



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, JUNE 28, 2022**

COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA

AND

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

AGENDA

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE - 6:00 PM

2. APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM

3. PUBLIC COMMENT - 6:10 PM

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

3.A Instructions for Providing Public Comment

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

4. CONSENT AGENDA - 6:25 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.

4.A Agenda Bill for Consent Agenda, 5 Minutes

4.B Approve Accounts Payable and Payroll 5 Minutes

[AP Report to Council of Cash Disbursements 06-29-22.pdf](#)

Council Report PR 6-20-22.pdf

4.C Approve City Council Meeting Minutes

City Council Study Session Minutes, June 7, 2022.docx

Special City Council Meeting Minutes - Executive Session, June 14, 2022.docx

Regular City Council Business Meeting Minutes, June 14, 2022.pdf

4.D Authorize a Professional Services Agreement with Fehr & Peers for Measuring Greenhouse Gas Emissions Associated with Sustainable Transportation Plan Actions and Developing an Update to the City's Transportation Impact Fees (\$123,670) - Executive,

Professional Services Agreement Fehr & Peers.docx

4.E Authorize the City Manager to Execute Amendment No. 4 to Agreement for Professional Services with S&B, Inc. for the Water and Sewer Telemetry Upgrade Project (\$49,271.04) (Water \$22,293.18 and Sewer \$26,977.86) – Public Works,

Amendment No. 4 to Professional Services Agreement.pdf

4.F Cancel the July 5, 2022 City Council Study Session

4.G Adopt Ordinance No. 2022-16 Relating to Bonus Floor Area Ratio and Extending the Sunset Provision of Ordinance No. 2021-10 by Eighteen Months

Ordinance No. 2022-16.docx

5. COUNCIL ANNOUNCEMENTS - 6:30 PM

6. CITY MANAGER'S REPORT - 6:40 PM

7. REGULAR BUSINESS

7.A (6:45 PM) Receive Update on Something New 2022-23 Artwork from the Public Art Committee, 10 Minutes

Presentation - Something New V for CC 06282022

7.B (6:55 PM) Consider Recommendation from Public Art Committee to Purchase Cardinal Connection Artwork for \$18,500 (total cost \$22,977) - Executive, 10 Minutes

Presentation: Cardinal Connection Purchase Proposal for CC 06282022.pptx

7.C (7:05 PM) Overview of Housing Action Plan Project and Introduction of Consulting Team **2022 Council High Priority Project - Planning, 30 Minutes**

BIHAP Overview Presentation June 28 Council Meeting.pptx

7.D (7:35 PM) Discuss Criteria for 2023 Lodging Tax Award Cycle and Current Estimated Award Amount of \$350,000 - Executive, 10 Minutes

Presentation - LTAC_for_CC_06282022

LTAC history 5 year funding awards

2022_LTAC_RFP_for 2023 for CC 06282022

BACKGROUND - MRSC - Lodging Tax (Hotel-Motel Tax) Accessed 05192022

- 7.E (7:45 PM) Appoint Deputy Mayor for a Term Commencing July 1, 2022 and Ending December 31, 2022, 10 Minutes

8. COMMUNICATIONS

- 8.A (7:55 PM) Consider Agenda Request to Discuss City Participation in a Bainbridge Poet Laureate Program - Councilmember Schneider 5 Minutes
Agenda Request from Councilmember Schneider.docx

9. ADJOURNMENT - 8:00 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 28, 2022

ESTIMATED TIME:

AGENDA ITEM: Instructions for Providing Public Comment

SUMMARY: Instructions for providing public comment are attached.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

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

FISCAL DETAILS:

Fund Name(s):

Coding:



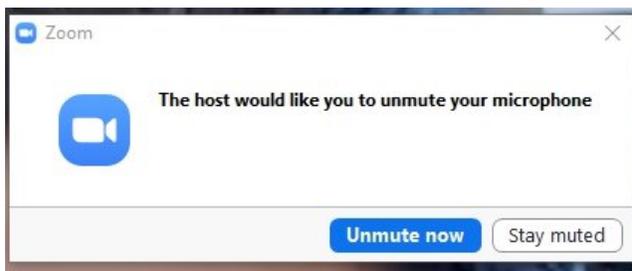
CITY OF
BAINBRIDGE ISLAND

CITY CLERK'S OFFICE

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

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT REMOTELY

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



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

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

7. Attendee provides their comment.

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

Excerpt from the Governance Manual regarding public comment:

5.6 Respect and Decorum

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

5.6.1 Orderly Behavior and Civility in Remarks

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

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

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

5.6.2 Permission Required to Address the Council

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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 28, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Agenda Bill for Consent Agenda,

SUMMARY: Council will consider approval of the Consent Agenda.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

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

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: June 28, 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:

[AP Report to Council of Cash Disbursements 06-29-22.pdf](#)

[Council Report PR 6-20-22.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: June 2, 2022 - June 16, 2022

CITY COUNCIL: June 3, 2022 - June 17, 2022

Last check from previous run: 358804 dated 6/15/2022 issued to West Hills Ford Mazda for \$69.98

Last ACH from previous run: 1006 dated 6/15/2022 issued to Westbay Auto Parts for \$464.75

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
VOID	12/15/2021	357791	PW/Belfair Hose & Hydra/Invoice belongs to Bainbridge Disposal	N/A
VOID	06/15/2022	358760	Franz, Chris/Utility Billing refund error	N/A
ACH/EFT	06/15/2022	1007	EX/Bainbridge Artisan Resource Network/Cultural funding grant Q1 2022	3,738.00
ACH/EFT	06/15/2022	1008	PCD/Custom Printing/Business Cards Patty Charnas	69.28
ACH/EFT	06/15/2022	1009	Kitsap Humane Society/Animal control services Jun. 2022	6,420.33
ACH/EFT	06/15/2022	1010	EX,FIN/Copiers Northwest/Copier lease payment	765.10
ACH/EFT	06/15/2022	1011	EX/Islander Residents Association/Purchase of IMHP FAR	318,348.00
ACH/EFT	06/15/2022	1012	ENG/Kelley Connect/Copier lease payment	337.64
ACH/EFT	06/23/2022	1013	ENG/Clark Construction/Police & Municipal Court building construction	300,636.34
ACH/EFT	06/23/2022	1014	WA State Auditor's Office/2021 Financial audit	25,309.80
ACH/EFT	06/25/2022	1015	US Bank/Credit card purchases - May 2022	35,314.63
ACH/EFT	06/25/2022	1016	COBI/Utility billing - Jun. 2022	4,840.92
Manual	06/15/2022	358805	IT/City of Bremerton/Broadcast services for public meetings	3,093.50
Manual	06/15/2022	358806	IT/Environmental System/GIS software maintenance	19,624.38
Manual	06/15/2022	358807	FIN/Jones, Priscilla/Senior Center damage deposit refund	150.00
Manual	06/15/2022	358808	LEGAL/Kitsap County Prosecutor's Office/Prosecution services Jun. 2022	10,234.30
Manual	06/15/2022	358809	IT/Sitestar.net/Internet connection for WAN	6,160.00
Manual	06/15/2022	358810	Bainbridge Disposal/Citywide disposal services	2,406.50
Manual	06/15/2022	358811	Hyla Middle School/Permit PLN52121 SPR refund	3,816.00
Manual	06/15/2022	358812	Kitsap County Treasurer/May 2022 court fines & fees collected for the county	36.10
Manual	06/15/2022	358813	Pitney Bowes Inc/Postage machine reserve account refill	10,000.00
Manual	06/15/2022	358814	Puget Sound Energy/Citywide energy services	27,912.98
Manual	06/15/2022	358815	ENG/Staples/Chair, mouse pad, folders, tissues	371.58
Manual	06/15/2022	358816	Verizon/Citywide wireless charges - Jun. 2022	5,841.86
Manual	06/15/2022	358817	WA ST Treasurer/May 2022 court fines collected for the State	3,039.79
Manual	06/21/2022	358818	CenturyLink/Citywide telemetry - May 2022	1,759.21
Manual	06/21/2022	358819	EX/Eastwest Catering/Catering services for Cascadia Rising 2022	1,259.34
Manual	06/21/2022	358820	Puget Sound Energy/Rockaway Beach, Ferncliff Ave PRVs	29.41
Manual	06/21/2022	358821	PCD,ENG/WA ST Employment Security Dept/Benefit charges Q1 2022	8,170.48

Total Manual Checks and Electronic Disbursements	799,685.47
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Regular Run Checks	06/29/2022	358822-358866	Total Regular Check Run	60,953.05
Regular Run ACH	06/29/2022	1017-1046	Total Regular ACH Run	108,759.70
Total Disbursements				969,398.22

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

6/22/2022

Date

JK



06/15/2022 15:36
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

R. R. Shaw

P 1
apcshdsb

CASH ACCOUNT: 635	111100	CASH	6/15/2022						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
357791	12/15/2021	VOID	7242 BELFAIR HOSE & HYDRA	252018	42554	10/14/2021			-50.19
	Invoice: 42554					PW/8 100R16, 8 HOSE X-8 FJ			
				-50.19	73111427 531100	OFFICE SUPPLIES			
						CHECK	357791	TOTAL:	-50.19
358760	06/15/2022	VOID	9708 FRANZ, CHRIS	255721	101377	05/23/2022			-80.03
	Invoice: 101377					UB 10807 573 CHERRY AVENUE NE			
				-80.03	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK	358760	TOTAL:	-80.03
						NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***	-130.22
						COUNT		AMOUNT	
						TOTAL VOIDED CHECKS	2	130.22	
								*** GRAND TOTAL ***	-130.22

✓
357791 - Check was returned by the vendor with a note stating the invoice was already paid. Called the vendor and found out the invoice was supposed to be billed to Bainbridge Disposal who already paid this invoice.

✓
358760 - Received email (attached) from Christy Shipman to void the check. This was a Utility Billing mistake and the funds need to be added back in Munis.

06/15/2022 15:36
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 6 158									
APP 101-213000	06/15/2022	357791	061522			STREETS - ACCOUNTS PAYABLE			50.19
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	06/15/2022	357791	061522			CASH		50.19	
						AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000	06/15/2022	358760	061522			ACCOUNTS PAYABLE			80.03
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	06/15/2022	358760	061522			CASH		80.03	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								130.22	130.22
APP 631-130000	06/15/2022	12/12/21	061522			DUE TO/FROM CLEARING			130.22
APP 101-130000	06/15/2022	12/12/21	061522			STREETS - DUE TO/FROM CLEARING		50.19	
APP 401-130000	06/15/2022	12/12/21	061522			DUE TO/FROM CLEARING		80.03	
SYSTEM GENERATED ENTRIES TOTAL								130.22	130.22
JOURNAL 2022/06/158 TOTAL								260.44	260.44

06/15/2022 15:36
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 101-130000 101-213000	2022 6	158	06/15/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	50.19	50.19
				FUND TOTAL	50.19	50.19
401 WATER OPERATING FUND 401-130000 401-213000	2022 6	158	06/15/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	80.03	80.03
				FUND TOTAL	80.03	80.03
631 CLEARING FUND 631-130000 635-111100	2022 6	158	06/15/2022	DUE TO/FROM CLEARING CASH	130.22	130.22
				FUND TOTAL	130.22	130.22

06/15/2022 15:36
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 4
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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
101	STREET FUND		50.19
401	WATER OPERATING FUND		80.03
631	CLEARING FUND		
		130.22	
	TOTAL	130.22	130.22

** 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
7242

File
Date
12/15/2021

File
Number
00357791

50.19

Fifty Dollars and 19 cents *****

BELFAIR HOSE & HYDRAULIC INC.
5737 IMPERIAL WAY SW
BREMERTON WA 98312

**FILE COPY
NON-NEGOTIABLE**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
10/14/2021	42554	PW/8 100R16, 8 HOSE X-8 FJ	252018	50.19

Vendor No.	Vendor Name	File No.	File Date	File Amount
7242	BELFAIR HOSE & HYDRAULIC INC.	00357791	12/15/2021	50.19



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

Vendor
Number
9708

File
Date
06/15/2022

File
Number
00358760

80.03

Eighty Dollars and 03 cents *****

FRANZ, CHRIS
573 CHERRY AVE NE
BAINBRIDGE ISLAND WA 98110

FILE COPY
NON-NEGOTIABLE

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

Page 1 of 1

File Number: **00358760**

Invoice Date	Invoice Number	Description	Voucher	Invoice Amount
05/23/2022	101377	UB 10807 573 CHERRY AVENUE NE	255721	80.03

Vendor No.	Vendor Name	File No.	File Date	File Amount
9708	FRANZ, CHRIS	00358760	06/15/2022	80.03

06/15/2022 15:38
jkines

CITY OF BAINBRIDGE ISLAND
MODIFY INVOICES

P 1
apinvmnt

CLERK: jkines

INVOICE HEADER CHANGED

VENDOR DOCUMENT	CHECK RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE STAT	INV DATE DUE DATE	DISCOUNT AMOUNT INVOICE NET	ERROR
007242 97761		252018	410012021 11 635	111100	INV	10/14/2021	.00	
BELFAIR HOSE	RMT: 1	PW/8 100R16, 8	HOSE X-8 FJ			12/12/2021	50.19	
INVOICE: 42554								
73111427 531100		OFFICE SUP		N 1		50.19		

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

06/15/2022 15:38
jkines

CITY OF BAINBRIDGE ISLAND
MODIFY INVOICES

P 2
apinvmnt

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	6	160									
APM	73111427-531100		06/15/2022	VOID	007242		97761	OFFICE SUPPLIES PW/8 100R16, 8 HOSE X-8 FJ			50.19
								1 GENERAL LEDGER TOTAL		.00	50.19
APM	101-213000		06/15/2022	VOID	007242			STREETS - ACCOUNTS PAYABLE		50.19	
								1 TOTAL		50.19	.00
								SYSTEM GENERATED ENTRIES TOTAL		50.19	.00
								JOURNAL 2022/06/160 TOTAL		50.19	50.19
2022	6	160									
APM	101-292200		06/15/2022	VOID	007242			EXPENDITURE CONTROL			50.19

06/15/2022 15:38
jkines

CITY OF BAINBRIDGE ISLAND
MODIFY INVOICES

P 3
apinvmnt

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
101 STREET FUND 101-213000 101-292200	2022 6	160	06/15/2022	STREETS - ACCOUNTS PAYABLE EXPENDITURE CONTROL	50.19	50.19
				FUND TOTAL	50.19	50.19

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

06/15/2022 15:38
jkines

CITY OF BAINBRIDGE ISLAND
MODIFY INVOICES

P 1
apinvmnt

CLERK: jkines

INVOICE HEADER CHANGED

VENDOR DOCUMENT	CHECK RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE STAT	INV DATE DUE DATE	DISCOUNT AMOUNT INVOICE NET	ERROR
009708 101377	255721	FIN	2022 05	635	111100 INV	05/23/2022	.00	
FRANZ, CHRIS	RMT: 0 UB 10807	573	CHERRY AVENUE NE			05/23/2022	80.03	
INVOICE: 101377								
411	122100	ACCT REC		N 1		80.03		

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

06/15/2022 15:38
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CITY OF BAINBRIDGE ISLAND
MODIFY INVOICES

P 2
apinvmnt

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 6 159									
APM 411-122100	06/15/2022	VOID	009708		101377	WATER ACCOUNTS RECEIVABLE UB 10807 573 CHERRY AVENUE			80.03
						1 GENERAL LEDGER TOTAL		.00	80.03
APM 401-213000	06/15/2022	VOID	009708			ACCOUNTS PAYABLE		80.03	
						SYSTEM GENERATED ENTRIES TOTAL		80.03	.00
						1 JOURNAL 2022/06/159 TOTAL		80.03	80.03

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CITY OF BAINBRIDGE ISLAND
MODIFY INVOICES

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apinvmnt

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401 WATER OPERATING FUND 401-213000 411-122100	2022 6	159	06/15/2022	ACCOUNTS PAYABLE WATER ACCOUNTS RECEIVABLE	80.03	80.03
				FUND TOTAL	80.03	80.03

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

Jacob Kines

From: Christy Shipman
Sent: Tuesday, June 14, 2022 12:06 PM
To: Jacob Kines
Subject: Refund for Chris Franz

Please pull the refund check for Chris Franz. It was an error. I will need you to void the check so I can pull it back into UB.

It was money that belonged to the owner. I'm sorry about the extra trouble.



