410	POL/M3 LEADERSHIP/TRAINING REGISTRATION MCCARTY POLICE - C/E PATROL TRAINING		
Invoice: 021323BB-A	261782	021323BB-A	02/13/2023	USBFEB23	170.19
	170.19	51011215 531100	POL/AMAZON/MICROWAVE OVEN FOR KITCHEN POLICE - C/E FACIL SUPPLIES		
Invoice: 022323BB	261783	022323BB	02/23/2023	USBFEB23	70.97
	70.97	51011191 520000	POL/AMAZON/ENDURO UNIFORM PANTS PD-C/E-PROP RM-BENEFITS		

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CASH ACCOUNT: 635 111100 CASH
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 013023GK				261798	013023GK	01/30/2023		USBFEB23	15.00
				15.00	53011212 548500	POL/ARGUSTAK/5 SEAT SUBSCRIPTION FOR EVALUATION PD-C/E-PATROL-COMP SPT MAINT			
Invoice: 021623JL				261799	021623JL	02/16/2023		USBFEB23	8.37
				8.37	91011215 542500	POL/USPS/CERTIFIED MAIL X 1 GG-C/E-PD-POSTAGE			
Invoice: 012923CM				261800	012923CM	01/29/2023		USBFEB23	202.73
				202.73	53011212 531100	POL/RED RIVER TACTICAL/LEVEL II OWB HOLSTER PD-C/E-PATROL SUPPLIES			
Invoice: 013123CM				261801	013123CM	01/31/2023		USBFEB23	1,636.69
				1,636.69	53011212 531100	POL/AXON/TASER CARTRIDGES PD-C/E-PATROL SUPPLIES			
Invoice: 020723CM				261802	020723CM	02/07/2023		USBFEB23	628.99
				628.99	53011212 531100	POL/AXON/TASER CARTRIDGES PD-C/E-PATROL SUPPLIES			
Invoice: 021423WS				261804	021423WS	02/14/2023		USBFEB23	63.90
				63.90	53011212 520000	POL/AMAZON/DUTY BELT FOR FASTAIA POLICE - C/E PATROL BENEFITS			
Invoice: 021423WS-A				261806	021423WS-A	02/14/2023		USBFEB23	55.09
				55.09	54025212 443410	POL/SAFETY COURSES/BOATER'S ED COURSE PLUMEAU MARINE - TRAINING			
Invoice: 021423WS-B				261807	021423WS-B	02/14/2023		USBFEB23	55.09
				55.09	54025212 443410	POL/SAFETY COURSES/BOATER'S ED COURSE QUINN MARINE - TRAINING			
Invoice: 021523WS				261809	021523WS	02/15/2023		USBFEB23	158.33
				158.33	53011212 531100	POL/GALLS.COM/ANSI II BREAKAWAY VESTS X5 PD-C/E-PATROL SUPPLIES			
Invoice: 022423BS				261810	022423BS	02/24/2023		USBFEB23	572.04
				572.04	54025212 531100	POL/PRECISION MARINE/M8 OIL CHANGE KIT, OIL MARINE - SUPPLIES			
Invoice: 022623BS				261811	022623BS	02/26/2023		USBFEB23	114.65
				114.65	54025212 531100	POL/AMAZON/M8 DOME LIGHT MARINE - SUPPLIES			
Invoice: 020723CB				261889	020723CB	02/07/2023		USBFEB23	106.78
				106.78	36011143 531100	EXCC/ATTORNEY & NOTARY SUPPLY/BOND & NOTARY STAMP CLERK-C/E SUPPLIES			
Invoice: 020723CB-A				261890	020723CB-A	02/07/2023		USBFEB23	42.00
				42.00	36011143 549100	EXCC/WA DOL/NOTARY RENEWAL CLERK-DUES/SUBSCR/MEMBRSHPS			

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CASH ACCOUNT: 635 111100 CASH
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
Invoice: 012723AL				261891	012723AL	01/27/2023		USBFEB23	160.28
				160.28	31011256 539100	EX/BENE PIZZA/FOOD FOR FLOTILLA MEETING			
						EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 013023AL				261892	013023AL	01/30/2023		USBFEB23	1,109.54
				1,109.54	31011256 443410	EX/STOP THE BLEED/STOP THE BLEED TRAINING SUPPLIES			
						EX-GF-EMERG PREP-TRAINING			
Invoice: 020123AL				261893	020123AL	02/01/2023		USBFEB23	12.48
				12.48	31011256 543100	EX/U PARK/PARKING MEETING SEATTLE OEM			
						EX-GF-EMERG PREP-TRAVEL EXP			
Invoice: 020123AL-A				261894	020123AL-A	02/01/2023		USBFEB23	2,261.45
				2,261.45	33011612 531100	HR/NORTH AMERICAN RESCUE/BLEEDING KIT CASES STAFF			
						HR-GF-SAFETY COMM-SUPPLIES			
Invoice: 020223AL				261895	020223AL	02/02/2023		USBFEB23	375.00
				375.00	31011256 443410	EX/PIEPC/PIEPC CONFERENCE REGISTRATION AL			
						EX-GF-EMERG PREP-TRAINING			
Invoice: 020223AL-A				261896	020223AL-A	02/02/2023		USBFEB23	87.16
				87.16	31011256 542100	EX/GARMIN/MONTHLY SUBSCRIPTION			
						EX-GF-EMERG PREP-PHONE			
Invoice: 020223AL-B				261898	020223AL-B	02/02/2023		USBFEB23	45.55
				45.55	31011256 543100	EX/WSF/FERRY FARE MEETING SEATTLE OEM			
						EX-GF-EMERG PREP-TRAVEL EXP			
Invoice: 020223AL-C				261899	020223AL-C	02/02/2023		USBFEB23	17.20
				17.20	31011256 543100	EX/WSF/FERRY FARE MEETING SEATTLE OEM			
						EX-GF-EMERG PREP-TRAVEL EXP			
Invoice: 020323AL				261900	020323AL	02/03/2023		USBFEB23	30.07
				30.07	31011256 539100	EX/COSTCO/SNACKS FOR MRC TRAINING			
						EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 020623AL				261901	020623AL	02/06/2023		USBFEB23	150.00
				150.00	31011256 443410	EX/US SAILING/TRAINING REGISTRATION TA			
						EX-GF-EMERG PREP-TRAINING			
Invoice: 020623AL-A				261902	020623AL-A	02/06/2023		USBFEB23	22.84
				22.84	31011256 539100	EX/STARBUCKS/COFFEE FOR MRC TRAINING			
						EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 021323AL				261903	021323AL	02/13/2023		USBFEB23	269.89
				269.89	31011256 548500	EX/SIGNUPGENIUS/ANNUAL FEE			
						EX-GF-EMERG PREP-SOFTWARE			
Invoice: 021423AL				261904	021423AL	02/14/2023		USBFEB23	389.31
				389.31	31011256 531100	EX/BRIDGECOM/EOC RADIO			
						EX-GF-EMERG PREP-SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 021623AL				261905 021623AL	02/16/2023		USBFEB23	31.28
				31.28 31011256 531100	EX/AMAZON/EMERGENCY SUPPLIES FOR STAFF			
					EX-GF-EMERG PREP-SUPPLIES			
Invoice: 021723AL				261906 021723AL	02/17/2023		USBFEB23	11.86
				11.86 31011256 531100	EX/AMAZON/EMERGENCY SUPPLIES FOR STAFF			
					EX-GF-EMERG PREP-SUPPLIES			
Invoice: 021723AL-A				261907 021723AL-A	02/17/2023		USBFEB23	213.07
				213.07 31011256 531100	EX/AMAZON/EOC SUPPLIES			
					EX-GF-EMERG PREP-SUPPLIES			
Invoice: 021723AL-B				261908 021723AL-B	02/17/2023		USBFEB23	311.75
				311.75 31011256 548500	EX/KAHOOT/ANNUAL FEE			
					EX-GF-EMERG PREP-SOFTWARE			
Invoice: 022023AL				261909 022023AL	02/20/2023		USBFEB23	54.59
				54.59 31011256 531100	EX/COSTCO/HUBS TRAILER SUPPLIES			
					EX-GF-EMERG PREP-SUPPLIES			
Invoice: 022723AL				261910 022723AL	02/27/2023		USBFEB23	163.77
				163.77 31011256 531100	EX/COSTCO/HUBS TRAILER SUPPLIES			
					EX-GF-EMERG PREP-SUPPLIES			
Invoice: 012723MS				261933 012723MS	01/27/2023		USBFEB23	125.00
				125.00 62471594 443410	PCD/WABO/TRAINING ANDREAS K			
					BLDG-TRAINING			
Invoice: 012723MS-A				261934 012723MS-A	01/27/2023		USBFEB23	250.00
				250.00 62471594 443410	PCD/WABO/TRAINING TIM W			
					BLDG-TRAINING			
Invoice: 012723MS-B				261935 012723MS-B	01/27/2023		USBFEB23	250.00
				250.00 62471594 443410	PCD/WABO/TRAINING CHRIS W			
					BLDG-TRAINING			
Invoice: 013023MS				261936 013023MS	01/30/2023		USBFEB23	-37.30
				-37.30 62471591 531100	PCD/AMAZON/RETURN CREDIT			
					BLDG-SUPPLIES			
Invoice: 013023MS-A				261937 013023MS-A	01/30/2023		USBFEB23	11.40
				11.40 33011161 53110000302	HR/WALMART/EMPLOYEE APPRECIATION RAFFLE BOXES			
					EMPLOYEE RECOG-HR-C/E-SUPPLIES			
Invoice: 013023MS-B				261938 013023MS-B	01/30/2023		USBFEB23	22.80
				22.80 33011161 53110000302	HR/WALMART/EMPLOYEE APPRECIATION RAFFLE BOXES			
					EMPLOYEE RECOG-HR-C/E-SUPPLIES			
Invoice: 013023MS-C				261939 013023MS-C	01/30/2023		USBFEB23	38.32
				38.32 61011581 531100	PCD/AMAZON/CUBICLE HOOKS, MINTS			
					PCD - C/E ADMIN SUPPLIES			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
Invoice: 022423MS				261955	022423MS	02/24/2023		USBFEB23	259.90
				259.90	62471591 549100	PCD/ICC/BUILDING CODE MANUAL BLDG - BLDG DUES/SUBSCRIPTIONS			
Invoice: 012523RL				261956	012523RL	01/25/2023		USBFEB23	20.12
				20.12	31011131 539100	EX/BLACKBIRD/MONTHLY BIRTHDAY LUNCHES EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 012523RL-A				261957	012523RL-A	01/25/2023		USBFEB23	5.00
				5.00	31011131 539100	EX/SAFEWAY/MONTHLY BIRTHDAY LUNCHES EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 012623RL				261958	012623RL	01/26/2023		USBFEB23	78.75
				78.75	31011131 539100	EX/THE MARKETPLACE/JANUARY BIRTHDAY LUNCHES EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 012723RL				261959	012723RL	01/27/2023		USBFEB23	30.07
				30.07	31011131 539100	EX/COQUETTE BAKE SHOP/POULSBO MEETING SUPPLIES EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 020223RL				261960	020223RL	02/02/2023		USBFEB23	112.48
				112.48	32011152 548500	LEGAL/LEXIS NEXIS/LEGAL ONLINE SUBSCRIPTION LGL-GF-SOFTWARE MAINT/SUBSCR			
Invoice: 021323RL				261961	021323RL	02/13/2023		USBFEB23	9.99
				9.99	31011131 549100	EX/KITSAP SUN/MONTHLY SUBSCRIPTION EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 021723RL				261962	021723RL	02/17/2023		USBFEB23	36.95
				18.47	31011131 531100	EX,FIN/NAMETAG COUNTRY/NAMETAGS LS, AS EX-GF-SUPPLIES			
				18.48	41011141 531100	FIN-GF-SUPPLIES			
Invoice: 022223RL				261963	022223RL	02/22/2023		USBFEB23	20.80
				20.80	31011131 531100	EX/NAMETAG COUNTRY/NAMETAG ES EX-GF-SUPPLIES			
Invoice: 022223RL-A				261964	022223RL-A	02/22/2023		USBFEB23	106.94
				106.94	31011131 539100	EX/CUPS/FEBRUARY BIRTHDAY LUNCHES EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 022323RL				261965	022323RL	02/23/2023		USBFEB23	268.94
				268.94	41011141 531100	FIN/AMAZON/OFFICE CHAIR BK FIN-GF-SUPPLIES			
Invoice: 020123BK				261966	020123BK	02/01/2023		USBFEB23	69.43
				69.43	31011131 539100	EX/CASA ROJAS/LUNCH MTG KITSAP BUILDERS ASSOC EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 020223BK				261967	020223BK	02/02/2023		USBFEB23	300.00
						EX/ALASKA MUNICIPAL LEAGUE/NW MANAGERS CONFERENCE			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				300.00	31011134 443410				
				261968	020223BK-A	02/02/2023		USBFEB23	50.40
Invoice: 020223BK-A				50.40	31011131 539100				
				261969	020923BK	02/09/2023		USBFEB23	78.70
Invoice: 020923BK				78.70	31011131 539100				
				261971	021323BK	02/13/2023		USBFEB23	76.44
Invoice: 021323BK				76.44	31011572 548500				
				261972	022123BK	02/21/2023		USBFEB23	146.01
Invoice: 022123BK				146.01	31011131 539100				
				261974	012623AC	01/26/2023		USBFEB23	45.78
Invoice: 012623AC				45.78	73637891 539100				
				261980	012723PN	01/27/2023		USBFEB23	145.90
Invoice: 012723PN				145.90	36011143 443410				
				261981	012723PN-A	01/27/2023		USBFEB23	600.00
Invoice: 012723PN-A				600.00	36011143 443410				
				261982	012923PN	01/29/2023		USBFEB23	72.96
Invoice: 012923PN				35.97	11011116 539100				
				36.99	33011161 53110000302				
				261983	021123PN	02/11/2023		USBFEB23	200.00
Invoice: 021123PN				200.00	11011116 443410				
				261984	021323PN	02/13/2023		USBFEB23	1,400.00
Invoice: 021323PN				1,400.00	36011143 443410				
				261985	021323PN-A	02/13/2023		USBFEB23	36.45
Invoice: 021323PN-A				36.45	11011116 539100				
				261986	021423PN	02/14/2023		USBFEB23	158.68
Invoice: 021423PN				158.68	11011116 539100				
				261987	021923PN	02/19/2023		USBFEB23	8.99

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 020623MD				54.54	81011881 535100				
						IT/PAYPRO GLOBAL/DUPLICATE PHOTO FIXER IT - C/E COMPUTER SOFTWARE			
Invoice: 020723MD				262103	020723MD	02/07/2023		USBFEB23	60.01
				60.01	81011881 535100				
						IT/AMAZON/APPLE LIGHTENING TO 3.5MM X5 IT - C/E COMPUTER SOFTWARE			
Invoice: 020923MD				262104	020923MD	02/09/2023		USBFEB23	12.00
				12.00	81011881 548500				
						IT/WETRANSFER SOFTWARE/POLICE ENCRYPTION SW IT - C/E COMPUTER SUPPORT			
Invoice: 021023MD				262105	021023MD	02/10/2023		USBFEB23	183.13
				183.13	81011881 535500				
						IT/AMAZON/HEADSET (DEANNA) IT - C/E COMPUTER PARTS & EQ			
Invoice: 021323MD				262106	021323MD	02/13/2023		USBFEB23	58.94
				58.94	81011881 535500				
						IT/AMAZON/SLIM PORTABLE DVD WRITER DRIVE X2 IT - C/E COMPUTER PARTS & EQ			
Invoice: 021323MD-A				262107	021323MD-A	02/13/2023		USBFEB23	330.71
				330.71	81011881 535500				
						IT/AMAZON/MONITORS X2, KEYBOARD/MOUSE (ADAM) IT - C/E COMPUTER PARTS & EQ			
Invoice: 021623MD				262108	021623MD	02/16/2023		USBFEB23	55.07
				55.07	81011881 548500				
						IT/CLEVERBRIDGE SOFTWARE/CCLEANER PROFESSION PLUS IT - C/E COMPUTER SUPPORT			
Invoice: 021723MD				262109	021723MD	02/17/2023		USBFEB23	444.45
				444.45	81011881 535500				
						IT/AMAZON/MONITORS X3 IT - C/E COMPUTER PARTS & EQ			
Invoice: 022223MD				262110	022223MD	02/22/2023		USBFEB23	32.75
				32.75	81011881 535100				
						IT/APPLE.COM/ULTRA MEASURE MASTER SOFTWARE APP IT - C/E COMPUTER SOFTWARE			
Invoice: 022323MD				262111	022323MD	02/23/2023		USBFEB23	240.60
				240.60	81011881 535500				
						IT/AMAZON/DISPLAY POR TO HDMI CONVERTERS X10 IT - C/E COMPUTER PARTS & EQ			
Invoice: 022423MD				262112	022423MD	02/24/2023		USBFEB23	14.19
				14.19	81011881 548500				
						IT/ARLO SECURE/SUBSCRIPTION COURT VIDEO FEED STOR IT - C/E COMPUTER SUPPORT			
Invoice: 022723MD				262113	022723MD	02/27/2023		USBFEB23	2,110.60
				2,110.60	81011881 535500				
						IT/AMAZON/MONITORS X8, HEADSETS X5 IT - C/E COMPUTER PARTS & EQ			
Invoice: 022723MD-A				262115	022723MD-A	02/27/2023		USBFEB23	60.05
				60.05	81011881 548500				
						IT/ADOBE/CREATIVE CLOUD SOFTWARE SUBSCRIPTION IT - C/E COMPUTER SUPPORT			
				262120	020623SH	02/06/2023		USBFEB23	68.77

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
Invoice: 020623SH						68.77	31011572	531100			
						EX/EAGLE HARBOR BOOK CO/CLIMATE CHALLENGE MUGS EX-GF-OUTREACH-SUPPLIES					
Invoice: 020623SH-A						262121	020623SH-A		02/06/2023	USBFEB23	52.09
						52.09	31011572	531100	EX/MILLSTREAM BAINBRIDGE/CLIMATE CHALLENGE MUGS EX-GF-OUTREACH-SUPPLIES		
Invoice: 021323SH						262122	021323SH		02/13/2023	USBFEB23	35.00
						35.00	31011572	542450	EX/FACEBOOK/BOOSTED POST EAGLE HARBOR PROJECT EX-GF-OUTREACH-ADV		
Invoice: 021423SH						262124	021423SH		02/14/2023	USBFEB23	15.96
						15.96	31011572	549100	EX/SEATTLE TIMES/DIGITAL SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER		
Invoice: 021723SH						262125	021723SH		02/17/2023	USBFEB23	1.00
						1.00	31011572	549100	EX/KITSAP SUN/DIGITAL SUBSCRIPTION OUTREACH DUES, SUBS& MEMBER		
Invoice: 022423SH						262127	022423SH		02/24/2023	USBFEB23	17.48
						17.48	31011572	542450	EX/FACEBOOK/BOOSTED POST WINSLOW SUBAREA PLAN EX-GF-OUTREACH-ADV		
								CHECK	1999 TOTAL:	50,587.41	
						NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		50,587.41	
									COUNT	AMOUNT	
						TOTAL PRINTED CHECKS	1		1	50,587.41	
								*** GRAND TOTAL ***		50,587.41	

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023	3	209	APP 101-213000	03/21/2023	USBFEB23	032123			STREETS - ACCOUNTS PAYABLE		1,600.64	
			APP 635-111100	03/21/2023	USBFEB23	032123			AP CASH DISBURSEMENTS JOURNAL CASH			50,587.41
			APP 001-213000	03/21/2023	USBFEB23	032123			GENERAL - ACCOUNTS PAYABLE		40,766.80	
			APP 501-213000	03/21/2023	USBFEB23	032123			AP CASH DISBURSEMENTS JOURNAL ER&R-ACCOUNTS PAYABLE		64.00	
			APP 631-213000	03/21/2023	USBFEB23	032123			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		2,093.31	
			APP 402-213000	03/21/2023	USBFEB23	032123			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		1,414.67	
			APP 403-213000	03/21/2023	USBFEB23	032123			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		487.02	
			APP 407-213000	03/21/2023	USBFEB23	032123			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		3,885.97	
			APP 401-213000	03/21/2023	USBFEB23	032123			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		275.00	
GENERAL LEDGER TOTAL											50,587.41	50,587.41
			APP 631-130000	03/21/2023	USBFEB23	032123			DUE TO/FROM CLEARING		48,494.10	
			APP 101-130000	03/21/2023	USBFEB23	032123			STREETS - DUE TO/FROM CLEARING			1,600.64
			APP 001-130000	03/21/2023	USBFEB23	032123			GENERAL - DUE TO/FROM CLEARING			40,766.80
			APP 501-130000	03/21/2023	USBFEB23	032123			ER&R-DUE TO/FROM CLEARING			64.00
			APP 402-130000	03/21/2023	USBFEB23	032123			DUE TO/FROM CLEARING			1,414.67
			APP 403-130000	03/21/2023	USBFEB23	032123			DUE TO/FROM CLEARING			487.02
			APP 407-130000	03/21/2023	USBFEB23	032123			DUE TO/FROM CLEARING			3,885.97
			APP 401-130000	03/21/2023	USBFEB23	032123			DUE TO/FROM CLEARING			275.00
SYSTEM GENERATED ENTRIES TOTAL											48,494.10	48,494.10
JOURNAL 2023/03/209 TOTAL											99,081.51	99,081.51

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 3	209	03/21/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	40,766.80	40,766.80
				FUND TOTAL	40,766.80	40,766.80
101 STREET FUND 101-130000 101-213000	2023 3	209	03/21/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	1,600.64	1,600.64
				FUND TOTAL	1,600.64	1,600.64
401 WATER OPERATING FUND 401-130000 401-213000	2023 3	209	03/21/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	275.00	275.00
				FUND TOTAL	275.00	275.00
402 SEWER OPERATING FUND 402-130000 402-213000	2023 3	209	03/21/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,414.67	1,414.67
				FUND TOTAL	1,414.67	1,414.67
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 3	209	03/21/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	487.02	487.02
				FUND TOTAL	487.02	487.02
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2023 3	209	03/21/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,885.97	3,885.97
				FUND TOTAL	3,885.97	3,885.97
501 EQUIPMENT RENTAL & REVOLVING 501-130000 501-213000	2023 3	209	03/21/2023	ER&R-DUE TO/FROM CLEARING ER&R-ACCOUNTS PAYABLE	64.00	64.00
				FUND TOTAL	64.00	64.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2023 3	209	03/21/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	48,494.10 2,093.31	50,587.41
				FUND TOTAL	50,587.41	50,587.41

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		40,766.80
101	STREET FUND		1,600.64
401	WATER OPERATING FUND		275.00
402	SEWER OPERATING FUND		1,414.67
403	STORM & SURFACE WATER FUND		487.02
407	BUILDING & DEVELOPMENT FUND		3,885.97
501	EQUIPMENT RENTAL & REVOLVING		64.00
631	CLEARING FUND		
		48,494.10	
	TOTAL	48,494.10	48,494.10

** END OF REPORT - Generated by Jacob Kines **

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CASH ACCOUNT: 635		111100	CASH						NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
2000	03/29/2023	EFT	5 ACE HARDWARE	262132	528891	03/06/2023		03/26/23	73.13
	Invoice: 528891							PW/READY SEAL STAIN-SEALER CLEAR, TRAYSET OFFICE SUPPLIES	
				73.13	73111427 531100				
	Invoice: 528981			262133	528981	03/07/2023		03/26/23	43.66
								PW/HEDGE SHEAR POWER-LEVER, HANDLE TPR OFFICE SUPPLIES	
				43.66	73431835 531100				
	Invoice: 529041			262134	529041	03/08/2023		03/26/23	7.80
								PW/SINGLE CUT KEY O&M-DECANT-SUPPLIES	
				7.80	73435838 531100				
	Invoice: 529251			262136	529251	03/10/2023		03/26/23	27.28
								PW/CM SCRDRV, SCRWDVR OFFICE SUPPLIES	
				27.28	73411345 531100				
	Invoice: 529261			262137	529261	03/10/2023		03/26/23	109.18
								PW/READY SEAL STAIN-SEALER CLEAR OFFICE SUPPLIES	
				109.18	73111427 531100				
	Invoice: 529281			262138	529281	03/10/2023		03/26/23	22.75
								PW/HANGR HOSE WALL MNT MTL, FASTENERS O&M-C/E-PWY FAC-SUPPLIES	
				22.75	73011897 531100				
	Invoice: 529531			262140	529531	03/14/2023		03/26/23	16.36
								PW/IMPACT DRILL BIT, BIT DRILL O&M-STREET-TRAF CONTROL-SUPPLY	
				16.36	73111264 531100				
	Invoice: 529571			262141	529571	03/15/2023		03/26/23	26.60
								PW/LONG NOSE PLIERS, IRRIGATION 90DELBW OFFICE SUPPLIES	
				26.60	73111261 531100				
	Invoice: 529581			262142	529581	03/15/2023		03/26/23	10.44
								PW/ELBOW FUNNYPIPE, ADAPTER MALE OFFICE SUPPLIES	
				10.44	73111261 531100				
								CHECK 2000 TOTAL:	337.20
2001	03/29/2023	EFT	10230 ALLMAX SOFTWARE LLC	262198	27137	03/21/2023		03/26/23	970.00
	Invoice: 27137							IT/ANNUAL ANTERO MAINTENANCE SUPPORT IT - C/E COMPUTER SUPPORT	
				970.00	81011881 548500				
								CHECK 2001 TOTAL:	970.00
2002	03/29/2023	EFT	4710 ASSOCIATED PETROLEU	262185	23-724751A	01/04/2023		03/26/23	2,726.24
	Invoice: 23-724751A							PW/DIESEL & REGULAR FUEL O&M-FUEL USE-ALLOCATION O&M-FUEL ALLOC TO OTH DEPTS	
				1,467.33	73638893 532000				
				1,258.91	73638932 532000				
				262186	23-736525	01/18/2023		03/26/23	5,641.63

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 23-736525						PW/DIESEL & REGULAR FUEL			
				2,943.54	73638893 532000				
				2,698.09	73638932 532000				
				262187	23-740122	01/25/2023		03/26/23	3,030.10
Invoice: 23-740122						PW/DIESEL & REGULAR FUEL			
				3,030.10	73638893 532000				
				262188	23-747248	02/01/2023		03/26/23	4,597.36
Invoice: 23-747248						PW/DIESEL & REGULAR FUEL			
				1,743.30	73638893 532000				
				2,854.06	73638932 532000				
				262189	23-753411	02/08/2023		03/26/23	2,126.37
Invoice: 23-753411						PW/DIESEL & REGULAR FUEL			
				2,126.37	73638932 532000				
				262190	23-757541	02/15/2023		03/26/23	3,075.42
Invoice: 23-757541						PW/DIESEL & REGULAR FUEL			
				988.65	73638893 532000				
				2,086.77	73638932 532000				
						CHECK		2002 TOTAL:	21,197.12
2003	03/29/2023	EFT	9942 ARCOSA AGGREGATES IN	262013	WEST3013157	03/02/2023		03/26/23	319.20
Invoice: WEST3013157						CONCRETE DUMP FEES			
				319.20	91111261 547900				
				262014	WEST3013158	03/02/2023		03/26/23	228.60
Invoice: WEST3013158						ASPHALT DISPOSAL FEE			
				228.60	91111423 547900				
				262015	WEST3013159	03/02/2023		03/26/23	215.88
Invoice: WEST3013159						CONCRETE DUMPING FEES			
				215.88	91111261 547900				
						CHECK		2003 TOTAL:	763.68
2004	03/29/2023	EFT	2138 ASPECT CONSULTING LL	261912	50362	03/06/2023		03/26/23	4,543.50
Invoice: 50362						PW/2023 BI LANDFILL REVIEW			
				4,543.50	73011370 54110000261				
				262166	50559	03/15/2023		03/26/23	1,695.00
Invoice: 50559						ENG/ON CALL SERVICES FOR GEOTECH E			
				1,695.00	72011391 54110000710				
				262167	50560	03/15/2023		03/26/23	1,489.50
Invoice: 50560						ENG/ON CALL SERVICES FOR GEOTECH E			
				1,489.50	72111421 54110001189				
						HALLS HILL SLOPE REVEG-PRO SVC			

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN		NET
INVOICE DTL DESC										
Invoice: 50571				262183	50571	03/16/2023		03/26/23		1,358.00
				1,358.00	73414434 64110001096	PW/PROF SVCS FOR WELL DEVELOPMENT PRIT PARK WELL DEV/REHAB-PR SV				
Invoice: 50540				262191	50540	03/15/2023		03/26/23		2,411.25
				2,411.25	73411345 54110001183	PW/SANDS AVE WELL EVAL, PLANNING, SANDS AVE WELL REHAB-PROF SVCS				
						CHECK		2004 TOTAL:		11,497.25
2005 03/29/2023 EFT		4365	AUTOMATIC FUNDS TRAN	261913	126545	03/02/2023		03/26/23		275.62
Invoice: 126545				137.81	43411341 541100	FIN/INSERT: RATE INCREASE LETTER FIN - WATER ADMIN PROF SERVICE				
				137.81	43421351 541100	FIN - SEWER ADMIN PROF SERVICE				
Invoice: 126577				261914	126577	03/01/2023		03/26/23		769.82
				157.15	43411341 541100	FIN/STATEMENT PREP AND MAIL FIN - WATER ADMIN PROF SERVICE				
				157.16	43421351 541100	FIN - SEWER ADMIN PROF SERVICE				
				227.75	91411891 542500	GG-WTR-FAC-POSTAGE				
				227.76	91421891 542500	GG-SWR-FAC-POSTAGE				
Invoice: BAIN2302028				261915	BAIN2302028	02/28/2023		03/26/23		661.42
				150.00	41011141 541100	FIN/B&O FEB 2023 FIN-GF-PROF SVCS				
				511.42	41011141 542500	FIN-GFE-POSTAGE/SHIPPING				
						CHECK		2005 TOTAL:		1,706.86
2006 03/29/2023 EFT		55	SOUND PUBLISHING, IN	261973	8095212	02/28/2023		03/26/23		458.50
Invoice: 8095212				458.50	63470586 544000	PCD/ADS FOR SLR FLOOD RFQ, ORDINANCE 2023-04 CUR-DEV-ZONING-ADV				
						CHECK		2006 TOTAL:		458.50
2007 03/29/2023 EFT		55	SOUND PUBLISHING, IN	262079	BIR972279	03/03/2023		03/26/23		94.92
Invoice: BIR972279				94.92	63470586 544000	PCD/LEGAL NOTICING FOR PLN52354 CAP CUR-DEV-ZONING-ADV				
						CHECK		2007 TOTAL:		94.92
2008 03/29/2023 EFT		55	SOUND PUBLISHING, IN	261992	8095240	02/28/2023		03/26/23		40.50
Invoice: 8095240				40.50	51011191 544000	POL/FOUND KAYAK, CLASSIFIEDS/PROPERTY PD-C/E-PROP RM-ADVERTISING				
						CHECK		2008 TOTAL:		40.50

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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			
2009	03/29/2023	EFT	8889	BAINBRIDGE ARTISAN R	262016	38170	01/09/2023	03/26/23	3,737.30
	Invoice: 38170						EX/2022-23 CULTURAL FUNDING CONTR		
				3,737.30	31011732	54110000297	EX-GF-CULTURAL ARTS & SCIENCES		
	Invoice: 38171								
				262017	38171		01/09/2023	03/26/23	3,737.30
							EX/2022-23 CULTURAL FUNDING CONTR		
				3,737.30	31011732	54110000297	EX-GF-CULTURAL ARTS & SCIENCES		
							CHECK	2009 TOTAL:	7,474.60
2010	03/29/2023	EFT	5412	BENEFIT ADMINISTRATI	261916	230307	03/08/2023	03/26/23	324.50
	Invoice: 230307						HSA/FSA BENEFITS		
				20.70	21011125	520000	COURT-BENEFITS		
				55.23	31011131	520000	EX-GF-BEN		
				41.44	41011141	520000	FIN-GF-BEN		
				6.91	51011211	520000	PD-C/E ADMIN-BENEFITS		
				27.61	61011581	520000	PCD - C/E ADMIN BENEFITS		
				82.84	71011321	520000	PW - C/E BENEFITS		
				89.77	81011881	520000	IT - C/E ADMIN BENEFITS		
							CHECK	2010 TOTAL:	324.50
2011	03/29/2023	EFT	1341	BLUE SKY PRINTING	262018	12751	03/13/2023	03/26/23	48.98
	Invoice: 12751						POL/BUSINESS CARDS/ROBTOY		
				48.98	53011212	531100	PD-C/E-PATROL SUPPLIES		
							CHECK	2011 TOTAL:	48.98
2012	03/29/2023	EFT	360	BUILDERS FIRSTSOURCE	262143	86949588	03/09/2023	03/26/23	75.04
	Invoice: 86949588						PW/2X4-16' STD&BTR DF		
				75.04	73111261	531100	OFFICE SUPPLIES		
	Invoice: 86959649								
				262144	86959649		03/13/2023	03/26/23	64.61
							PW/TAPE MEASURE, WOOD STAKES		
				64.61	73111261	531100	OFFICE SUPPLIES		
	Invoice: 86965361								
				262145	86965361		03/14/2023	03/26/23	61.85
							PW/1X4-12' STD&BTR, 2X4-12' STD&BTR		
				61.85	73111261	531100	OFFICE SUPPLIES		
	Invoice: 86968625								
				262146	86968625		03/14/2023	03/26/23	67.54
							PW/DECK SCREW STAR, SINKER NIALS, HAMMER BIT		
				67.54	73111261	531100	OFFICE SUPPLIES		
	Invoice: 86971101								
				262147	86971101		03/15/2023	03/26/23	19.37
							PW/4OZ RAIN OR SHINE CEMENT, TEE PVC		
				19.37	73111261	531100	OFFICE SUPPLIES		

