



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JANUARY 25, 2022**

REMOTE MEETING ON ZOOM

PLEASE CLICK THE LINK BELOW TO JOIN THE 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 - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **PRESENTATION(S)**
 - 3.A **(6:10 PM) Receive presentation from Public Art Committee on Something New Rotating Public Art Display Program - Public Art Committee, 5 Minutes**
[Something New Presentation for CC 01252022](#)
4. **PUBLIC COMMENT - 6:15 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.

 - 4.A **Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk, 15 Minutes**
[Instructions for Providing Public Comment at Remote Meetings.pdf](#)
5. **CONSENT AGENDA - 6:30 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 Accounts Payable and Payroll, 5 Minutes**
 Council Report PR 1-20-22.pdf
 AP Report to Council of Cash Disbursements 01-26-22.pdf

- 5.C **Approve City Council Meeting Minutes,**
 City Council Regular Business Meeting Minutes, January 11, 2022.pdf

- 5.D **Authorize a Professional Services Agreement with Aspect Consulting, LLC, for the design of the Sands Avenue Well 1 & 2 Rehabilitation Project (\$80,060.00) - Public Works**
 Sands Ave Well Rehab PSA.docx
 Sands Well Site Location Map.pdf

- 5.E **Authorize a Professional Services Agreement with Aspect Consulting, LLC, for the design of the Taylor Avenue Well Rehabilitation Project (\$52,815.00) - Public Works,**
 Taylor Ave Well Rehab PSA.docx
 Taylor Well Rehab Scope of Work Assignment.docx
 Taylor Well Site Location Map.pdf

- 5.F **Approve Caldwell Banker Bain Memorial Bench Donation Agreement – Public Works,**
 Agreement - McKenzie Bench.docx
 Attachment A - Bench Description.pdf
 Attachment B - Bench Location.pdf
 City of Bainbridge Island Donation Policy.pdf

- 5.G **Consider Canceling the February 1, 2022 City Council Study Session**

- 5.H **Set Public Hearing for Grow Community Phase 3 Final Subdivision Alteration - Planning, 5 Minutes**
 Grow Phase 3 proposed subdivision alteration.pdf

- 6. **COUNCIL ANNOUNCEMENTS - 6:35 PM**

- 7. **CITY MANAGER'S REPORT - 6:45 PM**

- 8. **REGULAR BUSINESS**
 - 8.A **(6:50 PM) Consider Recommendation to Accept Public Artwork Donation to be Placed in Waterfront Park, Public Works and Public Art Committee - Public Works / Executive, 10 Minutes**
 Proposal for Donation of WFP Seating Area for CC 01252022
 Waterfront Park Bench Location.pdf

 - 8.B **(7:00 PM) Authorize Evaluation of Purchase Price for 8804 Madison Avenue - Executive, 30 Minutes**
 Evaluation of Purchase Price - King Memorandum.docx
 Feb 9, 2021 Council motion.pdf
 Murray Brackett MAI.pdf

- 8.C (7:30) Provide Direction on Next Steps for the Police and Municipal Court Facility - Executive, 60 Minutes
[Police_Court Council Memo 012022.pdf](#)
[Police_Court Council Memo Attachment 1 - Presentation 012522.pdf](#)
[Police Court Council Memo Attachment 2 - Bond Counsel Memo.pdf](#)
[Jan. 21 letter to Council and King re Race Equity Lens Review of BIPD Building.pdf](#)

9. ADJOURNMENT - 8:30 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: January 25, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:10 PM) Receive presentation from Public Art Committee on Something New Rotating Public Art Display Program - Public Art Committee,

SUMMARY: Receive presentation from Public Art Committee (PAC) and an update on "Something New" 2021. The "Something New" project was first approved in 2017, with three artworks installed annually since that time in the downtown area. In 2021, the program expanded to five sites.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: Receive presentation.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: In February 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." The project involves installation of three permanent plinths (bases) in the downtown Winslow area to be used to display artwork from various artists on a one-year rotation schedule. In September 2017, the Council approved funding from the City's Public Art Fund to support a one-year pilot of the project. After the initial installations in 2018, the program has continued and been expanded to five sites in 2021.

Project management for construction and installation of the bases for the artwork has been the responsibility of staff in the Public Works Department. The recruitment and selection of artists is the responsibility of AHB, with assistance from PAC. Using a jury process, PAC solicited for and selected artwork pieces, which have been installed annually. The artwork is located on the south side of Winslow Way at Ericksen, two in Waterfront Park, at City Hall, and at the terminus of Madison Avenue.

ATTACHMENTS:

[Something New Presentation for CC 01252022](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Something New

Updates from Arts and Humanities Bainbridge (AHB) & the Public Art Committee (PAC)

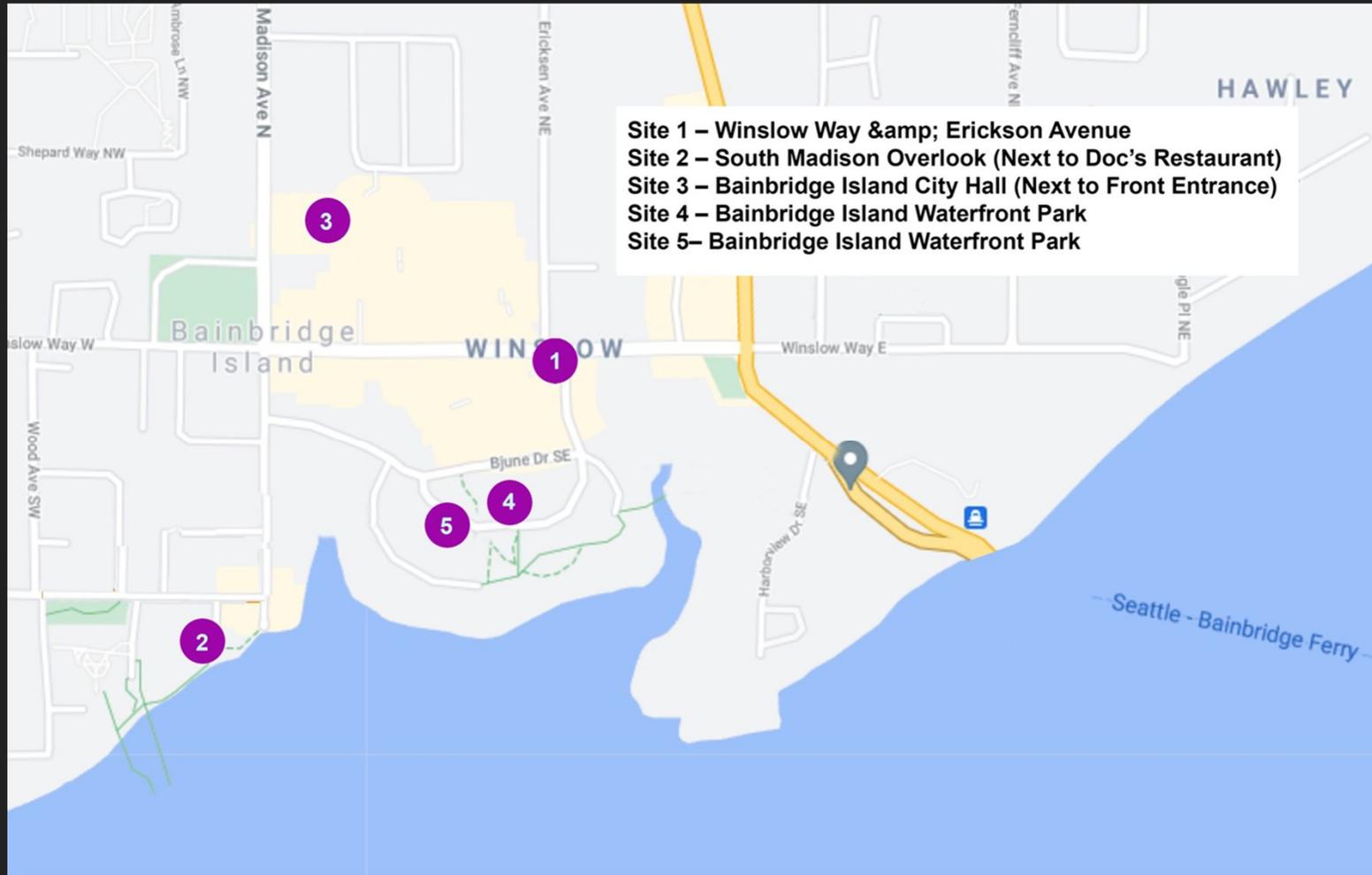
January 25, 2022



Something New IV

- AHB received 33 submissions
- Of the artists selected, three are women, and two are men
- We have artists from Elma, WA, Hood River, OR, Seattle, WA, Whidbey Island, WA, and Renton, WA
- The following artists and their sculptures were selected for Something New IV and were installed in July, 2021

Something New IV Locations



Something New IV Winners - Site #1

“Fertility” by Jennifer Kuhns

Elma, WA

A sealed terracotta egg form is covered in stained glass and beads, forming two fantastical birds on one side, a Tree of Life on the other, and filled in with bright flowers, bees, ladybugs and butterflies. The sculpture incorporates numerous symbols for abundance and fruitfulness. The substrate is hollow and it weighs about 40 lbs.



Something New IV Winners - Site #2

“Truth” by Macrae Wylde

Hood River, WA

Truth the sculpture is a monument to the concept. It is a reminder that truth is an ideal we should aspire to promote. It is a concept that applies across all boundaries. It cares not where you come from or who your parents were, it does not care what party you belong to or what group you are part of. The sculpture is a reminder of the importance of Truth.

Like the concept, Truth the sculpture will last forever, yet with neglect it will start to rust.



Something New IV Winners - Site #3

“Wandering Trees” by Shawn Johnson

Seattle, WA

As in Native American totems, or in the work of Constantine Brancusi, the stacked base method totemically heightens the sculpture itself. The theme of the ‘wandering tree’ grows out of the ground like a tree trunk. Based on negative & positive cut-out images, the work seems to float upwards into the light. The large pipe base can be used as a lantern, with a floodlight installed, with its leaf-like images.



Something New IV Winners - Site #4

“Cardinal Connection” by Jan Hoy

Whidbey Island, WA

“Cardinal Connection” is fabricated from bronze sheet metal which entails developing a pattern, cutting the flat sheet metal, bending and forming the pieces, welding the pieces together, and grinding and sanding the seams. It is finished with a “warm, watery” Patina. The form was originally made in water based clay as a small table top sized piece. At the center is a connecting ridge, hence the “cardinal” connection.



Something New IV Winners - Site #5

“Steel Sketch” by Ed McCarthy

Renton, WA

Steel Sketch represents a line drawing of geometric shapes colliding in air as it would appear if constructed in space. Famed artist, Paul Klee once said that a drawing is simply a line going for a walk. Steel Sketch is a line going for a walk...off leash.



Something New III “People’s Choice Award Winner

“Fossil II”

by Lin McJunkin & Milo White

“Cast glass hexagons fill the metal forms with nature’s colors of aquamarine and spring green. It is our sincere hope that a solution is found to the Colony Collapse Syndrome experienced world-wide by beekeepers and caused in part by pesticide use and our warming climate, before bees become “fossils” themselves.”

-Lin McJunkin



Arts & Humanities Bainbridge and the Public Art Committee thank you for your continued support.





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 25, 2022

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk,

SUMMARY: The attached instructions and guidelines explain how to provide public comment in a remote Zoom meeting.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

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

FISCAL DETAILS:

Fund Name(s):

Coding:



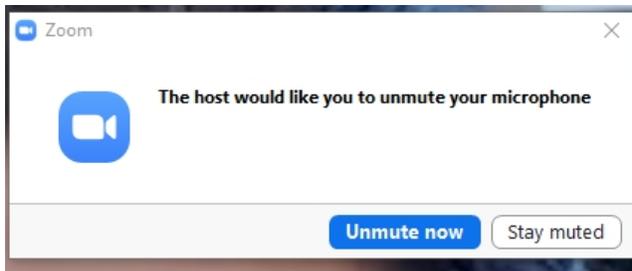
CITY OF
BAINBRIDGE ISLAND

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 or the City Clerk at cityclerk@bainbridgewa.gov. Members of the public who wish to provide public comment during the remote meeting should follow the instructions outlined below.

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

1. Attendees who wish to provide public comment sign in to Zoom with their name.
2. Meeting Chair will indicate when it is time for public comment.
3. Attendee indicates desire to speak by clicking on "Raise Hand" option at the bottom of the screen.
4. Attendee clicks button "Unmute now" after they are called to speak by Meeting Chair.



5. 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.

6. Attendee provides their comment.
7. A timer on the screen will track your time.
8. Stop speaking when the timer reaches the 3-minute mark.
9. Attendee is returned to attendee group, and microphone is muted.
10. As always, 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: January 25, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Consider approval of Consent Agenda items 5.B through 5.H.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

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

STRATEGIC PRIORITY:

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: January 25, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Approve Accounts Payable and Payroll,

SUMMARY: Consider approval of payroll and accounts payable.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve accounts payable and payroll.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Council Report PR 1-20-22.pdf](#)

[AP Report to Council of Cash Disbursements 01-26-22.pdf](#)

FISCAL DETAILS:

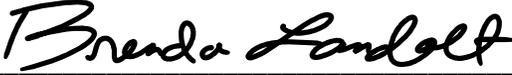
Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 1 -20 - 2022

Run Type	Run Date	Check # Sequence	Comments	Amount
Misc	1/12/2022	109772	Misc Vendor check run (Paper Chk)	302.35
Normal	1/20/2022	53075 - 53202	Regular check run (Direct Dep)	363,760.51
Normal	1/20/2022	109773	Regular check run (Paper Checks)	2,865.92
Vendor	1/20/2022	109774 - 107780	Vendor check run (Paper Checks)	118,747.09
EFTPS	1/20/2022	N/A	Federal Tax Electronic Transfer	140,006.51
			TOTAL:	625,682.38

Prepared and Reviewed by:  Date 01/19/2022
 Brenda Landolt, Payroll Specialist

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

 Date 1/19/2022
 Kimberly M. Dunscombe, Budget Manager

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: January 3, 2022 - January 17, 2022

CITY COUNCIL: January 4, 2022 - January 18, 2022

Last check from previous run: 357999 dated 1/12/2022 issued to WA ST DEPT of Transportation for \$58.89

Last ACH from previous run: 557 dated 1/12/2022 issued to Westbay Auto Parts for \$671.49

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	09/15/2021	357238	PW/Peninsula Tree Service/Check was lost in the mail	N/A
VOID	11/15/2021	357700	Verizon/Check was lost in the mail	N/A
ACH/EFT	01/10/2022	558	EX/Michael Seidl Photography/City manager video update	1,400.00
ACH/EFT	01/15/2022	559	EX/River Oaks Communication/Comcast franchise renewals	14,336.50
Manual	01/07/2022	358000	CenturyLink/Citywide telemetry - Jan. 2022	3,112.13
Manual	01/07/2022	358001	Kitsap County Treasurer/Dec. 2021 out court remit	59.03
Manual	01/07/2022	358002	Puget Sound Energy/Dec. 2021 green power contract	812.00
Manual	01/07/2022	358003	WA ST Treasurer/Dec. 2021 court fines collected for the State	3,713.93
Manual	01/07/2022	358004	WA Water Service/Decant facility water	163.99
Manual	01/14/2022	358005	FIN/Allstream/Citywide phone services	828.99
Manual	01/14/2022	358006	AT&T Onenet Service/Fax long distance	14.30
Manual	01/14/2022	358007	Association of WA Cities/2022 Workers Compensation Membership	9,372.13
Manual	01/14/2022	358008	CenturyLink/Citywide telemetry - Jan. 2022	1,249.61
Manual	01/14/2022	358009	Puget Sound Energy/Citywide energy services	34,581.30
Manual	01/14/2022	358010	Verizon/Citywide wireless charges - Jan. 2022	10,469.03

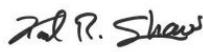
Total Manual Checks and Electronic Disbursements	80,112.94
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Regular Run Checks	01/26/2022	358011-358084	Total Regular Check Run	491,904.07
Regular Run ACH	01/26/2022	560-596	Total Regular ACH Run	219,132.31
			Total Disbursements	791,149.32

Retainage Release	N/A	N/A		
Travel Advance	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

1/19/2022

Date

JK

01/07/2022 13:33
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 1
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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								
558	01/10/2022	EFT	9910 SEIDL, MICHAEL TIMOT	252812	2012	12/31/2021	M010422	1,400.00
	Invoice: 2012						EX/VIDEO ANIMATION FOR CITY UPDATE	
				1,400.00	31011572	54110001184	CITY MNGR VIDEO UPDATE-PROF SV	
							CHECK 558 TOTAL:	1,400.00
							NUMBER OF CHECKS 1	*** CASH ACCOUNT TOTAL *** 1,400.00
							COUNT	AMOUNT
							1	1,400.00
							TOTAL EFT'S	
							*** GRAND TOTAL ***	1,400.00

01/07/2022 13:33
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
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
2022	1	36									
APP	001-213000		01/10/2022	M010422	011022			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,400.00	
APP	635-111100		01/10/2022	M010422	011022			CASH AP CASH DISBURSEMENTS JOURNAL			1,400.00
GENERAL LEDGER TOTAL										1,400.00	1,400.00
APP	631-130000		01/10/2022	M010422	011022			DUE TO/FROM CLEARING		1,400.00	
APP	001-130000		01/10/2022	M010422	011022			GENERAL - DUE TO/FROM CLEARING			1,400.00
SYSTEM GENERATED ENTRIES TOTAL										1,400.00	1,400.00
JOURNAL 2022/01/36 TOTAL										2,800.00	2,800.00

01/07/2022 13:33
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
001	GENERAL FUND	2022	1	36	01/10/2022			
	001-130000					GENERAL - DUE TO/FROM CLEARING		1,400.00
	001-213000					GENERAL - ACCOUNTS PAYABLE	1,400.00	
						FUND TOTAL	1,400.00	1,400.00
631	CLEARING FUND	2022	1	36	01/10/2022			
	631-130000					DUE TO/FROM CLEARING	1,400.00	
	635-111100					CASH		1,400.00
						FUND TOTAL	1,400.00	1,400.00

01/07/2022 13:33
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CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

P 4
 apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,400.00
631	CLEARING FUND	1,400.00	
TOTAL		1,400.00	1,400.00

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

JK

01/14/2022 12:57
jkines

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

559	01/15/2022	EFT	2409 RIVER OAKS COMMUNICA	253023	102721	10/27/2021		M011422	6,850.25
	Invoice: 102721					EX/COMCAST FRANCHISE RENEWAL			
				6,850.25	32011152	54110001082	COMCAST FRANCHISE RENEWAL		
				253025	112321	11/23/2021		M011422	7,486.25
	Invoice: 112321					EX/COMCAST FRANCHISE RENEWAL			
				7,486.25	32011152	54110001082	COMCAST FRANCHISE RENEWAL		

CHECK 559 TOTAL: 14,336.50

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 14,336.50

		COUNT	AMOUNT
TOTAL EFT'S		1	14,336.50

*** GRAND TOTAL *** 14,336.50

01/14/2022 12:57
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
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
2022	1	93									
APP	001-213000		01/14/2022	M011422	011822			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		14,336.50	
APP	635-111100		01/14/2022	M011422	011822			CASH AP CASH DISBURSEMENTS JOURNAL			14,336.50
GENERAL LEDGER TOTAL										14,336.50	14,336.50
APP	631-130000		01/14/2022	M011422	011822			DUE TO/FROM CLEARING		14,336.50	
APP	001-130000		01/14/2022	M011422	011822			GENERAL - DUE TO/FROM CLEARING			14,336.50
SYSTEM GENERATED ENTRIES TOTAL										14,336.50	14,336.50
JOURNAL 2022/01/93 TOTAL										28,673.00	28,673.00

01/14/2022 12:57
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2022	1	93	01/14/2022			
	001-130000					GENERAL - DUE TO/FROM CLEARING		14,336.50
	001-213000					GENERAL - ACCOUNTS PAYABLE	14,336.50	
						FUND TOTAL	14,336.50	14,336.50
631	CLEARING FUND	2022	1	93	01/14/2022			
	631-130000					DUE TO/FROM CLEARING	14,336.50	
	635-111100					CASH		14,336.50
						FUND TOTAL	14,336.50	14,336.50

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FUND		DUE TO	DUE FROM
001	GENERAL FUND		14,336.50
631	CLEARING FUND	14,336.50	
		TOTAL	14,336.50
			14,336.50

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

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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		
560	01/26/2022	EFT	4365 AUTOMATIC FUNDS TRAN	253035 122803	01/03/2022		01/23/22	1,117.54
					FIN/STATEMENT PREP AND MAIL			
				299.65 43411341 541100	FIN - WATER ADMIN PROF SERVICE			
				299.66 43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
				259.11 91411891 542500	GG-WTR-FAC-POSTAGE			
				259.12 91421891 542500	GG-SWR-FAC-POSTAGE			
				253036 122844	01/07/2022		01/23/22	9.66
					FIN/FINAL BILL PRINT AND MAIL			
				1.65 43411341 541100	FIN - WATER ADMIN PROF SERVICE			
				1.65 43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
				3.18 91411891 542500	GG-WTR-FAC-POSTAGE			
				3.18 91421891 542500	GG-SWR-FAC-POSTAGE			
					CHECK		560 TOTAL:	1,127.20
561	01/26/2022	EFT	55 SOUND PUBLISHING, IN	252875 8050542	12/31/2021		01/23/22	1,706.25
					CC/PLANNING COMMISSION ADS 13/2, 12/10, 12/17			
				1,706.25 11011113 544000	COUNCIL - LEGAL NOTICES			
					CHECK		561 TOTAL:	1,706.25
562	01/26/2022	EFT	55 SOUND PUBLISHING, IN	252855 BIR945272	12/24/2021		01/23/22	51.00
					CC/ORDINANCE 2021-37 AMEND 2021-2022 BUDGET			
				51.00 11011113 544000	COUNCIL - LEGAL NOTICES			
				252856 BIR945274	12/24/2021		01/23/22	47.95
					CC/ORDINANCE 2021-39 EXTEND HOUSING DESIGN			
				47.95 11011113 544000	COUNCIL - LEGAL NOTICES			
				252857 BIR945275	12/24/2021		01/23/22	51.00
					CC/ORDINANCE 2021-12 IMPROVING LAND USE PERMIT			
				51.00 11011113 544000	COUNCIL - LEGAL NOTICES			
				252858 BIR945280	12/24/2021		01/23/22	48.17
					CC/ORDINANCE 2021-32 CHAUTAUQUA PATH			
				48.17 11011113 544000	COUNCIL - LEGAL NOTICES			
				252859 BIR945279	12/24/2021		01/23/22	58.08
					CC/ORDINANCE 2021-33 PROTECTION OF LANDMARK TREES			
				58.08 11011113 544000	COUNCIL - LEGAL NOTICES			
				252860 BIR945281	12/24/2021		01/23/22	53.83
					CC/ORDINANCE 2021-36 UPDATE AUTH CHECK SIGNERS			
				53.83 11011113 544000	COUNCIL - LEGAL NOTICES			
					CHECK		562 TOTAL:	310.03

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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		
563	01/26/2022	EFT	7179 BAINBRIDGE YOUTH SER	252991 Q4-2021	01/12/2022		01/23/22	12,811.00
	Invoice: Q4-2021				EX/2021	COMMUNITY SERVICES CONTRA		
				12,811.00	31017526	54110000297	EX-BYS-YOUTH COUNS & JOB OPP	
							CHECK 563 TOTAL:	12,811.00
564	01/26/2022	EFT	9856 BARR-TECH LLC	253055 7499	12/31/2021		01/23/22	6,234.80
	Invoice: 7499				PW/BIOSOLIDS PROCESSED DECEMBER 2021			
				6,234.80	73425358	54790100551	BIOSOLIDS WASTE DISPOSAL	
							CHECK 564 TOTAL:	6,234.80
565	01/26/2022	EFT	45 BAINBRIDGE ISLAND CH	252987 17084	12/16/2021		01/23/22	12,115.03
	Invoice: 17084				VISITOR INFORMATION CENTER			
				12,115.03	91140573	541100	GG-TOUR-PROF SERVICES	
							CHECK 565 TOTAL:	12,115.03
566	01/26/2022	EFT	2476 BISCC	252988 Q4-2021 HSF	01/10/2022		01/23/22	11,250.00
	Invoice: Q4-2021 HSF				EX/2021	COMMUNITY SERVICES CONTRA		
				11,250.00	31017690	54110000297	SEN CENTER-OPER SUPPORT	
	Invoice: Q4-2021							
				1,250.00	31011732	54110000297	EX-2020-21 CULTURAL FUNDING: SENI	1,250.00
							EX-GF-CULTURAL ARTS & SCIENCES	
							CHECK 566 TOTAL:	12,500.00
567	01/26/2022	EFT	1341 BLUE SKY PRINTING	253028 7093	01/03/2022		01/23/22	42.52
	Invoice: 7093				POL/BUSINESS CARDS/HUSKA			
				42.52	52011212	531100	POLICE - C/E INVEST SUPPLIES	
							CHECK 567 TOTAL:	42.52
568	01/26/2022	EFT	9781 BRONLEA LEHUA MISHLE	253107 21-07	12/30/2021		01/23/22	500.00
	Invoice: 21-07				EX/BIPD SOCIAL MEDIA SUPPORT			
				500.00	31011572	541100	EX-GF-OUTREACH-PROF SVCS	
							CHECK 568 TOTAL:	500.00
569	01/26/2022	EFT	8024 CLEARWAY ENVIRONMENT	252862 18_23_COBI-ROCK-4	12/31/2021		01/23/22	1,200.00
	Invoice: 18_23_COBI-ROCK-4				ENG/EEL GRASS MONITORING THROUGH 1			
				1,200.00	72011391	54110000710	ROCKAWAY-MIT/MONITORING-P SVCS	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
						CHECK	569 TOTAL:	1,200.00
570	01/26/2022	EFT	8435 COATES DESIGN INC	253056	125016	01/10/2022	01/23/22	720.00
		Invoice: 125016				ENG/SENIOR CENTER DESIGN		
				720.00	72311473	64110001050	SCC RENOVATIONS-PROF SVCS	
						CHECK	570 TOTAL:	720.00
571	01/26/2022	EFT	6363 LN CURTIS & SONS	252864	INV549464	12/06/2021	01/23/22	193.41
		Invoice: INV549464				POL/UNIFORMS/MCCARTY		
				193.41	53011212	520000	POLICE - C/E PATROL BENEFITS	
		Invoice: INV556234						
				252920	INV556234	12/30/2021	01/23/22	130.80
				130.80	53011212	531100	POL/CHEVRONS, HASHMARKS	
							PD-C/E-PATROL SUPPLIES	
		Invoice: INV556279						
				252921	INV556279	12/30/2021	01/23/22	169.39
				169.39	53011212	531100	POL/EQUIPMENT/LASNIER	
							PD-C/E-PATROL SUPPLIES	
		Invoice: INV557882						
				253030	INV557882	01/05/2022	01/23/22	93.59
				93.59	53011212	443410	POL/BLEA GEAR/LASNIER	
							POLICE - C/E PATROL TRAINING	
		Invoice: INV558328						
				253031	INV558328	01/07/2022	01/23/22	115.35
				115.35	53011212	531100	POL/HASHMARKS, CHEVRONS	
							PD-C/E-PATROL SUPPLIES	
						CHECK	571 TOTAL:	702.54
572	01/26/2022	EFT	5781 EXTERMINATION SERVIC	252865	40271	12/31/2021	01/23/22	364.06
		Invoice: 40271				PW/DECEMBER RODENT SERVICE		
				364.06	73425358	541100	O&M-WWTP-PROF SVCS	
						CHECK	572 TOTAL:	364.06
573	01/26/2022	EFT	6940 FREMONT ANALYTICAL	252997	2112128	12/27/2021	01/23/22	4,299.46
		Invoice: 2112128				ENG/00485 & 00809 SURFACE & GROUND		
				4,299.46	72637319	54110000809	WATER QUAL FLOW MONIT-PRO SVCS	
						CHECK	573 TOTAL:	4,299.46
574	01/26/2022	EFT	5062 FRIENDS OF THE FARMS	252867	Q4 2021	12/31/2021	01/23/22	16,250.00
		Invoice: Q4 2021				EX/Q4 2021 SERVICES		
				16,250.00	31011557	54110001019	FOTF-FARM MNGT SVCS	

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK		574 TOTAL:	16,250.00
575	01/26/2022	EFT	4161 HERRERA ENVIRONMENTA	253062 50172	01/06/2022		01/23/22	5,402.31
					5,402.31	72431832 54110001129	ENG/PREPARE SCOPE OF SERVICES AND MANZANITA WATERSHED STUDY-P SV	
					CHECK		575 TOTAL:	5,402.31
576	01/26/2022	EFT	1802 KITSAP CONSERVATION	253001 2021-Q4	12/31/2021		01/23/22	11,116.90
					5,558.45	72011593 55100000871	ENG/FARMLAND SSWM PLANNING FARMLAND SSWM PLANNING-KCDONLY	
					5,558.45	72431835 55100000871	FARMLAND SSWM PLANNING-KCDONLY	
					CHECK		576 TOTAL:	11,116.90
577	01/26/2022	EFT	8398 KITSAP COMMUNITY RES	253000 Q4-2021	01/10/2022		01/23/22	6,327.92
					6,327.92	31017654 54110000297	EX/2021 COMMUNITY SERVICES CONTRA KITSAP COMM RESOURCES-HOMELESS	
					CHECK		577 TOTAL:	6,327.92
578	01/26/2022	EFT	7849 LAW OFFICE OF THOMAS	252834 JAN22	01/05/2022		01/23/22	4,484.38
					4,484.38	32011281 541113	LEGAL/PUBLIC DEFENDER SERVICES JAN 2022 LGL-PUBLIC DEFENDER	
					CHECK		578 TOTAL:	4,484.38
579	01/26/2022	EFT	2430 OGDEN MURPHY WALLACE	253098 858541	01/13/2022		01/23/22	2,981.15
					504.00	32470152 54111101171	LEGAL/PROFESSIONAL SERVICES DEC 2021 LIT-CLARK (FED. CT.)	
					1,173.75	32470152 54111401056	HEX-WINSLOW HOTEL(OMW)	
					169.40	32011152 54111001131	ETHICS BOARD LEGAL ADVISOR	
					567.00	91011211 541110	GG-C/E-CIVIL SVC-LEGAL ADVICE	
					567.00	32470152 54111100897	PRES RESP SHORE(CT OF APPEALS)	
					CHECK		579 TOTAL:	2,981.15
580	01/26/2022	EFT	4111 OLYMPIC SPRINGS INC	252923 344420	12/31/2021		01/23/22	71.51
					71.51	51011215 531100	POL/PURIFIED WATER POLICE - C/E FACIL SUPPLIES	
					CHECK		580 TOTAL:	71.51

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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		
581	01/26/2022	EFT	7925 OMNIPARK, INC	252885 123808	01/01/2022		01/23/22	379.67
	Invoice: 123808			379.67 51011217 548500	POL/PARKING SYSTEM SUPPORT			
					PD-C/E-PARKING ENF-COMP	SUPPOR		
					CHECK		581 TOTAL:	379.67
582	01/26/2022	EFT	8613 BAINBRIDGE ISLAND PA	252854 3003	12/31/2021		01/23/22	4,967.46
	Invoice: 3003			4,967.46 91140573 541100	TRAIL MAPS AND STO TRAIL PLANN			
					GG-TOUR-PROF SERVICES			
					CHECK		582 TOTAL:	4,967.46
583	01/26/2022	EFT	4112 PROTHMAN COMPANY	252982 2022-7691	01/12/2022		01/23/22	9,167.00
	Invoice: 2022-7691			4,125.15 61011581 510000	PCD/INTERIM PLANNING DIRECTOR MARK HOFMAN			
				3,666.80 61470581 510000	PCD - C/E ADMIN SALARY			
				1,375.05 61470581 510000	PCD - DEV ADMIN SALARY			
					PCD - DEV ADMIN SALARY			
					CHECK		583 TOTAL:	9,167.00
584	01/26/2022	EFT	5612 RH2 ENGINEERING INC	252888 84222	12/16/2021		01/23/22	2,107.57
	Invoice: 84222			2,107.57 73414434 64110000987	PW/CHLORINE GENERATOR UPGRADES			
					CHLORINE GEN UPGRADE-PROF SVCS			
				253021 84679				
	Invoice: 84679			12,099.25 73414434 64110000987	PW/CHLORINE GENERATOR UPGRADES			12,099.25
					CHLORINE GEN UPGRADE-PROF SVCS			
					CHECK		584 TOTAL:	14,206.82
585	01/26/2022	EFT	617 S & B INC	252891 26024A	12/14/2021		01/23/22	315.81
	Invoice: 26024A			315.81 73425358 548100	PW/NEW BLOWER BUILDING TEMP SENSOR			
					O&M-WWTP-REPAIRS			
					CHECK		585 TOTAL:	315.81
586	01/26/2022	EFT	9910 SEIDL, MICHAEL TIMOT	252939 2015	01/10/2022		01/23/22	640.00
	Invoice: 2015			640.00 11011116 541100	CC/COUNCIL SWEARING IN CEREMONY VIDEO			
					COUNCIL - PROF SERVICES			
				253006 2014				
	Invoice: 2014			400.00 31011131 541100	EX/YEAR IN REVIEW VIDEO		01/23/22	400.00
					EX-GF-PROF SERVICES			
				253007 2016				
	Invoice: 2016				EX/CITY UPDATE VIDEO LOGO		01/23/22	199.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC			
				199.00	31011131	541100	EX-GF-PROF SERVICES		
Invoice: 2013				253061	2013		01/10/2022	01/23/22	5,126.75
				5,126.75	31011572	54110001184	EX/VIDEO SUPPORT CITY MNGR VIDEO UPDATE-PROF SV		
							CHECK	586 TOTAL:	6,365.75
587	01/26/2022	EFT	7173 SKILLINGS	252953	13242		01/10/2022	01/23/22	5,322.03
Invoice: 13242				5,322.03	72321953	64110000715	PW/SPORTSMAN CLUB & NEW BROOKLYN SP CLUB/NB INTERSECTN-DESIGN		
Invoice: 13241				253013	13241		01/10/2022	01/23/22	45,507.21
				45,033.66	72423434	64110000990	ENG/Engineering Design Services fo WOOD AVE PUMP STA-PROF SVCS		
				473.55	72423434	64110000820	REHAB WING PT PUMP STATION-DES		
							CHECK	587 TOTAL:	50,829.24
588	01/26/2022	EFT	5730 SUMMIT LAW GROUP	252928	132916		12/31/2021	01/23/22	976.50
Invoice: 132916				976.50	32011152	54111000870	LEGAL/PROFESSIONAL SERVICES NOV 2021 LGL-HR (NON-BARGAINING)		
Invoice: 132917				252929	132917		12/31/2021	01/23/22	1,273.00
				1,273.00	32011152	54111000274	LEGAL/PROFESSIONAL SERVICES NOV 2021 LGL-LABOR NEGOTIATIONS		
							CHECK	588 TOTAL:	2,249.50
589	01/26/2022	EFT	4271 JOHN SUTTON	253015	Q4-2021		01/04/2022	01/23/22	445.50
Invoice: Q4-2021				445.50	91029211	521500	Q4 2021 LEOFF 1 MEDICAL REIMBURSEMENT POLICE - INS ADD MEDICAL COSTS		
							CHECK	589 TOTAL:	445.50
590	01/26/2022	EFT	6746 SYMBOL ARTS	253027	0419822-IN		01/11/2022	01/23/22	185.47
Invoice: 0419822-IN				185.47	53011212	541100	POL/BADGE RECONDITION X3 POLICE - C/E PATROL PROF SVCS		
							CHECK	590 TOTAL:	185.47
591	01/26/2022	EFT	9295 TOOLE DESIGN GROUP,	253100	70166_DEC05F		01/14/2022	01/23/22	2,248.12
Invoice: 70166_DEC05F				2,248.12	72334561	64110001088	ENG/ALTERNATIVES EVALUATION MAD AVE SIDEWALK IMPR-PROF SVC		
Invoice: 70170_DEC04F				253101	70170_DEC04F		01/14/2022	01/23/22	2,561.70
							ENG/MADISON AVE SIDEWALKS SURVEY		

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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		
				2,561.70	72334561	64110001088	MAD AVE SIDEWALK IMPR-PROF SVC	
							CHECK	591 TOTAL: 4,809.82
592	01/26/2022	EFT	1152 USA BLUE BOOK	252933	823306		12/17/2021	01/23/22 381.10
				381.10	73425358	531100	PW/GLASS FIBER FILTER, TEMP TESTER O&M-WWTP-SUPPLIES	
				252934	823465		12/17/2021	01/23/22 283.29
				283.29	73425358	531100	PW/POCKET PRO ORP & TEMP TESTER O&M-WWTP-SUPPLIES	
				253016	836224		01/05/2022	01/23/22 305.17
				305.17	73425358	531100	PW/HACH M-FC BROTH IS PLASTIC O&M-WWTP-SUPPLIES	
							CHECK	592 TOTAL: 969.56
593	01/26/2022	EFT	167 WA ST DEPT OF ECOLOG	252983	22-WAR045503-01		10/21/2021	01/23/22 22,717.84
				22,717.84	91431383	54980000278	NPDES PERMIT ANNUAL FEE 2022 NPDES PERMIT-SSWM	
							CHECK	593 TOTAL: 22,717.84
594	01/26/2022	EFT	4104 WA ST FERRIES	252935	RK384678		12/31/2021	01/23/22 178.95
				84.00	53011212	543100	DEC21 WAVE2GO FERRY CHARGES	
				33.60	72011321	543100	PATROL-TRAVEL/MEALS/LODGING	
				61.35	73011189	543100	ENG - C/E ADMIN TRAVEL EXPENSE O&M-FAC-TRAVEL/MEALS/LODGING	
							CHECK	594 TOTAL: 178.95
595	01/26/2022	EFT	5709 WEBCHECK INC	253017	INV-7123		12/31/2021	01/23/22 49.09
				24.54	43411341	541100	FIN/WEBCHECK SRVCS DEC 2021	
				24.55	43421351	541100	FIN - WATER ADMIN PROF SERVICE FIN - SEWER ADMIN PROF SERVICE	
							CHECK	595 TOTAL: 49.09
596	01/26/2022	EFT	499 WESTBAY AUTO PARTS I	252957	685080		12/15/2021	01/23/22 5.86
				5.86	73637948	531100	PW/CAPSULES X2 O&M ALLOC-CITY WIDE SUPPLIES	
				252961	680461		11/23/2021	01/23/22 21.91
				21.91	51011215	531100	POL/WALLET X6 POLICE - C/E FACIL SUPPLIES	

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		CHECK	596 TOTAL:	27.77
NUMBER OF CHECKS	37	*** CASH ACCOUNT TOTAL ***		219,132.31
		<u>COUNT</u>	<u>AMOUNT</u>	
TOTAL EFT'S		37	219,132.31	
		*** GRAND TOTAL ***		219,132.31

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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
2022	1	113									
APP	401-213000		01/26/2022	01/23/22	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		14,794.95	
APP	635-111100		01/26/2022	01/23/22	012622			CASH AP CASH DISBURSEMENTS JOURNAL			219,132.31
APP	402-213000		01/26/2022	01/23/22	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		53,979.60	
APP	001-213000		01/26/2022	01/23/22	012622			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		77,152.90	
APP	104-213000		01/26/2022	01/23/22	012622			CIVIC IMPR - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		17,082.49	
APP	301-213000		01/26/2022	01/23/22	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		10,851.85	
APP	631-213000		01/26/2022	01/23/22	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		4,305.32	
APP	403-213000		01/26/2022	01/23/22	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		33,678.60	
APP	407-213000		01/26/2022	01/23/22	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		7,286.60	
GENERAL LEDGER TOTAL										219,132.31	219,132.31
APP	631-130000		01/26/2022	01/23/22	012622			DUE TO/FROM CLEARING		214,826.99	
APP	401-130000		01/26/2022	01/23/22	012622			DUE TO/FROM CLEARING			14,794.95
APP	402-130000		01/26/2022	01/23/22	012622			DUE TO/FROM CLEARING			53,979.60
APP	001-130000		01/26/2022	01/23/22	012622			GENERAL - DUE TO/FROM CLEARING			77,152.90
APP	104-130000		01/26/2022	01/23/22	012622			CIVIC IMPR DUE TO/FROM CLEAR'G			17,082.49
APP	301-130000		01/26/2022	01/23/22	012622			DUE TO/FROM CLEARING			10,851.85
APP	403-130000		01/26/2022	01/23/22	012622			DUE TO/FROM CLEARING			33,678.60
APP	407-130000		01/26/2022	01/23/22	012622			DUE TO/FROM CLEARING			7,286.60
SYSTEM GENERATED ENTRIES TOTAL										214,826.99	214,826.99
JOURNAL 2022/01/113 TOTAL										433,959.30	433,959.30

01/19/2022 13:55
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 1	113	01/26/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	77,152.90	77,152.90
				FUND TOTAL	77,152.90	77,152.90
104 CIVIC IMPROVEMENT FUND 104-130000 104-213000	2022 1	113	01/26/2022	CIVIC IMPR DUE TO/FROM CLEAR'G CIVIC IMPR - ACCOUNTS PAYABLE	17,082.49	17,082.49
				FUND TOTAL	17,082.49	17,082.49
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 1	113	01/26/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	10,851.85	10,851.85
				FUND TOTAL	10,851.85	10,851.85
401 WATER OPERATING FUND 401-130000 401-213000	2022 1	113	01/26/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	14,794.95	14,794.95
				FUND TOTAL	14,794.95	14,794.95
402 SEWER OPERATING FUND 402-130000 402-213000	2022 1	113	01/26/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	53,979.60	53,979.60
				FUND TOTAL	53,979.60	53,979.60
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 1	113	01/26/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	33,678.60	33,678.60
				FUND TOTAL	33,678.60	33,678.60
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 1	113	01/26/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	7,286.60	7,286.60
				FUND TOTAL	7,286.60	7,286.60
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 1	113	01/26/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	214,826.99 4,305.32	219,132.31
				FUND TOTAL	219,132.31	219,132.31

01/19/2022 13:55
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		77,152.90
104	CIVIC IMPROVEMENT FUND		17,082.49
301	CAPITAL CONSTRUCTION FUND		10,851.85
401	WATER OPERATING FUND		14,794.95
402	SEWER OPERATING FUND		53,979.60
403	STORM & SURFACE WATER FUND		33,678.60
407	BUILDING & DEVELOPMENT FUND		7,286.60
631	CLEARING FUND		
		214,826.99	
	TOTAL	214,826.99	214,826.99

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

01/19/2022 07:31
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
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
2022	1	104									
APP	101-213000		01/19/2022	357238	011922			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			12,044.50
APP	635-111100		01/19/2022	357238	011922			CASH AP CASH DISBURSEMENTS JOURNAL		12,044.50	
GENERAL LEDGER TOTAL										12,044.50	12,044.50
APP	631-130000		01/19/2022	09/12/21	011922			DUE TO/FROM CLEARING			12,044.50
APP	101-130000		01/19/2022	09/12/21	011922			STREETS - DUE TO/FROM CLEARING		12,044.50	
SYSTEM GENERATED ENTRIES TOTAL										12,044.50	12,044.50
JOURNAL 2022/01/104 TOTAL										24,089.00	24,089.00

01/19/2022 07:31
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
101	STREET FUND	2022	1	104	01/19/2022			
	101-130000					STREETS - DUE TO/FROM CLEARING	12,044.50	
	101-213000					STREETS - ACCOUNTS PAYABLE		12,044.50
						FUND TOTAL	12,044.50	12,044.50
631	CLEARING FUND	2022	1	104	01/19/2022			
	631-130000					DUE TO/FROM CLEARING		12,044.50
	635-111100					CASH	12,044.50	
						FUND TOTAL	12,044.50	12,044.50

01/19/2022 07:31
 jkines

CITY OF BAINBRIDGE ISLAND
 A/P CASH DISBURSEMENTS JOURNAL

P 4
 apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
101	STREET FUND		12,044.50
631	CLEARING FUND	12,044.50	
		TOTAL	12,044.50
			12,044.50

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

Jacob Kines

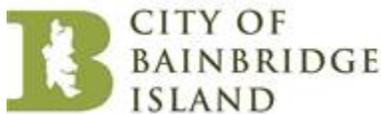
From: Jane Rasely
Sent: Tuesday, January 18, 2022 1:35 PM
To: Dave Marquis
Cc: peninsulatree@comcast.net; Accounts Payable
Subject: RE: Invoice (No. 2333) - from Peninsula Tree Service Inc., Marquis, Dave

Good Afternoon, Ryan,

Jacob in our Finance Department looked up the checks and they are still showing as open. If you will please send an e-mail to our accountspayable@bainbridgewa.gov e-mail (cc'd above), they will stop those checks. Please attach copies of the invoices you would like paid again and they will be processed with this next check run. If you are able to send the invoices to them today, we may be able to have them processed this week for mailing next week after the Council meeting.