CHRISTY SHIPMAN
Senior Accounting Technician
Utility Billing and Accounts Receivable
206.780.8603 (office)

www.bainbridgewa.gov



JK



06/09/2022 12:09
jkin

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

1007 06/15/2022 EFT 8889 BAINBRIDGE ARTISAN R 255914 38160 06/02/2022 06/12/22 3,738.00
Invoice: 38160 EX/2022-23 CULTURAL FUNDING CONTR

3,738.00 31011732 54110000297 EX-GF-CULTURAL ARTS & SCIENCES

CHECK 1007 TOTAL: 3,738.00

1008 06/15/2022 EFT 7016 CUSTOM PRINTING 255916 10110 05/23/2022 06/12/22 69.28
Invoice: 10110 PCD/BUSINESS CARDS PATTY CHARNAS

69.28 62471591 549500 BLDG-BLDG-FACILITIES-COPIES

CHECK 1008 TOTAL: 69.28

1009 06/15/2022 EFT 315 KITSAP HUMANE SOCIET 255920 2126 06/01/2022 06/12/22 6,420.33
Invoice: 2126 ANIMAL CONTROL (2021-2023)

6,420.33 91011393 541100 FIN - C/E ANIMAL CONTROL FEES

CHECK 1009 TOTAL: 6,420.33

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 10,227.61

TOTAL EFT'S COUNT AMOUNT
3 10,227.61

*** GRAND TOTAL *** 10,227.61

06/09/2022 12:09
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	6	78									
APP	001-213000		06/15/2022	06/12/22	060922			GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		10,158.33	
APP	635-111100		06/15/2022	06/12/22	060922			CASH AP CASH DISBURSEMENTS JOURNAL			10,227.61
APP	407-213000		06/15/2022	06/12/22	060922			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL		69.28	
GENERAL LEDGER TOTAL										10,227.61	10,227.61
APP	631-130000		06/15/2022	06/12/22	060922			DUE TO/FROM CLEARING		10,227.61	
APP	001-130000		06/15/2022	06/12/22	060922			GENERAL - DUE TO/FROM CLEARING			10,158.33
APP	407-130000		06/15/2022	06/12/22	060922			DUE TO/FROM CLEARING			69.28
SYSTEM GENERATED ENTRIES TOTAL										10,227.61	10,227.61
JOURNAL 2022/06/78 TOTAL										20,455.22	20,455.22

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 6	78	06/15/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	10,158.33	10,158.33
				FUND TOTAL	10,158.33	10,158.33
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 6	78	06/15/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	69.28	69.28
				FUND TOTAL	69.28	69.28
631 CLEARING FUND 631-130000 635-111100	2022 6	78	06/15/2022	DUE TO/FROM CLEARING CASH	10,227.61	10,227.61
				FUND TOTAL	10,227.61	10,227.61

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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		10,158.33
407	BUILDING & DEVELOPMENT FUND		69.28
631	CLEARING FUND	10,227.61	
TOTAL		10,227.61	10,227.61

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

06/14/2022 13:34
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 6	139								
APP 001-213000	06/15/2022	M061522	061422			GENERAL - ACCOUNTS PAYABLE		319,450.74	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	06/15/2022	M061522	061422			CASH			319,450.74
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								319,450.74	319,450.74
APP 631-130000	06/15/2022	M061522	061422			DUE TO/FROM CLEARING		319,450.74	
APP 001-130000	06/15/2022	M061522	061422			GENERAL - DUE TO/FROM CLEARING			319,450.74
SYSTEM GENERATED ENTRIES TOTAL								319,450.74	319,450.74
JOURNAL 2022/06/139 TOTAL								638,901.48	638,901.48

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 6	139	06/15/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	319,450.74	319,450.74
				FUND TOTAL	319,450.74	319,450.74
631 CLEARING FUND 631-130000 635-111100	2022 6	139	06/15/2022	DUE TO/FROM CLEARING CASH	319,450.74	319,450.74
				FUND TOTAL	319,450.74	319,450.74

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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		319,450.74
631 CLEARING FUND	319,450.74	
	TOTAL	319,450.74

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06/21/2022 10:45
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE DTL DESC

1013 06/23/2022 EFT 6919 CLARK CONSTRUCTION I 256235 PAYREQ1-00724 06/03/2022 M062122 300,636.34
Invoice: PAYREQ1-00724 300,636.34 72311942 66200000724 ENG/POLICE AND MUNICIPAL COURT - C
PD/COURT BLDG-CONSTR OF BLDG

CHECK 1013 TOTAL: 300,636.34

1014 06/23/2022 EFT 605 WA ST AUDITOR'S OFFI 256239 L148762 06/10/2022 M062122 25,309.80
Invoice: L148762 12,987.80 91011423 541100 2021 FINANCIAL AUDIT
2,455.91 91111433 541100 FIN-C/E STATE AUDITOR
1,353.03 91411341 541100 FIN-STREET-STATE AUDITOR
5,363.57 91421351 541100 GG-WTR-ADM-PROF SVCS
1,267.42 91431383 541100 GG-SWR-ADM-PROF SVCS
941.03 91470148 541100 GG-SSWM-ADM-PROF SVCS
941.04 91471148 541100 FIN-DEV-STATE AUDITOR
FIN-BLDG-STATE AUDITOR

CHECK 1014 TOTAL: 25,309.80

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 325,946.14

	COUNT	AMOUNT
TOTAL EFT'S	2	325,946.14

*** GRAND TOTAL *** 325,946.14

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022 6 182	APP 301-213000	06/23/2022	M062122	062122			ACCOUNTS PAYABLE		300,636.34	
							AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	06/23/2022	M062122	062122				CASH			325,946.14
							AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000	06/23/2022	M062122	062122				GENERAL - ACCOUNTS PAYABLE		12,987.80	
							AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000	06/23/2022	M062122	062122				STREETS - ACCOUNTS PAYABLE		2,455.91	
							AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000	06/23/2022	M062122	062122				ACCOUNTS PAYABLE		1,353.03	
							AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000	06/23/2022	M062122	062122				ACCOUNTS PAYABLE		5,363.57	
							AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000	06/23/2022	M062122	062122				ACCOUNTS PAYABLE		1,267.42	
							AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000	06/23/2022	M062122	062122				ACCOUNTS PAYABLE		1,882.07	
							AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									325,946.14	325,946.14
APP 631-130000	06/23/2022	M062122	062122				DUE TO/FROM CLEARING		325,946.14	
APP 301-130000	06/23/2022	M062122	062122				DUE TO/FROM CLEARING			300,636.34
APP 001-130000	06/23/2022	M062122	062122				GENERAL - DUE TO/FROM CLEARING		12,987.80	
APP 101-130000	06/23/2022	M062122	062122				STREETS - DUE TO/FROM CLEARING		2,455.91	
APP 401-130000	06/23/2022	M062122	062122				DUE TO/FROM CLEARING		1,353.03	
APP 402-130000	06/23/2022	M062122	062122				DUE TO/FROM CLEARING		5,363.57	
APP 403-130000	06/23/2022	M062122	062122				DUE TO/FROM CLEARING		1,267.42	
APP 407-130000	06/23/2022	M062122	062122				DUE TO/FROM CLEARING		1,882.07	
SYSTEM GENERATED ENTRIES TOTAL									325,946.14	325,946.14
JOURNAL 2022/06/182 TOTAL									651,892.28	651,892.28

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 6	182	06/23/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	12,987.80	12,987.80
				FUND TOTAL	12,987.80	12,987.80
101 STREET FUND 101-130000 101-213000	2022 6	182	06/23/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	2,455.91	2,455.91
				FUND TOTAL	2,455.91	2,455.91
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 6	182	06/23/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	300,636.34	300,636.34
				FUND TOTAL	300,636.34	300,636.34
401 WATER OPERATING FUND 401-130000 401-213000	2022 6	182	06/23/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,353.03	1,353.03
				FUND TOTAL	1,353.03	1,353.03
402 SEWER OPERATING FUND 402-130000 402-213000	2022 6	182	06/23/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	5,363.57	5,363.57
				FUND TOTAL	5,363.57	5,363.57
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 6	182	06/23/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,267.42	1,267.42
				FUND TOTAL	1,267.42	1,267.42
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 6	182	06/23/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,882.07	1,882.07
				FUND TOTAL	1,882.07	1,882.07
631 CLEARING FUND 631-130000 635-111100	2022 6	182	06/23/2022	DUE TO/FROM CLEARING CASH	325,946.14	325,946.14
				FUND TOTAL	325,946.14	325,946.14

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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		12,987.80
101	STREET FUND		2,455.91
301	CAPITAL CONSTRUCTION FUND		300,636.34
401	WATER OPERATING FUND		1,353.03
402	SEWER OPERATING FUND		5,363.57
403	STORM & SURFACE WATER FUND		1,267.42
407	BUILDING & DEVELOPMENT FUND		1,882.07
631	CLEARING FUND		
		325,946.14	
	TOTAL	325,946.14	325,946.14

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

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06/21/2022 12:38
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 1
apcshdsb

CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
1015	06/25/2022	PRTD	7314 US BANK	255922	050222CB	05/02/2022		USB0522	217.72		
	Invoice: 050222CB										
				217.72	36011143 551000	EXCC/SIMPLIFILE/FILING FESS MORALES PROPERTY CLERK-GF-RECORD @ CO AUDITOR					
				255923	050222KB	05/02/2022		USB0522	367.40		
	Invoice: 050222KB										
				367.40	33011164 443410	HR/HOLIDAY INN/LABOR RELATIONS INST - KB HR-C/E-TRAINING EXP					
				255924	050222KB-A	05/02/2022		USB0522	367.40		
	Invoice: 050222KB-A										
				367.40	33011164 443410	HR/HOLIDAY INN/LABOR RELATIONS INST - BL HR-C/E-TRAINING EXP					
				255925	050522KB	05/05/2022		USB0522	35.00		
	Invoice: 050522KB										
				35.00	33011164 443410	HR/MRSC/BLDG GREAT WORKPLACE WEBINAR - KB HR-C/E-TRAINING EXP					
				255926	050522KB-A	05/05/2022		USB0522	130.00		
	Invoice: 050522KB-A										
				130.00	33011161 544000	HR/NEOGOV/JOB AD - MECHANIC II HR-C/E-ADVERTISING					
				255927	050522KB-B	05/05/2022		USB0522	32.50		
	Invoice: 050522KB-B										
				32.50	33011164 443410	HR/LULU'S LUNCHBOX/LUNCH KB, BL HR-C/E-TRAINING EXP					
				255928	050622KB	05/06/2022		USB0522	295.00		
	Invoice: 050622KB										
				295.00	33011161 544000	HR/NEOGOV/JOB AD - PLANNING MANAGER HR-C/E-ADVERTISING					
				255929	050622KB-A	05/06/2022		USB0522	130.00		
	Invoice: 050622KB-A										
				130.00	33011161 544000	HR/NEOGOV/JOB AD - COMMUNICATIONS COORDINATOR HR-C/E-ADVERTISING					
				255930	050922KB	05/09/2022		USB0522	48.14		
	Invoice: 050922KB										
				48.14	33011164 443410	HR/7 ELEVEN/FUEL FOR POOL VEHICLE HR-C/E-TRAINING EXP					
				255931	050922KB-A	05/09/2022		USB0522	20.90		
	Invoice: 050922KB-A										
				20.90	33011164 443410	HR/WS FERRIES/TRAVEL BACK FROM LRI HR-C/E-TRAINING EXP					
				255932	050922KB-B	05/09/2022		USB0522	10.64		
	Invoice: 050922KB-B										
				10.64	33011164 443410	HR/PCC/LUNCH - KB HR-C/E-TRAINING EXP					
				255933	050922KB-C	05/09/2022		USB0522	26.18		
	Invoice: 050922KB-C										
				26.18	33011164 443410	HR/BI DETAILING/CAR WASH FOR POOL VEHICLE HR-C/E-TRAINING EXP					
				255934	051722KB	05/17/2022		USB0522	54.50		
	Invoice: 051722KB										
				54.50	33011161 531100	HR/IKEA/WATER GLASSES FOR PUBLIC MEETINGS HR-C/E-SUPPLIES					

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 2
apcshdsb

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 052322KB				255935	052322KB	05/23/2022		USB0522	295.00
				295.00	33011161 544000	HR/NEOGOV/JOB AD - MECHANIC II HR-C/E-ADVERTISING			
Invoice: 052322KB-A				255936	052322KB-A	05/23/2022		USB0522	295.00
				295.00	33011161 544000	HR/NEOGOV/JOB AD - COMMUNICATIONS COORDINATOR HR-C/E-ADVERTISING			
Invoice: 050422KG				255937	050422KG	05/04/2022		USB0522	35.00
				35.00	72111436 443410	ENG/MRSC/TRANSPORTATION OPTIONS TRAINING ME ENG - ACCESS TRANS TRAINING			
Invoice: 051622KG				255938	051622KG	05/16/2022		USB0522	6.50
				6.50	71011321 531100	PW/TOWN & COUNTRY/SYMPATHY CARD FOR JH PW - C/E SUPPLIES			
Invoice: 050122CK				255939	050122CK	05/01/2022		USB0522	300.00
				300.00	73637891 545000	PW/STORAGE 98110/STORAGE UNIT RENTAL RENTS & LEASES - OPERATING			
Invoice: 050422BL				255940	050422BL	05/04/2022		USB0522	22.33
				22.33	33011164 443410	HR/2ND STREET GRILL/DINNER HR-C/E-TRAINING EXP			
Invoice: 050622BL				255941	050622BL	05/06/2022		USB0522	10.98
				10.98	33011164 443410	HR/PCC COMMUNITY MARKET/LUNCH HR-C/E-TRAINING EXP			
Invoice: 042922AL				255942	042922AL	04/29/2022		USB0522	1,251.31
				1,251.31	31011256 539100	EX/CLEARWATER CASINO/VOLUNTEER APPRECIATION DINNER EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 050322AL				255943	050322AL	05/03/2022		USB0522	87.16
				87.16	31011256 541100	EX/GARMIN/MONTHLY SUBSCRIPTION EX-GF-EMERG PREP-PROF SVCS			
Invoice: 050622AL				255944	050622AL	05/06/2022		USB0522	37.00
				37.00	31011256 541100	EX/NCSI/VOLUNTEER BACKGROUND CHECKS EX-GF-EMERG PREP-PROF SVCS			
Invoice: 050622AL-A				255945	050622AL-A	05/06/2022		USB0522	220.00
				220.00	31011256 531100	EX/NAT'L CERT ASSOC/DISASTER ACTIVITY KIT EX-GF-EMERG PREP-SUPPLIES			
Invoice: 051322AL				255946	051322AL	05/13/2022		USB0522	41.57
				41.57	31011256 539100	EX/COSTCO/SNACKS FOR CERT EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 051622AL				255947	051622AL	05/16/2022		USB0522	15.24
				15.24	31011256 539100	EX/SAFEWAY/SNACKS FOR CERT EX-GF-EMERG PREP-NON TR MEALS			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
apcshdsb

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 051622AL-A				255948	051622AL-A	05/16/2022		USB0522	416.34
				416.34	31011256 539100	EX/SWEET DAHLIA/LUNCH FOR CERT EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 051622AL-B				255949	051622AL-B	05/16/2022		USB0522	21.84
				21.84	31011256 539100	EX/STARBUCKS/COFFEE FOR CERT EX-GF-EMERG PREP-NON TR MEALS			
Invoice: 051722AL				255950	051722AL	05/17/2022		USB0522	622.42
				622.42	31011256 531100	EX/AMAZON/CERT SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 051922AL				255951	051922AL	05/19/2022		USB0522	21.62
				21.62	31011256 531100	EX/AMAZON/CERT SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 051922AL-A				255952	051922AL-A	05/19/2022		USB0522	106.60
				106.60	31011256 531100	EX/AMAZON/CERT & FLOTILLA SUPPLIES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 050522DM				255953	050522DM	05/05/2022		USB0522	150.66
				150.66	73637891 531100	PW/AMAZON/FIRST AID KITS FOR TRUCKS OFFICE SUPPLIES			
Invoice: 050522DM-A				255954	050522DM-A	05/05/2022		USB0522	87.00
				87.00	73637946 443410	PW/WA DEP OF HEALTH/WTO1 TEST - NP ALLOC-1/3 TO EACH UTIL-TRAININ			
Invoice: 050522DM-B				255955	050522DM-B	05/05/2022		USB0522	1.74
				1.74	73637946 443410	PW/WA DEP OF HEALTH/WTO1 TEST FEE - NP ALLOC-1/3 TO EACH UTIL-TRAININ			
Invoice: 051022DM				255956	051022DM	05/10/2022		USB0522	54.00
				54.00	73011183 531100	PW/ULINE/RESTROOM SIGNS O&M-C/E-CH FAC-SUPPLIES			
Invoice: 051022DM-A				255957	051022DM-A	05/10/2022		USB0522	794.89
				794.89	73111427 531100	PW/ULINE/REFLECTIVE TAPE OFFICE SUPPLIES			
Invoice: 051022DM-B				255958	051022DM-B	05/10/2022		USB0522	794.89
				794.89	73111423 531100	PW/ULINE/REFLECTIVE TAPE OFFICE SUPPLIES			
Invoice: 051322DM				255959	051322DM	05/13/2022		USB0522	26.55
				26.55	91421891 542500	PW/UPS STORE/POSTAGE GG-SWR-FAC-POSTAGE			
Invoice: 051722DM				255960	051722DM	05/17/2022		USB0522	17.15
				17.15	73637891 531100	PW/THECROSBYGROUP.COM/CATALOGUE OFFICE SUPPLIES			