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL	DESC		
					CHECK		2012 TOTAL:	288.41
2013	03/29/2023	EFT	8163	CASCADE BICYCLE CLUB	261995	03/07/2023	03/26/23	200.00
	Invoice:	03/07/2023			200.00	41622860 586000	POL/REFUND PARK DEPOSIT PARK/DOCK DEPOSITS CUST-OUT	
					CHECK		2013 TOTAL:	200.00
2014	03/29/2023	EFT	2495	CH2O INTERNATIONAL	261996	331220	03/26/23	390.39
	Invoice:	331220			270.27	73011183 54810000707	PW/CITY HALL, PWOM SERVICE VISITS CH HVAC-REPAIRS	
					120.12	73011897 54810000707	PWY HVAC-REPAIRS	
					CHECK		2014 TOTAL:	390.39
2015	03/29/2023	EFT	104	CITY OF BREMERTON	261918	BKAT000734	03/26/23	3,188.25
	Invoice:	BKAT000734			3,188.25	81011881 542500	IT/BROADCAST SERVICES FOR PUBLIC MEETINGS IT-C/E-ADM-POSTAGE	
					CHECK		2015 TOTAL:	3,188.25
2016	03/29/2023	EFT	6919	CLARK CONSTRUCTION I	262080	PAYREQ10-00724	03/26/23	547,983.27
	Invoice:	PAYREQ10-00724			547,983.27	72311942 66200000724	ENG/POLICE AND MUNICIPAL COURT - C PD/COURT BLDG-CONSTR OF BLDG	
					CHECK		2016 TOTAL:	547,983.27
2017	03/29/2023	EFT	142	COPIERS NORTHWEST IN	261919	INV2607046	03/26/23	308.44
	Invoice:	INV2607046			102.82	81011881 531100	IT,PCD,ENG/SUPPLIES OCE PRINTER-PLOTTER IT - C/E SUPPLIES	
					102.81	61011581 531100	PCD - C/E ADMIN SUPPLIES	
					102.81	72011321 531100	ENG - C/E ADMIN SUPPLIES	
	Invoice:	INV2605576			262019	INV2605576	02/20/2023 03/26/23 IT,ENG,PCD/PAPER SUPPLIES OCE PRINTER-PLOTTER	238.81
					79.61	81011881 531100	IT - C/E SUPPLIES	
					79.60	72011321 531100	ENG - C/E ADMIN SUPPLIES	
					79.60	61011581 531100	PCD - C/E ADMIN SUPPLIES	
					CHECK		2017 TOTAL:	547.25
2018	03/29/2023	EFT	7016	CUSTOM PRINTING	262150	10502	03/26/23	69.34
	Invoice:	10502			69.34	62471591 549500	PCD/BUSINESS CARDS DAVE ERBES BLDG-BLDG-FACILITIES-COPIES	

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CASH ACCOUNT: 635		111100	CASH				INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC				
							CHECK	2018 TOTAL:		69.34
2019	03/29/2023	EFT	10169 DEWITT, BARBARA ANN	262003	100	03/11/2023	03/26/23			495.00
	Invoice: 100			495.00	31011256 541100	EX/BASIC LIFE SUPPORT CPR/AED TRAINING EX-GF-EMERG PREP-PROF SVCS				
							CHECK	2019 TOTAL:		495.00
2020	03/29/2023	EFT	7144 DTMICRO, INC	262082	6664	02/15/2023	03/26/23			136.50
	Invoice: 6664			136.50	91011215 542100	INTERNET CONNECTION BETWEEN POLICE & CENCOM GG-C/E-PD-PHONE				
							CHECK	2020 TOTAL:		136.50
2021	03/29/2023	EFT	10220 ENGELBRECHT, MARILYN	261991	107501	03/14/2023	03/26/23			160.53
	Invoice: 107501			160.53	401 122100	GB Customer ID 9867 Bill #23000372 ACCOUNTS RECEIVABLE				
							CHECK	2021 TOTAL:		160.53
2022	03/29/2023	EFT	8292 FLYING WRENCH SERVIC	262021	28608	03/08/2023	03/26/23			3,700.68
	Invoice: 28608			3,700.68	73431835 548100	PW/REPAIRS TO 2005 INTERNATIONAL DUMP TRUCK REPAIRS & MAINTENANCE				
							CHECK	2022 TOTAL:		3,700.68
2023	03/29/2023	EFT	8520 FRANCISCAN MEDICAL G	262083	OMF6 FEB23	03/15/2023	03/26/23			125.00
	Invoice: OMF6 FEB23			125.00	73637891 541100	PW/OCCUPATIONAL HEALTH TESTING PROFESSIONAL SERVICES				
							CHECK	2023 TOTAL:		125.00
2024	03/29/2023	EFT	9508 GRETTE ASSOCIATES, L	262007	12202740	03/01/2023	03/26/23			1,881.00
	Invoice: 12202740			1,881.00	72423434 64110000820	ENG/WING POINT LAGOON CHARACTERIZATION REHAB WING PT PUMP STATION-DES				
							CHECK	2024 TOTAL:		1,881.00
2025	03/29/2023	EFT	252 H.D. FOWLER COMPANY	262026	I6332101	03/06/2023	03/26/23			169.18
	Invoice: I6332101			169.18	73111261 531100	PW/CONCRETE CATCH BASIN, GRATE OFFICE SUPPLIES				
							CHECK	2025 TOTAL:		169.18

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
2031	03/29/2023	EFT	4584 KIDS DISCOVERY MUSEU	262031	Q1-Q4 2022	03/08/2023		03/26/23	12,500.00
	Invoice: Q1-Q4 2022								
				12,500.00	31011732 54110000297	EX/2022-23 CULTURAL FUNDING CONTR			
						EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK		2031 TOTAL:	12,500.00
2032	03/29/2023	EFT	9852 KISSLER ENTERPRISES	262009	10640	02/28/2023		03/26/23	9,907.70
	Invoice: 10640								
				9,907.70	73425358 54790100551	PW/WWTP BIOSOLIDS HAULING TO BARR-TECH			
						BIOSOLIDS WASTE DISPOSAL			
						CHECK		2032 TOTAL:	9,907.70
2033	03/29/2023	EFT	8546 KITSAP 911 PUBLIC AU	262034	BIPD2023-04	03/15/2023		03/26/23	9,034.08
	Invoice: BIPD2023-04								
				6,323.86	53011286 551000	POL/CALL CENTER SERVICES			
				2,710.22	52011286 551000	POLICE - C/E PATROL CENCOM			
						POLICE - C/E - INVEST CENCOM			
						CHECK		2033 TOTAL:	9,034.08
2034	03/29/2023	EFT	1652 KITSAP TOWING & ROAD	262010	168232	03/06/2023		03/26/23	554.74
	Invoice: 168232								
				554.74	53011212 549900	POL/IMPOUND I22-001370			
						PD-C/E-PATROL-MISC			
						CHECK		2034 TOTAL:	554.74
2035	03/29/2023	EFT	5011 LEXISNEXIS RISK SOLU	262011	1272084-20230228	02/28/2023		03/26/23	218.40
	Invoice: 1272084-20230228								
				218.40	52011212 548500	POL/MONTHLY SUBSCRIPTION			
						PD-C/E-INV-COMPUTER SUPT MAINT			
						CHECK		2035 TOTAL:	218.40
2036	03/29/2023	EFT	10117 MCKEEMAN, MAUREEN	261922	03/09/2023	03/09/2023		03/26/23	82.58
	Invoice: 03/09/2023								
				82.58	21011125 541210	CRT/JUDGE PRO TEMPORE FEB 24 2023			
						COURT-JUDGE PRO TEMPORE SVCS			
						CHECK		2036 TOTAL:	82.58
2037	03/29/2023	EFT	8545 MUTT MITT	262030	534899	03/06/2023		03/26/23	2,299.79
	Invoice: 534899								
				2,299.79	73011768 531100	PW/MUTT MITT SINGLE BAGS 2000 PER CS			
						O&M-C/E-PARKS-SUPPLIES			
						CHECK		2037 TOTAL:	2,299.79

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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	2042 TOTAL:	4,940.50
2043	03/29/2023	EFT	8132 SPECTRA LABORATORIES	262045	23-01256			03/06/2023	03/26/23	23.00
	Invoice: 23-01256							PW/TOTAL COLIFORM, E COLI TESTING		
				23.00	73411345	54110000391		LAB SVCS-WATER		
	Invoice: 23-01345			262046	23-01345			03/09/2023	03/26/23	430.00
				430.00	73425358	54110000391		PW/CBOD, AMMONIA, NITRATE, NITROGEN TESTING		
								LAB & TESTING SVCS-WWTP		
	Invoice: 23-01477			262047	23-01477			03/13/2023	03/26/23	23.00
				23.00	73011897	54110000391		PW/TOTAL COLIFORM, E COLI TESTING		
								LAB SVCS-PWY FAC		
	Invoice: 23-01478			262049	23-01478			03/13/2023	03/26/23	69.00
				69.00	73411345	54110000391		PW/TOTAL COLIFORM, E COLI TESTING		
								LAB SVCS-WATER		
								CHECK	2043 TOTAL:	545.00
2044	03/29/2023	EFT	10108 STRUCK ENVIRONMENTAL	262050	2023-15			03/13/2023	03/26/23	1,402.50
	Invoice: 2023-15			1,402.50	72423434	64110001103		ENG/WETLAND MITIGATION AND DELINEA		
								HAWLEY/IRENE GR PUMPSPROF SVCS		
								CHECK	2044 TOTAL:	1,402.50
2045	03/29/2023	EFT	5730 SUMMIT LAW GROUP	262201	144074			03/17/2023	03/26/23	584.70
	Invoice: 144074			584.70	32011152	54111000870		LEGAL/PROFESSIONAL SERVICES FEB 2023		
								LGL-HR (NON-BARGAINING)		
	Invoice: 144075			262202	144075			03/17/2023	03/26/23	4,563.00
				4,563.00	32011152	54111000274		LEGAL/PROFESSIONAL SERVICES FEB 2023		
								LGL-LABOR NEGOTIATIONS		
								CHECK	2045 TOTAL:	5,147.70
2046	03/29/2023	EFT	565 TACOMA SCREW PRODUCT	262051	140071045-00			03/08/2023	03/26/23	70.10
	Invoice: 140071045-00			70.10	73638935	531100		PW/SCREWS, AIR BRAKE FITTING, PIPE FITTING		
								O&M-STD ALLOCATION-SUPPLIES		
								CHECK	2046 TOTAL:	70.10
2047	03/29/2023	EFT	4576 TETRA TECH INC	261929	52036083			03/07/2023	03/26/23	3,178.05
	Invoice: 52036083			3,178.05	73425358	54110001187		PW/WINSLOW WWTP UPGRADE DESIGN		
								WWTP CAPACITY UPGR-PROF SVCS		

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
								CHECK	2047 TOTAL:	3,178.05
2048	03/29/2023	EFT	9295 TOOLE DESIGN GROUP,	262195	0SEA70178_14	03/15/2023		03/26/23		50,066.11
			Invoice: 0SEA70178_14							
				50,066.11	72334561 64110001088			ENG/CORRIDOR IMPRVMENTS DESIGN & FI MAD AVE NM IMPR-PROF SVCS		
								CHECK	2048 TOTAL:	50,066.11
2049	03/29/2023	EFT	4245 TRAFFIC SAFETY SUPPL	262053	INV057193	03/07/2023		03/26/23		1,956.68
			Invoice: INV057193							
				1,956.68	73111264 531100			PW/TRAFFIC ROAD SIGNS O&M-STREET-TRAF CONTROL-SUPPLY		
								CHECK	2049 TOTAL:	1,956.68
2050	03/29/2023	EFT	1152 USA BLUE BOOK	260145	195310	12/05/2022		03/26/23		-2,672.12
			Invoice: 195310							
				-2,672.12	73425358 531100			PW/GENERAL PROTOCL INSUBATOR RETURN O&M-WWTP-SUPPLIES		
			Invoice: 202152		260146 202152	12/12/2022		03/26/23		87.79
				87.79	73425358 531100			PW/STERILE PETRI DISH 55MM PACK OF 100 O&M-WWTP-SUPPLIES		
			Invoice: 203361		260147 203361	12/13/2022		03/26/23		832.25
				832.25	73425358 531100			PW/DIAMOND GRIP POWDER FREE GLOVES O&M-WWTP-SUPPLIES		
			Invoice: 206588		260339 206588	12/15/2022		03/26/23		870.29
				870.29	73411345 531100			PW/GRIFFCO BACK PRESSURE VALVES OFFICE SUPPLIES		
			Invoice: 206689		260340 206689	12/15/2022		03/26/23		-953.97
				-953.97	73425358 531100			PW/REPLACEMENT CAP FOR LDO101 CREDIT O&M-WWTP-SUPPLIES		
			Invoice: 243551		261040 243551	01/23/2023		03/26/23		169.98
				169.98	73421355 531100			PW/SPOKED METAL MEASURING WHEEL WIN COLL-SUPPLIES		
			Invoice: 292265		262054 292265	03/08/2023		03/26/23		591.21
				591.21	73421355 531100			PW/DIAMOND GRIP LATEX GLOVES WIN COLL-SUPPLIES		
			Invoice: 294607		262055 294607	03/10/2023		03/26/23		1,096.91
				1,096.91	73425358 531100			PW/DISPOSABLE PIPET, PIPET TIPS, LATEX GLOVES O&M-WWTP-SUPPLIES		
			Invoice: 295217		262057 295217	03/10/2023		03/26/23		51.01
				51.01	73425358 531100			PW/MAGNETIC STIRRING BAR O&M-WWTP-SUPPLIES		

03/22/2023 09:30
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
						CHECK		2050 TOTAL:	73.35
2051	03/29/2023	EFT	1162 WASHINGTON AUDIOLOGY	262058	61544	02/28/2023		03/26/23	44.00
			Invoice: 61544						
				44.00	53011212 541100				
						POL/OCCUPATIONAL HEARING SERVICES			
						POLICE - C/E PATROL PROF SVCS			
			Invoice: 61545						
				262061	61545	02/28/2023		03/26/23	110.00
				110.00	73637891 541100				
						PW/OCCUPATIONAL HEARING SERVICES			
						PROFESSIONAL SERVICES			
						CHECK		2051 TOTAL:	154.00
2052	03/29/2023	EFT	4104 WA ST FERRIES	261931	RK404603	02/28/2023		03/26/23	156.50
			Invoice: RK404603						
				34.40	31011131 543100	FEB23 WAVE2GO FERRY CHARGES			
				87.70	53011212 543100	EX-GF-TRAVEL/MEALS/LODGING			
				34.40	73011189 543100	PATROL-TRAVEL/MEALS/LODGING			
						O&M-FAC-TRAVEL/MEALS/LODGING			
						CHECK		2052 TOTAL:	156.50
2053	03/29/2023	EFT	4010 WA ASSOC OF SHERIFFS	262062	DUES 2023-00396	03/01/2023		03/26/23	75.00
			Invoice: DUES 2023-00396						
				75.00	51011211 549100	POL/ANNUAL DUES/WEISS			
						PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
						CHECK		2053 TOTAL:	75.00
2054	03/29/2023	EFT	499 WESTBAY AUTO PARTS I	262157	777214	03/02/2023		03/26/23	-20.75
			Invoice: 777214						
				-20.75	73638935 531100	PW/CORE DEPOSIT REFUND			
						O&M-STD ALLOCATION-SUPPLIES			
			Invoice: 777868						
				262158	777868	03/06/2023		03/26/23	45.47
				45.47	73638935 531100	PW/NAPAGOLD AIR, OIL FILTERS			
						O&M-STD ALLOCATION-SUPPLIES			
			Invoice: 777894						
				262159	777894	03/06/2023		03/26/23	95.80
				95.80	73638935 531100	PW/NAPAGOLD FUEL, AIR FILTERS			
						O&M-STD ALLOCATION-SUPPLIES			
			Invoice: 777900						
				262160	777900	03/06/2023		03/26/23	164.78
				164.78	73431835 531100	PW/2015 FORD F350 BRAKE PADS			
						OFFICE SUPPLIES			
			Invoice: 777934						
				262161	777934	03/06/2023		03/26/23	69.86
				69.86	73638935 531100	PW/NAPAGOLD FUEL FILTER			
						O&M-STD ALLOCATION-SUPPLIES			
				262162	777937	03/06/2023		03/26/23	51.59

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jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 777937				51.59	73637941 531100				
						PW/FLEX FORM COOL HOSE VACTOR R&M-SUPPLIES			
Invoice: 777950				262163	777950	03/06/2023		03/26/23	1,205.15
				1,205.15	73637941 531100				
						PW/WINCH M8000 VACTOR R&M-SUPPLIES			
Invoice: 778033				262164	778033	03/07/2023		03/26/23	361.55
				361.55	73637941 531100				
						PW/HD STICK HOSE, SILICONE COOLANT HOSE VACTOR R&M-SUPPLIES			
Invoice: 778061				262165	778061	03/07/2023		03/26/23	123.12
				123.12	73637941 531100				
						PW/FLEET-FL, COOL HOSE, CLAMP VACTOR R&M-SUPPLIES			
Invoice: 778144				262171	778144	03/07/2023		03/26/23	-69.86
				-69.86	73638935 531100				
						PW/WARRANTY REFUND O&M-STD ALLOCATION-SUPPLIES			
Invoice: 778149				262172	778149	03/07/2023		03/26/23	146.33
				146.33	73638935 531100				
						PW/BARRICADE HOSE O&M-STD ALLOCATION-SUPPLIES			
Invoice: 778373				262174	778373	03/08/2023		03/26/23	23.79
				23.79	73638935 531100				
						PW/HITCH PIN, PIN CLIP O&M-STD ALLOCATION-SUPPLIES			
Invoice: 778587				262175	778587	03/09/2023		03/26/23	91.66
				91.66	73638935 531100				
						PW/NITRILE DISPOSABLE GLOVES O&M-STD ALLOCATION-SUPPLIES			
Invoice: 779276				262176	779276	03/13/2023		03/26/23	87.63
				87.63	73638935 531100				
						PW/SOLVENT, OIL FILTER, HINGE KIT O&M-STD ALLOCATION-SUPPLIES			
Invoice: 779282				262177	779282	03/13/2023		03/26/23	223.03
				223.03	73638935 531100				
						PW/22IN EXACTFITBLADES X24 O&M-STD ALLOCATION-SUPPLIES			
Invoice: 779594				262178	779594	03/14/2023		03/26/23	84.38
				84.38	61011581 548100				
						PCD/NAPA OE SOLUTIONS PCD - C/E ADMIN REPAIRS MAINT			
Invoice: 779653				262179	779653	03/15/2023		03/26/23	49.86
				49.86	73638935 531100				
						PW/EXTENSN X6 O&M-STD ALLOCATION-SUPPLIES			
Invoice: 779801				262181	779801	03/15/2023		03/26/23	258.94
				258.94	73638935 531100				
						PW/COOLANT, AIR FILTER, OIL FILTER, FUEL FILTER O&M-STD ALLOCATION-SUPPLIES			
				262182	779840	03/15/2023		03/26/23	13.90

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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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: 779840								
				13.90	73638935	531100	PW/HALOGEN SEALED BEAMS, SEALED CM MARKER O&M-STD ALLOCATION-SUPPLIES	
							CHECK 2054 TOTAL:	3,006.23
				NUMBER OF CHECKS	55		*** CASH ACCOUNT TOTAL ***	842,544.04
				TOTAL EFT'S			COUNT AMOUNT	
							55 842,544.04	
							*** GRAND TOTAL ***	842,544.04

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023 3 219	APP 101-213000	03/29/2023	03/26/23	032223			STREETS - ACCOUNTS PAYABLE		4,903.16	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 635-111100	03/29/2023	03/26/23	032223			CASH			842,544.04
							AP CASH DISBURSEMENTS JOURNAL			
	APP 403-213000	03/29/2023	03/26/23	032223			ACCOUNTS PAYABLE		11,275.41	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 401-213000	03/29/2023	03/26/23	032223			ACCOUNTS PAYABLE		9,340.45	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 001-213000	03/29/2023	03/26/23	032223			GENERAL - ACCOUNTS PAYABLE		116,299.78	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 631-213000	03/29/2023	03/26/23	032223			ACCOUNTS PAYABLE		24,259.29	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 402-213000	03/29/2023	03/26/23	032223			ACCOUNTS PAYABLE		41,721.40	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 407-213000	03/29/2023	03/26/23	032223			ACCOUNTS PAYABLE		8,425.90	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 622-213000	03/29/2023	03/26/23	032223			ACCOUNTS PAYABLE		200.00	
							AP CASH DISBURSEMENTS JOURNAL			
	APP 301-213000	03/29/2023	03/26/23	032223			ACCOUNTS PAYABLE		626,118.65	
							AP CASH DISBURSEMENTS JOURNAL			
							GENERAL LEDGER TOTAL		842,544.04	842,544.04
	APP 631-130000	03/29/2023	03/26/23	032223			DUE TO/FROM CLEARING		818,284.75	
	APP 101-130000	03/29/2023	03/26/23	032223			STREETS - DUE TO/FROM CLEARING			4,903.16
	APP 403-130000	03/29/2023	03/26/23	032223			DUE TO/FROM CLEARING			11,275.41
	APP 401-130000	03/29/2023	03/26/23	032223			DUE TO/FROM CLEARING			9,340.45
	APP 001-130000	03/29/2023	03/26/23	032223			GENERAL - DUE TO/FROM CLEARING			116,299.78
	APP 402-130000	03/29/2023	03/26/23	032223			DUE TO/FROM CLEARING			41,721.40
	APP 407-130000	03/29/2023	03/26/23	032223			DUE TO/FROM CLEARING			8,425.90
	APP 622-130000	03/29/2023	03/26/23	032223			DUE TO/FROM CLEARING			200.00
	APP 301-130000	03/29/2023	03/26/23	032223			DUE TO/FROM CLEARING			626,118.65
							SYSTEM GENERATED ENTRIES TOTAL		818,284.75	818,284.75
							JOURNAL 2023/03/219 TOTAL		1,660,828.79	1,660,828.79

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 3	219	03/29/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	116,299.78	116,299.78
				FUND TOTAL	116,299.78	116,299.78
101 STREET FUND 101-130000 101-213000	2023 3	219	03/29/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	4,903.16	4,903.16
				FUND TOTAL	4,903.16	4,903.16
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 3	219	03/29/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	626,118.65	626,118.65
				FUND TOTAL	626,118.65	626,118.65
401 WATER OPERATING FUND 401-130000 401-213000	2023 3	219	03/29/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,340.45	9,340.45
				FUND TOTAL	9,340.45	9,340.45
402 SEWER OPERATING FUND 402-130000 402-213000	2023 3	219	03/29/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	41,721.40	41,721.40
				FUND TOTAL	41,721.40	41,721.40
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 3	219	03/29/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	11,275.41	11,275.41
				FUND TOTAL	11,275.41	11,275.41
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2023 3	219	03/29/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	8,425.90	8,425.90
				FUND TOTAL	8,425.90	8,425.90
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2023 3	219	03/29/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	200.00	200.00
				FUND TOTAL	200.00	200.00
631 CLEARING FUND	2023 3	219	03/29/2023			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000				DUE TO/FROM CLEARING	818,284.75	
631-213000				ACCOUNTS PAYABLE	24,259.29	
635-111100				CASH		842,544.04
FUND TOTAL					842,544.04	842,544.04

03/22/2023 09:30
 jkines

CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

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 apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		116,299.78
101	STREET FUND		4,903.16
301	CAPITAL CONSTRUCTION FUND		626,118.65
401	WATER OPERATING FUND		9,340.45
402	SEWER OPERATING FUND		41,721.40
403	STORM & SURFACE WATER FUND		11,275.41
407	BUILDING & DEVELOPMENT FUND		8,425.90
622	EXPENDABLE TRUST FUND		200.00
631	CLEARING FUND		
		818,284.75	
	TOTAL	818,284.75	818,284.75

** END OF REPORT - Generated by Jacob Kines **

JK

Paul R. Shaw



03/15/2023 13:46
jkin

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

3/15/2023

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apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
359765	01/20/2023	VOID	8668 UMB BANK CONTRIBUTIO	260769	01/13/2023			-62.49
Invoice: 01/13/2023				-62.49	51011120	520000		
					INVOICE	DTL	DESC	
							01/13/2023	
					POL/UMB BANK CONTRIBUTIONS			
							PD-CLERKS-BENEFITS	
						CHECK	359765 TOTAL:	-62.49
					NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	-62.49
						COUNT	AMOUNT	
					TOTAL VOIDED CHECKS	1	62.49	
						*** GRAND TOTAL ***		-62.49

Check was lost by UMB Bank and now the payment has been made by Benefit Admin Company per the federal IRS laws surrounding HSA/FSA payments. A refund will be processed and sent to BAC.

03/15/2023 13:46
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2023 3 128									
APP 001-213000	03/15/2023	359765	VOID			GENERAL - ACCOUNTS PAYABLE			62.49
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	03/15/2023	359765	VOID			CASH		62.49	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								62.49	62.49
APP 631-130000	03/15/2023	M011723	VOID			DUE TO/FROM CLEARING			62.49
APP 001-130000	03/15/2023	M011723	VOID			GENERAL - DUE TO/FROM CLEARING		62.49	
SYSTEM GENERATED ENTRIES TOTAL								62.49	62.49
JOURNAL 2023/03/128 TOTAL								124.98	124.98

03/15/2023 13:46
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 3	128	03/15/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	62.49	62.49
				FUND TOTAL	62.49	62.49
631 CLEARING FUND 631-130000 635-111100	2023 3	128	03/15/2023	DUE TO/FROM CLEARING CASH	62.49	62.49
				FUND TOTAL	62.49	62.49

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jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		62.49
631 CLEARING FUND	62.49	
TOTAL	62.49	62.49

** END OF REPORT - Generated by Jacob Kines **

Jacob Kines

From: Brenda Landolt
Sent: Wednesday, March 15, 2023 11:17 AM
To: Billie Kinley; Ruth Schroeder
Cc: Karl Shaw; Jacob Kines
Subject: FW: 2022 HSA Contributions
Attachments: 2022 HSA Contributions_Posted on 031023.xlsx

From: Sheng Li <sli@baclink.com>
Sent: Monday, March 13, 2023 1:55 PM
To: Kate Brown <kbrown@bainbridgewa.gov>; Brenda Landolt <blandolt@bainbridgewa.gov>
Cc: Jocelyn Rehbock <jrehbock@baclink.com>
Subject: 2022 HSA Contributions

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Good afternoon,

We've posted the HSA contributions for plan year 2022 on 3/10/2023. Attached is the report. Please void the check you've sent to UMB Bank and submit \$12,635.46 to Benefit Administration Company at your earliest convenience. Thank you.

Warm Regards,

Sheng Li
Trust Coordinator/Trust Accountant
First Hill Trust Company | Benefit Administration Company



601 Union Street, Suite 1450
Seattle, WA 98101
Phone: 206-812-1490
Fax: 206-682-8016
Website: baclink.com

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**City of
Bainbridge Island**

280 Madison Avenue North
Bainbridge Island, WA 98110-1812
(206) 780-8617

Vendor
Number
8668

File
Date
01/20/2023

File
Number
00359765

62.49

Sixty Two Dollars and 49 cents *****

UMB BANK CONTRIBUTIONS
PO BOX 874264
KANSAS CITY MO 64187-4264

**FILE COPY
NON-NEGOTIABLE**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
01/13/2023	01/13/2023	POL/UMB BANK CONTRIBUTIONS	260769	62.49

Vendor No.	Vendor Name	File No.	File Date	File Amount
8668	UMB BANK CONTRIBUTIONS	00359765	01/20/2023	62.49

MANUAL CHECK REQUEST

CITY OF BAINBRIDGE ISLAND
280 Madison Ave North
Bainbridge Island, WA 98110

Requestor Ruth Schroeder Check Amount: \$162.49

Today's Date: 1/13/23 Date Check Needed: 1/17/23

Reason for request: Dec 5 2022 Payroll Vendor Check

Vendor/Supplier #: 8668

Invoice #: Dec 2022

Invoice Date: Dec 5, 2022

Description: UMB Bank Contributions

Org: 51011120

Object: 520000

PO/contract#: _____

Project #: _____

Vendor Name: UMB Bank Contributions

Attention: _____

Vendor Address: _____

Vendor Phone/Email: _____

WHAT SHOULD A/P DO WITH THE CHECK?

- MAIL CHECK
- HOLD CHECK AT FRONT DESK FOR
- VENDOR PICK UP
- RETURN CHECK TO REQUESTOR
- OTHER INSTRUCTIONS (SPECIFY):

A/P USE ONLY:

ISSUE DATE: _____

MAILED/SENT TO DATE: _____

NOTES: _____

I, the undersigned, do hereby certify 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 said claim.