Please let me know if you have any questions.

Thank you,



JANE RASELY

Administrative Specialist

Operations and Maintenance

www.bainbridgewa.gov

facebook.com/citybainbridgeisland/

206.842.1212 (office) 206.600.9692 (cell)

From: Dave Marquis <dmarquis@bainbridgewa.gov>
Sent: Tuesday, January 18, 2022 11:37 AM
To: Jane Rasely <jrasely@bainbridgewa.gov>
Subject: FW: Invoice (No. 2333) - from Peninsula Tree Service Inc., Marquis, Dave

From: Ryan Walsh <peninsulatree@comcast.net>
Sent: Tuesday, January 18, 2022 11:30 AM
To: Dave Marquis <dmarquis@bainbridgewa.gov>
Subject: Re: Invoice (No. 2333) - from Peninsula Tree Service Inc., Marquis, Dave

Hi Jane,

Thank you for looking into this for me. Can you see if the two checks cleared the bank on your end ? I am not not showing them in my deposits.

Thanks, Ryan

On Jan 18, 2022, at 8:33 AM, Dave Marquis <dmarquis@bainbridgewa.gov> wrote:

Thank you Jane

From: Jane Rasely <jrasely@bainbridgewa.gov>
Sent: Tuesday, January 18, 2022 8:02 AM
To: Dave Marquis <dmarquis@bainbridgewa.gov>
Subject: RE: Invoice (No. 2333) - from Peninsula Tree Service Inc., Marquis, Dave

Dave,

I show Invoice #2333 having been paid in the amount of \$5, 232.00 in August. Invoice 2335 was also paid at the same time in an amount of \$6,812.50.

<image005.png><image006.png><image007.png>

Please let me know if you have any other questions.

Thank you,

<image008.jpg>

JANE RASELY

Administrative Specialist
Operations and Maintenance

www.bainbridgewa.gov

facebook.com/citybainbridgeisland/

206.842.1212 (office) 206.600.9692 (cell)

From: Dave Marquis <dmarquis@bainbridgewa.gov>
Sent: Tuesday, January 18, 2022 7:21 AM
To: Jane Rasely <jrasely@bainbridgewa.gov>
Cc: peninsulatree@comcast.net
Subject: FW: Invoice (No. 2333) - from Peninsula Tree Service Inc., Marquis, Dave

Jane – can you determine if this has been processed or not? – Thank you

From: peninsulatree@comcast.net <peninsulatree@comcast.net>
Sent: Monday, August 30, 2021 1:48 PM
To: Dave Marquis <dmarquis@bainbridgewa.gov>
Cc: peninsulatree@comcast.net
Subject: Invoice (No. 2333) - from Peninsula Tree Service Inc., Marquis, Dave

CAUTION: This email originated from outside the City of Bainbridge Island organization. DO NOT click links or open attachments unless you recognize the sender and know the content is safe.

Hi Dave,

The invoice for the tree removal on Blakely Hill is attached.

Thank you for having us out

Sincerely,

Ryan Walsh
Peninsula Tree Service Inc.

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.



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

Vendor
Number
8655

File
Date
09/15/2021

File
Number
00357238

12,044.50

Twelve Thousand Forty Four Dollars and 50 cents *****

PENINSULA TREE SERVICE, INC.
1563 SHARON LN NW
POULSBO WA 98370-8294

**FILE COPY
NON-NEGOTIABLE**

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812

Page 1 of 1

File Number: **00357238**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount	
08/26/2021	2333	PW/REMOVE LEANING TREE BLAKELY	250514	5,232.00	
08/30/2021	2335	PW/3 FIR TREES ROCKAWAY BEACH	250517	6,812.50	
Vendor No.		Vendor Name	File No.	File Date	File Amount
8655		PENINSULA TREE SERVICE, INC.	00357238	09/15/2021	12,044.50

Peninsula Tree Service Inc.
 1563 Sharon Lane NW
 Poulsbo Wa, 98370
 PENINTS86OBS

Date	08/26/21
Invoice No.	2333
P.O. Number	
Terms	
Project	



Invoice

Bill To	
Marquis, Dave City Of B.I.	

Item	Description	Quantity	Rate	Amount
Removal	Remove the leaning Cedar tree on Blakely Hill Rd. Traffic control is included		4,800.00	4,800.00T
	Sales Tax		9.00%	432.00

Approved for Payment:
5232.00
 Reviewed By:
 Approved By: **CK**
 Date: **9/2/21**
 Purchase Order #:
 Org Code: **7311427**
 Object Code: **548100**
 Project/Contract #: **00354**

Thanks, Ryan Walsh 360-649-5447

Total	\$5,232.00
-------	-------------------

Peninsula Tree Service Inc.
 1563 Sharon Lane NW
 Poulsbo Wa, 98370
 PENINTS86OBS

Date	08/30/21
Invoice No.	2335
P.O. Number	
Terms	
Project	



Invoice

Bill To	
Marquis, Dave City Of B.I	

Item	Description	Quantity	Rate	Amount
Removal	Take down and haul away 3 Fir trees @ 5436 Rockaway Beach Rd. Traffic control is included in this estimate.		6,250.00	6,250.00T
	Sales Tax		9.00%	562.50

Approved for Payment:
6,812.50
 Reviewed By:
 Approved By:
CK
 Date: **9/2/21**
 Purchase Order#
 Org Code:
73111427
 Object Code:
548100
 Project/Contract #:
00354

Thanks, Ryan Walsh 360-649-5447

Total **\$6,812.50**



Pat R. Shaw
1/11/2022
(JK)

01/11/2022 10:39
jkines

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

357700	11/15/2021	VOID	1485	VERIZON WIRELESS	251890	9891916088	11/01/2021			-5,036.08
				Invoice: 9891916088						
					-1,279.02	91011189 54210001069			CITY WIDE WIRELESS SRVCS	
					-120.03	73411345 542100			COVID19-ADD'L CELL PHONES	
					-92.26	72637319 54210000809			O&M-WTR MAINT-PHONE/POSTAGE	
					-3,544.77	91011189 542100			WATER QUAL FLOW MONIT-MODEM	
									GG-C/E-CITY HALL-PHONE	

Invoice: 9891916089

					251961	9891916089	11/01/2021			-78.50
				Invoice: 9891916089					ENG/MODEM LINES: C BERG PRJ	
					-78.50	72637319 54210000809			WATER QUAL FLOW MONIT-MODEM	

CHECK 357700 TOTAL: -5,114.58

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -5,114.58

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	5,114.58

*** GRAND TOTAL *** -5,114.58



I spoke with Verizon who confirmed this check was lost in the mail and our account still shows the past due balance for these invoices.

01/11/2022 10:39
jkines

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

P 2
apcshdsb

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
2022	1	63									
APP	001-213000		01/11/2022	357700	VOID			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			4,823.79
APP	635-111100		01/11/2022	357700	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		4,823.79	
APP	401-213000		01/11/2022	357700	VOID			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			120.03
APP	635-111100		01/11/2022	357700	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		120.03	
APP	631-213000		01/11/2022	357700	VOID			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			170.76
APP	635-111100		01/11/2022	357700	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		170.76	
GENERAL LEDGER TOTAL										5,114.58	5,114.58
APP	631-130000		01/11/2022	M111521	VOID			DUE TO/FROM CLEARING			4,943.82
APP	001-130000		01/11/2022	M111521	VOID			GENERAL - DUE TO/FROM CLEARING		4,823.79	
APP	401-130000		01/11/2022	M111521	VOID			DUE TO/FROM CLEARING		120.03	
SYSTEM GENERATED ENTRIES TOTAL										4,943.82	4,943.82
JOURNAL 2022/01/63 TOTAL										10,058.40	10,058.40

01/11/2022 10:39
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
001 GENERAL FUND 001-130000 001-213000	2022 1	63	01/11/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	4,823.79	4,823.79
				FUND TOTAL	4,823.79	4,823.79
401 WATER OPERATING FUND 401-130000 401-213000	2022 1	63	01/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	120.03	120.03
				FUND TOTAL	120.03	120.03
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 1	63	01/11/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	5,114.58	4,943.82 170.76
				FUND TOTAL	5,114.58	5,114.58

01/11/2022 10:39
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		4,823.79
401	WATER OPERATING FUND		120.03
631	CLEARING FUND	4,943.82	
TOTAL		4,943.82	4,943.82

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



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

Vendor Number: 1485
File Date: 11/15/2021
File Number: 00357700

5,114.58

Five Thousand One Hundred Fourteen Dollars and 58 cents *****

VERIZON WIRELESS
PO BOX 660108
DALLAS TX 75266-0108

**FILE COPY
NON-NEGOTIABLE**

City of Bainbridge Island, 280 Madison Avenue North, Bainbridge Island, WA 98110-1812 Page 1 of 1 File Number: 00357700

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
11/01/2021	9891916088	CITY WIDE WIRELESS SRVCS	251890	5,036.08
11/01/2021	9891916089	ENG/MODEM LINES: C BERG PRJ	251961	78.50

Vendor No.	Vendor Name	File No.	File Date	File Amount
1485	VERIZON WIRELESS	00357700	11/15/2021	5,114.58

JK

01/07/2022 13:18
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358000	01/07/2022	PRTD	551 CENTURYLINK	252595	6124DEC21			
	Invoice: 6124DEC21					12/16/2021	M010422	58.32
				58.32	91411891	542100	WEAVER PRV WATER TELEM GG-WTR-FAC-PHONE	
	Invoice: 0399DEC21			252808	0399DEC21			
				1,571.62	91425358	542100	12/23/2021 CITYWIDE TELEMETRY & FAX SRVC	3,053.81
				850.29	91411891	542100	GG-WWTP-TELEPHONE/FAX	
				78.54	91011755	542100	GG-WTR-FAC-PHONE	
				160.81	91011189	542100	GG-C/E-COMMONS-PHONE	
				252.61	91011897	542100	GG-C/E-CITY HALL-PHONE	
				76.22	91011255	542100	GG-C/E-O&M YARD FAC-PHONE	
				63.72	91011215	542100	GG-C/E-COURT BLDG-PHONE GG-C/E-PD-PHONE	
							CHECK 358000 TOTAL:	3,112.13
358001	01/07/2022	PRTD	1505 KITSAP COUNTY TREASU	252809	DEC21			
	Invoice: DEC21					12/31/2021	M010422	59.03
				52.03	41612860	586000	DEC 2021 OUT COURT REMIT	
				7.00	41613860	586000	CRIME VICTIMS-OUT COUNTY LAW LIB - DISB OUT	
							CHECK 358001 TOTAL:	59.03
358002	01/07/2022	PRTD	1205 PUGET SOUND ENERGY	252597	220001366			
	Invoice: 220001366					12/19/2021	M010422	812.00
				812.00	91011189	547101	DEC21 GREEN POWER CONTRACT ELECTRIC-GREEN POWER	
							CHECK 358002 TOTAL:	812.00
358003	01/07/2022	PRTD	2251 WA ST TREASURER	252810	DEC21			
	Invoice: DEC21					12/31/2021	M010422	3,387.43
				1,482.15	41611860	586000	DEC 2021 OUT COURT REMIT	
				898.57	41610860	586000	PSEA 60% OUT	
				9.84	41619860	586000	PSEA 30% OUT	
				187.66	41616860	586000	PSEA 3 - STATE DISB OUT	
				89.50	41616860	586000	THEFT PRV&TR BRAIN INJ-OUT	
				2.23	41616860	586000	THEFT PRV&TR BRAIN INJ-OUT	
				434.12	41614860	586000	THEFT PRV&TR BRAIN INJ-OUT	
				140.28	41617860	586000	JUDICIAL INFO SYST.-OUT	
				93.71	41618860	586000	SCHOOL SAFETY ZONE-OUT	
				14.07	41618860	586000	TRAUMA CARE-OUT	
				2.94	41618860	586000	TRAUMA CARE-OUT	
				16.82	41618860	586000	TRAUMA CARE-OUT	
				15.54	41615860	586961	TRAUMA CARE-OUT STATE CRIME LAB	
	Invoice: DEC21 SBCC			252811	DEC21 SBCC			
				326.50	41652860	586000	12/31/2021 DEC 2021 OUT COURT REMIT - SBCC SBCC BLDG.-OUT	326.50

01/07/2022 13:18
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
						CHECK	358003 TOTAL:	3,713.93
358004	01/07/2022	PRTD	5271 WASHINGTON WATER SER	252596	4815979187-DEC21	12/20/2021	M010422	163.99
			Invoice: 4815979187-DEC21			DECANT FACILITY WATER		
				163.99	91435838 547500	GG-DECANT-WATER/SEWER		
						CHECK	358004 TOTAL:	163.99
					NUMBER OF CHECKS	5	*** CASH ACCOUNT TOTAL ***	7,861.08
						<u>COUNT</u>	<u>AMOUNT</u>	
					TOTAL PRINTED CHECKS	5	7,861.08	
							*** GRAND TOTAL ***	7,861.08

01/07/2022 13:18
jkines

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

P 3
apcshdsb

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
2022	1	35									
APP	401-213000		01/07/2022	M010422	010722			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		908.61	
APP	635-111100		01/07/2022	M010422	010722			CASH AP CASH DISBURSEMENTS JOURNAL			7,861.08
APP	402-213000		01/07/2022	M010422	010722			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,571.62	
APP	001-213000		01/07/2022	M010422	010722			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,443.90	
APP	650-213000		01/07/2022	M010422	010722			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		3,772.96	
APP	403-213000		01/07/2022	M010422	010722			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		163.99	
GENERAL LEDGER TOTAL										7,861.08	7,861.08
APP	631-130000		01/07/2022	M010422	010722			DUE TO/FROM CLEARING		7,861.08	
APP	401-130000		01/07/2022	M010422	010722			DUE TO/FROM CLEARING			908.61
APP	402-130000		01/07/2022	M010422	010722			DUE TO/FROM CLEARING			1,571.62
APP	001-130000		01/07/2022	M010422	010722			GENERAL - DUE TO/FROM CLEARING			1,443.90
APP	650-130000		01/07/2022	M010422	010722			DUE TO/FROM CLEARING			3,772.96
APP	403-130000		01/07/2022	M010422	010722			DUE TO/FROM CLEARING			163.99
SYSTEM GENERATED ENTRIES TOTAL										7,861.08	7,861.08
JOURNAL 2022/01/35 TOTAL										15,722.16	15,722.16

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CITY OF BAINBRIDGE ISLAND
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FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 1	35	01/07/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	1,443.90	1,443.90
				FUND TOTAL	1,443.90	1,443.90
401 WATER OPERATING FUND 401-130000 401-213000	2022 1	35	01/07/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	908.61	908.61
				FUND TOTAL	908.61	908.61
402 SEWER OPERATING FUND 402-130000 402-213000	2022 1	35	01/07/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,571.62	1,571.62
				FUND TOTAL	1,571.62	1,571.62
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 1	35	01/07/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	163.99	163.99
				FUND TOTAL	163.99	163.99
631 CLEARING FUND 631-130000 635-111100	2022 1	35	01/07/2022	DUE TO/FROM CLEARING CASH	7,861.08	7,861.08
				FUND TOTAL	7,861.08	7,861.08
650 AGENCY FUND 650-130000 650-213000	2022 1	35	01/07/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,772.96	3,772.96
				FUND TOTAL	3,772.96	3,772.96

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,443.90
401	WATER OPERATING FUND		908.61
402	SEWER OPERATING FUND		1,571.62
403	STORM & SURFACE WATER FUND		163.99
631	CLEARING FUND	7,861.08	
650	AGENCY FUND		3,772.96
	TOTAL	7,861.08	7,861.08

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CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358005	01/14/2022	PRTD	8672 ALLSTREAM	253039	17984046	01/01/2022	M011422	828.99
	Invoice: 17984046			828.99	41637891	542100	FIN/CITY WIDE PHN SRVCS FIN - ALLOC TELEPHONE	
							CHECK 358005 TOTAL:	828.99
358006	01/14/2022	PRTD	1235 AT&T ONENET SERVICE	252976	1274851523	01/01/2022	M011422	13.64
	Invoice: 1274851523			13.64	91011215	542100	POL/FAX LONG DISTANCE GG-C/E-PD-PHONE	
	Invoice: 1274859565			252977	1274859565		01/01/2022	M011422
				.66	91011189	542100	PCD/FAX LONG DISTANCE GG-C/E-CITY HALL-PHONE	.66
							CHECK 358006 TOTAL:	14.30
358007	01/14/2022	PRTD	762 ASSOCIATION OF WASHI	252975	94385	12/16/2021	M011422	9,372.13
	Invoice: 94385			5,328.81	91011176	520000	2022 WC RETROPRGRM MEMBERSHIP GG-C/E-WORKERS COMP SVC-ADMIN	
				947.50	91111176	520000	GG-STRT-WORKERS COMP SVC-ADMIN	
				401.71	91411176	520000	GG-WTR-WORKERS COMP SVC-ADMIN	
				717.43	91421176	520000	GG-SWR-WORKERS COMP SVC-ADMIN	
				552.54	91431176	520000	GG-SSWM-WORKERS COMP SVC-ADMIN	
				910.19	91470176	520000	GG-DEV-WORKERS COMP SVC-ADMIN	
				513.95	91471176	520000	GG-BLDG-WORKERS COMP SVC-ADMIN	
							CHECK 358007 TOTAL:	9,372.13
358008	01/14/2022	PRTD	551 CENTURYLINK	253040	0225JAN22	01/02/2022	M011422	126.88
	Invoice: 0225JAN22			126.88	91011897	542100	O&M FIRE ALARM MONIT GG-C/E-O&M YARD FAC-PHONE	
	Invoice: 0456JAN22			253041	0456JAN22		01/02/2022	M011422
				84.99	91421891	542100	VILLAGE SEWER PUMP GG-SWR-FAC-PHONE	84.99
	Invoice: 0754JAN22			253042	0754JAN22		01/02/2022	M011422
				65.94	91411891	542100	FLETCHER BAY WELL TELEM GG-WTR-FAC-PHONE	65.94
	Invoice: 1745JAN22			253043	1745JAN22		01/02/2022	M011422
				59.92	91011189	542100	CH ELEVATOR SVC LINE GG-C/E-CITY HALL-PHONE	59.92
	Invoice: 3736JAN22			253044	3736JAN22		01/02/2022	M011422
				126.88	91011189	542100	CH FIRE ALARM MONIT GG-C/E-CITY HALL-PHONE	126.88
				253045	5211JAN22		01/02/2022	M011422
								216.66

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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: 5211JAN22				216.66 91011215 542100	POL PHN SRVCS			
					GG-C/E-PD-PHONE			
Invoice: 8731JAN22				253046 8731JAN22		01/02/2022	M011422	64.16
				64.16 91011755 542100	COMMONS FIRE ALARM MONIT			
					GG-C/E-COMMONS-PHONE			
Invoice: 8834JAN22				253047 8834JAN22		01/02/2022	M011422	84.99
				84.99 91411891 542100	259 FERNCLIFF PRV TELEM			
					GG-WTR-FAC-PHONE			
Invoice: 9136JAN22				253048 9136JAN22		01/02/2022	M011422	165.04
				165.04 91011189 542100	CH SECURITY ALARM MONIT			
					GG-C/E-CITY HALL-PHONE			
Invoice: 9840JAN22				253049 9840JAN22		01/02/2022	M011422	65.94
				65.94 91411891 542100	HEAD OF BAY WELL TELEM			
					GG-WTR-FAC-PHONE			
Invoice: 9791JAN22				253050 9791JAN22		01/02/2022	M011422	137.86
				137.86 91011215 542100	POL TI MANDUS			
					GG-C/E-PD-PHONE			
Invoice: 9858JAN22				253051 9858JAN22		01/02/2022	M011422	50.35
				50.35 91411891 542100	SANDS AVE WELL TELEM			
					GG-WTR-FAC-PHONE			
						CHECK	358008 TOTAL:	1,249.61
358009 01/14/2022 PRD			1205 PUGET SOUND ENERGY	252978 9047DEC21		01/03/2022	M011422	34,570.44
Invoice: 9047DEC21					CITY WIDE ENERGY SERVICES			
				3,125.19 71011183 547100	0724 PD/COURT BLDG NON CAP-ELECTRIC			
				61.78 73416345 547100	CASEY STREET WTR-ELECTRICITY			
				849.28 91011215 547100	GG-C/E-PD-ELECTRIC			
				310.76 91011255 547100	GG-C/E-COURT BLDG-ELECTRIC			
				69.84 91011557 547100	FARMS-ELECTRIC			
				10.86 91011739 547100	COMM EVENTS-ELECTRICITY			
				1,125.03 91011755 547100	GG-C/E-COMMONS-ELECTRIC			
				475.13 91011768 547100	GG-C/E-PARKS-ELECTRIC			
				2,944.90 91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
				11.86 91021182 547100	GG-OS-PROP MNGT-ELECTRIC			
				4,740.00 91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				460.36 91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
				8,518.96 91411345 547100	GG-WTR-ELECTRIC			
				208.14 91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
				3,273.92 91421355 547100	GG-SWR-ELECTRIC			
				8,360.80 91425358 547100	GG-WWTP-ELECTRIC			
				23.63 91435838 547100	GG-DECANT-ELECTRIC			
Invoice: 0727DEC21				252979 0727DEC21		12/30/2021	M011422	10.86
					184 WINSLOW WAY W			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				10.86	91011739	547100	COMM EVENTS-ELECTRICITY	
							CHECK 358009 TOTAL:	34,581.30
358010	01/14/2022	PRTD	1485 VERIZON WIRELESS	251890	9891916088		11/01/2021 M011422	5,036.08
			Invoice: 9891916088				CITY WIDE WIRELESS SRVCS	
				1,279.02	91011189	54210001069	COVID19-ADD'L CELL PHONES	
				120.03	73411345	542100	O&M-WTR MAINT-PHONE/POSTAGE	
				92.26	72637319	54210000809	WATER QUAL FLOW MONIT-MODEM	
				3,544.77	91011189	542100	GG-C/E-CITY HALL-PHONE	
			Invoice: 9891916089	251961	9891916089		11/01/2021 M011422	78.50
							ENG/MODEM LINES: C BERG PRJ	
				78.50	72637319	54210000809	WATER QUAL FLOW MONIT-MODEM	
			Invoice: 9896376535	252980	9896376535		01/01/2022 M011422	5,275.60
							CITY WIDE WIRELESS SRVCS	
				1,165.41	91011189	54210001069	COVID19-ADD'L CELL PHONES	
				120.03	73411345	542100	O&M-WTR MAINT-PHONE/POSTAGE	
				92.79	72637319	54210000809	WATER QUAL FLOW MONIT-MODEM	
				3,897.37	91011189	542100	GG-C/E-CITY HALL-PHONE	
			Invoice: 9896376536	253038	9896376536		01/01/2022 M011422	78.85
							ENG/MODEM LINES: C BERG PRJ	
				78.85	72637319	54210000809	WATER QUAL FLOW MONIT-MODEM	
							CHECK 358010 TOTAL:	10,469.03
							NUMBER OF CHECKS 6 *** CASH ACCOUNT TOTAL ***	56,515.36
							COUNT	AMOUNT
							TOTAL PRINTED CHECKS 6	56,515.36
							*** GRAND TOTAL ***	56,515.36

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
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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
2022	1		90								
APP	631-213000		01/14/2022	M011422	011422			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,171.39	
APP	635-111100		01/14/2022	M011422	011422			CASH AP CASH DISBURSEMENTS JOURNAL			56,515.36
APP	001-213000		01/14/2022	M011422	011422			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		25,060.79	
APP	101-213000		01/14/2022	M011422	011422			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		6,147.86	
APP	401-213000		01/14/2022	M011422	011422			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		9,697.87	
APP	402-213000		01/14/2022	M011422	011422			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		12,437.14	
APP	403-213000		01/14/2022	M011422	011422			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		576.17	
APP	407-213000		01/14/2022	M011422	011422			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		1,424.14	
GENERAL LEDGER TOTAL										56,515.36	56,515.36
APP	631-130000		01/14/2022	M011422	011422			DUE TO/FROM CLEARING		55,343.97	
APP	001-130000		01/14/2022	M011422	011422			GENERAL - DUE TO/FROM CLEARING			25,060.79
APP	101-130000		01/14/2022	M011422	011422			STREETS - DUE TO/FROM CLEARING			6,147.86
APP	401-130000		01/14/2022	M011422	011422			DUE TO/FROM CLEARING			9,697.87
APP	402-130000		01/14/2022	M011422	011422			DUE TO/FROM CLEARING			12,437.14
APP	403-130000		01/14/2022	M011422	011422			DUE TO/FROM CLEARING			576.17
APP	407-130000		01/14/2022	M011422	011422			DUE TO/FROM CLEARING			1,424.14
SYSTEM GENERATED ENTRIES TOTAL										55,343.97	55,343.97
JOURNAL 2022/01/90 TOTAL										111,859.33	111,859.33

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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	2022 1	90	01/14/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	25,060.79	25,060.79
				FUND TOTAL	25,060.79	25,060.79
101 STREET FUND 101-130000 101-213000	2022 1	90	01/14/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	6,147.86	6,147.86
				FUND TOTAL	6,147.86	6,147.86
401 WATER OPERATING FUND 401-130000 401-213000	2022 1	90	01/14/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	9,697.87	9,697.87
				FUND TOTAL	9,697.87	9,697.87
402 SEWER OPERATING FUND 402-130000 402-213000	2022 1	90	01/14/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	12,437.14	12,437.14
				FUND TOTAL	12,437.14	12,437.14
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 1	90	01/14/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	576.17	576.17
				FUND TOTAL	576.17	576.17
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 1	90	01/14/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,424.14	1,424.14
				FUND TOTAL	1,424.14	1,424.14
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 1	90	01/14/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	55,343.97 1,171.39	56,515.36
				FUND TOTAL	56,515.36	56,515.36

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		25,060.79
101	STREET FUND		6,147.86
401	WATER OPERATING FUND		9,697.87
402	SEWER OPERATING FUND		12,437.14
403	STORM & SURFACE WATER FUND		576.17
407	BUILDING & DEVELOPMENT FUND		1,424.14
631	CLEARING FUND		
		55,343.97	
	TOTAL	55,343.97	55,343.97

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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			
358011	01/26/2022	PRTD	5 ACE HARDWARE	252839	498851		12/14/2021	01/23/22	65.33
	Invoice: 498851			65.33	73011189	531100	PW/GARDEN KNEELER, TRANSPLANTER O&M - C/E FACIL OFC SUPPLIES		
	Invoice: 499921			252840	499921		12/16/2021	01/23/22	30.28
				30.28	73431835	531100	PW/FLUORESCENT BULBS OFFICE SUPPLIES		
	Invoice: 499981			252841	499981		12/16/2021	01/23/22	11.12
				11.12	73011189	531100	PW/FASTENERS O&M - C/E FACIL OFC SUPPLIES		
	Invoice: 500001			252842	500001		12/17/2021	01/23/22	22.40
				22.40	73431835	531100	PW/SCREWDRIVER, BADGE RETRIEVER OFFICE SUPPLIES		
	Invoice: 500141			252843	500141		12/21/2021	01/23/22	34.84
				34.84	73637891	548100	PW:YSOL LINEN, PIPE INSULATION REPAIRS		
	Invoice: 500171			252844	500171		12/21/2021	01/23/22	92.60
				92.60	73425358	531100	PW/RUBBING ALCOHOL, HOSE, BUCKET O&M-WWTP-SUPPLIES		
	Invoice: 500221			252845	500221		12/22/2021	01/23/22	45.77
				45.77	73011189	531100	PW/COMPOST FORK 5TN O&M - C/E FACIL OFC SUPPLIES		
	Invoice: 500361			252847	500361		12/27/2021	01/23/22	35.96
				35.96	73011189	531100	PW/SHOVEL SP 60" WD HNDL O&M - C/E FACIL OFC SUPPLIES		
	Invoice: 493851			252940	493851		12/14/2021	01/23/22	65.33
				65.33	73011768	531100	PW/GARDEM KNEELER, TRANSPLANTER O&M-C/E-PARKS-SUPPLIES		
	Invoice: 500391			252941	500391		12/29/2021	01/23/22	33.76
				33.76	73411345	531100	PW/ISOPROPYL ALCOHOL, FAUCET COVER OFFICE SUPPLIES		
	Invoice: 500541			252942	500541		01/04/2022	01/23/22	145.04
				145.04	73011189	531100	PW/PLIERS, WIRE STRIPPER, WRENCH, HAMMER O&M - C/E FACIL OFC SUPPLIES		
							CHECK	358011 TOTAL:	582.43
358012	01/26/2022	PRTD	9653 DEAN ALEXANDER	252846	12/17/2021		12/17/2021	01/23/22	99.10
	Invoice: 12/17/2021			99.10	31011256	543100	EX/VOLUNTEER MILEAGE TO PICKUP TRAILER EX-GF-EMERG PREP-TRAVEL EXP		

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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	358012	TOTAL:	99.10
358013	01/26/2022	PRTD	7994 PENINSULA SERVICES	252848	97320B	11/30/2021	01/23/22	64.00
				64.00	51011211	541100	POL/MOBILE SHREDDING PD-C/E-ADM-PROF SVCS	
				252919	97689B	12/31/2021	01/23/22	64.00
				64.00	51011211	541100	POL/MOBILE SHREDDING PD-C/E-ADM-PROF SVCS	
				253091	97688B	12/31/2021	01/23/22	32.00
				32.00	21011125	541100	CRT/SHREDDING SERVICES COURT - PROFESSIONAL SERVICES	
					CHECK	358013	TOTAL:	160.00
358014	01/26/2022	PRTD	4710 ASSOCIATED PETROLEU	252849	0417114-IN	12/14/2021	01/23/22	2,174.99
				1,248.02	73638932	532000	PW/DIESEL AND REGULAR FUEL O&M-FUEL ALLOC TO OTH DEPTS	
				926.97	73638893	532000	O&M-FUEL USE-ALLOCATION	
				252850	0417978-IN	12/16/2021	01/23/22	1,833.46
				1,260.22	73638932	532000	PW/DIESEL AND REGULAR FUEL O&M-FUEL ALLOC TO OTH DEPTS	
				573.24	73638893	532000	O&M-FUEL USE-ALLOCATION	
				252985	0422155-IN	12/23/2021	01/23/22	7,688.22
				1,309.42	73638932	532000	PW/REGULAR AND DIESEL FUEL O&M-FUEL ALLOC TO OTH DEPTS	
				6,378.80	73638893	532000	O&M-FUEL USE-ALLOCATION	
					CHECK	358014	TOTAL:	11,696.67
358015	01/26/2022	PRTD	5623 BHC CONSULTANTS	253022	0015132	12/21/2021	01/23/22	19,976.43
				19,976.43	73423943	64110001101	PW/REGULATORY AIR GAP PROJECT (IN WWTP AIRGAP REPL-PROF SVCS	
					CHECK	358015	TOTAL:	19,976.43
358016	01/26/2022	PRTD	567 BAINBRIDGE ISLAND DO	253054	2074	01/13/2022	01/23/22	35,000.00
				35,000.00	31411573	54110000297	EX/MAIN ST TAX CONTRIBUTION 2022 STATE MAIN STREET TAX CR PRGM	
					CHECK	358016	TOTAL:	35,000.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358017	01/26/2022	PRTD	5016 BAINBRIDGE ISLAND BO	252986	Q32021	10/19/2021	01/23/22	8,750.00
	Invoice: Q32021					2021 COMMUNITY SERVICES FUNDIN		
				8,750.00	31017670	54110000297	EX-BI CHILD CARE/B&G CLUB	
						CHECK	358017 TOTAL:	8,750.00
358018	01/26/2022	PRTD	9363 ROBERT & JULIE BRESH	253064	011422	01/14/2022	01/23/22	1,116.64
	Invoice: 011422					PERMIT BLD24592 FEE REFUND		
				1,116.64	41437	379000	WTR PART FEES & CONTR CAP	
						CHECK	358018 TOTAL:	1,116.64
358019	01/26/2022	PRTD	9937 BRESSEL-WILDER, JOAN	252981	98706	01/12/2022	01/23/22	1,004.81
	Invoice: 98706					UB 12009 9431 NORTH TOWN LOOP NE		
				1,004.81	411	122100	WATER ACCOUNTS RECEIVABLE	
						CHECK	358019 TOTAL:	1,004.81
358020	01/26/2022	PRTD	2133 CALPORTLAND CO	252945	95301252	12/16/2021	01/23/22	675.27
	Invoice: 95301252					PW/LINE PUMP MIX AEA WRA SLAG		
				675.27	73111261	531100	OFFICE SUPPLIES	
						CHECK	358020 TOTAL:	675.27
358021	01/26/2022	PRTD	9908 CINTAS CORPORATION #	252861	5089497666	12/29/2021	01/23/22	44.81
	Invoice: 5089497666					POL/FIRST AID RESTOCK		
				44.81	51011215	531100	POLICE - C/E FACIL SUPPLIES	
	Invoice: 5089497664							
				253092	5089497664			
				109.03	73637891	531100	PW/MEDICAL SUPPLIES HIDDEN COVE RD	109.03
							OFFICE SUPPLIES	
						CHECK	358021 TOTAL:	153.84
358022	01/26/2022	PRTD	634 CITY OF BAINBRIDGE I	253093	BLD26091 REFUND	01/18/2022	01/23/22	572.00
	Invoice: BLD26091 REFUND					PERMIT BLD26091 C-GAF REFUND FEE		
				572.00	47047	345890	OTHER PLANNING/DEVELOPM	
						CHECK	358022 TOTAL:	572.00
358023	01/26/2022	PRTD	102 CITY OF BAINBRIDGE I	252863	RETREQ2-FINAL-01152	12/13/2021	20210028 01/23/22	171.68
	Invoice: RETREQ2-FINAL-01152					ENG/LIDEN RETAINAGE - YEOMALT EMER		
				171.68	72431835	54810001152	YEOMALT EM DRAINAGE RPR-REPAIR	