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CASH ACCOUNT: 635 111100 CASH
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
				255961	051922DM	05/19/2022		USB0522	153.96
Invoice: 051922DM				153.96	73637891 531100	PW/AMAZON/GLOVES OFFICE SUPPLIES			
				255962	042522JR	04/25/2022		USB0522	54.58
Invoice: 042522JR				54.58	73111427 531100	PW/AMAZON/CHAINSAW GLOVES ROADS OFFICE SUPPLIES			
				255963	042522JR-A	04/25/2022		USB0522	56.56
Invoice: 042522JR-A				56.56	73431835 531100	PW/AMAZON/CALENDARS - SSWM OFFICE SUPPLIES			
				255964	042622JR	04/26/2022		USB0522	32.75
Invoice: 042622JR				32.75	73411345 531100	PW/AMAZON/DOOR HANGER BAGS OFFICE SUPPLIES			
				255965	042722JR	04/27/2022		USB0522	40.46
Invoice: 042722JR				40.46	73637891 531100	PW/COSTCO/APRIL CELEBRATION OFFICE SUPPLIES			
				255966	042822JR	04/28/2022		USB0522	315.00
Invoice: 042822JR				315.00	73637892 443410	PW/WETRC/WATER TREATMENT OPI/II - NP O&M-ALLOC-WTR-TRAINING			
				255967	042822JR-A	04/28/2022		USB0522	432.00
Invoice: 042822JR-A				432.00	73637891 531100	PW/APWA/PW WEEK SHIRTS OFFICE SUPPLIES			
				255968	042822JR-B	04/28/2022		USB0522	13.37
Invoice: 042822JR-B				13.37	91415345 542500	PW/UPS STORE/WWTP RETURN GG-ROCKAWAY BCH-POSTAGE			
				255969	050322JR	05/03/2022		USB0522	979.92
Invoice: 050322JR				979.92	73425358 531100	PW/AMAZON/WWTP CHAIRS O&M-WWTP-SUPPLIES			
				255970	050422JR	05/04/2022		USB0522	155.03
Invoice: 050422JR				155.03	91415345 542500	PW/UPS STORE/WWTP OVERNIGHT SHIPPING GG-ROCKAWAY BCH-POSTAGE			
				255971	050522JR	05/05/2022		USB0522	35.04
Invoice: 050522JR				35.04	73637891 531100	PW/AMAZON/VISOR ORGANIZER FOR TRUCKS OFFICE SUPPLIES			
				255972	050622JR	05/06/2022		USB0522	229.99
Invoice: 050622JR				229.99	73637891 531100	PW/AMAZON/GREEN PAPER TRIMMER OFFICE SUPPLIES			
				255973	050622JR-A	05/06/2022		USB0522	44.79
Invoice: 050622JR-A				44.79	73637891 531100	PW/AMAZON/ROLLING BALL GEL PENS OFFICE SUPPLIES			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 042722KS-A				255987	042722KS-A	04/27/2022		USB0522	8.46
				8.46	31011131 539100	EX/T&C/MEETING COFFEE & SNACKS EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 042522KS-B				255988	042522KS-B	04/25/2022		USB0522	217.31
				217.31	41011141 531100	FIN/AMAZON/DATE STAMPER FOR AP FIN - C/E ADMIN SUPPLIES			
Invoice: 042922KS				255989	042922KS	04/29/2022		USB0522	75.00
				75.00	41011144 443410	FIN/WFOA/GRANT CLASS - KS FIN - C/E TRAINING			
Invoice: 050322KS				255990	050322KS	05/03/2022		USB0522	10.00
				10.00	41011144 443410	FIN/PSFOA/CASH HANDLING CONTROLS - KS FIN - C/E TRAINING			
Invoice: 052322CW				255991	052322CW	05/23/2022		USB0522	101.45
				101.45	71011189 531100	PW/LOWES/SHOVELS, PAINT GROUNDBREAKING EVENT PW - C/E FACILITIES SUPPLIES			
Invoice: 042722BK				255992	042722BK	04/27/2022		USB0522	50.83
				50.83	31011131 539100	EX/CAFE HITCHCOCK/ICMA LUNCH MEETING EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 050622BK				255993	050622BK	05/06/2022		USB0522	36.62
				36.62	31011131 539100	EX/CASA ROJAS/LUNCH MEETING W/HB HARPER EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 051222BK				255994	051222BK	05/12/2022		USB0522	37.14
				37.14	31011131 539100	EX/MADISON DINER/BREAKFAST MTG MAYOR DEETS EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 051322BK				255995	051322BK	05/13/2022		USB0522	76.44
				76.44	31011572 548500	EX/CONSTANT CONTACT/CMR MONTHLY SUBSCRIPTION EX-GF-OUTREACH-SOFTWARE MAINT			
Invoice: 050222RL				255996	050222RL	05/02/2022		USB0522	109.20
				109.20	32011152 548500	LEGAL/LEXISNEXIS/LEGAL ONLINE SUBSCRIPTION LGL-GF-SOFTWARE MAINT/SUBSCR			
Invoice: 051322RL				255997	051322RL	05/13/2022		USB0522	9.99
				9.99	31011131 549100	EX/KITSAP SUN/MONTHLY ONLINE SUBSCRIPTION EX-GF-DUES/SUBCR/MEMBERSH			
Invoice: 051322RL-A				255998	051322RL-A	05/13/2022		USB0522	26.00
				26.00	11011116 539100	CC/BLACKBIRD BAKERY/3X3 MTG W/COBI & POULSBO COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 051622RL				255999	051622RL	05/16/2022		USB0522	41.90
				41.90	61011581 531100	PCD/NAMETAG COUNTRY/PCD DIRECTOR, MANAGER NAMETAGS PCD - C/E ADMIN SUPPLIES			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 051722RL				256000	051722RL	05/17/2022		USB0522	29.10
				29.10	31011131 539100	EX/BLACKBIRD BAKERY/LEADERSHIP MEETING EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 051722RL-A				256001	051722RL-A	05/17/2022		USB0522	27.30
				27.30	31011131 539100	EX/CUPS/LUNCH MEETING W/CM JOHNSON EX-GF-NON TRAVEL FOOD/SNACK			
Invoice: 051722RL-B				256002	051722RL-B	05/17/2022		USB0522	29.43
				29.43	31011131 531100	EX/AMAZON/PCD DIRECTOR MEET & GREET SUPPLIES EX-GF-SUPPLIES			
Invoice: 051922RL				256003	051922RL	05/19/2022		USB0522	19.65
				19.65	31011131 531100	EX/AMAZON/PCD DIRECTOR MEET & GREET SUPPLIES EX-GF-SUPPLIES			
Invoice: 051122JB				256088	051122JB	05/11/2022		USB0522	493.92
				493.92	54025212 532000	POL/PORT OF BROWNSVILLE/FUEL FOR M8 MARINE - FUEL			
Invoice: 042622ZB				256089	042622ZB	04/26/2022		USB0522	30.50
				30.50	53011212 54110000962	POL/DAY ROAD ANIMAL HOSPITAL/K9 PRESCRIPTIONS TRACKING CANINE-PROF SVCS			
Invoice: 051922ZB				256090	051922ZB	05/19/2022		USB0522	21.25
				21.25	53011212 54110000962	POL/SALTY DOG WASH/N9 NAIL TRIM & BATH TRACKING CANINE-PROF SVCS			
Invoice: 052422ZB				256091	052422ZB	05/24/2022		USB0522	43.97
				43.97	53011212 54110000962	POL/CHEWY/K9 FOOD TRACKING CANINE-PROF SVCS			
Invoice: 050322BB				256092	050322BB	05/03/2022		USB0522	409.00
				409.00	53011212 545000	POL/RELIABLE STORAGE/STORAGE UNIT RENT POLICE - C/E PATROL RENTS			
Invoice: 051122BB				256093	051122BB	05/11/2022		USB0522	176.00
				176.00	91011215 542500	USPS/3 ROLLS POSTAGE STAMPS GG-C/E-PD-POSTAGE			
Invoice: 051122BB-A				256094	051122BB-A	05/11/2022		USB0522	14.12
				14.12	51011211 531100	POL/AMAZON/DOOR PLATE (TOVAR) PD-C/E-ADM-SUPPLIES			
Invoice: 051322BB				256095	051322BB	05/13/2022		USB0522	2,018.00
				2,018.00	51011191 531100	POL/NATIONWIDE SAFES/SAFE FOR VAULT PD-C/E-PROP RM-SUPPLIES			
Invoice: 051422BB				256096	051422BB	05/14/2022		USB0522	37.05
				37.05	31011256 531100	EX/WEST MARINE/BURGEES EX-GF-EMERG PREP-SUPPLIES			

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CASH ACCOUNT: 635 111100 CASH
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 051422BB-A				256097	051422BB-A	05/14/2022		USB0522	102.55
				102.55	31011256 531100	EX/WEST MARINE/LIFE JACKETS, SIGNAL FLARES EX-GF-EMERG PREP-SUPPLIES			
Invoice: 051622BB				256098	051622BB	05/16/2022		USB0522	757.83
				757.83	31011256 531100	EX/MYWHITEBOARDS.COM/WHITEBOARDS, MAGNETS EX-GF-EMERG PREP-SUPPLIES			
Invoice: 042622MD				256099	042622MD	04/26/2022		USB0522	432.60
				432.60	81011881 548500	IT/WATERLOO HYDROGEOLOGIC/HYDRO SW - WHELAN IT - C/E COMPUTER SUPPORT			
Invoice: 042722MD				256100	042722MD	04/27/2022		USB0522	243.68
				243.68	81011881 531100	IT/AMAZON/PHONE CASES - POLICE, FILE FOLDERS IT - C/E SUPPLIES			
Invoice: 042822MD				256101	042822MD	04/28/2022		USB0522	57.87
				57.87	81011881 548500	IT/ADOBE/CREATIVE CLOUD SOFTWARE IT - C/E COMPUTER SUPPORT			
Invoice: 050222MD				256102	050222MD	05/02/2022		USB0522	2,008.81
				2,008.81	81011881 548500	IT/ZOOM/VIDEOCONFERENCING SOFTWARE IT - C/E COMPUTER SUPPORT			
Invoice: 050222MD-A				256103	050222MD-A	05/02/2022		USB0522	261.95
				261.95	81011881 548500	IT/LINKEDIN LEARNING/TRAINING ANNUAL SUBSCRIPTION IT - C/E COMPUTER SUPPORT			
Invoice: 050222MD-B				256104	050222MD-B	05/02/2022		USB0522	118.02
				118.02	81011881 531100	IT/AMAZON/STICKER PAPER, BATTERIES, MOUSE IT - C/E SUPPLIES			
Invoice: 050522MD				256105	050522MD	05/05/2022		USB0522	75.00
				75.00	81011881 535500	IT/AMAZON/USB-C TO ETHERNET ADAPTORS IT - C/E COMPUTER PARTS & EQ			
Invoice: 050522MD-A				256106	050522MD-A	05/05/2022		USB0522	93.30
				93.30	81011881 531100	IT/AMAZON/CAR PHONE CHARGERS - O&M IT - C/E SUPPLIES			
Invoice: 050522MD-B				256107	050522MD-B	05/05/2022		USB0522	93.30
				93.30	81011881 531100	IT/AMAZON/CAR PHONE CHARGERS - O&M IT - C/E SUPPLIES			
Invoice: 050622MD				256108	050622MD	05/06/2022		USB0522	36.03
				36.03	81011881 535500	IT/AMAZON/ERGONOMIC MOUSE IT - C/E COMPUTER PARTS & EQ			
Invoice: 050622MD-A				256109	050622MD-A	05/06/2022		USB0522	48.02
				48.02	81011881 531100	IT/AMAZON/IPHONE CHARGERS X10 IT - C/E SUPPLIES			

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CASH ACCOUNT: 635 111100 CASH
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL	DESC		
Invoice: 050622MD-B				256110	050622MD-B	05/06/2022		USB0522	7.41
				7.41	81011881 531100	IT/AMAZON/IPHONE CHARGERS X5 IT - C/E SUPPLIES			
Invoice: 050622MD-C				256111	050622MD-C	05/06/2022		USB0522	31.65
				31.65	81011881 535500	IT/AMAZON/USB 3.2 TYPE C TOOL IT - C/E COMPUTER PARTS & EQ			
Invoice: 050622MD-D				256112	050622MD-D	05/06/2022		USB0522	88.41
				88.41	81011881 531100	IT/AMAZON/SURFACE LAPTOP X3 IT - C/E SUPPLIES			
Invoice: 050922MD				256113	050922MD	05/09/2022		USB0522	12.00
				12.00	81011881 531100	IT/WETRANSFER/POLICE AUTO-DELETE EMAIL SW IT - C/E SUPPLIES			
Invoice: 052522MD				256114	052522MD	05/25/2022		USB0522	75.02
				75.02	81011881 548500	IT/ADOBE/ADOBE ACROBAT PRO LICENSES IT - C/E COMPUTER SUPPORT			
Invoice: 050222JF				256115	050222JF	05/02/2022		USB0522	52.65
				52.65	53011212 531100	POL/PRIMARY ARMS/MAGPUL SLK PD-C/E-PATROL SUPPLIES			
Invoice: 050322EH				256116	050322EH	05/03/2022		USB0522	7.38
				7.38	91011215 542500	POL/USPS/CERTIFIED MAIL GG-C/E-PD-POSTAGE			
Invoice: 050522EH				256117	050522EH	05/05/2022		USB0522	72.04
				72.04	52011212 531100	POL/AMAZON/TRAVEL GUN CASE, LOCK POLICE - C/E INVEST SUPPLIES			
Invoice: 050622EH				256118	050622EH	05/06/2022		USB0522	783.40
				783.40	52011212 543100	POL/HAWAIIAN AIRLINES/RT FLIGHT TO KONA PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 050622EH-A				256119	050622EH-A	05/06/2022		USB0522	357.86
				357.86	52011212 543100	POL/BUDGET/RENTAL CAR PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 051222EH				256120	051222EH	05/12/2022		USB0522	169.00
				169.00	52011212 543100	POL/PORT OF SEATTLE/PARKING AT SEATAC PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 051422EH				256121	051422EH	05/14/2022		USB0522	6.25
				6.25	52011212 543100	POL/WSDOT/NARROWS BRIDGE TOLL PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 051722EH				256122	051722EH	05/17/2022		USB0522	18.41
				18.41	52011212 543100	POL/LONGBOARDS/MEAL PD-INV-TRAVEL/MEALS/LODGING			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 051722EH-A				256123	051722EH-A	05/17/2022		USB0522	26.04
				26.04	52011212 543100	POL/LONGBOARDS/MEAL PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 051922EH				256124	051922EH	05/19/2022		USB0522	20.25
				20.25	52011212 543100	POL/KONA BREWING/MEAL PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 051922EH-A				256125	051922EH-A	05/19/2022		USB0522	24.76
				24.76	52011212 543100	POL/KAMOKILA TEXACO/FUEL PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 051922EH-B				256126	051922EH-B	05/19/2022		USB0522	14.30
				14.30	52011212 543100	POL/ZIPPY'S RESTAURANT/MEAL PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 051622EH				256127	051622EH	05/16/2022		USB0522	1,871.73
				1,871.73	52011212 543100	POL/KO'OLINA BEACH CLUB/3 NIGHTS LODGING PD-INV-TRAVEL/MEALS/LODGING			
Invoice: 042622CM				256128	042622CM	04/26/2022		USB0522	48.38
				48.38	53011212 443410	POL/COLEXSKIN/FRAUDULENT CHARGE POLICE - C/E PATROL TRAINING			
Invoice: 042522CM				256129	042522CM	04/25/2022		USB0522	3,300.00
				3,300.00	53011212 443410	POL/JP HOMES IMPROVEMENT/FRAUDULENT CHARGE POLICE - C/E PATROL TRAINING			
Invoice: 042622CM-A				256130	042622CM-A	04/26/2022		USB0522	-48.38
				-48.38	53011212 443410	POL/US BANK/CREDIT FRAUDULENT CHARGE POLICE - C/E PATROL TRAINING			
Invoice: 042522CM-A				256131	042522CM-A	04/25/2022		USB0522	-3,300.00
				-3,300.00	53011212 443410	POL/US BANK/CREDIT FRAUDULENT CHARGE POLICE - C/E PATROL TRAINING			
Invoice: 051722CM				256132	051722CM	05/17/2022		USB0522	682.92
				682.92	53011212 443410	POL/EXPEDIA/LODGING OAK HARBOR 2 NIGHTS CM, RN POLICE - C/E PATROL TRAINING			
Invoice: 050822WS				256133	050822WS	05/08/2022		USB0522	-.01
				-.01	53011212 531100	POL/CHEAPER THAN DIRT/CREDIT MEMO PD-C/E-PATROL SUPPLIES			
Invoice: 050722WS				256134	050722WS	05/07/2022		USB0522	181.13
				181.13	53011212 531100	POL/CHEAPER THAN DIRT/HOLSTER, PLUMEAU PD-C/E-PATROL SUPPLIES			
Invoice: 050922WS				256135	050922WS	05/09/2022		USB0522	12.53
				12.53	53011212 443410	POL/KFC/MEAL, TRAINING ABERDEEN WA POLICE - C/E PATROL TRAINING			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 042522PN				256183	042522PN	04/25/2022		USB0522	8.99
				8.99	11011116 539100	CC/COSTCO/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 042622PN				256184	042622PN	04/26/2022		USB0522	85.11
				85.11	11011116 539100	CC/BENE PIZZA/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 050222PN				256185	050222PN	05/02/2022		USB0522	75.00
				75.00	36011143 549100	EXCC/WA MUNICIPAL CLERKS ASSOC/REGISTRATION FEE PN CLERK-DUES/SUBSCR/MEMBRSHPS			
Invoice: 050622PN				256186	050622PN	05/06/2022		USB0522	147.89
				147.89	31011131 531100	EX/SPEEDY BUTTONS/GROUNDBREAKING KEYCHAINS EX-GF-SUPPLIES			
Invoice: 051022PN				256187	051022PN	05/10/2022		USB0522	149.66
				149.66	11011116 539100	CC/SWEET DAHLIA BAKIG/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 051022PN-A				256188	051022PN-A	05/10/2022		USB0522	19.04
				19.04	11011116 539100	CC/SAFEGWAY/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 051822PN				256189	051822PN	05/18/2022		USB0522	126.65
				126.65	11011116 539100	CC/THE MARKETPLACE/CITY COUNCIL MTG DINNER COUNCIL-NON TRAVEL FOOD/SNACK			
Invoice: 052322JC				256190	052322JC	05/23/2022		USB0522	83.88
				83.88	51011214 443410	POL/SHREE'S TRUCK STOP/FUEL WASPC CONFERENCE PD-C/E-ADMIN-TRAINING			
Invoice: 051822JR-B				256191	051822JR-B	05/18/2022		USB0522	82.98
				82.98	73638935 531100	PW/AMAZON/POLYCUT BLADES O&M-STD ALLOCATION-SUPPLIES			
Invoice: 051822JR-C				256192	051822JR-C	05/18/2022		USB0522	125.50
				125.50	73637891 539100	PW/SAFEGWAY/PW WEEK BBQ SUPPLIES INVALID - USE 531100			
Invoice: 051822JR-D				256193	051822JR-D	05/18/2022		USB0522	7.09
				7.09	73637891 531100	PW/RITE AID/PW WEEK BBQ SUPPLIES OFFICE SUPPLIES			
Invoice: 051822JR-E				256194	051822JR-E	05/18/2022		USB0522	.91
				.91	73637891 531100	PW/RITE AID/KIDCENTS RECEIPT ROUNDUP OFFICE SUPPLIES			
Invoice: 052322JR				256195	052322JR	05/23/2022		USB0522	10.90
				10.90	73637891 531100	PW/ACE HARDWARE/BUCKETS OFFICE SUPPLIES			