Approving Authority  Date: 1-13-2023

12/01/2022 17:03 | CITY OF BAINBRIDGE ISLAND
 rschroeder | DEDUCTIONS REPORT BY TYPE: NORMAL
 WARRANT: 120522 | PAY PERIOD: 11/16/2022 TO 11/30/2022
 DEDUCTION: 2350 HSA | LOC RANGE: ALL
 ORG RANGE:

17
 |P
 |prdedrpt
 CHECK DATE: 12/05/2022

EMP #	NAME	ORG	LOC	EMPE AMT	EMPR AMT	EMPE GROSS	LIMIT TYPE	DIFFERENCE
1025	BIDLENCIK, MICHAEL A	73111427	7360	250.00	270.87			
1902	CLARK, JOSEPH N JR	51011211	5100	400.00	270.87			
1856	COLLIER, STELLA R	72470322	7240	0.00	187.50			
1957	CORLEW, JOEL R	72011322	7216	0.00	187.50			
1935	ECKSTROM, ADRIAN A	73111427	7340	100.00	270.87			
1767	EISENHOO, KELLY L	51011211	5160	50.00	270.87			
1952	FOLDEN, LISA R	41011141	4200	75.00	187.50			
1844	FREITAS, CARRIE L	41011141	4150	0.00	270.87			
1873	GOODWIN, JOEL A	73011768	7310	0.00	270.87			
1967	HARPER, HAYLEY B	63470588	6300	150.00	270.83			
1802	HARRIS, JAY M	65470597	6500	337.50	270.87			
1815	HETZLER, LESLEY A	51011211	5160	0.00	187.50			
1797	HUGGLER, ALAIN I	81011881	8200	0.00	187.50			
1793	HUIH, MATTHEW B	41011141	4200	229.17	270.87			
1047	INCH, JOHN V	73011189	7360	412.50	270.87			
1886	LANDOLT, BRENDA L	31011131	3300	337.50	270.87			
1942	LASNIER, COLT M	53011212	5300	100.00	187.50			
1771	LEDBETTER, JONATHAN C	53011212	5300	0.00	375.00			
1985	LINCE-MALING, IAN C	73111427	7360	0.00	375.00			
1433	LUNDGREN, KENNETH B	51011217	5350	100.00	270.87			
1919	LYNCH, KELSEY J	51011211	5100	0.00	187.50			
1749	MCCULLOCH, SARA L	21011125	2100	116.66	187.50			
1956	MILLER, BRENTON S	53011212	5300	125.00	187.50			
1955	MILLER, MAX T	72011322	7214	0.00	187.50			
1963	MORRIS, DRUE M	61011586	6110	0.00	187.50			
1945	NIMB, PEGGYANNE M	36011143	3610	1,250.00	270.83			
1827	NORTON, RYAN J	53011212	5300	0.00	187.50			
1961	PLUMEAU, BLAINE J	53011212	5300	0.00	270.83			
1980	QUINN, NOLLAN J	53011212	5300	0.00	354.17			
1611	RASELY, JANE M	73011189	7310	100.00	270.87			
1959	SCHROEDER, RUTH	41011141	4200	0.00	270.83			
1711	SCHROER, ELLEN C	41011141	3110	410.00	270.87			
1981	TRAVERS, EDGAR	73111427	7360	50.00	270.83			
RECORD COUNT:	33	TOTAL		4,593.33	7,979.64			

UMB senda refund
 Check

- check # 110057

+ 62.49 Accounts payable check
 \$ 8042.13 ER Total

Company Name: City of Bainbridge Island
 280 Madison Ave N
 Bainbridge Island, Washington 98110
 206-780-8613
rschroeder@bainbridgewa.gov
 Ruth Schroeder

Contribution Year: 2022
 Dec

UMB Bank Routing Number is 101000695

<u>EE Name</u>	<u>EE Email Address</u>	<u>Health Savings Account Number</u>	<u>EE Contribution</u>	<u>ER Contribution</u>
Bidlencik, Michael A	mbidlencik@bainbridgewa.gov	72575270000479006	\$250.00	\$270.87
Clark, Joseph N	iclark@bainbridgewa.gov	72575270003820693	\$400.00	\$270.87
Collier, Stella R	scollier@bainbridgewa.gov	72575270000561753	-	\$187.50
Corlew, Joel	jcorlew@bainbridgewa.gov	72575270006629711	-	\$187.50
Eckstrom, Adrian	aekstrom@bainbridgewa.gov	72575270005427729	\$100.00	\$270.87
Eisenhood, Kelly L	keisenhood@bainbridgewa.gov	72575270000456400	\$50.00	\$270.87
Folden, Lisa	lfolden@bainbridgewa.gov	72575270007302219	\$75.00	\$187.50
Freitas, Carrie L	cfreitas@bainbridgewa.gov	72575270000361287	-	\$270.87
Goodwin, Joel A	jgoodwin@bainbridgewa.gov	72575270002104842	-	\$270.87
Harper, Hayley	hharper@bainbridge.gov	72575270007283542	\$150.00	\$270.83
Harris, Jay M	jharris@bainbridgewa.gov	72575270000499335	\$337.50	\$270.87
Hetzler, Lesley	lhetzler@bainbridgewa.gov	72575270000128678	-	\$0.00
Huggler, Alain I	ahuggler@bainbridgewa.gov	72575270000126029	-	\$187.50
Huish, Matthew B	mhuish@bainbridgewa.gov	72575270000499632	\$229.17	\$270.87
Inch, John V	jinch@bainbridgewa.gov	72575270000510743	\$412.50	\$270.87
Landolt, Brenda	blandolt@bainbridgewa.gov	72575270002294635	\$337.50	\$270.87
Lasnier, Colt	clasnier@bainbridgewa.gov	72575270005464466	\$100.00	\$187.50
Ledbetter, Jonathan	jledbetter@bainbridgewa.gov	72575270007497456	-	\$375.00
Lince-Maling, Ian	ilince@bainbridgewa.gov	72575270007508351	-	\$375.00
Lundgren, Kenneth B	klundgren@bainbridgewa.gov	72575270000132043	\$100.00	\$270.87
Lynch, Kelsey	klynch@bainbridgewa.gov	72575270004767828	-	\$187.50
McCulloch, Sara L	smcculloch@bainbridgewa.gov	72575270000129585	\$116.66	\$187.50
Miller, Brenton	bmiller@bainbridgewa.gov	72575270006695878	\$125.00	\$187.50
Miller, Max	mmiller@bainbridgewa.gov	7257527000XXXXX	-	\$187.50
Morris, Drue	dmoris@bainbridgewa.gov	72575270006975379	-	\$187.50
Nimb, PeggyAnne	pnimb@bainbridgewa.gov	72575270005739156	\$1,250.00	\$270.83
Norton, Ryan J	rnorton@bainbridgewa.gov	72575270000198135	-	\$187.50
Plumeau, Blaine	bplumeau@bainbridgewa.gov	72575270006945018	-	\$270.83
Quinn, Nollan	nquinn@bainbridgewa.gov	72575270007400245	-	\$354.17
Rasely, Jane M	jrasely@bainbridgewa.gov	72575270000132183	\$100.00	\$270.87
Schroeder, Ruth	rschroeder@bainbridgewa.gov	72575270006849970	\$0.00	\$270.83
Schroer, Ellen	eschroer@bainbridgewa.gov	72575270000131649	\$410.00	\$270.87
Travers, Edgar	etravers@bainbridgewa.gov	72575270007433329	\$50.00	\$270.83
Total			\$4,593.33	\$8,042.13

Ruth Schroeder

From: Jocelyn Rehbock <jrehbock@baclink.com>
Sent: Thursday, December 15, 2022 10:52 AM
To: Ruth Schroeder
Subject: RE: HSA Contributions

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Hi Ruth,

Just got confirmation that our request has been completed and a check is going out for Leslie.

Thanks, Jocelyn

From: Ruth Schroeder <rschroeder@bainbridgewa.gov>
Sent: Thursday, December 1, 2022 12:44 PM
To: Jocelyn Rehbock <jrehbock@baclink.com>
Subject: RE: HSA Contributions

Caution: This email originated outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Sounds good, thanks!

From: Jocelyn Rehbock <jrehbock@baclink.com>
Sent: Thursday, December 1, 2022 12:37 PM
To: Ruth Schroeder <rschroeder@bainbridgewa.gov>
Subject: RE: HSA Contributions

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

So trying to refund the \$62.49. I'll give it a try. If that doesn't work I'll let you know our next option.

From: Ruth Schroeder <rschroeder@bainbridgewa.gov>
Sent: Thursday, December 1, 2022 12:13 PM
To: Jocelyn Rehbock <jrehbock@baclink.com>
Cc: Brenda Landolt <blandolt@bainbridgewa.gov>
Subject: FW: HSA Contributions
Importance: High

Caution: This email originated outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Jocelyn,
Please see below from Lesley Hetzler.

Is there a form she needs complete, or is her email enough verification?

From: Lesley Hetzler <lhetzler@bainbridgewa.gov>
Sent: Thursday, December 1, 2022 12:09 PM
To: Ruth Schroeder <rschroeder@bainbridgewa.gov>
Subject: RE: HSA Contributions

Hi Ruth,

Let's request a refund. Thank you.

Lesley Hetzler, Senior Police Clerk
Bainbridge Island Police Department
625 Winslow Way East
Bainbridge Island, WA 98110
www.bainbridgewa.gov
206.842.5211 (Office)
206.780.4662 (Desk)
206.780.8596 (Fax)



From: Ruth Schroeder <rschroeder@bainbridgewa.gov>
Sent: Thursday, December 1, 2022 11:32 AM
To: Lesley Hetzler <lhetzler@bainbridgewa.gov>
Subject: HSA Contributions

Hey Lesley,

When you changed your medical coverage by removing Dave, we adjusted your Medical premium, but neglected to change the City's contribution to your HSA, which created an overpayment into your HSA account of \$62.49.

We can handle this one of two ways and it is up to you on which one you would prefer.

1. We can deduct the \$62.49 from your paycheck to pay back the city.
2. We can request a refund from BAC to pay back the city.

Please let me know which option you prefer. We need to get this completed before payroll runs as we are nearing the end of the year.

Thank you and I apologize for the inconvenience.



Ruth Schroeder

Payroll Specialist

rschroeder@bainbridgewa.gov

Office 206.780.8613

Cell 206.806.5657



Authorization to Reverse Employer Contribution

UMB Health Savings Account Number (17-digit number found on your HSA statement)

7 2 5 7 5 2 7

PLEASE READ: Page 1 (Sections A-D) must be completed by **both** the employer and the employee/HSA owner from whose account the HSA contribution is being reversed. Due to the confidential nature of the information pertaining to other HSA accountholders in section E, **only the employer** should access and complete Page 2 (Sections E-F).

Sections A-D: To be completed by employee/account owner

Employer Name City of Bainbridge Island		
Address 280 Madison Ave N		
City Bainbridge Island	State WA	ZIP 98110
Representative Name	Title	
Business Phone: (and extension)	Employer ID	
Email		

Employee/Account Owner First Name	Lesley	MI A	Last Name	Hetzler
Social Security Number (required)	[REDACTED]			

Original Deposit Date: (mm/dd/yyyy)	
Amount to be DEBITED from the Health Savings Account Identified at top of page 1:	\$62.49
Note: There must be sufficient funds in this account in order for UMB to process this request	
Additional Comments:	Over payment over 3 months

By signing at the bottom of page 1, I understand that by completing this form, the contribution(s) will be reversed from my account if the account has a sufficient balance, and that they will not be included on tax reports or reported to the IRS as a distribution if the error occurred this year. (All prior year contributions must be corrected by April 15 of the following year.)

Signature of Employee/Account Owner

12/5/22
Date (mm/dd/yyyy)

Ruth Schroeder

Warrant 120522

From: Brigham Huish
Sent: Tuesday, January 10, 2023 4:21 PM
To: Ruth Schroeder; Karl Shaw
Subject: RE: Ticket [#389593]: HSA Contribution

Follow Up Flag: Follow up
Flag Status: Flagged

Stop payment request complete.

Stop Payment Confirmation



The following stop payment request was transmitted successfully.

[View existing stop payment requests](#) | [New Request](#)

Submitted:	01/10/2023
Account:	Operating Acct - *9677
Check Number:	110023
Date on Check:	12/05/2022
Payee:	UMB BANK CONTRIBUTIO
Amount:	\$12,572.97
Reason:	LOST IN MAIL

Thank you,
-Brig

From: Ruth Schroeder <rschroeder@bainbridgewa.gov>
Sent: Tuesday, January 10, 2023 4:11 PM
To: Brigham Huish <bhuish@bainbridgewa.gov>; Karl Shaw <kshaw@bainbridgewa.gov>
Subject: RE: Ticket [#389593]: HSA Contribution

Thank you. I appreciate it.

From: Brigham Huish <bhuish@bainbridgewa.gov>
Sent: Tuesday, January 10, 2023 4:11 PM
To: Ruth Schroeder <rschroeder@bainbridgewa.gov>; Karl Shaw <kshaw@bainbridgewa.gov>
Subject: RE: Ticket [#389593]: HSA Contribution

I'll let you know when I've posted the stop payment.

-Brig

From: Ruth Schroeder <rschroeder@bainbridgewa.gov>
Sent: Tuesday, January 10, 2023 4:06 PM
To: Karl Shaw <kshaw@bainbridgewa.gov>
Cc: Brigham Huish <bhuish@bainbridgewa.gov>
Subject: RE: Ticket [#389593]: HSA Contribution

Okay, thank you!

From: Karl Shaw <kshaw@bainbridgewa.gov>
Sent: Tuesday, January 10, 2023 4:04 PM
To: Ruth Schroeder <rschroeder@bainbridgewa.gov>
Cc: Brigham Huish <bhuish@bainbridgewa.gov>
Subject: RE: Ticket [#389593]: HSA Contribution

Well, I wonder if they aren't able to fill the form out or they just refuse to. They say "unable" which is kind of vague. Regardless, let's bag it in this case. Go ahead and void the check in MUNIS and have Brig issue a stop payment with Umpqua. Then you can reissue.

From: Ruth Schroeder <rschroeder@bainbridgewa.gov>
Sent: Tuesday, January 10, 2023 3:54 PM
To: Karl Shaw <kshaw@bainbridgewa.gov>
Subject: FW: Ticket [#389593]: HSA Contribution

Hey Karl,

See below. This is regarding the email I cc'd you on about uncashed check #110023 for HSA Contributions.

If they can not fill out the Affidavit that I sent them, what do we do?

From: Jocelyn Rehbock <jrehbock@baclink.com>
Sent: Tuesday, January 10, 2023 12:07 PM
To: Ruth Schroeder <rschroeder@bainbridgewa.gov>
Subject: FW: Ticket [#389593]: HSA Contribution

CAUTION: THIS EMAIL ORIGINATED FROM OUTSIDE THE CITY OF BAINBRIDGE ISLAND EMAIL SYSTEM -Take caution NOT to open attachments or links unless you know the sender AND you were expecting the attachment or the link.

Here is the reply when I requested they have someone complete the form.

From: Support Team <support@alegeus.freshdesk.com>
Sent: Tuesday, January 10, 2023 10:23 AM
To: Jocelyn Rehbock <jrehbock@baclink.com>
Subject: Re: Ticket [#389593]: HSA Contribution

Caution: This email originated outside the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

Hello Jocelyn,

Thank you for your Health Savings Account (HSA) request.

We are unable to fill out the form provided. However, the check in question was never received nor cashed by UMB Bank.

Please advise your bank to void and reissue to the following address.

UMB Bank Contributions
PO Box 874264
Kansas City MO 64187

Sincerely ,
HSA Account Services Team

Jacob Kines

From: Karl Shaw
Sent: Tuesday, January 17, 2023 2:21 PM
To: Accounts Payable
Cc: Ruth Schroeder
Subject: RE: Attached Image

Good question, the codes we used before aren't really correct. The codes should tie to where the employee is charged. This one is for Lesley Hetzler so use: 51011120 520000.

From: Accounts Payable <accountspayable@bainbridgewa.gov>
Sent: Tuesday, January 17, 2023 1:20 PM
To: Karl Shaw <kshaw@bainbridgewa.gov>
Cc: Ruth Schroeder <rschroeder@bainbridgewa.gov>
Subject: FW: Attached Image

Karl,

Could you please let me know what charge codes to use for this invoice? The two previous invoices for this vendor used 01136-369910. Should I use this code or something different?

Thanks,

JACOB KINES
Senior Accounting Technician – Accounts Payable



www.bainbridgewa.gov
facebook.com/city/bainbridgesland/
206.780.8612 (office)

From: COBI Mail <CobiMail@bainbridgewa.gov>
Sent: Friday, January 13, 2023 3:48 PM
To: Jacob Kines <jkines@bainbridgewa.gov>
Subject: Attached Image

JK

Paul R. Shaw



03/13/2023 11:29
jkin

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

3/13/2023

P 1
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME					
<hr/>								
359901	03/01/2023	VOID	10211 WILLIAMSON LANDING M	261376	02/13/2023			-150.00
	Invoice: 02/13/2023							
				-150.00	41625860	586000	SC/COMMONS ROOM DEP-DISBURSEME	
							CHECK 359901 TOTAL:	-150.00
							NUMBER OF CHECKS 1	*** CASH ACCOUNT TOTAL *** -150.00
							COUNT	AMOUNT
							TOTAL VOIDED CHECKS 1	150.00
							*** GRAND TOTAL ***	-150.00

Check was made out to Williamson Landing Marina Assoc and was returned to City Hall. The vendor requested that a new check be made out to Jon Miller with the same address.

03/13/2023 11:29
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL				ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2023	3	72								
APP	622-213000	03/13/2023	359901	VOID			ACCOUNTS PAYABLE			150.00
							AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100	03/13/2023	359901	VOID			CASH	150.00		
							AP CASH DISBURSEMENTS JOURNAL			
							GENERAL LEDGER TOTAL	150.00	150.00	
APP	631-130000	03/13/2023	02/26/23	VOID			DUE TO/FROM CLEARING			150.00
APP	622-130000	03/13/2023	02/26/23	VOID			DUE TO/FROM CLEARING	150.00		
							SYSTEM GENERATED ENTRIES TOTAL	150.00	150.00	
							JOURNAL 2023/03/72	TOTAL	300.00	300.00

03/13/2023 11:29
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2023 3	72	03/13/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	150.00	150.00
				FUND TOTAL	150.00	150.00
631 CLEARING FUND 631-130000 635-111100	2023 3	72	03/13/2023	DUE TO/FROM CLEARING CASH	150.00	150.00
				FUND TOTAL	150.00	150.00

03/13/2023 11:29
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
622	EXPENDABLE TRUST FUND		150.00
631	CLEARING FUND	150.00	
TOTAL		150.00	150.00

** END OF REPORT - Generated by Jacob Kines **



**City of
Bainbridge Island**
280 Madison Avenue North
Bainbridge Island, WA 98110-1812
(206) 780-8617

UMPQUA BANK
Bainbridge Island, WA

Vendor Number: 10211
Check Date: 03/01/2023
Check Number: 00359901
VOID 180 DAYS AFTER CHECK DATE

ENDORSEMENT MUST
MATCH PAYEE NAME

\$150.00

Pay One Hundred Fifty Dollars and 00 cents ****

VOID

To The
Order Of

WILLIAMSON LANDING MARINA ASSOC
566 STETSON PLACE SW
BAINBRIDGE ISLAND WA 98110

[Signature]
VOID
Authorized Signature

MP

[Signature]
Authorized Signature

MP

⑈00359901⑈ ⑆123205054⑆5980459677⑈

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812 Page 1 of 1 Check Number: 00359901

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
02/13/2023	02/13/2023	SENIOR CENTER DEPOSIT REFUND	261376	\$150.00
VOID				
VOID				
VOID				

Vendor No.	Vendor Name	Check No.	Check Date	Check Amount
10211	WILLIAMSON LANDING MARINA ASSOC	00359901	03/01/2023	\$150.00



B
 CITY OF
 BAINBRIDGE ISLAND
 Attn: Accounting Manager
 280 Madison Ave. North
 Bainbridge Island, WA 98110-1812
 RETURN SERVICE REQUESTED

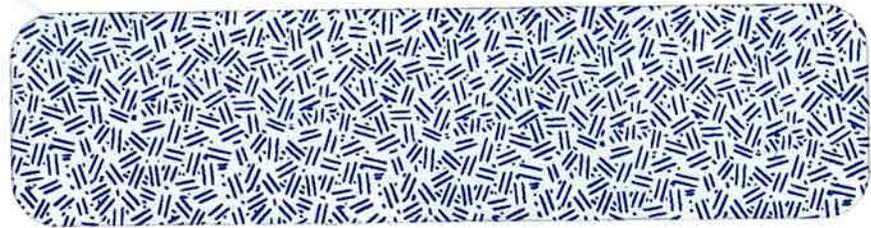
SEATTLE WA 980
 1 MAR 2023 PM 5



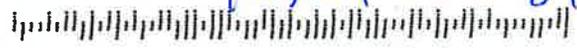
US POSTAGESM PITNEY BOWES
 ZIP 98110 \$ 000.60⁰
 02 4W
 0000386528 MAR 01 2023

*Please make
 check to →*

*JON MILLER
 566 Stetson PL SW
 Bainbridge Island WA
 98110
 425-770-8450*



98110-255266





**City of
Bainbridge Island**

280 Madison Avenue North
Bainbridge Island, WA 98110-1812
(206) 780-8617

Vendor
Number
10211

File
Date
03/01/2023

File
Number
00359901

150.00

One Hundred Fifty Dollars and 00 cents *****

WILLIAMSON LANDING MARINA ASSOC
566 STETSON PLACE SW
BAINBRIDGE ISLAND WA 98110

**FILE COPY
NON-NEGOTIABLE**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
02/13/2023	02/13/2023	SENIOR CENTER DEPOSIT REFUND	261376	150.00

Vendor No.	Vendor Name	File No.	File Date	File Amount
10211	WILLIAMSON LANDING MARINA ASSOC	00359901	03/01/2023	150.00

Accounts Payable Approval Stamp

Vendor Name: Vendor Number:
(If Available)

Amount approved for payment:

Reviewed by (e-sign): _____ Initial if unable to e-sign:

Approved by (e-sign): Initial if uable to e-sign:

Date Approved (mm/dd/yyyy):

ORG: OBJ: PRJ:

Contract #:

PO#:

Comments or Questions:

Received by: _____

Rev. 04/01/20 CEM
For Internal Use Only



Rental Close-out Form

Waterfront Park Community Center

Waterfront Park Community Center clean-up is complete when the following has been done:

1. Remove garbage from the premises and place in dumpsters located behind the large enclosure at the rear of the building and put clean liners in waste containers.
2. Remove all decorations including tape.
3. Leave bathrooms in same condition as found.
4. Dust mop or swept all floors (dustmop is in closet).
5. Leave kitchen in same condition as found.
6. Remove all food from premises including refrigerator.
7. Clean off furniture used and return room to standard configuration. Return extra tables and chairs in appropriate storage closet.
8. Clean up yard if used and parking lot. Pick up and removed all litter.
9. Turn off fireplace. (Fireside Room)
10. Lock all windows, front door and kitchen/back door. (Please test that they have locked).
11. Turn off all lights.

I confirm that all of the above items have been completed and understand that if these items were not completed, my \$150 damage/cleaning deposit will be forfeited.

Williamson Landing Marina Assoc
Organization Name

Signature

2-11-23
Date

Jon MILLER
Print Name

Thank you for taking responsibility for your use of this Community Center.

I have determined that the clean-up requirements have been met and the \$150 deposit should be refunded to the above named individual/company/organization.

Mary Gibbs
Staff

Signature

2/13/23
Date

IF THERE IS A LIFE THREATENING EMERGENCY PLEASE CALL 911
If there is a serious facility problem please call 206-660-2106
Please report any other concerns to 206-842-1616 or email BISCOoffice@gmail.com

Facility Use Agreement and Regulations

JM (Please initial) Applicant has read the WPCCC Regulations and agrees to take full responsibility to ensure that his/her group adheres to the regulations for renting this facility. Applicant does hereby understand that he/she is responsible for the supervision and control of all individuals participating in this event to ensure their safety and prevent personal injury and/or damage to the facility.

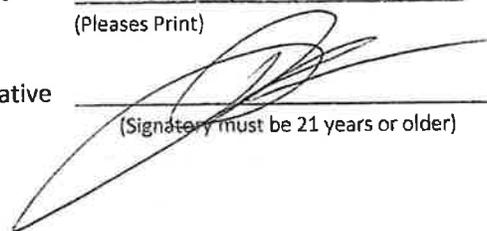
Release of Liability

The undersigned ("Applicant") hereby makes application to the Bainbridge Island Senior Community Center (BISCC) as agent for the City of Bainbridge Island (City), owner of the Waterfront Park Community Center (WPCCC), for use of facilities described above and certifies that the information in the application is correct. The applicant agrees to exercise the utmost care in the use of the premises and property.

Additionally, Applicant certifies that he/she is authorized by his/her organization to sign this agreement for facility use and, as an authorized organization/group/event representative hereby agrees to defend, indemnify and hold harmless BISCC and the City, their officers, officials, employees, volunteers and representatives from any and all claims, suits, actions, or liabilities for injury or death of any person, or for loss or damage to property, which arises out of the use of WPCCC, or from any activity, work, or thing done, permitted, or suffered by the undersigned in or about the facility, except only as such injury or damage as shall have been occasioned by the sole negligence of BISCC or the City.

Name of Organization/Group Williamson Landing Marina Association

Name of Applicant/Representative Jon Miller Title Secretary
(Please Print)

Signature of Applicant/Representative  Date 1-24-2023
(Signatory must be 21 years or older)

BISCC STAFF:

Approved Date of Event: 2/11/2023 From: 1:00 am / pm To: 3:00 am / pm

CITY OF BAINBRIDGE ISLAND FIN MISCELLANEOUS CASH RECEIPTS Date / Time : 01/24/23 13:39 Application Received and Approved by: <u>May Hicks</u>		CITY OF BAINBRIDGE ISLAND FIN MISCELLANEOUS CASH RECEIPTS Date / Time : 01/24/23 13:39	
Payment	: \$ 87.00	Payment	: \$ 150.00
Receipt #	: 743840	Receipt #	: 743839
Check/Credit Card #:	4765	Check/Credit Card #:	4765
Clerk	: Ifolden	Clerk	: Ifolden
Paid By	: JON MILLER/WILLIAMS	Paid By	: JON MILLER/WILLIAMS

Waterfront Park Community Center • City of Bainbridge Island, WA (COBI)
370 Brien Drive SE, Bainbridge Island WA 98110 • 206.842.1616

Waterfront Park Community Center

370 Brien Dr. SE, Bainbridge Island, WA 98110

Facility Rental Agreement

Name of Organization: Williamsen Landing Marina Association

Name of Contact Person: Jon Miller

Phone: 425-770-8450

Alternate Phone: _____ Email: jmiller8kaizen@gmail.com

To whom should the deposit be refunded? Organization above Person above = YES

Name on Refund: Jon Miller

Refund Mailing Address: 566 Stetson PL SW Bainbridge Island WA 98110 _____

Day of Event Contact (If different): _____ Cell Phone _____

Date: Sat., Feb. 11 Room(s) Dining Room Hour(s): 1 pm to 3 pm

(Include set-up/clean-up)

Describe Event: property owners' assciation

Is this event for profit or the promotion of a business? Yes _____ No XX (If yes, please describe)

No. of People Attending: Youth _____ Adults 12 Total 1

Will alcohol be consumed? no (If yes, then an Alcohol Use Application is required)

.....
[STAFF COMPLETES THIS SECTION]

Room Requested: _____ Dining Room Hourly Rate \$38 x Hours Req. 2 = 76 ~~87.00~~

Add'l Room(s): _____ Hourly Rate _____ x Hours Req. _____ = _____

(Non-refundable) Administrative Fee: _____ \$ 11.00

Alcohol Fee (\$82 if applicable): _____

Rental Total: _____ 87.00

SET_17_CPI
CITY OF BAINBRIDGE ISLAND FIN
Please make checks payable to: **COBI**
[Return Application and Payment to **BISGC**]
Date / Time: 01/26/23 15:31

Payment : \$ 87.00
Receipt # : 743836
Check/Credit Card #: 4765
Clerk : lfolden
Paid By : JON MILLER/WILLIAMS

Word

SET_17_CPI
CITY OF BAINBRIDGE ISLAND FIN
Refundable Deposit: _____ \$ 150.00
MISCELLANEOUS CASH RECEIPTS
Total Rental Fees Due: _____ \$237.00

Payment : \$ 150.00
Receipt # : 743835
Check/Credit Card #: 4765
Clerk : lfolden
Paid By : JON MILLER/WILLIAM

Word

PAYMENT SUMMARY RECEIPT

CITY OF BAINBRIDGE ISLAND
250 MADISON AVE N
BAINBRIDGE ISLAND WA 98110

DATE: 01/26/23 CUSTOMER#: 000000000
TIME: 13:38
CLERK: Jfolden

RCPT#: 743839 PREV BAL:
TP/YR: MS/2023 AMT PAID: 150.00
BILL: ADJSTMNT:
EFF DT: 01/26/23 BAL DUE:
MISCELLANEOUS PAYMENT

-----TOTALS-----

PRINCIPAL PAID:	150.00
INTEREST PAID:	.00
ADJUSTMENTS:	.00
DISC TAKEN:	.00
AMT TENDERED:	150.00
AMT APPLIED:	150.00
CHANGE:	.00

PAID BY: JON MILLER/WILLAMSEN
PAYMENT METH: CHECK
PAYMENT REF: 4765

PAYMENT SUMMARY RECEIPT

CITY OF BAINBRIDGE ISLAND
280 MADISON AVE N
BAINBRIDGE ISLAND WA 98110

DATE: 01/26/23 CUSTOMER#: 000000000
TIME: 13:47
CLERK: lfolden

RECPT#: 743840 PREV BAL:
TP/YR: MS/2023 AMT PAID: 87.00
BILL: ADJSTMNT:
EFF DT: 01/26/23 BAL DUE:
MISCELLANEOUS PAYMENT

-----TOTALS-----

PRINCIPAL PAID: 87.00
INTEREST PAID: .00
ADJUSTMENTS: .00
DJSC TAKEN: .00

AMT TENDERED: 87.00
AMT APPLIED: 87.00
CHANGE: .00

PAID BY: JON MILLER/WILLIAMSE
PAYMENT METH: CHECK
PAYMENT REF: 4765

JON N OR JIN Z MILLER
566 STETSON PL. SW
BAINBRIDGE ISLAND, WA 98110

19-7076/3250

4765

DATE 1-25-2023

PAY TO THE
ORDER OF

COBI

\$ 237⁰⁰



two hundred thirty seven

DOLLARS



Security Features
Include
Check in Bank

CHASE

JPMorgan Chase Bank, N.A.
www.Chase.com

MEMO

WIMA annual mtg

⑆325070760⑆

⑆9528⑆7282⑆4765



Bainbridge Island Senior Center
 370 Brien Dr. SE
 Bainbridge Island, WA 98110
 (206) 842-1616

Jon Miller
 566 Stetson PI SW
 Bainbridge Island, WA 98110-2552

Receipt #58786

Date	Description	Payment Method	Notes	Amount
01/26/2023	RENTAL: Williamson Landing (2/11/2023)	Check	4765	\$237.00
Total Paid				\$237.00