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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	358023	TOTAL:	171.68
358024	01/26/2022	PRTD	102 CITY OF BAINBRIDGE I	252993	RETREQ1-01042	01/04/2022	20210036 01/23/22	5,899.00
			Invoice: RETREQ1-01042				PW/CORRECT EQUIPMENT - RETAINAGE	
				5,899.00	73426355	54810001042	GRINDER PUMP REPL-R&M	
					CHECK	358024	TOTAL:	5,899.00
358025	01/26/2022	PRTD	142 COPIERS NORTHWEST IN	253094	INV2412295	01/18/2022	01/23/22	212.66
			Invoice: INV2412295				PCD,ENG/PRINTER PLOTTER SUPPLIES OCE PRINTER	
				106.33	61011581	531100	PCD - C/E ADMIN SUPPLIES	
				106.33	72011321	531100	ENG - C/E ADMIN SUPPLIES	
					CHECK	358025	TOTAL:	212.66
358026	01/26/2022	PRTD	4950 CORRECT EQUIPMENT IN	252994	PAYREQ1-01042	01/04/2022	01/23/22	122,699.20
			Invoice: PAYREQ1-01042				PW/GRINDER PUMP REPLACEMENT(S)	
				122,699.20	73426355	54810001042	GRINDER PUMP REPL-R&M	
					CHECK	358026	TOTAL:	122,699.20
358027	01/26/2022	PRTD	5132 CRYSTAL SPRINGS	253095	5228674 011222	01/12/2022	01/23/22	10.89
			Invoice: 5228674 011222				CRT/BOTTOM LOAD HOT & COLD COOLER	
				10.89	21011125	531100	COURT - SUPPLIES	
					CHECK	358027	TOTAL:	10.89
358028	01/26/2022	PRTD	8571 DAVIES, MARK	253065	RW2DIS 011422	01/14/2022	01/23/22	250.00
			Invoice: RW2DIS 011422				PW2DIS PERMIT # ROW 21-212 REFUND	
				250.00	11154	322403	ROW PERMIT-STANDARD	
					CHECK	358028	TOTAL:	250.00
358029	01/26/2022	PRTD	2646 FINANCIAL CONSULTANT	252912	17419	12/27/2021	20210009 01/23/22	9,559.30
			Invoice: 17419				POL / OUTFIT VEHICLE	
				9,559.30	73501448	66400001108	2021 & 2022 PD VEHICLES	
					CHECK	358029	TOTAL:	9,559.30
358030	01/26/2022	PRTD	1953 FERGUSON ENTERPRISES	252996	SC53869	12/31/2021	01/23/22	12.26
			Invoice: SC53869				PW/SERVICE CHARGE DEC 2021	
				12.26	73411345	545000	O&M-WTR MAINT-RENTS/LEASES	

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CASH ACCOUNT: 635
CHECK NO CHK DATE

111100 CASH
TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 358030 TOTAL:	12.26
358031	01/26/2022	PRTD	9934 FERGUSON, PHIL	252866	12/17/2021	12/17/2021		01/23/22	98.45
	Invoice: 12/17/2021			98.45	31011256 543100	EX/VOLUNTEER MILEAGE TO PICKUP TRAILER EX-GF-EMERG PREP-TRAVEL EXP			
								CHECK 358031 TOTAL:	98.45
358032	01/26/2022	PRTD	7851 GEOTECH ENVIROMENTAL	252946	670288	12/22/2021		01/23/22	563.07
	Invoice: 670288			563.07	73431835 545000	PW/RENTAL, VFD CONTROLLER 115VAC RENTS & LEASES - OPERATING			
								CHECK 358032 TOTAL:	563.07
358033	01/26/2022	PRTD	7451 GOOD TO GO!	253020	23752359	12/11/2021		01/23/22	3.45
	Invoice: 23752359			3.45	72637319 53110000809	ENG/TOLLS TRANSPORT OF STREAM SAMPLES TO LAB WATER QUAL FLOW MONIT-SUPPLIES			
								CHECK 358033 TOTAL:	3.45
358034	01/26/2022	PRTD	513 GRAINGER	252868	9155535009	12/17/2021		01/23/22	196.63
	Invoice: 9155535009			196.63	73425358 531100	PWHANG/STACK BIN 16L X 11W, BLUE O&M-WWTP-SUPPLIES			
								CHECK 358034 TOTAL:	196.63
358035	01/26/2022	PRTD	2096 GRAY & OSBORNE INC	253058	19648.00-15	01/08/2022		01/23/22	20,934.55
	Invoice: 19648.00-15			20,934.55	72413434 64110000988	ENG/WATER SYSTEM DESIGN IMPROVEMEN NEW WATER TANKS-PROF SVCS			
								CHECK 358035 TOTAL:	20,934.55
358036	01/26/2022	PRTD	6765 GREY CHEVROLET	252998	122721	12/27/2021		01/23/22	5,648.30
	Invoice: 122721			5,648.30	53011212 548100	POL/CHEVY TAHOE TRANSMISSION INSTALLATION POLICE - C/E PATROL MAINTENANC			
								CHECK 358036 TOTAL:	5,648.30
358037	01/26/2022	PRTD	1517 GUARDIAN SECURITY SY	252873	1205156	01/01/2022		01/23/22	48.00
	Invoice: 1205156			48.00	51011215 541100	POL/ALARM MONITORING POLICE - C/E FACIL PROF SVCS			
								CHECK 358037 TOTAL:	48.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
358038	01/26/2022	PRTD	8514 HERITAGE-CRYSTAL CLE	252947	17176104	12/30/2021	01/23/22	975.67
	Invoice: 17176104					PW/55G HD NAPS FREE ELC, NONHAZ REPAIRS	SOLIDIFICATION	
				975.67	73637891	548100		
						CHECK	358038 TOTAL:	975.67
358039	01/26/2022	PRTD	4850 HOME DEPOT CREDIT SE	252948	1020300	12/17/2021	01/23/22	197.73
	Invoice: 1020300					PW/CLASSIC MAILBOX LOCK 27X48 O&M-C/E-CH FAC-SUPPLIES	CRDLS RD	
				197.73	73011183	531100		
	Invoice: 3015444			252949	3015444			
				59.92	73011897	531100		
						PW/SCHLAGE CSV ELA KEYED SC O&M-C/E-PWY FAC-SUPPLIES		59.92
						CHECK	358039 TOTAL:	257.65
358040	01/26/2022	PRTD	4850 HOME DEPOT CREDIT SE	252870	659811780	12/22/2021	01/23/22	7,397.57
	Invoice: 659811780					PW/DISPOSABLE URINE FLOOR MAT, LINER O&M ALLOC-CITY WIDE SUPPLIES		
				7,397.57	73637948	531100		
						CHECK	358040 TOTAL:	7,397.57
358041	01/26/2022	PRTD	4199 IAPE, INC.	252913	M22-32325	01/03/2022	01/23/22	65.00
	Invoice: M22-32325					POL/ANNUAL DUES/COOPER PD-C/E-PROP RM-DUES/MEMBERSHIP		
				65.00	51011191	549100		
	Invoice: M22-35572			252914	M22-35572			
				65.00	51011211	549100		
						POL/ANNUAL DUES/BURNS PD-C/E-ADM-DUES/SUBCR/MEMBRSH		65.00
						CHECK	358041 TOTAL:	130.00
358042	01/26/2022	PRTD	6464 ICLEI USA MEMBERSHIP	253108	2622	01/10/2022	01/23/22	3,060.00
	Invoice: 2622					EX/MEMBER DUES FOR ICLEI 3 YEARS CLIMATE ADAPTION-DUES/SUBSCRIP		
				3,060.00	31011492	549100		
						CHECK	358042 TOTAL:	3,060.00
358043	01/26/2022	PRTD	9655 INTACT SERVICES USA	253109	JH8214-2022	01/10/2022	01/23/22	13,297.00
	Invoice: JH8214-2022					POL/BOAT INS: HULL & MACH, PROT & INDEM MARINE - INSURANCE		
				13,297.00	91025129	546000		
	Invoice: JH84215-2022			253110	JH84215-2022			
				11,000.00	91025129	546000		
						POL/BOAT INS: EXCESS LIAB MARINE - INSURANCE		11,000.00

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
					CHECK	358043	TOTAL:	24,297.00
358044	01/26/2022	PRTD	9883 INVOICE CLOUD INC	252871	2698-2021_12	12/31/2021	01/23/22	1,636.03
			Invoice: 2698-2021_12			FIN/ONLINE UB PAYMENT SERVICES		
				818.01	43411341	541100	FIN - WATER ADMIN PROF SERVICE	
				818.02	43421351	541100	FIN - SEWER ADMIN PROF SERVICE	
					CHECK	358044	TOTAL:	1,636.03
358045	01/26/2022	PRTD	6942 DEVIN JOHNSON	252872	BLD26141	12/31/2021	01/23/22	704.26
			Invoice: BLD26141			PERMIT BLD26141 REFUND FEE		
				200.00	47148	345831	FIRE PLAN REVIEW & INSPECTIONS	
				385.61	47148	345830	PLAN CHECKING FEES	
				118.65	47148	322110	PLAN'G REVIEW OF BLDG PERMITS	
			Invoice: BLD26141-2			PERMIT BLD26141 REFUND FEE		
				200.00	47148	345831	FIRE PLAN REVIEW & INSPECTIONS	
				379.05	47148	345830	PLAN CHECKING FEES	
				116.63	47148	322110	PLAN'G REVIEW OF BLDG PERMITS	
					CHECK	358045	TOTAL:	1,399.94
358046	01/26/2022	PRTD	7482 JUDGE PLUMBING CO/JP	253096	11122103	01/11/2022	01/23/22	379.34
			Invoice: 11122103			PW/PLUMBING SERVICES HIDDEN COVE RD		
				379.34	73011768	541100	O&M-C/E-PARKS-PRO SVCS	
					CHECK	358046	TOTAL:	379.34
358047	01/26/2022	PRTD	2306 KITSAP COUNTY PROSEC	252837	JAN22	01/07/2022	01/23/22	10,234.30
			Invoice: JAN22			LEGAL/PROSECUTION SERVICES JAN 2022		
				10,234.30	32011521	541112	LGL-OUTSIDE PROSECUTOR	
					CHECK	358047	TOTAL:	10,234.30
358048	01/26/2022	PRTD	4740 KITSAP COUNTY PUBLIC	252878	CINV-2021-00349	12/27/2021	01/23/22	265.41
			Invoice: CINV-2021-00349			ENG/WSSOG Q4 2021		
				265.41	72431832	54110000872	H2O/SSWM GROUP-PROF SVCS	
					CHECK	358048	TOTAL:	265.41
358049	01/26/2022	PRTD	338 KITSAP COUNTY SHERIF	253033	20210089	01/12/2022	01/23/22	5,482.62
			Invoice: 20210089			POL/PRISONER BOARD/DEC		
				5,482.62	51011236	551000	POLICE - C/E PRISONER DETENT'N	

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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	358049 TOTAL:	5,482.62
358050	01/26/2022	PRTD	9852 KISSLER ENTERPRISES	253059	10028	11/30/2021	01/23/22	8,428.20
			Invoice: 10028			PW/BI WWTP TO BARR-TECH COMP		
				8,428.20	73425358	54790100551	BIOSOLIDS WASTE DISPOSAL	
			Invoice: 10054			253060	10054	10,551.20
						12/31/2021	01/23/22	
				10,551.20	73425358	54790100551	PW/BI WWTP TO BARR-TECH COMP	
							BIOSOLIDS WASTE DISPOSAL	
						CHECK	358050 TOTAL:	18,979.40
358051	01/26/2022	PRTD	2421 KITSAP COUNTY COMMIS	252881	KNWB_2021 #001	12/22/2021	01/23/22	50,000.00
			Invoice: KNWB_2021 #001			ENG/2021 NOXIOUS WEED CONTROL SERVICES		
				50,000.00	72011316	541100	ENG-GF-NOXIOUS WEED CONTROL	
						CHECK	358051 TOTAL:	50,000.00
358052	01/26/2022	PRTD	6889 LEADS ONLINE LLC	252874	323952	01/01/2022	01/23/22	1,810.74
			Invoice: 323952			POL/ANNUAL SUBSCRIPTION		
				1,810.74	52011212	549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH	
						CHECK	358052 TOTAL:	1,810.74
358053	01/26/2022	PRTD	5011 LEXISNEXIS RISK SOLU	252882	1272084-20211130	11/30/2021	01/23/22	163.50
			Invoice: 1272084-20211130			POL/MONTHLY SUBSCRIPTION		
				163.50	52011212	549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH	
			Invoice: 1272084-20211231			253032	1272084-20211231	163.50
						12/31/2021	01/23/22	
				163.50	52011212	549100	POL/MONTHLY SUBSCRIPTION	
							PD-C/E-INV-DUES/SUBSCR/MEMBRSH	
						CHECK	358053 TOTAL:	327.00
358054	01/26/2022	PRTD	5262 LIDEN LAND DEV & EXC	252886	PAYREQ2-FINAL-01152	12/13/2021	01/23/22	2,048.65
			Invoice: PAYREQ2-FINAL-01152			ENG/YEOMALT PT DR EMERGENCY SPOT R		
				2,048.65	72431835	54810001152	YEOMALT EM DRAINAGE RPR-REPAIR	
						CHECK	358054 TOTAL:	2,048.65
358055	01/26/2022	PRTD	7038 MOON SECURITY SERVIC	253097	1117880	12/31/2021	01/23/22	562.00
			Invoice: 1117880			CRT/EHM-K-SCRAM WIRELESS		
				562.00	21011232	545000	COURT-ELECT HOME DET'N-EQ RENT	
			Invoice: 1113482			253102	1113482	6.00
						11/30/2021	01/23/22	
						CRT/EHM-K-SCRAM NOV 2021		

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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		
				6.00	21011232	545000	COURT-ELECT HOME DET'N-EQ RENT	
							CHECK 358055 TOTAL:	568.00
358056	01/26/2022	PRTD	9323 MURRAYSMITH, INC.	252922	21-3265.00-1		01/07/2022 01/23/22	5,039.75
			Invoice: 21-3265.00-1				ON-CALL SERVICES TO IMPLEMENT	
				5,039.75	73425358	54110001179	WWTP ON CALL SVC PROF SVC	
							CHECK 358056 TOTAL:	5,039.75
358057	01/26/2022	PRTD	2574 NATIONAL BARRICADE C	252883	294017		11/30/2021 01/23/22	3,084.70
			Invoice: 294017				PW/FLEXIBLE GUIDE POST FG500 48"	
				3,084.70	73111264	531100	O&M-STREET-TRAF CONTROL-SUPPLY	
							CHECK 358057 TOTAL:	3,084.70
358058	01/26/2022	PRTD	6732 NAT'L ASSOC OF TOWN	252916	15348		01/07/2022 01/23/22	35.00
			Invoice: 15348				POL/ANNUAL MEMBERSHIP	
				35.00	51011211	549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH	
							CHECK 358058 TOTAL:	35.00
358059	01/26/2022	PRTD	2465 KITSAP COUNTY PUBLIC	252951	35328		01/03/2022 01/23/22	28.75
			Invoice: 35328				PW/STREET SWEEPINGS & STORM DRAIN DEBRIS	
				28.75	73111290	548100	O&M-STREET-MAINT O/H-R&M	
							CHECK 358059 TOTAL:	28.75
358060	01/26/2022	PRTD	9935 OSW EQUIPMENT & REPA	252890	900007		12/20/2021 20200049 01/23/22	26,780.37
			Invoice: 900007				PW/EXISTING HOOKLIFT REFURBISH	
				13,390.18	73111944	66400000976	2019 DUMP TRUCK-EQ REPLACEMENT	
				13,390.19	73434438	66400000976	2019 DUMP TRUCK-EQ REPLACEMENT	
							CHECK 358060 TOTAL:	26,780.37
358061	01/26/2022	PRTD	8895 OVATION! PERFORMING	253005	COBI.#13		01/09/2022 01/23/22	3,000.00
			Invoice: COBI.#13				EX/Q3 2021 GRANT PAYMENT	
				3,000.00	31011732	54110000297	EX-GF-CULTURAL ARTS & SCIENCES	
							CHECK 358061 TOTAL:	3,000.00
358062	01/26/2022	PRTD	1808 PACIFIC COAST CONGRE	252836	2013012		01/01/2022 01/23/22	265.00
			Invoice: 2013012				POL/MEMBERSHIP - ALLEN	
				265.00	55011757	549100	PD-HARBORMASTER-DUES & SUBCR	

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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	358062 TOTAL:	265.00
358063	01/26/2022	PRTD	8655 PENINSULA TREE SERVI	250514 2333	08/26/2021		01/23/22	5,232.00
	Invoice: 2333			5,232.00 73111427 54810000354		PW/REMOVE LEANING TREE BLAKELY HILL TREE PRES & REMOVAL-ROADS		
				250517 2335	08/30/2021		01/23/22	6,812.50
	Invoice: 2335			6,812.50 73111427 54810000354		PW/3 FIR TREES ROCKAWAY BEACH RD TREE PRES & REMOVAL-ROADS		
						CHECK	358063 TOTAL:	12,044.50
358064	01/26/2022	PRTD	9829 LEPS-PSS, PLLC	253034 1919	12/31/2021		01/23/22	410.00
	Invoice: 1919			410.00 52011212 541100		POL/PRE-HIRE TESTING POLICE - C/E INVEST PROF SVCS		
						CHECK	358064 TOTAL:	410.00
358065	01/26/2022	PRTD	1864 PUGET SOUND CLEAN AI	253111 22-012	01/18/2022		01/23/22	27,385.00
	Invoice: 22-012			27,385.00 91011317 553000		2022 CLEAN AIR ASSESSMENT EXEC - C/E POLLUTION CONTROL		
						CHECK	358065 TOTAL:	27,385.00
358066	01/26/2022	PRTD	9440 QBSI-XEROX	253087 IN2354013	12/27/2021		01/23/22	56.00
	Invoice: IN2354013			56.00 21011125 545000		CRT/COPIER LEASE COURT - RENTS & LEASES - OPER		
						CHECK	358066 TOTAL:	56.00
358067	01/26/2022	PRTD	9787 BROOKS M RAYMOND	252887 21-311	12/11/2021		01/23/22	250.00
	Invoice: 21-311			250.00 52011212 541100		POL/POLYGRAPH SERVICE POLICE - C/E INVEST PROF SVCS		
				253026 22-109	01/10/2022		01/23/22	250.00
	Invoice: 22-109			250.00 52011212 541100		POL/POLYGRAPH SERVICES POLICE - C/E INVEST PROF SVCS		
						CHECK	358067 TOTAL:	500.00
358068	01/26/2022	PRTD	408 ROLLING BAY COMMERCI	253088 885580	12/01/2021		01/23/22	4,366.88
	Invoice: 885580			4,366.88 21011125 545000		CRT/FEB 2022 COURT HOUSE RENT COURT - RENTS & LEASES - OPER		

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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		
							CHECK 358068 TOTAL:	4,366.88
358069	01/26/2022	PRTD	5251 ROTARY CLUB OF BAINB	252917 10338	01/02/2022		01/23/22	100.00
	Invoice: 10338			100.00 51011211 549100	POL/QUARTERLY DUES/CLARK PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
							CHECK 358069 TOTAL:	100.00
358070	01/26/2022	PRTD	2035 SIX ROBBLEES INC	253010 2-770009	12/29/2021		01/23/22	593.12
	Invoice: 2-770009			593.12 73111256 531100	PW/MOTOR 12 VDC .5 HP SPINNER O&M-STREET-EM PREP-SUPPLIES			
	Invoice: 2-770113			253011 2-770113	01/04/2022		01/23/22	789.07
				789.07 73111256 531100	PW/MOTOR .5 HP 12 VDC SPINNER O&M-STREET-EM PREP-SUPPLIES			
	Invoice: 2-770196			253012 2-770196	12/30/2021		01/23/22	8,041.80
				8,041.80 73111256 53110001054	PW/TRUCK CHAIN, ALLOY SQ LINK LIGHT 2020 STORM PREP-STRT-SUPPLIES			
							CHECK 358070 TOTAL:	9,423.99
358071	01/26/2022	PRTD	8855 SOUND LAW CENTER	252892 2682	01/04/2022		01/23/22	5,005.00
	Invoice: 2682			5,005.00 34470586 54111001193	HEX/HEARING EXAMINER SRVCS DEC 2021 HEX-WINTERGREEN TOWNHOMES(SLC)			
							CHECK 358071 TOTAL:	5,005.00
358072	01/26/2022	PRTD	601 SOUND REPROGRAPHICS	252893 01/05/2022	01/05/2022		01/23/22	19.04
	Invoice: 01/05/2022			19.04 41011141 549900	FIN/FINANCE CHARGES FIN-C/E-MISC EXP			
	Invoice: 84759			252894 84759	06/22/2021		01/23/22	21.64
				21.64 31011229 54110001069	EX/COVID TESTING SITE SIGNS COVID19 TESTING-PROF SVCS			
	Invoice: 87927			253112 87927	12/23/2021		01/23/22	735.38
				735.38 31011492 54245001150	EX/PRINTING TALETOP TENT CARDS CLIMATE ACTION PLAN CAP-OTHER IMPL-OUTREACH			
							CHECK 358072 TOTAL:	776.06
358073	01/26/2022	PRTD	8132 SPECTRA LABORATORIES	252924 21-09291	12/16/2021		01/23/22	42.32
	Invoice: 21-09291			42.32 73411345 54110000391	PW/FLUORIDE TESTING LAB SVCS-WATER			
				252925 21-09298	12/16/2021		01/23/22	21.16

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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		
						CHECK	358078 TOTAL:	150.00
358079	01/26/2022	PRTD	8243 TILZ	252954	101-64587	12/20/2021	01/23/22	36.40
			Invoice: 101-64587	36.40	73111261 531100	PW/TILZ NORTHWEST LAWN MIX OFFICE SUPPLIES		
						CHECK	358079 TOTAL:	36.40
358080	01/26/2022	PRTD	6714 TOSHIBA FINANCIAL SE	252930	30735677	12/24/2021	01/23/22	224.23
			Invoice: 30735677	224.23	73637891 545000	PW/COPIER LEASE RENTS & LEASES - OPERATING		
			Invoice: 30735678	252931	30735678	12/24/2021	01/23/22	234.42
				234.42	51011211 545000	POL/COPIER LEASE PD-C/E-ADMIN RENTS/LEASE		
						CHECK	358080 TOTAL:	458.65
358081	01/26/2022	PRTD	4929 TYLER TECHNOLOGIES I	252835	045-363657	01/01/2022	01/23/22	15,465.87
			Invoice: 045-363657	15,465.87	81011881 531100	IT/QUARTERLY MUNIS SW MAINTENANCE IT - C/E SUPPLIES		
						CHECK	358081 TOTAL:	15,465.87
358082	01/26/2022	PRTD	952 WA ST PATROL	252936	I22003374	01/04/2022	01/23/22	113.75
			Invoice: I22003374	113.75	41654861 586100	FIN/BACKGROUND CHECKS AGENCY DISBURSEMENTS		
						CHECK	358082 TOTAL:	113.75
358083	01/26/2022	PRTD	499 WESTBAY AUTO PARTS I	252956	684867	12/14/2021	01/23/22	212.93
			Invoice: 684867	106.46	73111423 531100	PW/2008 FORD F350 SUPER DUTY SERPKITS OFFICE SUPPLIES		
				106.47	73111427 531100	OFFICE SUPPLIES		
						CHECK	358083 TOTAL:	212.93
358084	01/26/2022	PRTD	499 WESTBAY AUTO PARTS I	253019	686526	12/22/2021	01/23/22	293.99
			Invoice: 686526	146.99	73111423 531100	PW/2015 FORD F450 DIESEL EXHAUST FLUID OFFICE SUPPLIES		
				147.00	73111427 531100	OFFICE SUPPLIES		
						CHECK	358084 TOTAL:	293.99

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NUMBER OF CHECKS 74 *** CASH ACCOUNT TOTAL *** 491,904.07

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL PRINTED CHECKS	74	491,904.07

*** GRAND TOTAL *** 491,904.07

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JOURNAL ENTRIES TO BE CREATED

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CLERK: jkines

YEAR PER	JNL	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	1	112									
APP	001-213000		01/26/2022	01/23/22	012622			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		166,003.37	
APP	635-111100		01/26/2022	01/23/22	012622			CASH AP CASH DISBURSEMENTS JOURNAL			491,904.07
APP	403-213000		01/26/2022	01/23/22	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		16,491.68	
APP	631-213000		01/26/2022	01/23/22	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		20,441.46	
APP	402-213000		01/26/2022	01/23/22	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		173,701.03	
APP	401-213000		01/26/2022	01/23/22	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		59,025.83	
APP	101-213000		01/26/2022	01/23/22	012622			STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		39,440.71	
APP	407-213000		01/26/2022	01/23/22	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		6,976.94	
APP	501-213000		01/26/2022	01/23/22	012622			ER&R-ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		9,559.30	
APP	622-213000		01/26/2022	01/23/22	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		150.00	
APP	650-213000		01/26/2022	01/23/22	012622			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		113.75	
GENERAL LEDGER TOTAL										491,904.07	491,904.07
APP	631-130000		01/26/2022	01/23/22	012622			DUE TO/FROM CLEARING		471,462.61	
APP	001-130000		01/26/2022	01/23/22	012622			GENERAL - DUE TO/FROM CLEARING			166,003.37
APP	403-130000		01/26/2022	01/23/22	012622			DUE TO/FROM CLEARING			16,491.68
APP	402-130000		01/26/2022	01/23/22	012622			DUE TO/FROM CLEARING			173,701.03
APP	401-130000		01/26/2022	01/23/22	012622			DUE TO/FROM CLEARING			59,025.83
APP	101-130000		01/26/2022	01/23/22	012622			STREETS - DUE TO/FROM CLEARING			39,440.71
APP	407-130000		01/26/2022	01/23/22	012622			DUE TO/FROM CLEARING			6,976.94
APP	501-130000		01/26/2022	01/23/22	012622			ER&R-DUE TO/FROM CLEARING			9,559.30
APP	622-130000		01/26/2022	01/23/22	012622			DUE TO/FROM CLEARING			150.00
APP	650-130000		01/26/2022	01/23/22	012622			DUE TO/FROM CLEARING			113.75

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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	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
								SYSTEM GENERATED ENTRIES TOTAL		471,462.61	471,462.61
								JOURNAL 2022/01/112 TOTAL		963,366.68	963,366.68

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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	2022	1	112	01/26/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	166,003.37	166,003.37
					FUND TOTAL	166,003.37	166,003.37
101 STREET FUND 101-130000 101-213000	2022	1	112	01/26/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	39,440.71	39,440.71
					FUND TOTAL	39,440.71	39,440.71
401 WATER OPERATING FUND 401-130000 401-213000	2022	1	112	01/26/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	59,025.83	59,025.83
					FUND TOTAL	59,025.83	59,025.83
402 SEWER OPERATING FUND 402-130000 402-213000	2022	1	112	01/26/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	173,701.03	173,701.03
					FUND TOTAL	173,701.03	173,701.03
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022	1	112	01/26/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	16,491.68	16,491.68
					FUND TOTAL	16,491.68	16,491.68
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022	1	112	01/26/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	6,976.94	6,976.94
					FUND TOTAL	6,976.94	6,976.94
501 EQUIPMENT RENTAL & REVOLVING 501-130000 501-213000	2022	1	112	01/26/2022	ER&R-DUE TO/FROM CLEARING ER&R-ACCOUNTS PAYABLE	9,559.30	9,559.30
					FUND TOTAL	9,559.30	9,559.30
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2022	1	112	01/26/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	150.00	150.00
					FUND TOTAL	150.00	150.00
631 CLEARING FUND	2022	1	112	01/26/2022			

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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	471,462.61	
	631-213000					ACCOUNTS PAYABLE	20,441.46	
	635-111100					CASH		491,904.07
						FUND TOTAL	491,904.07	491,904.07
650	AGENCY FUND	2022	1	112	01/26/2022			
	650-130000					DUE TO/FROM CLEARING		113.75
	650-213000					ACCOUNTS PAYABLE	113.75	
						FUND TOTAL	113.75	113.75

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		166,003.37
101	STREET FUND		39,440.71
401	WATER OPERATING FUND		59,025.83
402	SEWER OPERATING FUND		173,701.03
403	STORM & SURFACE WATER FUND		16,491.68
407	BUILDING & DEVELOPMENT FUND		6,976.94
501	EQUIPMENT RENTAL & REVOLVING		9,559.30
622	EXPENDABLE TRUST FUND		150.00
631	CLEARING FUND	471,462.61	
650	AGENCY FUND		113.75
	TOTAL	471,462.61	471,462.61

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 25, 2022

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.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[City Council Regular Business Meeting Minutes, January 11, 2022.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, JANUARY 11, 2022

MEETING MINUTES

1) CALL TO ORDER / ROLL CALL

Councilmember Pollock called the meeting to order at 6:00 p.m. on the Zoom webinar platform.

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

2) INTRODUCE COUNCILMEMBER MORIWAKI AND PRESENT OATH OF OFFICE FOR COUNCILMEMBERS DEETS, MORIWAKI, AND QUILSLUND

2.A Present Oath of Office for Councilmembers Moriwaki, Deets, and Quitslund
[Cover Page](#)

City Manager King introduced the item. The Oath of Office videos were presented, and Councilmembers Moriwaki, Deets, and Quitslund provided remarks.

3) APPOINT MAYOR AND DEPUTY MAYOR

3.A Appoint Mayor and Deputy Mayor
[Cover Page](#)

Councilmember Pollock introduced the agenda item.

MOTION: I move to appoint Joe Deets as Mayor for a term commencing January 11, 2022, and voluntarily ending on December 31, 2022.

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

MOTION: I move to appoint Councilmember Brenda Fantroy-Johnson as Deputy Mayor for a term commencing January 11, 2022, and ending June 30, 2022.

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

4) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Councilmember Pollock moved and Deputy Mayor Fantroy-Johnson seconded to approve the agenda as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

5) PRESENTATION(S)

5.A Receive Presentation by Utility Advisory Committee with Year-End Report and 2022 Work Plan - Public Works

[Cover Page](#)

[UAC 2021 Summary and 2022 Work Plan Proposal.pdf](#)

Utility Advisory Committee Co-Chair Maron provided information to Council on the 2021 year-end report and the proposed 2022 workplan.

MOTION: I move to approve the 2022 Utility Advisory Committee work plan as proposed in their December 8, 2021, memorandum.

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

5.B Present Proclamation Recognizing Dr. Martin Luther King, Jr. Day on January 17, 2022

[Cover Page](#)

[MLK_Day_Bainbridge_Island 2022.docx](#)

Deputy Mayor Fantroy-Johnson read the proclamation.

6) PUBLIC COMMENT

6.A Instructions and Guidelines for Providing Public Comment at Remote Meetings - City Clerk

[Cover Page](#)

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

Frank Renna expressed concerns with the Eagle Harbor bike paths.

Jill Anderson spoke against Puget Sound Energy's proposed reliability project.

Bill Chester expressed concerns with the proposed changes to Planning Commission appointments.

Julie Bennett expressed concerns with the Eagle Harbor bike path.

Steve Keller expressed concerns with the Eagle Harbor bike path.

Bob Russell spoke about the proposed change to the Planning Commission appointment process.

Ellen Wixted expressed concerns with the Eagle Harbor bike path.

Matt Kress spoke against Puget Sound Energy's proposed reliability project.

Marc Hoecker spoke against Puget Sound Energy's proposed reliability project.

7) CONSENT AGENDA

7.A Agenda Bill for Consent Agenda

[Cover Page](#)

Councilmember Hytopoulos asked to remove 7.D from the Consent Agenda.

MOTION: I move to approve the Consent Agenda as modified by Councilmember Hytopoulos with item 7.D removed for discussion afterwards.

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

7.B Approve Accounts Payable and Payroll

[Cover Page](#)

[AP Report to Council of Cash Disbursements 12-29-21.pdf](#)

[AP Report to Council of Cash Disbursements 01-12-22.pdf](#)

[Council Report PR 12-20-21.pdf](#)

[Council Report PR 1-5-22.pdf](#)

7.C Approve City Council Meeting Minutes

[Cover Page](#)

[City Council Study Session Minutes, December 7, 2021.pdf](#)

[City Council Regular Business Meeting Minutes, December 14, 2021.pdf](#)

Item Removed from the Consent Agenda

7.D Authorize Increase to the City Manager's Change Order Authority for the Eagle Harbor Phase II Non-Motorized Improvements Project from \$230,00 to \$403,000 to address drainage and general road and bike lane safety

[Cover Page](#)

[Eagle Harbor Phase II Council Memo 010622.docx](#)

City Manager King and Public Works Director Wierzbicki provided information on the agenda item. Council discussed the project.

MOTION: I move to authorize an increase in the City Manager's change order authority for the Eagle Harbor Phase II Non-Motorized Improvement project from \$230,000 to \$403,000 to address drainage and general road and bike lane safety.

Hytopoulos/Pollock The motion carried unanimously, 7-0.

8) COUNCIL ANNOUNCEMENTS

Councilmember Moriwaki mentioned joining a Climate Change Advisory Committee meeting with Councilmember Quitslund.

Mayor Deets mentioned the showing of the movie Selma on Dr. Martin Luther King, Jr. Day, and the Dr. Martin Luther King, Jr. celebration at the Kitsap County Fairgrounds.

Mayor Deets mentioned his upcoming virtual office hours.

9) CITY MANAGER'S REPORT

9.A Present Memorandum on 2022 Priority Projects for the Climate Officer

[Cover Page](#)

[Priority Climate Officer Projects 2022 - Memo.docx](#)

City Manager King provided information on the Climate Officer's 2022 workplan.

9.B Clarification of Countywide Planning Policies

[Cover Page](#)

[Update on Clarification of Countywide Planning Policies - King Memorandum.pdf](#)

City Manager King provided an update on next steps for countywide planning policies.

10) REGULAR BUSINESS

10.A Consider Reversing the 2010 Decision to Declare as Surplus the City-Owned Shares at the Islander Mobile Home Park - Executive

[Cover Page](#)

[Resolution 2010-24 Declaring City-owned Shares at IMHP Surplus](#)

City Manager King introduced the agenda item, and Council discussed the proposal.

MOTION: I move to direct the City Manager to proceed with steps to reverse the 2010 City Council decision to declare as surplus the City-owned shares at the Islander Mobile Home Park and to return to the Council with relevant legislation to effectuate that reversal.

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

10.B Designate a Councilmember to Serve on the City Manager's Ad Hoc Waste Reduction Implementation Steering Committee

[Cover Page](#)

City Manager King introduced the agenda item.

MOTION: I move to appoint Kirsten Hytopoulos to serve on the City Manager's Ad Hoc Waste Reduction Implementation Steering Committee.

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

10.C Consider City Council Member Appointments to Boards, Committees, and Liaisons

[Cover Page](#)

[2022_Council_Assignments.docx](#)

Mayor Deets introduced the agenda item, and Council made appointments to local and regional boards and committees as follows:

Regional Boards and Commissions

Hwy 305 Task Force: Councilmember Schneider and Mayor Deets

Housing Kitsap Board: Deputy Mayor Fantroy-Johnson

Intergovernmental Work Group: Councilmember Hytopoulos and Mayor Deets

Suquamish Tribe Intergovernmental Work Group: Mayor Deets and Councilmembers Moriwaki and Schneider

Kitsap 911 Policy Board: Mayor Deets

Kitsap Economic Development Alliance: Mayor Deets and Deputy Mayor Fantroy-Johnson

Kitsap Emergency Management Council: Mayor Deets

Kitsap Public Health District Board: Councilmember Hytopoulos

Kitsap Regional Coordinating Council (KRCC) Executive Board: Mayor Deets and Councilmember Schneider

KRCC Transportation Board: Councilmembers Schneider and Quitslund (alternate)
KRCC Land Use Policy Board: Councilmembers Hytopoulos and Quitslund (alternate)
Kitsap Transit Board: Mayor Deets and Councilmember Schneider
Peninsula Regional Transportation Planning Organization Executive Board: Councilmember Schneider and Mayor Deets (alternate)
Puget Sound Clean Air Agency Advisory Council: Mayor Deets
Puget Sound Regional Council Transportation Policy Board: Councilmember Schneider and Deputy Mayor Fantroy-Johnson
Puget Sound Regional Council Growth Management Policy Board: Councilmember Quitslund and Deputy Mayor Fantroy-Johnson (alternate)
West Central Local Integrating Organization: Mayor Deets
West Sound Partners for EcoSystem Recovery: Mayor Deets
West Sound Alliance: Deputy Mayor Fantroy-Johnson
Puget Sound Regional Council Executive Board, Kitsap Other Cities and Towns Position: Mayor Deets
Liaison to Chamber of Commerce and Businesses: Councilmember Schneider
Liaison to Senior Center: Deputy Mayor Fantroy-Johnson

City Advisory Committees and Commissions

Climate Change Advisory Committee: Councilmembers Hytopoulos, Pollock, and Schneider (alternate)
Design Review Board: Councilmember Moriwaki
Environmental Technical Advisory Committee: Councilmember Quitslund
Historic Preservation Committee: Councilmember Quitslund
Human Services Task Force: Deputy Mayor Fantroy-Johnson and Councilmember Moriwaki
Lodging Tax Advisory Committee: Mayor Deets (Chair) and Deputy Mayor Fantroy-Johnson (Vice Chair)
Planning Commission: Councilmembers Quitslund and Pollock
Public Art Committee: Councilmember Moriwaki
Utility Advisory Committee: Councilmember Quitslund
Race Equity Advisory Committee: Deputy Mayor Fantroy-Johnson and Councilmember Moriwaki

City Task Forces

Green Building Task Force: Mayor Deets
Sustainable Transportation Task Force: Deputy Mayor Fantroy-Johnson and Councilmembers Schneider and Moriwaki

Joint Subcommittees

Joint Council and Ethics Board Subcommittee: Mayor Deets and Councilmember Hytopoulos

10.D [Discuss Setting Legislative Policy Guideline for the 2022 Legislative Agenda - Executive Cover Page](#) [Legislative Policy Guidelines for 2022 for CC 01 | 2022](#)

City Manager King introduced the agenda item, and Deputy City Manager Schroer provided additional information. Council discussed the proposed legislative policies.

Staff will reorganize the list to align with Council priorities and bring it back to Council for further review.

10.E [Consider Resolution No. 2022-01 Related to Revising the Appointment and Confirmation Process Regarding the Planning Commission - Executive](#)

Cover Page

Resolution No. 2022-01 - Revising Process re Appointment of Planning Commissioners

City Manager King introduced the agenda item. Council discussed the proposed changes to the appointment process. Council's consensus was not to support the resolution.

10.F Consider Ordinance No. 2022-04 Related to Amending Bainbridge Island Municipal Code Section 2.01.015 Regarding Appointments to the Planning Commission - Executive

Cover Page

Ordinance No. 2022-04 - Amending BIMC 2.01.015 Relating to Planning Commission Appointments.docx

There was no discussion of this item since Council's consensus was not to support the change to the Planning Commission appointment process.

11) ADJOURNMENT

Mayor Deets adjourned the meeting at 9:19 p.m.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 25, 2022

ESTIMATED TIME:

AGENDA ITEM: Authorize a Professional Services Agreement with Aspect Consulting, LLC, for the design of the Sands Avenue Well 1 & 2 Rehabilitation Project (\$80,060.00) - Public Works

SUMMARY: City staff requests authorization from the City Council to enter into a Professional Services Agreement with Aspect Consulting, LLC, to evaluate both existing wells located on Sands Avenue and to plan, design, and provide construction support.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to enter into a Professional Services Agreement with Aspect Consulting, LLC, in the amount of \$80,060.00 for the design of the Sands Avenue Well 1 & 2 Rehabilitation Project.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$80,060.00
Ongoing Cost:	
One-Time Cost:	\$80,060.00
Included in Current Budget?	Yes

BACKGROUND: The Sands Avenue Well site consists of two high capacity wells, i.e., Sands1 and Sands 2, that feed the Winslow Water System. Both wells are key suppliers to the Winslow water system and both are experiencing a decline in production. Sands1 was constructed in 1989 and was rehabbed in 2005. Recent evaluation suggests the Sands1 well has continued to decline and once again needs to be rehabilitated. Sands2 was constructed in 1990 and multiple issues occurred during construction of the well that prevent a complete assessment of its condition. Performance of Sands2 continues to decline and needs to be rehabilitated.

Rehabilitation of the wells consists of replacing the pumps and scrubbing and plunging the well column and screens which become encrusted with minerals and debris. As the build-up occurs over time, less water is able to be drawn from the well, which also puts additional stress on the well pumps.

The City solicited requests for proposals for the design of the Sands Avenue Well 1 & 2 Rehabilitation Project through the Municipal Research Services Center consultant roster. City staff interviewed two firms, Robinson &

Noble and Aspect Consulting, LLC, and the latter was selected as the most qualified consultant due to their previous experience, innovative approach, and access to specialized equipment. A design contract with Aspect was prepared in the amount of \$80,060.00.

The consultant will provide design services for the Sands Avenue Wells 1 and 2 for purposes of rehabilitation of both wells which serve the Winslow water service area. The consultant will produce plans and specifications for the solicitation of construction bids and provide bidding assistance. Additionally, the consultant shall coordinate, observe, and document pumping tests, pump removal, video inspection, rehabilitation, and pump installation activities. Once the design and specifications are completed by Aspect, a construction contractor will be solicited to perform the work.