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
Invoice: 050622JR-B				256196 050622JR-B	05/06/2022		USB0522	92.69
				92.69 73637891 531100		PW/AMAZON/PRINTER CARTRIDGE OFFICE SUPPLIES		
Invoice: 051722JR-A				256197 051722JR-A	05/17/2022		USB0522	27.29
				27.29 73637891 531100		PW/AMAZON/PLASTIC TABLECLOTHS OFFICE SUPPLIES		
Invoice: 051922JR				256198 051922JR	05/19/2022		USB0522	3,807.50
				3,807.50 73425358 548100		PW/CB PACIFIC/WWTP PLUG VALVES O&M-WWTP-REPAIRS		
Invoice: 042922MD				256199 042922MD	04/29/2022		USB0522	310.76
				310.76 63470586 544000		PCD/CLICK2MAIL/LEGAL NOTICE - POSTCARD MAILING CUR-DEV-ZONING-ADV		
Invoice: 042922MD-A				256200 042922MD-A	04/29/2022		USB0522	19.68
				19.68 63470586 544000		PCD/CLICK2MAIL/LEGAL NOTICE - POSTCARD MAILING CUR-DEV-ZONING-ADV		
Invoice: 042922MD-B				256201 042922MD-B	04/29/2022		USB0522	171.97
				171.97 63470586 544000		PCD/CLICK2MAIL/LEGAL NOTICE - POSTCARD MAILING CUR-DEV-ZONING-ADV		
Invoice: 042922MD-C				256202 042922MD-C	04/29/2022		USB0522	40.74
				40.74 63470586 544000		PCD/CLICK2MAIL/LEGAL NOTICE - POSTCARD MAILING CUR-DEV-ZONING-ADV		
Invoice: 050422MD				256203 050422MD	05/04/2022		USB0522	81.19
				81.19 63470586 544000		PCD/CLICK2MAIL/LEGAL NOTICE - POSTCARD MAILING CUR-DEV-ZONING-ADV		
Invoice: 050422MD-A				256204 050422MD-A	05/04/2022		USB0522	10.60
				10.60 63470586 544000		PCD/CLICK2MAIL/LEGAL NOTICE - POSTCARD MAILING CUR-DEV-ZONING-ADV		
						CHECK	1015 TOTAL:	35,314.63
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***		35,314.63
						COUNT	AMOUNT	
				TOTAL PRINTED CHECKS	1		35,314.63	
						*** GRAND TOTAL ***		35,314.63

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL						ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2022 6	183									
APP 001-213000	06/25/2022	USB0522	062122			GENERAL - ACCOUNTS PAYABLE			22,667.17	
						AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	06/25/2022	USB0522	062122			CASH				35,314.63
						AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000	06/25/2022	USB0522	062122			STREETS - ACCOUNTS PAYABLE			2,546.61	
						AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000	06/25/2022	USB0522	062122			ACCOUNTS PAYABLE			2,961.94	
						AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000	06/25/2022	USB0522	062122			ACCOUNTS PAYABLE			4,813.97	
						AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000	06/25/2022	USB0522	062122			ACCOUNTS PAYABLE			56.56	
						AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000	06/25/2022	USB0522	062122			ACCOUNTS PAYABLE			201.15	
						AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000	06/25/2022	USB0522	062122			ACCOUNTS PAYABLE			2,067.23	
						AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL									35,314.63	35,314.63
APP 631-130000	06/25/2022	USB0522	062122			DUE TO/FROM CLEARING			32,352.69	
APP 001-130000	06/25/2022	USB0522	062122			GENERAL - DUE TO/FROM CLEARING				22,667.17
APP 101-130000	06/25/2022	USB0522	062122			STREETS - DUE TO/FROM CLEARING				2,546.61
APP 402-130000	06/25/2022	USB0522	062122			DUE TO/FROM CLEARING				4,813.97
APP 403-130000	06/25/2022	USB0522	062122			DUE TO/FROM CLEARING				56.56
APP 401-130000	06/25/2022	USB0522	062122			DUE TO/FROM CLEARING				201.15
APP 407-130000	06/25/2022	USB0522	062122			DUE TO/FROM CLEARING				2,067.23
SYSTEM GENERATED ENTRIES TOTAL									32,352.69	32,352.69
JOURNAL 2022/06/183 TOTAL									67,667.32	67,667.32

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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 6	183	06/25/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	22,667.17	22,667.17
				FUND TOTAL	22,667.17	22,667.17
101 STREET FUND 101-130000 101-213000	2022 6	183	06/25/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	2,546.61	2,546.61
				FUND TOTAL	2,546.61	2,546.61
401 WATER OPERATING FUND 401-130000 401-213000	2022 6	183	06/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	201.15	201.15
				FUND TOTAL	201.15	201.15
402 SEWER OPERATING FUND 402-130000 402-213000	2022 6	183	06/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	4,813.97	4,813.97
				FUND TOTAL	4,813.97	4,813.97
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 6	183	06/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	56.56	56.56
				FUND TOTAL	56.56	56.56
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 6	183	06/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,067.23	2,067.23
				FUND TOTAL	2,067.23	2,067.23
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 6	183	06/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	32,352.69 2,961.94	35,314.63
				FUND TOTAL	35,314.63	35,314.63

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		22,667.17
101 STREET FUND		2,546.61
401 WATER OPERATING FUND		201.15
402 SEWER OPERATING FUND		4,813.97
403 STORM & SURFACE WATER FUND		56.56
407 BUILDING & DEVELOPMENT FUND		2,067.23
631 CLEARING FUND	32,352.69	
	32,352.69	32,352.69
	TOTAL	

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CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
1016	06/25/2022	MANL	103 CITY OF BAINBRIDGE I	256276	10717JUN22	06/21/2022		UBJUN22	8.34		
	Invoice: 10717JUN22										
				8.34	91011722 547500	1270	MADISON				
							GG-C/E-LIBRARY-COBI	WTR/SWR			
				256277	10727JUN22	06/01/2022		UBJUN22	691.64		
	Invoice: 10727JUN22										
				691.64	91011722 547500	1270	MADISON				
							GG-C/E-LIBRARY-COBI	WTR/SWR			
				256278	11015JUN22	06/01/2022		UBJUN22	2,093.54		
	Invoice: 11015JUN22										
				2,093.54	91425358 547500	1220	DONALD PLACE				
							GG-WWTP-WATER/SEWER				
				256279	11122JUN22	06/01/2022		UBJUN22	581.83		
	Invoice: 11122JUN22										
				581.83	91011215 547500	625	WINSLOW WAY				
							GG-C/E-PD-COBI	WTR/SWR			
				256280	11762JUN22	06/01/2022		UBJUN22	25.40		
	Invoice: 11762JUN22										
				25.40	91011768 547500		WINSLOW WAY-DRINKING FNTN				
							GG-C/E-PARKS-WTR/SWR				
				256281	11805JUN22	06/01/2022		UBJUN22	10.98		
	Invoice: 11805JUN22										
				10.98	91011768 547500		HIGH SCHOOL & MADISON				
							GG-C/E-PARKS-WTR/SWR				
				256282	11806JUN22	06/01/2022		UBJUN22	8.34		
	Invoice: 11806JUN22										
				8.34	91011768 547500		MADISON & HIGH SCHOOL				
							GG-C/E-PARKS-WTR/SWR				
				256283	11982JUN22	06/01/2022		UBJUN22	848.86		
	Invoice: 11982JUN22										
				848.86	91011189 547500	280	MADISON AVENUE N				
							GG-C/E-CITY HALL-COBI	WTR/SWR			
				256284	11983JUN22	06/01/2022		UBJUN22	18.80		
	Invoice: 11983JUN22										
				18.80	91011189 547500	20	MADISON AVENUE N				
							GG-C/E-CITY HALL-COBI	WTR/SWR			
				256285	12754JUN22	06/01/2022		UBJUN22	8.34		
	Invoice: 12754JUN22										
				8.34	91011768 547500		WINSLOW WAY E				
							GG-C/E-PARKS-WTR/SWR				
				256290	12893JUN22	06/01/2022		UBJUN22	489.50		
	Invoice: 12893JUN22										
				489.50	71311942 64750000724	8804	MADISON AVENUE N				
							PD/COURT BLDG-WTR/SWR	BILLS			
				256291	12894JUN22	06/01/2022		UBJUN22	10.98		
	Invoice: 12894JUN22										
				10.98	71311942 64750000724	8804	MADISON AVENUE N				
							PD/COURT BLDG-WTR/SWR	BILLS			
				256292	13145JUN22	06/01/2022		UBJUN22	8.34		
	Invoice: 13145JUN22										
				8.34	91111262 547500		HWY 305 - STO				
							GG-STREETS-TRAILS-CITY	WTR/SWR			

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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					
				256293	13227JUN22			15.36
Invoice: 13227JUN22				15.36	91111262	547500	OLYMPIC DRIVE SE GG-STREETS-TRAILS-CITY WTR/SWR	
				256294	13291JUN22			20.67
Invoice: 13291JUN22				20.67	91111262	547500	HY 305 - IRR METER STO GG-STREETS-TRAILS-CITY WTR/SWR	
							CHECK 1016 TOTAL:	4,840.92
NUMBER OF CHECKS					1	*** CASH ACCOUNT TOTAL ***		4,840.92
					<u>COUNT</u>	<u>AMOUNT</u>		
TOTAL MANUAL CHECKS				1	4,840.92			
							*** GRAND TOTAL ***	4,840.92

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JOURNAL ENTRIES TO BE CREATED

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YEAR	PER	JNL	SRC	ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	6	191	APP	001-213000	06/25/2022	UBJUN22	062122			GENERAL - ACCOUNTS PAYABLE		2,202.53	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	635-111100	06/25/2022	UBJUN22	062122			CASH			4,840.92
										AP CASH DISBURSEMENTS JOURNAL			
			APP	402-213000	06/25/2022	UBJUN22	062122			ACCOUNTS PAYABLE		2,093.54	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	301-213000	06/25/2022	UBJUN22	062122			ACCOUNTS PAYABLE		500.48	
										AP CASH DISBURSEMENTS JOURNAL			
			APP	101-213000	06/25/2022	UBJUN22	062122			STREETS - ACCOUNTS PAYABLE		44.37	
										AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL											4,840.92	4,840.92	
APP	631-130000	06/25/2022	UBJUN22	062122						DUE TO/FROM CLEARING		4,840.92	
APP	001-130000	06/25/2022	UBJUN22	062122						GENERAL - DUE TO/FROM CLEARING			2,202.53
APP	402-130000	06/25/2022	UBJUN22	062122						DUE TO/FROM CLEARING			2,093.54
APP	301-130000	06/25/2022	UBJUN22	062122						DUE TO/FROM CLEARING			500.48
APP	101-130000	06/25/2022	UBJUN22	062122						STREETS - DUE TO/FROM CLEARING			44.37
SYSTEM GENERATED ENTRIES TOTAL											4,840.92	4,840.92	
JOURNAL 2022/06/191 TOTAL											9,681.84	9,681.84	

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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 6	191	06/25/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	2,202.53	2,202.53
				FUND TOTAL	2,202.53	2,202.53
101 STREET FUND 101-130000 101-213000	2022 6	191	06/25/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	44.37	44.37
				FUND TOTAL	44.37	44.37
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 6	191	06/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	500.48	500.48
				FUND TOTAL	500.48	500.48
402 SEWER OPERATING FUND 402-130000 402-213000	2022 6	191	06/25/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,093.54	2,093.54
				FUND TOTAL	2,093.54	2,093.54
631 CLEARING FUND 631-130000 635-111100	2022 6	191	06/25/2022	DUE TO/FROM CLEARING CASH	4,840.92	4,840.92
				FUND TOTAL	4,840.92	4,840.92

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		2,202.53
101	STREET FUND		44.37
301	CAPITAL CONSTRUCTION FUND		500.48
402	SEWER OPERATING FUND		2,093.54
631	CLEARING FUND		
		4,840.92	
	TOTAL	4,840.92	4,840.92

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CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
358805	06/15/2022	PRTD	104 CITY OF BREMERTON	255915	BKAT000677	06/01/2022		06/12/22	3,093.50		
	Invoice: BKAT000677										
				3,093.50	81011881 542420						
										IT/BROADCAST SERVICES FOR PUBLIC MEETINGS	
										IT-C/E-TELEVISTED COUNCIL MEET	
										CHECK 358805 TOTAL: 3,093.50	
358806	06/15/2022	PRTD	4503 ENVIRONMENTAL SYSTEM	255917	94260659	05/31/2022		06/12/22	19,624.38		
	Invoice: 94260659										
				19,624.38	81011881 548500						
										IT/GIS SOFTWARE MAINTENANCE	
										IT - C/E COMPUTER SUPPORT	
										CHECK 358806 TOTAL: 19,624.38	
358807	06/15/2022	PRTD	10031 JONES, PRISCILLA	255918	06/06/2022	06/06/2022		06/12/22	150.00		
	Invoice: 06/06/2022										
				150.00	41625860 586000						
										DAMAGE DEPOSIT REFUND	
										SC/COMMONS ROOM DEP-DISBURSEME	
										CHECK 358807 TOTAL: 150.00	
358808	06/15/2022	PRTD	2306 KITSAP COUNTY PROSEC	255919	JUN22	06/06/2022		06/12/22	10,234.30		
	Invoice: JUN22										
				10,234.30	32011521 541112						
										LEGAL/PROSECUTION SERVICES JUNE 2022	
										LGL-OUTSIDE PROSECUTOR	
										CHECK 358808 TOTAL: 10,234.30	
358809	06/15/2022	PRTD	4689 SITESTAR.NET	255921	6912046	06/07/2022		06/12/22	6,160.00		
	Invoice: 6912046										
				6,160.00	81011881 548500						
										IT/INTERNET CONNECTION FOR WAN	
										IT - C/E COMPUTER SUPPORT	
										CHECK 358809 TOTAL: 6,160.00	
										NUMBER OF CHECKS 5 *** CASH ACCOUNT TOTAL *** 39,262.18	
										COUNT AMOUNT	
										TOTAL PRINTED CHECKS 5 39,262.18	
										*** GRAND TOTAL *** 39,262.18	

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2022 6 77									
APP 001-213000	06/15/2022	06/12/22	060922			GENERAL - ACCOUNTS PAYABLE		39,112.18	
						AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	06/15/2022	06/12/22	060922			CASH			39,262.18
						AP CASH DISBURSEMENTS JOURNAL			
APP 622-213000	06/15/2022	06/12/22	060922			ACCOUNTS PAYABLE		150.00	
						AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								39,262.18	39,262.18
APP 631-130000	06/15/2022	06/12/22	060922			DUE TO/FROM CLEARING		39,262.18	
APP 001-130000	06/15/2022	06/12/22	060922			GENERAL - DUE TO/FROM CLEARING			39,112.18
APP 622-130000	06/15/2022	06/12/22	060922			DUE TO/FROM CLEARING			150.00
SYSTEM GENERATED ENTRIES TOTAL								39,262.18	39,262.18
JOURNAL 2022/06/77 TOTAL								78,524.36	78,524.36

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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 6	77	06/15/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	39,112.18	39,112.18
				FUND TOTAL	39,112.18	39,112.18
622 EXPENDABLE TRUST FUND 622-130000 622-213000	2022 6	77	06/15/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	150.00	150.00
				FUND TOTAL	150.00	150.00
631 CLEARING FUND 631-130000 635-111100	2022 6	77	06/15/2022	DUE TO/FROM CLEARING CASH	39,262.18	39,262.18
				FUND TOTAL	39,262.18	39,262.18

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		39,112.18
622	EXPENDABLE TRUST FUND		150.00
631	CLEARING FUND	39,262.18	
		39,262.18	39,262.18
TOTAL		39,262.18	39,262.18

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		CHECK	358817	TOTAL:	3,039.79
NUMBER OF CHECKS	8	*** CASH ACCOUNT TOTAL ***			53,424.81
			<u>COUNT</u>	<u>AMOUNT</u>	
TOTAL PRINTED CHECKS			8	53,424.81	
		*** GRAND TOTAL ***			53,424.81