JK



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CITY OF BAINBRIDGE ISLAND
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									
359950	03/14/2023	PRTD	551 CENTURYLINK	261835	0225MAR23	03/02/2023		M031423	141.07
	Invoice: 0225MAR23								
				141.07	91011897 542100	O&M FIRE ALARM MONIT			
						GG-C/E-O&M YARD FAC-PHONE			
				261836	0399FEB23	02/23/2023		M031423	3,139.28
	Invoice: 0399FEB23								
				1,596.66	91425358 542100	CITY WIDE TELEMETRY & FAX SERVICE			
				885.63	91411891 542100	GG-WWTP-TELEPHONE/FAX			
				83.99	91011755 542100	GG-WTR-FAC-PHONE			
				171.39	91011189 542100	GG-C/E-COMMONS-PHONE			
				250.16	91011897 542100	GG-C/E-CITY HALL-PHONE			
				81.64	91011255 542100	GG-C/E-O&M YARD FAC-PHONE			
				69.81	91011215 542100	GG-C/E-COURT BLDG-PHONE			
						GG-C/E-PD-PHONE			
				261837	0456MAR23	03/02/2023		M031423	84.99
	Invoice: 0456MAR23								
				84.99	91421891 542100	VILLAGE SEWER PUMP			
						GG-SWR-FAC-PHONE			
				261838	0754MAR23	03/02/2023		M031423	65.94
	Invoice: 0754MAR23								
				65.94	91411891 542100	FLETCHER BAY WELL TELEM			
						GG-WTR-FAC-PHONE			
				261839	1745MAR23	03/02/2023		M031423	66.84
	Invoice: 1745MAR23								
				66.84	91011189 542100	CH ELEVATOR SVC LINE			
						GG-C/E-CITY HALL-PHONE			
				261840	3736MAR23	03/02/2023		M031423	141.07
	Invoice: 3736MAR23								
				141.07	91011189 542100	CH FIRE ALARM MONIT			
						GG-C/E-CITY HALL-PHONE			
				261841	5211MAR23	03/02/2023		M031423	233.37
	Invoice: 5211MAR23								
				233.37	91011215 542100	POL PHONE SERVICES			
						GG-C/E-PD-PHONE			
				261842	8731MAR23	03/02/2023		M031423	71.01
	Invoice: 8731MAR23								
				71.01	91011755 542100	COMMONS FIRE ALARM MONIT			
						GG-C/E-COMMONS-PHONE			
				261844	9136MAR23	03/02/2023		M031423	179.26
	Invoice: 9136MAR23								
				179.26	91011189 542100	CH SECURITY ALARM MONIT			
						GG-C/E-CITY HALL-PHONE			
				261845	9791MAR23	03/02/2023		M031423	138.05
	Invoice: 9791MAR23								
				138.05	91011215 542100	POL TI MANDUS			
						GG-C/E-PD-PHONE			
				261846	9840MAR23	03/02/2023		M031423	65.94
	Invoice: 9840MAR23								
				65.94	91411891 542100	HEAD OF BAY WELL TELEM			
						GG-WTR-FAC-PHONE			
				261848	9858MAR23	03/02/2023		M031423	50.35
	Invoice: 9858MAR23								
						SANDS AVE WELL TELEM			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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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		
			50.35	91411891 542100	GG-WTR-FAC-PHONE			
Invoice: 9869MAR23			261849	9869MAR23	03/02/2023		M031423	84.99
			84.99	91415345 542100	ROCKAWAY BEACH PRV TELEMETRY			
					GG-WTR ROCKAWAY-PHONES			
					CHECK	359950	TOTAL:	4,462.16
359951	03/14/2023	PRTD	261855	25000102	03/03/2023		M031423	13,334.00
Invoice: 25000102		9405 CITY OF BAINBRIDGE I	13,334.00	91011897 547400	O & M FACILITY - 7305 HIDDEN COVE			
			261856	25000103	03/03/2023		M031423	452.00
Invoice: 25000103			452.00	91011897 547400	PUBLIC WORKS YARD			
					GG-C/E-O&M YARD FAC-SSWM FEE			
Invoice: 25000104			261857	25000104	03/03/2023		M031423	226.00
			226.00	91021182 547400	LOVEGREEN PIT			
					GG-OS-PROP MNGT-SSWM FEES			
Invoice: 25000105			261858	25000105	03/03/2023		M031423	2,260.00
			2,260.00	91021182 547400	SUYEMATSU FARM - 9229 NE DAY RD			
					GG-OS-PROP MNGT-SSWM FEES			
Invoice: 25000106			261859	25000106	03/03/2023		M031423	904.00
			904.00	91021182 547400	MORALES FARM - 8862 NE LOVGREEN			
					GG-OS-PROP MNGT-SSWM FEES			
Invoice: 25000107			261860	25000107	03/03/2023		M031423	226.00
			226.00	91021182 547400	MANITOU BEACH PARKING LOT			
					GG-OS-PROP MNGT-SSWM FEES			
Invoice: 25000108			261861	25000108	03/03/2023		M031423	226.00
			226.00	91021182 547400	OLD COUNTRY RD SITE 8964 MILL			
					GG-OS-PROP MNGT-SSWM FEES			
Invoice: 25000109			261862	25000109	03/03/2023		M031423	226.00
			226.00	91411345 547400	FLETCHER BAY WELL SITE			
					GG-WTR-COBI SSWM FEE			
Invoice: 25000110			261863	25000110	03/03/2023		M031423	226.00
			226.00	91421355 547400	SLS-HILDEBRAND/305			
					GG-SWR-COBI SSWM FEE			
Invoice: 25000111			261864	25000111	03/03/2023		M031423	226.00
			226.00	91011768 547400	PARKING LOT OFF OKNETCHEL			
					GG-C/E-PARKS-COBI SSWM FEE			
Invoice: 25000112			261865	25000112	03/03/2023		M031423	1,356.00
			1,356.00	91011753 547400	HIST SOCIETY - 215 ERICKSEN			
					GG-C/E-HIST SOC-COBE SSWM FEE			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
Invoice: 25000113				261866	25000113	03/03/2023		M031423	226.00
				226.00	91011189 547400	CITY GRAVEL PARKING LOT GG-C/E-CITY HALL-SSWM FEE			
Invoice: 25000114				261867	25000114	03/03/2023		M031423	2,034.00
				2,034.00	91011189 547400	CITY HALL - 280 MADISON GG-C/E-CITY HALL-SSWM FEE			
Invoice: 25000115				261868	25000115	03/03/2023		M031423	226.00
				226.00	91431835 547400	MADISON AVE SSWM OUTFALL GG-SSWM-COBI SSWM FEE			
Invoice: 25000116				261869	25000116	03/03/2023		M031423	2,486.00
				2,486.00	91011215 547400	POL FAC - 625 WINSLOW GG-C/E-PD-COBI SSWM FEE			
Invoice: 25000117				261870	25000117	03/03/2023		M031423	226.00
				226.00	91421355 547400	SLS-FOLS BAT NE GOVT G3 GG-SWR-COBI SSWM FEE			
Invoice: 25000118				261871	25000118	03/03/2023		M031423	678.00
				678.00	91011189 547400	CITY GRAVEL PARKING LOT GG-C/E-CITY HALL-SSWM FEE			
Invoice: 25000119				261872	25000119	03/03/2023		M031423	226.00
				226.00	91011189 547400	CITY HALL EASEMENT GG-C/E-CITY HALL-SSWM FEE			
Invoice: 25000120				261873	25000120	03/03/2023		M031423	4,520.00
				4,520.00	91011189 547400	BAIN PERFORMING ARTS - 200 MADISON GG-C/E-CITY HALL-SSWM FEE			
Invoice: 25000121				261874	25000121	03/03/2023		M031423	226.00
				226.00	91411345 547400	NE EAGLE HARBOR DR GG-WTR-COBI SSWM FEE			
Invoice: 25000122				261875	25000122	03/03/2023		M031423	226.00
				226.00	91011515 547400	WEAVER AVE HOUSING - 473 WEAVER EXEC-C/E-HELPLINE HSE-SSWM FEE			
Invoice: 25000123				261876	25000123	03/03/2023		M031423	904.00
				904.00	91021182 547400	STRAWBERRY PLANT GG-OS-PROP MNGT-SSWM FEES			
Invoice: 25000124				261878	25000124	03/03/2023		M031423	226.00
				226.00	91021182 547400	PARTS OF STRAWBERRY PLANT PK GG-OS-PROP MNGT-SSWM FEES			
Invoice: 25000125				261879	25000125	03/03/2023		M031423	678.00
				678.00	91021182 547400	JOHNSON FARM GG-OS-PROP MNGT-SSWM FEES			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 25000126				261880 25000126	03/03/2023		M031423	3,390.00
				3,390.00 91435838 547400	DECANT - 6400 DON PALMER			
					GG-DECANT-SSWM FEES			
Invoice: 25000127				261882 25000127	03/03/2023		M031423	5,198.00
				5,198.00 91011768 547400	PRITCHARD PARK - 5350 CREOSOTE			
					GG-C/E-PARKS-COBI SSWM FEE			
Invoice: 25000128				261883 25000128	03/03/2023		M031423	226.00
				226.00 91011768 547400	PART OF PRITCHARD PARK			
					GG-C/E-PARKS-COBI SSWM FEE			
Invoice: 25000129				261884 25000129	03/03/2023		M031423	2,938.00
				2,938.00 91011768 547400	WATERFRONT PARK-309 SHANNON			
					GG-C/E-PARKS-COBI SSWM FEE			
Invoice: 25000130				261885 25000130	03/03/2023		M031423	452.00
				452.00 91011755 547400	COMMONS-402 BRIEN DR			
					GG-C/E-COMMONS-COBI SSWM FEE			
Invoice: 25000131				261886 25000131	03/03/2023		M031423	452.00
				452.00 91011755 547400	SENIOR CENTER-370 BRIEN DR			
					GG-C/E-COMMONS-COBI SSWM FEE			
Invoice: 25000132				261887 25000132	03/03/2023		M031423	3,842.00
				3,842.00 91425358 547400	WWTP-1220 DONALD PL			
					GG-WWTP-SSWM FEES			
Invoice: 25000141				261888 25000141	03/03/2023		M031423	3,390.00
				3,390.00 71311942 64740000724	HARRISON BLDG			
					PD/COURT BLDG-SSWM FEES			
					CHECK	359951	TOTAL:	52,432.00
359952 03/14/2023 PRTD			1505 KITSAP COUNTY TREASU	261850 FEB23	03/08/2023		M031423	48.18
Invoice: FEB23				48.18 41612860 586000	OUR COURT REMIT FEBRUARY 2023			
					CRIME VICTIMS-OUT			
					CHECK	359952	TOTAL:	48.18
359953 03/14/2023 PRTD			10211 MILLER, JON	261376 02/13/2023	02/13/2023		M031423	150.00
Invoice: 02/13/2023				150.00 41625860 586000	SENIOR CENTER DEPOSIT REFUND			
					SC/COMMONS ROOM DEP-DISBURSEME			
					CHECK	359953	TOTAL:	150.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE DTL DESC

359954 03/14/2023 PRD 1205 PUGET SOUND ENERGY 261851 9047FEB23 03/06/2023 M031423 57,917.21
Invoice: 9047FEB23

CITY WIDE ENERGY SERVICES
200.81 71311942 64710000724 PD/COURT BLDG-ELECTRIC
57.06 73416345 547100 CASEY STREET WTR-ELECTRICITY
20,455.80 91011189 547100 GG-C/E-CITY HALL-ELECTRIC
951.37 91011215 547100 GG-C/E-PD-ELECTRIC
398.01 91011255 547100 GG-C/E-COURT BLDG-ELECTRIC
7.97 91011557 547100 FARMS-ELECTRIC
889.27 91011755 547100 GG-C/E-COMMONS-ELECTRIC
810.67 91011768 547100 GG-C/E-PARKS-ELECTRIC
3,532.90 91011897 547100 GG-C/E-O&M YARD FAC-ELECTRIC
11.75 91021182 547100 GG-OS-PROP MNGT-ELECTRIC
5,292.12 91111263 547100 GG-STRT-STREET LIGHTING-UTIL
502.30 91111264 547100 GG-STREET-TRAF CONTROL-UTILITY
9,833.69 91411345 547100 GG-WTR-ELECTRIC
212.69 91415345 547100 GG-ROCKAWAY BCH-UTILITIES
3,488.68 91421355 547100 GG-SWR-ELECTRIC
11,144.79 91425358 547100 GG-WWTP-ELECTRIC
127.33 91435838 547100 GG-DECANT-ELECTRIC

CHECK 359954 TOTAL: 57,917.21

359955 03/14/2023 PRD 2467 STAPLES 261852 8069396057 02/25/2023 M031423 192.92
Invoice: 8069396057

147.41 91029179 531100 ENG/WHITEBOARD, WIRE HOOK, BATTERIES
45.51 72011321 531100 GG-SELF INS-WELLNESS-SUPPLIES
ENG - C/E ADMIN SUPPLIES

CHECK 359955 TOTAL: 192.92

359956 03/14/2023 PRD 2251 WA ST TREASURER 261853 FEB23 SBCC 03/08/2023 M031423 394.00
Invoice: FEB23 SBCC

394.00 41652860 586000 OUT COURT REMIT SBCC FEBRUARY 2023
SBCC BLDG.-OUT

Invoice: FEB23

261854 FEB23 03/08/2023 M031423 3,751.17
OUT COURT REMIT FEBRUARY 2023
1,515.81 41611860 586000 PSEA 60% OUT
884.80 41610860 586000 PSEA 30% OUT
1.38 41619860 586000 PSEA 3 - STATE DISB OUT
116.48 41619860 586100 JUD STAB ACCT-DISB TO STATE
259.56 41616860 586000 THEFT PRV&TR BRAIN INJ-OUT
129.32 41616860 586000 THEFT PRV&TR BRAIN INJ-OUT
605.29 41614860 586000 JUDICIAL INFO SYST.-OUT
67.68 41617860 586000 SCHOOL SAFETY ZONE-OUT
129.76 41618860 586000 TRAUMA CARE-OUT
13.19 41618860 586000 TRAUMA CARE-OUT
2.76 41618860 586000 TRAUMA CARE-OUT
15.77 41618860 586000 TRAUMA CARE-OUT
9.37 41615860 586961 STATE CRIME LAB

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

		CHECK	359956	TOTAL:	4,145.17
NUMBER OF CHECKS	7	*** CASH ACCOUNT TOTAL ***			119,347.64
			<u>COUNT</u>	<u>AMOUNT</u>	
TOTAL PRINTED CHECKS			7	119,347.64	
		*** GRAND TOTAL ***			119,347.64

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2023	3	80									
APP	001-213000		03/14/2023	M031423	031423			GENERAL - ACCOUNTS PAYABLE		69,558.32	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		03/14/2023	M031423	031423			CASH			119,347.64
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		03/14/2023	M031423	031423			ACCOUNTS PAYABLE		20,609.12	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		03/14/2023	M031423	031423			ACCOUNTS PAYABLE		11,708.29	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		03/14/2023	M031423	031423			ACCOUNTS PAYABLE		3,743.33	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		03/14/2023	M031423	031423			ACCOUNTS PAYABLE		3,590.81	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		03/14/2023	M031423	031423			ACCOUNTS PAYABLE		4,193.35	
								AP CASH DISBURSEMENTS JOURNAL			
APP	622-213000		03/14/2023	M031423	031423			ACCOUNTS PAYABLE		150.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		03/14/2023	M031423	031423			STREETS - ACCOUNTS PAYABLE		5,794.42	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										119,347.64	119,347.64
APP	631-130000		03/14/2023	M031423	031423			DUE TO/FROM CLEARING		119,347.64	
APP	001-130000		03/14/2023	M031423	031423			GENERAL - DUE TO/FROM CLEARING			69,558.32
APP	402-130000		03/14/2023	M031423	031423			DUE TO/FROM CLEARING			20,609.12
APP	401-130000		03/14/2023	M031423	031423			DUE TO/FROM CLEARING			11,708.29
APP	403-130000		03/14/2023	M031423	031423			DUE TO/FROM CLEARING			3,743.33
APP	301-130000		03/14/2023	M031423	031423			DUE TO/FROM CLEARING			3,590.81
APP	650-130000		03/14/2023	M031423	031423			DUE TO/FROM CLEARING			4,193.35
APP	622-130000		03/14/2023	M031423	031423			DUE TO/FROM CLEARING			150.00
APP	101-130000		03/14/2023	M031423	031423			STREETS - DUE TO/FROM CLEARING			5,794.42
SYSTEM GENERATED ENTRIES TOTAL										119,347.64	119,347.64
JOURNAL 2023/03/80 TOTAL										238,695.28	238,695.28

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 3	80	03/14/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	69,558.32	69,558.32
				FUND TOTAL	69,558.32	69,558.32
101 STREET FUND 101-130000 101-213000	2023 3	80	03/14/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	5,794.42	5,794.42
				FUND TOTAL	5,794.42	5,794.42
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 3	80	03/14/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,590.81	3,590.81
				FUND TOTAL	3,590.81	3,590.81
401 WATER OPERATING FUND 401-130000 401-213000	2023 3	80	03/14/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	11,708.29	11,708.29
				FUND TOTAL	11,708.29	11,708.29
402 SEWER OPERATING FUND 402-130000 402-213000	2023 3	80	03/14/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	20,609.12	20,609.12
				FUND TOTAL	20,609.12	20,609.12
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 3	80	03/14/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,743.33	3,743.33
				FUND TOTAL	3,743.33	3,743.33
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2023 3	80	03/14/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	150.00	150.00
				FUND TOTAL	150.00	150.00
631 CLEARING FUND 631-130000 635-111100	2023 3	80	03/14/2023	DUE TO/FROM CLEARING CASH	119,347.64	119,347.64
				FUND TOTAL	119,347.64	119,347.64
650 AGENCY FUND	2023 3	80	03/14/2023			

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
650-130000				DUE TO/FROM CLEARING		4,193.35
650-213000				ACCOUNTS PAYABLE	4,193.35	
				FUND TOTAL	4,193.35	4,193.35

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		69,558.32
101	STREET FUND		5,794.42
301	CAPITAL CONSTRUCTION FUND		3,590.81
401	WATER OPERATING FUND		11,708.29
402	SEWER OPERATING FUND		20,609.12
403	STORM & SURFACE WATER FUND		3,743.33
622	EXPENDABLE TRUST FUND		150.00
631	CLEARING FUND	119,347.64	
650	AGENCY FUND		4,193.35
	TOTAL	119,347.64	119,347.64

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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								
				51.10	91421891	542100	GG-SWR-FAC-PHONE	
				5,254.95	91011189	542100	GG-C/E-CITY HALL-PHONE	
Invoice: 9929099301				262119	9929099301		03/01/2023 M032123	78.71
							ENG/MODEMS FOR AUTOMATED FLOW STATIONS	
				78.71	72637319	54210000809	WATER QUAL FLOW MONIT-MODEM	
							CHECK 359961 TOTAL:	5,760.29
							NUMBER OF CHECKS 5 *** CASH ACCOUNT TOTAL ***	8,791.17
							COUNT	AMOUNT
							TOTAL PRINTED CHECKS 5	8,791.17
							*** GRAND TOTAL ***	8,791.17

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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 LINE DESC	T OB	DEBIT	CREDIT
2023	3	207									
APP	001-213000		03/21/2023	M032123	032123			GENERAL - ACCOUNTS PAYABLE		7,890.91	
APP	635-111100		03/21/2023	M032123	032123			AP CASH DISBURSEMENTS JOURNAL			8,791.17
APP	402-213000		03/21/2023	M032123	032123			CASH			
APP	301-213000		03/21/2023	M032123	032123			AP CASH DISBURSEMENTS JOURNAL		340.49	
APP	401-213000		03/21/2023	M032123	032123			ACCOUNTS PAYABLE			211.62
APP	631-213000		03/21/2023	M032123	032123			AP CASH DISBURSEMENTS JOURNAL		269.44	
APP	631-213000		03/21/2023	M032123	032123			ACCOUNTS PAYABLE			78.71
			03/21/2023	M032123	032123			AP CASH DISBURSEMENTS JOURNAL			
								GENERAL LEDGER TOTAL		8,791.17	8,791.17
APP	631-130000		03/21/2023	M032123	032123			DUE TO/FROM CLEARING		8,712.46	
APP	001-130000		03/21/2023	M032123	032123			GENERAL - DUE TO/FROM CLEARING			7,890.91
APP	402-130000		03/21/2023	M032123	032123			DUE TO/FROM CLEARING			340.49
APP	301-130000		03/21/2023	M032123	032123			DUE TO/FROM CLEARING			211.62
APP	401-130000		03/21/2023	M032123	032123			DUE TO/FROM CLEARING			269.44
			03/21/2023	M032123	032123						
								SYSTEM GENERATED ENTRIES TOTAL		8,712.46	8,712.46
								JOURNAL 2023/03/207 TOTAL		17,503.63	17,503.63

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 3	207	03/21/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	7,890.91	7,890.91
				FUND TOTAL	7,890.91	7,890.91
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 3	207	03/21/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	211.62	211.62
				FUND TOTAL	211.62	211.62
401 WATER OPERATING FUND 401-130000 401-213000	2023 3	207	03/21/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	269.44	269.44
				FUND TOTAL	269.44	269.44
402 SEWER OPERATING FUND 402-130000 402-213000	2023 3	207	03/21/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	340.49	340.49
				FUND TOTAL	340.49	340.49
631 CLEARING FUND 631-130000 631-213000 635-111100	2023 3	207	03/21/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	8,712.46 78.71	8,791.17
				FUND TOTAL	8,791.17	8,791.17

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		7,890.91
301	CAPITAL CONSTRUCTION FUND		211.62
401	WATER OPERATING FUND		269.44
402	SEWER OPERATING FUND		340.49
631	CLEARING FUND		
		8,712.46	
	TOTAL	8,712.46	8,712.46

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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									
359962	03/29/2023	PRTD	10037 AES CONSULTANTS INC	262078	10085	03/09/2023		03/26/23	3,390.00
	Invoice: 10085					PW/CRAWFORD AND M&E PROPERTIES SU			
				3,390.00	73011593 54110000998	SHADE COVENANT-PROF SVCS			
						CHECK	359962	TOTAL:	3,390.00
359963	03/29/2023	PRTD	7994 PENINSULA SERVICES	261911	103349	02/28/2023		03/26/23	40.00
	Invoice: 103349					CRT/SHREDDING SERVICES			
				40.00	21011125 541100	COURT-PROF SERVICES			
						CHECK	359963	TOTAL:	40.00
359964	03/29/2023	PRTD	9363 ROBERT & JULIE BRESH	261994	BLD24592 R-SFR	03/14/2023		03/26/23	1,500.00
	Invoice: BLD24592 R-SFR					PERMIT BLD24592 R-SFR REV-1 REV 2 REFUND FEES			
				1,500.00	47047 345810	ZONING & SUBDIVISION FE			
						CHECK	359964	TOTAL:	1,500.00
359965	03/29/2023	PRTD	10229 BRIGHTLY SOFTWARE IN	262129	INV-203853	03/16/2023		03/26/23	27,136.30
	Invoice: INV-203853					IT/SMARTGOV ANNUAL SOFTWARE MAINTENANCE			
				27,136.30	81011881 548500	IT - C/E COMPUTER SUPPORT			
						CHECK	359965	TOTAL:	27,136.30
359966	03/29/2023	PRTD	1052 CANON FINANCIAL SERV	261917	29993797	02/09/2023		03/26/23	483.51
	Invoice: 29993797					PCD,ENG,IT/OCE PRINTER-PLOTTER LEASE			
				161.17	61011581 545000	PCD - C/E ADMIN RENTS & LEASES			
				161.17	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
				161.17	81011881 545000	IT - C/E RENTS & LEASES			
						CHECK	359966	TOTAL:	483.51
359967	03/29/2023	PRTD	8253 CHS POULSBO	262148	48002H	03/06/2023		03/26/23	456.96
	Invoice: 48002H					PW/SALT BAG EX COARSE 50# X49			
				456.96	73411345 531100	OFFICE SUPPLIES			
						CHECK	359967	TOTAL:	456.96
359968	03/29/2023	PRTD	460 CITY OF BI - PETTY C	261975	03/10/2023	03/10/2023		03/26/23	.63
	Invoice: 03/10/2023					FIN/POSTAGE DUE FROM PME CONSTRUCTION LETTER			
				.63	41011141 542500	FIN-GFE-POSTAGE/SHIPPING			
						CHECK	359968	TOTAL:	.63

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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										
359969	03/29/2023	PRTD	460 PETTY CASH	261976	POL-2023-02	02/28/2023		03/26/23		14.16
	Invoice: POL-2023-02									
				7.62	51011215 531100				POL/PETTY CASH	
				6.54	51011217 531100				POLICE - C/E FACIL SUPPLIES	
									PD-C/E-PARKING ENF-SUPPLIES	
									CHECK 359969 TOTAL:	14.16
359970	03/29/2023	PRTD	1921 CNA SURETY	261997	68363519-2023	03/13/2023		03/26/23		135.00
	Invoice: 68363519-2023									
				45.00	31029476 546000				NOTARY SURETY BOND X9	
				15.00	41029476 546000				EX-INS SFUND-MISC INS	
				15.00	61029147 546000				FIN - INS RISK XFER INSURANCE	
				60.00	71029147 546000				PCD - INS INSURANCE	
									PW - INS INSURANCE	
									CHECK 359970 TOTAL:	135.00
359971	03/29/2023	PRTD	112 CODE PUBLISHING COMP	261998	GC0010189	03/12/2023		03/26/23		795.91
	Invoice: GC0010189									
				795.91	36011143 541100				EXCC/MUNICIPAL CODE WEB UPDATE	
									CLERK-C/E-PROF SVCS	
									CHECK 359971 TOTAL:	795.91
359972	03/29/2023	PRTD	9866 TULIP LLC	262192	27900	03/06/2023		03/26/23		6,220.00
	Invoice: 27900									
				6,220.00	73111290 443410				PW/CDL SCHOOL EDGAR TRAVERS	
									O&M-STREET-MAINT O/H-TRAINING	
									CHECK 359972 TOTAL:	6,220.00
359973	03/29/2023	PRTD	9968 COMMUNITY CLIMATE SO	261999	1075	02/24/2023		03/26/23		5,000.00
	Invoice: 1075									
				5,000.00	31011492 54850001150				EX/CLIMATE SMART BAINBRIDGE CHALLENGE PLATFORM SW	
									CAP-OTHER IMPL-SOFTWARE SUBSCR	
									CHECK 359973 TOTAL:	5,000.00
359974	03/29/2023	PRTD	10228 COULSON, MICHAEL	262081	PLN52516 R-SFR	03/15/2023		03/26/23		1,385.00
	Invoice: PLN52516 R-SFR									
				1,385.00	01134 345890				PERMIT PLN52516 R-SFR REFUND FEES	
									ADMIN CODE INTERPRETATIONS	
									CHECK 359974 TOTAL:	1,385.00
359975	03/29/2023	PRTD	1596 CUMMINS SALES AND SE	262000	01-58242	08/15/2022		03/26/23		1,372.50
	Invoice: 01-58242									
				1,372.50	73421355 548100				PW/LOAD TESTING GENERATOR LOWER HAWLEY LIFT STATIO	
									WIN COLL-R&M	
				262001	01-58298	08/15/2022		03/26/23		2,587.63

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CASH ACCOUNT: 635		111100		CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET				
										INVOICE DTL	DESC		
Invoice: 01-58298										PW/LOAD TESTING GENERATOR ISLAND CHURCH 2021			
										2,587.63 73011256 54810000920 EOC ELECTRICAL/ANTENNA-R&M			
										262002 01-59748 08/31/2022 03/26/23 2,755.19			
Invoice: 01-59748										PW/LOAD TESTING GENERATOR ST BARNABAS CURCH			
										2,755.19 73011256 54110000920 EOC ELECTRICAL/ANTENNA-PROF SV			
										CHECK 359975 TOTAL: 6,715.32			
359976 03/29/2023 PRTD		10190 DTG ENTERPRISES INC		262004 20090150		03/08/2023		03/26/23		250.50			
Invoice: 20090150										PW/WFP REMODEL PORTABLE RESTROOM			
										250.50 73011768 54810001080 WFP RESTROOM SHOWER-R&M			
										CHECK 359976 TOTAL: 250.50			
359977 03/29/2023 PRTD		1953 FERGUSON ENTERPRISES		262020 1182886		03/02/2023		03/26/23		122.85			
Invoice: 1182886										PW/WATER SUPPLIES			
										122.85 73425358 531100 O&M-WWTP-SUPPLIES			
										CHECK 359977 TOTAL: 122.85			
359978 03/29/2023 PRTD		5463 GOBLE SAMPSON ASSOCI		262005 BINV0010320		03/13/2023		03/26/23		4,984.98			
Invoice: BINV0010320										PW/QDOS BP 301/HR 4BAR 190GPD 60PSI			
										4,984.98 73425358 531100 O&M-WWTP-SUPPLIES			
										CHECK 359978 TOTAL: 4,984.98			
359979 03/29/2023 PRTD		7451 GOOD TO GO!		262022 62710168		02/25/2023		03/26/23		6.50			
Invoice: 62710168										PW/BRIDGE TOLLS			
										6.50 73111290 543100 O&M-STREET-MAINT O/H-TRAVELEXP			
										CHECK 359979 TOTAL: 6.50			
359980 03/29/2023 PRTD		10225 HANSON LLC		262075 107579		03/15/2023		03/26/23		5.05			
Invoice: 107579										UB 12391 10233 GARIBALDI LOOP NE			
										5.05 411 122100 WATER ACCOUNTS RECEIVABLE			
										CHECK 359980 TOTAL: 5.05			
359981 03/29/2023 PRTD		4850 HOME DEPOT CREDIT SE		262027 2622946		03/01/2023		03/26/23		218.27			
Invoice: 2622946										PW/RIGID EXTENSION CORDS			
										218.27 73111256 53110001054 STORM PREP-STRT-SUPPLIES			
										CHECK 359981 TOTAL: 218.27			

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CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
359982	03/29/2023	PRTD	5819 ISLANDWOOD	262008	INV 9958	03/01/2023		03/26/23	3,112.24		
Invoice: INV 9958											
				3,112.24	51011211	54110000933	POL/LAW ENFORCEMENT GALA PD AWARDS GALA-PROF SVCS				
								CHECK	359982	TOTAL:	3,112.24
359983	03/29/2023	PRTD	333 KITSAP COUNTY AUDITO	261920	646609	02/28/2023		03/26/23	40.00		
Invoice: 646609											
				40.00	43426351	541100	FIN/LID 20 RELEASE FIN-SIS-PROF SVCS				
								CHECK	359983	TOTAL:	40.00
359984	03/29/2023	PRTD	4740 KITSAP COUNTY PUBLIC	262032	CINV-2023-00252	03/01/2023		03/26/23	859.95		
Invoice: CINV-2023-00252											
				859.95	73111256	53110001054	PW/1750 GALLONS SALT BRINE STORM PREP-STRT-SUPPLIES				
Invoice: CINV-2023-00288				262033	CINV-2023-00288	03/08/2023		03/26/23	491.40		
				491.40	73111256	53110001054	PW/1000 GALLONS SALT BRINE STORM PREP-STRT-SUPPLIES				
								CHECK	359984	TOTAL:	1,351.35
359985	03/29/2023	PRTD	338 KITSAP COUNTY SHERIF	262028	20230009	03/10/2023		03/26/23	945.46		
Invoice: 20230009											
				945.46	51011236	551000	POL/PRISONER BOARD/FEB POLICE - C/E PRISONER DETENT'N				
								CHECK	359985	TOTAL:	945.46
359986	03/29/2023	PRTD	579 KITSAP SUN	261921	0005375317	02/28/2023		03/26/23	100.80		
Invoice: 0005375317											
				100.80	33011161	544000	HR/ADVERTISEMENT MAINTENANCE TECHNICIAN I/II HR-C/E-ADVERTISING				
								CHECK	359986	TOTAL:	100.80
359987	03/29/2023	PRTD	5717 MAKERS ARCHITECTURE	262200	2257-1	03/20/2023		03/26/23	2,391.00		
Invoice: 2257-1											
				2,391.00	31011492	54110001195	EX/ELEC VEHICLE OPTIONS/FACILITY CAP-TRANSP & FUELS-PROF SVCA				
								CHECK	359987	TOTAL:	2,391.00
359988	03/29/2023	PRTD	9973 MARILYNNE BEARD	262193	23-03	03/18/2023		03/26/23	900.00		
Invoice: 23-03											
				900.00	31011131	541100	EX/LEADERSHIP STAFF RETREAT MEETING EX-GF-PROF SERVICES				

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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 359988 TOTAL:	900.00	
359989	03/29/2023	PRTD	2574 NATIONAL BARRICADE C	262035	299402	02/28/2023		03/26/23	8,175.53	
	Invoice: 299402									
				8,175.53	73111264	53110001264	PW/POSTS, ANCHOR, ALUMINUM SIGN SPEED LIMIT REDUCTIONS-SUPPLY			
								CHECK 359989 TOTAL:	8,175.53	
359990	03/29/2023	PRTD	480 NELSON TRUCK EQUIPME	262152	741310	03/02/2023		03/26/23	1,002.99	
	Invoice: 741310									
				1,002.99	73111256	53110001054	PW/LIGHT KIT, LED, COMPLETE STORM PREP-STRT-SUPPLIES			
								CHECK 359990 TOTAL:	1,002.99	
359991	03/29/2023	PRTD	8286 SUPERINTENDENT OF P	262036	17915	03/08/2023		03/26/23	452.50	
	Invoice: 17915									
				452.50	41654861	586110	POL/FINGERPRINTING FINGERPRINT DISB TO SPI			
								CHECK 359991 TOTAL:	452.50	
359992	03/29/2023	PRTD	10226 PENA, LISA	262076	107580	03/15/2023		03/26/23	25.44	
	Invoice: 107580									
				25.44	411	122100	UB 10072 657 ALFORD PLACE NW WATER ACCOUNTS RECEIVABLE			
								CHECK 359992 TOTAL:	25.44	
359993	03/29/2023	PRTD	5646 PERTEET INC	261924	20220099.0000-6	03/08/2023		03/26/23	5,319.70	
	Invoice: 20220099.0000-6									
				5,319.70	72334562	64110000968	ENG/EH PH I - PRELIMINARY DESIGN C40-EAGLE HARBOR PH1-PROF SVCS			
								CHECK 359993 TOTAL:	5,319.70	
359994	03/29/2023	PRTD	9196 POWERDMS, INC	262040	INV-33440	03/09/2023	20230006	03/26/23	5,513.11	
	Invoice: INV-33440									
				826.97	72011431	54850001254	ENG/PW ACCREDITATION SOFTWARE			
				1,378.28	72111433	54850001254	PW ACCREDITATION SOFTWARE			
				1,102.62	72411341	54850001254	PW ACCREDITATION SOFTWARE			
				1,102.62	72421351	54850001254	PW ACCREDITATION SOFTWARE			
				1,102.62	72431831	54850001254	PW ACCREDITATION SOFTWARE			
								CHECK 359994 TOTAL:	5,513.11	
359995	03/29/2023	PRTD	9349 PROPANE NORTHWEST	262042	1509674495	03/10/2023		03/26/23	969.69	
	Invoice: 1509674495									
				969.69	91011897	547200	PROPANE 603.10 GALLONS GG-C/E-O&M YARD FAC-PROPANE			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH											
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET				
												INVOICE DTL DESC	
												CHECK 359995 TOTAL:	969.69
359996	03/29/2023	PRTD	408 ROLLING BAY COMMERC	261977	885594	04/01/2023		03/26/23	4,628.89				
Invoice: 885594												CRT/COURT HOUSE RENTAL APRIL 2023	
												COURT-RENTS & LEASES	
												CHECK 359996 TOTAL:	4,628.89
359997	03/29/2023	PRTD	10224 SCHOENBERG, DEBRA	262074	107578	03/15/2023		03/26/23	95.82				
Invoice: 107578												UB 12317 7332 MADRONA DRIVE NE	
												WATER ACCOUNTS RECEIVABLE	
												CHECK 359997 TOTAL:	95.82
359998	03/29/2023	PRTD	10219 SEATTLE ARTS & LECTU	261925	02/07/2023	02/07/2023		03/26/23	500.00				
Invoice: 02/07/2023												EX/BI READS FOR JUSTICE COMMUNITY WATCH PARTY	
												BI READS-OUTREACH	
												CHECK 359998 TOTAL:	500.00
359999	03/29/2023	PRTD	8040 SOLENIS LLC	262194	132255112	03/01/2023		03/26/23	12,303.32				
Invoice: 132255112												PW/PRAESTOL K 279 FLX IBC 1000L	
												O&M-WWTP-SUPPLIES	
												CHECK 359999 TOTAL:	12,303.32
360000	03/29/2023	PRTD	601 SOUND REPROGRAPHICS	262043	95843	03/06/2023		03/26/23	280.85				
Invoice: 95843												ENG/24"X36" ANNUAL DRAINAGE PLAN SIGN	
												ANNUAL DRAINAGE UPGRADE-SUPPLY	
												CHECK 360000 TOTAL:	280.85
360001	03/29/2023	PRTD	2467 STAPLES	261927	8069396049	02/25/2023		03/26/23	94.17				
Invoice: 8069396049												EX,FIN/PAPER 8.5X11 COPY	
												EX-GF-SUPPLIES	
												FIN-GF-SUPPLIES	
												CHECK 360001 TOTAL:	94.17
Invoice: 8069396084												PCD/SELF ADHESIVE LETTER ENVELOPES, SPEEDY XTRALIF	131.37
												PCD - C/E ADMIN SUPPLIES	
												CHECK 360002 TOTAL:	131.37
Invoice: 8069396073												PW/TONER BLACK, CYAN, MAGENTA, YELLOW	611.37
												OFFICE SUPPLIES	
												CHECK 360003 TOTAL:	611.37