ATTACHMENTS:

[Sands Ave Well Rehab PSA.docx](#)

[Sands Well Site Location Map.pdf](#)

FISCAL DETAILS: 2022 Repair & Maintenance - Water Fund

The cost of the physical well rehabilitation is not currently budgeted, and will require a budget amendment once the costs are identified.

Fund Name(s): Water Fund

Coding:

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation (the “City”), and Aspect Consulting, LLC., a Washington State limited liability company (the “Consultant”).

WHEREAS, the City needs professional services in connection with the evaluation of the existing Sands Avenue Wells, well planning, design, and construction support; and

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

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

1. SERVICES BY CONSULTANT

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

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until December 1, 2023, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days’ written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with **Attachment B**, but not more than a total of Eighty Thousand Sixty dollars (\$80,060.00).

B. The Consultant shall submit, in a format acceptable to the City, monthly invoices for services performed in a previous calendar month. Each project and each task within a project shall be the subject of a separate invoice. The Consultant shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Consultant.

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

4. INSPECTION AND AUDIT

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

5. INDEPENDENT CONTRACTOR

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

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

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

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

6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, gender identity, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Consultant shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

7. OWNERSHIP OF WORK PRODUCT

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the negligent or alleged negligent acts, errors, or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

10. INSURANCE

The Consultant shall maintain the insurance described in **Attachment A**:

11. SUBLETTING OR ASSIGNING CONTRACT

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

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NONWAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition, or right.

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island
 280 Madison Avenue North
 Bainbridge Island, WA 98110
 Attention: City Manager

To the Consultant: Aspect Consulting, LLC
 350 Madison Ave N
 Bainbridge Island, WA 98110
 Attention: Tim Flynn

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

18. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

19. VENUE

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

20. COUNTERPARTS

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

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

ASPECT CONSULTING, LLC

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

**ATTACHMENT A
INSURANCE REQUIREMENTS**

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit, as applicable.

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Consultant Limits

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

ATTACHMENT B SCOPE OF SERVICES

SANDS WELL 1 AND 2 REHABILITATION

The Sands Avenue Well site consists of two high-capacity wells (“Sands Well 1” and “Sands Well 2”) that feed the Winslow Water System. Both wells are key suppliers to the Winslow water system and over the years have both experienced a decline in production. Below are the details of Sands Well 1 and Sands Well 2.

Sands Well 1 G1-25264C

Sands Well 1 was constructed in 1989 and was rehabbed in 2005. Recent evaluation suggests the well has continued to decline and once again needs to be rehabbed.

Sands Well 2 G1-25614P

Sands Well 2 was constructed in 1990. Multiple issues occurred during construction of the Sands Well 2, and the current well condition is largely unknown. The screen assembly includes two screen sections extending from 905 to 925 and 985 to 1,040 feet below ground. Drilling tools were left in the well during construction, reportedly extending to bottom from a depth of about 1,007 feet and limiting access for inspection and rehabilitation tooling.

Performance declines in the Sands Well 2 have not been quantified, but are expected to be 50 percent or more, based on reports for other City wells (e.g., Sands Well 1). The Sands Well 2 could be evaluated through camera inspections and a pumping test to characterize well longevity and identify rehabilitation alternatives (if any are practical).

Recent and Historical Specific Capacity Estimates for Sands Wells 1 & 2*

Sands Well 1:

- Historical Specific Capacity = 6.8 @ 365 gpm
- Recent Specific Capacity = 4.4 @ 210 gpm

Sands Well 2:

- Historical Specific Capacity = 9.6 @ 600 gpm
- Recent Specific Capacity = 8.5 @ 220 gpm

*** Taken from 2021 Aspect Consulting status assessment.**

Task 1: Sands Well 1 AND 2 Evaluation

The City will provide all available data and any other relative information for Sands Well 1.

1. Conduct a site visit with the city.
2. Take slime/scale water sample for analysis and submit to a lab to facilitate the evaluation of the type of well rehabilitation needed.
3. Document current well pumps, monitoring equipment, and well equipment.

Deliverable: Site Evaluation and Meeting with the City
Cost: \$6,904.00

Task 2A: Sands Well 1 Rehabilitation

The Consultant shall develop scope of work or technical specifications for rehabilitation of the wells by a qualified well driller in the form of a memorandum. The specifications shall cover all equipment, materials, SCADA/controls, and work to complete the rehabilitations. No changes to the existing SCADA system shall be designed or implemented under this scope of work, aside from replacement of ancillary electrical connections during pump removal. Under Task 2A, the Consultant shall:

1. Prepare draft scope of work or technical specifications and bid documents by a licensed hydrogeologist. Consultant will address one round of City comments before finalizing and stamping the memorandum by a licensed hydrogeologist. The City will incorporate the memorandum into its standard “front end” small works roster contract.
2. Assist in the bidding process by attending a pre-bid meeting, drafting addendums, answering technical questions presented by the well drillers, review bids and verifying the bidders are qualified for the project.
3. Provide an engineer’s estimate for the cost of the project.

Deliverable: Scope of Works or Technical Specifications, Plans and Engineers Estimate.

Cost: \$12,524.00

Task 2B: Sands Well 2 Rehabilitation

The Consultant shall develop scope of work or technical specifications for rehabilitation of the wells by a qualified well driller. The specifications shall cover all equipment, materials, SCADA/controls, details on approach to remove tooling and work to complete the rehabilitations. Under Task2B, the Consultant shall:

1. Prepare draft Technical Specifications and bid documents by a licensed hydrogeologist and stamped by a licensed professional engineer in the State of Washington for inclusion with a City standard “front end” small works roster contract. Address City comments and prepare final scope of work or technical specifications.
2. Assist in the bidding process by attending a pre-bid meeting, drafting addendums, answering technical questions presented by the well drillers, review bids and verifying the bidders are qualified for the project.
3. Provide an engineer’s estimate for the cost of the project.

The City and Consultant recognize that the conditions of Sands Well 2 may not be amenable to rehabilitation. If the City elects not to proceed with rehabilitation efforts of Sands Well 2 following initial inspections and testing, the above tasks will be omitted or abridged at the City’s discretion.

Deliverable: Scope of Work or Technical Specifications, Plans and Engineers Estimate

Cost: \$12,524.00

Task 3: Construction Support

The Consultant shall provide construction support for rehabilitation and pump selection for Sand Wells 1 and 2. All work by the Consultant shall be supervised by a licensed hydrogeologist. A licensed hydrogeologist will be on-site during critical phases of the rehabilitation and advise the City of any proposed changes in the contractor's scope of work, costs, or schedule.

Under Task 3, the Consultant shall coordinate, observe, and document pumping test, pump removal, video inspection, rehabilitation, and pump installation activities. Specific items include the following:

1. Review material submittals, request for information, and change orders.
2. Facilitate periodic construction meetings with the contractor and City.
3. Inspect contractor's erosion control and spill prevention measures for compliance with requirements established by the City.
4. Oversee pump removals
5. Conduct pre-rehabilitation video inspections and provide camera equipment
6. Evaluate field conditions and data and propose specific well rehabilitation schemes.
7. Oversee well rehabilitation and tooling removal activities.
8. Conduct post-rehabilitation video inspections of the wells to document changes in well condition.
9. Run up to 4-hour post-rehabilitation step-rate pumping test with contractor provided pump to evaluate effects of rehabilitation and determine post-rehabilitation specific capacities
10. Oversee pump installations and well disinfections
11. Oversee up to 4-hour post rehabilitation pump test with new pump and document the performance.
12. Prepare a summary rehabilitation report for Sands Wells 1 and 2 that documents the work done and evaluates its effectiveness. The report will also include a location map, existing well logs with lithologic and well completion details, and analysis of the pumping tests along with all test data. Recommendations for the operation of the wells shall be provided in the report.

Deliverables: Construction support for rehabilitation of Sands Wells 1 and 2 and Final Report delivered in an electronic pdf file.

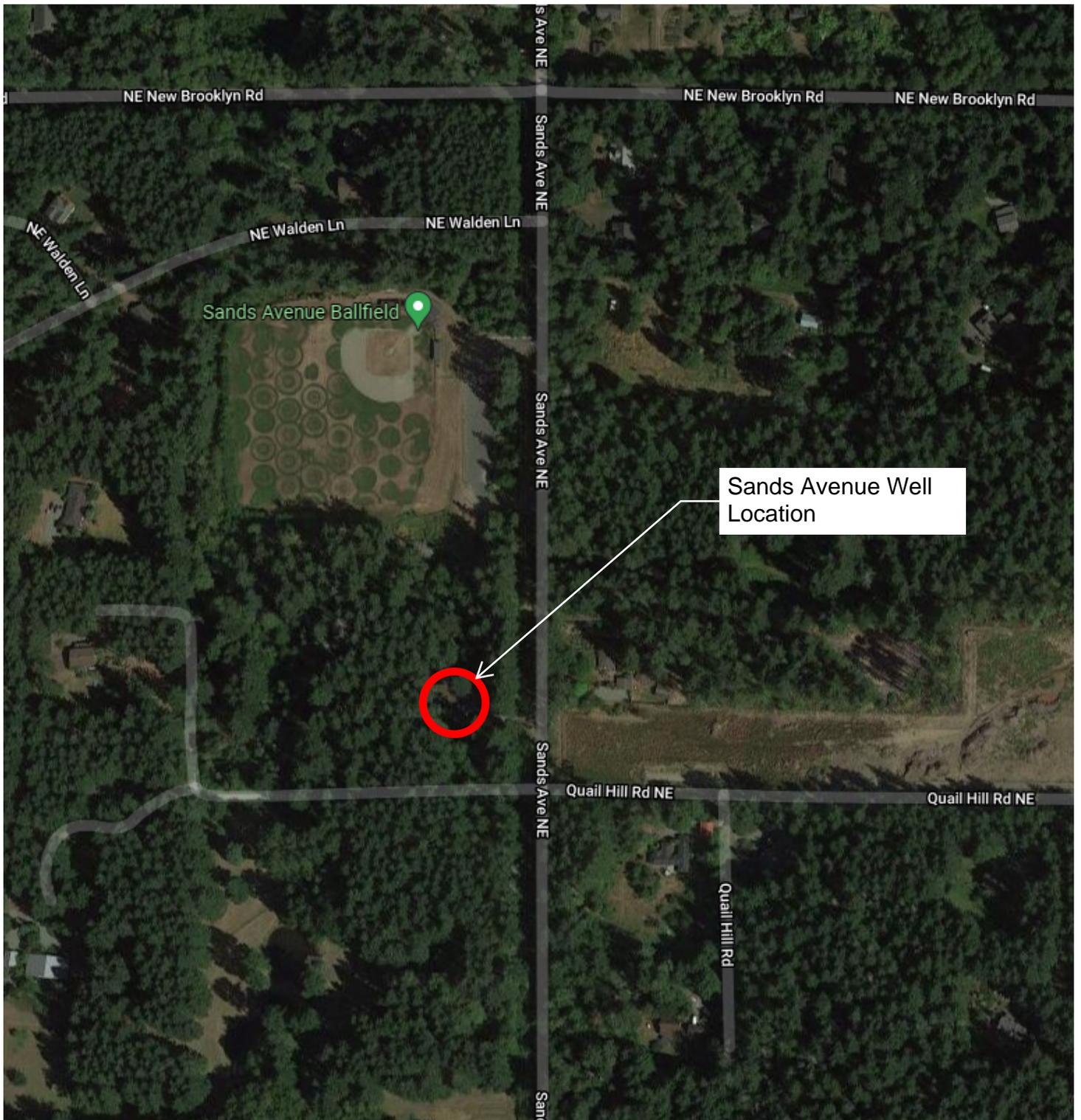
Cost: \$48,108.00

Schedule:

- **Consultant** Contract Execution, Certificate of Insurance-February 25, 2022

- **Consultant** Complete Task 1, Task 2A & 2B by December 31, 2022
- **Consultant** Complete Task 3, December 1, 2023

Sands Avenue Well Site Location Map





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 25, 2022

ESTIMATED TIME:

AGENDA ITEM: Authorize a Professional Services Agreement with Aspect Consulting, LLC, for the design of the Taylor Avenue Well Rehabilitation Project (\$52,815.00) - Public Works,

SUMMARY: Staff are requesting authorization from the City Council to enter into a Professional Services Agreement with Aspect Consulting, LLC, to support the design of the Taylor Avenue Well Rehabilitation Project.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to enter into a Professional Services Agreement with Aspect Consulting, LLC, in the amount of \$52,815.00 for the design of the Taylor Avenue Well Rehabilitation Project.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$52,815.00
Ongoing Cost:	
One-Time Cost:	\$52,815.00
Included in Current Budget?	Yes

BACKGROUND: The Taylor Avenue Well Rehabilitation project consists of developing a rehabilitation approach to clean the well column, screens, and replace the well pump. The well pump is nearly twenty years old and has lost production over time and this proposed work is essential to maintaining efficient operations of the water system.

City staff plan to work closely with Kitsap Public Utility District (KPUD) utilizing an intertie between their managed water system and the City's Rockaway Beach Water System. In addition, the City will coordinate the work with the Japanese American Exclusion Memorial board members throughout the duration of the project as the well is located within the Memorial area.

The City solicited requests for proposals for the design of the Taylor Avenue Well Rehabilitation project through the Municipal Research Services Center (MRSC) consultant roster. City staff interviewed two firms, Robinson & Noble and Aspect Consulting, LLC, and the latter was selected as the most qualified consultant due to their

previous experience, innovative approach, and access to specialized equipment. A design contract with Aspect was prepared in the amount of \$52,815.00.

The Consultant will produce plans and specifications and the City anticipates soliciting bids in spring 2022. Additionally, the Consultant desires to assign a portion of the Scope of Services to the Assignee, S&B Inc., and the City is willing to grant such assignment in accordance with the terms and conditions of this Assignment. See attached Scope of Services Assignment Consent. Once the design and specifications are completed by Aspect, a construction contractor will be solicited to perform the work.

ATTACHMENTS:

[Taylor Ave Well Rehab PSA.docx](#)

[Taylor Well Rehab Scope of Work Assignment.docx](#)

[Taylor Well Site Location Map.pdf](#)

FISCAL DETAILS: There is \$190,000 of remaining budget in the Water fund for this cost.

Fund Name(s): Water Fund

Coding:

AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (“Agreement”) is entered into between the City of Bainbridge Island, a Washington State municipal corporation (“City”), and Aspect Consulting, LLC, a Washington State limited liability company (“Consultant”).

WHEREAS, the City needs professional services in connection with the rehabilitation of the Taylor Well; and

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

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

1. SERVICES BY CONSULTANT

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

2. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until May 15, 2023, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days’ written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 3 for any satisfactory work completed prior to the date of termination.

3. PAYMENT

A. The City shall pay the Consultant hourly, plus actual expenses, in accordance with **Attachment B**, but not more than a total of fifty-two thousand eight hundred fifteen dollars (\$52,815.00).

B. The Consultant shall submit, in a format acceptable to the City, monthly invoices for services performed in a previous calendar month. Each project and each task within a project shall be the subject of a separate invoice. The Consultant shall maintain time and expense records and provide them to the City upon request.

C. The City shall pay all invoices by mailing a City check within sixty (60) days of receipt of a proper invoice from the Consultant.

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

4. INSPECTION AND AUDIT

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

5. INDEPENDENT CONTRACTOR

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

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

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

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6. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, gender identity, or other circumstance prohibited by federal, state, or local law or ordinance, except for a bona fide occupational qualification.

B. The Consultant shall comply with all federal, state, and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 6 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

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

8. GENERAL ADMINISTRATION AND MANAGEMENT

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

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Consultant shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits including attorney fees, arising out of or resulting from the negligent or alleged negligent acts, errors, or omissions of the Consultant in performance of this Agreement, except for injuries and damages caused by the sole negligence of the City.

B. However, should a court of competent jurisdiction determine that this Agreement is subject to RCW 4.24.115, then, in the event of liability for damages arising out of bodily injury to persons or damages to property caused by or resulting from the concurrent negligence of the Consultant and the City, its officers, officials, employees, and volunteers, the Consultant's liability, including the duty and cost to defend hereunder, shall be only to the extent of the Consultant's negligence. It is further specifically and expressly understood that the indemnification provided herein constitutes the Consultant's waiver of immunity under Industrial Insurance, Title 51 RCW, solely for the purposes of this indemnification. This waiver has been mutually negotiated by the parties. The provisions of this section shall survive the expiration or termination of this Agreement.

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

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

10. INSURANCE

The Consultant shall maintain the insurance described in **Attachment A**.

11. SUBLETTING OR ASSIGNING CONTRACT

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

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NONWAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay, or failure of either party to insist upon strict performance of any agreement, covenant, or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition, or right.

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City: City of Bainbridge Island
 280 Madison Avenue North
 Bainbridge Island, WA 98110
 Attention: City Manager

To the Consultant: Aspect Consulting, LLC
 350 Madison Ave N
 Bainbridge Island, WA 98110
 Attention: Tim Flynn

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

18. GOVERNING LAW

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.

19. VENUE

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

20. COUNTERPARTS

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

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

ASPECT CONSULTING, LLC

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

**ATTACHMENT A
INSURANCE REQUIREMENTS**

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Consultant's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Consultant's profession.

D. Minimum Amounts of Insurance

The Consultant shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit, as applicable.

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

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

H. Notice of Cancellation

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

I. Failure to Maintain Insurance

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

J. City Full Availability of Consultant Limits

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

ATTACHMENT B SCOPE OF SERVICES

TAYLOR WELL REHABILITATION/WELL DEVELOPMENT

The Taylor Well is the sole source that serves the Rockaway Beach water system and is located within the Bainbridge Island Japanese American Exclusion Memorial. The Memorial is a National Park adjacent to Eagle Harbor. The Taylor well pump is set at 252 feet below the well head. Kitsap Public Utilities District (KPUD) and the City are working to install an intertie between the two public water systems, and this is scheduled to be completed in 2022.

Below are the details of the Taylor well pump that was recorded at installation in 2003:

- Pump Setting: 252' below well head (12-21' 4" pipe columns)
- Check valves: Two check valves, one immediately adjacent to pump, one midspan
- Discharge pressure: 80 psi at start up, 71 psi after 30 minutes run time
- Flow rate: 80 gpm at start up, 54 gpm after 30 minutes run time
- Well static level-artesian flow of approx. 0.25 gpm
- Well pumping level: 135' – 145'

Task 1: Well Rehabilitation Support Services

Task 1.1 Well Water Sampling

The City will operate the well pump, and the Consultant shall take well necessary water quality measurements and samples for analysis and submit to a lab to help plan for the type of well rehabilitation needed.

Deliverables: Well sample analysis results.

Task 1.2: Technical Specifications

The Consultant shall develop bid specifications for rehabilitation of the wells by a qualified well driller. The specifications shall cover all equipment, materials, and work to complete the rehabilitation. Under Task 3 the Consultant shall:

1. Identify methods and chemical rehabilitation specifications (as needed based on the results of Task 1.1), answer questions from material suppliers, and review proposals for materials procurement.
2. Prepare draft well rehabilitation plan and performance specifications in the form of a memorandum, prepared and stamped by a licensed hydrogeologist and professional engineer in Washington State. Rehabilitation specifications will identify necessary rehabilitation methods, including chemical rehabilitation specifications (as needed, based on the results of Task 1.3). The Consultant will address one round of City comments before finalizing this memorandum. The City will incorporate this memorandum in its standard "front end" project manual. In addition to rehabilitation and pump setting details, the technical specifications shall include:
 - a. Control system requirements cross validated with the design team
 - b. Plans and performance specifications shall include the variable frequency drive, controls, and SCADA design.

- c. Final design documents suitable for contractor bidding.
3. Provide an engineer's estimate for the cost of the project.
4. Assist in the bidding process by answering technical questions, drafting addendums, review bids, and verifying the bidders are qualified for the project.

Assumptions: The City shall contract directly with vendors and contractors. The City will coordinate with National Park and Japanese American Exclusion Memorial staff to identify access constraints/restrictions for rehabilitation work, including equipment staging and discharge of clear water from the well during rehabilitation. The City shall identify and obtain any necessary permits (e.g., stormwater, shoreline, etc.).

Deliverables: Draft and final technical specifications and engineers estimate. Technical specifications shall be delivered as electronic Microsoft Word (.docx) files and the final memo cost estimate as a pdf file.

Task 1.3 Construction Support

The Consultant shall provide construction support for rehabilitation and pump selection for Taylor Well. All work by the Consultant shall be supervised by a licensed hydrogeologist. A licensed hydrologist will be onsite during critical phases of the rehabilitation and advise the City of any proposed changes in the contractor's scope of work, costs or schedule.

The Consultant shall coordinate, observe and document pumping test, pump removal, video inspection, rehabilitation, and pump installation activities. Specific items include the following:

1. Facilitate periodic construction meetings with the contractor and City.
2. Oversee the pre-rehabilitation step-rate pumping test of not more than four hours using the existing pump.
3. Conduct the pre-rehabilitation video inspection.
4. Inspect the contractor's erosion, wetland, and shoreline control measures for compliance with requirements established by the City.
5. Oversee pump removal.
6. Evaluate field conditions and data and propose specific well rehabilitation schemes.
7. Oversee well rehabilitation activities.
8. Conduct post rehabilitation video inspections of the wells to document changes in the well condition.
9. Oversee pump installation and well disinfection.
10. Oversee post rehabilitation pump test with new pump to document performance.
11. Prepare a summary rehabilitation report that documents the work evaluates its effectiveness. The report will also include a location map, existing well logs with lithologic and well completion details, and analysis of the pumping tests along with all test data. Recommendations for operation of the well shall be provided in the report.

Deliverables: Construction support for rehabilitation and final report. Final report will be delivered in a pdf file.

CONSENT TO ASSIGNMENT OF PORTION OF SCOPE OF SERVICES

THIS CONSENT TO ASSIGNMENT OF PORTION OF SCOPE OF SERVICES

("Assignment") is entered into this ____ day of _____, 2022 between the City of Bainbridge Island, a Washington state municipal corporation ("City"), Aspect Consulting, LLC, a Washington State limited liability company ("Consultant"), and S&B, Inc., a Washington State corporation ("Assignee").

WHEREAS, the City and the Consultant entered into an Agreement for Professional Services ("Agreement") on _____, to provide professional services for the City.

WHEREAS, Section 11 of the Agreement states that the Agreement shall not be assigned or transferred in whole or in part by the Consultant to any other person or entity without the prior written consent of the City.

WHEREAS, the Consultant desires to assign a portion of the Scope of Services to the Assignee, and the City is willing to grant such assignment in accordance with the terms and conditions of this Assignment.

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

1. The City hereby consents to the assignment by the Consultant to the Assignee of the professional services, as more particularly described in **Exhibit A** ("Assigned Services"), attached hereto and made a part hereof by this reference.
2. The Assignee expressly agrees to assume all duties, obligations, and liabilities of the Consultant under the Agreement in carrying out the Assigned Services.
3. Prior to beginning the Assigned Services, the Assignee shall provide the City with proof of insurance as described in **Exhibit B**, attached hereto and made a part hereof by this reference.
4. Regardless of this Assignment, the Consultant expressly acknowledges and agrees that it remains obligated to and liable for performing all of the duties, obligations, work, and services required of it under the Agreement.
5. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

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

ASPECT CONSULTING, LLC

Date: _____

By: _____

Name: _____

Title: _____

S&B, INC.

Date: _____

By: _____

Name: _____

Title: _____

CITY OF BAINBRIDGE ISLAND

Date: _____

By: _____

Blair King, City Manager

EXHIBIT A
DESCRIPTION OF ASSIGNED SERVICES

The Assignee will prepare plans and performance specifications for the variable frequency drive, controls, and SCADA design as stated in Task 1.2 2b of the Agreement.

EXHIBIT B
INSURANCE REQUIREMENTS

A. Insurance Term

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

B. No Limitation

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

C. Minimum Scope of Insurance

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

1. Automobile Liability insurance covering all owned, non-owned, hired, and leased vehicles. Coverage shall be written on Insurance Services Office (ISO) form CA 00 01 or a substitute form providing equivalent liability coverage.
2. Commercial General Liability insurance shall be at least as broad as ISO occurrence form CG 00 01 and shall cover liability arising from premises, operations, stop-gap liability, independent contractors, and personal injury and advertising injury. The City shall be named as an additional insured under the Assignee's Commercial General Liability insurance policy with respect to the work performed for the City using an additional insured endorsement at least as broad as ISO CG 20 26.
3. Workers' Compensation coverage as required by the Industrial Insurance laws of the State of Washington.
4. Professional Liability insurance appropriate to the Assignee's profession.

D. Minimum Amounts of Insurance

The Assignee shall maintain the following insurance limits:

1. Automobile Liability insurance with a minimum combined single limit for bodily injury and property damage of \$1,000,000 per accident.
2. Commercial General Liability insurance shall be written with limits no less than \$1,000,000 each occurrence, \$2,000,000 general aggregate.

3. Professional Liability insurance shall be written with limits no less than \$1,000,000 per claim and \$1,000,000 policy aggregate limit, as applicable.

E. Other Insurance Provision

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

F. Acceptability of Insurers

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

G. Verification of Coverage

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

The Assignee shall provide the required certificates to the City at the following address:

City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
Attention: City Manager

H. Notice of Cancellation

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

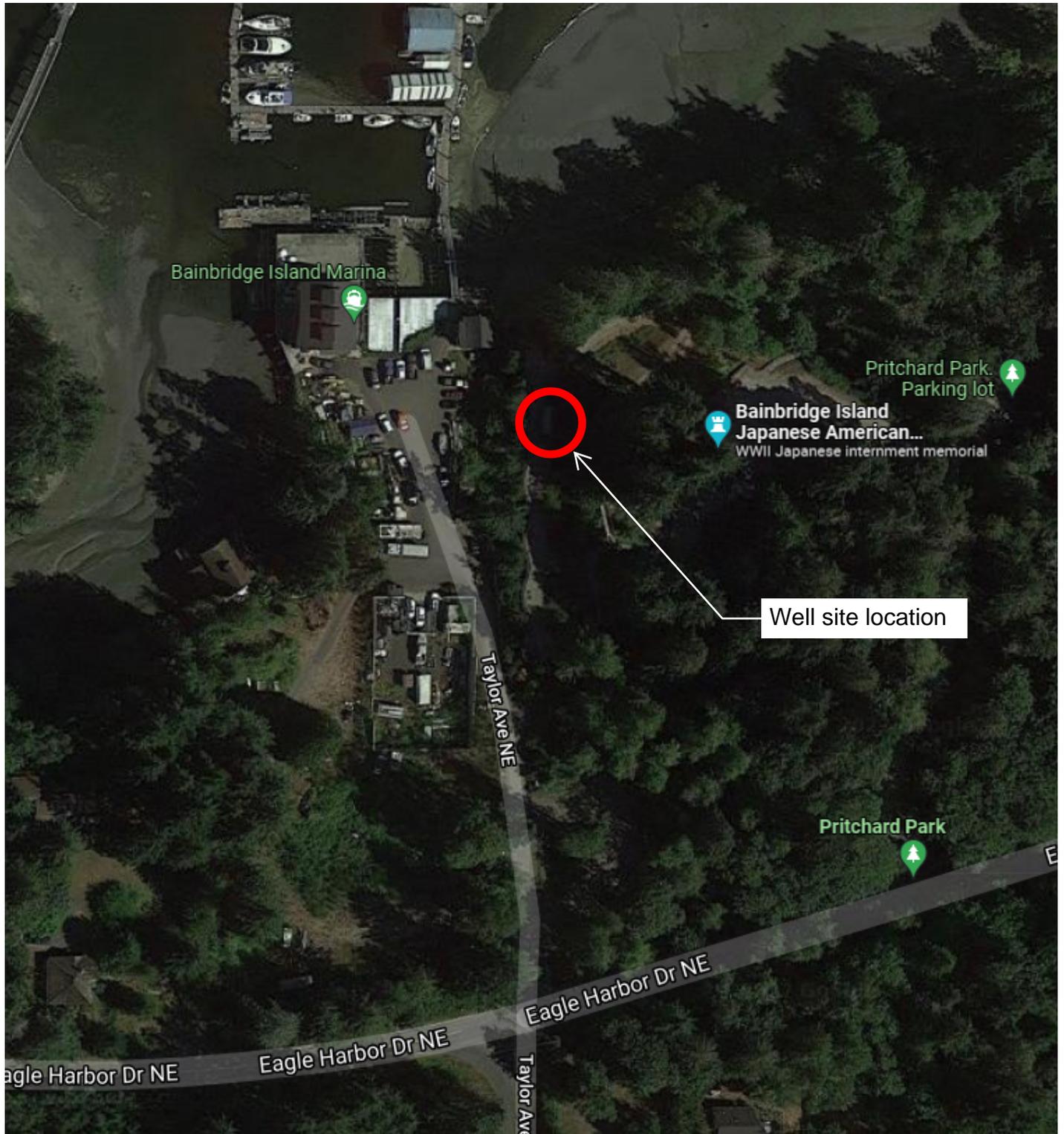
I. Failure to Maintain Insurance

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

J. City Full Availability of Assignee Limits

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

Taylor Avenue Well Site Location Map





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 25, 2022

ESTIMATED TIME:

AGENDA ITEM: Approve Caldwell Banker Bain Memorial Bench Donation Agreement – Public Works,

SUMMARY: Resident Barb McKenzie with Caldwell Banker Bain wishes to donate a memorial bench in memory of Marie Gallagher, Sherri Snyder, and Bill Barrow located at the Madison Avenue road end.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute the Caldwell Banker Bain Memorial Bench Donation Agreement.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: This Agreement is between the City and resident Barb McKenzie for placement of a memorial bench at the Madison Avenue road end. A plaque will be affixed to the Caldwell Banker Bain Memorial Bench reading: "IN LOVING MEMORY OF Marie Gallagher, Sherri Snyder, Bill Barrow. Our Real Estate Family will never be the same. We love you. Caldwell Banker Bain." Attachment A illustrates the bench type (Knight Bench), and Attachment B depicts the location placement at the Madison Avenue Road End in the paved plaza area adjacent to an existing bench.

In accordance with the City's Donation Policy (attached), the City shall be responsible for maintenance of the Donation, including any reasonable repairs, and will have the discretion to not replace and/or repair the Donation if it is deemed damaged beyond reasonable repair and/or replacement, suffers repeated vandalism, and/or expires prior to the end of initial term of five years.

ATTACHMENTS:

[Agreement - McKenzie Bench.docx](#)

[Attachment A - Bench Description.pdf](#)

[Attachment B - Bench Location.pdf](#)

[City of Bainbridge Island Donation Policy.pdf](#)

FISCAL DETAILS: The city will prepare an estimate of costs, and the donors will provide funds prior to the commencement of work.

Fund Name(s):

Coding:

DONATION AGREEMENT

THIS DONATION AGREEMENT, entered into this ____ day of _____, 2022 (this “Agreement”), is by and between the City of Bainbridge Island, a Washington municipal corporation (the “City”), and Barb McKenzie (the “Donor”).

WHEREAS, the Donor and the City recognize the importance of public facilities and amenities; and

WHEREAS, the Donor has offered to donate a bench in memory of Marie Gallagher, Sherri Snyder, and Bill Barrow, for the Madison Avenue Road End.

NOW, THEREFORE, the City and the Donor, for the consideration and under the conditions and obligations described below, agree as follows:

Section 1. The donation, known as the Caldwell Banker Bain memorial bench (the “Donation”), is donated in its entirety to the citizens of Bainbridge Island to be hereafter owned by the City and managed on behalf of the citizens by the Department of Public Works.

Section 2. **Description:** The item is the Knight Bench, manufactured by Forms+Surfaces, as shown in Attachment A.

Space or Facility: Madison Avenue Road End.

Location: Placed in the paved plaza and adjacent to an existing bench, as depicted in Attachment B.

Additional information: A plaque will be affixed on the bench with the following wording: “*IN LOVING MEMORY OF Marie Gallagher, Sherri Snyder, & Bill Barrow. Our Real Estate Family will never be the same. We love you. Caldwell Banker Bain.*”

Section 3. The initial term of this Agreement shall be five years from the date of this Agreement (the “Initial Term”). At the end of the Initial Term, the City may treat the Donation as it would any other City property similar in nature and may move, remove, and/or retire the Donation.

Section 4. The City shall be responsible for maintenance of the Donation, including any reasonable repairs, and will have the discretion to not replace and/or repair the Donation if it is deemed damaged beyond reasonable repair and/or replacement, suffers repeated vandalism, and/or expires prior to the end of Initial Term.

IN WITNESS WHEREOF, the parties have executed this Agreement on the date set forth above.

CITY OF BAINBRIDGE ISLAND

DONOR

By: _____

By: _____

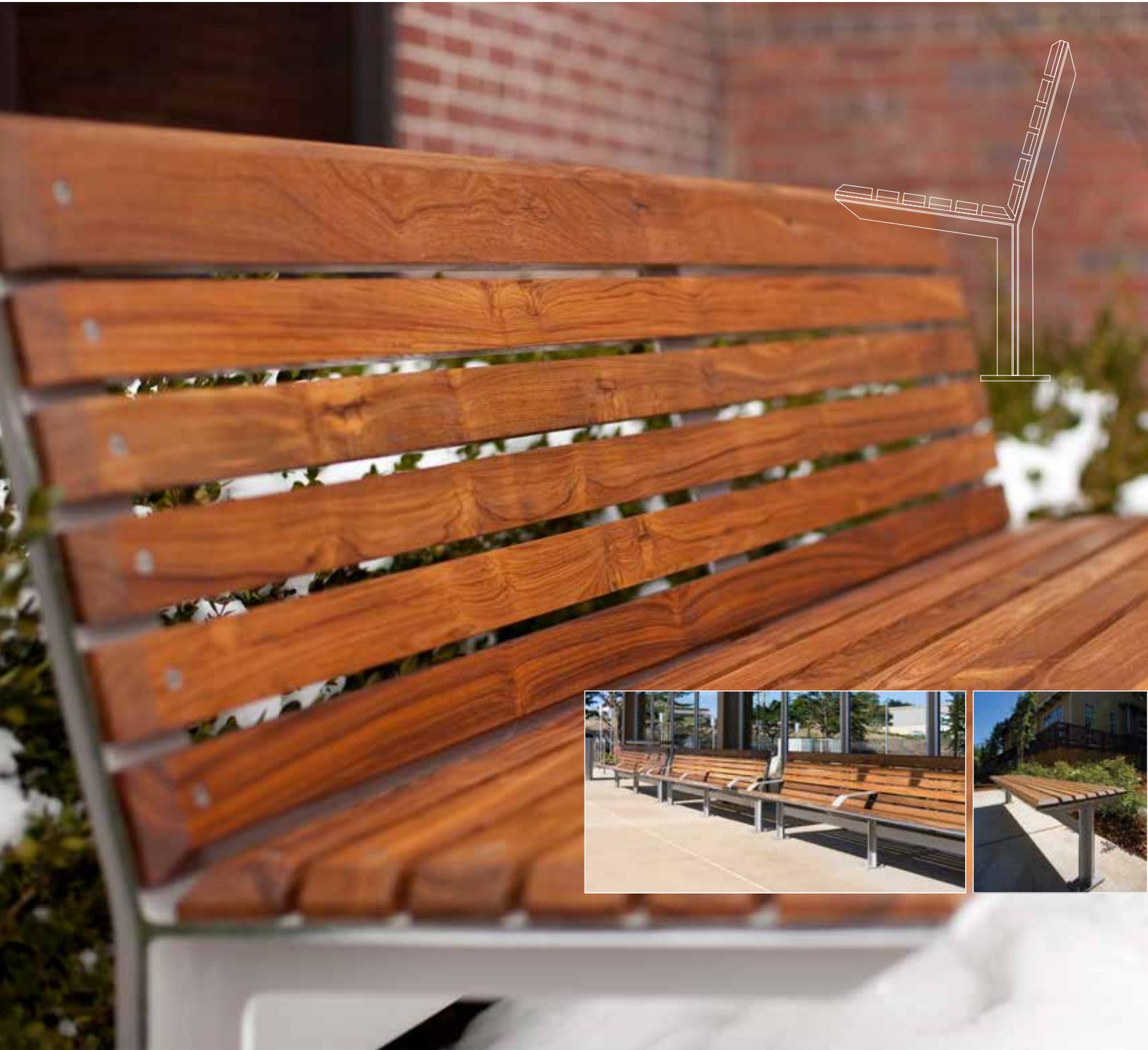
Blair King, City Manager

Barb McKenzie
380 Winslow Way E., Suite 103
Bainbridge Island, WA 98110



KNIGHT™ BENCH

PRODUCT DATA





KNIGHT™ BENCH

PRODUCT DATA

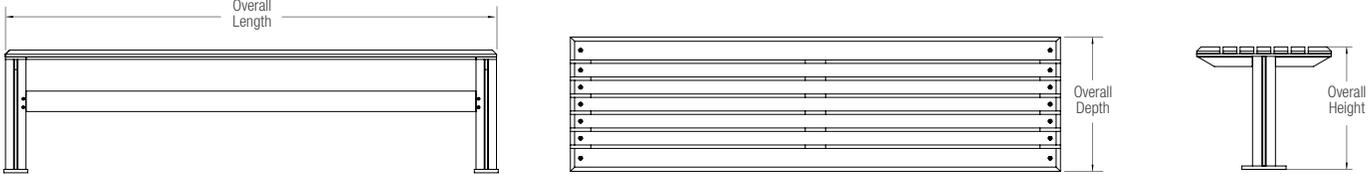
Knight Benches combine understated refinement, rustproof construction, and high-performance green materials. Backed and backless designs feature all-aluminum frames with beautifully detailed polished edges. Beveled slats in FSC® 100% Ipé hardwood or FSC® Recycled reclaimed Teak hardwood complete the look. A versatile choice for landscape settings and public spaces of all kinds, Knight Benches coordinate with the rest of the Knight family: a table ensemble, litter receptacle, illuminated and security bollards, and pedestrian lighting.

MATERIAL & CONSTRUCTION DETAILS

FRAME	SLATS	OPTIONAL ARMRESTS	INSTALLATION	MAINTENANCE
<ul style="list-style-type: none"> Frame is made of solid aluminum. Outer frame edges are polished; inner surfaces have a powdercoat finish. All surfaces are clear-coated. See the Forms+Surfaces Powdercoat Chart for details. Custom RAL colors are available for an upcharge. 	<ul style="list-style-type: none"> Ipé hardwood slats offer superior resistance to moisture, insects, fire, vandalism and decay. Reclaimed Teak hardwood slats, hand salvaged from old, neglected buildings, are a durable alternative to Ipé for six-foot benches. Each slat is carefully reworked and may have small plugs, minor checking, or grain imperfections. All hardwood used for Knight Benches is FSC® 100% or FSC® Recycled and has a natural oiled finish that enhances the wood's rich color. (FSC License Code: FSC-C004453) 	<ul style="list-style-type: none"> Backed benches use angled armrests while backless benches use horizontal handholds. Armrests are solid aluminum with finish and detailing to match the bench frame. Benches can be specified with up to three armrests at the bench ends and/or at the center of the bench. 	<ul style="list-style-type: none"> Knight Benches must be surface mounted. Anchors and stainless steel mounting screws are included. 	<ul style="list-style-type: none"> Metal surfaces can be cleaned as needed using a soft cloth or brush with warm water and a mild detergent. Avoid abrasive cleaners. Ipé or reclaimed Teak hardwood slats can be maintained by re-oiling as needed with Penofin® hardwood finish or similar products.