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	6	130									
APP	001-213000		06/15/2022	M061522	061422			GENERAL - ACCOUNTS PAYABLE		22,452.72	
APP	635-111100		06/15/2022	M061522	061422			AP CASH DISBURSEMENTS JOURNAL CASH			53,424.81
APP	402-213000		06/15/2022	M061522	061422			ACCOUNTS PAYABLE		10,727.00	
APP	101-213000		06/15/2022	M061522	061422			AP CASH DISBURSEMENTS JOURNAL STREETS - ACCOUNTS PAYABLE		5,197.99	
APP	407-213000		06/15/2022	M061522	061422			ACCOUNTS PAYABLE		3,816.00	
APP	650-213000		06/15/2022	M061522	061422			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		3,075.89	
APP	301-213000		06/15/2022	M061522	061422			ACCOUNTS PAYABLE		323.30	
APP	401-213000		06/15/2022	M061522	061422			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		7,707.86	
APP	403-213000		06/15/2022	M061522	061422			AP CASH DISBURSEMENTS JOURNAL ACCOUNTS PAYABLE		17.83	
APP	631-213000		06/15/2022	M061522	061422			ACCOUNTS PAYABLE		106.22	
								GENERAL LEDGER TOTAL		53,424.81	53,424.81
APP	631-130000		06/15/2022	M061522	061422			DUE TO/FROM CLEARING		53,318.59	
APP	001-130000		06/15/2022	M061522	061422			GENERAL - DUE TO/FROM CLEARING			22,452.72
APP	402-130000		06/15/2022	M061522	061422			DUE TO/FROM CLEARING		10,727.00	
APP	101-130000		06/15/2022	M061522	061422			STREETS - DUE TO/FROM CLEARING		5,197.99	
APP	407-130000		06/15/2022	M061522	061422			DUE TO/FROM CLEARING		3,816.00	
APP	650-130000		06/15/2022	M061522	061422			DUE TO/FROM CLEARING		3,075.89	
APP	301-130000		06/15/2022	M061522	061422			DUE TO/FROM CLEARING		323.30	
APP	401-130000		06/15/2022	M061522	061422			DUE TO/FROM CLEARING		7,707.86	
APP	403-130000		06/15/2022	M061522	061422			DUE TO/FROM CLEARING		17.83	
								SYSTEM GENERATED ENTRIES TOTAL		53,318.59	53,318.59
								JOURNAL 2022/06/130 TOTAL		106,743.40	106,743.40

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND 001-130000 001-213000	2022 6	130	06/15/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	22,452.72	22,452.72
				FUND TOTAL	22,452.72	22,452.72
101 STREET FUND 101-130000 101-213000	2022 6	130	06/15/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	5,197.99	5,197.99
				FUND TOTAL	5,197.99	5,197.99
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 6	130	06/15/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	323.30	323.30
				FUND TOTAL	323.30	323.30
401 WATER OPERATING FUND 401-130000 401-213000	2022 6	130	06/15/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	7,707.86	7,707.86
				FUND TOTAL	7,707.86	7,707.86
402 SEWER OPERATING FUND 402-130000 402-213000	2022 6	130	06/15/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	10,727.00	10,727.00
				FUND TOTAL	10,727.00	10,727.00
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 6	130	06/15/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	17.83	17.83
				FUND TOTAL	17.83	17.83
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 6	130	06/15/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,816.00	3,816.00
				FUND TOTAL	3,816.00	3,816.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 6	130	06/15/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	53,318.59 106.22	53,424.81
				FUND TOTAL	53,424.81	53,424.81

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
650 AGENCY FUND 650-130000 650-213000	2022 6	130	06/15/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	3,075.89	3,075.89
				FUND TOTAL	3,075.89	3,075.89

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		22,452.72
101	STREET FUND		5,197.99
301	CAPITAL CONSTRUCTION FUND		323.30
401	WATER OPERATING FUND		7,707.86
402	SEWER OPERATING FUND		10,727.00
403	STORM & SURFACE WATER FUND		17.83
407	BUILDING & DEVELOPMENT FUND		3,816.00
631	CLEARING FUND	53,318.59	
650	AGENCY FUND		3,075.89
	TOTAL	53,318.59	53,318.59

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CASH ACCOUNT: 635		111100	CASH			INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL	DESC		
358818	06/21/2022	PRTD	551 CENTURYLINK	256219	0225JUN22	06/02/2022		M062122	133.79
	Invoice: 0225JUN22			133.79	91011897 542100	O&M FIRE ALARM MONIT	GG-C/E-O&M YARD FAC-PHONE		
	Invoice: 0456JUN22			256220	0456JUN22	06/02/2022		M062122	84.99
				84.99	91421891 542100	VILLAGE SEWER PUMP	GG-SWR-FAC-PHONE		
	Invoice: 0754JUN22			256221	0754JUN22	06/02/2022		M062122	65.94
				65.94	91411891 542100	FLETCHER BAY WELL TELEM	GG-WTR-FAC-PHONE		
	Invoice: 1745JUN22			256222	1745JUN22	06/02/2022		M062122	63.42
				63.42	91011189 542100	CH ELEVATOR SVC LINE	GG-C/E-CITY HALL-PHONE		
	Invoice: 3736JUN22			256223	3736JUN22	06/02/2022		M062122	133.79
				133.79	91011189 542100	CH FIRE ALARM MONIT	GG-C/E-CITY HALL-PHONE		
	Invoice: 4953JUN22			256224	4953JUN22	06/07/2022		M062122	84.99
				84.99	91421891 542100	310 MADISON AVE SLS TELEM	GG-SWR-FAC-PHONE		
	Invoice: 5127JUN22			256225	5127JUN22	06/07/2022		M062122	200.67
				200.67	71311942 64210000724	8804 MADISON AVE	PD/COURT BLDG-PHONES/POSTAGE		
	Invoice: 5211JUN22			256226	5211JUN22	06/02/2022		M062122	222.91
				222.91	91011215 542100	POL PHONE SERVICES	GG-C/E-PD-PHONE		
	Invoice: 5996JUN22			256227	5996JUN22	06/07/2022		M062122	105.64
				105.64	91011757 542100	E-PHONE @ WFP DOCK	GG-GF-WFP DOCK-PHONE		
	Invoice: 8731JUN22			256228	8731JUN22	06/02/2022		M062122	67.98
				67.98	91011755 542100	COMMONS FIRE ALARM MONIT	GG-C/E-COMMONS-PHONE		
	Invoice: 8834JUN22			256229	8834JUN22	06/04/2022		M062122	84.99
				84.99	91411891 542100	259 FERNCLIFF PRV TELEM	GG-WTR-FAC-PHONE		
	Invoice: 9136JUN22			256230	9136JUN22	06/02/2022		M062122	170.77
				170.77	91011189 542100	CH SECURITY ALARM MONIT	GG-C/E-CITY HALL-PHONE		
	Invoice: 9791JUN22			256231	9791JUN22	06/02/2022		M062122	138.05
				138.05	91011215 542100	POL TI MANDUS	GG-C/E-PD-PHONE		

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CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
Invoice: 9840JUN22				256232	9840JUN22	06/02/2022		M062122	65.94		
				65.94	91411891 542100	HEAD OF BAY WELL TELEM GG-WTR-FAC-PHONE					
Invoice: 9858JUN22				256233	9858JUN22	06/02/2022		M062122	50.35		
				50.35	91411891 542100	SAND AVE WELL TELEM GG-WTR-FAC-PHONE					
Invoice: 9869JUN22				256234	9869JUN22	06/02/2022		M062122	84.99		
				84.99	91415345 542100	ROCKAWAY BEACH PRV TELEMETRY GG-WTR ROCKAWAY-PHONES					
								CHECK	358818	TOTAL:	1,759.21
358819	06/21/2022	PRTD	10034 EASTWEST CATERING	256236	06/13/2022	06/15/2022		M062122	1,259.34		
	Invoice: 06/13/2022			1,259.34	31011256 541100	EX/CATERING FOR CASCADIA RISING 2022 EX-GF-EMERG PREP-PROF SVCS					
								CHECK	358819	TOTAL:	1,259.34
358820	06/21/2022	PRTD	1205 PUGET SOUND ENERGY	256237	1716MAY22	06/09/2022		M062122	16.62		
	Invoice: 1716MAY22			16.62	91415345 547100	ROCKAWAY INTERITE PRV GG-ROCKAWAY BCH-UTILITIES					
Invoice: 8206MAY22				256238	8206MAY22	06/08/2022		M062122	12.79		
				12.79	91411345 547100	515 FERNCLIFF AVE PRV GG-WTR-ELECTRIC					
								CHECK	358820	TOTAL:	29.41
358821	06/21/2022	PRTD	203 WA ST EMPLOYMENT SEC	256273	2022 Q1	05/21/2022		M062122	8,170.48		
	Invoice: 2022 Q1			4,144.60	62471596 520000	PCD,ENG/UI BENEFIT CHARGE 2022 Q1 BLDG - BLDG PERMITS BENEFITS					
				4,025.88	72011321 520000	ENG - C/E ADMIN BENEFITS					
								CHECK	358821	TOTAL:	8,170.48

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NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 11,218.44

	<u>COUNT</u>	<u>AMOUNT</u>
TOTAL PRINTED CHECKS	4	11,218.44

*** GRAND TOTAL *** 11,218.44

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	6	181									
APP	001-213000		06/21/2022	M062122	062122			GENERAL - ACCOUNTS PAYABLE		6,321.57	
APP	635-111100		06/21/2022	M062122	062122			AP CASH DISBURSEMENTS JOURNAL			11,218.44
APP	402-213000		06/21/2022	M062122	062122			CASH			
APP	401-213000		06/21/2022	M062122	062122			AP CASH DISBURSEMENTS JOURNAL		169.98	
APP	301-213000		06/21/2022	M062122	062122			ACCOUNTS PAYABLE			
APP	407-213000		06/21/2022	M062122	062122			AP CASH DISBURSEMENTS JOURNAL		381.62	
APP	407-213000		06/21/2022	M062122	062122			ACCOUNTS PAYABLE			
APP	407-213000		06/21/2022	M062122	062122			AP CASH DISBURSEMENTS JOURNAL		200.67	
APP	407-213000		06/21/2022	M062122	062122			ACCOUNTS PAYABLE		4,144.60	
APP	407-213000		06/21/2022	M062122	062122			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										11,218.44	11,218.44
APP	631-130000		06/21/2022	M062122	062122			DUE TO/FROM CLEARING		11,218.44	
APP	001-130000		06/21/2022	M062122	062122			GENERAL - DUE TO/FROM CLEARING			6,321.57
APP	402-130000		06/21/2022	M062122	062122			DUE TO/FROM CLEARING			169.98
APP	401-130000		06/21/2022	M062122	062122			DUE TO/FROM CLEARING			381.62
APP	301-130000		06/21/2022	M062122	062122			DUE TO/FROM CLEARING			200.67
APP	407-130000		06/21/2022	M062122	062122			DUE TO/FROM CLEARING			4,144.60
APP	407-130000		06/21/2022	M062122	062122			DUE TO/FROM CLEARING			
SYSTEM GENERATED ENTRIES TOTAL										11,218.44	11,218.44
JOURNAL 2022/06/181 TOTAL										22,436.88	22,436.88

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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 6	181	06/21/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	6,321.57	6,321.57
				FUND TOTAL	6,321.57	6,321.57
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 6	181	06/21/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	200.67	200.67
				FUND TOTAL	200.67	200.67
401 WATER OPERATING FUND 401-130000 401-213000	2022 6	181	06/21/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	381.62	381.62
				FUND TOTAL	381.62	381.62
402 SEWER OPERATING FUND 402-130000 402-213000	2022 6	181	06/21/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	169.98	169.98
				FUND TOTAL	169.98	169.98
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 6	181	06/21/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	4,144.60	4,144.60
				FUND TOTAL	4,144.60	4,144.60
631 CLEARING FUND 631-130000 635-111100	2022 6	181	06/21/2022	DUE TO/FROM CLEARING CASH	11,218.44	11,218.44
				FUND TOTAL	11,218.44	11,218.44

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		6,321.57
301	CAPITAL CONSTRUCTION FUND		200.67
401	WATER OPERATING FUND		381.62
402	SEWER OPERATING FUND		169.98
407	BUILDING & DEVELOPMENT FUND		4,144.60
631	CLEARING FUND		
		11,218.44	
	TOTAL	11,218.44	11,218.44

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
358822	06/29/2022	PRTD	7994 PENINSULA SERVICES	256151	99569	05/31/2022		06/26/22	80.00	
	Invoice: 99569			80.00	51011211 541100	POL/MOBILE SHREDDING PD-C/E-ADM-PROF SVCS				
						CHECK		358822 TOTAL:	80.00	
358823	06/29/2022	PRTD	7166 AMERICAN MESSAGING	256014	W4104492WF	06/01/2022		06/26/22	96.49	
	Invoice: W4104492WF			96.49	73637891 542100	PW/MESSAGING SERVICES JUNE 2022 O&M - ALLOC FACIL TELEPHONE				
						CHECK		358823 TOTAL:	96.49	
358824	06/29/2022	PRTD	37 VIMLY BENEFIT SOLUTI	256274	JAHRAUS JUN-JUL 2022	06/17/2022		06/26/22	1,452.88	
	Invoice: JAHRAUS JUN-JUL 2022			1,452.88	72011321 520000	ENG/COBRA COVERAGE JUN-JUL 2022 - KJ ENG - C/E ADMIN BENEFITS				
						CHECK		358824 TOTAL:	1,452.88	
358825	06/29/2022	PRTD	47 BAINBRIDGE DISPOSAL	256153	0001209674	05/31/2022		06/26/22	367.98	
	Invoice: 0001209674			367.98	91011755 547900	WASTE PICKUP SENIOR CENTER / COMMONS GG-C/E-COMMONS-GARBAGE				
						CHECK		358825 TOTAL:	367.98	
358826	06/29/2022	PRTD	54 BAINBRIDGE RENTAL IN	256017	CON85274	06/02/2022		06/26/22	48.93	
	Invoice: CON85274			48.93	73111427 531100	PW/ULTRA MIX OIL OFFICE SUPPLIES				
	Invoice: CON85337			256018	CON85337	06/03/2022		06/26/22	76.28	
				76.28	73431835 531100	PW/TRIMMER LINE 253M LINE, 208M LINE OFFICE SUPPLIES				
	Invoice: CON85469			256019	CON85469	06/07/2022		06/26/22	46.80	
				46.80	73111427 531100	PW/AUTOCUT 25-2, CF3 PRO TRIMMER LINE .095 OFFICE SUPPLIES				
	Invoice: CON85659			256159	CON85659	06/13/2022		06/26/22	37.04	
				37.04	73011189 531100	PW/S.S. WEEDING HOE X2 O&M - C/E FACIL OFC SUPPLIES				
						CHECK		358826 TOTAL:	209.05	
358827	06/29/2022	PRTD	9501 DIMITRI BALASHOV	256160	LIC FEE REBATE 2022	06/13/2022		06/26/22	10.00	
	Invoice: LIC FEE REBATE 2022			10.00	17131 317600	TRANSP BENEFIT DIST REBATE TBF-VEHICLE FEES				

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A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH										
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET			
											INVOICE DTL DESC	
											CHECK 358827 TOTAL:	10.00
358828	06/29/2022	PRTD	1499 BECKWITH & KUFFEL	256209	BI-0353037	03/15/2022		06/26/22	714.00			
			Invoice: BI-0353037	714.00	73425358 531100	PW/WEAR PLT ASSY STEEL, LOCK WASHER SST O&M-WWTP-SUPPLIES						
											CHECK 358828 TOTAL:	714.00
358829	06/29/2022	PRTD	360 BUILDERS FIRSTSOURCE	256021	85506051	06/07/2022		06/26/22	112.84			
			Invoice: 85506051	112.84	73111264 531100	PW/HEMLOCK FULL ROUND, SDS PL 2CT DRILLBIT O&M-STREET-TRAF CONTROL-SUPPLY						
			Invoice: 85526248	256161	85526248	06/10/2022		06/26/22	128.63			
				128.63	73637893 531100	PW/INCISED CEDARTONE, LINE WEIGHT O&M-ALLOC-SWR CONSUMABLES						
											CHECK 358829 TOTAL:	241.47
358830	06/29/2022	PRTD	8253 CHS POULSBO	256023	45352H	05/31/2022		06/26/22	456.96			
			Invoice: 45352H	456.96	73637892 531100	PW/SALT BAG COARSE 50# O&M-ALLOC-WTR-CONSUMABLES						
											CHECK 358830 TOTAL:	456.96
358831	06/29/2022	PRTD	9908 CINTAS CORPORATION #	256240	5112736791	06/16/2022		06/26/22	154.00			
			Invoice: 5112736791	154.00	91011183 531100	CITY HALL FIRST AID RESTOCK GG-C/E-CH CLEANING-SUPPLIES						
											CHECK 358831 TOTAL:	154.00
358832	06/29/2022	PRTD	104 CITY OF BREMERTON	256253	BPD0002845	06/10/2022		06/26/22	400.00			
			Invoice: BPD0002845	400.00	53011212 545000	POL/RANGE RENTAL POLICE - C/E PATROL RENTS						
											CHECK 358832 TOTAL:	400.00
358833	06/29/2022	PRTD	8564 WILLIAM E COOPER	256162	06/13/22	06/13/2022		06/26/22	867.60			
			Invoice: 06/13/22	867.60	91029211 521500	LEOFF 1 REIMBURSEMENT JAN-JUN 2022 POLICE - INS ADD MEDICAL COSTS						
											CHECK 358833 TOTAL:	867.60
358834	06/29/2022	PRTD	5132 CRYSTAL SPRINGS	256163	5228674 060122	06/01/2022		06/26/22	35.00			
			Invoice: 5228674 060122	35.00	21011125 531100	CRT/BOTTOM LOAD HOT AND COLD COOLER COURT - SUPPLIES						