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH											
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET				
												INVOICE DTL DESC	
												CHECK 360001 TOTAL:	836.91
360002	03/29/2023	PRTD	10227 THOMAS, CATHERINE &	262077	107581	03/15/2023		03/26/23	5.14				
	Invoice: 107581			5.14	411	122100	UB 10540 672 MADISON AVENUE N	WATER ACCOUNTS RECEIVABLE					
												CHECK 360002 TOTAL:	5.14
360003	03/29/2023	PRTD	558 TOWN & COUNTRY MARKE	262170	00031370	02/20/2023		03/26/23	14.68				
	Invoice: 00031370			14.68	73411252	53910001055	PW/WINDSTORM GROCERIES	STORM RESP-WTR-FOOD/BEV					
												CHECK 360003 TOTAL:	14.68
360004	03/29/2023	PRTD	10223 TRAXLER, JIM	262073	107577	03/15/2023		03/26/23	42.72				
	Invoice: 107577			42.72	411	122100	UB 10933 881 PARK AVENUE NE	WATER ACCOUNTS RECEIVABLE					
												CHECK 360004 TOTAL:	42.72
360005	03/29/2023	PRTD	10212 TWIGT, JOSEPHINE	262184	03/16/2023	03/16/2023		03/26/23	350.00				
	Invoice: 03/16/2023			350.00	31011131	541100	EX/MANAGEMENT TEAM RETREAT-ARTIST	EX-GF-PROF SERVICES					
												CHECK 360005 TOTAL:	350.00
360006	03/29/2023	PRTD	4929 TYLER TECHNOLOGIES I	261930	045-409646	03/01/2023		03/26/23	10,185.16				
	Invoice: 045-409646			10,185.16	81011881	548500	IT/EXECUTIME ANNUAL MAINTENANCE	IT - C/E COMPUTER SUPPORT					
												CHECK 360006 TOTAL:	10,185.16
360007	03/29/2023	PRTD	5191 TYRRELL, GLEN	262196	03/21/2023	03/21/2023		03/26/23	150.00				
	Invoice: 03/21/2023			150.00	41625860	586000	SENIOR CENTER DEPOSIT REFUND	SC/COMMONS ROOM DEP-DISBURSEME					
												CHECK 360007 TOTAL:	150.00
360008	03/29/2023	PRTD	8390 WEST HILLS FORD MAZD	262155	75016452	03/03/2023		03/26/23	449.90				
	Invoice: 75016452			449.90	53011212	548100	POL/SOCKET ASY	POLICE - C/E PATROL MAINTENANC					
				262156	75016520			03/06/2023	03/26/23	598.82			
	Invoice: 75016520			598.82	73431835	548100	PW/END-SPINDLE ROD, TUBE ASY	REPAIRS & MAINTENANCE					

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CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC	ACCOUNT	EFF	DATE	JNL	DESC	REF	1	REF	2	REF	3	ACCOUNT	DESC	T	OB	DEBIT	CREDIT
2023	3	218	APP	001-213000	03/22/2023	03/26/23	032223	GENERAL - ACCOUNTS PAYABLE											69,559.48	
			APP	635-111100	03/22/2023	03/26/23	032223	AP CASH DISBURSEMENTS JOURNAL												
			APP	407-213000	03/22/2023	03/26/23	032223	CASH												121,010.60
			APP	401-213000	03/22/2023	03/26/23	032223	AP CASH DISBURSEMENTS JOURNAL											1,500.00	
			APP	101-213000	03/22/2023	03/26/23	032223	ACCOUNTS PAYABLE											1,799.58	
			APP	402-213000	03/22/2023	03/26/23	032223	AP CASH DISBURSEMENTS JOURNAL											18,352.92	
			APP	650-213000	03/22/2023	03/26/23	032223	STREETS - ACCOUNTS PAYABLE											19,926.27	
			APP	301-213000	03/22/2023	03/26/23	032223	AP CASH DISBURSEMENTS JOURNAL											1,808.99	
			APP	403-213000	03/22/2023	03/26/23	032223	ACCOUNTS PAYABLE											5,319.70	
			APP	631-213000	03/22/2023	03/26/23	032223	AP CASH DISBURSEMENTS JOURNAL											1,982.29	
			APP	622-213000	03/22/2023	03/26/23	032223	ACCOUNTS PAYABLE											611.37	
			APP	622-213000	03/22/2023	03/26/23	032223	AP CASH DISBURSEMENTS JOURNAL											150.00	
								GENERAL LEDGER TOTAL											121,010.60	121,010.60
			APP	631-130000	03/22/2023	03/26/23	032223	DUE TO/FROM CLEARING											120,399.23	
			APP	001-130000	03/22/2023	03/26/23	032223	GENERAL - DUE TO/FROM CLEARING												69,559.48
			APP	407-130000	03/22/2023	03/26/23	032223	DUE TO/FROM CLEARING												1,500.00
			APP	401-130000	03/22/2023	03/26/23	032223	DUE TO/FROM CLEARING												1,799.58
			APP	101-130000	03/22/2023	03/26/23	032223	STREETS - DUE TO/FROM CLEARING												18,352.92
			APP	402-130000	03/22/2023	03/26/23	032223	DUE TO/FROM CLEARING												19,926.27
			APP	650-130000	03/22/2023	03/26/23	032223	DUE TO/FROM CLEARING												1,808.99
			APP	301-130000	03/22/2023	03/26/23	032223	DUE TO/FROM CLEARING												5,319.70
			APP	403-130000	03/22/2023	03/26/23	032223	DUE TO/FROM CLEARING												1,982.29
			APP	622-130000	03/22/2023	03/26/23	032223	DUE TO/FROM CLEARING												150.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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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			
						SYSTEM GENERATED ENTRIES TOTAL		120,399.23	120,399.23
						JOURNAL 2023/03/218 TOTAL		241,409.83	241,409.83

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CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2023 3	218	03/22/2023	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	69,559.48	69,559.48
				FUND TOTAL	69,559.48	69,559.48
101 STREET FUND 101-130000 101-213000	2023 3	218	03/22/2023	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	18,352.92	18,352.92
				FUND TOTAL	18,352.92	18,352.92
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2023 3	218	03/22/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,319.70	5,319.70
				FUND TOTAL	5,319.70	5,319.70
401 WATER OPERATING FUND 401-130000 401-213000	2023 3	218	03/22/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,799.58	1,799.58
				FUND TOTAL	1,799.58	1,799.58
402 SEWER OPERATING FUND 402-130000 402-213000	2023 3	218	03/22/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	19,926.27	19,926.27
				FUND TOTAL	19,926.27	19,926.27
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2023 3	218	03/22/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,982.29	1,982.29
				FUND TOTAL	1,982.29	1,982.29
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2023 3	218	03/22/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,500.00	1,500.00
				FUND TOTAL	1,500.00	1,500.00
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2023 3	218	03/22/2023	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	150.00	150.00
				FUND TOTAL	150.00	150.00
631 CLEARING FUND	2023 3	218	03/22/2023			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631-130000				DUE TO/FROM CLEARING	120,399.23	
631-213000				ACCOUNTS PAYABLE	611.37	
635-111100				CASH		121,010.60
				FUND TOTAL	121,010.60	121,010.60
650 AGENCY FUND	2023 3	218	03/22/2023			
650-130000				DUE TO/FROM CLEARING		1,808.99
650-213000				ACCOUNTS PAYABLE	1,808.99	
				FUND TOTAL	1,808.99	1,808.99

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CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		69,559.48
101	STREET FUND		18,352.92
301	CAPITAL CONSTRUCTION FUND		5,319.70
401	WATER OPERATING FUND		1,799.58
402	SEWER OPERATING FUND		19,926.27
403	STORM & SURFACE WATER FUND		1,982.29
407	BUILDING & DEVELOPMENT FUND		1,500.00
622	EXPENDABLE TRUST FUND		150.00
631	CLEARING FUND	120,399.23	
650	AGENCY FUND		1,808.99
	TOTAL	120,399.23	120,399.23

** END OF REPORT - Generated by Jacob Kines **



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Enter Into a Public Right-of-Way Easement Agreement with Robert M. Scales & Deborah A. Jenkins - Public Works

SUMMARY: It is recommended that the Council consider authorizing the City Manager to enter Into a Public Right-of-Way Easement Agreement with Robert M. Scales & Deborah A. Jenkins.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Move to authorize the City Manager to enter Into a Public Right-of-Way Easement Agreement with Robert M. Scales & Deborah A. Jenkins in substantial conformance with the attached Agreement.

COMMUNITY ENGAGEMENT AND OUTREACH: None planned.

FISCAL IMPACT:

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

BACKGROUND: On July 13, 2021, the City Council directed the City Manager to move forward with the purchase of a tax title parcel serving as the property access for several residential homes off of North Madison Avenue. Since that time, the parcel was purchased by one of the property owners, Robert Scales and Deborah Jenkins. It is now recommending that the city accept a public right-of-way easement over the area of the tax title strip. The access road would continue to be maintained by the private homeowners - which is typical for some right-of-way easements - with the city taking ownership of the maintenance and repair of the driveway culvert. Robert Scales and Deborah Jenkins are supportive of the proposed action.

ATTACHMENTS:

[Public Right of Way Easement - Scales Jenkins.docx](#)

[Scales Jenkins Location Map.pdf](#)

FISCAL DETAILS: Acceptance of the public right-of-way easement would not involve a monied exchange.

Fund Name(s):

Coding: N/A

AFTER RECORDING, PLEASE RETURN TO:

Public Works - Engineering
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110

RIGHT-OF-WAY EASEMENT AGREEMENT

Reference Number(s) of Documents Assigned or Released:

N/A

Grantor(s):

Robert M. Scales & Deborah A. Jenkins

Grantee:

City of Bainbridge Island, a Washington State municipal corporation

Short Legal Description:

Ptn. NE ¼, SE ¼, Sec. 3, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington,
(Complete legal description on Exhibit A)

Assessor's Property Tax Parcel/Account Number:

032502-4-048-2008

THIS RIGHT-OF-WAY EASEMENT AGREEMENT (“Agreement”) is made by and between Robert M. Scales & Deborah A. Jenkins (“Grantor”) and the City of Bainbridge Island, a Washington State municipal corporation, (“Grantee”). The Grantor and the Grantee (the “Parties”) agree as follows:

1. Grantor’s Real Property. The Grantor is the fee owner of the real property legally described on **Exhibit A**, attached hereto and incorporated herein by this reference (“Grantor’s Real Property”).

2. Grant of Perpetual Right-of-Way Easement. The Grantor, for valuable consideration, the receipt of which is hereby acknowledged, conveys and warrants to the Grantee, its successors, and assigns, a perpetual, nonexclusive right-of-way easement (“Right-of-Way Easement”) under, over, through, and across the portion of the Grantor’s Real Property legally described on **Exhibit B** and depicted on **Exhibit C**, both of which are attached hereto and incorporated herein (“Right-of-Way Easement Area”).

3. Purpose. The Right-of-Way Easement is conveyed, for the benefit and use of the Grantee and the general public, for the purpose of the construction, development, installation, operation, maintenance, repair, replacement, removal, or use of certain Facilities. For the purposes of this Agreement, “Facilities” shall include: (i) a roadway; (ii) utility facilities; and (iii) other reasonable and appropriate uses appurtenant to a municipal roadway and utility installation and use, including, without limitation, sidewalks, curbs, gutters, pipes, pumps, and wires.

4. Access. The Grantee shall have the right, without prior institution of any suit or proceeding at law, to enter upon the Right-of-Way Easement Area as necessary for the construction, development, installation, operation, maintenance, repair, replacement, removal, or use of any Facilities.

5. Maintenance. The Parties agree that responsibility for maintenance of the Right-of-Way Easement and any improvements or facilities located therein is divided between them as follows:

- A. The Grantee shall assume sole responsibility for maintenance, repair, and replacement of the existing drainage culvert located in the Right-of-Way Easement. The Grantee shall provide regular inspection of the culvert and shall perform such maintenance, repair, and replacement as may be necessary. The Grantee retains sole discretion to determine the frequency of inspection, the timetable, level, design, and methods of maintenance or repair required, and the timing, design, and method of replacement.
- B. The Grantee shall also be solely responsible for maintaining, repairing, and replacing any other improvements or facilities that the Grantee chooses to construct in the Right-of-Way Easement. Nothing in this Agreement shall be construed to require the Grantee to construct any such improvements or facilities,

however, and the decision to construct any such improvements or facilities, the timetable, level, design, and methods of construction, maintenance or repair required, and the timing, design, and method of replacement, shall be within the Grantee's sole discretion.

- C. Except as provided in 5.A and 5.B above, the Grantor shall be solely responsible for the maintenance, repair, and replacement of the Right-of-Way Easement and any improvements or facilities located therein. The Grantor is party to a maintenance agreement for the Right-of-Way Easement and nothing in this Agreement shall alter the Grantor's responsibilities under the maintenance agreement. The Grantee shall have no responsibility for maintenance of the Right-of-Way Easement or any improvements or facilities located therein except as provided in 5.A and 5.B.

6. Restoration. If the surface of the Right-of-Way Easement Area is disturbed by the Grantee's construction, development, installation, operation, maintenance, repair, replacement, removal, or use of any Facilities, then the Grantee shall restore the surface of the same as nearly as possible to the condition in which it existed at the commencement of the Grantee's work.

7. Reservation of Rights. All rights, title, and interest, which may be used and enjoyed without interfering with the Right-of-Way Easement, is reserved to the Grantor. The construction, installation, maintenance, or repair, after the date of this Agreement, of structures of a permanent nature, which interfere with the operation of any Facilities, shall be deemed an encroachment upon the Grantee's easement rights, and the Grantor shall be obligated to remove the encroachments at the Grantor's expense.

8. Protection of Facilities. The Grantor covenants that no digging, tunneling, or other form of construction activity shall be done on the Grantor's Real Property, the Right-of-Way Easement Area, that would disturb, damage, unearth, or undermine any of the Facilities, or endanger the lateral support to any of the Facilities.

9. Indemnity. By accepting and recording this Agreement, the Grantee agrees to indemnify and hold harmless the Grantor from any and all claims for injuries or damages suffered by any person or property which may be caused by the Grantee's exercise of the rights granted herein; provided, that the Grantee shall not be responsible to the Grantor for any injuries or damages suffered by any person or property caused by the acts or omissions of the Grantor or their agents.

10. Binding Effect. This Agreement and the rights and obligations under this Agreement are intended to and shall run with the land and shall benefit and bind the Parties and their respective successors and assigns.

11. Good Title. The Grantor warrants that they have good title to the Grantor's Real Property and warrants the Grantee title to, and quiet enjoyment of, the Right-of-Way Easement conveyed in this Agreement.

12. Complete Agreement. This Agreement represents the complete agreement of the Parties regarding the matters described herein. There are no other verbal or written agreements regarding the easement rights and obligations set forth herein, except as contained in this Agreement. This Agreement may only be modified by a written document signed by the Parties.

13. Authority. Each party signing this Agreement, if on behalf of an entity, represents that they have full authority to sign this Agreement on behalf of such entity.

14. Attorneys' Fees. If either party brings any suit or other proceeding arising out of or in connection with this Agreement, the prevailing party (as determined by the court or other authority before which such suit or proceeding is commenced) shall, in addition to such other relief as may be awarded, be entitled to recover reasonable attorneys' fees and costs.

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

GRANTORS:

ROBERT M. SCALES &
DEBORAH A. JENKINS

By: _____

By: _____

Date: _____

GRANTEE:

CITY OF BAINBRIDGE ISLAND

By: _____

Blair King, City Manager

Date: _____

STATE OF WASHINGTON)
) ss:
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that Robert M. Scales is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument, and acknowledged it as the legal owner of the subject real property to be the free and voluntary act of such entity for the uses and purposes mentioned in the instrument.

DATED: _____

NAME: _____
 (Print Name)
Notary Public in and for the State of Washington.
Commission Expires: _____

STATE OF WASHINGTON)
) ss:
COUNTY OF KITSAP)

I certify that I know or have satisfactory evidence that Deborah A. Jenkins is the person who appeared before me, and said person acknowledged that she signed this instrument, on oath stated that she was authorized to execute the instrument, and acknowledged it as the legal owner of the subject real property to be the free and voluntary act of such entity for the uses and purposes mentioned in the instrument.

DATED: _____

NAME: _____
 (Print Name)
Notary Public in and for the State of Washington.
Commission Expires: _____

STATE OF WASHINGTON)
) ss:
COUNTY OF KITSAP)

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

DATED: _____

NAME: _____

(Print Name)

Notary Public in and for the State of Washington.

Commission Expires: _____

EXHIBIT A

LEGAL DESCRIPTION OF GRANTOR'S REAL PROPERTY

Parcel 1: That portion of the southeast quarter of the southeast quarter, Section 3, Township 25 North, Range 2 East, W.M., Kitsap County, Washington, described as follows:

Beginning at the northeast corner of said southeast quarter of the southeast quarter;

Thence West 836 feet to the Point of Beginning;

Thence West 209 feet;

Thence South 209 feet;

Thence East 209 feet;

Thence North 209 feet to the Point of Beginning. (Being Lot 1 of Short Plat No. 148, recorded under Auditor's File No. 1093960)

Parcel 2: That portion of the southeast quarter of the southeast quarter, Section 3, Township 25 North, Range 2 East, W.M., in Kitsap County, Washington, described as follows:

Beginning at the northeast corner of said southeast quarter of the southeast quarter;

Thence West 836 feet;

Thence West 209 feet to the True Point of Beginning;

Thence West 22 feet;

Thence South 209 feet;

Thence East 22 feet;

Thence North 209 feet to the True Point of Beginning;

EXCEPT any portion lying within the west 1585 feet of the north 209 feet of the southeast quarter of said Section 3.

Parcel 3: Tax Title portion per Treasurer's Deed recorded under Auditor's File No. 202203150108, described as follows:

The South 30 feet of the northeast quarter of the southeast quarter, Section 3, Township 25 North, Range 2 East, W.M., in Kitsap County, Washington;

EXCEPT the east 50 feet thereof.

EXHIBIT B

LEGAL DESCRIPTION OF RIGHT-OF-WAY EASEMENT AREA

A portion of Tax Title portion per Treasurer's Deed recorded under Auditor's File No. 202203150108, described as follows:

The East 836 feet of the South 30 feet of the northeast quarter of the southeast quarter, Section 3, Township 25 North, Range 2 East, W.M., in Kitsap County, Washington;
Including those areas previously dedicated for right-of-way purposes.

EXHIBIT C



07-06-2022
DATE

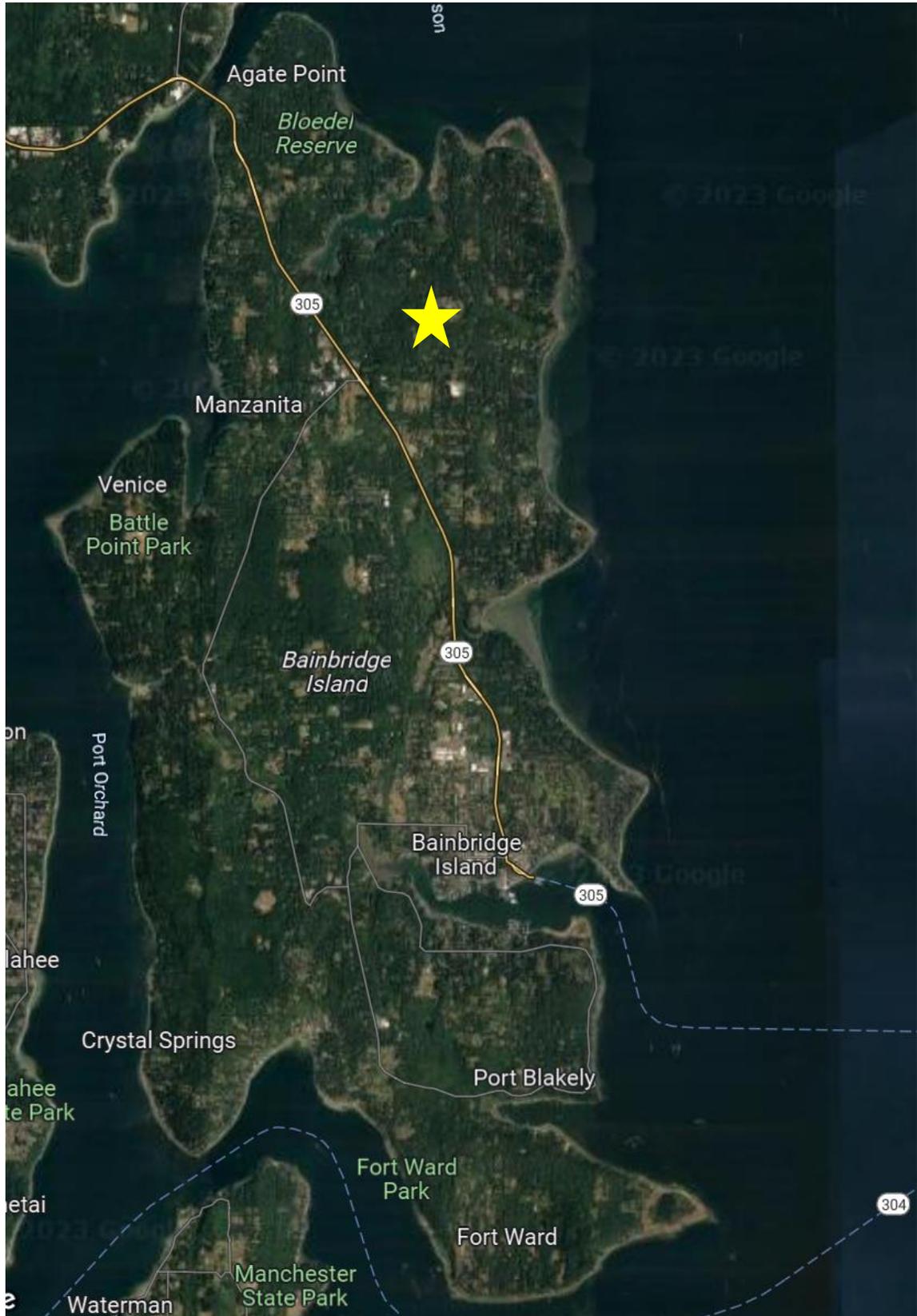
1
NUMBER

EXHIBIT C
Right-of-Way Easement
NE 1/4, SE 1/4
Sec. 3, T.25N., R.2E., W.M.

CITY OF
BAINBRIDGE ISLAND

PUBLIC WORKS
ENGINEERING
DEPARTMENT

Scales/Jenkins Right-of-Way Easement Location Map





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Prepare a Budget Amendment to Remove the Bainbridge Island Senior Center Renovations Project from the Capital Improvement Plan and Re-Purpose \$125,000 of Tax-Supported Funds to Support Maintenance and Repairs to the Facility - Public Works

SUMMARY: It is recommended that the City Council authorize the City Manager to prepare a budget amendment to remove the Bainbridge Island Senior Center Renovations Project from the Capital Improvement Plan and re-purpose \$125,000.00 of tax-supported funds to support maintenance and repairs to the facility. Future plans for the Senior Center are evolving as general discussions continue for a new Senior Center and Senior Affordable Housing Project.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Move to authorize the City Manager to prepare a budget amendment to remove the Bainbridge Island Senior Center Renovations Project from the Capital Improvement Plan and re-purpose \$125,000.00 of tax-supported funds to support maintenance and repairs to the facility.

COMMUNITY ENGAGEMENT AND OUTREACH: The plan outlined above has been coordinated with the Bainbridge Island Senior Community Center.

FISCAL IMPACT:

Amount:	\$125,000
Ongoing Cost:	N/A
One-Time Cost:	\$125,000
Included in Current Budget?	Yes

BACKGROUND: The Bainbridge Island Senior Community Center (BISCC) leases the Commons building space from the city to provide senior services to the community. In 2019, BISCC representatives approached the city about implementing renovations to the Commons building, and therefore the BISCC Renovations Project was added to the Capital Improvement Plan as part of the 2020-21 budget.

The project scope was a renovation of the Commons' east wing, reception and thrift store areas of the building. Public Works staff worked with BISCC representatives and a consultant architect to develop plans for the renovation, but ultimately were unable to award a contract for construction due to the cost of the project being significantly higher than the planned budget.

In the last year, representatives from BISCC have expressed to the city an interest in partnering on the redevelopment of the property for senior affordable housing, and therefore the renovation project is no longer moving forward. Staff, in cooperation with BISCC, is recommending that the renovation project be removed from the capital improvement plan, and replaced with a repair and maintenance project that would include roof replacement for the east wing, and various upgrades and replacements that would serve the tenant needs for at least the next 5 years. Budget information is provided in the Fiscal Details section.

ATTACHMENTS:

[BI Senior Community Center Budget Summary.pdf](#)

[BI Senior Community Center Location Map.pdf](#)

FISCAL DETAILS: The original 2020-21 budget for the project was \$498K, with \$160K coming from a BISCC donation, and the balance of \$338K provided by the City. In 2022, the project budget was increased to \$668K to reflect the potential cost increases, with the new totals being \$160K from BISCC and \$508K from the city.

To date, \$104K of the budget has been spent (\$32K BISCC; \$72K city), leaving a balance of \$564K (\$17K BISCC; \$547K city).

This agenda item proposes a budget amendment to eliminate the remaining \$564K of capital project budget authority for the renovations, and create a new \$125K non-capital project for BISCC repair and maintenance efforts with \$17K of the remaining BISCC funds and \$108K of city funds.

Fund Name(s): General Fund

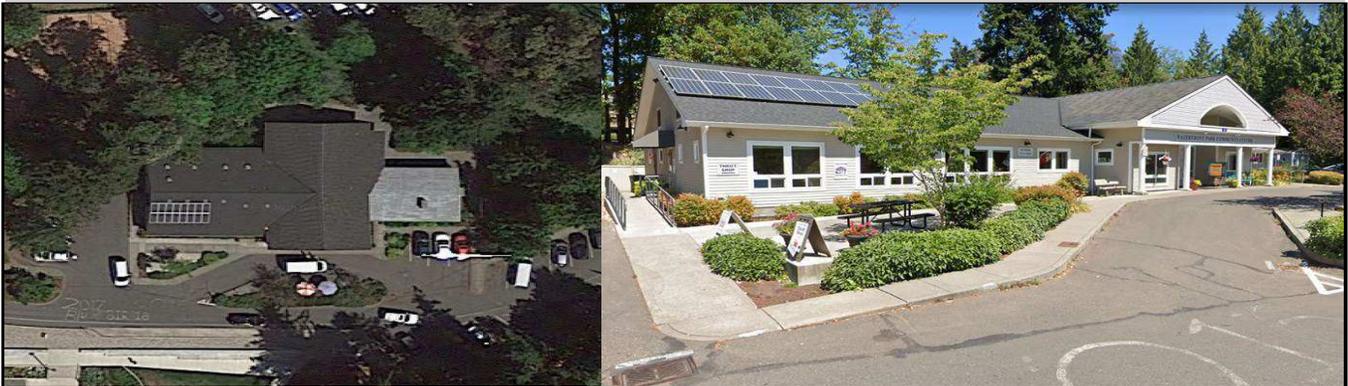
Coding: Capital Improvement Project 01050

Project: Bainbridge Island Senior Center Renovations

Number: 01050

Location: BISCC

Project Description



Description: The Bainbridge Island Senior Community Center Renovations project includes a suite of repair and maintenance upgrades (heat pump and roof replacement, security and electrical upgrades, etc.), and renovations to improve efficiency and the use of space for community programs. The work will include retrofitting the east-wing for a more communal layout, reconfiguring the entryway, and expanding the thrift store.

Benefit: Improved asset and more efficient use of existing space.

Schedule: YR1: Design; YR2: Construction

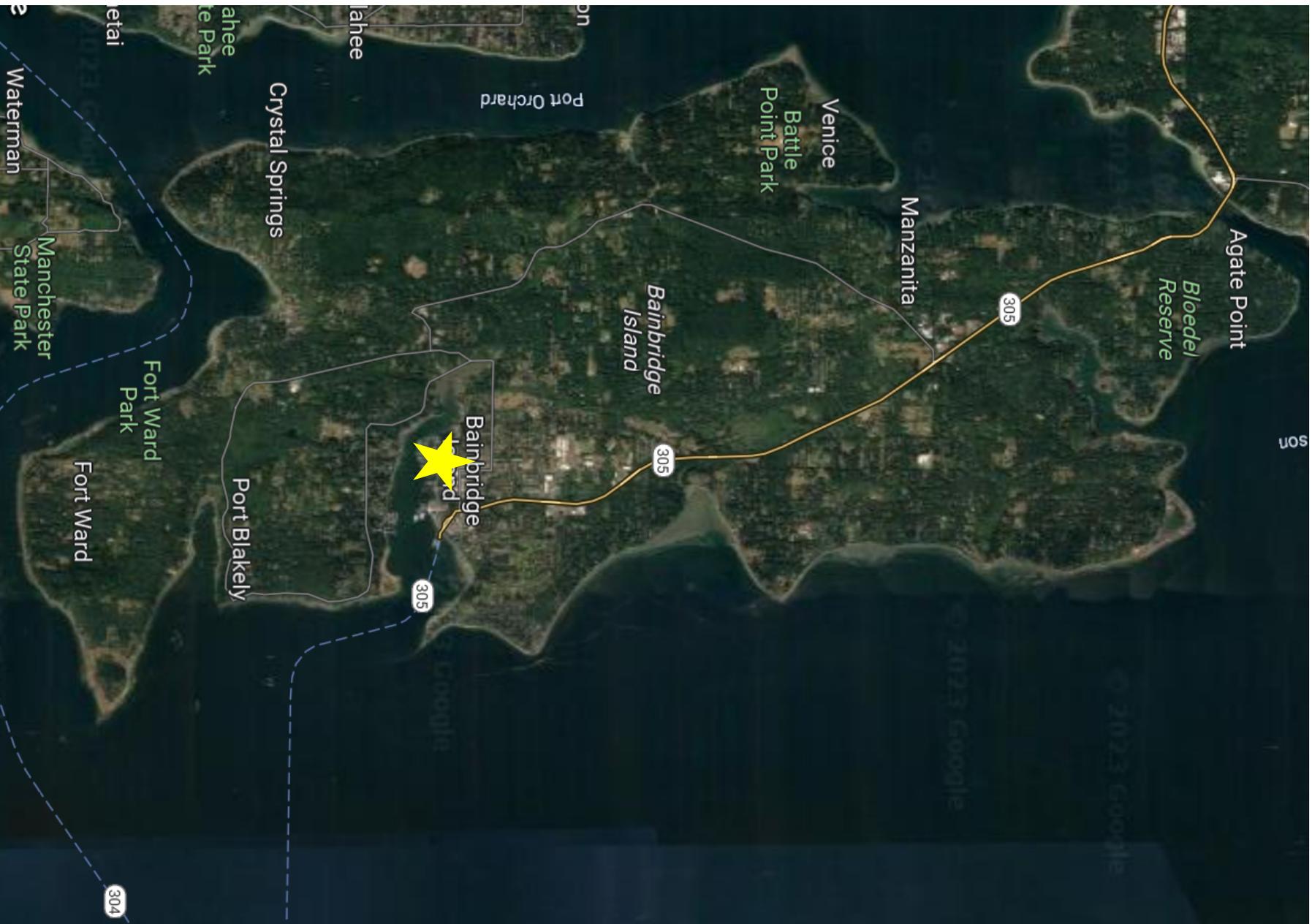
Capital Funding (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
FUNDING SOURCES (1000's)									
General Fund	62	-	-	-	-	-	-	-	62
REET	346	100	-	-	-	-	-	-	446
Water Fund	-	-	-	-	-	-	-	-	-
Sewer Fund	-	-	-	-	-	-	-	-	-
SSWM Fund	-	-	-	-	-	-	-	-	-
Donated	160	-	-	-	-	-	-	-	160
Sub-total	568	100	-	-	-	-	-	-	668
FUNDING USES (1000's)									
Project Management	58	16	-	-	-	-	-	-	74
Design/construction	510	84	-	-	-	-	-	-	594
Sub-total	568	100	-	-	-	-	-	-	668

Estimated Impact on Future Operating Budget (1000's)

	Prior Yrs.	2023	2024	2025	2026	2027	2028	2029-2042	Total
Operating	-	-	-	-	-	-	-	-	-
Debt Service	-	-	-	-	-	-	-	-	-
Sub-total	-	-	-	-	-	-	-	-	-

BI Senior Community Center Location Map





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Adopt Ordinance No. 2023-08 Updating Bainbridge Island Municipal Code Section 10.30.020.A to Amend the Definition of Bicycles for Adoption - Executive,

SUMMARY: Currently, the City of Bainbridge Island Municipal Code Section 10.30.020.A defines Bicycle to mean every device propelled solely by human power upon which a person or persons may ride, having two tandem wheels either of which is 16 inches or more in diameter, or three wheels, any one of which is more than 20 inches in diameter. This definition excludes ebikes. It is recommended the City Council amend the definition of "Bicycle" to include ebikes.