INSTALLATION & MAINTENANCE

NOMINAL DIMENSIONS



MODEL	OVERALL LENGTH	OVERALL DEPTH	SEAT DEPTH	OVERALL HEIGHT	SEAT HEIGHT	ARMREST HEIGHT	WEIGHT
SBKNI-072N, SBKNI-072NT	72" (1829 mm)	19.7" (500 mm)	19.7" (500 mm)	18" (457 mm)	18" (457 mm)	19.5" (495 mm)	81.3 lbs (36.9 kg)
SBKNI-096N	96" (2438 mm)	19.7" (500 mm)	19.7" (500 mm)	18" (457 mm)	18" (457 mm)	19.5" (495 mm)	102.0 lbs (46.3 kg)



MODEL	OVERALL LENGTH	OVERALL DEPTH	SEAT DEPTH	OVERALL HEIGHT	SEAT HEIGHT	ARMREST HEIGHT	WEIGHT
SBKNI-072B, SBKNI-072BT	72" (1829 mm)	21.9" (556 mm)	15.2" (386 mm)	31.1" (790 mm)	17.9" (455 mm)	20.8" (527 mm)	109.2 lbs (49.5 kg)
SBKNI-096B	96" (2438 mm)	21.9" (556 mm)	15.2" (386 mm)	31.1" (790 mm)	17.9" (455 mm)	20.8" (527 mm)	144.5 lbs (65.5 kg)

NOTE: Each armrest adds 1.8 lbs to the Knight Bench.

T 800.451.0410 | www.forms-surfaces.com

FORMS+SURFACES®

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KNIGHT™ BENCH

PRODUCT DATA

ENVIRONMENTAL CONSIDERATIONS

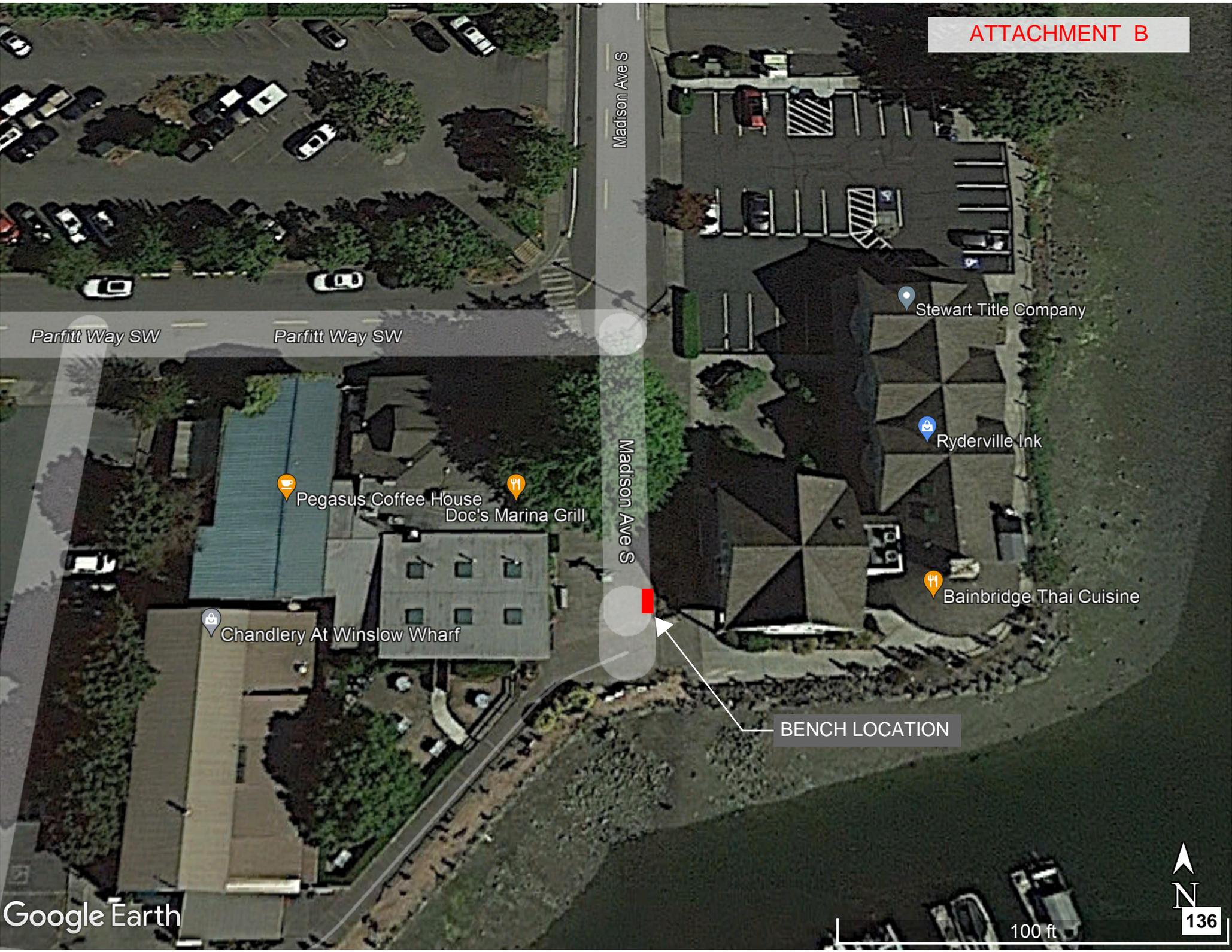
- Please refer to the Knight Bench Environmental Data Sheet for detailed environmental impact information.
- Knight aluminum frames have up to 75% recycled content.
- All Knight metal components are fully recyclable.
- All Knight wood is FSC® 100% or FSC® Recycled.
- Standard powdercoat finishes are no-VOC; non-standard powdercoat finishes are no- or low-VOC, depending on color.
- Low maintenance.
- Easy to disassemble.

NET PRICING AND ORDERING INFORMATION (pricing does not include freight)

MODEL	DESCRIPTION	NET PRICE (US \$)
SBKNI-072B	Knight Bench, FSC 100% Ipé hardwood slats, 6 foot, backed	\$1,977
SBKNI-072N	Knight Bench, FSC 100% Ipé hardwood slats, 6 foot, backless	\$1,477
SBKNI-096B	Knight Bench, FSC 100% Ipé hardwood slats, 8 foot, backed	\$2,667
SBKNI-096N	Knight Bench, FSC 100% Ipé hardwood slats, 8 foot, backless	\$2,077
SBKNI-072BT	Knight Bench, FSC Recycled reclaimed Teak hardwood slats, 6 foot, backed	\$1,937
SBKNI-072NT	Knight Bench, FSC Recycled reclaimed Teak hardwood slats, 6 foot, backless	\$1,447
	Optional armrest for backed or backless Knight Bench	+ \$75 per armrest
	Optional Premium Texture from Forms+Surfaces Powdercoat Chart	+ \$200 per color/per order
	Custom RAL powdercoat color	please call for pricing

TO ORDER SPECIFY: quantity, model, powdercoat color for frame, number, and location of optional armrests.

LEAD TIME: 6 to 8 weeks. Shorter lead times may be available upon request. Please contact us to discuss your specific timing requirements.



Madison Ave S

Parfitt Way SW

Parfitt Way SW

Madison Ave S

Stewart Title Company

Ryderville Ink

Pegasus Coffee House
Doc's Marina Grill

Chandlery At Winslow Wharf

Bainbridge Thai Cuisine

BENCH LOCATION



CITY OF BAINBRIDGE ISLAND DONATION POLICY

The purpose of this policy is to establish guidelines, standards and procedures for the installation and care of donated public improvements, either as a result of a cash or physical property donation. These donations may include, but are not limited to, benches, bicycle racks, picnic tables, drinking fountains, and other types of public space accessories. This policy does not apply to buildings, land, or naming rights. The City desires to encourage donations, while at the same time, manage aesthetic impacts and mitigate on-going maintenance costs.

The City strongly encourages donations that improve the public space ability to meet the varied recreational, social, wellness, and educational needs of users.

Guidelines established by this policy will apply to all donations made after the effective date of this policy. Donations made prior to the adoption of this policy shall be subject to applicable sections of this policy.

STANDARDS FOR DONATIONS

DEFINITIONS OF NEW DONATIONS: New donations are those made after the adoption date of this policy.

ACQUISITION OR PURCHASE: The City and the community have an interest in ensuring that public space elements that are purchased and installed be of high quality related to style, appearance, durability and ease of maintenance. City staff will be responsible for coordinating purchases and installations of all public space elements, unless mutual agreement for alternative coordination has been reached.

APPEARANCE AND AESTHETICS: The City and the community have an interest in ensuring the best appearance and aesthetic quality of their public facilities. Public space elements should reflect the character of the space or facility. All public space elements will be installed in such a manner that will not substantially change the character of a facility or its intended use.

MAINTENANCE: Donated public space elements will become City property once installed and/or permanently placed in the mutually agreed upon location. Accordingly, the City has the duty to provide only routine maintenance and repair of the donation for up to five years post signed donation policy agreement. Within the five-year period, the City is not obligated to replace the gift or public space improvement if it is stolen, vandalized, worn out, irreparably damaged, destroyed or expires.

REPAIR: The community has an interest in ensuring that all public space elements remain in good repair. In addition, the community has an interest in ensuring that the short and long-term repair costs are reasonable. Repair parts and materials must be readily available. Donated public space elements must be of high quality to ensure longevity, be resistant to the elements, wear and tear, and acts of vandalism.

COST: The City has an interest in ensuring that the donor covers the full-cost for the purchase, installation, and maintenance during the expected life cycle of donated public space elements. The City also has an interest in ensuring that on-going maintenance costs do not negatively impact the resources available for maintenance of other City facilities. Consequently, the City may assess, at the time of purchase, a charge sufficient to cover anticipated on-going maintenance of donated public space elements during their anticipated life cycle.

PROCEDURE FOR MAKING DONATIONS

The City's Public Works Department will manage all donations located on City property.

The donor must contact the Public Works Director to determine whether a donation will be accepted and the conditions of acceptance. If the donation is accepted, the donor will work with City staff to complete Donation Agreement (appendix A).

Donations of benches, tables, bicycle racks, drinking fountains and similar amenities, which are not on the list of approved amenities (appendix B) will be reviewed by the Design Review Board prior to City Council acceptance of the donations.

Final approval will be granted by the City Council for the acceptance of all donations.

CRITERIA FOR ACCEPTANCE

To accept donation/s of a public space element for a specific facility, the donation must 1) meet a true need of the facility, 2) not interfere with the intended current or future use of the facility and 3) not require the relocation of other equipment or infrastructure to accommodate the donation. The City reserves the right to deem a space and/or facility fully developed and thus rejects the donation.

The City reserves the right to accept or deny any/all donations.

Below are general donation guidelines. These guidelines are intended to be general in nature and do not serve as formal acceptance criteria.

GUIDELINES:

All determinations will be based upon, but not limited to, the following guidelines:

1. Flowers, shrubs, bushes
 - a. Donated plants become the exclusive property and maintenance responsibility of the City.
 - b. Only those plantings that require a maintenance effort consistent with other plantings will be considered.
 - c. Site preparation, installation and site restoration will be the responsibility of the City.
 - d. Only perennial flowering plants will be permitted and incorporated in existing beds.
 - e. The placement of plants will be based on the variety, color, mature height, size etc. Compatibility with surrounding areas will be a strong consideration for planted materials and their location.
2. Trees
 - a. Donated trees become the exclusive property and maintenance responsibility of the City.
 - b. Site preparation, installation, and site restoration will be the responsibility of the City.
 - c. Tree placement/location will be based upon variety of tree selected, mature height, size etc. Compatibility with surrounding areas will be a strong consideration for trees and their location.
 - d. Accordingly, the size and specie of tree or trees donated shall be limited to those determined by the City.
3. Signage
 - a. Interpretive signs may be installed at sites that are appropriate for describing the history, geology, environment, and flora and fauna of a particular area. Interpretive signs shall be of a size that is in keeping with the character of the site. Interpretive signs shall be of a design that meets requirements for access to the disabled. Interpretive signs shall be designed in such a manner that is consistent with other interpretive signs on the site. Interpretive signs shall be constructed of materials that are of high quality, vandal resistant, and able to withstand harsh environmental conditions.
 - b. Donation Acknowledgements/Memorial Plaques: Donation acknowledgments will be determined by City staff.
4. Benches, Tables, Bicycle Racks, Drinking Fountains, and Other Amenities
 - a. Donated benches become the exclusive property and maintenance responsibility of the City.
 - b. Site preparation, installation, and site restoration will be the responsibility of the City.

- c. The amenity must be similar to or complement other amenities in the area.
5. Buildings, Structures, and Public Art
- a. Donated buildings, structures (including playgrounds) and public art are not considered as part of this policy.

CONDITIONS

INSTALLATION: Installation of donated public space elements, including any donor acknowledgement, will be completed by City personnel, unless mutual agreement for other arrangements has been reached. The installation will be scheduled at a time and date as determined by Public Works Operations and Maintenance, so as not to unnecessarily interfere with routine maintenance activities.

REMOVAL AND/OR RELOCATION: This section applies to both existing and new donations. The City reserves the right to remove and/or relocate donated public space elements and their associated signage, when they interfere with site safety, maintenance or construction activities.

Approved by the City Council on February 26, 2014

APPENDIX A

Agreement Between City of Bainbridge Island and [Donors' Name] for donation

THIS AGREEMENT, entered into this ____ day of _____, 201_, is by and between the City of Bainbridge Island (the "City"), a municipal corporation, and Donors' Name, (the "Donor"), Donors' Address.

WHEREAS the Donor and the City recognize the importance of public facilities and amenities;

WHEREAS the Donor has offered to donate (specify item- planting, park amenity, etc.);

NOW, THEREFORE, the City and the Donor, for the consideration and under the described conditions and obligations, hereinafter set forth and agree as follows:

- Section 1. The donation, known as *name of item*, as described below, is donated in its entirety to the citizens of Bainbridge Island to be hereafter owned by the City of Bainbridge Island and managed on behalf of the citizens by the Department of Public Works.
- Section 2. Description and Location: The item is (describe).
Space or Facility:
Location:
Additional information: (does it have a plaque?)
- Section 3. The City reserves the right to move/remove and/or retire the said donation following cessation of a five year period. The five year period shall commence upon the date entered into and indicated above.
- Section 4. **Maintenance**
The City shall be responsible for maintenance of the item, including any reasonable repairs, and will have the discretion to not replace and/or repair the donation, if it is deemed damaged beyond reasonable repair and/or replacement, suffers repeated vandalism, and/or expires prior to cessation of the five year period. Maintenance or replacement of the item will be at the City's sole discretion.
- Section 5. **Term**
The initial term of this agreement shall be five years. Following cessation of the five year period, the City may treat the donation, as it would any other City property similar in nature.

IN WITNESS WHEREOF, the parties hereto have caused this agreement to be executed by their duly authorized officials:

IN WITNESS whereof the parties have executed this Agreement on the date set forth above.

By,
City of Bainbridge Island
280 North Madison Avenue
Bainbridge Island, WA 98110

By,
Donor
Address

ATTEST:
City Clerk

City of Bainbridge Island

Approved as to form:

City Attorney's Office

Date _____, 201__

APPENDIX B

APPROVED PUBLIC SPACE AMENITIES – EXAMPLES ONLY

BENCHES



Streetscapes, Inc.
Mollymook Streetscape Bench
Hardwood Kwila Timber
Laser Cut Backrest
Mild Steel Frame
Wood Finish - Natural
Frame Finish - Powder Coated



Streetscapes, Inc.
Paper Boat Cast Stone Bench
Designed in the spirit of "design for all"
including people with disabilities.
Construction - Cast Stone



Streetscapes, Inc.
Sydney Bench
Designer - David Shaw
Boulevard UpCycled Urban Hardwood
Cast Aluminum Frame and Armrests
Finish - Powder Coated



Streetscapes, Inc.
Cityscape Bench
Designed by Arne Quinze
Waterproof and Graffiti Protection
Dimensions - 153.54?W x 19.69?D X 12.21?H
Material - Cast Stone

TABLES



Architonic.com
Urbanis modular system
Manufacturer **Westeifel Werke**
Designer **Team Westeifel Werke**
Architonic id **1235439**



Architonic.com
cassecroute table
Manufacturer **CASSECROUTE**
Designer **Wim Segers, Ronald Mattele**
Launched in **2008**
Architonic id **1136675**

BICYCLE RACKS



Streetscapes, Inc.
Melting Cone Bicycle Rack
Parking Capacity - Two Bicycles
Finish - Powder Coated



Streetscapes, Inc.
Coffee Mug Bicycle Rack
Parking Capacity - Two Bicycles
Finish - Power Coated



Streetscapes, Inc.
Paper Clip Bicycle Rack
Mild Steel Tubular Construction
Finish - Powder Coated

BUS SHELTERS



Streetscapes, Inc.
Boulevard Transit Shelter
Cantilevered Barrel Vault Roof
Roof Panels - 24 Gauge Metal Roof
Columns - Tubular Square Steel Cantilevered
Finish - Primed with ECoat and Power Coated



Streetscapes, Inc.
Old Town Transit Shelter
Barrel Vault Roof
Roof Panels - Metal 24 ga. Mega-Rib
Roof Panel Ribs Located on 7.2" Centers
Columns - Square
Wind Screen Located on Shelter Sides and Back
Wind Screens Construction - Lexan
Frame and Column Finish - Primed and Powder Coated
Dimensions - 30'-0"W X 10'-0"D

WASTE RECEPTACLES



Big Belly Solar Trash Container
www.Bigbellysolar.com
85 Wells Avenue, Suite 305
Newton, MA 02459
Ph: 888-820-0300
info@bigbellysolar.com



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 25, 2022

ESTIMATED TIME:

AGENDA ITEM: Consider Canceling the February 1, 2022 City Council Study Session

SUMMARY: Council will consider canceling the February 1, 2022 Study Session.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: City Council

RECOMMENDED MOTION: Cancel the February 1, 2022 City Council Study Session.

STRATEGIC PRIORITY:

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: January 25, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Set Public Hearing for Grow Community Phase 3 Final Subdivision Alteration - Planning,

SUMMARY: This agenda item is to set a public hearing on a proposed alteration to the Grow Community final subdivision. This action would set the public hearing, and that hearing would occur as part of the February 22, 2022 City Council meeting.

A detailed staff report, including a summary of public comments received to date, will be provided prior to the February 22, 2022 public hearing. It is anticipated that the staff report will be provided to the Council and be publicly available on or around February 4, 2022.

The Grow Community final subdivision (Phase 3 portion of site) is currently approved for 18 multi-family and four single-family units. The applicant proposes to alter the final subdivision and approved project as follows:

- Alter the approved plat and the adjustment to approved site plan review to remove existing multi-family conditions;
- Create 14 single-family lots and one tract from the existing 5 lots (14 total residential units instead of currently approved 22);
- Add 10 new surface parking spaces in a reconfigured existing lot and 6 new spaces adjacent to Shepard Way;
- Create 14 two-story, fee simple single-family residences to be built on 14 lots;
- Regrade the existing park to the north; and
- Narrow Shepard Way to 12' to create a more walkable "slow street."

The Bainbridge Island Municipal Code (see, e.g., BIMC 2.16.160) directs that alterations of a subdivision shall follow the provisions of RCW 58.17.215 and RCW 64.04.175. In part, RCW 58.17.215 provides as follows:

"Upon receipt of an application for alteration, the legislative body shall provide notice of the application to all owners of property within the subdivision, and as provided for in RCW 58.17.080 and 58.17.090. The notice shall either establish a date for a public hearing or provide that a hearing may be requested by a person receiving notice within fourteen days of receipt of the notice The legislative body shall determine the public use and interest in the proposed alteration and may deny or approve the application for alteration"

A notice of application was provided, and a public hearing was requested during the public comment period. Attached is a plan set showing the proposed subdivision alteration, including depictions of the proposed 14 single-family residences that would replace the previously approved multi-family residential buildings. The plan set is being provided at this point for background purposes, and more detail regarding what is being proposed will be provided as part of the agenda packet for the February 22, 2022 public hearing, including the staff report that is mentioned above.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Set a public hearing for the Grow Community Phase 3 Final Subdivision Alteration for the February 22, 2022 City Council Regular Business Meeting.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: The Grow Community subdivision and site plan review was originally approved in 2014 and Phases 1 and 2 have been developed. Phase 3 is currently undeveloped and an alteration of the subdivision is proposed from the previously approved multi-family use to single-family development. Phase 3 fronts the north side of Shepard Way NE, east of Grow Avenue (see Summary section above).

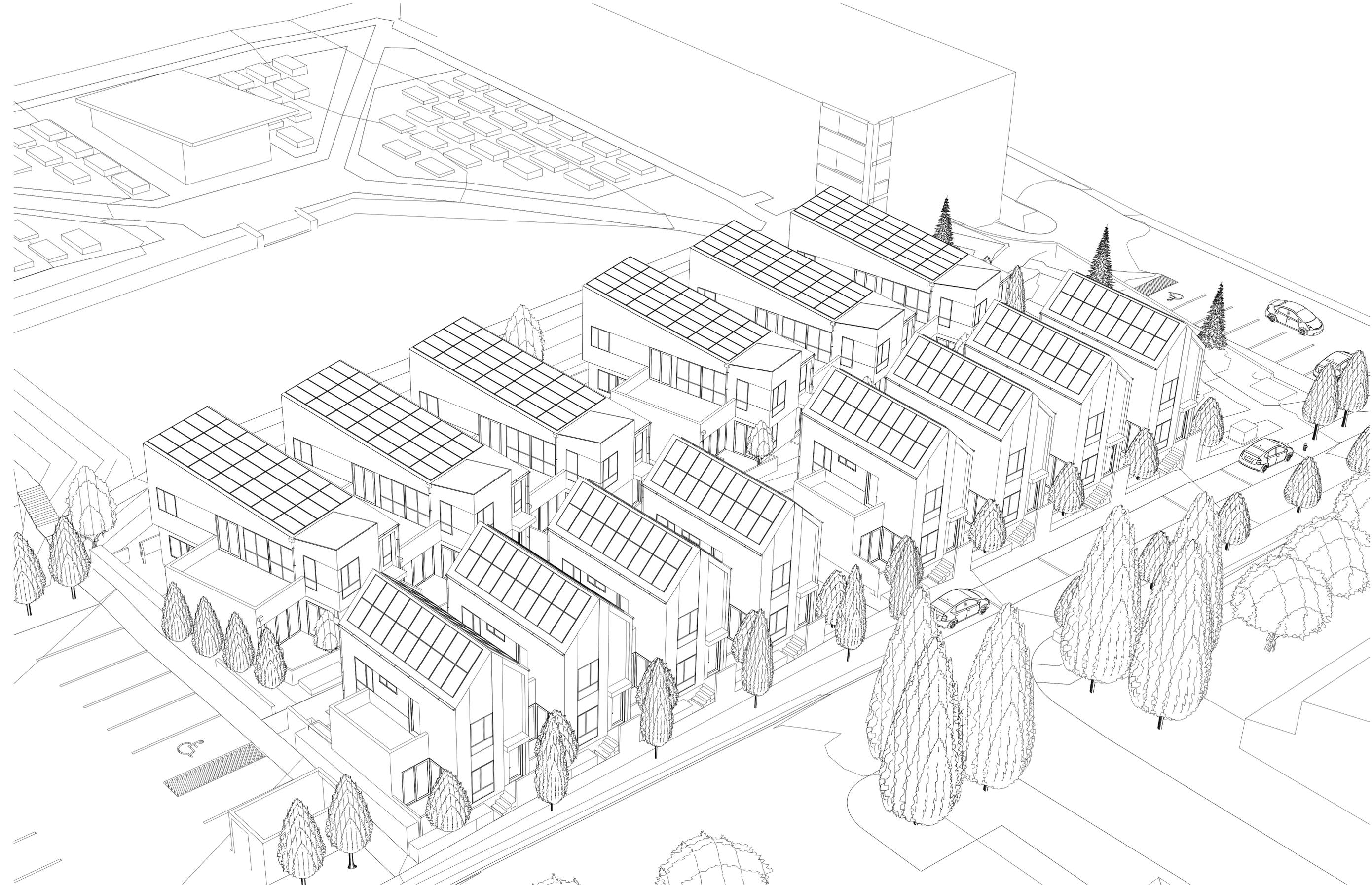
ATTACHMENTS:

[Grow Phase 3 proposed subdivision alteration.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



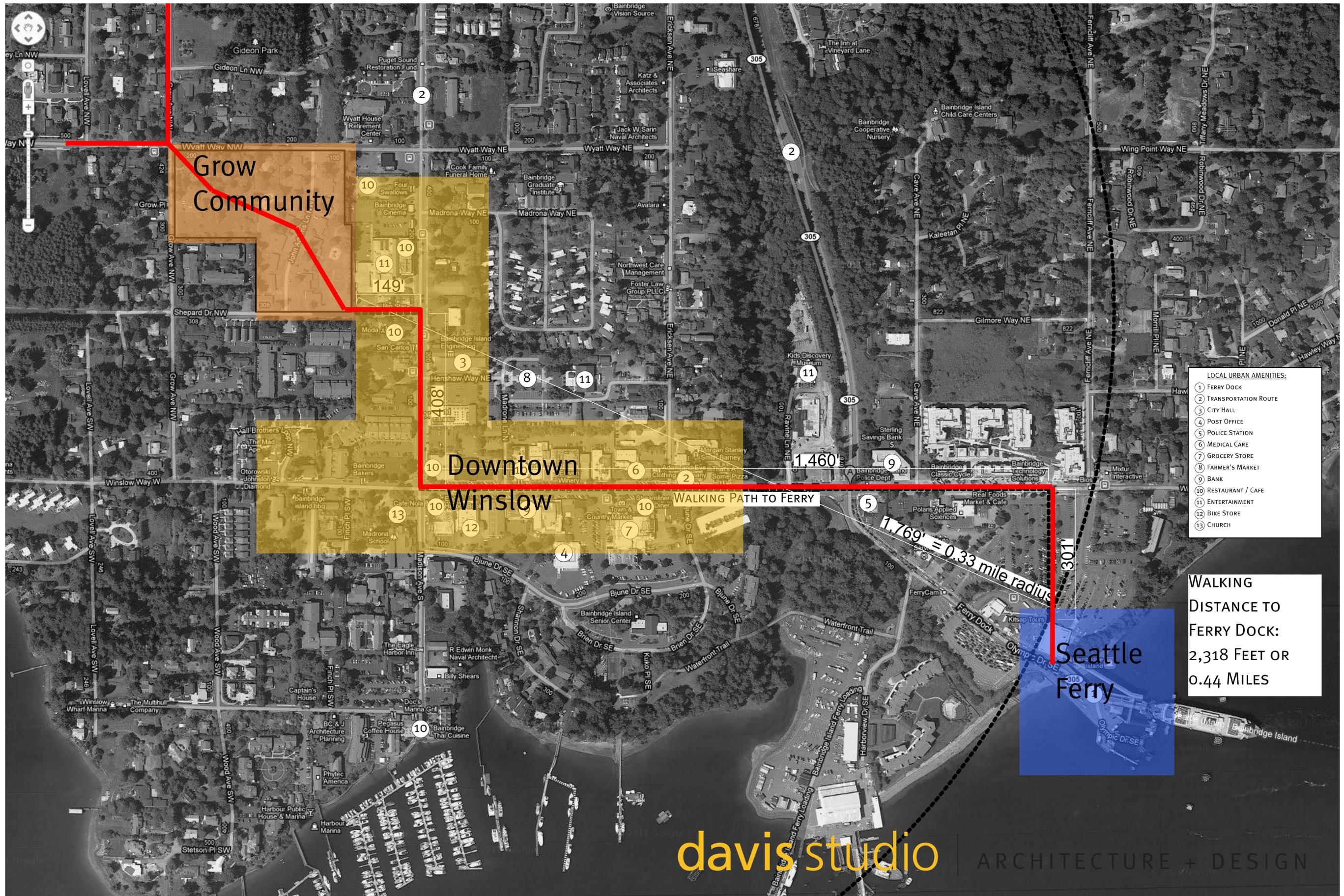
Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Cover
 1" = 40' UNO
 March 8, 2021

Davis Studio Architecture + Design, LLC
 310 Madison Ave S, Suite A
 Bainbridge Island, WA 98110
 206.842.5543
 JD@davisstudioAD.com
 davisstudioAD.com
 Grow - Phase 3
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Grow
Community

Downtown
Winslow

Seattle
Ferry

- LOCAL URBAN AMENITIES:
- ① FERRY DOCK
 - ② TRANSPORTATION ROUTE
 - ③ CITY HALL
 - ④ POST OFFICE
 - ⑤ POLICE STATION
 - ⑥ MEDICAL CARE
 - ⑦ GROCERY STORE
 - ⑧ FARMER'S MARKET
 - ⑨ BANK
 - ⑩ RESTAURANT / CAFE
 - ⑪ ENTERTAINMENT
 - ⑫ BIKE STORE
 - ⑬ CHURCH

WALKING
DISTANCE TO
FERRY DOCK:
2,318 FEET OR
0.44 MILES

davis studio

ARCHITECTURE + DESIGN

Adjustment to Subdivision
Grow - Phase 3
Bainbridge Island
Washington 98110

Revision	Date

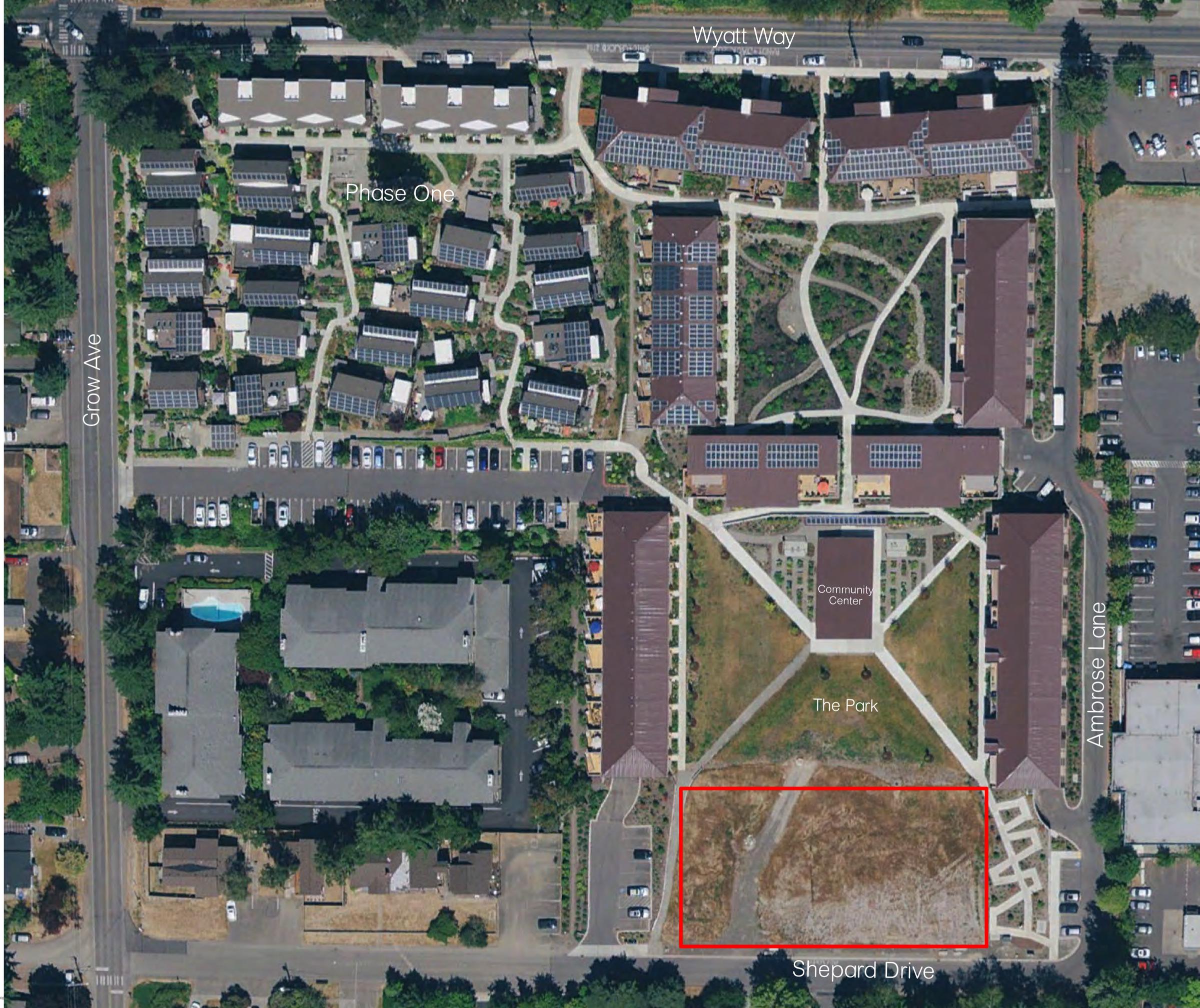
DRB Concept Meeting
Grow Community - Context
Map
1" = 40' UNO
March 8, 2021

A-01

Grow Context Map
SCALE: 1:0.34

1





Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Aerial - Overall Site
 1" = 40' UNO
 March 8, 2021

A-02

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Adjustment to Subdivision
 Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Aerial - Context
 1" = 40' UNO
 March 8, 2021





Street View - west

SCALE: 1:4.26



Street View - east

SCALE: 1:4.26



Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Context Photos - Sheperd
 1" = 40' UNO
 March 8, 2021





Streetscape 6
SCALE: 1:5.84



Streetscape 5
SCALE: 1:5.84



Streetscape 4
SCALE: 1:5.84



Streetscape 5
SCALE: 1:5.84



Streetscape 2
SCALE: 1:5.84



Streetscape 1
SCALE: 1:5.84



Adjustment to Subdivision
Grow - Phase 3
Bainbridge Island
Washington 98110

Revision	Date

DRB Concept Meeting
Context Photos - Grow
1" = 40' UNO
March 8, 2021



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Adjustment to Subdivision
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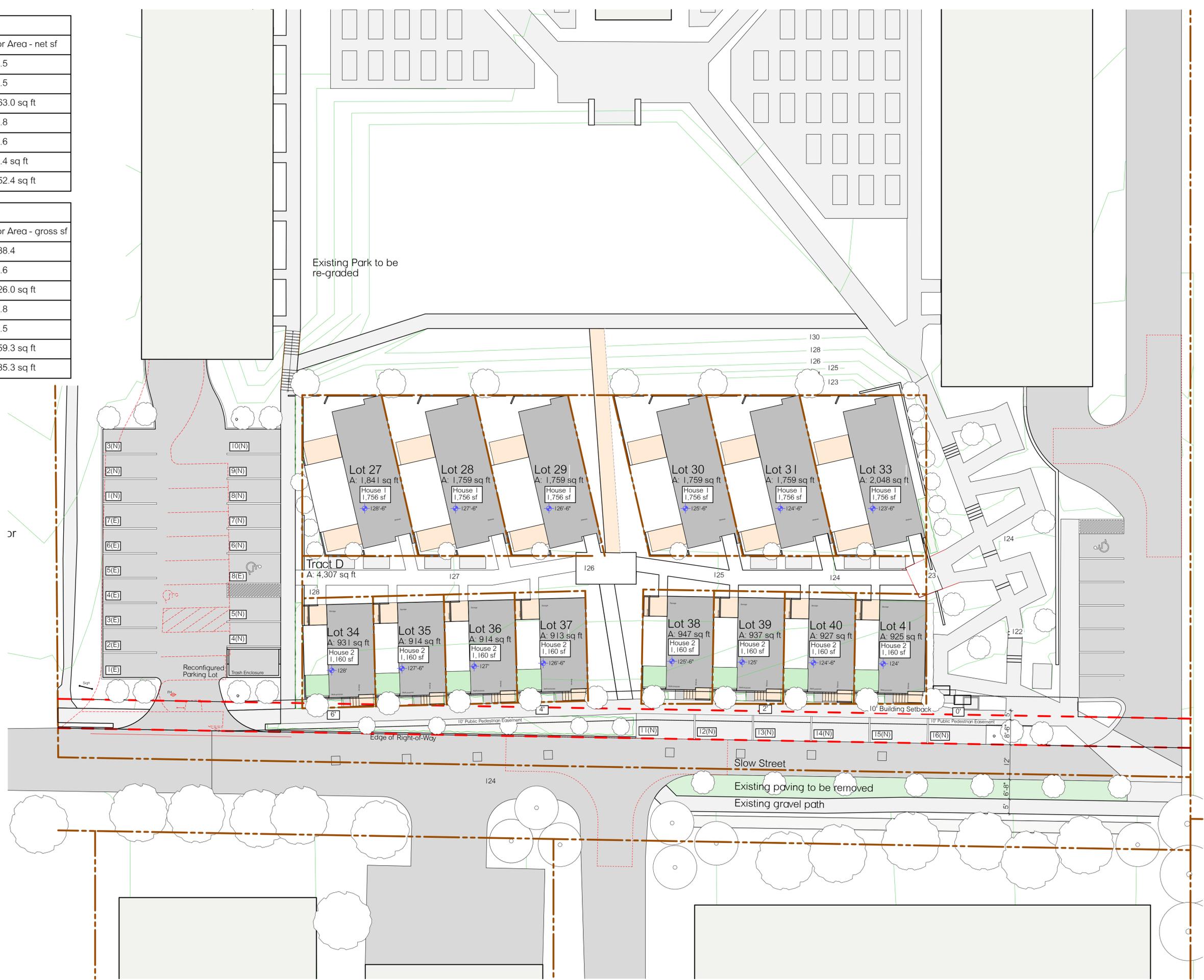
Revision	Date

DRB Concept Meeting
 Context Photos - Site
 1" = 40' UNO
 March 8, 2021

Site - looking north 1
SCALE: 1:2.45

House - Floor Areas - net		
House Type	Floor	Floor Area - net sf
House 1	1st Floor	986.5
House 1	2nd Floor	576.5
		1,563.0 sq ft
House 2	1st Floor	578.8
House 2	2nd Floor	410.6
		989.4 sq ft
		2,552.4 sq ft

House - Floor Areas - gross		
House Type	Floor	Floor Area - gross sf
House 1	1st Floor - gross	1,088.4
House 1	2nd Floor - gross	637.6
		1,726.0 sq ft
House 2	1st Floor - gross	651.8
House 2	2nd Floor - gross	507.5
		1,159.3 sq ft
		2,885.3 sq ft



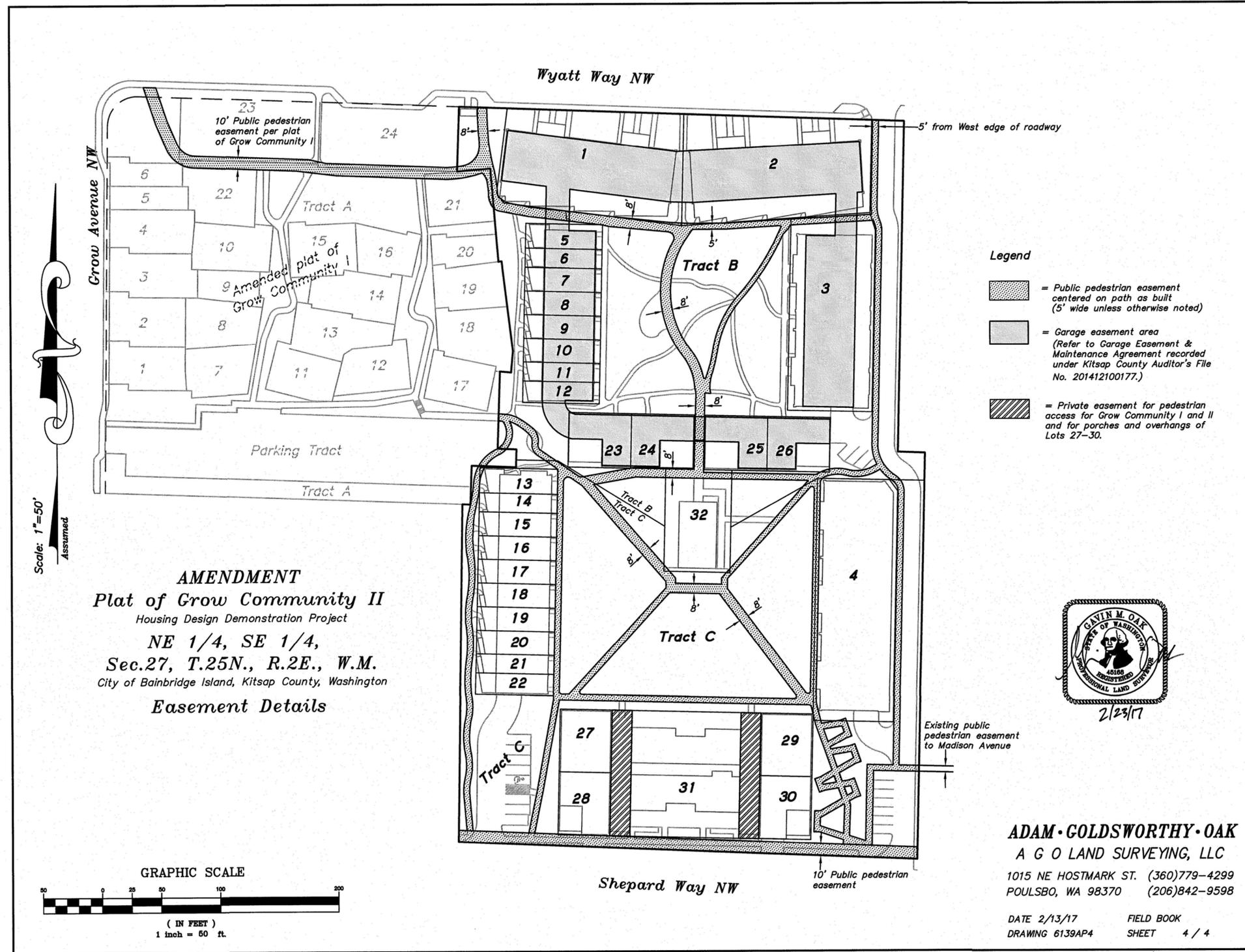
Site Plan
SCALE: 1/16" = 1'-0"

Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Site Plan
 1" = 40' UNO
 March 8, 2021





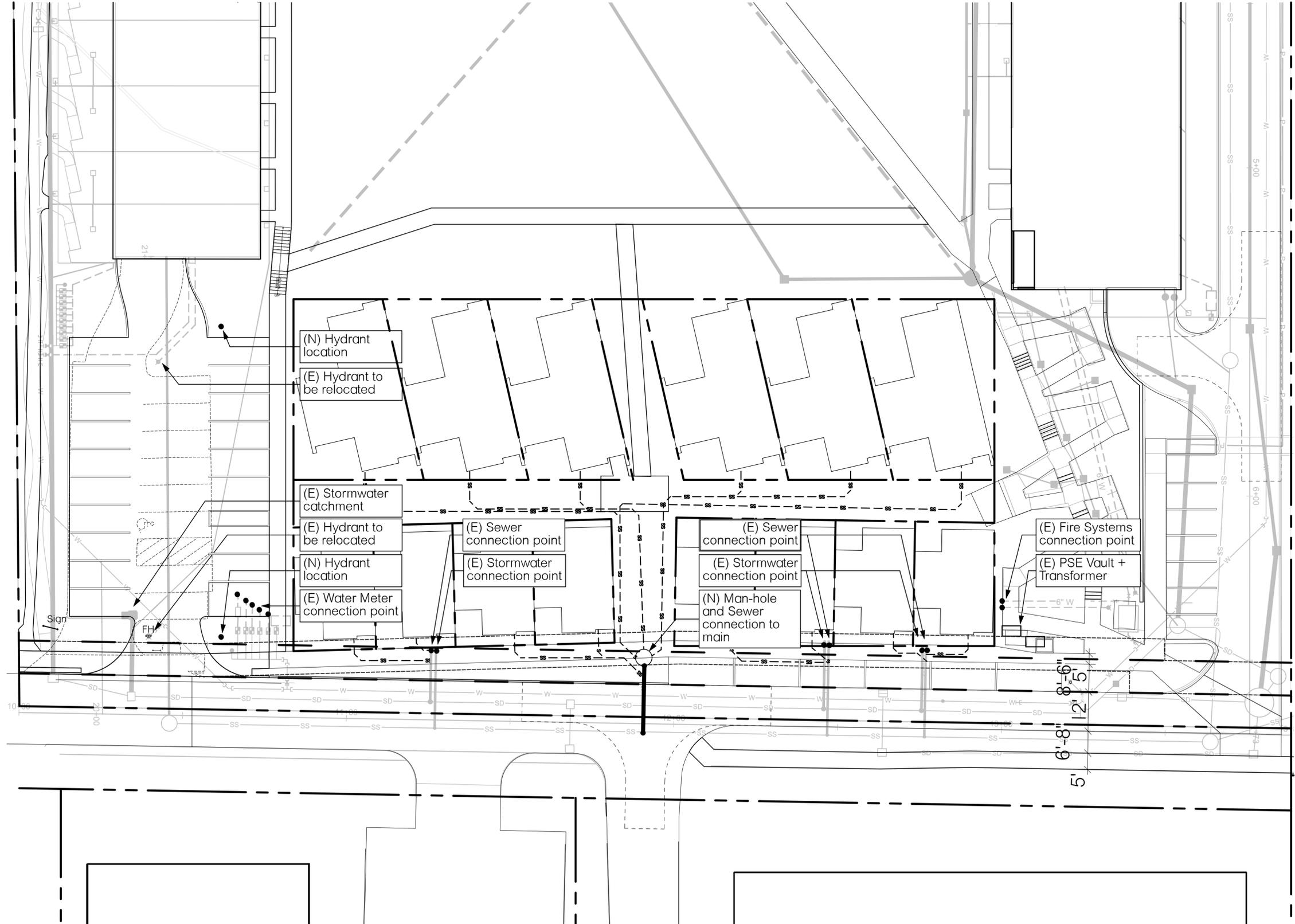
20102270020 34/129



Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Existing Plat
 1" = 40' UNO
 March 8, 2021



Site - Concept Utilities

SCALE: 1/16" = 1'-0"

1

Adjustment to Subdivision
 Grow - Phase 3
 Bainbridge Island
 Washington 98110

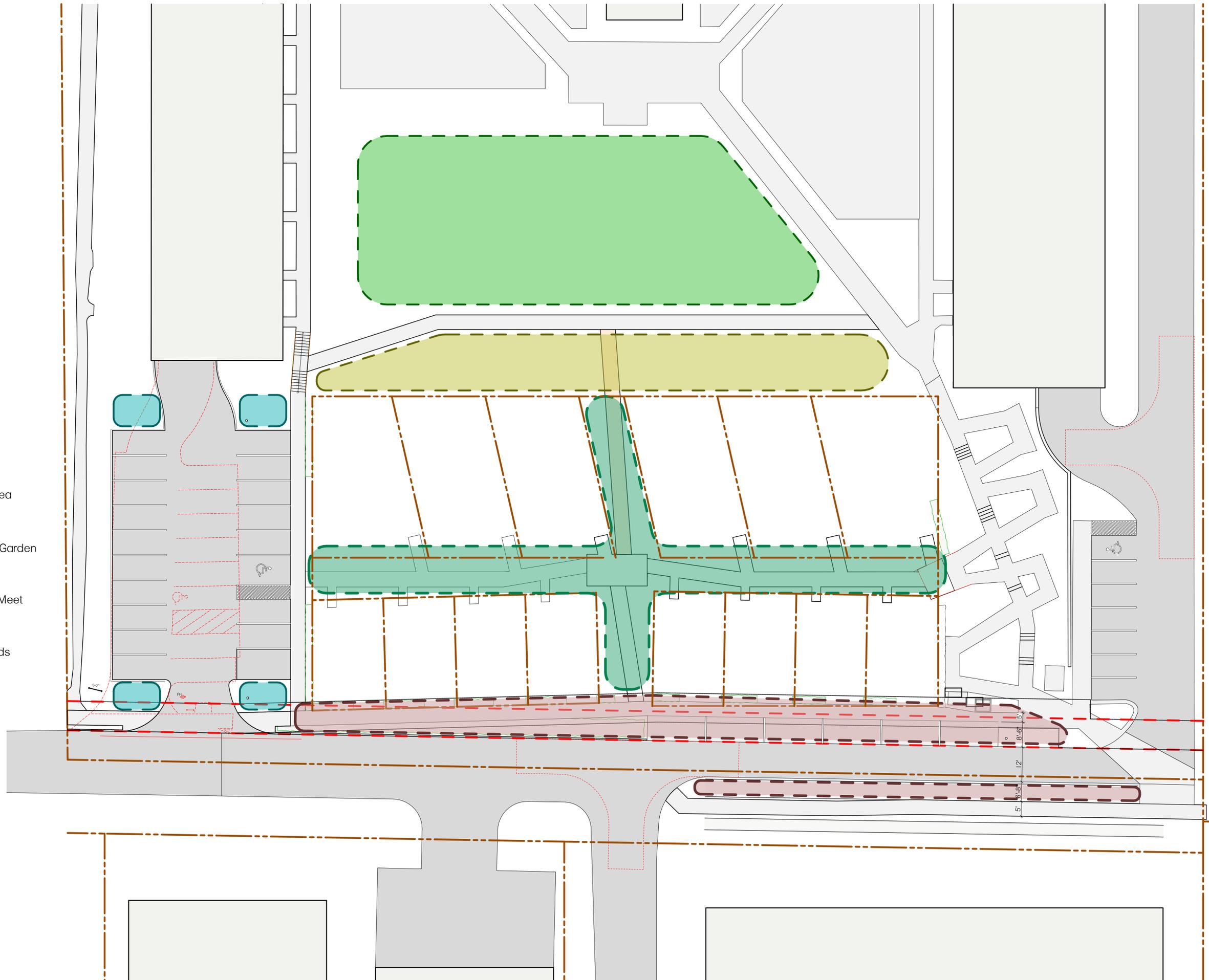
Revision	Date

DRB Concept Meeting
 Site - Concept Utilities
 1" = 40' UNO
 March 8, 2021



Landscape Zone

-  Park / Play area
-  Hillside View Garden
-  Live / Grow / Meet
-  Parking Islands
-  Streetscape



Site - Landscape

1

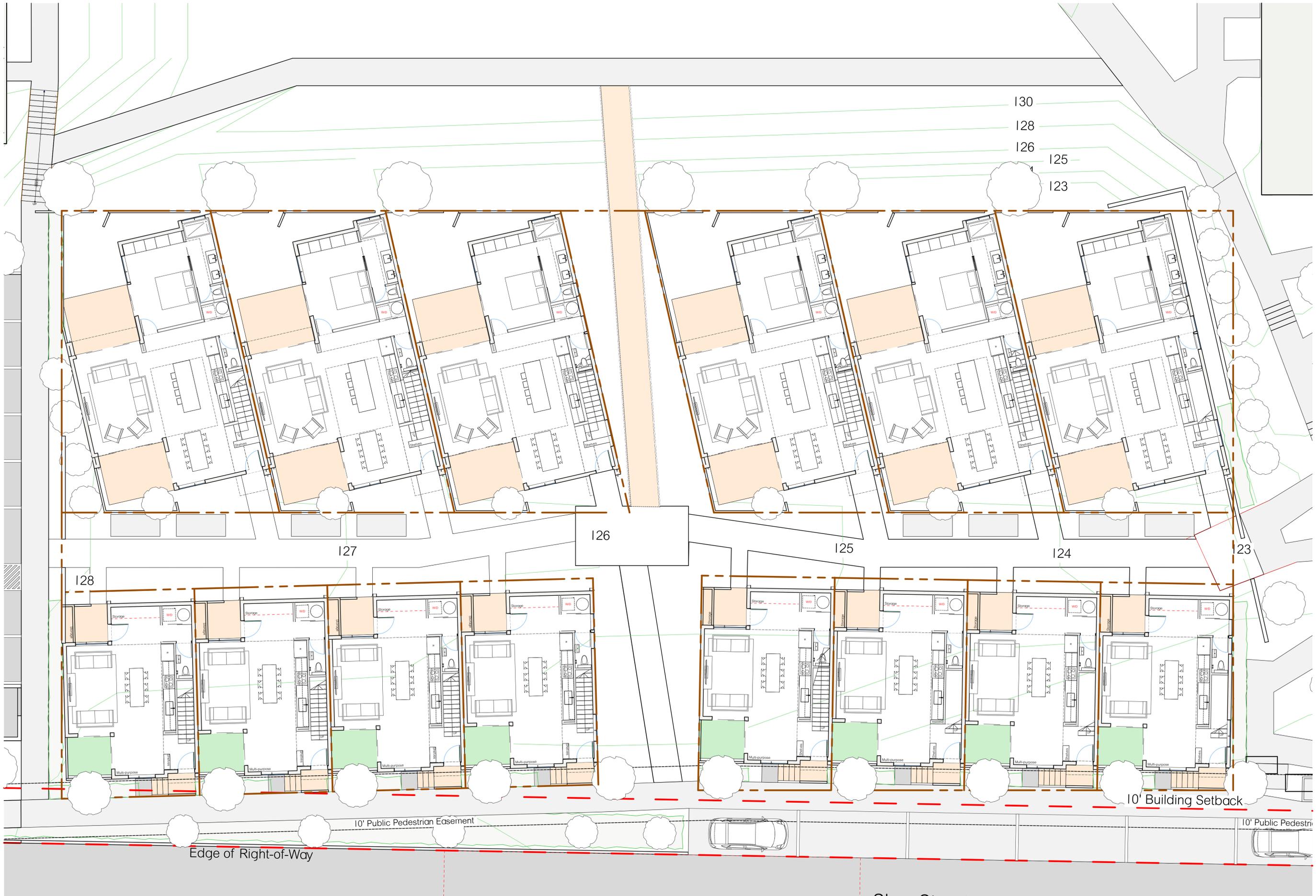
SCALE: 1/16" = 1'-0"

Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Site - Landscape
 1" = 40' UNO
 March 8, 2021





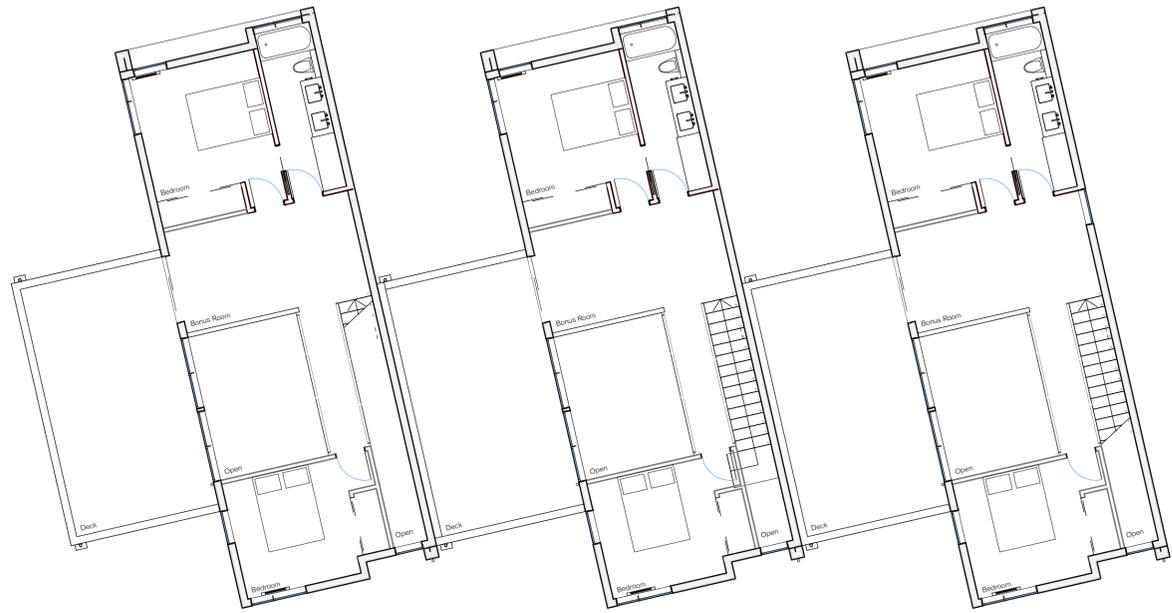
Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Site Plan - enlarged
 1" = 40' UNO
 March 8, 2021



Site Plan / First Floor **1**
 SCALE: 1/8" = 1'-0"



Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Second Floor Plan
 1" = 40' UNO
 March 8, 2021



N/S Path Section

3

SCALE: 1/8" = 1'-0"



Section at Homes

2

SCALE: 1/8" = 1'-0"



E/W Path Section

1

SCALE: 1/8" = 1'-0"

Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Site Sections
 1" = 40' UNO
 March 8, 2021



N Elevation IA-4

SCALE: 3/16" = 1'-0"

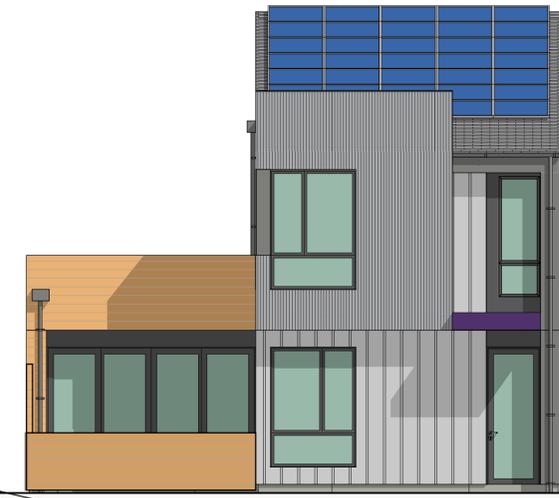
6



W Elevation IA-4

SCALE: 3/16" = 1'-0"

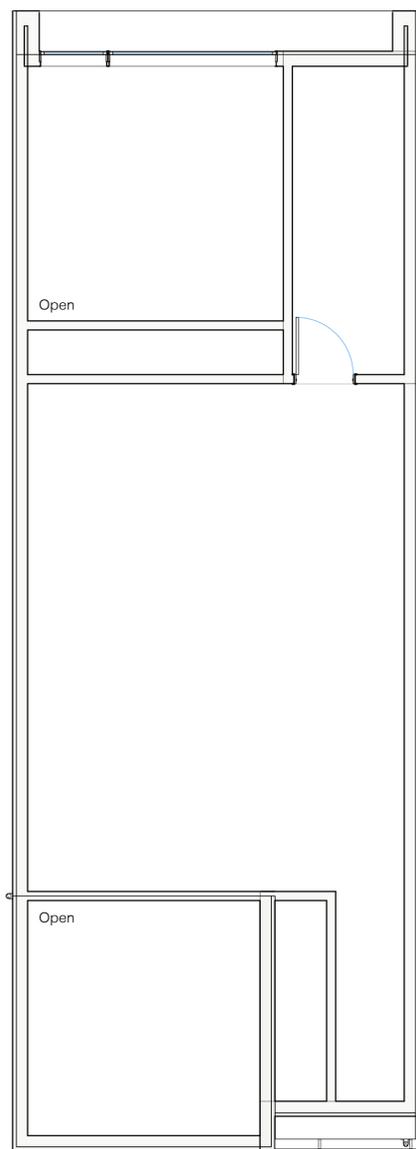
5



S Elevation IA-4

SCALE: 3/16" = 1'-0"

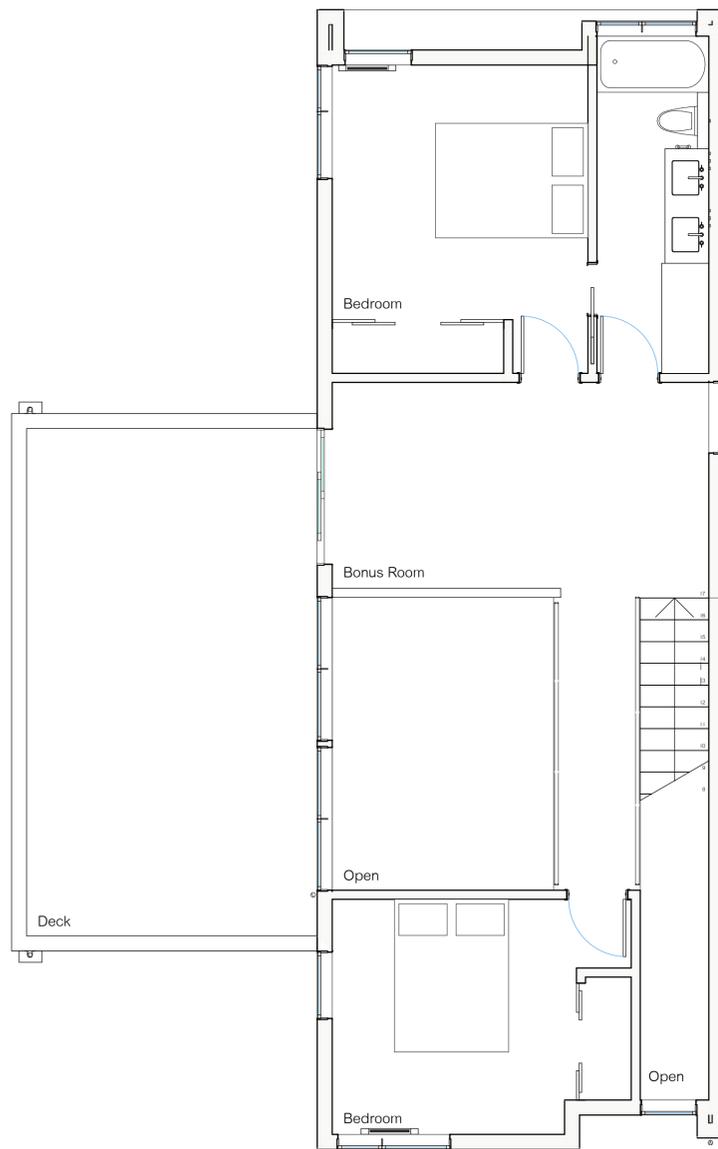
4



House IA-4 - Loft Plan

SCALE: 1/4" = 1'-0"

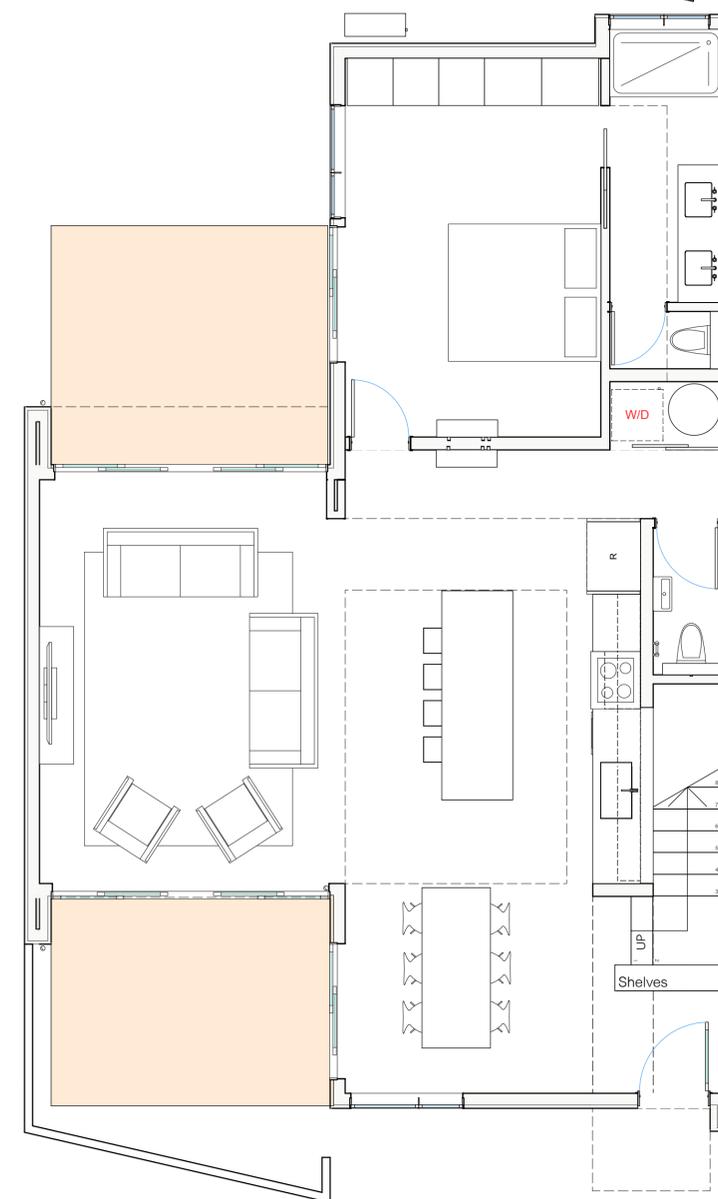
3



House IA-4 - Second Floor Plan

SCALE: 1/4" = 1'-0"

2



House IA-4 - First Floor Plan

SCALE: 1/4" = 1'-0"

1

Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 House IA-4 Floor Plans
 1" = 40' UNO
 March 8, 2021

A-15

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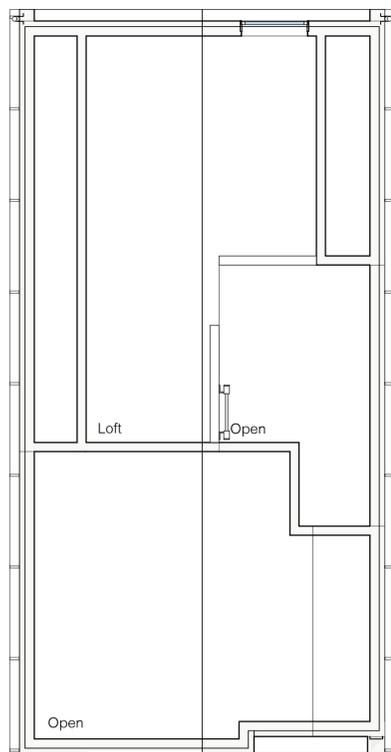
N Elevation
SCALE: 3/16" = 1'-0" **6**



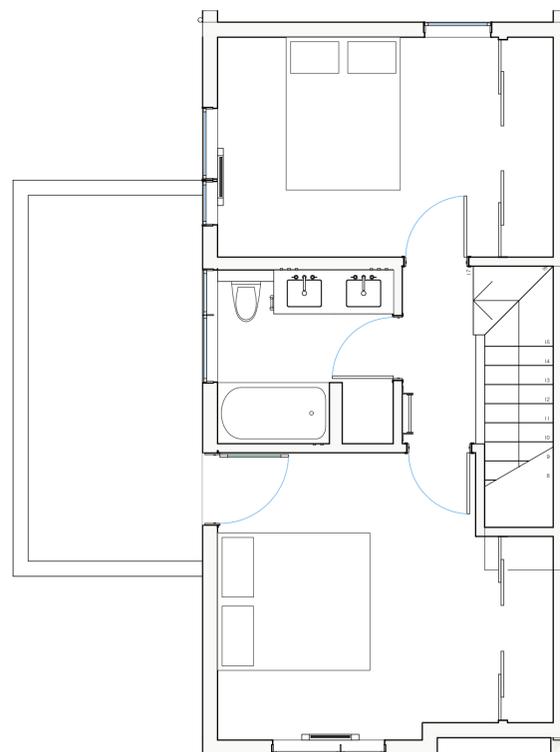
W Elevation 2
SCALE: 3/16" = 1'-0" **5**



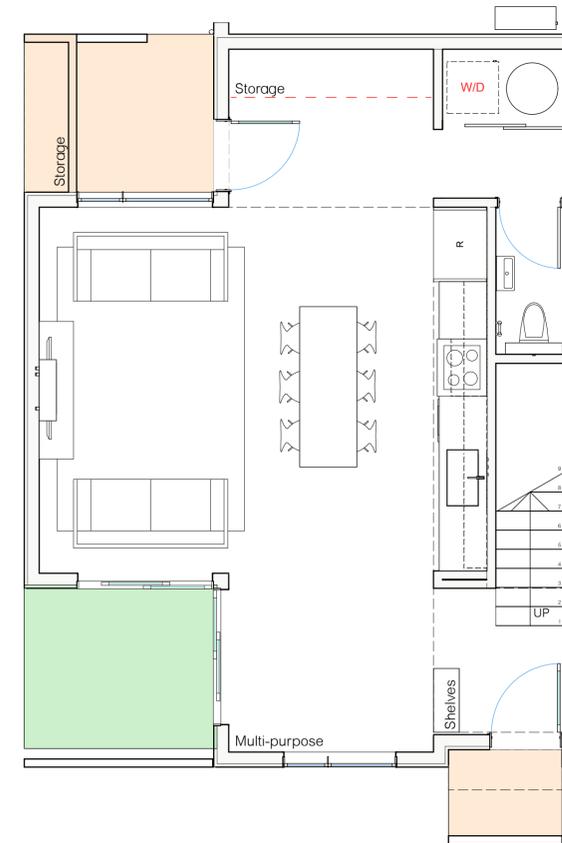
S Elevation
SCALE: 3/16" = 1'-0" **4**



House 2 - Loft Plan
SCALE: 1/4" = 1'-0" **3**



House 2 - Second Floor Plan
SCALE: 1/4" = 1'-0" **2**



House 2 - First Floor Plan
SCALE: 1/4" = 1'-0" **1**

Adjustment to Subdivision
Grow - Phase 3
Bainbridge Island
Washington 98110

Revision	Date

DRB Concept Meeting
House 2 - Floor Plans
1" = 40' UNO
March 8, 2021



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Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
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Revision	Date

DRB Concept Meeting
 Street View
 1" = 40' UNO
 March 8, 2021

street view looking NE

SCALE: 1:100 **1**



Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 from SE
 1" = 40' UNO
 March 8, 2021

from SE **1**
 SCALE: 1:100

A-18





Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 from NW
 1" = 40' UNO
 March 8, 2021

from NW **1**
 SCALE: 1:100





Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Micro-hood
 1" = 40' UNO
 March 8, 2021





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 Grow - Phase 3
 © 2017, Davis Studio Architecture + Design, LLC



Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Micro-hood 2
 1" = 40' UNO
 March 8, 2021

Micro-hood - from east

1

SCALE: 1:103.13



Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Sheperd - street view west
 above
 1" = 40' UNO
 March 8, 2021

Sheperd - street view west above

SCALE: 1:100 **1**





Adjustment to Subdivision
Grow - Phase 3
 Bainbridge Island
 Washington 98110

Revision	Date

DRB Concept Meeting
 Sheperd - streetview east
 above
 1" = 40' UNO
 March 8, 2021

Sheperd - streetview east above

SCALE: 1:100 **1**





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 25, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:50 PM) Consider Recommendation to Accept Public Artwork Donation to be Placed in Waterfront Park, Public Works and Public Art Committee - Public Works / Executive,

SUMMARY: The City Council will consider accepting a donation in honor of Anne Smart, as recommended by the City's Public Art Committee and with input from the Public Works Director, of a commissioned artwork that will serve as a seating area to be placed in Waterfront Park in a location determined by Public Works staff.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: I move to accept the donation of public artwork, as presented by the Public Works Director and the Public Art Committee, and to authorize and direct the City Manager to execute all necessary agreements to effectuate the donation.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: The City of Bainbridge Island has a long-standing public art program, which provides artwork in the City's public facilities and rights of way. The public art portfolio is overseen by the Public Art Committee (PAC), which is a committee constituted and supported by Arts and Humanities Bainbridge (AHB). The City owns, insures, and maintains public artwork.

Most of the City's public art portfolio has been purchased through the City's public art funding, however, in this case community members are offering to donate a commissioned artwork that will serve as a seating area. City staff, in consultation with PAC, identified an appropriate location for the seating area in Waterfront Park. PAC is also requesting that the area include a commemorative plaque.

The donation of public artwork is guided by the City of Bainbridge Island Municipal Code Chapter 3.80 - Public Artwork Program and Fund. 3.80.030 Private sources of public artwork:

In the event that a private source proposes to donate artwork to the city, the public works director shall review the proposal and make recommendations to the city council regarding the proposal. The city council, after consideration of the recommendation, may (1) accept the artwork as a gift to the city, (2) accept the artwork as a loan to the city, or (3) not accept the artwork. If private ownership in the artwork is retained, the private owner shall be responsible for any insurance for, and the maintenance, repair, and replacement of, the artwork. (Ord. 2019-12 § 3, 2019: Ord. 92-30 § 1, 1992)

If this donation is accepted, as is recommended by staff, the artwork will become a part of the City's collection, and will then be maintained by City Public Works staff.

ATTACHMENTS:

[Proposal for Donation of WFP Seating Area for CC 01252022](#)

[Waterfront Park Bench Location.pdf](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding: N/A

Proposal for Sitting Area and Art Bench at Waterfront Sculpture Park

January 25, 2022



Why?

A sitting and observation area that honors Anne Smart, who has made immense contributions to art and culture on the island.

A space where passerby can sit and enjoy the waterfront park sculptures, trees and harbor. A quiet place to reflect and meet.

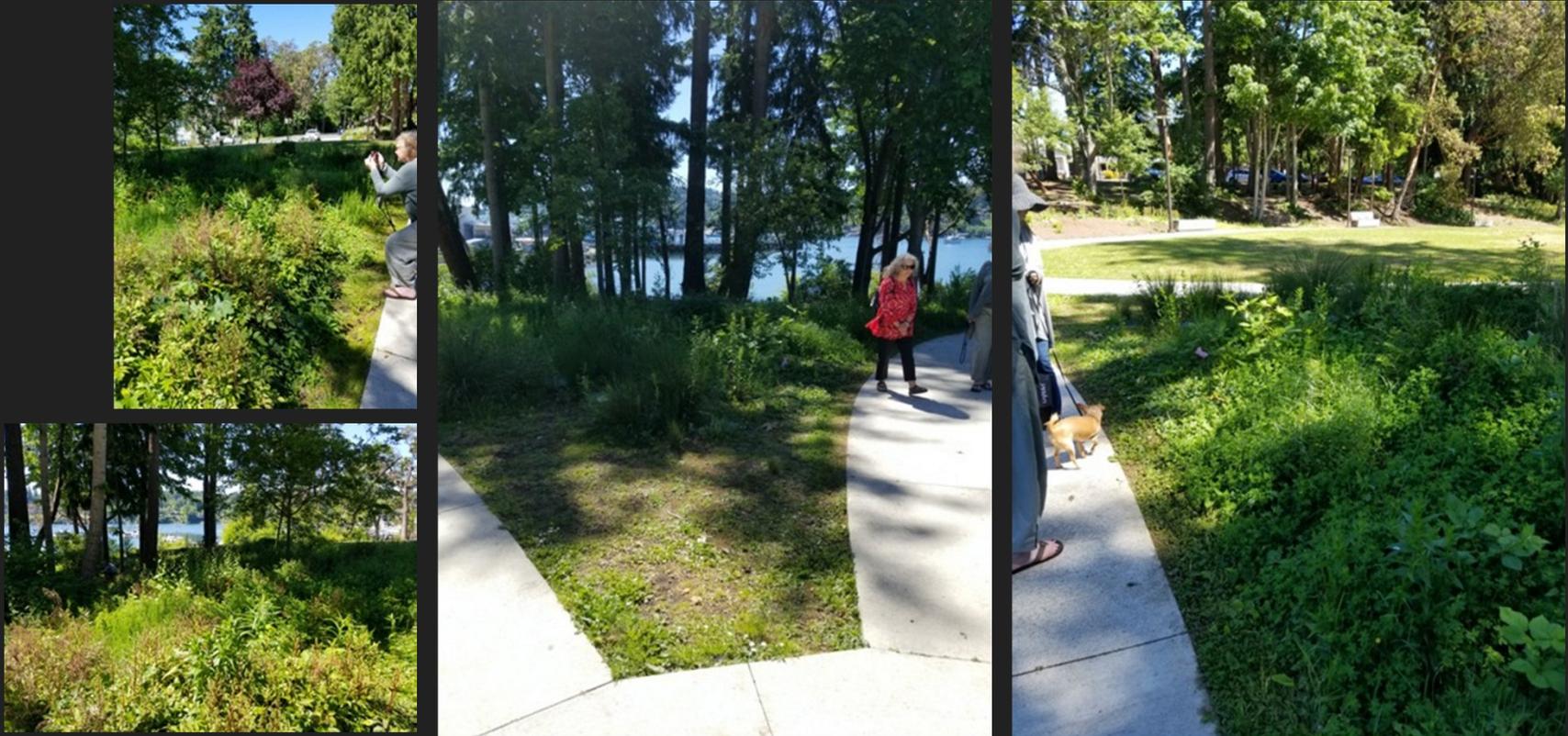
This is privately funded with community donations.

Waterfront Park Location

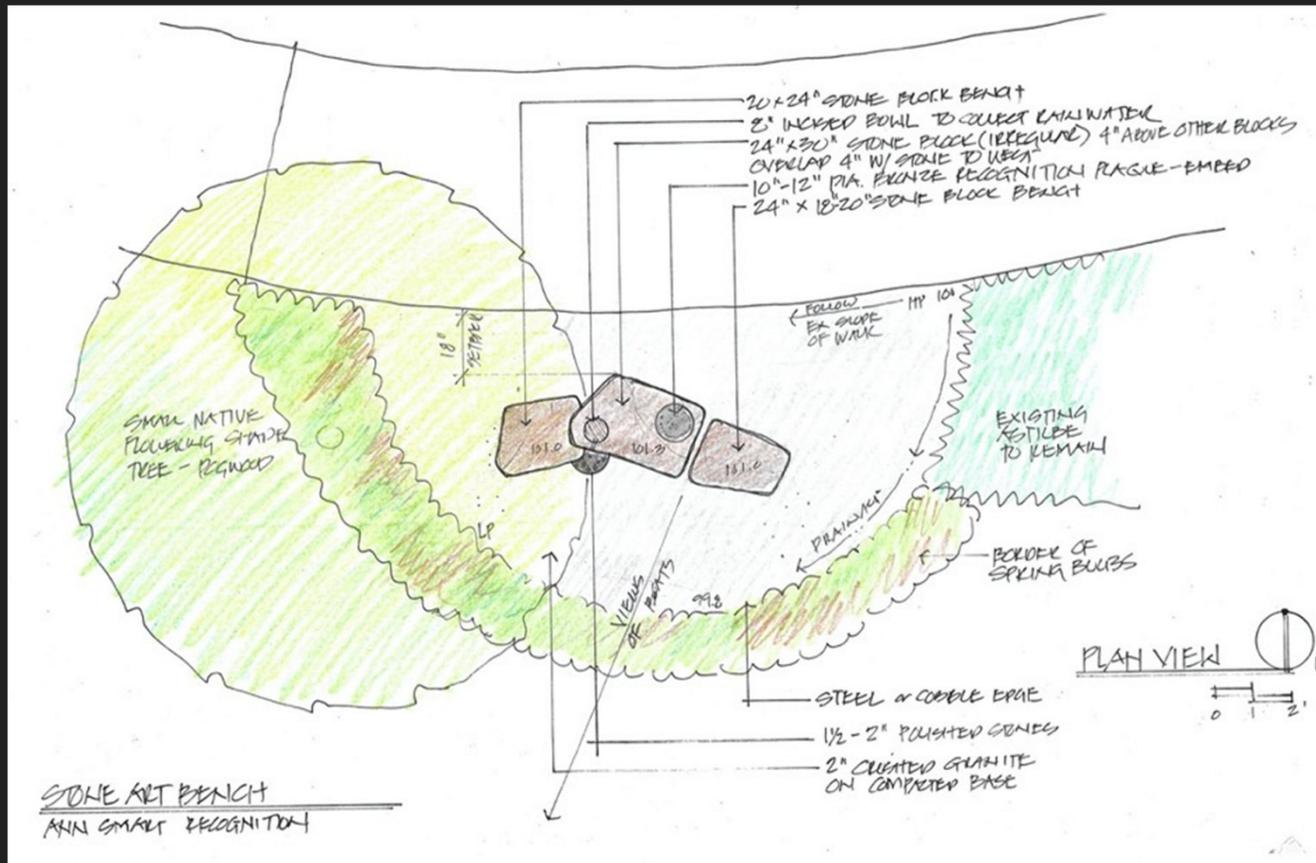
Public Works identified a location in Waterfront Park with views of the Harbor and Waterfront Park.

A commissioned artist has agreed to do the work. The design concept is provided. Final work may not be exactly as shown.