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A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
						CHECK	358834	TOTAL:	35.00		
358835	06/29/2022	PRTD	152 DAILY JOURNAL OF COM	256025	3378884	06/01/2022		06/26/22	368.00		
	Invoice: 3378884					ENG/CN:STO PRELIMINARY DESIGN					
				368.00	72334562	64400001213		STO CONNECTOR 30%DES-ADV			
						CHECK	358835	TOTAL:	368.00		
358836	06/29/2022	PRTD	1953 FERGUSON ENTERPRISES	256165	1100984	05/16/2022		06/26/22	1,658.81		
	Invoice: 1100984					PW/2" THRD ARI POLY AIR VAC					
				1,658.81	73411345	531100		OFFICE SUPPLIES			
						CHECK	358836	TOTAL:	1,658.81		
358837	06/29/2022	PRTD	513 GRAINGER	256260	9344938924	06/14/2022		06/26/22	73.45		
	Invoice: 9344938924					PW/BATTERY 3.6V 24HR					
				73.45	73425358	531100		O&M-WWTP-SUPPLIES			
						CHECK	358837	TOTAL:	73.45		
358838	06/29/2022	PRTD	253 HACH COMPANY	256166	13084983	06/08/2022		06/26/22	94.40		
	Invoice: 13084983					PW/DPD FREE BULK DISPENSER + POWDER					
				94.40	73411345	531100		OFFICE SUPPLIES			
						CHECK	358838	TOTAL:	94.40		
358839	06/29/2022	PRTD	4850 HOME DEPOT CREDIT SE	256028	10316	05/27/2022		06/26/22	35.45		
	Invoice: 10316					PW/27X48, 27X72 CRDLS RD WHT VINYL CUT					
				35.45	73011189	531100		O&M - C/E FACIL OFC SUPPLIES			
	Invoice: 72474										
				256031	72474						
				-21.84	73638935	531100		PW/PALLET FEE CREDIT INVOICE 2020608		-21.84	
								O&M-STD ALLOCATION-SUPPLIES			
	Invoice: 6010497										
				256212	6010497						
				114.59	73011189	531100		PW/SCHLAGE CSV ORB ENTRY, ELA KEYED		114.59	
								O&M - C/E FACIL OFC SUPPLIES			
								CHECK	358839	TOTAL:	128.20
358840	06/29/2022	PRTD	863 INTERSTATE BATTERIES	256032	22071731	06/02/2022		06/26/22	293.64		
	Invoice: 22071731					PW,POL/31-MHO, MTP-65HD BATTERIES					
				140.81	73011256	53110000902		2018 STORM PREP-FAC GF-SUPPLY			
				152.83	53011212	531100		PD-C/E-PATROL SUPPLIES			

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CASH ACCOUNT: 635		111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
Invoice: 22071912				256261	22071912	06/16/2022		06/26/22	152.83		
				152.83	53011212 531100	POL/BATTERY MTP-65HD					
						PD-C/E-PATROL SUPPLIES					
						CHECK		358840 TOTAL:	446.47		
358841	06/29/2022	PRTD	9883 INVOICE CLOUD INC	256033	2698-2022_5	05/31/2022		06/26/22	1,313.83		
Invoice: 2698-2022_5				656.92	43411341 541100	FIN/INVOICE CLOUD SERVICES MAY 2022					
				656.91	43421351 541100	FIN - WATER ADMIN PROF SERVICE					
						FIN - SEWER ADMIN PROF SERVICE					
						CHECK		358841 TOTAL:	1,313.83		
358842	06/29/2022	PRTD	3114 JOHNSON CONTROLS FIR	256034	22920452	05/23/2022		06/26/22	152.41		
Invoice: 22920452				152.41	73011897 54110000390	PW/ALARM MONITORING					
						PWY-ALARM SVCS					
Invoice: 22920501				256035	22920501	05/23/2022		06/26/22	152.41		
				152.41	73011755 54110000390	PW/ALARM MONITORING					
						FAC BLDG/FIRE ALARM-COMMONS					
Invoice: 22920596				256036	22920596	05/23/2022		06/26/22	304.09		
				304.09	73011183 54110000390	PW/ALARM MONITORING					
						FAC BLDG/FIRE ALARM-CITY HALL					
						CHECK		358842 TOTAL:	608.91		
358843	06/29/2022	PRTD	5275 KAISER PERMANENTE	256037	71896708	06/02/2022		06/26/22	125.00		
Invoice: 71896708				125.00	73111423 541100	PW/CDL PHYSICAL - K FAULKNER					
						PROFESSIONAL SERVICES					
						CHECK		358843 TOTAL:	125.00		
358844	06/29/2022	PRTD	338 KITSAP COUNTY SHERIF	256169	20220025	04/30/2022		06/26/22	2,106.04		
Invoice: 20220025				2,106.04	51011236 551000	POL/PRISONER BOARD/APR					
						POLICE - C/E PRISONER DETENT'N					
						CHECK		358844 TOTAL:	2,106.04		
358845	06/29/2022	PRTD	8546 KITSAP 911 PUBLIC AU	256243	BIPD2022-07	06/15/2022		06/26/22	10,737.00		
Invoice: BIPD2022-07				7,515.90	53011286 551000	POL/CALL CENTER SERVICES					
				3,221.10	52011286 551000	POLICE - C/E PATROL CENCOM					
						POLICE - C/E - INVEST CENCOM					
						CHECK		358845 TOTAL:	10,737.00		

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CASH ACCOUNT: 635		111100		CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
358846	06/29/2022	PRTD	304 KITSAP TRACTOR & EQU	256043	P0344201	04/04/2022		06/26/22	155.89
	Invoice: P0344201								
				155.89	73637959 53110001109	PW/JOINT X2 EXCAVATOR ALLOCATION-SUPPLIES			
						CHECK	358846	TOTAL:	155.89
358847	06/29/2022	PRTD	7015 LEXIPOL LLC	256170	INVPR107524	06/01/2022		06/26/22	675.00
	Invoice: INVPR107524								
				675.00	51011215 548500	POL/INVENTORY RENEWAL POLICE - C/E FACIL COMP MAINT			
						CHECK	358847	TOTAL:	675.00
358848	06/29/2022	PRTD	5011 LEXISNEXIS RISK SOLU	256171	1272084-20220531	05/31/2022		06/26/22	163.80
	Invoice: 1272084-20220531								
				163.80	52011212 549100	POL/MONTHLY SUBSCRIPTION PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
						CHECK	358848	TOTAL:	163.80
358849	06/29/2022	PRTD	493 MODERN COLLISION REB	256044	17504	05/31/2022		06/26/22	5,363.46
	Invoice: 17504								
				5,363.46	53011212 548100	POL/2020 FORD INTERCEPTOR REAR BUMPER, LAMPS POLICE - C/E PATROL MAINTENANC			
				256172	17503	06/02/2022		06/26/22	6,387.59
	Invoice: 17503								
				6,387.59	53011212 548100	POL/2017 FORD INTERCEPTOR FRONT BUMPER, GRILLE POLICE - C/E PATROL MAINTENANC			
						CHECK	358849	TOTAL:	11,751.05
358850	06/29/2022	PRTD	9219 ORCA RUNNING	256254	06/14/2022	06/14/2022		06/26/22	200.00
	Invoice: 06/14/2022								
				200.00	41622860 586000	POL/PARK REFUND PARK/DOCK DEPOSITS CUST-OUT			
						CHECK	358850	TOTAL:	200.00
358851	06/29/2022	PRTD	8286 SUPERINTENDENT OF P	256297	17288	06/14/2022		06/26/22	316.75
	Invoice: 17288								
				316.75	41654861 586110	POL/FINGERPRINTING FINGERPRINT DISB TO SPI			
						CHECK	358851	TOTAL:	316.75
358852	06/29/2022	PRTD	8400 THOMAS F OVENS	256251	06/16/2022	06/16/2022		06/26/22	795.00
	Invoice: 06/16/2022								
				795.00	53011212 443410	POL/SERGEANTS ACADEMY/WS POLICE - C/E PATROL TRAINING			

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
						CHECK	358852	TOTAL:	795.00	
358853	06/29/2022	PRTD	9349 PROPANE NORTHWEST	256174	1507244641	06/10/2022		06/26/22	897.38	
	Invoice: 1507244641			897.38	91011897 547200	PROPANE X496.10, HAZMAT DELIVERY CHARGE GG-C/E-O&M YARD FAC-PROPANE				
						CHECK	358853	TOTAL:	897.38	
358854	06/29/2022	PRTD	1205 PUGET SOUND ENERGY	256298	220001511	06/20/2022		06/26/22	863.72	
	Invoice: 220001511			863.72	91011189 547101	JUN22 GREEN POWER CONTRACT ELECTRIC-GREEN POWER				
						CHECK	358854	TOTAL:	863.72	
358855	06/29/2022	PRTD	9440 QBSI-XEROX	256175	IN2705927	05/27/2022		06/26/22	64.53	
	Invoice: IN2705927			64.53	21011125 545000	CRT/COPIER LEASE COURT - RENTS & LEASES - OPER				
						CHECK	358855	TOTAL:	64.53	
358856	06/29/2022	PRTD	8040 SOLENIS LLC	256176	132043023	06/08/2022		06/26/22	12,303.32	
	Invoice: 132043023			12,303.32	73425358 531100	PW/PRAESTOL K 279 FLX IBC 1000L O&M-WWTP-SUPPLIES				
						CHECK	358856	TOTAL:	12,303.32	
358857	06/29/2022	PRTD	8855 SOUND LAW CENTER	256177	2748	05/05/2022		06/26/22	2,327.50	
	Invoice: 2748			1,312.50	34470586 54111001211	LEGAL/HEARING EXAMINER SERVICES MAY 2022 JONES EM BULKHEAD (HEX-SLC)				
				1,015.00	34471586 54111001217	HEX-GERLACH BLD PRMT (SLC-HEX)				
						CHECK	358857	TOTAL:	2,327.50	
358858	06/29/2022	PRTD	601 SOUND REPROGRAPHICS	256213	91091	06/16/2022		06/26/22	74.33	
	Invoice: 91091			74.33	31011492 54245001194	EX/ECO-BOARD MOUNTED POSTER 2023 WASTE REDUCTION CAP-WASTE RED-OUTREACH				
	Invoice: 91090			256265	91090	06/17/2022		06/26/22	933.65	
				933.65	31011492 54245001194	EX/7 FEATHER FLAGS, MOUNTING STANDS CAP-WASTE RED-OUTREACH				
	Invoice: 91241			256299	91241	06/20/2022		06/26/22	263.94	
				263.94	72111421 53110001206	ENG/PUBLIC WORKS SIGN PATCHES 2022 ANNUAL ROADS PRGM-SUPPLY				

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CASH ACCOUNT: 635		111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
						CHECK	358858	TOTAL:	1,271.92
358859	06/29/2022	PRTD	8132 SPECTRA LABORATORIES	256049	22-03674	06/08/2022		06/26/22	380.00
	Invoice: 22-03674					PW/NITROGEN, NITRATE, NITRITE, AMMONIA TESTING LAB & TESTING SVCS-WWTP			
				380.00	73425358	54110000391			
						CHECK	358859	TOTAL:	380.00
358860	06/29/2022	PRTD	2467 STAPLES	256050	8066404875	05/28/2022		06/26/22	113.74
	Invoice: 8066404875					EX,FIN/SHARPIE HIGHLIGHTER, KLEENEX ANTIVIRAL EX-GF-SUPPLIES			
				18.76	31011131	531100			
				18.76	41011141	531100			
				38.11	31011131	531100			
				38.11	41011141	531100			
	Invoice: 8066404904								
				256051	8066404904	05/28/2022		06/26/22	83.29
				83.29	73637891	531100			
	Invoice: 8066404916								
				256052	8066404916	05/28/2022		06/26/22	136.33
				136.33	61011581	531100			
						CHECK	358860	TOTAL:	333.36
358861	06/29/2022	PRTD	562 T M G SERVICES INC	256178	0048380-IN	06/09/2022		06/26/22	589.13
	Invoice: 0048380-IN					PW/FIELD SERVICE LABOR, TRAVEL, MILEAGE O&M-WTR MAINT-TRAINING EXP			
				589.13	73411345	443410			
						CHECK	358861	TOTAL:	589.13
358862	06/29/2022	PRTD	558 TOWN & COUNTRY MARKE	256058	06/08/2022	06/08/2022		06/26/22	9.57
	Invoice: 06/08/2022					PW/MTN MIST DISTILLED WATERS OFFICE SUPPLIES			
				9.57	73411345	531100			
						CHECK	358862	TOTAL:	9.57
358863	06/29/2022	PRTD	5039 TREE SOLUTIONS INC	256180	34777	06/09/2022		06/26/22	2,540.00
	Invoice: 34777					PW/PRITCHARD PARK PRJS 01096 & 01 PRITCHARD PARK OUTFALL-PRO SVC PRIT PARK WELL DEV/REHAB-PR SV			
				1,270.00	72433438	64110001120			
				1,270.00	73414434	64110001096			
						CHECK	358863	TOTAL:	2,540.00

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	6	210									
APP	001-213000		06/29/2022	06/26/22	062222			GENERAL - ACCOUNTS PAYABLE		34,060.49	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		06/29/2022	06/26/22	062222			CASH			60,953.05
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		3,144.20	
								AP CASH DISBURSEMENTS JOURNAL			
APP	101-213000		06/29/2022	06/26/22	062222			STREETS - ACCOUNTS PAYABLE		773.32	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		1,346.28	
								AP CASH DISBURSEMENTS JOURNAL			
APP	171-213000		06/29/2022	06/26/22	062222			TBF-A/P		10.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		14,127.68	
								AP CASH DISBURSEMENTS JOURNAL			
APP	301-213000		06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		368.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		4,278.83	
								AP CASH DISBURSEMENTS JOURNAL			
APP	622-213000		06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		200.00	
								AP CASH DISBURSEMENTS JOURNAL			
APP	650-213000		06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		316.75	
								AP CASH DISBURSEMENTS JOURNAL			
APP	407-213000		06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		2,327.50	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										60,953.05	60,953.05
APP	631-130000		06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING		57,808.85	
APP	001-130000		06/29/2022	06/26/22	062222			GENERAL - DUE TO/FROM CLEARING			34,060.49
APP	101-130000		06/29/2022	06/26/22	062222			STREETS - DUE TO/FROM CLEARING			773.32
APP	403-130000		06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING			1,346.28
APP	171-130000		06/29/2022	06/26/22	062222			TBF-DUE TO/FROM CLEARING			10.00
APP	402-130000		06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING			14,127.68
APP	301-130000		06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING			368.00
APP	401-130000		06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING			4,278.83
APP	622-130000		06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING			200.00
APP	650-130000		06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING			316.75

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
	06/29/2022	06/26/22	062222							
APP 407-130000	06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING				2,327.50
						SYSTEM GENERATED ENTRIES TOTAL			57,808.85	57,808.85
						JOURNAL 2022/06/210 TOTAL			118,761.90	118,761.90

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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 6	210	06/29/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	34,060.49	34,060.49
				FUND TOTAL	34,060.49	34,060.49
101 STREET FUND 101-130000 101-213000	2022 6	210	06/29/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	773.32	773.32
				FUND TOTAL	773.32	773.32
171 TRANSP BEN FUND 171-130000 171-213000	2022 6	210	06/29/2022	TBF-DUE TO/FROM CLEARING TBF-A/P	10.00	10.00
				FUND TOTAL	10.00	10.00
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 6	210	06/29/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	368.00	368.00
				FUND TOTAL	368.00	368.00
401 WATER OPERATING FUND 401-130000 401-213000	2022 6	210	06/29/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	4,278.83	4,278.83
				FUND TOTAL	4,278.83	4,278.83
402 SEWER OPERATING FUND 402-130000 402-213000	2022 6	210	06/29/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	14,127.68	14,127.68
				FUND TOTAL	14,127.68	14,127.68
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 6	210	06/29/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,346.28	1,346.28
				FUND TOTAL	1,346.28	1,346.28
407 BUILDING & DEVELOPMENT FUND 407-130000 407-213000	2022 6	210	06/29/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,327.50	2,327.50
				FUND TOTAL	2,327.50	2,327.50
622 EXPENDABLE TRUST FUND	2022 6	210	06/29/2022			

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JOURNAL ENTRIES TO BE CREATED

FUND ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622-130000 622-213000				DUE TO/FROM CLEARING ACCOUNTS PAYABLE	200.00	200.00
				FUND TOTAL	200.00	200.00
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 6	210	06/29/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	57,808.85 3,144.20	60,953.05
				FUND TOTAL	60,953.05	60,953.05
650 AGENCY FUND 650-130000 650-213000	2022 6	210	06/29/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	316.75	316.75
				FUND TOTAL	316.75	316.75

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		34,060.49
101 STREET FUND		773.32
171 TRANSP BEN FUND		10.00
301 CAPITAL CONSTRUCTION FUND		368.00
401 WATER OPERATING FUND		4,278.83
402 SEWER OPERATING FUND		14,127.68
403 STORM & SURFACE WATER FUND		1,346.28
407 BUILDING & DEVELOPMENT FUND		2,327.50
622 EXPENDABLE TRUST FUND		200.00
631 CLEARING FUND	57,808.85	
650 AGENCY FUND		316.75
	TOTAL	
	57,808.85	57,808.85