A direct consequence of amending the code will extend the Municipal Code's requirement that "Any person who operates or rides a bicycle or recreational vehicle or horse in or upon any public area shall wear a helmet" (BIMC 10.03.030.A) to ebike riders. Currently, ebike riders are excluded from the helmet requirement.

The requirement that all bicycle riders wear helmets was established by the City Council in 2001, due to concerns with the safety and welfare of bicycle riders on public rights-of-ways.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Executive

RECOMMENDED MOTION: Adopt Ordinance No. 2023-08 amending Bainbridge Island Municipal Code Section 10.30.020.A, with regard to the definition of Bicycle for adoption.

COMMUNITY ENGAGEMENT AND OUTREACH: Previously, a community survey was conducted with regard to attitude and opinions concerning ebikes. No additional specific outreach has occurred with regard to amending the definition of bicycle to include ebikes.

FISCAL IMPACT:

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

BACKGROUND: The Bainbridge Island Municipal Code Section 10.30 regarding bicycle and safety helmets requires any person who operates or rides a bicycle in any public area to wear a helmet. However, the definition of bicycle included in Bainbridge Island Municipal Code Section 10.30.020.A does not include ebikes. Therefore, the current code does not require ebike riders to wear a helmet.

Because of the increased popularity and interest in ebikes, (ebike sales grew by 145% in the US last year,) it is recommended that the code be updated. The Center for Disease Control and Prevention has found that policies requiring bike helmets have been associated with long-term sustained bike helmet use and a 20%-55% reduction in head injuries. Public health and safety was the justification in 2001, when the Council established the policy that any person operating a bicycle or recreational vehicle or horse wear a helmet. The code defines a helmet and also places the responsibility upon a parent or guardian to be responsible for any child under 18 years to wear a helmet. The cost of bicycle helmets start at \$30.

The Council received a report and deliberated on the proposed bicycle ordinance at its regular meeting of February 28, 2023. The Council directed that the draft ordinance be advanced to a meeting to introduce the ordinance for adoption at a subsequent meeting. on March 14, 2023, the City Council moved that the proposed ordinance be advanced for adoption to the meeting of March 28, 2023.

ATTACHMENTS:

[Ordinance 2023-08 to Update Definition of Bicycles to Include Ebikes.docx](#)

FISCAL DETAILS: An amended code will have little impact upon costs or municipal operations.

Fund Name(s):

Coding:

ORDINANCE NO. 2023-08

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to bicycle safety and helmets; amending Section 10.30.020.A of the Bainbridge Island Municipal Code (BIMC) to update the definition of bicycles to include ebikes.

WHEREAS, the Bainbridge Island Municipal Code requires all bicycle riders to wear helmets in public areas; and

WHEREAS, the Bainbridge Island Municipal Code’s definition of bicycles does not include ebikes; and

WHEREAS, the Bainbridge Island Municipal Code defines “recreational vehicle” as motorized skateboards, roller skates, roller blades, and scooters; and

WHEREAS, the Bainbridge Island Municipal Code requires any person who operates or rides a recreational vehicle in public areas to wear helmets; and

WHEREAS, policies requiring bike helmets have been associated with long-term, sustained bike helmet use and a 20%-55% reduction in head injuries according to a 2021 study by the Center for Disease Control and Prevention; and

WHEREAS, in 2001, the City Council, and the residents of the City, established this municipal code section via Ordinance No. 2001-06 due to concern about the safety and welfare of bicycle riders on public rights-of-ways; and

WHEREAS, when Ordinance No. 2001-06 was approved in 2001, ebikes were not a frequently used form of transportation but are now becoming more widely used, necessitating a change to the Section 10.30.020.A of the Bainbridge Island Municipal Code; and

WHEREAS, in order to regulate helmets for users of ebikes in the same manner as other bicycles, the definition of bicycle needs to be updated to include electric-assisted bicycles.

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

Section 1. Section 10.30.020.A of the Bainbridge Island Municipal Code is hereby amended to read as follows:

10.30.020 Definitions

A. “Bicycle” means every device propelled solely by human power, or an electric – assisted bicycle, upon which a person or persons may ride, having two tandem wheels

either of which is 16 inches or more in diameter, or three wheels, any one of which is more than 20 inches in diameter, and within this chapter shall include any attached trailers, side cars, and/or other device being towed by a bicycle.

Section 2. 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 3. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED by the City Council this ____ day of February, 2023.

APPROVED by the Mayor this ____ day of February, 2023.

Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	February 24, 2023
PASSED BY THE CITY COUNCIL:	February ____, 2023
PUBLISHED:	March ____, 2023
EFFECTIVE DATE:	March ____, 2023
ORDINANCE NUMBER:	2023-08



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME:

AGENDA ITEM: Authorization for City Manager to Purchase Annual Microsoft Software Licenses in the Amount of \$59,797.25

SUMMARY: This purchase includes all Microsoft software licenses currently in use by the City, including committee members. Licenses are purchased off the State NASPO contract through Insight, a certified Microsoft Reseller. This purchase was included in our 2023-2024 budget.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approval for the City Manager to sign and authorize payment for annual Microsoft licenses in the amount of \$59,797.25.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

Amount:	\$ 59,797.25
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: There is adequate budget in Information Technology to pay for these items.

ATTACHMENTS:

[2023 Mar - Microsoft Insight PO.pdf](#)

FISCAL DETAILS: This will be an annual cost as long as we continue to standardize with Office 365 and other Microsoft applications.

Fund Name(s):

Coding:



Purchase Order #:	IT-20230301-01-MAD-MISC	Date:	3/1/2023
To:	Insight Public Sector 2701 E. Insight Way Chandler, AZ 800-467-4448		
From:	City of Bainbridge Island 280 Madison Avenue North Bainbridge Island, WA 98110		
Contact/Tech:	Derek Racki derek.racki@insight.com 800-467-4448		

<u>Item</u>	<u>Part #</u>	<u>Description</u>	<u>Qty.</u>	<u>Unit Price</u>	<u>Tax</u>
Microsoft Licensing as outlined on Insight Quote #225566333				\$ 54,759.39	
Tax (Estimate)			1	\$ 5,037.86	
					TOTAL: \$ 59,797.25
Reference #:	Quote #225566333				

Terms:	Net 30	
Melanie A. Dalton		Purchasing Agent
Melanie Dalton, IT Manager mdalton@bainbridgewa.gov		MAD/IT

SOLD-TO PARTY 11119271

CITY OF BAINBRIDGE ISLAND
 ATTN: MELANIE DALTON
 280 MADISON AVE N
 BAINBRIDGE ISLAND WA 98110-1812

SHIP-TO

CITY OF BAINBRIDGE ISLAND
 ATTN: MELANIE DALTON
 280 MADISON AVE N
 BAINBRIDGE ISLAND WA 98110-1812

Quotation	
Quotation Number	: 225566333
Document Date	: 13-OCT-2022
PO Number	:
PO release:	:
Sales Rep	: Derek Racki
Email	: DEREK.RACKI@INSIGHT.COM
Telephone	: +15053183191

We deliver according to the following terms:

Payment Terms : Net 30 days
Ship Via : Electronic Delivery
Terms of Delivery: : FOB ORIGIN
Currency : USD

Material	Material Description	Quantity	Unit Price	Extended Price
228-04433-ESA3	Microsoft SQL Server Standard Edition - software assurance - 1 server City of Bainbridge Island 85106443 SA Annual Billing Coverage Dates: 01-FEB-2023 - 31-JAN-2024 STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSP016-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023 DEPLOY DATE : 01-FEB-2023	1	146.87	146.87
3MS-00001-ESA3	Microsoft Exchange Online Plan 1 - subscription license - 1 user City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSP016-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023	145	36.60	5,307.00
3PN-00001-ESA3	Microsoft Project Online Essentials - subscription license - 1 user City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSP016-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023	2	64.14	128.28
6VC-01254-ESA3	Microsoft Windows Remote Desktop Services - software assurance - 1 user CAL City of Bainbridge Island 85106443 SA Annual Billing Coverage Dates: 01-FEB-2023 - 31-JAN-2024 STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSP016-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24	5	21.79	108.95

Material	Material Description	Quantity	Unit Price	Extended Price
	LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023 DEPLOY DATE : 01-FEB-2023			
7MS-00001-ESA3	Microsoft Project Online Professional - subscription license - 1 user City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSPO16-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023	3	272.67	818.01
9EM-00270-ESA3	Microsoft Windows Server Standard Edition - software assurance - 2 cores City of Bainbridge Island 85106443 SA Annual Billing Coverage Dates: 01-FEB-2023 - 31-JAN-2024 STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSPO16-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023 DEPLOY DATE : 01-FEB-2023	32	17.87	571.84
AAA-11894-ESA3	Microsoft Office 365 (Plan G3) - subscription license (1 month) - 1 user City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSPO16-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023	37	215.42	7,970.54
AAA-11924-ESA3	Microsoft Office 365 (Plan G3) - subscription license (1 month) - 1 user City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSPO16-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023	116	182.30	21,146.80
AAA-12414-ESA3	Microsoft Core CAL Bridge for Office 365 - subscription license (1 month) - 1 user CAL City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSPO16-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023	20	19.71	394.20
AAA-12415-ESA3	Microsoft Core CAL Bridge for Office 365 - subscription license (1 month) - 1 user City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSPO16-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023	37	18.85	697.45

Material	Material Description	Quantity	Unit Price	Extended Price
AAA-12417-ESA3	Microsoft Core CAL Bridge for Office 365 - subscription license (1 month) - 1 user City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSPO16-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023	116	15.79	1,831.64
DDJ-00001-ESA3	Power BI Pro - subscription license (1 month) - 1 user City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSPO16-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023	2	91.43	182.86
KV3-00353-ESA3	Windows Enterprise - software assurance - 1 license City of Bainbridge Island 85106443 SA Annual Billing Coverage Dates: 01-FEB-2023 - 31-JAN-2024 STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSPO16-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023 DEPLOY DATE : 01-FEB-2023	114	42.47	4,841.58
MQM-00001-ESA3	Microsoft Azure Active Directory Premium P1 - subscription license - 1 user City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSPO16-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023	140	54.96	7,694.40
P3U-00001-ESA3	Microsoft Visio Pro for Office 365 - subscription license - 1 user City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSPO16-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023	4	137.33	549.32
SFR-00001-ESA3	Microsoft Flow - subscription license - 1 user City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSPO16-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023	2	161.57	323.14
T2N-00005-ESA3	Microsoft Office 365 (Plan E5) - step-up license - 1 user City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSPO16-138244/06016)	3	161.57	484.71

Material	Material Description	Quantity	Unit Price	Extended Price
	COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023			
U4S-00002-ESA3	Microsoft Office 365 (Plan E1) - subscription license - 1 user City of Bainbridge Island 85106443 12 Mo STATE OF WASHINGTON - NASPO SOFTWARE VAR CONTRACT(# ADSP016-138244/06016) COVERAGE PERIOD: 2/1/23 - 1/31/24 LICENSE : 85106443 AUTHORIZATION N ANNUAL BILLING DUE 2/1/2023	20	78.09	1,561.80
			Product Subtotal	54,759.39
			TAX	5,037.86
			Total	59,797.25

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Sincerely,

Derek Racki
+15053183191
DEREK.RACKI@INSIGHT.COM

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<https://www.insight.com/terms-and-policies>



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME:

AGENDA ITEM: Ratify City Staff's Department of Commerce 2023 Solar Plus Storage for Resilient Communities Program Grant Application

SUMMARY: On March 23, 2023, City staff submitted a grant application to the Department of Commerce 2023 Solar Plus Storage for Resilient Communities Program. The application requests \$90,000 in grant funding to evaluate three critical City facilities for the potential to add solar and battery energy storage and develop a fully designed bid package and budget for the future installation of solar panels and battery energy storage at one site. No City matching funds are required or requested at this time. This item seeks that the City Council ratify the grant application submitted on March 23, 2023.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Ratify City Staff's Department of Commerce 2023 Solar Plus Storage for Resilient Communities program grant application seeking \$90,000 in grant funding to evaluate three critical City facilities for the potential to add solar and battery energy storage and develop a fully designed bid package for the future installation of solar panels and battery energy storage at one site.

COMMUNITY ENGAGEMENT AND OUTREACH: This grant application was discussed at the March 13, 2023 Climate Change Advisory Committee meeting.

FISCAL IMPACT:

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

BACKGROUND: The City's 2020 Climate Action Plan includes a goal to "create energy self-sufficiency for emergency preparedness and increase energy infrastructure reliability and resilience in light of the changing climate." The City applied for funding under Track 1 of the Department of Commerce 2023 Solar plus Storage for Resilient Communities Program: "Track 1 - Planning and pre-development grants are available for projects that identify sites, complete community outreach and engagement to identify community needs, complete feasibility studies, or develop cost estimates, specifications, or other early design work." Eligibility for this grant program is limited to local governments, state governments, tribal governments or affiliates, retail electric utilities, and non-profit organizations for "community buildings." Community buildings means pre-K-12 schools, community colleges, community centers, recreation centers, libraries, tribal buildings, government buildings, and other publicly owned infrastructure.

The City proposes to use grant funds to work with a consultant to evaluate three City facilities for the potential to add solar panels and battery energy storage to increase resilience at a critical facility. The three City facilities to be evaluated include: the Public Works Operations & Maintenance (O&M) Yard, the new Police/Court Facility, and the Wastewater Treatment Plant. Working with a consultant, the City will identify one site as the best candidate to receive a fully designed bid package and budget for the future installation of solar panels and battery energy storage.

The objective of this project is to receive specifications in sufficient detail to solicit funding/go out to bid for installation of solar panels and battery energy storage at a critical City facility to help meet objectives identified in the City's 2020 Climate Action Plan. This project will result in a fully designed bid package to add solar panels and BESS at one critical City facility. The City anticipates applying for additional grant funding to implement that design.

ATTACHMENTS:

[City of Bainbridge Island Solar and Battery Feasibility Assessment Application 03.23.23.PDF](#)

FISCAL DETAILS: The application requests \$90,000 in grant funding with no City match. If awarded, grant funds would be available for reimbursement for eligible costs through June 2024.

Fund Name(s):

Coding:



Powered by ZoomGrants™ and

Washington State Dept. of Commerce
Energy Division
Solar plus Storage for Resilient Communities
Deadline: 3/23/2023

City of Bainbridge Island City of Bainbridge Island Solar and Battery Feasibility Assessment

Jump to: [Application Questions](#) [Budget](#) [Documents](#)

USD\$ 90,000.00 Requested

Project Contact

Autumn Salamack
asalamack@bainbridgewa.gov
Tel: 206-780-8590

Additional Contacts

alesage@bainbridgewa.gov,
cwierzbicki@bainbridgewa.gov

City of Bainbridge Island

280 Madison Ave N
Bainbridge Island, WA 98110
United States

City Manager

Blair King
bking@bainbridgewa.gov

Telephone 206-842-7633

Fax

Web <https://www.bainbridgewa.gov/>

EIN 91-6001663

UEI MVJ5FL57TU13

(N)CAGE 363U2

SAM

Expires

Application Questions [top](#)

Some answers will not be presented because they are not part of the selected group of questions based on the answer to #7.

1. Applicant type (Minimum qualification)

- Local government
- State government
- Tribal government or affiliate
- Retail electric utility
- Non-profit organization

2. Washington Uniform Business Identification (UBI) number:

189-002-241

3. Identify any state employees or former state employees employed or on the firm's governing board as of the date of the application.

Include their position and responsibilities within the Applicant's organization. If following a review of this information, it is determined by COMMERCE that a conflict of interest exists, the Applicant may be disqualified from further consideration
Per a discussion with our City's HR Manager, this information is not tracked by the City for all employees. There are three key City staff working on this project – the Climate Officer, the Public Works Director, and the Emergency Management Coordinator. One of them, the Emergency Management Coordinator, previously worked as the Healthcare Coalitions Coordinator with the WA State Department of Health - Public Health Preparedness Program from December 2007- approximately December 2010. They now serve as the Emergency Management Coordinator for the City and serve as the primary City point of contact for emergency preparedness and response activities.

4. For nonprofits and investor-owned retail electric utilities:

Name, address, and telephone number of each principal officer (President, Vice President, Treasurer, Chairperson of the Board of Directors, etc.

Not applicable - we are a City government. You can view the list of current City Council Members at <https://www.bainbridgewa.gov/217/City-Council>.

5. For non-profits:

What is your current year budget? How many staff (FTEs) do you employ?

Not applicable - we are a City government. The City has 139.65 FTE employees and a 2023 adopted budget of \$65.2 million (including operating and capital).

6. Project Summary:

Provide a brief overview of the project.

The City will evaluate three critical City facilities to determine the priority for adding solar panels and battery energy storage. One site will be selected to receive a full feasibility assessment, complete with cost estimates and specifications to be used in a future bid package based on the following criteria: solar potential, use of space at a site, criticality of support features at site, ease of implementation and necessary electrical upgrades, socioeconomic data for census block of location, and/or results of racial equity tool comparison across sites, and community feedback.

Track 1 Project Information

7. Are you applying for:

- Track 1 - Planning and predevelopment
- Track 2 - Installation

8. Type of eligible community building:(Minimum qualification)

If a site is not identified, explain how the project contributes to solar and storage deployments at eligible community buildings.

- Pre-K-12 school or higher education that will be open to the public during extended outages
- Community center, recreation center, park facility or library regularly open to the public or where individuals access publicly-funded services
- Religiously-affiliated building (church, mosque, temple, etc.) that will be open to the public during emergencies
- Shelter, day center, food bank or other community service center for vulnerable populations
- Income-qualified multifamily housing or assisted living facility
- Other building or facility owned by state or local government, including public safety facility, administrative building, wastewater and water infrastructure, hospital, or other critical facility
- Site not identified, explain:

9. Which activity(s) best describe the proposed work? (Minimum qualification)

- Site identification
- Feasibility studies
- Site design
- Interconnection applications
- Community engagement and outreach
- Other planning and design work, explain:

10. Area served (Scored):

Please describe the area served by this project. Include specific site addresses where applicable. Is this a remote area?

Bainbridge Island is a city in the Puget Sound region of western Washington. Bainbridge Island has an area of 26 square miles and an estimated population of 25,000. The Bainbridge Island community is located adjacent to the Kitsap Peninsula, approximately 7 miles west of Seattle. Nearby cities include Poulsbo, located to the northwest, and Bremerton and Port Orchard, located to the southwest. The Port Madison Indian Reservation and the Suquamish Tribe is located to the northwest of Bainbridge Island and is the closest accessible jurisdiction.

Bainbridge Island is connected to the Kitsap Peninsula by a single bridge, the Agate Pass Bridge, at the north end of the Island, and to the Greater Seattle Area by a single ferry route that docks at the Winslow Ferry Terminal located in downtown Bainbridge Island, central to the Island. The Island has limited means for evacuation due to the limited number and vulnerability of access points. The Island is also at risk of complete isolation from county, state, and federal resources should an emergency or disaster event disrupt ferry service, and/or disable the bridge. As a small community, it is expected that the Island will receive services from large organizations such as Puget Sound Energy or the Washington State Department of Transportation as a lower priority after a disaster.

Three sites will be evaluated as part of this project:

1. Public Works Operations and Maintenance Yard: located at 7305 Hidden Cove Road, Bainbridge Island, WA 98110
2. Police/Court Facility: located at 804 Madison Ave N, Bainbridge Island, WA 98110
3. Wastewater Treatment Plant: located at 1220 Donald PL, Bainbridge Island, WA 98110

The City is a "Local Rural Government" and all three proposed sites meet the eligibility requirements defined by the USDA Rural Energy Pilot Program.

Track 1 Narrative

11. Project Approach and Objectives (Scored):

Provide an overview of your approach and identify key project objectives.

The City proposes to work with a consultant to evaluate three City facilities for the potential to add solar panels and battery energy storage to increase resilience at a critical facility. The City will use grant funds to evaluate three City facilities: the Public Works Operations & Maintenance (O&M) Yard, the new Police/Court Facility, and the Wastewater Treatment Plant. Working with a consultant, the City will identify one site as the best candidate to receive a fully designed bid package and budget for the future installation of solar panels and battery energy storage.

The objective of this project is to receive specifications in sufficient detail to solicit funding/go out to bid for installation of solar panels and battery energy storage at a critical City facility to help meet objectives identified in the City's 2020 Climate Action Plan. The Climate Action Plan includes a goal to "create energy self-sufficiency for emergency preparedness and increase energy infrastructure reliability and resilience in light of the changing climate." This project will result in a fully designed bid package to add solar panels and battery energy storage at one critical City facility. The City anticipates applying for additional grant funding to implement that design.

The three sites to be reviewed provide the following critical services for the Bainbridge Island community:

- **Public Works Operations & Maintenance (O&M) Yard:** This facility houses the City's medium- and heavy-duty fleet vehicles, including snowplows, and serves as the primary reporting facility for Public Works operations and maintenance crews. Crews at this site are responsible for water, sewer, storm, street, fleet, and facilities infrastructure within the City of Bainbridge Island. The crews provide routine and critical/emerging issues response on a day-to-day basis, as well as during emergency events. Public Works staff are working to transition to electric vehicles and tools, and therefore this site is a critical place for alternative energy and battery back-up systems that can charge vehicles and equipment during a prolonged power outage.
- **Police/Court Facility:** This site is located directly adjacent to State Route (SR) 305 and is expected to be occupied by the third quarter of 2023 as the building is currently being remodeled. When operational, this building will house the Police Department, Court, and Emergency Management department, along with the City's primary Emergency Operation Center (EOC). The City currently has one electric vehicle which will be housed at this location. Alternative energy sources and battery back-up systems at this location will help meet electric vehicle fueling needs with zero emissions.
- **Wastewater Treatment Plant:** This facility provides a critical environmental and public health function in the treating of wastewater for the city's downtown core. Alternative energy sources and battery back-up systems at this location will allow city staff to mitigate the environmental impacts of both short term and prolonged power outages.

12. Purpose and Need (Scored):

Explain the critical needs to be met by the project and the hazards facing the community to be served. Estimate how many people will be served, including how many from vulnerable populations.

Bainbridge Island is an island city in the Puget Sound region of western Washington located adjacent to the Kitsap Peninsula, approximately seven miles west of Seattle. Bainbridge Island has an area of 26 square miles, with 52 miles of shoreline, dense forests, mostly rural development patterns, and an estimated population of 25,000. The entire Island is incorporated as one city. The City is a "Local Rural Government" and all three proposed sites for this project meet the eligibility requirements defined by the USDA Rural Energy Pilot Program.

The Bainbridge Island community energy system has challenges, risks and vulnerabilities related to both carbon emissions from energy supply and the resilience of our energy system. Energy use is the largest source of our community greenhouse gas (GHG) emissions. The most recent GHG inventory indicates that 53 percent of community emissions come from electricity generation. In Washington State electricity generation contributes about 20 percent of GHG emissions. Bainbridge Island's GHG emissions from electricity generation are higher than the State average because PSE has an energy mix containing over 50 percent fossil fuels. There is no natural gas on Bainbridge Island.

Bainbridge Island has limited access to centralized energy systems because it is electrically radially connected to the Kitsap Peninsula via the Agate Passage transmission lines with two 115kV transmission lines extending south onto the Island. Approximately 12,400 Island electric customers are served from three distribution substations, two of which don't have currently backup transmission. Due to the Island's unique geographic factors, local wind patterns, and our heavily treed

nature, the Island can be slow to have power restored in storm events.

Bainbridge Island also has a higher-than-average power outage rate for customers in PSE territory, both in terms of frequency and duration (SAIDI and SAIFI), which heightens our desire for a resilient grid. Those two data points – coupled with the potential risk of complete isolation from county, state, and federal resources should an emergency or disaster event disrupt ferry service and/or disable the Agate Pass bridge – speak to the need for carbon neutral, on-Island energy generation with battery energy systems in place to safeguard the community’s public health.

The City’s 2020 Climate Action Plan includes a goal to “create energy self-sufficiency for emergency preparedness and increase energy infrastructure reliability and resilience in light of the changing climate.” This project will result in a fully designed bid package to add solar panels and battery energy storage at one critical City facility. The City anticipates applying for additional grant funding to implement that design.

13. Project Activities and Timeline (Scored):

Describe how you will achieve the project goals, and list key milestones and estimated timeframes.

Key activities and milestone associated with this project are listed below. After this grant-funded design work is complete, the City will identify funding sources for implementation of the final design and release a bid package to complete this work.

September 30, 2023: Release RFQ for site analysis (with public input at a Climate Change Advisory Committee meeting; members of the Racial Equity Advisory Committee and Utility Advisory Committee will also be invited to participate in this meeting and discussion).

November 30, 2023: Select consultant for site analysis.

March 31, 2024: Complete initial site analysis – identify site for full design.

June 1, 2024: Complete full design for one site.

14. Outcomes and Metrics (Scored):

Identify anticipated outcomes and how you will measure success.

Desired outcome: Increase renewable energy generation on the island and install a battery energy storage system at a City facility to increase resilience in the event of a prolonged power outage. This project will also decrease emissions associated with the use of PSE-provided electricity to power City facilities.

Metrics: Metrics will include kWh of electricity generation at the site, number of times the battery energy storage system is used, and down time versus usable time for battery energy storage systems during power outages.

15. Project team and partners (Scored):

Identify key personnel and explain why they are qualified to complete the project. Explain the role of any project partners and identify the primary contact for each partner.

This project will be managed by the City’s Climate Mitigation and Adaptation Officer with close coordination with staff in Public Works and the City’s Emergency Management Coordinator. An outside firm with expertise in solar and battery energy storage systems will be hired to complete this project with input from both City staff and community partners. Puget Sound Energy will be engaged in reviewing potential projects at each site and in the evaluation of options and electrical capacity/needs for the final design for the selected site. Resident advisory committees and community organizations will be engaged to assist with RFQ review and community engagement efforts.

Key personnel for this project include:

Consulting Firm - Role and Experience: Implementation of core tasks; experience in evaluating and designing solar and battery energy storage systems

Climate Change Officer - Role and Experience: Project manager, grant administrator, Responsible for implementation of Climate Action Plan; previous experience working on adding solar and evaluating battery energy storage potential for community disaster hubs

Public Works Director - Role and Experience: Design/bid/ construction support; experience designing and building, public facilities, including solar facilities

Emergency Management Coordinator - Role and Experience: Provide information to the consultant; primary City point of contact for emergency preparedness and response activities and support for enhancing resilience of critical infrastructure

Public Work Operations & Maintenance Staff - Role and Experience: Provide information to consultant, facilitate site visits to City sites; experience maintaining and operating public facilities, including solar panels

Key Partners for this project:

Puget Sound Energy (Christine Nhan, Local Government Affairs & Public Policy Manager), Local electric utility: Role - provide **172**

feedback on proposed system design and electrical capacity, necessary upgrades, etc.

Climate Change Advisory Committee (David McCaughey - Chair, Kevin Thomas – Vice Chair), Developed Climate Action Plan which has goals specifically related to the outcomes of this project: Role - Review RFQ and provide feedback on community outreach and engagement, including engagement by members of the Racial Equity Advisory Committee and Utility Advisory Committee

Bainbridge Prepares (Scott James, Founder/Board Chair), Primary Community non-profit focused on disaster preparedness and resilience: Role - Review RFQ and provide feedback on community outreach and engagement

16. Community Engagement (Scored):

Explain how you have consulted or will consult local community members, especially vulnerable populations and highly impacted communities, in planning this project. Describe specific activities and when they were/will be completed, if possible.

The City will utilize a City staff-developed racial equity lens (based on the Government Alliance on Race and Equity - GARE - model) to review the design and implementation of this project from the start. The proposed project sites will be evaluated based on socioeconomic data available from the 2010 and 2020 Census data and 2017-2021 American Community Survey data. The City will partner with Puget Sound Energy, the Climate Change Advisory Committee and Bainbridge Prepares (the Island's Community non-profit focused on emergency preparedness and resilience) to develop the RFQ for this project and design additional public outreach. The City will also discuss this project at a Climate Change Advisory Committee meeting, which is open to the public. Members of the Racial Equity Advisory Committee and Utility Advisory Committee will also be invited to participate in this meeting and discussion. Additional community engagement plans include: one or more town halls to discuss each potential site with targeted invitations to community members who live and work near each site, a social media and/or print mail survey, and a community press release.

Track 2 Project Information

17. Type of eligible community building (Minimum qualifications):

-answer not presented because of the answer to #7-

18. Provide the size of the solar system (kW) and the energy storage system (kW and kWh).

-answer not presented because of the answer to #7-

19. Project site address (Scored):

-answer not presented because of the answer to #7-

20. Is this site located in a remote area? (Scored)

-answer not presented because of the answer to #7-

21. Is this site designated by the relevant county, city, or tribal emergency office as a critical facility, resilience hub, shelter, or emergency operation center location? (Minimum qualification)

-answer not presented because of the answer to #7-

22. Is this building owned by the applicant? (Minimum qualification)

-answer not presented because of the answer to #7-

23. List project's planned start date, construction completion, commissioning, and permission to operate. (Minimum qualification)

-answer not presented because of the answer to #7-

Track 2 Narrative

24. Purpose and Need: Explain the critical needs to be met by the project and the hazards facing the community to be served. (Scored)

-answer not presented because of the answer to #7-

25. Project sizing (Scored): Provide a list of the proposed loads to be served by the system during a grid outage, including kW and estimated kWh/day. Describe the process used to size the solar system and the energy storage system, including what modeling tool(s) were used, the outage duration used for sizing and why that duration was selected. Estimate how many hours annually the system will provide backup power. Provide an estimate of how long the project can operate in less than favorable circumstances such as if an outage occurs when the battery has been discharged or during winter.

-answer not presented because of the answer to #7-

26. Energy efficiency (Scored):

-answer not presented because of the answer to #7-

27. Operations and Maintenance: Identify who will be responsible for operating the system and providing services to the public (where applicable) during emergencies. (Scored)

-answer not presented because of the answer to #7-

28. Project team and partners (Scored):

-answer not presented because of the answer to #7-

29. Community Engagement: Explain whether and how you consulted local community members, especially vulnerable populations and highly impacted communities, in planning this project. (Scored)

-answer not presented because of the answer to #7-

30. Co-benefits: Identify and describe non-resilience benefits that the project provides, and quantify these benefits with metrics to the extent possible (Scored).

-answer not presented because of the answer to #7-

31. Grid Services: Will the project provide grid services, such as discharging to reduce demand during grid peaks, operating the battery to alleviate constraints on the distribution grid, or participating in utility demand response programs? (Scored)

If yes, describe how the battery will be operated to provide these services while maintaining resilience functions. This is of interest and is to be determined based on work with the selected consultant for this project.

Budget [top](#)

Track 1: Planning and Predevelopment		FY2024(7/1/2023-6/30/2024)	
Staff			
Consultants		USD\$ 90,000.00	
Materials			
Travel			
Meeting Expenses			
Total		USD\$ 90,000.00	
Track 2: Construction		FY2024(7/1/2023-6/30/2024)	FY2025(7/1/2024-6/30/2025)
ITC: Final design, permitting, interconnection			
ITC: Equipment costs (including balance of system)			
ITC: Installation labor			
ITC: Project management costs			
Community outreach and engagement			
Operations and Maintenance Planning/Training			
Other (describe below)			
Total		USD\$ 0.00	USD\$ 0.00

Budget Narrative

Grant funds will be used to contract with a firm specializing in solar and battery energy storage system site analysis and design to evaluate three City-owned facilities for the future installation of solar panels and battery energy storage. One site will receive a final design and bid package for the future installation of solar panels and battery energy storage.