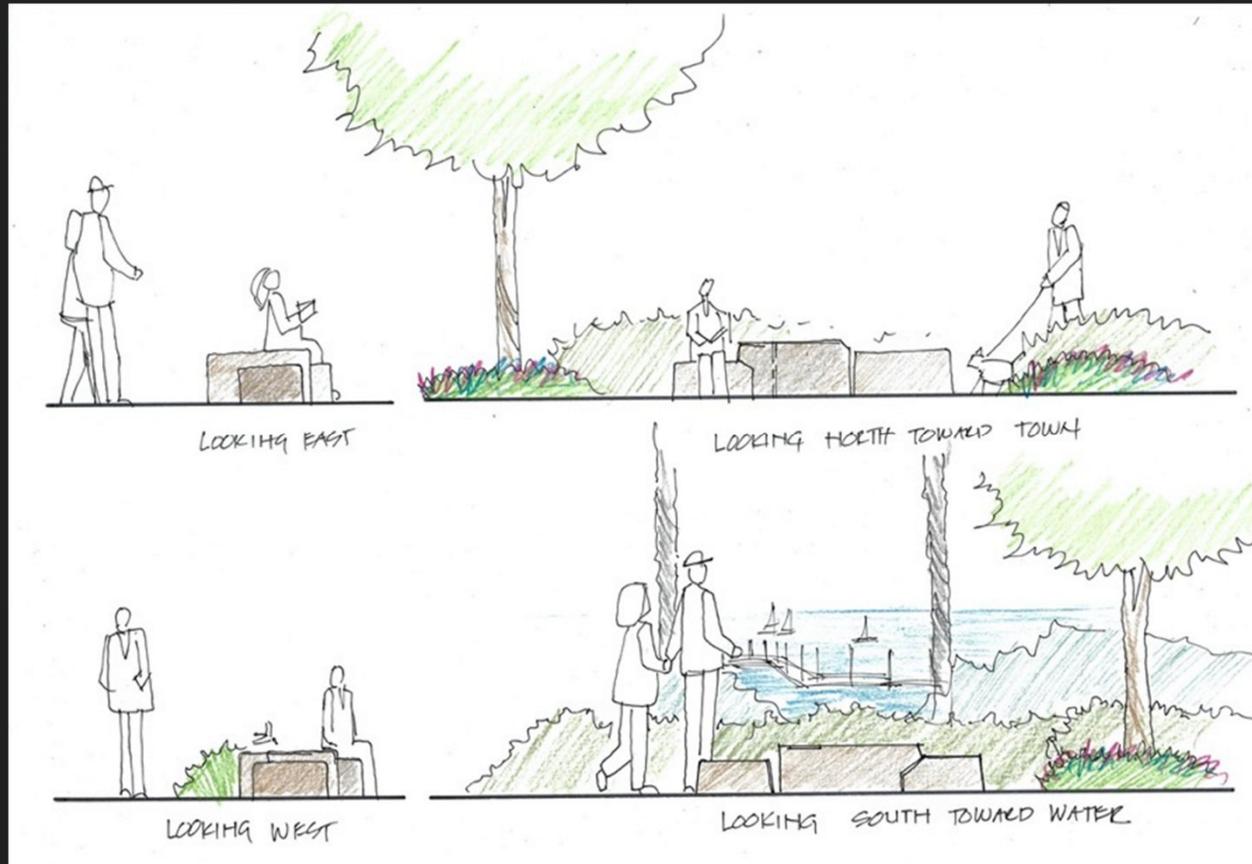
Waterfront Park Location



General Concept Rendering



Concept Rendering cont.



Community Benefits

Currently there's no artistically designed sitting areas with views of Waterfront Park sculptures or the Harbor.

This new space provides a place to gather, rest, talk, think and for parents, to watch your children play.

Cost

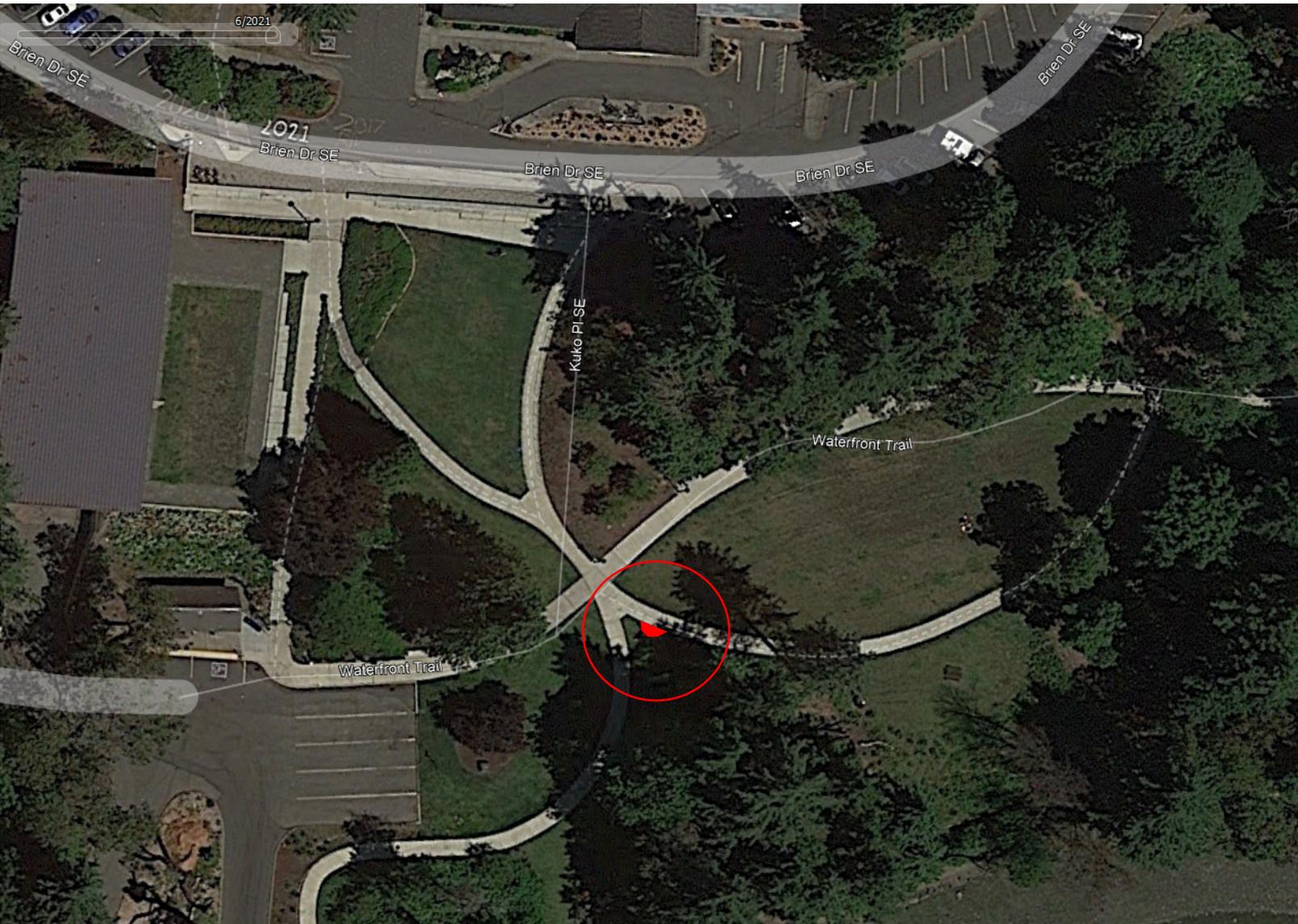
Community members have agreed to cover the costs of the art work. The City's Public Works Department would assist in the installation and oversight process - just as we do now with the Something New and other City Art installations.

Recommended Action

A motion by a Council member to approve the Public Art Committee's request to commission an artist to design and sculpt an artistic sitting area for the Waterfront Sculpture Park in the location identified in the presentation and OK'd by the City's Public Works Department; and to have the installation of the artwork done in cooperation with the artist and the Public Works Department; and to include in the installation recognition for Anne Smart, a Bainbridge Island community member.

Thank you for your consideration

Proposed Art/Bench Location in Waterfront Park





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 25, 2022

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:00 PM) Authorize Evaluation of Purchase Price for 8804 Madison Avenue - Executive,

SUMMARY: On February 9, 2021, the City Council passed a motion to consider a review of process options to evaluate the valuation method used to determine the purchase price of the Harrison property and whether it comported with industry standards.

Pursuant to this motion, the City Manager is recommending that the City utilize the services of Murray Brackett, MAI, to address the following scope: The City of Bainbridge Island purchased a 18,000 sq. foot building on 3.13 acres, identified as 8804 Madison Avenue N., for a purchase price of \$8,975,000. The City wishes to analyze the steps it took to establish the purchase price to ensure that it operated according to best professional standards.

The cost for Mr. Brackett is \$375 per hour. It is assumed that this engagement will not exceed \$30,000, which is within the City Manager's signature authority.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to authorize the City Manager to conduct an evaluation of the purchase price for 8804 Madison Avenue.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	
Ongoing Cost:	
One-Time Cost:	Not to exceed \$30,000, with actual costs expected to be lower.
Included in Current Budget?	

BACKGROUND: On February 9, 2021, the City Council passed a motion to review process options to evaluate the "valuation method used to determine the purchase price of the Harrison property and whether it comported with industry standards."

Pursuant to this motion, the City Manager reviewed information available from the International City/County Manager Association and consulted with sources. Three MAI Appraisers were identified as candidates for this engagement. However, based upon responsiveness and availability, the City Manager was able to interview just

one of the three candidates, Mr. Murray Brackett of CBRE of Seattle. Mr. Brackett's colleagues describe him as a "go-to" appraiser for difficult assignments. Mr. Brackett has not previously participated in any work or has any involvement with the purchase of the 8804 Madison Avenue N. property. It is the City Manager's conclusion that Mr. Brackett is the most qualified and responsive professional for the engagement.

Based upon the City Manager's understanding of the City Council's objectives with regard to evaluating the purchase price and process for 8804 Madison Avenue, it is recommended that the Council authorize the City Manager to engage Mr. Brackett to analyze the steps the City took to establish the purchase price, and to explore whether the City operated according to best professional standards. Mr. Brackett will help address the question of whether the classification of the building as a medical office was a "fair" highest and best use determination from which to estimate value. As a consumer of appraisal service, was the City correct to accept this as the highest and best use.

It is noted that the City used four different appraisals that were completed by three different appraisers:

- Colliers International dated July 16, 2018 (paid by City/buyer)
- SH&H dated August 30, 2018 (paid by seller)
- Colliers International dated November 5, 2018 (paid by City/buyer)
- Kidder Mathews dated January 10, 2019 (paid by City/buyer)

The appraisals ranged from \$7,040,000 to \$9,700,000.

If the Council directs the City Manager to engage Mr. Brackett, the focus will be on the appraisal process, appraisal instructions, standards for Highest and Best Use, estimations of discount and values. It will not focus on the purchase and negotiation process. This is a different question and requires a different set of skills, primarily that of a real estate broker.

ATTACHMENTS:

[Evaluation of Purchase Price - King Memorandum.docx](#)

[Feb 9, 2021 Council motion.pdf](#)

[Murray Brackett MAI.pdf](#)

FISCAL DETAILS: Cost for Mr. Brackett will be \$375 per hour. Cost for the engagement will not exceed \$30,000, which is within the City Manager's signature authority. Actual costs are expected to be lower.

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Memorandum

TO: Honorable Mayor and Council

FROM: Blair King, City Manager

SUBJECT: Evaluation of Purchase Price for 8804 Madison Avenue

DATE: January 25, 2022

On February 9, 2021, the City Council passed a motion to review process options to evaluate the “valuation method used to determine the purchase price of the Harrison property and whether it comported with industry standards.”

Pursuant to this motion, the City Manager sought appraisers with a MAI designation to conduct an evaluation of the purchase price appraisals. Mr. Murray Brackett of CBRE of Seattle, who is described by his colleagues as the “go-to” appraiser for difficult assignments, has been identified as an expert who can assist the City Council in addressing this issue. Mr. Brackett has no previous experience or involvement with the 8804 Madison Avenue N. transaction.

Mr. Brackett is an MAI designated appraiser. MAI stands for Member Appraisal Institute. Appraisal Institute confers the designation and are highly sought after. MAI designation means the person has experience and education required to achieve the designation. MAI designation is the highest standing for appraisers and is usually the standard required for appraisers to be qualified as a court qualified expert.

Based upon the City Manager’s understanding of the City Council’s objectives with regard to evaluating the purchase price and process for 8804 Madison Avenue, it is recommended that the Council authorize the City Manager to engage Mr. Brackett, to address the following premise:

“The City of Bainbridge Island purchased a 18,000 sq foot building on 3.13 acres, with a street address of 8804 Madison Avenue N., for a purchase price of \$8,975,000. The city now wishes to analyze the steps it took to establish the purchase price to ensure that it operated according to best professional standards.”

Mr. Brackett will help address the question of whether the classification of the building as a medical office was a “fair” highest and best use determination from which to estimate value. As a consumer of appraisal service, was the city correct to accept this as the highest and best use?

It is noted that the city used four different appraisals that were completed by three different appraisers:

- Colliers International dated July 16, 2018 (paid by city/buyer)
- SH&H dated August 30, 2018 (paid by seller)
- Colliers International dated November 5, 2018 (paid by city/buyer)
- Kidder Mathews dated January 10, 2019 (paid by city/buyer)

The appraisals ranged from \$7,040,000 to \$9,700,000.

If the Council directs the City Manager to engage Mr. Brackett, the focus will be on the appraisal process, appraisal instructions, standards for highest and best use, estimations of discount, and values. It will not focus on the purchase and negotiation process. This is a different question that requires a different set of skills, primarily that of a real estate broker.

The City of Bainbridge Island used outside legal counsel to assist in preparing an offer letter and to review the purchase contract for 8804 Madison Avenue. The city did not use the services of a real estate broker to negotiate the transaction or recommend appraisal firms. However, outside legal counsel did assist with the purchase negotiations. If the Council wishes to critique the “business element” of the transaction, then a different scope of work will be required.

Costs for this engagement will be \$375 per hour. A minimum of \$3,000 is required. The engagement will not exceed \$30,000 and is expected to cost less. It is assumed that the engagement will be no longer than 60 days. Costs will be attributed as a Police /Court project expense.



CITY OF
BAINBRIDGE ISLAND

REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, FEBRUARY 9, 2021

MEETING MINUTES EXCERPT

7.B Discussion of Potential Future Council Agenda Items - Police/Court Facility Costs

Cover Page

Proposal from Councilmember Pollock.docx

Police Facilities Comparison Chart.pdf

Councilmember Pollock introduced the agenda item.

MOTION: I move to schedule a discussion of the Police/Court facility cost for the next business meeting of the City Council and to form an ad hoc committee comprised of myself, the Mayor should be involved, and I would suggest Joe Deets on it because he has been involved in this, to form an ad hoc committee to work with the City Manager to bring a discussion of it and so to provide a framework for what we are going to discuss.

Pollock/Fantroy-Johnson: The motion failed 3 – 4.

AYES: Rasham Nassar, Michael Pollock, Brenda Fantroy-Johnson
NOES: Joe Deets, Leslie Schneider, Kirsten Hytopoulos, Christy Carr
ABSENT: None
ABSTAIN: None

MOTION: I move to add to an upcoming agenda the following, that we will review process options for evaluating the following aspects of the police court project: (1) the valuation method used to determine the purchase price of the Harrison property and whether it comported with industry standards, and (2) the reliability of cost projections for construction of the project as designed and what steps the city can take to ensure the project comes in on budget.

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

Mayor Nassar adjourned the meeting for a break at 9:01 p.m. and reconvened the meeting at 9:08 p.m.



S. Murray Brackett, MAI

Director of Right of Way, Aviation and Public Projects, Northwest Region

T +1 206 292 1600
M +1 206 595 1068
E murray.brackett@cbre.com

WA. Lic. 1100853

Client Summary

- Various Cities
- Counties
- Airports
- Port Districts
- Financial Institutions
- Corporations/Non-Profits
- Conservation Entities
- Attorneys

Education

- Bachelor degree in Business Administration from Western Washington University
- All courses requisite for the MAI designation by the Appraisal Institute.

Professional Experience

Mr. Brackett has been Appraising Real Property since 1985 and is currently a Director with CBRE in the Valuation Advisory Services division. He was formerly a partner with ABS Valuation for over 20 years. Professional responsibilities include the full range of commercial, industrial, residential product, including complex land valuations up to 100,000 acres in size. A considerable portion of his work involves partial acquisitions relating to eminent domain and conservation easements. In addition, a wide variety of Aviation related appraisals have been completed, including Ground lease revaluation efforts, Appraisals of leasehold positions in Hangars and other buildings, aviation easements and property for airport expansion. Improved and unimproved valuations have been performed for acquisitions in fee, leased fee and leasehold interests, and various partial interest assignments such as conservation easements, utility easements, subsurface, air rights and minority interest acquisitions. UASFLA-compliant Appraisals have been prepared for a wide variety of agencies on a wide range of property types. Mr. Brackett has qualified as an expert witness in King, Kitsap, Pierce County Superior Courts, US District Court and Federal Bankruptcy Court. Geographic experience includes Washington, Oregon, Idaho, California, Nebraska, Iowa, Kansas, South Dakota, Alaska and British Columbia.

Clients Represented

Government

- Cities:** Anacortes, Arlington, Auburn, Bellevue, Bothell, Burien, Everett, Kenmore, Kent, Kirkland, Leavenworth, Lk Forest Park, Lynnwood, Maple Valley, Mount Vernon, North Bend, Port Angeles, Puyallup, Renton, Seattle, Snoqualmie, Tacoma, Woodinville.
- Counties:** Island, King, Kitsap, Pierce, Skagit, Thurston, Snohomish, Whatcom
- Airports:** Sea-Tac, Boeing Field, Paine Field, Renton Municipal, Auburn, Arlington, Bellingham, Olympia, William Fairchild, Sanderson Field, Felts Field, Centralia/Chehalis, Bremerton, Pullman, Orcas Island, Friday Harbor.

PROFILE

Other: Ports of Everett, Grays Harbor, Anacortes, Seattle, Shelton, Olympia, Bremerton, Port Angeles, Friday Harbor. Washington State DNR, Wa.St. Parks, WSDOT (approved appraiser), U.S. IRS, FAA, Sound Transit, USACE, US Navy. Numerous School Districts.

Financial Institutions

Bank of America, US Bancorp, KeyBank, Wells Fargo Trust, Commerce Bank, Homestreet, Umpqua, Charter Bank, Union Bank.

Corporations/NonProfits

Weyerhaeuser, WRECO, Tramco, Plum Creek, McDonalds Corp., PSE, Development Services of America, Lowe Enterprises, PACCAR, Hancock Natural Resources Group, The Trust for Public Land, Forterra, HDR, Sierra Pacific, Quadrant, Port Blakely, CH2M-Hill, Parsons Brinckerhoff, New Ventures Group, Williams Pipeline, Manke lumber, Fletcher General, Costco, Nucor Steel.

Attorneys

Prosecuting Attorneys of numerous Cities and Counties, as well as Miller Nash, Williams & Williams, Karr Tuttle, Chmelik, Sitkin & Davis, PRK Livengood, Hillis Clark, Kenyon Disend, Perkins Coie, K&L Gates, Inslee Best, Tousley Brain Stephens, Davis Wright Tremaine, Pacifica Law Group, Betts Patterson Mines, Williams Kastner, Foster Garvey.

Other Experience

Instructor

- Runstad Real Estate Certification Program, University of Washington – Current
- IRWA – Previously Qualified as Level 3 Facilitator
- Former Income Property Appraisal Course Instructor, LWVT, Kirkland, Wa.

Presentations

- November 2019: Anatomy of an Appraisal Trial, The Seminar Group
- December 2014: Appraising Airports and Airplane Hangars, AI
- September 2009: Valuation of Airport Properties, WAMA
- October 2003: The Valuation of Non-Water Dependent Properties, WPMA

Professional Affiliations

- Appraisal Institute. Received MAI Designation May 2, 1997 (member # 11,258)
- Past President, Seattle Chapter of the Appraisal Institute, 2003
- IRWA. Current Chapter Treasurer
- Washington Airport Manager’s Association (WAMA) – Associate Member



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: January 25, 2022

ESTIMATED TIME: 60 Minutes

AGENDA ITEM: (7:30) Provide Direction on Next Steps for the Police and Municipal Court Facility - Executive,

SUMMARY: The City Manager and staff will present three (3) options for the City Council to consider regarding next steps for a new Police and Municipal Court facility.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to authorize the City Manager to (choose 1 of the following 3 options):

Initiate a feasibility study for a new Police/Court facility on the current police building property.

or

Initiate a feasibility study for a new Police/Court facility on the Suzuki property.

or

Proceed with advertisement for bids for the 8804 Madison property, with [or without] first completing a value engineering study of the project.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: The City Manager and staff will lead the City Council through a presentation on potential next steps for developing a new Police and Municipal Court facility. The discussion will be focused on the three sites that are currently owned by the City: redeveloping the current police building property at the corner of Winslow Way and Olympic Drive; developing a new facility on the Suzuki property at the corner of Sportsman Club Road and New Brooklyn Road; or, remodeling the existing building at 8804 Madison Avenue.

Subsequent to preparing the materials that is being presented to the City Council with this agenda, the City of Bainbridge Island's Race Equity Advisory Committee submitted a late comment memorandum, which is attached.

More information is included in the staff memo and presentation materials attached to this agenda item.

ATTACHMENTS:

[Police Court Council Memo 012022.pdf](#)

[Police Court Council Memo Attachment 1 - Presentation 012522.pdf](#)

[Police Court Council Memo Attachment 2 - Bond Counsel Memo.pdf](#)

[Jan. 21 letter to Council and King re Race Equity Lens Review of BIPD Building.pdf](#)

FISCAL DETAILS: N/A

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

MEMORANDUM

Date: January 14, 2022 (Revised January 20, 2022)
To: City Council
From: Blair King, City Manager
Subject: Police and Court Replacement Project
Attachments: Police/Court Power Point Presentation; Foster-Garvey Memorandum

Executive Summary

The current City of Bainbridge Island Police Station and Municipal Court facility are inadequate for serving the community's needs today, and into the future. The City has been aware of the inadequacies of these facilities for more than 20 years. During that time, city staff has been hampered in its service to the community due to the numerous deficiencies of the facilities.

The City currently owns three (3) properties that have been acquired in the past as possible locations for the replacement facility, the current Police Station, the building and property at 8804 Madison Avenue N and the Suzuki Property. This memorandum provides the City Council and the community with information regarding the feasibility, estimated costs and risk considerations associated with building a new Police and Municipal Court facility at each of the three properties. Based on prior City Council direction, staff is providing this information so that Council can identify a preferred site for the new facility in early 2022.

Information is presented in three sections:

- Background (reason for project, summary of current Police and Court facilities);
- Overview of City-Owned Properties Acquired as Potential Project Sites; and,
- Implications of Sale or Change of Use for 8804 Madison Avenue N property.

Background

Why does the City of Bainbridge Island need new Police and Court Facilities?

The purpose of a Police and Municipal Court building is to serve the needs of its community. The Bainbridge community is suburban/rural in nature, with approximately 25,000 people. Both the size and the composition of the Police and Municipal Court staff reflect the nature of the community.

The Police Department is made up of 24 sworn officers, including the Police Chief, Deputy Police Chief, Detective Sergeant and two detectives. The staffing ratio of officers to community residents is 0.96 officers/thousand, which is significantly lower than the Washington average of 1.39. The Municipal Court consists of 4.0 full-time equivalent (FTE) staff across five (5) positions, including a Municipal Court Judge, part-time security officer and clerk positions.

While an important priority for a new Police and Municipal Court facility is to provide adequate offices and storage space for staff, an equally or even more important priority is to serve the members of the community who come to the facilities for service. For the Bainbridge community, this means providing adequate and respectful spaces for reception, meeting rooms for witness and victim interviews, and spaces for private meetings with legal support providers for residents accessing both Police and Court services. It also means preparing for future community needs, such as having office and community space for emerging services such as behavioral health specialists, social workers, psychologists, emergency response, and other resources that will maintain the Police and Court's ability to provide essential public services. As outlined below, the current facilities are unable to provide these resources and services.

Summary of Current Police Station Building

Originally built as a fire station in 1958, the current building's design did not include the security, storage, or safety requirements for a law enforcement facility. The building is approximately 7,500 square feet and is located approximately half a mile from City Hall at the intersection of State Route 305 and Winslow Way. Inadequacies of the current facility include several aspects of the building and its operations.

Current Police Station Building Security

The existing facility lacks security in:

- **Parking.** Parking for the officers and staff is unsecured and open to the public. A secured and screened parking area has become a standard in law enforcement to protect the public servants and their vehicles from vandalism or assault, as well as providing security during movement of persons under control of officers.
- **Office space.** The offices that surround the perimeter of the facility have single-pane windows, which are ineffective against any type of blast or projectiles.

- Entrance area. The reception area as well as the supervisors' offices are located adjacent to the main entrance and views into these spaces are accessible to the general public.
- Doors. The only alarmed door in the facility is for the evidence storage room. If a break in or robbery were to occur, it could easily go undetected for hours.
- Lobby. The lobby space is unsecured, with only limited restrictions to prevent access to other areas of the facility. While bullet resistant, the transaction counter provides view into restricted space and is also flanked by a hollow metal door, which does not provide the required safety for the staff directly behind.
- Interview rooms. There are no confidential interview rooms to take reports from residents without bringing them into the restricted working spaces. The available interview room is designed for use with individuals in custody and may be intimidating to witnesses and victims who are asked to recount stressful or traumatic incidents.
- Restrooms.
 - Location. Officers and staff must exit the secured areas to use the restrooms, which are located in the lobby.
 - Americans with Disability Act. Of the two restrooms located in the lobby only one meets Americans with Disabilities Act (ADA) requirements.

Current Police Building Safety

The Police Station is an unreinforced masonry building with a daylight basement that is slab on grade with concrete retaining walls. The floor and roof are wood framed. In 1969 the building was expanded to the east using the same structural system, increasing the basement and main floor spaces. Unreinforced masonry buildings like this one have proven to perform very poorly during seismic events. The following structural deficiencies exist at the Police Station:

- Exterior masonry walls need to be anchored for out-of-plane forces to the diaphragms (roof and main floors).
- Roof and floor diaphragms should be connected to the masonry walls in such a way that can transfer shear forces.
- Continuous cross ties between diaphragm chords (for both roof and floor) are required for masonry buildings.

All wood diaphragms with spans greater than 12 feet are required to consist of wood structural panels or diagonal sheathing.

Current Police Building Limitations

- Lack of alarmed exterior doors.
- Radios are hidden away and difficult to access.
- The server is located in the basement furnace room.
- The records archive room was subject to a previous sewage leakage that compromised some physical documents.
- Lacks locker room and on-site laundry.
- Electrical and communication utility lines are above ground and run along the roof, allowing easy access for anyone wishing to tamper or vandalize them, as well as the danger from natural events.
- Electrical circuits are overloaded, and breakers trip as a result.
- ADA access is possible only through exterior doors. Access to the lower level from the upper level requires exiting the front of the building, travelling outside to the rear door and entering there.
- The building has some accommodations for accessibility, but overall is not an accessible facility.

Modern police departments must operate as essential facilities in times of disaster and these structural limitations do not allow this current facility to operate as such.

Current Police Building Storage

Generally, the office and workstation spaces are filled to capacity, and storage space is deficient. The bullpen and offices are cramped and inadequate. The spatial deficiency has led to the department records being housed in the staff hallway, which no longer meets proper protocol for record storage, in addition to impeding staff access within the space. Bicycles and equipment are densely layered in dedicated storage rooms and overflow into hallways and the secondary interview room.

Summary of Current Municipal Court Building

The existing courthouse is a leased facility, originally constructed as a mini warehouse. One portion of the warehouse was converted to a court in 1991; it was remodeled in 1999 and 2015. The facility is approximately 2,300 square feet, and consists of a courtroom, clerks' office, court administrator office, storage, jury room, judge's office, domestic violence advocate's office, and a room for the prosecutor/defense attorney to meet with clients. The parking is shared with the other businesses on the property.

The building is located in the Rolling Bay neighborhood service center, approximately 3.5 miles from City Hall and 1.5 miles from Highway 305. The lease of this facility has operated on a year-to-year basis since the end of the original lease term in 2018 and was most-recently extended in 2021 through July 2022. The annual lease payment is \$52,402 per

year in 2021-2022. There is no long-term lease currently in place and the rental rate could change unpredictably. There are now five staff members, some of whom work part-time.

Current Municipal Court Building Limitations

The existing court facility was assumed to be an interim location when it was first converted to a court in 1991.

- The courtroom seats approximately 20 spectators, with space in the waiting area for 6-8 persons. Given that most jury panels are between 24 and 60 (depending upon the number of alternates and the number of challenges allowed by the court) a typical courtroom for a community of 25,000 should accommodate 45 spectators.
- There are not enough parking stalls for jurors during jury selection, when up to 40 people are called. The facility is also not accessible by transit.
- The design and finishes of the space should be respectful of and commensurate to the issues that are at stake. The current courtroom lacks professional furniture and fixtures.
- The current facility lacks adequate acoustics. It is difficult to hear the attorneys from the rear of the courtroom.
- The wall that separates the domestic violence advocates' room and the small office that is used for client conferences by the public prosecutor does not have acoustical separation.
- Within the secure court personnel space of the courthouse, the path of travel between the judge's office and the clerks' office passes through the jury room and through the jury/personnel restroom.

Security

- Lacks minimum current standards of security such as magnetometers, x-ray machines and secure storage lockers for weapons.
- The doors that separate the public spaces of the courtroom from the restricted area for court personnel are hollow-core doors with residential-grade hardware.

Brief History of New Police and Court Facility Planning

Over the last 20 years, the City made several efforts to site and build new Police and Municipal Court facilities.

2000 – 2010: In 2000, the City acquired a property at the corner of Sportsman Club and New Brooklyn Roads (Suzuki property) with the intention of locating a new Police and Court facility on the site. In the following years, the City Council determined that the Suzuki site was not suitable for that purpose.

The City Council continued its search for a new Police and Court facility by conducting a new facility needs analysis in 2006, and a feasibility study of the current Police building site on Winslow Way in 2008.

2011-2020: The project on the current Police building site did not proceed, and project planning efforts began again in 2013 in conjunction with the Bainbridge Island Fire Department, which was planning for the replacement of several stations. An updated facility needs assessment was completed, as well as preliminary planning for a potential joint facility with the Fire Department. In 2014 the City Council decided not to pursue a joint facility with the Fire Department, and so the City proceeded with an evaluation of several other potential sites, including the property immediately north of City Hall on Madison Avenue, which was selected as the preferred site. A ballot initiative focused on financing a facility on that site was presented to the voters in 2015, but the initiative failed, and the project was delayed.

Project planning efforts were restarted in 2016 with an updated needs assessment and the evaluation of several new potential project sites. In 2019, the City decided to purchase the former Harrison medical building at 8804 Madison Avenue N. The negotiated and approved price was \$8,975,000. The City completed the purchase of the 8804 Madison Avenue N property in early 2020, using in part proceeds from a 2019 Tax Exempt Bond and proceeded with design for conversion of the building to a police and court facility.

2021-: In April 2021, the City Council postponed construction bid advertising for the retrofit of the 8804 Madison Avenue N building until the new City Manager was in place. Project review and analysis began in the middle of 2021.

Project Spending to Date

- Pre-design Mackenzie Study 2013-2014
 - Programming/Fire Station 21 Pre-Design \$12,000
 - Evaluate Additional Sites \$29,400

 - Pre-design Coates Architects Study 2016-2018
 - Programming and Evaluate 4 Sites \$145,751
 - Evaluate 2 Addn'l Sites \$45,620
 - Pre-design - Coultas site \$122,032
 - 8804 Madison Program Test Fit \$ 18,600
 - 8804 Madison Structural Analysis, Pre-Design, Detailed Cost Estimate \$ 41,203
 - Advertising \$ 394
- Total: \$415,000**

- Land and Building Purchases
 - Land (Suzuki) \$ 494,871
 - Land (8804 Madison Avenue N) \$ 459,234
 - Building (8804 Madison Avenue N) \$8,524,193

Total: \$9,478,298

 - Design (8804 Madison Avenue N)
 - Construction Design \$658,806
 - LEED Analysis \$ 63,161
 - Furniture, Fixtures and Equipment (FF&E)
 Design and program development \$ 37,700

Total: \$759,667

 - Permits (8804 Madison Avenue N)
 - Conditional Use/Site Plan Permit \$ 15,001
 - Building Permit \$ 30,987

Total: \$ 45,988

 - Administration
 - Project Manager 10/2019 through 12/2021
 - Salary/Benefits \$258,847
 - Miscellaneous \$ 234

Total: \$259,081
- Grand Total: \$10,958,034**

Overview of City-Owned Properties Acquired as Potential Project Sites

Existing Police Station

The current police station, located at 625 Winslow Way E, was originally built as a fire station in 1958. It later served as City Hall, then became the police headquarters in 2001.

Parcel Details	
Size	0.89 acres
Building Size	7,546 sf
Building Age	1945
Zoning	Central Core - Most intense Development
Parking spots	69

The feasibility of constructing a replacement police station and municipal court at the current station site was analyzed by the Dana Weber study in 2008 and Coates Architects in 2017. Both studies concluded that the site is a feasible option for the project. Due to the

irregular shape of the city-owned parcel, both studies note a multi-story solution was suggested along with some underground parking. The parcel shape will also require a complex construction process, including underground shoring that, according to Weber, would increase construction costs 50% more than an unencumbered single-story building. Construction on this site would also require the relocation of the police department for up two years.

The following are seen as pros and cons when evaluating the property as the potential project site at this point-in-time:

Pros	Cons
Good visibility	Most expensive option
Access to SR305 and ferry	Relocation of Police Department required
Limited neighborhood concerns	Disruptive to community and Department
Limited environmental impacts	Minimum 4-years until complete
Utilities in place	Bond defeasance may be required
Good public accessibility	Eliminates other uses or sale of site

Existing Police Station - Estimated Project Costs

The City has not prepared a detailed cost estimate for development at this site. As part of the analysis of various other sites in 2017, the City’s cost consultant (Robinson Co.) developed several different detailed cost estimates for building options such as single-story, two-story, with or without court, with or without training range, etc. These estimates were not site-specific, so can be applied to any site. The specific site may have known limitations or other cost factors that can be added to the baseline estimate.

For the existing police station site, as stated above, the estimated cost of construction is increased for the multi-story building, and relocation costs for the department. The projected construction start date is late 2023. The 2017 estimates included an inflation factor applied toward a projected February 2020 construction date. Therefore, with the recent inflation increase in the economy, plus the delay in project execution, additional inflation should be applied to the estimates (see section below).

In order to ensure comparable cost estimates of site options the building square footage planned for the estimate will be the same as that planned for the 8804 Madison site (17,842 sf). Utilizing the inflated 2017 estimates and other cost factors stated above the estimated development cost for the project at this site is summarized below:

	Item	Est. Cost	Cost Assumptions
1	Planning and Design	\$2.0M	11% of Construction Est.
2	Fees	\$100K	SPR, BLD, Utilities
3	Construction (projected to 2024)	\$17.7M	(17,842 sf x \$663/SF) x1.5
4	Site Development	\$4.1M	\$3.5M + 18%
5	Contingency	\$1.7M	10% of Construction Est.
6	Relocation	\$500K	
7	Soft Costs	\$800K	(Furniture, equip, tech, etc.)
	Subtotal	\$26.9M	
	Previous Expenditures	\$10.9 M	
	Total	\$37.8M	

The construction cost estimated in item 3 in the above table is calculated based on the single-story building estimate prepared by Robinson Co. in 2017. This estimated a per square foot cost of \$562/sf for the building plus \$3.5 million for site development (clearing and grading, site utilities, pavement, sidewalks, lighting, landscaping, etc.). This cost was projected through February 2020, and then inflation¹ was applied as follows:

- Feb 2020 to Feb 2021: 4%
 - Feb 2021 to Feb 2022: 7%
 - Feb 2022 to Feb 2023: 4%
 - Feb 2023 to Dec 2023: 3%
- Compounded: **18%**

The resulting estimated building cost is $\$562/\text{sf} + 18\% = \$663/\text{sf}$. This is then multiplied by a factor of 1.5 to account for multi-story and difficult construction conditions on the site as noted by Weber report.

Existing Police Station - Estimated Schedule

A proposed schedule for a project on the existing site is included in the attached Power Point presentation, slide 16. The schedule milestones include completing a feasibility study in July 2022, completing a project design in December 2023, and a proposed move-in timeframe of early 2026.

¹ Inflation calculations for this memo were estimated using references from Mortenson.com, a construction and real estate firm, and Edzarenski.com, a well-respected construction economics analyst. Both sources indicate predict higher than average inflation between 2021 and 2022, making the determination of the inflation estimate difficult to estimate. For the purposes of this memo, an approximately historically average inflation rate is used for 2020-21 and 2022-2023, and the 2021-2022 rate is estimated to be in the approximate middle range of the highest predictions.

Suzuki Property

In 2000, the City purchased undeveloped land at the intersection of Sportsman Club and New Brooklyn Road to be the future site of the Police-Court facility.

Parcel Details	
Size	13.83 acres
Building Size	N/A
Building Age	N/A
Zoning	R-2 Residential - 2 units/acre
Parking Spots	N/A

The following are seen as pros and cons when evaluating the property as the potential project site at this point-in-time:

Pros	Cons
City owned	Tree removal required, loss of habitat
Large parcel allows for design options and setbacks	Adjacent to residential neighborhoods and schools
Few design/construction constraints	Surplus property action already initiated by Council
Mid-range cost	Sewer line extension required
No relocation of Police or Court during construction	Limited community accessibility
	Bond defeasance may be required
	Eliminates other uses of site
	Traffic impact mitigation required
	Conditional Use Permit required

Suzuki Property – Estimated Project Costs

The Suzuki property is a large, undeveloped site that would allow for the lowest development cost for a new building, as it could accommodate a single-story structure with on-grade parking. The City has not prepared a detailed cost estimate for development at this site.

For the Suzuki site, a single-story building solution would be possible, but there are other known cost factors for this site. There is no existing sewer line adjacent to this site, so the line will have to be extended down New Brooklyn Road from approximately Three Trees Lane to the site. As part of the analysis of a potential site adjacent to Three Trees Lane in

2017, a traffic impact analysis of the proposed police and court facility showed that the trips generated by the project would create a requirement to upgrade the intersection at New Brooklyn Road and Madison Avenue, therefore the cost of that improvements was added to the cost estimate. The zoning at the Suzuki site will also create the need to apply for a Conditional Use permit (CUP) in addition to Site Plan Review (SPR) and Building permits (BLD).

Utilizing the inflated 2017 estimates and other cost factors stated above the estimated development cost for Suzuki is summarized below:

	Item	Est. Cost	Cost Assumptions
1	Planning and Design	\$1.3M	11% of Construction Est.
2	Fees	\$100K	CUP, SPR, BLD, Utilities
3	Construction (projected to 2024)	\$11.7M	17,842 sf x \$658/SF
4	Site Development	\$4.1M	\$3.5M + 17%
5	Contingency	\$1.1M	10% of Construction Est.
6	Sewer line extension	\$1.0M	
7	New Brooklyn/Madison Intersection Improvement	\$955K	\$816K + 17%
8	Soft Costs	\$800K	(Furniture, equip, tech, etc.)
	Subtotal	\$21.0M	
	Previous Expenditures	\$10.9 M	
	Total	\$31.9M	

The construction cost estimated in item 3 in the above table is calculated based on the single-story building estimate prepared by Robinson Co. in 2017. This estimated a per square foot cost of \$562/sf for the building plus \$3.5 million for site development (clearing and grading, site utilities, pavement, sidewalks, lighting, landscaping, etc.). This cost was projected through February 2020, and then inflation was applied as follows:

- Feb 2020 to Feb 2021: 4%
 - Feb 2021 to Feb 2022: 7%
 - Feb 2022 to Feb 2023: 4%
 - Feb 2023 to Aug 2023: 2%
- Compounded: **17%**

The resulting estimated building cost is $\$562/\text{sf} + 17\% = \$658/\text{sf}$.

Suzuki Property – Estimated Schedule

A proposed schedule for a project on the existing site is included in the attached Power Point presentation, slide 22. The schedule milestones include completing a feasibility study

in August 2022, completing a project design in October 2023, and a proposed move-in timeframe of early 2025.