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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			
1017	06/29/2022	EFT	5	ACE HARDWARE	256012	510921	06/07/2022	06/26/22	49.16
		Invoice: 510921			49.16	73011189 531100	PW/ACE TOP SOIL, COUPLES O&M - C/E FACIL OFC SUPPLIES		
		Invoice: 510981			256013	510981	06/07/2022	06/26/22	14.59
					14.59	73011189 531100	PW/FASTENERS O&M - C/E FACIL OFC SUPPLIES		
		Invoice: 510941			256060	510941	06/07/2022	06/26/22	102.13
					102.13	73425358 531100	PW/LYSOL LINEN, DISINFECTANT SPRAY O&M-WWTP-SUPPLIES		
		Invoice: 510971			256061	510971	06/07/2022	06/26/22	29.16
					29.16	73425358 531100	PW/PLUMBING SUPPLIES & FIXTURES O&M-WWTP-SUPPLIES		
		Invoice: 511161			256062	511161	06/09/2022	06/26/22	7.33
					7.33	73011189 531100	PW/BIT DRILL, FASTENERS O&M - C/E FACIL OFC SUPPLIES		
		Invoice: 511301			256149	511301	06/13/2022	06/26/22	41.47
					41.47	73111264 531100	PW/FLAT WASHER GALV, GALV HX LAGS O&M-STREET-TRAF CONTROL-SUPPLY		
		Invoice: 511341			256150	511341	06/13/2022	06/26/22	53.46
					53.46	73411345 531100	PW/STORAGE BOX, MURIATIC ACID, FUNNEL OFFICE SUPPLIES		
		Invoice: 511621			256255	511621	06/16/2022	06/26/22	127.17
					127.17	73425358 531100	PW/FREEZ PAK 42 OUNCE, WASHR HOSE RUBBER O&M-WWTP-SUPPLIES		
		Invoice: 511681			256256	511681	06/17/2022	06/26/22	3.28
					3.28	73011215 531100	PW/FASTENERS O&M-C/E-POLICE FAC-SUPPLIES		
		Invoice: 511711			256257	511711	06/17/2022	06/26/22	81.83
					81.83	73638935 531100	PW/VELCRO EXTREME, KNIFE UTILITY, CM SOCKET RAIL O&M-STD ALLOCATION-SUPPLIES		
							CHECK	1017 TOTAL:	509.58
1018	06/29/2022	EFT	7821	ARAMARK	256015	5120006553	05/19/2022	06/26/22	80.63
		Invoice: 5120006553			80.63	73638893 589310	PW/COAT LAB SPUN, COVR FR LAUNDRY SERVICES		
		Invoice: 5120011448			256016	5120011448	05/26/2022	06/26/22	80.63
					80.63	73638893 589310	PW/COAT LAB SPUN, COVR FR LAUNDRY SERVICES		
					256152	5120016452	06/02/2022	06/26/22	80.63

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
								CHECK 1021 TOTAL:	33.55	
1022	06/29/2022	EFT	9856 BARR-TECH LLC	256020	8016	05/31/2022		06/26/22	5,628.35	
	Invoice: 8016							PW/BIOSOLIDS PROCESSED 86.59 TONS MAY 2022		
				5,628.35	73425358	54790100551		BIOSOLIDS WASTE DISPOSAL		
								CHECK 1022 TOTAL:	5,628.35	
1023	06/29/2022	EFT	9449 CASCADE COLUMBIA DIS	256210	839048	06/03/2022		06/26/22	1,142.01	
	Invoice: 839048							PW/CAUSTIC SODA, SODIUM HYPOCHLORITE		
				1,142.01	73425358	531100		O&M-WWTP-SUPPLIES		
	Invoice: 839581							06/07/2022	06/26/22	-87.55
				256211	839581			PW/CREDIT FOR CONTAINER RETURN		
				-87.55	73425358	531100		O&M-WWTP-SUPPLIES		
								CHECK 1023 TOTAL:	1,054.46	
1024	06/29/2022	EFT	1847 BUSINESS INTERIORS N	256022	310625	05/27/2022		06/26/22	2,872.81	
	Invoice: 310625							ENG/CORNER TABLE TOP, TABLE BASE		
				2,872.81	72011182	53110001181		CH MINOR RETROFITS-SUPPLIES		
								CHECK 1024 TOTAL:	2,872.81	
1025	06/29/2022	EFT	518 CRIMINAL JUSTICE TRA	256181	201136387	06/08/2022		06/26/22	95.00	
	Invoice: 201136387							POL/FTO ACADEMY/BURNHAM		
				95.00	53011212	443410		POLICE - C/E PATROL TRAINING		
	Invoice: 201136463							06/08/2022	06/26/22	4,431.00
				256182	201136463			POL/BLEA/PLUMEAU		
				4,431.00	53011212	443410		POLICE - C/E PATROL TRAINING		
								CHECK 1025 TOTAL:	4,526.00	
1026	06/29/2022	EFT	8435 COATES DESIGN INC	256275	125245	06/16/2022		06/26/22	1,320.00	
	Invoice: 125245							ENG/SENIOR CENTER DESIGN		
				1,320.00	72311473	64110001050		SCC RENOVATIONS-PROF SVCS		
								CHECK 1026 TOTAL:	1,320.00	
1027	06/29/2022	EFT	142 COPIERS NORTHWEST IN	256295	INV2487752	06/20/2022		06/26/22	217.78	
	Invoice: INV2487752							IT,PCD,ENG/SUPPLIES FOR OCE PRINTER		
				72.60	81011881	531100		IT - C/E SUPPLIES		
				72.59	61011581	531100		PCD - C/E ADMIN SUPPLIES		
				72.59	72011321	531100		ENG - C/E ADMIN SUPPLIES		

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
						CHECK		1027 TOTAL:		217.78
1028	06/29/2022	EFT	6363 LN CURTIS & SONS	256164	INV601626	06/02/2022		06/26/22		151.73
			Invoice: INV601626	151.73	53011212 520000	POL/UNIFORMS/PLUMEAU				
						POLICE - C/E PATROL BENEFITS				
			Invoice: CM29188	256241	CM29188	10/29/2021		06/26/22		-246.29
				-246.29	53011212 520000	POL/CREDIT ON JACKET/LASNIER				
						POLICE - C/E PATROL BENEFITS				
			Invoice: INV603853	256242	INV603853	06/10/2022		06/26/22		1,631.45
				1,631.45	53011212 520000	POL/BODY ARMOR/PLUMEAU				
						POLICE - C/E PATROL BENEFITS				
						CHECK		1028 TOTAL:		1,536.89
1029	06/29/2022	EFT	7016 CUSTOM PRINTING	256024	10109	05/18/2022		06/26/22		366.25
			Invoice: 10109	366.25	73411345 531100	PW/WINDOW ENVELOPES BACKFLOW TEST PROGRAM				
						OFFICE SUPPLIES				
						CHECK		1029 TOTAL:		366.25
1030	06/29/2022	EFT	672 DSC INC	256026	102256	05/31/2022		06/26/22		258.61
			Invoice: 102256	258.61	73638935 531100	PW/HIGH PRESSURE 2 WIRE, SWIVEL, JIC ELBOW				
						O&M-STD ALLOCATION-SUPPLIES				
						CHECK		1030 TOTAL:		258.61
1031	06/29/2022	EFT	8975 ECONORTHWEST	256218	25650	05/31/2022		06/26/22		7,976.25
			Invoice: 25650	7,976.25	64011586 54110001186	PCD/PROFESSIONAL SERVICES MAY 2022				
						HOUSING ACTION PLAN-PROF SVCS				
						CHECK		1031 TOTAL:		7,976.25
1032	06/29/2022	EFT	4161 HERRERA ENVIRONMENTA	256027	51165	06/06/2022		06/26/22		9,128.56
			Invoice: 51165	9,128.56	72431832 54110001129	ENG/PREPARE SCOPE OF SERVICES AND				
						MANZANITA WATERSHED STUDY-P SV				
			Invoice: 51078	256063	51078	05/23/2022		06/26/22		1,462.24
				1,462.24	72431832 54110001031	ENG/STORMWATER SYSTEM PLAN				
						ISLANDWIDE SSWM STUDY-PROF SVC				
			Invoice: 51154	256064	51154	06/06/2022		06/26/22		4,374.51
				4,374.51	72431832 54110000664	ENG/WTR INVENTORY ASSESSMENT & PRI				
						ST DOE SSWM-PROF SVCS				
				256065	51166	06/06/2022		06/26/22		3,325.25

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
Invoice: 151294				256248	151294	06/16/2022		06/26/22	454.27	
				454.27	53011212 549900	POL/IMPOUND I22-000365				
						PD-C/E-PATROL-MISC				
Invoice: 153307				256249	153307	06/16/2022		06/26/22	738.19	
				738.19	53011212 549900	POL/IMPOUND I22-000461				
						PD-C/E-PATROL-MISC				
						CHECK		1036 TOTAL:	3,682.87	
1037 06/29/2022 EFT			9263 BELLEVUE PRINTING LL	256296	55227	06/16/2022		06/26/22	7,908.17	
Invoice: 55227						EX/NEWSLETTERS SPRING 2022 4/4 SADDLE STITCH				
				2,309.58	31011572 54250001015	NEWSLETTER-POSTAGE				
				5,598.59	31011572 54950001015	NEWSLETTER-PRINTING				
						CHECK		1037 TOTAL:	7,908.17	
1038 06/29/2022 EFT			10011 PACIFICA LAW GROUP L	256173	76353	06/08/2022		06/26/22	1,344.00	
Invoice: 76353						LEGAL/PROFESSIONAL SERVICES MAY 2022				
				1,344.00	32311942 64111100724	LIT-BAINBRIDGE TAXPAYERS UNITE				
						CHECK		1038 TOTAL:	1,344.00	
1039 06/29/2022 EFT			8544 PHILANTHROPY NORTHWE	256263	TGP 4501	04/30/2022		06/26/22	4,425.00	
Invoice: TGP 4501						EX/2020-2021 CULTURAL FUNDING PRO				
				4,425.00	31017572 54110000297	EX-COMMUNITY FUNDING RESOURCES				
Invoice: TGP 4521						EX/2020-2021 CULTURAL FUNDING PRO				
				256264	TGP 4521	05/31/2022		06/26/22	3,150.00	
				3,150.00	31017572 54110000297	EX-COMMUNITY FUNDING RESOURCES				
						CHECK		1039 TOTAL:	7,575.00	
1040 06/29/2022 EFT			10032 HANSON, SONJA	256045	001	06/06/2022		06/26/22	3,577.50	
Invoice: 001						EX/PREPARE WEEKLY EMAIL & VIDEO NEWSLETTERS				
				1,788.75	31011572 54110001184	CITY MNGR VIDEO UPDATE-PROF SV				
				1,788.75	31011572 541100	EX-GF-OUTREACH-PROF SVCS				
Invoice: 002						EX/DEVELOP & PRODUCE SOCIAL MEDIA CONTENT				
				256046	002	06/06/2022		06/26/22	607.50	
				607.50	31011572 541100	EX-GF-OUTREACH-PROF SVCS				
Invoice: 003						EX/DEVELOP & PRODUCE COBI CONNECTS				
				256047	003	06/06/2022		06/26/22	45.00	
				45.00	31011572 54110001015	NEWSLETTER-PROF SVCS				

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CASH ACCOUNT: 635	111100	CASH								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
								CHECK	1040 TOTAL:	4,230.00
1041	06/29/2022	EFT	9910 SEIDL, MICHAEL TIMOT	256048	2061	06/07/2022		06/26/22		7,392.50
	Invoice: 2061									
				7,392.50	31011572	54110001184		EX/COBI VIDEO PRODUCTION SERVICES CITY MNGR VIDEO UPDATE-PROF SV		
								CHECK	1041 TOTAL:	7,392.50
1042	06/29/2022	EFT	9584 SILKE COMMUNICATIONS	256252	122302	06/08/2022		06/26/22		509.64
	Invoice: 122302									
				509.64	53011212	531100		POL/NOISE CANCELING MICS X5 PD-C/E-PATROL SUPPLIES		
								CHECK	1042 TOTAL:	509.64
1043	06/29/2022	EFT	565 TACOMA SCREW PRODUCT	256053	140032851-02	03/09/2022		06/26/22		46.22
	Invoice: 140032851-02									
				46.22	73638935	531100		PW/24", 36" NYLON CABLE TIES BLACK O&M-STD ALLOCATION-SUPPLIES		
	Invoice: 140032851-03									
				256054	140032851-03	03/16/2022		06/26/22		56.97
				56.97	73638935	531100		PW/36" NYLON CABLE TIES BLACK O&M-STD ALLOCATION-SUPPLIES		
	Invoice: 140037791-02									
				256055	140037791-02	04/06/2022		06/26/22		53.23
				53.23	73638935	531100		PW/HEX CAP SCREWS GRADE 8 COARSE THREAD YELLOW O&M-STD ALLOCATION-SUPPLIES		
	Invoice: 140040177-00									
				256056	140040177-00	04/13/2022		06/26/22		90.99
				90.99	73638935	531100		PW/COMMERCIAL GLASS CLEANER - 19OZ AEROSOL O&M-STD ALLOCATION-SUPPLIES		
	Invoice: 140037791-01									
				256057	140037791-01	03/30/2022		06/26/22		170.24
				170.24	73638935	531100		PW/INDUSTRIAL CLEANER/DEGREASER, HEX CAP SCREWS O&M-STD ALLOCATION-SUPPLIES		
								CHECK	1043 TOTAL:	417.65
1044	06/29/2022	EFT	1152 USA BLUE BOOK	256266	008647	06/10/2022		06/26/22		137.83
	Invoice: 008647									
				137.83	73425358	531100		PW/RICCA PH BUFFER, STERILE PETRI DISH O&M-WWTP-SUPPLIES		
	Invoice: 010147									
				256267	010147	06/13/2022		06/26/22		952.27
				952.27	73425358	531100		PW/RICCA PH BUFFER, STERILE PETRI DISH O&M-WWTP-SUPPLIES		
	Invoice: 013626									
				256268	013626	06/15/2022		06/26/22		1,920.04
				1,920.04	73425358	531100		PW/BENCHTOP MUFFLE FURNACE, RATE FLOWMETER O&M-WWTP-SUPPLIES		

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CASH ACCOUNT: 635	111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
										INVOICE DTL DESC	
									CHECK	1044 TOTAL:	3,010.14
1045	06/29/2022	EFT	5709 WEBCHECK INC	256067	INV-7254	05/31/2022		06/26/22	278.46		
	Invoice: INV-7254			139.23	43411341 541100	FIN/WEBCHECK SERVICE MAY 2022					
				139.23	43421351 541100	FIN - WATER ADMIN PROF SERVICE					
						FIN - SEWER ADMIN PROF SERVICE					
									CHECK	1045 TOTAL:	278.46
1046	06/29/2022	EFT	499 WESTBAY AUTO PARTS I	256068	720262	05/26/2022		06/26/22	89.36		
	Invoice: 720262			89.36	73638935 531100	PW/HYD HOSE FITTINGS					
						O&M-STD ALLOCATION-SUPPLIES					
				256069	721073	05/31/2022		06/26/22	67.84		
	Invoice: 721073			67.84	990 141100	PW/FUEL FIL WAP1					
						MERCHANDISE					
				256070	721076	05/31/2022		06/26/22	109.89		
	Invoice: 721076			5.12	990 141100	PW/BLUE DEF 2.5 GAL, OIL FILTER					
				104.77	73638935 531100	MERCHANDISE					
						O&M-STD ALLOCATION-SUPPLIES					
				256071	721173	05/31/2022		06/26/22	139.61		
	Invoice: 721173			5.12	990 141100	PW/PREM AW 32 HYD FL 5GT, OIL FILTER					
				134.49	73638935 531100	MERCHANDISE					
						O&M-STD ALLOCATION-SUPPLIES					
				256072	721196	05/31/2022		06/26/22	107.37		
	Invoice: 721196			107.37	73411345 531100	PW/2008 FORD F450 SUPER DUTY TRACK BAR FRONT					
						OFFICE SUPPLIES					
				256073	721692	06/02/2022		06/26/22	5.12		
	Invoice: 721692			5.12	990 141100	PW/NAPAGOLD OIL FILTER					
						MERCHANDISE					
				256074	722699	06/07/2022		06/26/22	20.70		
	Invoice: 722699			20.70	990 141100	PW/OIL FILTERS, FUEL FILTER					
						MERCHANDISE					
				256075	722759	06/07/2022		06/26/22	23.33		
	Invoice: 722759			23.33	990 141100	PW/AIR FILTERS					
						MERCHANDISE					
				256076	722766	06/07/2022		06/26/22	27.28		
	Invoice: 722766			27.28	73638935 531100	PW/ZEREX EXTREME LIFE					
						O&M-STD ALLOCATION-SUPPLIES					
				256214	724053	06/13/2022		06/26/22	34.64		
	Invoice: 724053			29.52	73638935 531100	PW/OIL FILTER, DISC BRAKE QUIET					
						O&M-STD ALLOCATION-SUPPLIES					

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CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
				5.12 990	141100	MERCHANDISE		
Invoice: 724159				256215 724159		06/14/2022	06/26/22	49.17
				49.17 990	141100	PW/AIR FILTERS, FUEL FILTERS		
						MERCHANDISE		
Invoice: 724312				256216 724312		06/14/2022	06/26/22	36.75
				36.75 73638935 531100		PW/PX BLUE THREADLOCKER		
						O&M-STD ALLOCATION-SUPPLIES		
Invoice: 724433				256217 724433		06/15/2022	06/26/22	107.78
				32.10 73638935 531100		PW/PREMIUM SEALED BEAMS, AIR FILTERS		
				75.68 990 141100		O&M-STD ALLOCATION-SUPPLIES		
						MERCHANDISE		
Invoice: 724698				256269 724698		06/16/2022	06/26/22	43.29
				43.29 990 141100		PW/OIL FILTERS, FUEL FILTERS		
						MERCHANDISE		
Invoice: 724699				256270 724699		06/16/2022	06/26/22	82.66
				82.66 73638935 531100		PW/2.5 DEF X5		
						O&M-STD ALLOCATION-SUPPLIES		
Invoice: 724722				256271 724722		06/16/2022	06/26/22	30.94
				30.94 990 141100		PW/V-BELT		
						MERCHANDISE		
Invoice: 724846				256272 724846		06/16/2022	06/26/22	9.40
				9.40 73638935 531100		PW/COOLANT		
						O&M-STD ALLOCATION-SUPPLIES		
						CHECK	1046 TOTAL:	985.13
				NUMBER OF CHECKS	30	*** CASH ACCOUNT TOTAL ***		108,759.70
						COUNT	AMOUNT	
				TOTAL EFT'S		30	108,759.70	
						*** GRAND TOTAL ***		108,759.70