Documents [top](#)

Documents Requested *	Required?	Attached Documents *
Required for all: Project scope for all work to be completed under this grant	<input checked="" type="checkbox"/>	Project Scope - City of Bainbridge Island Solar and Battery Energy Assessment
Required for all: Certifications and Assurances	<input checked="" type="checkbox"/>	Exhibit A - Certifications and Assurances -

(Exhibit A of RFA)	<input type="checkbox"/>	Bainbridge Island
Required for all: Diverse Business Inclusion Plan (Exhibit B of the RFA)	<input checked="" type="checkbox"/>	Bainbridge Island Diverse Business Inclusion Plan
Required for all: Workers' Rights Verification (Exhibit C of the RFA)	<input checked="" type="checkbox"/>	Exhibit C - Workers Rights - Bainbridge Island
This line extra		
Required for all non-profits: Non-profit status determination letter		
Required for Track 1: Letter of support from the emergency management office		Letter of support from Bainbridge emergency management office
Required for Track 2: List of proposed equipment and data sheets		
Required for Track 2: A basic electrical schematic of the facility's electrical system (a one-line diagram is acceptable) and where/how the solar array and battery connects to it. Show what equipment and wiring is new and what is existing.		
Required for Track 2: Site plan showing the proposed layout of equipment (including modules) and other key locations		
Required for Track 2: Site photos (compiled into a single PDF document)		
Required for Track 2: Documentation of energy production estimate (PVWatts, Helioscope, PVSYST, etc.)		
Required for Track 2: Provide key solar and energy storage system modeling reports that show loads, system and storage sizing. Specify modeling tool.		
Required for Track 2 IF your facility is not in the emergency management plan: Letter of support from the relevant city, county, or tribal emergency management office describing how the facility will complement the emergency management plan		
Required for Track 2 IF the applicant is not the building owner: Letter of support from the building owner		
Recommended for Track 2 projects over 100kW AC: Attach an interconnection agreement with the utility if available for additional points. (Scored for projects over 100kW)		
Optional and not scored: OMWBE Certification		

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Application ID: 436673

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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Consider Ordinance No. 2023-14 Amending BIMC Chapters 2.14.020 Regarding Planning Commission Meeting Times - Planning,

SUMMARY: Bainbridge Island Municipal Code (BIMC) 2.14.020.E specifies that regular Planning Commission meetings begin at 7:00 PM, requiring that any other meeting that begins earlier to be identified as a “special meeting”. BIMC 2.14.020.E section is proposed to be amended to reflect a 6:00PM start time for Planning Commission meetings that has been the norm for several years.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to approve Ordinance No. 2023-14.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: These amendments to BIMC 2.14.020.E were reviewed by the Planning Commission, as part of Ordinance No. 2023-04 , at a study session on January 26, 2023, and a public hearing on March 16, 2023. After closing the public hearing, the Planning Commission made a recommendation of approval of Ordinance No. 2023-04 to the City Council, without any additional amendments to the Planning Commission meeting time section.

Subsequent legal review recommended separating the unrelated topics of subarea planning and Planning Commission meeting time into two separate ordinances. Therefore the amendment to BIMC 2.14.020.E related to Planning Commission meeting time was removed from Ordinance No. 2023-04 and is now described in Ordinance No. 2023-14 for review by the City Council.

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2023-14

AN ORDINANCE of the City of Bainbridge Island, Washington, amending 2.14.020 of the Bainbridge Island Municipal Code related to Planning Commission meeting time.

WHEREAS, existing BIMC 2.14.020.E specifies that regular Planning Commission meetings begin at 7:00 PM, requiring that any other meeting that begins earlier to be identified as a “special meeting”; and

WHEREAS, recently, most Planning Commission meetings have begun at 6:00 PM and identified as “special meetings”; and

WHEREAS, this amendment to BIMC 2.14.020.E related to Planning Commission meeting start time was originally included in Ordinance No. 2023-04 together with amendments to BIMC 2.16.210 related to subarea planning; and

WHEREAS, the Planning Commission considered draft Ordinance No. 2023-04 on January 26, 2023, and did not amend the ordinance related to the proposed amendment to Planning Commission meeting time; and

WHEREAS, the Planning Commission held a public hearing on Ordinance No. 2023-04 on March 16, 2023, and after closing the public hearing, continued discussion of the subarea planning process, ultimately making a recommendation of approval of Ordinance No. 2023-04 to the City Council, without any additional amendments to the Planning Commission meeting time section; and

WHEREAS, subsequent legal review recommended separating the unrelated topics of subarea planning and Planning Commission meeting time into 2 separate ordinances; and

WHEREAS, the amendment to BIMC 2.14.020.E related to Planning Commission meeting time was removed from Ordinance No. 2023-04 and reviewed by the City Council in Ordinance No. 2023-14; and

WHEREAS, on March 28, 2023, the City Council considered Ordinance No. 2023-14 and adopted Ordinance No. 2023-14.

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

Section 1. Section 2.14.020.E. of the Bainbridge Island Municipal Code is hereby amended to read as follows:

E. Meetings.

1. The planning commission shall meet on the second and fourth Thursday of each month and may hold such special meetings on other days, as the planning commission may determine necessary. ~~All~~ Regularly scheduled meetings will ~~shall~~ begin at 6:00 p.m. ~~7:00 p.m.~~ and shall endeavor to adjourn by 9:00 p.m.; provided, that the hours of a regular meeting may be modified ~~for exceptional purposes~~, as determined by the chairperson in coordination with the director, subject to the requirements of the Open Public Meetings Act.

2. Planning commission meetings shall be held at the city of Bainbridge Island City Hall. Under special circumstances, regular and special meetings and retreats may be held in other locations as publicly noticed.

3. The planning commission shall give public notice of its meetings as provided by law. Notice for a public hearing shall be provided at least 10 days in advance of said hearing.

4. All meetings of the planning commission shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW). In the event a regular meeting falls upon a legal holiday, the meeting shall be held on the following business day.

5. All meetings shall be conducted according to Robert's Rules of Order.

6. The planning commission shall review and approve rules of procedure and code of conduct annually.

Section 2. 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 3. This ordinance shall take effect and be in force five (5) days from its passage and publication as required law.

PASSED by the City Council this XX day of XX 2023.

APPROVED by the Mayor this XX day of XX 2023.

Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	XX, 2023
PASSED BY THE CITY COUNCIL:	XX, 2023
PUBLISHED:	XX, 2023
EFFECTIVE DATE:	XX, 2023;
ORDINANCE NUMBER:	2023-14



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Receive City Manager's Report,

SUMMARY: City Manager King will provide the City Manager's Report, including an update on the Solid Waste Master Plan and Solid Waste Management Evaluation as detailed in the attached memorandum.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Solid Waste Master Plan and Solid Waste Management Evaluation for CC 3.28.2023.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

MEMORANDUM

TO: Honorable Mayor and Council

FROM: City Manager

SUBJECT: Solid Waste Master Plan and Solid Waste Management Evaluation

DATE: March 28, 2023

Residential solid waste service and recycling in the City of Bainbridge Island is not mandated and is a choice for property owners.

On August 9, 2022, the City Council approved a contract with Tetra Tech in the amount of \$91,290 to evaluate solid waste collection on Bainbridge Island as an initial step towards developing a Solid Waste Strategic Plan. To date, Tetra Tech has provided two of the three deliverable products and staff expects the final report and remaining deliverables next month.

Upon receipt of the final report, it is anticipated the Council will be asked to look closely at the advantages and disadvantages of the city being directly responsible for solid waste collection as a municipal service. This does not mean the city will acquire vehicles and add staff, but it may take on the responsibility for solid waste via mandatory residential solid waste and recycling services. In this context, in the future the city would take responsibility for all solid waste (garbage, recycling, organic), meaning which materials are collected and how frequently, how they are collected, where they go after collection, which sorts of trucks or fuels are used, what the customer service interface looks like, how diversion programs are promoted and financially incentivized, performance standards for the waste hauler, and costs to the resident and the city.

Presently, Bainbridge Disposal provides voluntary subscription garbage services, including recycling and yard-waste service. Bainbridge Disposal is regulated by the Washington Utility and Transportation Commission (WUTC). Bainbridge Disposal operates in compliance with the Kitsap County Solid and Hazardous Waste Management Plan (SHWMP) developed by the Solid Waste Advisory Committee (SWAC). The city does not influence or control the operations of Bainbridge Disposal, nor does the city have a representative on the SWAC who is directly responsible to city administration or the City Council.

According to waste collection data provided by Bainbridge Disposal, they collect from approximately 90% of single-family and multi-family households in the city. It is noted that according to the same data from Bainbridge Disposal, less than half of those that subscribe to garbage service also subscribe to recycling services.

In the near future, the City Council will be asked what goals it wants to achieve related to the management of solid waste and whether these goals are more or less achievable with the city exercising greater control over the solid waste system.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:00 PM) Consider Ordinance No. 2023-04 Amending BIMC Section 2.16.210 Regarding the Subarea Planning Process - Planning,

SUMMARY: The City Council moved on February 8, 2022, to amend Chapter 2.16 of the Bainbridge Island Municipal Code such that the subarea planning process laid out therein would apply to small designated centers but not to Winslow. The Planning Commission commenced the process to review the draft Ordinance No. 2023-04 on January 26, 2023.

The Planning Commission recommended changes establishing a steering committee and requiring city staff to record and post to the web site Winslow Subarea Plan project meetings that occur between the planning department, other city departments and the consultant team. The steering committee was proposed to be comprised of members of the City Council, Planning Commission, Race Equity Advisory Committee, Climate Change Advisory Committee, and one additional member.

During Planning Commission review of Ordinance No. 2023-04, the ordinance included an amendment to BIMC 2.14.020.E related to Planning Commission meeting start time, which has been moved into a separate ordinance and included on the consent agenda.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to advance Ordinance No. 2023-04 to the April 11, 2023 City Council regular business meeting for introduction for adoption.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The Planning Commission recommendation is to change Title 2 such that a steering committee would be formed that would guide the community engagement process for the Winslow Subarea Plan.

It's noted that the existing chapter contains language that charges the Planning Director to assemble an interdepartmental team; direction to personnel outside of the Planning Department is beyond the scope of the Planning Director's authority and more appropriately, the City Manager should direct such work.

ATTACHMENTS:

[Ordinance No. 2023-04 Amendments to 2.16.210 Subarea Planning.docx](#)

[Feb 8 2022 City Council Mtg Minutes.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2023-04

AN ORDINANCE of the City of Bainbridge Island, Washington, amending 2.16.210 of the Bainbridge Island Municipal Code related to subarea planning.

WHEREAS, on February 8, 2022 the City Council discussed the provisions and history of BIMC section 2.16.210 *Subarea planning process* and the then upcoming update to the Winslow Subarea Plan, now in process; and

WHEREAS, at the close of the discussion on February 8, 2022 the City Council directed BIMC 2.16.210 be amended to clarify that it applied to only small designated areas such as Neighborhood Centers or the Day Road Business/Industrial areas, but not Winslow; and

WHEREAS, the Planning Commission considered draft Ordinance No. 2023-04 on January 26, 2023, and unanimously approved a motion to add language to BIMC 2.16.210 to include the update Winslow Subarea Plan, but differentiate its review from the smaller designated centers; and

WHEREAS, the public hearing draft of Ordinance No. 2023-04 was updated to reflect the Planning Commission's January 26, 2023 motion; and

WHEREAS, the Planning Commission held a public hearing on Ordinance No. 2023-04 on March 16, 2023, and after closing the public hearing, continued discussion of the subarea planning process in general and how to ensure robust public participation during any subarea planning process, particularly the recently begun Winslow Subarea Planning update project; and

WHEREAS, the Planning Commission approved two motions to modify the ordinance related the make-up of a proposed steering committee and interdepartmental staff meetings, then unanimously made a recommendation of approval of Ordinance No. 2023-04, as amended, to the City Council; and

WHEREAS, during Planning Commission review of this Ordinance No. 2023-04 the ordinance included an amendment to BIMC 2.14.020.E related to Planning Commission meeting start time, and subsequent legal review recommended separating the unrelated topics of subarea planning and Planning Commission meeting time into 2 separate ordinances; and

WHEREAS, the amendment to BIMC 2.14.020.E related to Planning Commission meeting time will be reviewed by the City Council in Ordinance No. 2023-14; and

WHEREAS, on March 28, 2023, the City Council considered Ordinance No. 2023-04; and

WHEREAS, on XXX, 2023, the City Council adopted Ordinance No. 2023-04.

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

Section 1. Section 2.16.210 of the Bainbridge Island Municipal Code is hereby amended as follows:

A. Purpose. The purpose of this section is to provide a subarea planning process that enhances the livability of the city by recognizing the unique characteristics of the city's designated centers and neighborhoods and by providing opportunities to accomplish the goals of the city's comprehensive plan in a way unique to each designated center or neighborhood.

B. Applicability. This chapter applies to:

1. Neighborhood and Industrial A-designated centers that have ~~has~~ been identified in the adopted Land Use Element of the comprehensive plan; and
2. Discrete neighborhoods outside of designated centers; and-
3. An update to the Winslow Subarea Plan shall be subject to the process described in subsection C only, in addition to the land use legislative review required by BIMC 2.16.180 and 2.16.190.

C. Update to the Winslow Subarea Plan. The following community engagement process shall apply to updates to the Winslow Subarea Plan:

1. A community engagement plan is required to be developed early in the update process. This community engagement plan will serve as a strategic road map for bringing key stakeholders and under-represented groups into the planning process. The community engagement plan shall be made available by posting to a City project website.
2. The City will convene a steering committee that will work with consultants and city staff project team to help guide and direct the creation and implementation of the community engagement plan. The steering committee will include three City Councilmembers, two Planning Commissioners, one member of the Race Equity Advisory Committee, one member of the Climate Change Advisory Committee, and one member of the public to be chosen from a current advisory committee. The steering committee will meet quarterly with the project team.
3. All interdepartmental staff team meetings regarding the Winslow Subarea Plan be recorded and published on the city's project website.

D.C. Beginning the Process. The subarea planning process for neighborhood and industrial designated centers, or other neighborhoods proposed for subarea planning, may be started in two different ways:

1. The city council may begin the process through the annual development of department work programs or biennial budget process; or
2. Upon the written request of at least one owner of property located within a designated center or neighborhood, the city council by resolution may approve the commencement of the subarea planning process. Neighborhoods outside of designated centers must demonstrate to the city council that subarea planning is generally desired by the neighborhood.

E.D. Interdepartmental Staff Team.

1. Upon the city council's approval to commence the subarea planning process, the director of planning and community development shall establish an interdepartmental staff team.
2. At the director of planning and community development's request, the director of each city department shall assign a representative to the interdepartmental staff team. The Bainbridge Island fire district, the Bainbridge Island school district, the Bainbridge Island metropolitan park and recreation district, and the Kitsap public health district shall each be invited to participate on the interdepartmental staff team.
3. The interdepartmental staff team shall:
 - a. Compile the city's existing data and materials relating to the designated center or neighborhood (including comprehensive plan text and map); and
 - b. Identify in writing issues raised by the public during the comprehensive planning process and issues identified by staff relating to the designated center or neighborhood; and
 - c. Identify interested persons and groups, including all property owners within the designated center or neighborhood according to the Kitsap County auditor's records, and notify the interested persons and groups in writing by regular mail of the commencement of the subarea planning process; and
 - d. Provide expertise and guidance to the subarea planning steering committee.

F.E. Subarea Planning Steering Committee.

1. Upon the city council's approval to commence the subarea planning process for a designated center or neighborhood, a subarea planning steering committee for that designated center or neighborhood shall be appointed, and the appointments and confirmations of those members shall be governed by Chapter 2.01 BIMC. The steering committee shall be comprised of an odd number of members, totaling no more than nine, with the total number of members to be determined by the city council. The majority of the committee shall be comprised of representatives from

categories in subsections ~~FE~~.2.a. and ~~FE~~.2.b. of this section. The term of the steering committee members shall be until the completion of the subarea planning process under this chapter. The removal and resignation of members shall be governed by Chapter 2.01 BIMC. Demotion of the chairperson shall be governed by Chapter 2.01 BIMC.

2. The steering committee shall represent a wide spectrum of interests and expertise and shall include at least one representative from each of the following groups:
 - a. Residents living within and/or owners of property or businesses within the designated center or neighborhood; and
 - b. Residents and owners of property located adjacent to the designated center or neighborhood; and
 - c. Residents of and/or business owners in the city, not residing within or adjacent to the designated center or neighborhood.
3. The steering committee shall:
 - a. Establish a planning process consistent with this chapter for developing the subarea plan, which shall include a work plan, timeline, and budget, and which shall be submitted to the city council for approval;
 - b. With the advice and assistance of the interdepartmental staff team, develop a subarea plan consisting of a report and a proposed comprehensive plan amendment, if appropriate, for the designated center or neighborhood;
 - c. As a part of the work plan, establish a public participation process that includes public meetings in addition to the initial public meeting conducted under subsection ~~G~~F of this section, and work with city staff to ensure outreach to the community during the subarea planning process; and
 - d. Ensure that the subarea planning process provides adequate opportunity for participation by property owners and residents who live in or near the designated center or neighborhood.

~~G.F.~~ Initial Public Meeting.

1. After approval of the subarea planning process by the city council, the steering committee shall conduct an initial public meeting.
2. At the initial public meeting, the following shall occur:
 - a. The interdepartmental staff team shall provide an overview of the comprehensive plan and review citywide goals and policies that must be addressed in the subarea planning process.

- b. The steering committee, with input from the interdepartmental staff team, shall discuss the purpose of the subarea planning process for the designated center or neighborhood and the city's existing data and materials for the area.
 - c. The steering committee shall provide opportunity for the public to comment on the vision and goals for the subarea plan, the boundaries of the designated center or neighborhood that may be included within a subarea plan, and issues relevant to the designated center or neighborhood, including mix and type of land uses, density of development, surface water, greenways, open space, fish and wildlife habitat, drinking water, sewage disposal, and nonmotorized transportation.
3. The interdepartmental staff team shall prepare a report setting forth the results of the meeting. Upon the steering committee's approval of the report, the interdepartmental staff team shall transmit the report to the planning commission for review and comment.

H.G. Plan Development. Upon receiving the planning commission's comments on the report prepared under subsection G.F.3 of this section, the steering committee shall develop the subarea plan in accordance with the steering committee's work plan. In developing the subarea plan, the steering committee shall:

1. Develop a profile of characteristics or attributes of the designated center or neighborhood (including boundaries) and of issues to be addressed during the subarea planning process; and
2. Develop goals for the subarea plan; and
3. Consider and utilize the following criteria, and any other criteria developed by the steering committee, in preparing and selecting alternatives for the designated center or neighborhood:
 - a. The citywide goals and policies of the city's comprehensive plan; and
 - b. The goals and policies for the subarea plan developed by the steering committee; and
 - c. Relevant criteria specified in the Washington State Environmental Policy Act, Chapter 43.21C RCW, and the applicable Washington Administrative Code, Chapter 197-11 WAC; and
4. Prepare a report setting forth the profiles, goals, and criteria developed by the steering committee pursuant to subsections H.G.3.a through c of this section, and transmit the report to the planning commission for review and comment; and
5. After receiving the planning commission's comments on the report prepared under subsection H.G.4 of this section, develop alternatives for the designated

center or neighborhood that include policies, strategies and programs to implement the vision and goals for the subarea plan; and

6. Review the alternatives for the designated center or neighborhood against the criteria developed for the area, and select an alternative for the designated center or neighborhood to be incorporated into a subarea plan.

I.H. Incorporation of SEPA Review. An owner of property in a designated center or neighborhood may elect, at the owner's expense, to have a SEPA review sufficient in scope and depth of inquiry to be legally adequate for a specific project incorporated into the city's SEPA process for the subarea plan. The SEPA official for the city shall establish the scope, depth and method of the SEPA review pursuant to Chapter 16.04 BIMC.

J.F. Final Plan. The steering committee shall prepare a final report containing the subarea plan for the designated center or neighborhood. The subarea plan shall include the profile and characteristics of the designated center or neighborhood, the goals of the subarea plan, the policies, strategies, or programs recommended by the steering committee, and proposed comprehensive plan amendments or changes to the municipal code for the designated center or neighborhood, if appropriate. The steering committee shall forward its final report and proposed subarea plan to the planning commission for action. The planning commission will review the subarea plan and proposed comprehensive plan and municipal code amendments and make recommendations to the city council, as required by BIMC 2.16.180 and 2.16.190.

Section 2. 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 3. This ordinance shall take effect and be in force five (5) days from its passage and publication as required law.

PASSED by the City Council this XX day of XX 2023.

APPROVED by the Mayor this XX day of XX 2023.

Brenda Fantroy-Johnson, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	XX, 2023
PASSED BY THE CITY COUNCIL:	XX, 2023
PUBLISHED:	XX, 2023
EFFECTIVE DATE:	XX, 2023;
ORDINANCE NUMBER:	2023-04



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, FEBRUARY 8, 2022

MEETING MINUTES

1) [CALL TO ORDER / ROLL CALL](#)

Mayor Deets called the meeting to order at 6:02 p.m. on the Zoom webinar platform.

Mayor Deets, Deputy Mayor Fantroy-Johnson, and Councilmembers Hytopoulos, Moriwaki, Quitslund, and Schneider were present. Councilmember Pollock was absent and excused.

2) [APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE](#)

City Manager King noted that agenda item 9.D needs to be removed from the agenda. Councilmember Moriwaki moved and Councilmember Hytopoulos seconded to approve the agenda as amended. The motion carried unanimously, 6-0. There were no conflicts of interest disclosed.

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

3.A [Present Proclamation Declaring February 2022 as "Black History Month"](#)

[Cover Page](#)

[Black History Month Proclamation 2022.docx](#)

Deputy Mayor Fantroy-Johnson read the proclamation.

Chasity Malatesta and Isaiah Brown, a student on the Bainbridge Island School District's Multi-Cultural Advisory Council, accepted the proclamation.

4) [PUBLIC COMMENT](#)

4.A [Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk](#)

[Cover Page](#)

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

Beth Javens, Director of Visit Kitsap, provided information on a draft of the Management Plan for the Maritime Washington National Heritage Area.

Carrie Smith expressed concerns with the policing.

Lisa Neal expressed concerns with the University of Washington Winslow Subarea Plan study.

5) CONSENT AGENDA

5.A Agenda Bill for Consent Agenda
[Cover Page](#)

Councilmember Moriwaki asked to remove item 5.C from the Consent Agenda.

MOTION: I move to approve the Consent Agenda as amended with item 5.C pulled.

Moriwaki/Hytopoulos: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki

NOES:

ABSENT: Michael Pollock

ABSTAIN: None

5.B Approve Accounts Payable and Payroll

[Cover Page](#)

[AP Report to Council of Cash Disbursements 02-09-22.pdf](#)

[Council Report PR 2-4-22.pdf](#)

5.D Authorize Purchase of 2022 Ford Mach-E SUV Police Vehicle (\$51,547.55 + upfit estimated at \$5,000.00) . - Public Works

[Cover Page](#)

[2022 Ford Mach-E SUV Quote.pdf](#)

5.E Authorize Purchase of 2022 Ford Police Interceptor Hybrid Vehicle (\$43,797.94 + upfit estimated at \$25,000.00) - Public Works

[Cover Page](#)

[2022 Ford Interceptor SUV Hybrid Quote.pdf](#)

5.F Accept the \$100,000 Washington State Department of Commerce Grant and Authorize Execution of the Associated Interagency Agreement with the Department of Commerce to fund a City Housing Action Plan - Planning

[Cover Page](#)

[COMMERCE Bainbridge Island Grant Contract-22-63314-004.docx](#)

ITEM REMOVED FROM THE CONSENT AGENDA

5.C Approve City Council Meeting Minutes

[Cover Page](#)

[City Council Study Session Minutes, January 18, 2022.pdf](#)

[City Council Regular Business Meeting Minutes, January 25, 2022.pdf](#)

Councilmember Moriwaki asked to remove the statement in the January 25, 2022 meeting minutes that Councilmember Pollock recused himself from agenda item 8.C, Provide Direction on Police and Court Facility. City Manager King suggested that the minutes could be clarified to remove that statement and state only that Councilmember Pollock left the meeting.

MOTION: I move to approve it [the minutes] as amended with the language that the City Manager directed to our Clerk.

Moriwaki/Schneider: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki

NOES:

ABSENT: Michael Pollock

ABSTAIN: None

6) COUNCIL ANNOUNCEMENTS

Councilmember Schneider reported on a climate change pilot project related to sustainable transportation in another city.

Councilmember Moriwaki reported on a Design Review Board meeting.

Deputy Mayor Fantroy-Johnson reported on a showing of a documentary film, "Roosevelt High School: Beyond Black & White" at Bainbridge Island Museum of Art.

Mayor Deets highlighted his office hours on Saturday and mentioned that committee reports will be added to future study sessions.

Mayor Deets reported that Councilmember Pollock has resigned his positions as liaison to the Climate Change Advisory Committee (CCAC) and the Planning Commission. Councilmember Schneider will take his position on the CCAC, and Councilmember Quitslund will be the sole Council liaison to the Planning Commission.

7) CITY MANAGER'S REPORT

City Manager Blair provided an update on State zoning legislation currently under consideration and recruitment for a Director of Planning and Community Development.

8) PUBLIC HEARING(S)

8.A Hold Public Hearing and Adopt Ordinance No. 2022-01 (formerly Ordinance No. 2021-35) relating to revising the Housing Design Demonstration Project Program - Planning

[Cover Page](#)

[Public Hearing Draft Ordinance No. 2022-01 \(formerly No. 2021-35\) Revising HDDP Program.docx](#)

[Exhibit A to BIMC 2.16.020.S. HDDP.docx](#)

City Manager King introduced the agenda item. Interim Planning Director Hofman and Senior Planner Sutton provided additional information.

Mayor Deets opened the public hearing at 6:40 p.m.

Public Comment

Phedra Elliott expressed concerns with the ordinance.

Ron Peltier expressed concerns with the ordinance.

Mayor Deets closed the public hearing at 6:46 p.m.

Council discussed the ordinance and the comments received.

MOTION: I move that City Council move forward with approving the revised version of the HDDP as presented.

Hytopoulos/ Moriwaki: The motion failed 2 – 4.

AYES: Kirsten Hytopoulos, Clarence Moriwaki
NOES: Joe Deets, Leslie Schneider, Brenda Fantroy-Johnson, Jon Quitslund
ABSENT: Michael Pollock
ABSTAIN: None

MOTION: I move to schedule additional discussion on Ordinance No. 2022-01 at a future City Council meeting.

Deets/Fantroy-Johnson: The motion failed 3 – 3.

AYES: Joe Deets, Brenda Fantroy-Johnson, Jon Quitslund
NOES: Leslie Schneider, Kirsten Hytopoulos, Clarence Moriwaki
ABSENT: Michael Pollock
ABSTAIN: None

RESTATED MOTION: I move to forward tonight's discussion to the Planning Commission to incorporate the comments from tonight's hearing and provide recommendations to Council from the comments at the hearing.

Schneider/Fantroy-Johnson: The motion carried 4 – 2.

AYES: Joe Deets, Leslie Schneider, Brenda Fantroy-Johnson, Jon Quitslund
NOES: Kirsten Hytopoulos, Clarence Moriwaki
ABSENT: Michael Pollock
ABSTAIN: None

9) REGULAR BUSINESS

9.A Receive University of Washington Livable Cities Program Presentation on Winslow Master Plan Project

[Cover Page](#)

[Winslow Master Plan - Final Presentation.pdf](#)

[Winslow Master Plan Analysis Final Report 2021-2.pdf](#)

City Manager King introduced the agenda item. Senior Planner Sutton provided additional information. University of Washington students Talia Kertsmann, Fangnuo Tao, Jinfan Huang, Zipei Wang, and Barbs Mendez joined the meeting and provided a presentation.

9.B Discuss Proposal to Review, Substantially Modify, or Repeal BIMC 2.16.210 (Subarea Planning Process) - Planning

[Cover Page](#)

[Staff Memo on BIMC 2.16.210.docx](#)

[BIMC 2.16.210.pdf](#)

City Manager King introduced the agenda item. Interim Planning Director Hofman and Senior Planner Sutton provided additional information. Council discussed the topic.

MOTION: I move that the Code BIMC 2.16.210 be amended to apply to only small designated areas but not Winslow.

Moriwaki/Hytopoulos: The motion carried 5 – 1.

AYES: Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki
NOES: Brenda Fantroy-Johnson
ABSENT: Michael Pollock
ABSTAIN: None

9.C Review Approach to Winslow Master (Subarea) Plan Preparation ** 2022 Council High Priority Project - Planning**

[Cover Page](#)

[Staff Memo on WMP update.docx](#)

[Map of Winslow Sewer & WMP areas.pdf](#)

City Manager King introduced the agenda item. Interim Planning Director Hofman provided additional information, and Council discussed the item.

MOTION: I move to direct the City Manager to convene an interdepartmental committee to begin the project to update the Winslow Subarea Plan by: 1) Reviewing the Plan to identify outdated sections; and 2) Creating a project timeline for completing the update to the Plan that integrates existing related work program items.

Fantroy-Johnson/Quitslund: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki
NOES:
ABSENT: Michael Pollock
ABSTAIN: None

MOTION: I move to direct the City Manager to bring back for City Council review a draft description of the Winslow Comprehensive Plan Update project to be used in a future request for qualifications process in order to identify a consultant to run the project.

Quitslund/Schneider: The motion carried unanimously 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki
NOES:
ABSENT: Michael Pollock
ABSTAIN: None

MOTION: I move that we change the references and create the Winslow Subarea Plan in all places where it is previously referenced as the Winslow Master Plan.

Schneider/Fantroy-Johnson: The motion carried unanimously 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki
NOES:

ABSENT: Michael Pollock
ABSTAIN: None

Mayor Deets adjourned the meeting for a break at 8:27 p.m. and reconvened the meeting at 8:35 p.m.

9.D Review and Concur with Scope of Work for Housing Action Plan Professional Services Contract **2022 Council High Priority Project - Planning**

[Cover Page](#)

[BI Housing Action Plan Scope Draft Revised_1-25-2022.docx](#)

This item was removed from the agenda.

9.E Consider Establishing an Annual Travel/Training Budget of \$1,500 each for Councilmembers (a total of \$10,500) and a Corresponding Travel and Training Policy - Executive

[Cover Page](#)

[Admin Policy Council Travel and Training 02032022](#)

[2022 Travel Expense Claim Form](#)

[2022 Travel Advance Request](#)

[Travel Section - COBI Employee Manual as of June 24, 2021](#)

[City Council Training Tracking Matrix.pdf](#)

City Manager King introduced the agenda item.

MOTION: I move to direct the City Manager to establish an annual travel and training budget of \$1,500 for each Councilmember, for a total of \$10,500, and to approve a Travel and Training Policy for the City Council as provided.

Fantroy-Johnson/Schneider: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki

NOES:

ABSENT: Michael Pollock

ABSTAIN: None

9.F Discuss Revised Legislative Policy Guidelines for the 2022 Legislative Agenda - Executive

[Cover Page](#)

[Legislative Policy Guidelines for 2022 for CC 02082022](#)

[AWC 2022 Legislative Priorities](#)

Deputy City Manager Schroer introduced the agenda item, and Council discussed the guidelines.

MOTION: I move that the Council endorse the legislative policies as presented and authorize the City Manager to provide comment to the State or Federal legislative bodies consistent with this direction as appropriate and when timely.

Deets/Moriwaki: The motion carried 6 - 0.

AYES: Joe Deets, Brenda Fantroy-Johnson, Leslie Schneider, Kirsten Hytopoulos, Jon Quitslund, Clarence Moriwaki

NOES:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (7:30 PM) Consider Authorization of "Something New" Public Art Annual Rotation Program for Five Years, from 2023-2024 until 2027-2028 (approx. \$28,000 annually) - Executive,

SUMMARY: Since 2017, the Public Art Committee (PAC), a subcommittee of the Arts and Humanities Bainbridge (AHB) Board, has worked with City staff on an annual public art rotation titled "Something New." There are five permanent plinths (bases) in the downtown Winslow area which are used to display artwork from various artists on a one-year rotation schedule.

PAC proposes the following:

1. Continue the project for five additional years, until 2027-2028.
2. Modify an existing agreement and increase the administrative payment to AHB from \$2,000 to \$2,500.
3. Expand the project to build a new base in 2024 and 2026 for a total of seven sites.

Staff supports proposals 1 and 2. Staff recommends waiting for expansion until the previously-approved public art community plan is completed later in 2023.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to approve the continuation of the "Something New" Public Art Program for five additional years at the current size of five sites, to direct the City Manager to execute the necessary agreements to increase the administrative fee paid to Arts and Humanities Bainbridge by \$500 annually to \$2,500 per year starting in 2023, and to authorize spending of up to \$31,000 annually from the Public Art Subfund, as detailed below.

or

I move to approve the continuation of the "Something New" Public Art Program for five additional years with the addition of up to two new sites, one in 2024 or later and one in 2026 or later, subject to the inclusion of two new locations as recommended and adopted by the 2023 Public Art Plan, to direct the City Manager to execute the necessary agreements to increase the administrative fee paid to Arts and Humanities Bainbridge by \$500 annually to \$2,500 per year starting in 2023, and to authorize spending of up to \$43,000 annually from the Public Art Subfund, as detailed below.