8804 Madison Avenue N

In early 2020, the City completed the purchase using tax exempt bonds of the former Harrison Medical building near the intersection of Madison Avenue and New Brooklyn Road to be the future site of the Police-Court facility.

Parcel Details	
Size	3.13 acres
Exist. Bldg. Size	17,548 sf
Building Age	2014
Zoning	R-8 Residential - 8 units/acre
Parking Spots	72

Since the completion of the purchase, the City has completed planning, permitting, and design to retrofit the building for a new police and court facility. Working primarily within the constraints of the existing building dimensions, the City was able to plan for the relocation of the two organizations with minor reductions to the planned program requirements and with a minor addition to the existing building. A link to select sheets from the completed design plans can be found here:

- https://www.bainbridgewa.gov/DocumentCenter/View/15695/Cover-Sheet-Furniture-Plans_022221

The most recent programming document for the project prepared by Coates in 2017 called for a 21,381 square foot facility. The design completed for 8804 Madison Avenue N is approximately 17,842 square feet: approximately 9,000 SF for Police, (1,454 SF more than the current Police Facility at 7,546 SF); 4,500 for Court, and 4,300 of common space (see the presentation slide #32 for a detailed breakdown of the proposed space.) Due to space constraints, the proposed building does not include several elements that were part of the original programming: a small arms range/tactical training facility; an enclosed Sally Port (a secure, controlled entryway); a multi-purpose community room/classroom/emergency operation center; and a juvenile detention room.

The following are seen as pros and cons when evaluating the property as the potential project site at this point-in-time:

Pros	Cons
City owned	Design constrained by exist. building
Lowest estimated cost	No secondary vehicle access
Design completed	
Permitting completed	
No temporary relocation of Police or Court	
No additional environmental impacts	
Lower construction risk with fully developed site and building structure	
Financing in place	
Utilities available and fees paid	
No traffic impact fees or mitigation	
Good access/visibility to SR305	

8804 Madison Avenue N – Estimated Project Costs

As part of completing the design, the City’s consultant (RLB) prepared a detailed pre-construction estimate in December 2020 accelerated to February 2021. Along with the known costs of the completed permitting, design, and utility fees, the overall estimated cost for this option is the most certain. The only adjustment needed would be to accelerate for inflation from February 2021 to a mid-2022 projected construction start date.

Utilizing the inflated 2020 estimates and other cost factors stated above the estimated development cost for 8804 Madison is summarized below:

	Item	Est. Cost	Cost Assumptions
1	Construction (projected to 2024)	\$8.4M	\$7.7M + 9%
2	Contingency	\$840K	10% of Construction Est.
3	Other Soft Costs	\$280K	Project Man., moving, etc.
	Subtotal	\$9.5M	
	Previous Expenditures	\$10.9M	
	Total	\$20.4M	

This February 2021 construction cost estimate has inflation applied as follows:

- Feb 2021 to Feb 2022: 7%
- Feb 2022 to Jun 2022: 2%
 Compounded: 9%

8804 Madison Avenue N – Estimated Schedule / Value Engineering Study

A proposed schedule for a project on the existing site is included in the attached Power Point presentation, slides 33 and 35. The schedule milestones are dependent upon the City Council's desire for a value engineering (VE) study. A VE study would be performed by a consultant at a cost of approximately \$50,000 and would take roughly two months. It would result in a series of recommendations that could potentially be incorporated into the design to lower the cost of the project such as materials, finishes, building layout and mechanical components.

The cost savings expected from the study are difficult to determine, as the savings resulting from a VE study generally decrease in the period between project planning and construction. The current project is at a point where the return on investment is not certain (see the presentation slide #34 for additional information). Additionally, any savings resulting from the study would need to be offset by the cost of revising the project plans and permits, and the risk of further inflation and product procurement issues associated with further delay of the project.

Assuming that a VE study is *not* requested by the City Council, the proposed schedule anticipates awarding the project construction contract in April 2022, and a move-in timeframe of mid-to-late 2023.

Implications of Sale or Change in Use for 8804 Madison

The City issued Limited Tax General Obligation Bonds on December 19, 2019 to provide \$8,000,000 for the Police and Court Facility project. The City used the bond proceeds to reimburse itself for the costs of the acquisition of the 8804 Madison Avenue building, the purchase price of which was approximately \$8,975,000. The City currently owes approximately \$9,162,000 in principal and interest on the Bonds.

As a part of approving the sale of the Bonds, the City Council committed, by ordinance, that the bond proceeds would be used for tax-exempt purposes. If the City were interested in changing the building to a private use, or selling the building to a private entity, the Internal Revenue Service (IRS) might question the reasonableness of the City's original expectation to issue tax-exempt bonds, which carries a wide range of costs and risks for the City depending on the nature of the change.

To answer IRS questions, the City would need to document in its records what unanticipated changes in circumstances or other factors led to its decision to sell the building, or use it for another purpose, rather than to continue to own and use the building as a public safety and municipal court facility as expected when the Bonds were issued. The City's financial advisor estimates that the financial ramifications of a bond defeasement

(the bonds are not callable until Dec 1, 2029) are additional costs of \$1.3 million to legally defease the debt, should this need arise.

The attached slide presentation, slides 38-44, briefly outlines the costs and risks associated with selling and/or changing the use of the building. These costs and risks range from little to no impact if the building is used for its intended purpose or some other governmental function, to very high risk and cost – not just related to the project, but also potentially impacting the City’s future financial position – if the building is sold or kept for a private (non-tax-exempt) use. Additional information and detail on this issue can also be found in the attached memo from the City’s bond counsel, Foster Garvey.

Police / Court Facility Discussion and Next Steps

Presented by: Blair King
City Manager
January 25, 2022



Agenda

- Project need and objective
- Project history
- Review three (3) City-owned properties
- 8804 Madison: Implications of sale or change in use
- Determine Next Steps

Project Need and Objective





Project Need

Police and court facilities are sized to serve the community's needs:

- Adequate space for witnesses and victims of crime
- Accessibility for people with disabilities and those without personal transportation
- Dignified environment for people dealing with challenging moments in their lives
- Space for community-facing staff (behavioral health, psychologists, social workers)



Project Need: Police Facility

- Seismically deficient: unsuitable and unsafe for emergency facility
- Inadequate space for victims, witnesses, interview rooms
- Lack of accessibility for people with disabilities
- Lack of space for future growth of community service positions (social workers, psychologists)
- Inadequate storage for evidence, public records



Project Need: Court Building

- Facility not under City control (rental)
- Lack of accessibility for people with disabilities
- Lack of space for jury trials
- Inadequate space to maintain victim safety/privacy
- Location inaccessible by transit

Project Objective:

- Design and build a safe, accessible and adequately sized Police and Court facility to serve the community's needs for the next 50+ years, while being mindful of stewarding public resources and minimizing risks.

Project History



Project History

- **1958** – Fire station (current Police station) constructed
- **1968** – Fire station purchased by Winslow for City Hall
- **1991** – Court established at current location as temp. facility
- **2000** – Purchase of Suzuki property for Police Station
- **2001** – Old City Hall becomes stand-alone Police Station
- **2006** – Task Force Evaluation of Suzuki property

Project History

- **2008** – Evaluation of new Police building on current site
- **2013** – Facility planning with BI Fire District
- **2014** – Public Facilities Assessment
- **2015** – Public Safety Facility Ballot initiative
- **2016-17** – Site and space needs analysis
- **2018-19** – 8804 Madison purchase
- **2020** – 8804 Madison design initiated
- **2021** – Project paused by City Council

Project History: Expenditures To-Date (2013-Present)

No.	Summary	Cost
1.	Pre-design (all sites)	\$415K
2.	Suzuki land purchase (2000)	\$500K
3.	8804 Madison land and building purchase	\$8.9M
4.	8804 Madison design	\$760K
5.	8804 Madison permits	\$46K
6.	8804 Madison project management/other	\$240K

Total: \$10.9M

Site Evaluations



Site 1 – Current Police Station Property



Site 1 – Current Police Station Property





Site 1 – Estimated Cost of Development

No.	Summary	Est. Cost	Cost Assumptions
1.	Planning and Design	\$2.0M	11% of construction estimate
2.	Fees	\$100K	Permits, traffic, utility,
3.	Construction (projected to 2024)	\$17.7M	One-story estimate X 1.5
4.	Site Development	\$4.1M	\$3.5M + 18% inflation
5.	Contingency	\$1.7M	10% of construction
6.	Relocation	\$500K	
7.	Soft Costs	\$800K	(Furniture, equip, tech, etc.)

Total = \$26.9M

+ Previous Expenditures = \$10.9M

Total = \$37.8M



Site 1 – Draft Schedule (open late 2025)

2022

2023

2024

2025





Site 1 – Pros and Cons

Pros

- Good visibility
- Access to SR305 and ferry
- Limited neighborhood concerns
- Limited environmental impacts
- Developed site with utilities
- Good public accessibility

Cons

- Expensive to build
- Relocation of Police Dept.
- Disruptive to community and Police dept.
- Minimum 4-years until complete
- Bond defeasance issue
- Eliminates other uses or sale of site



Site 1 – Near-Term Next Steps

- Authorize Feasibility Study
- Next Council action in April 2022
- Complete feasibility in July 2022

Task Name	Duration	Start	Finish	Q1			Q2				
				Jan	Feb	Mar	Apr	May	Jun	Jul	
- Feasibility	180d	02/01/22	07/30/22								
Draft scope/advertise/select consultant	60d	02/01/22	04/01/22								
Authorize consultant contract	0	04/26/22	04/26/22								
Community engagement	30d	04/26/22	05/25/22								
Initiate feasibility study	75d	04/26/22	07/09/22								
Council review of feasibility	0	07/09/22	07/09/22								
Finalize feasibility study	21d	07/10/22	07/30/22								

Site 2 – Suzuki Property



Police / Court Discussion

January 25, 2022

Site 2 – Suzuki Property





Site 2 – Estimated Cost of Development

No.	Summary	Est. Cost	Cost Assumptions
1.	Planning and Design	\$1.3M	Construction x 11%
2.	Fees	\$100K	Permits, traffic, utility,
3.	Sewer extension	\$1M	
4.	Madison/New Brook. intersection improvements	\$950K	
4.	Building Construction (2024)	\$11.7M	Escalated 2017 estimate
5.	Site Development	\$4.1	\$3.5M + 17% inflation
6.	Contingency	\$1.1M	10% of construction
7.	Soft Costs	\$800K	(Furniture, equip, tech, etc.)

Total = \$21.0M

+ Previous Expenditures = \$10.9M

Total = \$31.9M



Site 2 – Draft Schedule (open early 2025)





Site 2 – Pros and Cons

Pros

- All of site owned by the City
- Mid-range cost
- Relatively few design constraints
- No relocation of Police or Court during construction

Cons

- Tree removal / greater impacts on natural environment
- Potential community impact concerns
- Council action required to reverse surplus decision
- Requires utility extensions/ intersection improvements
- Limited community accessibility
- Eliminates other uses of site
- Evaluation of bond defeasance issue



Site 2 – Near-term Next Steps

- Authorize Feasibility Study
- Next Council action in April 2022
- Complete feasibility in August 2022

Task Name	Duration	Start	Finish	Q1			Q2			Q3		
				Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	
- Feasibility	210d	02/01/22	08/29/22	[Gantt bar spanning from Feb to Aug]								
Draft scope/advertise/select consultant	60d	02/01/22	04/01/22	[Gantt bar from Feb to Apr]								
Authorize consultant contract	0	04/26/22	04/26/22	[Point task on Apr 26]								
Community engagement	60d	04/26/22	06/24/22	[Gantt bar from Apr 26 to Jun 24]								
Initiate feasibility study	100d	04/26/22	08/03/22	[Gantt bar from Apr 26 to Aug 3]								
Council review of feasibility	0	08/09/22	08/09/22	[Point task on Aug 9]								
Finalize feasibility study	21d	08/09/22	08/29/22	[Gantt bar from Aug 9 to Aug 29]								

Site 3 – 8804 Madison Avenue Property



Police / Court Discussion

January 25, 2022

Site 3 – 8804 Madison Avenue Property



Size: 3.1 Acres
Building Size: 17,548 SF
Zoning: R-8 Residential
(8 units per acre)
Parking Spots: 72



Site 3 – Estimated Cost of Development

No.	Summary	Est. Cost	Cost Assumptions
1.	Construction	\$8.4M	Engineer's est. + 9% inflation
2.	Contingency	\$840K	10% of construction
3.	Other soft costs	\$280K	Project man., moving, etc.

Total = \$9.5M

+ Previous Expenditures = \$10.9M

Total = \$20.4M



Site 3 – Pros and Cons

Pros

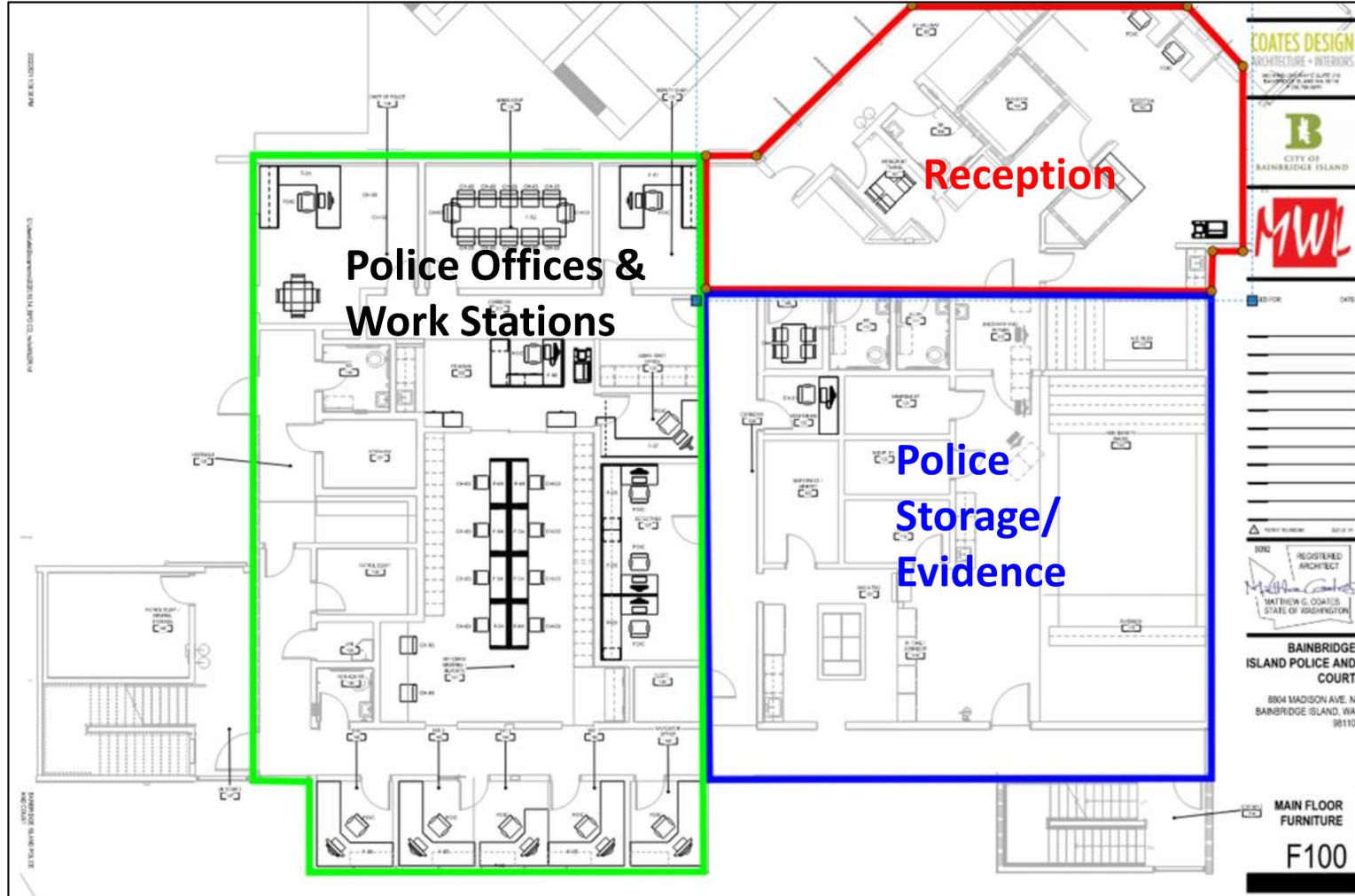
- All of site owned by the City
- Good access to SR305
- Utilities available
- Lowest impacts on environment
- Lower construction risk
- Good public accessibility
- Lowest cost option
- No relocation required
- Project funding secured

Cons

- Design constrained by existing building
- No secondary vehicle access

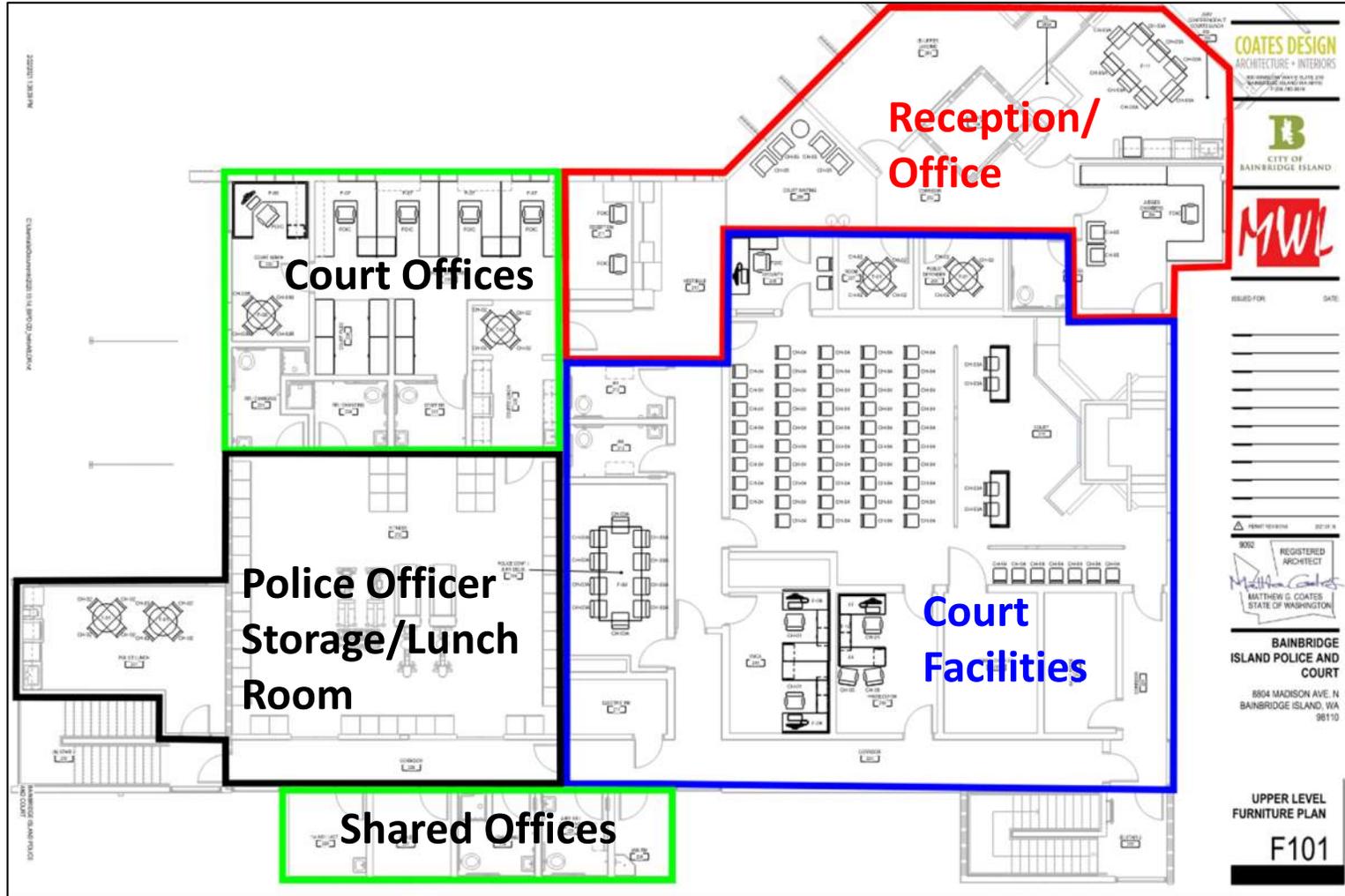


Site 3 – Plans: Downstairs





Site 3 – Plans: Upstairs





Site 3 – Plan: Square footage comparison

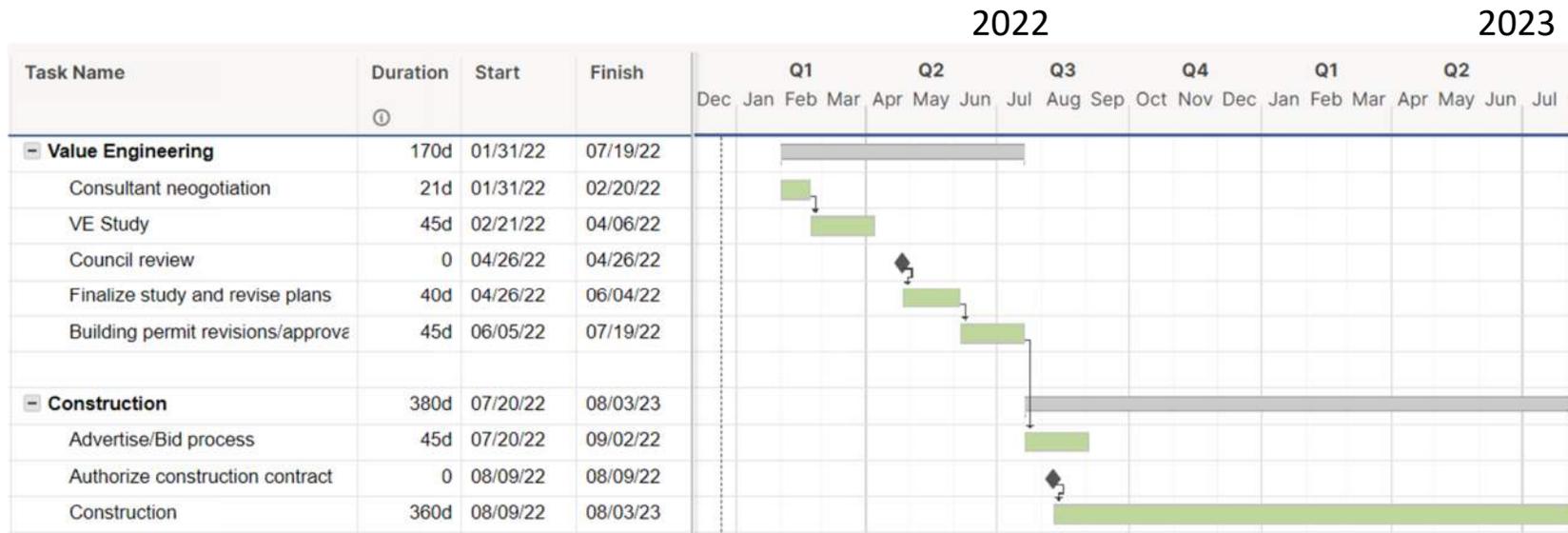
Space	Police	Court	Common	Total
<i>Existing Building (SF)</i>	<i>7,546</i>	<i>2,300</i>	-	9,846
New Building (SF)	8,975	4,497	4,370	17,842
New Building Detail (SF):				
Office	1161	1283		2444
Conference/Briefing	840	260	212	1312
Courtroom		1301		1301
Lunch	277	149		426
Meeting/Interview	223	145		368
Reception	544	447	416	1407
Storage	730	150		880
Evidence	1432			1432
Locker/Fitness	1051			1051
Wellness	157			157
Corridors	2560	762		3322
Misc: Toilets, Elec., IT, Janitor, Stairs, Elevator, etc.			3742	3742



Site 3 – Option A Next Steps & Schedule

Option A: Authorize value-engineering study prior to advertisement

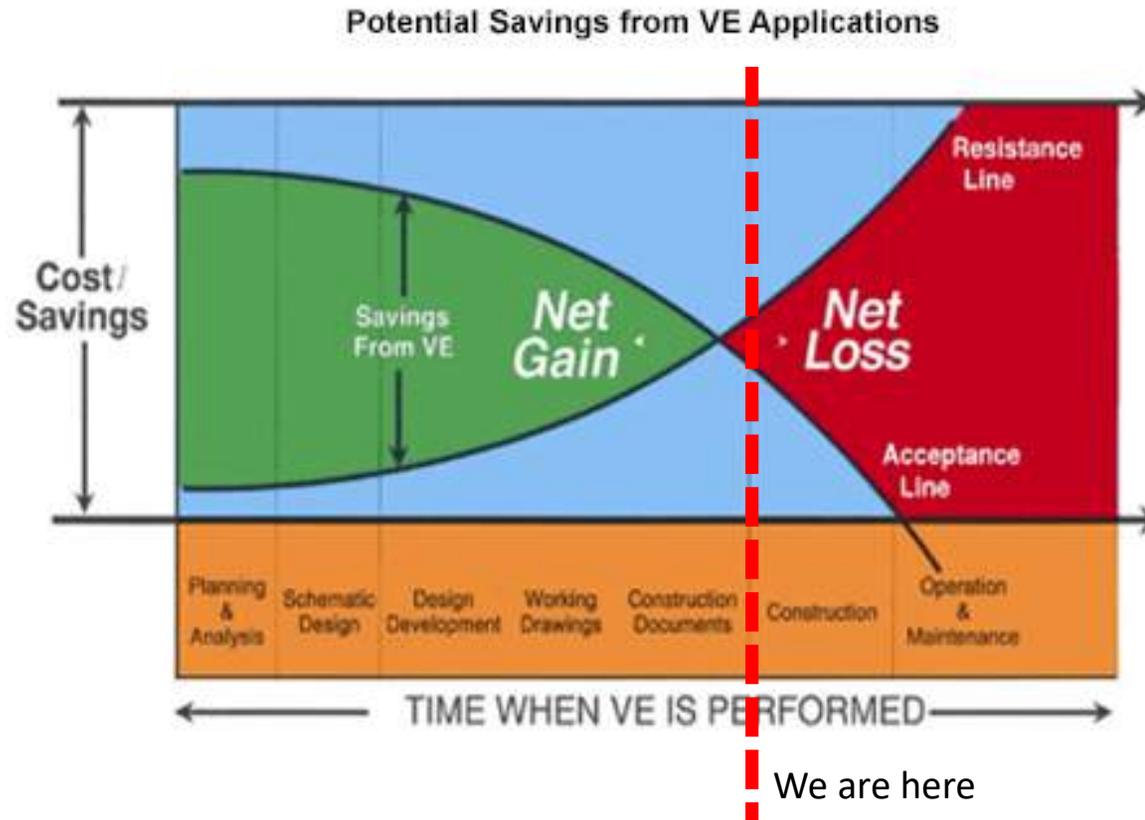
- Cost of study = ~\$50K
- Est. timeframe = 3-4 months
- Cost savings estimate = TBD (May not exceed the cost of escalation related to project delay)
- Est. building open to public late 2023





Site 3 – Option A Next Steps & Schedule

- Note on Value Engineering studies: results are less valuable as a project moves from planning to design:



Referenced from Whole Building Design Guide (Part of the National Institute of Building Sciences):

Site Summary

Site 1 – Existing Police Court Building

- Min. **4**-year timeline
- **\$37.8** million
- Highest risk

Site 2 – Suzuki Property

- Min. **3**-year timeline
- **\$31.9** million
- Mid-level risk

Site 3 – 8804 Madison Avenue

- Min. **1.5**-year timeline
- **\$20.4** million
- Lowest risk

Implications of Sale or Change in Use for 8804 Madison



Background on Bond Issuance – 8804 Madison

- Tax-Exempt Bonds issued in 2019 to purchase 8804 Madison require compliance with tax-exempt rules
 - Building purchase price = \$8,975,000
 - Bond amount received = \$8,001,874
 - Principal & interest owed = \$9,162,850 (through 12/39)

Background on Bond Issuance – 8804 Madison

- City covenanted in Bond Ordinance to preserve tax exemption for interest on the Bonds, and not to take any action that would cause interest to be taxable
- If the City now takes action to sell or change the building use to nongovernmental use, IRS might question reasonableness of City's original expectations to issue tax-exempt Bonds

Implications of Sale or Change in Use – 8804 Madison

Action	Risk
Use as intended	Green
Keep or sell with >90% governmental use	Yellow
Cash sale to private entity; spend proceeds on other government project	Yellow
Cash sale to private entity and defease debt	Orange
Non-cash sale to private entity	Red
Keep and convert to private use	Red

There are different levels of risk/costs associated with changing tax-exempt status

Implications of Sale or Change in Use – 8804 Madison

Action	Risk
Use as intended	Low
Keep or sell with >90% governmental use	Low
Cash sale to private entity; spend proceeds on other government project	Low
Cash sale to private entity and defease debt	Low
Non-cash sale to private entity	High
Keep and convert to private use	High

→ Low risk; no additional financial effect

Implications of Sale or Change in Use – 8804 Madison

Action	Risk
Use as intended	Low
Keep or sell with >90% governmental use	Medium
Cash sale to private entity; spend proceeds on other government project	Low-Medium
Cash sale to private entity and defease debt	Medium
Non-cash sale to private entity	High
Keep and convert to private use	High

→ Medium risk; no additional adverse financial effect

Implications of Sale of Change in Use – 8804 Madison

Action	Risk
Use as intended	Low
Keep or sell with >90% governmental use	Low-Medium
Cash sale to private entity; spend proceeds on other government project	Medium
Cash sale to private entity and defease debt	Low-Medium
Non-cash sale to private entity	High
Keep and convert to private use	High

→ Medium risk; no additional adverse financial effect if funds spent within 2-years

Implications of Sale of Change in Use – 8804 Madison

Action	Risk
Use as intended	
Keep or sell with >90% governmental use	
Cash sale to private entity; spend proceeds on other government project	
Cash sale to private entity and defease debt	
Non-cash sale to private entity	
Keep and convert to private use	

→ Medium-high risk; cost to defease debt is \$7.8M, or \$1M more than principal owed (sale may not cover the owed costs)

Implications of Sale of Change in Use – 8804 Madison

Action	Risk
Use as intended	Low
Keep or sell with >90% governmental use	Medium-Low
Cash sale to private entity; spend proceeds on other government project	Medium-Low
Cash sale to private entity and defease debt	Medium
Non-cash sale to private entity	High
Keep and convert to private use	Medium-High

→ High risk; cost to defease debt is \$7.8M or \$1.0M more than principal owed (no sale income available for this option, must use cash to defease debt)

Implications of Sale of Change in Use – 8804 Madison

Action	Risk
Use as intended	Low
Keep or sell with >90% governmental use	Medium
Cash sale to private entity; spend proceeds on other government project	Medium
Cash sale to private entity and defease debt	High
Non-cash sale to private entity	Very High
Keep and convert to private use	Very High

→ Very high risk; continue owing bond amount + interest + defeasement penalty + potential bond rating decrease + potential investor litigation if no IRS agreement is in place

Determine Next Steps

I move to authorize the City Manager to:

- Initiate a feasibility study for a new police/court facility on the current police building property.
- Initiate a feasibility study for a new police/court facility on the Suzuki property.
- Proceed with advertisement for bids for the 8804 Madison property, with (or without) first completing a value engineering study of the project.

Police / Court Facility Questions and Discussion

Presented by: Blair King
City Manager
January 25, 2022



MEMORANDUM

Attorney-Client Privilege

TO: Blair King, City Manager
CC: Ellen Schroer, Deputy City Manager
DeWayne Pitts, Finance Director
FROM: William Tonkin, Nancy Neraas and Stacie Amasaki
DATE: June 8, 2021
RE: Selling of City Building Purchased with Tax-Exempt Bond Proceeds

The City has asked us to look into the ramifications of (1) selling a building that was originally purchased with proceeds of tax-exempt bonds or (2) converting the building to another purpose.

The City's Limited Tax General Obligation Bonds, 2019 (the "Bonds") were issued on December 19, 2019 (the "Issue Date"), in the aggregate principal amount of \$7,255,000 to provide part of the funds necessary to pay (or reimburse) the costs of the acquisition of a public safety and municipal court facility (the "Building"). On the Issue Date of the Bonds, the City expected that all gross proceeds of the Bonds would be spent for the Building within six months after the Issue Date, and all such proceeds were used in that time frame for the Building. The Building was expected to cost approximately \$20,000,000, and the Bonds provided \$8,000,000 toward that price.

One option is the City is now looking into is whether it would be in the best interest of the City to sell the Building, including potentially a sale to a private business. If the City were to sell the Building to a private business, the City would need to take a remedial action in order to preserve the tax-exempt status of the Bonds that were used to purchase the Building.

1. The City would need to document in its records what unanticipated changes in circumstances or other factors led to its decision to sell the Building rather than to continue to own and use the Building as a public safety and municipal court facility as expected when the Bonds were issued. This is because one of the conditions for being allowed to take a remedial action (as well as to have issued the Bonds as tax-exempt bonds in the first instance) is that the City must have reasonably expected on the Issue Date of the Bonds that the Bonds would not meet the private business tests during the entire term of the Bonds. If significant unanticipated changes in circumstances cannot be demonstrated, then the IRS might contend that the City's expectations on the Issue Date regarding no expected private business use of proceeds of the Bonds were not reasonable and that the Bonds should be treated as taxable bonds rather than tax-exempt bonds. In that case, the City may be required to enter

into a Closing Agreement with the IRS under its Voluntary Closing Agreement Program in order to protect owners of the Bonds. Under such a Closing Agreement, the City would be required to compensate the federal government for “taxpayer exposure,” *i.e.*, the amount of federal taxes that owners of the Bonds would be required to pay with respect to interest on the Bonds if the interest were taxable rather than tax-exempt, calculated at a rate of 27.8% until the Bonds can be retired and are no longer outstanding.

2. Any arrangements entered into by the City for the sale or other disposition of the Building must be arrived at in a bona fide arm’s-length transaction, and the purchaser must pay a fair market value price for the Building. This means that the City might need to get a new appraisal of the value of the Building unless, for example, the City got an appraisal of the value of the Building when it was purchased by the City, and the appraisal is still current.

3. If the conditions in 1 and 2 above are met, and if the City sells the Building for consideration that is exclusively cash, then the City could take a remedial action that consists of using the disposition proceeds to carry out alternative governmental capital purposes of the City within two years after the date the sale of the Building closes (the “disposition date”). This remedial action obviously would not be available if, instead of selling the Building for exclusively cash consideration, the City were to lease the Building to a private business or sell it on a real estate contract, for example.

4. The other possible remedial action that the City could take, again assuming the conditions in 1 and 2 above are met, would be to redeem all of the outstanding Bonds (assuming that essentially all of the proceeds of the Bonds were used to purchase the Building, which appears to be the case) within 90 days after the disposition date. Of course, the Bonds are not yet callable, and so in that case the City would be required, within 90 days after the disposition date, to establish an irrevocable defeasance escrow for all the Bonds that provides for the redemption of all the Bonds on their earliest optional call date (December 1, 2029). The defeasance escrow would not be permitted to be invested in higher-yielding investments. Within 90 days after the defeasance escrow is established, the City would be required to provide a notice to the IRS of its establishment.

Under this defeasance/redemption remedial action, the City would be required to defease all of the Bonds (again assuming that essentially all of the proceeds of the Bonds were used to purchase the Building) if the entire Building were to be sold on a real estate contract or leased to a private business. However, if the conditions in 1 and 2 are met, and if the Building were sold for exclusively cash consideration, then the City would be permitted instead to defease only a pro rata portion of all the Bonds and call those Bonds for redemption on their earliest call date. In other words, in that case the City would be required to defease only as many Bonds as possible using the cash received rather than all of the Bonds.

Note that if the City were to sell the Building to a State agency or another local government unit that would use the Building exclusively for its governmental purposes, it would not be necessary for the City to take one of the remedial actions described above.

The City is also exploring the idea of converting the use of the Building to another purpose than as a public safety and municipal court facility. Ordinance No. 2019-22 of the City passed on October 1, 2019 (the “Bond Ordinance”), defines the “Project” to be financed with proceeds of the Bonds as “construction of a public safety and municipal court facility and other capital purposes, as deemed necessary and advisable by the City.” Therefore, the Bond Ordinance allowed for the use of the proceeds of the Bonds for other purposes. The City Council could also adopt a motion or pass an amendment to the Bond Ordinance officially changing the use of the proceeds of the Bonds.

If the City chooses to retain its ownership of the Building but to use the Building for other City governmental departments or purposes—i.e., for City governmental purposes other than as a public safety and municipal court facility, then the tax-exempt status of interest on the Bonds would not be adversely affected because (1) the Building would not be used for any “private business use,” and (2) the City would not receive any payments in respect of the Building as used for a private business use.

However, if the City retains its ownership of the Building but then leases all or a portion of the Building to a nongovernmental person, or enters into another type of use arrangement that provides special legal entitlements to a nongovernmental person to use all or a portion of the Building, then the tax-exempt status of the Bonds could be adversely affected, with the same consequences as described above resulting from a sale of the Building to a private business. A “nongovernmental person” includes any entity other than a State or local government unit, including a business corporation, nonprofit corporation, partnership, limited liability company, any federal department or agency, etc., as well as a natural person engaged in a trade or business activity.

Whether such a use arrangement with a nongovernmental person would have an adverse effect on the tax-exempt status of the Bonds would depend on (1) whether it would cause more than 10% of the Building to be used for private business use, and (2) whether it would cause the City to receive payments for that private business use whose present value would exceed 10% of the original proceeds of the Bonds. These calculations can be complicated by the fact that the amount of private business use is measured on an average basis over the term of the Bonds. And the calculations are affected by whether only a portion of the Building would be used for private business use, and the extent to which the City used non-Bond proceed funds, if any, to pay part of the cost of the Building as well as proceeds of the Bonds. On the Issue Date, the City expected that approximately 40% of the Building would be paid for with Bond proceeds, and based on that, approximately 60% could be used for other purposes without affecting the tax-exempt status of the Bonds.

Suffice it to say, however, that if the City were, for example, to lease the entire Building to a for-profit or nonprofit corporation on a long-term lease to be operated to provide low-income housing, that would likely have the same adverse consequences as the sale of the Building to a private business as described above. Each potential private business use arrangement would need to be evaluated by its specific terms.

January 21, 2022

Dear City Council and City Manager King,

The COBI Race Equity Advisory Committee (REAC) approved the following recommendation at its January 20, 2022, meeting:

REAC recommends that before any final decision is made regarding a new police/court facility, the City should engage a qualified outside party—one with an understanding of systemic racism and experience in applying a race-equity lens to law enforcement—to assess the community's existing policing needs and to review the proposed facility.

REAC believes the recommended assessment is necessary and consistent with the City Council's stated commitment to addressing structural racism in government, including "the history and current reality of inequities for all marginalized groups." See BIMC Sec. 2.72.010.

REAC also urges each of you, if you have not done so already, to review the presentation of the Kitsap Equity Race and Community Engagement (ERACE) Coalition at REAC's December 2, 2021, meeting. The presentation discussed the historic, financial, and public safety reasons why an equity-based needs assessment is appropriate at this time. The meeting video is available at http://apps.bainbridgewa.gov/media/video/2021/REAC_20211202cc.mp4 and the ERACE presentation begins at 12:55.

REAC urges the City Council to begin discussions on an equity-based evaluation of the proposed new facility as soon as possible. We understand the Council, at its January 25th meeting, may hear a presentation regarding the ongoing review of the Harrison medical building acquisition process and other proposed sites. We respectfully suggest that the Council incorporate into this discussion the forward-looking needs assessment recommended above.

Too often, the City fails to consider the impact new initiatives have on the most marginalized members of our community, until after the decision already has been made. That should not be allowed to happen here. Allocation of resources to law enforcement has a tremendous impact on local communities as a whole, but most especially on racial and other marginalized community members. Race equity considerations must be assessed before a facility is approved, not after the fact.

Thank you for considering REAC's recommendation.

Sincerely,

City of Bainbridge Island Race Equity Advisory Committee