COMMUNITY ENGAGEMENT AND OUTREACH: Discussion with Public Art Committee at meetings

FISCAL IMPACT:

Amount:	Total of \$147,000 to \$177,000 over five years
Ongoing Cost:	
One-Time Cost:	annual cost of \$27,400 to \$43,300 depending on the year and

	options chosen
Included in Current Budget?	No

BACKGROUND: In 2017, the Public Art Committee (PAC), a subcommittee of the Arts and Humanities Bainbridge (AHB) Board, presented the City Council with a proposal for a new public art project titled “Something New.” Since that time, the City has installed five permanent plinths (bases) in the downtown Winslow area which are used to display artwork from various artists on a one-year rotation schedule. In 2022, the display payment to the artists was increased from \$1,000 to \$2,000.

AHB and PAC recruit and select artwork for Something New. Using a jury process, PAC solicits for and selects artwork pieces, which have been installed annually. Project management for construction and installation of the bases for the artwork has been the responsibility of staff in the Public Works Department.

PAC now recommends planned expansion of the Something New program in 2024 and 2026. Given that staff will work on a Public Art Community Plan later in 2023, staff recommends deferring planned expansion until that plan is complete. The attached presentation was prepared by PAC with review and confirmation of the numbers by City staff. Staff recommends waiting to consider expansion of the Something New program until the planned community art plan is complete. Both a continuation of the five site program and an expansion to seven sites are included in the presentation.

ATTACHMENTS:

[2023 PAC Something New VI-X Presentation for CC 03282023](#)

FISCAL DETAILS: The Public Art Subfund currently has an estimated year-end 2022 balance of \$307,000. There are planned transfers of \$50,000 per year from the General Fund to the Public Art Subfund. Already approved expenditures include up to \$150,000 for public art at the Police and Municipal Court facility and up to \$50,000 for a Public Art Community Plan.

The Something New program will have the estimated costs shown below with numbers for the current program on the left and the expanded program on the right. These costs exclude City staff costs which are charged to the General Fund.

Current five sites	Expanded to seven sites
2023-2024 - \$27,400	\$27,400
2024-2025 - \$27,650	\$37,860
2025-2026 - \$29,700	\$31,820
2026-2027 - \$29,950	\$43,310
2027-2028 - \$32,600	\$36,880

Fund Name(s):

Coding:

Something New VI-X

Public Art Committee
March 28, 2023



What does the Public Art Committee do for COBI?

The mission of the public art program is to enhance the natural beauty of the island, foster diversity and inclusion, inspire contemplation, create community, and build a vibrant culture for locals and visitors alike through free access to art in public spaces.

Arts & Humanities Bainbridge administers the [Public Art Committee](#) (PAC), which is funded by the [City of Bainbridge Island](#).



Tribute Baskets by Christine Clark located at Waypoint Park

Cont.

- PAC as a volunteer body is responsible to cooperate with the City as it relates to Public Art Programs, Projects and New Installations
- PAC members attend monthly meetings and regular sub-committee meetings
- Work closely with City staff to ensure smooth installation of art pieces
- Conduct research for new programs
- Run art jury processes
- Participate in periodic art maintenance reviews
- Meet with other island districts and agencies
- Actively recruit new members for PAC



Rainbringer by Craig Jacobson located at High School Rd

Something New Program

The Something New program debuted in downtown Winslow in 2018. The project brought a collection of sculptures to outdoor sites around Winslow for a yearlong exhibition. New pieces are selected and rotated into these permanent locations annually, bringing “something new” to Bainbridge Island year after year.

Something New I - City purchased “Hand in Hand” sculpture by Will Robinson to Waterfront Park

Something New II - People’s Choice award presented (\$1,000 award) to Karsten Boysen - no in person celebration. “Iris Flare” private purchase

Something New III - “Reflection” purchased for City’s permanent collection; “Fossil II” private purchase; People’s Choice award presented to Lin McJunkin and Milo White

Something New IV - Two new locations added in Waterfront Park; “Cardinal Connection” purchased for permanent collection; “I Watch Salmon from the Bridge Above” private purchase; People’s Choice award presented to Jennifer Kuhns

Something New V - 26 submitted applications from 17 artists; artist fee increased to \$2,000



Topiary by Gayle Bard located at City Hall

Something New VI-X

- Approval for proposed 2023-2028 public art program budget
- **Approx \$26,000 - \$45,500/annual**
- Something New Programs VI-X



Blackberry Vines by Gayle Bard located at City Hall

Something New Program VI-X Request – Current five sites, staff recommendation

		<i>Public Art Program - Something New - Proposed 2023-2027</i>					
Something New V Program	2022-2023 Approved Budget	2023-2024 Proposed Budget	2024-2025 Proposed Budget	2025-2026 Proposed Budget	2026-2027 Proposed Budget	2027-2028 Proposed Budget	
Bases (will be charged to the Public Art Subfund)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
Display payment (\$2,000 per artist)	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	\$ 10,000	
Jury payment	\$ 400	\$ 400	\$ 500	\$ 500	\$ 600	\$ 600	
Program Subtotal	\$ 10,400	\$ 10,400	\$ 10,500	\$ 10,500	\$ 10,600	\$ 10,600	
Call for Art (CaFe, other art web sites)	\$ 600	\$ 800	\$ 800	\$ 900	\$ 900	\$ 1,000	
People’s Choice Award	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	
Promotion & Publicity							
Digital Marketing Campaign (incl. social media contractor)	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,500	\$ 6,000	
Artist Videos - Content Portfolio	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,500	\$ 4,500	\$ 5,000	
Opening Reception	\$ 500	\$ 500	\$ 550	\$ 600	\$ 650	\$ 700	
Artwork Plaques	\$ 500	\$ 500	\$ 550	\$ 600	\$ 650	\$ 700	
Art Rotation		\$ 500	\$ 550	\$ 600	\$ 650	\$ 700	
AHB Project Management	\$ 2,000	\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,000	\$ 4,000	
Administrative Subtotal	\$ 12,600	\$ 14,800	\$ 14,950	\$ 16,700	\$ 16,850	\$ 19,100	
Contingency (15%)	\$ 1,890	\$ 2,200	\$ 2,200	\$ 2,500	\$ 2,500	\$ 2,900	
TOTAL SOMETHING NEW	\$ 24,890	\$ 27,400	\$ 27,650	\$ 29,700	\$ 29,950	\$ 32,600	\$ 147,300

Something New Program VI-X Request – Expansion to seven sites, PAC recommendation

		Public Art Program - Something New w/Expansion - Proposed 2023-2027					
Something New V Program	2022-2023 Approved Budget	2023-2024 Proposed Budget	2024-2025 Proposed Budget	2025-2026 Proposed Budget	2026-2027 Proposed Budget	2027-2028 Proposed Budget	
Bases (will be charged to the Public Art Subfund)	\$ -	\$ -	\$ 8,000	\$ -	\$ 9,000	\$ -	
Display payment (\$2,000 per artist)	\$ 10,000	\$ 10,000	\$ 12,000	\$ 12,000	\$ 14,000	\$ 14,000	
Jury payment	\$ 400	\$ 400	\$ 500	\$ 500	\$ 600	\$ 600	
Program Subtotal	\$ 10,400	\$ 10,400	\$ 20,500	\$ 12,500	\$ 23,600	\$ 14,600	
Call for Art (CaFe, other art web sites)	\$ 600	\$ 800	\$ 800	\$ 900	\$ 900	\$ 1,000	
People's Choice Award	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	\$ 1,000	
Promotion & Publicity							
Digital Marketing Campaign (incl. social media contractor)	\$ 4,000	\$ 5,000	\$ 5,000	\$ 5,500	\$ 5,500	\$ 6,000	
Artist Videos - Content Portfolio	\$ 4,000	\$ 4,000	\$ 4,000	\$ 4,500	\$ 4,500	\$ 5,000	
Opening Reception	\$ 500	\$ 500	\$ 550	\$ 600	\$ 650	\$ 700	
Artwork Plaques	\$ 500	\$ 500	\$ 660	\$ 720	\$ 910	\$ 980	
Art Rotation	\$ -	\$ 500	\$ 550	\$ 600	\$ 650	\$ 700	
AHB Project Management	\$ 2,000	\$ 2,500	\$ 2,500	\$ 3,000	\$ 3,000	\$ 4,000	
Administrative Subtotal	\$ 12,600	\$ 14,800	\$ 15,060	\$ 16,820	\$ 17,110	\$ 19,380	
Contingency (15%)	\$ 1,890	\$ 2,200	\$ 2,300	\$ 2,500	\$ 2,600	\$ 2,900	
TOTAL SOMETHING NEW	\$ 24,890	\$ 27,400	\$ 37,860	\$ 31,820	\$ 43,310	\$ 36,880	\$ 177,270

PAC Budget Requests

Approve 5-year Something New VI-X

- **Something New VI-X: includes five bases, Call for Art, artist fees, People’s Choice award, social media, OtoCast, promotions and more**
- **Total five-year cost (assumes fee increase): \$147,300**

Increase management fee paid to AHB

- **Increase proposed from \$2,000 to \$2,500 in 2023 and 2024 (and update previous agreement)**

Consider expansion in 2024 and 2026

- **Add new site in each year, or later. Total five-year cost (assumes fee increase and expansion): \$177,270**



Bay Otters by Tony Angell located at BI Kitsap Library

Questions?

Thank you for supporting public art on
Bainbridge Island and the Public Art
Committee!





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (7:45 PM) Receive Report Related to City Advisory Boards, Committees and Commissions and Recommendations Related to Public Engagement - Executive,

SUMMARY: In November 2022, staff provided an update regarding City advisory boards, committees and commissions. At that update, the Council directed the City Manager to perform additional analysis and report back in the first quarter of 2023.

City staff surveyed committee members about their experience with the committees. Staff also reviewed the support needed. In order to provide adequate policy and administrative support, each committee will be assigned a regular management staff liaison and an administrative specialist. Staff has reviewed the committee work plans and recommends that staff be an integral part of initiating the committee work plans.

It is recommended that the Council form a short-term Ad Hoc Committee to review the committee process and document the desired approach.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to direct the City Manager to develop a work plan and prepare to establish a Council Ad Hoc Committee to review and confirm the desired approach to city advisory committees, and schedule creation of the Ad Hoc Committee at the next available Business Meeting.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: The City of Bainbridge values public engagement and strives to include a diversity of voices in the course of City decision making. This approach draws on the expertise of the community and ensures that the City's programs and services match the community's goals. One aspect of community engagement is the City's advisory committees. The advisory committees also provide advice on a range of topics to the City Council.

There are 13 different city advisory groups, four of which are required by the Revised Code of Washington and nine of which are established by the City's municipal code. Eight of the standing committees are appointed by the Council and one (the Public Art Committee) is a subcommittee of the board of a local non-profit organization.

In the first quarter of 2023, staff conducted a survey via Survey Monkey of committee members. There was a response rate of 30% from the committee members. Staff has also reviewed current committee work plans to learn how the committees suggest they spend their time. Some key takeaways include:

- The community members who volunteer to serve on a committee value this role and want their committees to continue.
- Community members dedicate significant time and effort to their roles, more than 20 hours per month for roughly 25% of respondents.
- Committees want regular time to present to the City Council.
- Committees prefer to do analytical work and offer policy recommendations.
- Most committees do not express a desire to plan and present community events.

A clearly articulated purpose and shared expectations for the roles of Council, committee members and staff will support successful committees that add value commensurate with time devoted by all who participate. Thus, staff recommends that the Council establish an ad hoc committee to review the current status and provide general guidance for final review by the full Council.

ATTACHMENTS:

[City Advisory Committee Summary for CC 03282023](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Advisory Committee Discussion

March 28, 2023

Blair King, City Manager

Ellen Schroer, Deputy City Manager

City Advisory Committees

- All are included in in Bainbridge Island Municipal Code (BIMC); some are authorized solely by the BIMC while others are established by the Revised Code of Washington
- All have a described purpose and scope of work
- All are to advise and recommend things to the city council
- All are directed in some way to work with the city staff
- All are required to propose an annual work plan
- All are required to report to the City Council every year

Committees authorized by the RCW

Committee	Auth. By	Focus	Staff
Civil Service Commission	RCW	Process role	Executive
Historic Preservation Commission	RCW	Process role	Planning
Planning Commission	RCW	Process role	Planning
Lodging Tax Advisory Committee	RCW	Funding rec.	Council

City Advisory Committees created by the BIMC

Committee	Auth. By	Focus	Staff
Design Review Board	BIMC	Process role	Planning
Ethics Board	BIMC	Process role	Executive
Climate Change Advisory Com.	BIMC	Technical advice	Executive
Environmental Tech. Advisory Com.	BIMC	Technical advice	Planning
Race Equity Advisory Committee	BIMC	Technical advice	Executive
Utility Advisory Committee	BIMC	Technical advice	Public Works
Cultural Funding Task Force	BIMC	Funding rec.	Facilitator
Human Services Task Force	BIMC	Funding rec.	Facilitator
Public Art Committee	BIMC	Program advice	Executive

Committee Review Objective

Create shared expectations for committee members, Council members and staff for committee roles, support and procedures.

Enhance effectiveness and efficiency of the committee, Council and staff relationship.

Recognize time commitment on the part of all involved and dedicate resources need to obtain results reflecting that investment.

Re-cap from Nov. 2022

1. Ask for current assessment of how well things are going
2. Articulate benefits of city advisory committees
3. Determine frequency of committee/Council interaction
4. Identify budget target overall for committee-related spending
5. Gather success stories
6. Ask for concrete suggested improvements

Committee Review Process

2022:

- Peer city survey (April)
- Council discussion (May)
- Outreach to committees (May – August)
- Presentation (November)

2023:

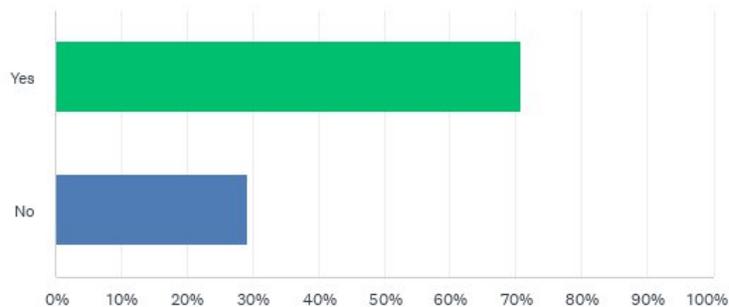
- Committee member survey (February)
 - Roughly 30% response rate (29 out of 100)

Committee Survey Results

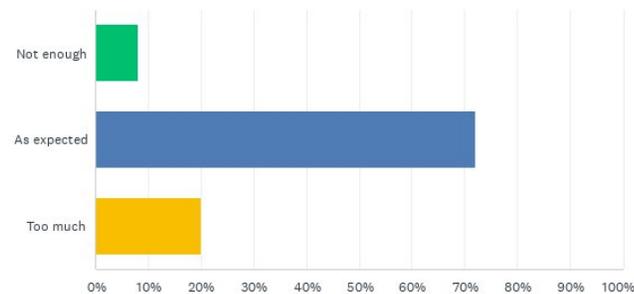
- Shared desire to leverage community expertise and community desire to offer technical assistance.
- Committees request and benefit from a staff subject matter expert in their field.
- Staff and committees work well together when staff brings items for review.
- Committee members prefer to offer advice and provide analysis.
- Many committees express little desire to do public engagement events.

Committee members have different expectations for their committee roles and time commitment.

Q3 In the past year, overall has your experience been what you expected?

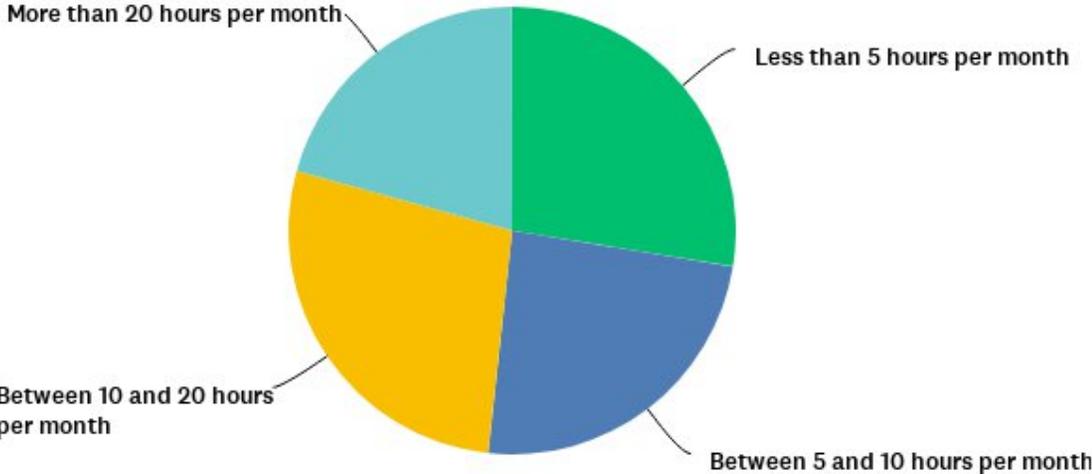


Q6 In the past year, has your time commitment been not enough, too much, or as expected?



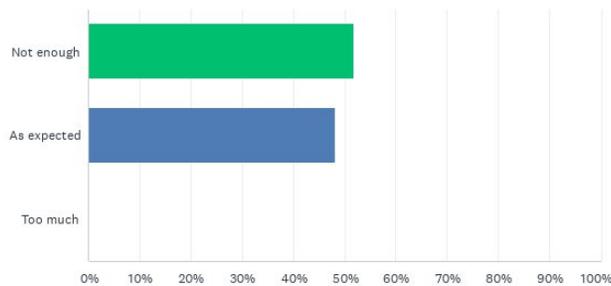
Committee members spend very different amounts of time on their roles.

Q7 In the past year, has your time commitment been

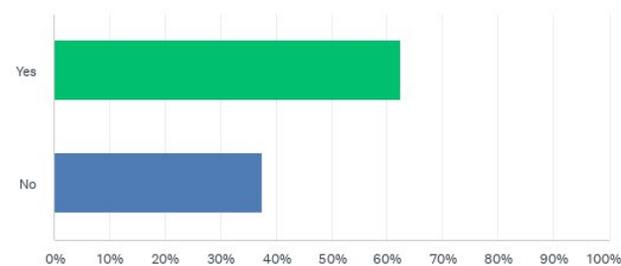


Committee members have different expectations about engagement with Council and the community.

Q9 In the past year, has the level of engagement between the City Council as a group and your committee been not enough, as expected, or too much?



Q14 Do you believe the level of public engagement with your committee is sufficient?



Analysis

- The most successful groups have specific deliverables, clear work plan objectives, and a sound relationship with open communication with at least one staff member
- When committees create their own work plans, that process generally results in new work for staff, which may or may not tie to ongoing City priorities
- Most committees would like more time to report in person to the Council on their work
- Supporting evolving roles of committees requires open communication, time and attention between the Council, committee members and staff

Analysis

- Committees are time intensive for all involved
 - Some committee members dedicate more than 20 hours per month to their volunteer role.
 - For each committee, each hour of meeting time requires a minimum of 5 hours of staff time before during and after the meeting, not including Council time. A two-hour meeting often requires more than 10 hours of staff time.
 - For each management team member who supports a committee, this role functions like an additional direct reports.
- When consistent staff support is not available, it results in frustration due to lack of communication and inefficiency for the committee members and staff

Proposed next steps

- Consider establishing short term ad hoc Council committee to provide feedback and policy direction on committee-related topics, to include
 - Recruitment and selection process.
 - Consideration of introduction of regular review of committee overlap with Council priority projects and potential hiatus if no overlap exists.
 - Confirm that City Manager is charged with providing each committee with appropriate staff support from the inception of the committee. If sufficient staff does not exist, authorization for new staffing will be requested.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:05 PM) Directed Vote for Upcoming Kitsap Regional Coordinating Council Land Use Planning Policy Committee Recommendation and Executive Board Vote

SUMMARY: The Washington State Department of Commerce has provided final 2044 housing need projections at the county level and guidance to counties and cities on how to allocate these housing needs to local jurisdictions; Kitsap County's primary staff workgroup on the allocations is the Kitsap Regional Coordinating Council (KRCC) Land Use Technical Advisory Committee (LUTAC), comprised of planning staff from all jurisdictions in Kitsap County. The primary elected workgroup is the Land Use Planning Policy Committee, which will be asked to make a recommendation to the Executive Board regarding the allocations at an upcoming meeting. The Executive Board is scheduled to vote on this issue in May. This is a policy matter, and the Council may wish provide direction to its designated representatives with regard to the City Council's wishes. In the alternative, the Council could allow the Council's designated representatives to exercise their independent discretion.

AGENDA CATEGORY: Review and Recommendation

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: I move to direct our representatives to support the inclusion of the housing allocations using Allocation Method A in the Countywide Planning Policies to comply with House Bill 1220.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND: In 2021, the Legislature made changes to the Growth Management Act (GMA) that amended planning requirements for the housing elements of comprehensive plans. Jurisdictions must now plan for and accommodate a 20-year projection of housing need by household income and a projection of emergency housing and permanent supportive housing. This means that jurisdictions must show that they have adequate capacity for their allocated needs at appropriate levels of density as well as policies in place for supporting and enabling housing production at each affordability level, including those that are below market rate. Cities and counties must comply with these new requirements through their countywide planning policies and comprehensive plans.

A memorandum related to sewer and water capacity was prepared for the Winslow Subarea Plan process; it is included here for reference.

ATTACHMENTS:

[Winslow Sub-Area Utility Memo](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Department of Public Works Memorandum

Date: March 14, 2023

To: Winslow Sub-Area Plan Team; File

From: Christopher Wierzbicki, Public Works Director
Peter Corelis, City Engineer

CC: Paul Nylund, Development Manager

Subject: Winslow Sub-Area Plan Sewer and Water Capacity Analysis

Executive Summary

This memo provides an analysis of the city's sewer and water service capacity for the purpose of informing the Winslow Sub-Area Plan process. In summary:

- With the planned upgrades to the wastewater treatment plan (WWTP), the city's sewer utility will have the capacity to serve a residential population of approximately 10,500 (an increase of approximately 2,700) in or around the Winslow sewer service area if carefully balanced out by commercial growth. The planned upgrades, which are currently underway, will allow the WWTP to meet existing regulations, and must be completed independent of planned future growth.

Additionally, within the existing footprint of the WWTP, the facility could be further upgraded to serve a greater population, the details of which will be determined later this year.

- With the planned upgrades to the Winslow Water Tank, the city's water utility will have the capacity to serve a population of approximately 17,600 (an increase of approximately 6,600) inside the Winslow water service area boundary, an area that includes the Winslow subarea, and in addition, the New Brooklyn Road corridor, Fletcher Bay, and Upper Ferncliff. The planned tank upgrades, which are currently underway, will allow the utility to meet both existing and future system requirements and standards.

Population/Development Background Information

The following population background information was used to inform the sewer and water service area capacity analysis:

- In 2005, the city documented residential population growth in a study titled “Population Allocation Study for Year 2005 Preliminary Report” which estimated the Winslow Study Area at approximately 5,800 residents. The study predicted a 20-year average annual residential growth rate of 2.4%.
- The 2020 census population numbers for greater Winslow (census tracts 909.01 and 909.02, which combined is slightly larger than the Winslow Study area) add up to 7,967 people, which represents an actual average annual residential growth rate between 2005 and 2020 of 2.2%.
- Assuming the actual 2.2% average annual growth rate, the 2022 population of the Winslow Study Area is approximately 8,321 people. The sewer population – which is less than the overall population due to some houses still being served by septic systems - is approximately 7,769.
- The 2021 Buildable Lands Report (BLR) estimated that the maximum residential population capacity in Winslow in 2020 - under the current development regulations - was an additional approximately 1,000 residents (144 single-family units, and 258 multi-family units.) Therefore, assuming the 2019 population was 7,795 (7,967 in 2020 minus 2.2%), then the current maximum population in Winslow according to the BLR would be approximately 8,795, or an additional 474 residents.
- The 2005 population study referenced earlier estimated a 1.4% annual increase in commercial growth between 2005 and 2025. An analysis using commercial sewer and water usage rates indicates that the actual increase in commercial growth since 2005 was close to zero. Estimating the capacity for commercial growth in the future is a challenging exercise, as many commercial zoning districts allow mixed-uses and therefore need to be analyzed for capacity on a parcel-by-parcel basis to effectively measure capacity. However, the BLR estimated that there are currently 36 acres of commercial development remaining, which equates to about 14% of the total acreage (261) that allows commercial uses. Therefore, this analysis assumes a relatively low rate of commercial growth in the future, absent significant zoning changes.
- The Winslow water service area is larger than the sewer service area – the latter of which largely mimics the Winslow Study Area – and includes the New Brooklyn Road corridor, Fletcher Bay, and Upper Ferncliff. The number of Equivalent Residential Units (ERU) currently served (an approximation of single-family, multi-family, and commercial water connections in terms of single-family households) is approximately 4,775 ERUs, which equates to approximately 11,000 residents currently being served with water (assuming an average of 2.3 people per household/ERU.)

Sewer Service Analysis

The following analysis of the sewer system is based on a technical memo prepared by Tetra Tech entitled “TM1 – Analysis of Treatment Plant Flows and Loads” dated October 3, 2022.

The city's sewer service area mostly mimics the Winslow Study area, despite being slightly smaller, and includes some residences that are still served by septic systems. As mentioned previously, the system serves approximately 7,769 residents and also commercial establishments. The Tetra Tech report analyzed the sewer service area using the capacity of the wastewater treatment plant as the limiting factor on serving new growth. The plant capacity was analyzed from the perspective of both flows (volume) and loads (concentration). The plant loading is considered to be the limiting factor for serving new growth.

From a flow perspective, based on the trending data from 2017 to 2022, the annual average flow is projected to remain steady, with limited increases. This is due to larger commercial service areas being largely built-out – as mentioned previously, only about 14% of commercially zoned land is available for new development. Additionally, residential water consumption per capita flows are likely dropping as older fixtures and appliances are upgraded with new low-flow fixtures.

From a loading perspective, despite low commercial growth (commercial development contributes to higher loads than residential,) loads measured at the plant have been steadily increasing. Some of this increase is likely the result of discharges to the sewer system from commercial winery and brewery establishments. The Tetra Tech report projects that based on current trends, the plant loading will likely reach capacity by mid-year 2026 (2,642 lbs/day of biological oxygen demand (BOD)). To meet current state regulations and best serve the existing customer base, the city is currently planning near-term operational and capital upgrades that will likely increase the plant capacity by about 25% (to 3,200 lbs/day BOD). These upgrades will also serve a 25% increase in the customer base.

In terms of population growth, at current trends, the current configuration of the WWTP can be expected to serve a sewered population of 8,475 (a population increase of 706 from the time of this memo), increasing to sewered population of approximately 10,500 (a population increase of 2,700). This includes new growth, and potential new connections from existing residences in the sewer service area currently served by septic.

Sewer Service Capacity Context

For context, the growth target for the entire island over the next 20 years is estimated to be an increase of around 4,500. If one goal of the Winslow Sub-Area plan is to accommodate a majority of that growth in Winslow, the city can only expect to serve about half of that population in the sewer service area with the planned upgrades to the treatment plant. Larger, long-term expansions of the treatment plant capacity are also possible, and capacity forecasts are currently being developed by the city's design team. More information on the maximum capacity of the plant within the current footprint will be developed later this year.

Another factor for consideration includes any potential increases in commercial development, which have remained flat for the last several years, but which absorb treatment plant capacity more quickly than residential development. Planned expansions for commercial development in Winslow must be carefully considered in the future capacity analysis along with residential population growth.

Water Service Analysis

The Winslow water service area includes the Winslow Subarea, in addition to New Brooklyn Road corridor, Fletcher Bay, and Upper Ferncliff areas. The service area is documented in the 2017 Water System Plan, prepared by Carollo Engineers, Inc., without providing an account of system customers in the Subarea only, therefore, this capacity analysis applies to the larger service area.

The System Plan predicted water use demand in 2021 at 5,312 equivalent residential units (ERUs), which equates to 12,218 residents (assuming 2.3 people per household/ERU to estimate equivalent residents.) However, in reviewing the City's actual annual well production data from 2021, the Winslow Water System is actively supplying only 4,775 ERUs, or approximately 11,000 residents. This decrease in expected demand may have resulted from a number of factors, such as a lack of commercial businesses expansions, conditions related to the COVID-19 epidemic, inflationary pressures on construction, or the slow production of new housing stock.

To serve existing and new customers, the city is planning to replace the two existing water storage tanks serving the system with a new elevated tank in 2024. The Winslow Water Tank project addresses several system deficiencies as well as managing projected customer growth. The system deficiencies include excessive dead storage in the current tanks due to their minimal height, resulting in water quality issues, over-cycling of well-site booster pumps, limitations on serving existing high elevation customers with adequate pressure, system fire flows, and seismic resiliency of the tanks – the latter of which is a critical public safety issue. The city is temporarily addressing some of these deficits by augmenting the reservoir levels to operate in a much narrower band (i.e. maintaining higher water levels and replenishing them more often) but this configuration is not sustainable in the long-term as it creates a dead-storage column of water in the tanks that is mostly useless for daily system needs. The deficiencies have led to a reduction in estimated capacity to 5,200 ERUs (or 11,960 residents.)

With regards to customer growth, there is currently a surplus of connections totaling approximately 425 ERUs (5,200 ERUs of capacity minus 4,775 served,) which is capable of serving approximately another 1,000 residents. Accounting for 182 ERUs worth of binding reservations for water service that are not yet connected to the system, it is estimated that only 243 of the 425 total ERUs are available, which equates to an additional 559 residents. Therefore, if the population growth continues at a rate of 2.2% annually, the remaining ERUs will run out in early to mid-2024, just in time for the completion of the tank project. The new tank, which will replace 2.5M gallons of ground-tank storage with 2.0M gallons of elevated storage, will correct existing system deficiencies and add 2,866 ERUs to the system capable of serving a population of 17,600 (an increase of 6,600 residents.)

Other limiting factors on the Winslow water system include well capacity and/or the well pump's ability to deliver water from the wells; the instantaneous or total water withdrawals permitting as determined by the system's water rights; and, the volume of groundwater supply. In review of the former two factors, the city's infrastructure and available water rights are mostly sufficient to meet the system capacity that will be available when the new water tank comes online in 2024. Small deficits in infrastructure capacity will be addressed in the coming years through planned capital improvements such as well rehabilitations and booster pump upgrades. Water rights currently

exceed the needs of the planned capacity upgrades, and the availability of groundwater supply was confirmed in the city's 2016 evaluation of the groundwater model. The model is being updated and re-evaluated as part of the ongoing development of the Groundwater Management Plan.

Water Service Capacity Context

In the context of planned population growth, the existing Winslow water system with planned improvements will be able to serve the estimated growth target for the entire island over the next 20 years, which is estimated to be an increase of around 4,500 residents (1,953 ERUs.) Additionally, the system will also have the capacity to serve an excess population of approximately 2,100 residents (913 ERUs.) In the short-term, prior to the planned improvements, the Winslow water system can support an additional population growth of approximately 559 residents (243 ERUs).



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: March 28, 2023

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:15 PM) Consider Request for Reconsideration of Motion Made at March 14, 2023 City Council Business Meeting - Councilmember Deets,

SUMMARY: Councilmember Deets submitted the attached request to reconsider the following motion made at the March 14, 2023 business meeting:

I move to authorize the City Manager to prepare an amendment to the Capital Improvement Plan and an associated budget amendment to advance the planning, design, and grant-readiness of the Connecting Centers Project with an emphasis on Lynwood Center and to include Valley Road in the amount of \$350,000 of tax supported funds using the 2022 General Fund year-end fund balance.

The motion for reconsideration is debatable. If the Council moves to reconsider, the motion and any subsequent actions related to the item will be scheduled for action at the next Regular Business Meeting on April 11, 2023.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion and potential motion to reconsider the motion with action scheduled at the next Regular Business Meeting on April 11, 2023.

COMMUNITY ENGAGEMENT AND OUTREACH:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Request for Reconsideration.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

I request that we include in the agenda for the March 28th Business Meeting a motion to reconsider the following motion made at the March 14th Business Meeting:

I move to authorize the City Manager to prepare an amendment to the Capital Improvement Plan and an associated budget amendment to advance the planning, design, and grant-readiness of the Connecting Centers Project with an emphasis on Lynwood Center and to include Valley Road in the amount of \$350,000 of tax supported funds using the 2022 General Fund year-end fund balance.

Many thanks,

Joe