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JOURNAL ENTRIES TO BE CREATED

CLERK: jkines

YEAR	PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2022	6	211	APP 001-213000	06/29/2022	06/26/22	062222			GENERAL - ACCOUNTS PAYABLE		51,188.82	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 635-111100	06/29/2022	06/26/22	062222			CASH			108,759.70
									AP CASH DISBURSEMENTS JOURNAL			
			APP 402-213000	06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		32,324.23	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 101-213000	06/29/2022	06/26/22	062222			STREETS - ACCOUNTS PAYABLE		860.45	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 401-213000	06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		1,119.87	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 631-213000	06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		1,677.17	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 301-213000	06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		2,967.17	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 403-213000	06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		18,290.56	
									AP CASH DISBURSEMENTS JOURNAL			
			APP 901-213000	06/29/2022	06/26/22	062222			ACCOUNTS PAYABLE		331.43	
									AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL											108,759.70	108,759.70
APP 631-130000				06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING		107,082.53	
APP 001-130000				06/29/2022	06/26/22	062222			GENERAL - DUE TO/FROM CLEARING			51,188.82
APP 402-130000				06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING			32,324.23
APP 101-130000				06/29/2022	06/26/22	062222			STREETS - DUE TO/FROM CLEARING			860.45
APP 401-130000				06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING			1,119.87
APP 301-130000				06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING			2,967.17
APP 403-130000				06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING			18,290.56
APP 901-130000				06/29/2022	06/26/22	062222			DUE TO/FROM CLEARING			331.43
SYSTEM GENERATED ENTRIES TOTAL											107,082.53	107,082.53
JOURNAL 2022/06/211 TOTAL											215,842.23	215,842.23

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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 6	211	06/29/2022	GENERAL - DUE TO/FROM CLEARING GENERAL - ACCOUNTS PAYABLE	51,188.82	51,188.82
				FUND TOTAL	51,188.82	51,188.82
101 STREET FUND 101-130000 101-213000	2022 6	211	06/29/2022	STREETS - DUE TO/FROM CLEARING STREETS - ACCOUNTS PAYABLE	860.45	860.45
				FUND TOTAL	860.45	860.45
301 CAPITAL CONSTRUCTION FUND 301-130000 301-213000	2022 6	211	06/29/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	2,967.17	2,967.17
				FUND TOTAL	2,967.17	2,967.17
401 WATER OPERATING FUND 401-130000 401-213000	2022 6	211	06/29/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	1,119.87	1,119.87
				FUND TOTAL	1,119.87	1,119.87
402 SEWER OPERATING FUND 402-130000 402-213000	2022 6	211	06/29/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	32,324.23	32,324.23
				FUND TOTAL	32,324.23	32,324.23
403 STORM & SURFACE WATER FUND 403-130000 403-213000	2022 6	211	06/29/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	18,290.56	18,290.56
				FUND TOTAL	18,290.56	18,290.56
631 CLEARING FUND 631-130000 631-213000 635-111100	2022 6	211	06/29/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE CASH	107,082.53 1,677.17	108,759.70
				FUND TOTAL	108,759.70	108,759.70
901 CITY-WIDE REPORTING FUND 901-130000 901-213000	2022 6	211	06/29/2022	DUE TO/FROM CLEARING ACCOUNTS PAYABLE	331.43	331.43
				FUND TOTAL	331.43	331.43

06/22/2022 13:50
jkines

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 12
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		51,188.82
101	STREET FUND		860.45
301	CAPITAL CONSTRUCTION FUND		2,967.17
401	WATER OPERATING FUND		1,119.87
402	SEWER OPERATING FUND		32,324.23
403	STORM & SURFACE WATER FUND		18,290.56
631	CLEARING FUND	107,082.53	
901	CITY-WIDE REPORTING FUND		331.43
	TOTAL	107,082.53	107,082.53

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

PAYROLL

PAYROLL CHECK RUN: 6 - 21 - 2022

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	6/21/2022	54366-54502	Regular check run (Direct Dep)	361,690.00
Normal	6/21/2022	109873	Regular check run (Paper Checks)	2,978.06
Vendor	6/21/2022	109874-109882	Vendor check run (Paper Checks)	138,072.55
Misc	6/21/2022	109883	Misc PR check run (Paper Check)	12,216.47
Vendor	6/21/2022	109884	Misc Vendor check run	\$ 104.70
EFTPS	6/21/2022	N/A	Federal Tax Electronic Transfer	141,193.25
			TOTAL:	656,255.03

Prepared and Reviewed by:  Date 6-22-22
 Ruth Schroeder, 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 6/22/22
 Kim Dunscombe, Budget Manager



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 28, 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 Study Session Minutes, June 7, 2022.docx](#)

[Special City Council Meeting Minutes - Executive Session, June 14, 2022.docx](#)

[Regular City Council Business Meeting Minutes, June 14, 2022.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, JUNE 7, 2022

Meeting Minutes

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

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

Mayor Deets, Deputy Mayor Fantroy-Johnson, and Councilmembers Moriwaki, Quitslund, Pollock, and Schneider were present. Councilmember Hytopoulos arrived at 6:05 p.m.

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

Councilmember Deets moved and Councilmember Schneider seconded to approve the agenda as presented. The motion carried unanimously, 6-0 with Councilmember Hytopoulos absent for the vote. There were no conflicts of interest disclosed.

3) [REGULAR BUSINESS](#)

3.A [Receive Report from Planning Commission Chair on April 14, 2022 3-3 Tie Vote Regarding Recommendation on Ordinance No. 2022-02 Related to Affordable Housing on Property Owned by Religious Organizations - Planning](#)

[Cover Page](#)

[Ord. 2022-02 Presentation](#)

[Staff Memo re Ordinance No. 2022-02.pdf](#)

[April 14 Approved Planning Commission Minutes and Recorded Motion.pdf](#)

[Ordinance No. 2022-02 \(formerly 2021-38\) Relating to Affordable Housing on Religious Properties.pdf](#)

[Ordinance No. 2022-02 Exhibit A.pdf](#)

City Manager King introduced the agenda item. Planning Director Charnas provided a presentation.

Councilmember Hytopoulos arrived at 6:05 p.m.

Planning Commission Chair Blossom provided additional information, and Council discussed the draft ordinance.

Planning Commissioner Birtley commented on the proposal.

MOTION: I move to schedule Ordinance No. 2022-02 for City Council review and discussion on a future Council agenda.

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

4) **COMMITTEE REPORTS**

Mayor Deets provided an update from the Puget Sound Regional Council (PSRC) General Assembly, Kitsap Transit and Kitsap 911.

Councilmember Hytopoulos reported on a Kitsap Health District Board meeting.

Councilmember Quitslund reported on a PSRC Growth Management Policy Board meeting.

Deputy Mayor Fantroy-Johnson provided an update on the PSRC Equity Committee, Housing Kitsap, and the Race Equity Advisory Committee.

5) **ADJOURNMENT**

Deputy Mayor Fantroy-Johnson adjourned the meeting at 7:17 p.m.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING
EXECUTIVE SESSION
TUESDAY, JUNE 14, 2022

Meeting Minutes

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

Mayor Deets called the meeting to order at 5:01 p.m. in Council Chambers and on the Zoom webinar platform.

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

2) EXECUTIVE SESSION

2.A [Pursuant to RCW 42.30.110\(1\)\(g\), to evaluate the qualifications of an applicant for public employment or to review the performance of a public employee, and pursuant to RCW 42.30.110\(1\)\(i\), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency](#)

[Cover Page](#)

Mayor Deets adjourned the meeting to an executive session at 5:02 p.m. pursuant to RCW 42.30.110(1)(g) and RCW 42.30.110(1)(i).

Council returned from executive session at 6:01 p.m.

3) ADJOURNMENT

Mayor Deets adjourned the meeting at 6:02 p.m.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

REGULAR CITY COUNCIL BUSINESS MEETING
TUESDAY, JUNE 14, 2022

MEETING MINUTES

1) [CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE](#)

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

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

Mayor Deets led the Pledge of Allegiance and read the land acknowledgement.

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

Councilmember Moriwaki moved and Deputy Mayor Fantroy-Johnson seconded to approve the agenda as presented. The motion carried unanimously, 6 – 0.

Councilmember Schneider recused herself from the appointments to the Climate Change Advisory Committee due to a conflict of interest.

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

3.A [Approve Proclamation Declaring June 14, 2022, as "Spartronics Coach Enrique Chee Day"](#)

[Cover Page](#)

[Proclamation for Spartronics Coach.docx](#)

Councilmember Quitslund read the proclamation.

MOTION: I move to authorize the Mayor to sign the proclamation declaring June 14, 2022, as "Spartronics Coach Enrique Chee Day."

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

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

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

Spartronics Coach Enrique Chee accepted the proclamation.

3.B Approve Proclamation Declaring June 2022, as "Ride Transit Month"

[Cover Page](#)

[Ride Transit Month Proclamation 2022.docx](#)

Councilmember Schneider read the proclamation.

MOTION: I move to authorize the Mayor to sign the proclamation declaring June 2022, as "Ride Transit Month."

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

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

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

Sanjay Bhatt from Kitsap Transit accepted the proclamation.

3.C Approve Proclamation for Sexual Assault Awareness

[Cover Page](#)

[Sexual Assault Awareness Proclamation.docx](#)

Deputy Mayor Fantroy-Johnson read the proclamation.

MOTION: I move to authorize the Mayor to sign the proclamation for sexual assault awareness.

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

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

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

Deputy Police Chief Weiss accepted the proclamation.

3.D Present Proclamation Declaring June 2022 as Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) Pride Month

[Cover Page](#)

[LGBTQI+ Pride Month Proclamation 2022.docx](#)

Mayor Deets read the proclamation. Derek Villanueva from Bainbridge Pride accepted the proclamation. Jonny Levi and Sonja Fritts also thanked Council for the proclamation.

3.E Present Proclamation Declaring June 19, 2022 as the "Day to Celebrate Juneteenth 2022"

[Cover Page](#)

[Juneteenth Proclamation 2022.docx](#)

Deputy Mayor Fantroy-Johnson read the proclamation. Chasity Malatesta and Justice Brown accepted the proclamation.

4) PUBLIC COMMENT

4.A Instructions for Providing Public Comment

[Cover Page](#)

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

Steve Rhoades commented on safety issues relating to bicyclists.

Joe McMillan spoke about the recommended appointments to the Planning Commission.

Ken DeWitt from the Bainbridge Island Metropolitan Park & Recreation District Board said that the Board will vote on a recommendation to rename the Waterfront Trail in honor of Charles Schmid.

Polly Longworth spoke about the Planning Commission appointments and the shade covenant agenda item.

Betsy Wittick spoke in favor of the shade covenant.

Talis Abolins spoke about the Planning Commission appointment process.

Jim Halbrook spoke against the Bethany Lutheran Church project and the Planning Commission appointment process.

Lisa Neal spoke about the Planning Commission appointment process.

Marla Steinhoff spoke about the Planning Commission appointment process.

5) CONSENT AGENDA

Councilmember Quitslund asked to pull agenda item 5.G from the Consent Agenda, and Councilmember Hytopoulos asked to pull agenda item 5.H.

5.A Agenda Bill for Consent Agenda

[Cover Page](#)

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

Moriwaki/Quitslund: The motion carried unanimously, 6 – 0.

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

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

5.B Approve Accounts Payable and Payroll

[Cover Page](#)

[Council Report Payroll 6-5-22.pdf](#)

[AP Report to Council of Cash Disbursements 06-15-22.pdf](#)

5.C Approve City Council Meeting Minutes

[Cover Page](#)

[Special City Council Meeting Minutes - Executive Session, May 17, 2022.pdf](#)

[City Council Study Session Minutes, May 17, 2022.pdf](#)
[Special City Council Meeting Minutes - Executive Session, May 24, 2022.pdf](#)
[Regular City Council Business Meeting Minutes, May 24, 2022.pdf](#)

5.D Authorize Approval of Supplemental Agreement No. 1 to the Professional Services Agreement with Toole Design Group for the Madison Avenue Sidewalk Improvements Final Design (\$494,004.50 - General Fund \$465,129.50 & Sewer Fund \$28,875.00) – Public Works

[Cover Page](#)
[Supplemental Agreement 1.pdf](#)
[Madison Avenue Sidewalk Original PSA.pdf](#)
[Madison Ave Sidewalk Imp Schedule.pdf](#)
[Madison Ave Project Select Slides 061422.pdf](#)

5.E Authorize the City Manager to Execute an Applicant Resolution/Authorization Grant Form with the Washington State Recreation & Conservation Office for the Springbrook Creek Restoration Project Design (\$158,000, Surface and Stormwater Management Fund - SSWM) – Public Works

[Cover Page](#)
[Applicant Authorization Resolution.pdf](#)
[Fletcher Bay Culvert and Weir Removal Project Conceptual Design](#)
[Springbrook Budget Summary.pdf](#)

5.F Authorize the City Manager to Submit an Application to the Department of Commerce Climate Program - Early Planning Grant Program Relating to the Inclusion of Climate Change Elements in the 2024 Comprehensive Plan Update (\$80,000)

[Cover Page](#)
[Department of Commerce Early Planning Climate Change Grant Application .docx](#)
[COBI Letter of Support - Department of Commerce Early Planning Climate Change Grant Application.docx](#)

AGENDA ITEMS PULLED FROM THE CONSENT AGENDA

5.G Authorize Issuance of Request for Proposals (RFP) for Professional Services for the Project to Update to the Winslow Subarea Plan ** 2022 Council High Priority Project - Planning**

[Cover Page](#)
[06092022 DRAFT RFP Winslow Subarea Plan Update.docx](#)

Councilmember Quitslund provided comments on the RFP.

MOTION: I move that small change on page one of the Request for Proposals to insert the phrase “future of” [before] “the greater Winslow Area.”

Quitslund/Fantroy-Johnson: The motion carried 5 – 1.

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

MOTION: I move to authorize the City Manager to issue the attached RFP as amended for professional services for the project to update the Winslow Subarea Plan.

Deets/Schneider: The Motion carried unanimously, 6 – 0.

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

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

5.H Adopt Resolution No. 2022-23 to Approve an Agreement for the Grant of Two Million Dollars of American Rescue Plan Act Funds with Housing Resources Bainbridge to Provide Thirteen Affordable Housing Units at 550 Madison

[Cover Page](#)

[Resolution No. 2022-23 re HRB ARPA Grant Funding](#)

[Exhibit A to Resolution No. 2022.23 ARPA Grant Fund Agreement \(COBI & Housing Resources Bainbridge\) - HRB signed.pdf](#)

Councilmember Hytopoulos noted several inconsistencies in the agreement. City Manager King stated that the agreement will be corrected.

MOTION: I move to adopt Resolution No. 2022-23 to approve an agreement for the grant of two million dollars of American Rescue Plan Act funds to Housing Resources Bainbridge to provide thirteen affordable housing units at 550 Madison.

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

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

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

6) COUNCIL ANNOUNCEMENTS

Mayor Deets mentioned that he would be joining the Bainbridge portion of a regional economic tour organized by the Puget Sound Regional Council on Friday, June 17, 2022.

Deputy Mayor Fantroy-Johnson provided an update on the Kitsap Economic Development Alliance (KEDA) board meeting, Senior Center Board meeting, and Kitsap Regional Coordinating Council (KRCC) Executive Board meeting.

Mayor Deets and Deputy Mayor Fantroy-Johnson noted that they will attend the Kitsap Juneteenth celebration. Councilmember Moriwaki will attend the Bainbridge Island Juneteenth celebration.

Mayor Deets provided an update on his office hours.

7) CITY MANAGER'S REPORT

City Manager King provided a report on the number of building permits issued, the National Urban Fellows interviews, the Department of Energy's Energy Transitions Initiative Partnership Project, and the Government Finance Officers Association Certificate of Achievement for Excellence in Financial Reporting.

8) PUBLIC HEARING(S)

8.A Conduct Public Hearing on Ward Avenue NE & NE Ewing Street Vacation and Adopt Associated Ordinance No. 2022-10 - Public Works

Cover Page

Ordinance No. 2022-10 Relating to Ward Ave NE and NE Ewing Street Vacation

Ward Ave NE NE Ewing Road Vacation Staff Report.docx

Ward Ave NE NE Ewing Comments.pdf

City Manager King introduced the agenda item. City Engineer Corelis provided information on the proposed ordinance.

Mayor Deets opened the public hearing at 7:27 pm. There was no public comment. Mayor Deets closed the public hearing at 7:28 pm.

MOTION: I move to adopt Ordinance No. 2022-10.

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

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

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

8.B Conduct Public Hearing for and Consider Adoption of Ordinance No. 2022-11 Revising Chapter 15.20 BIMC Surface Water and Stormwater Management and Adopt the 2019 DOE Stormwater Management Manual - Public Works

Cover Page

Ordinance No. 2022-11 Revising Chapter 15.20 BIMC re Stormwater Mgmt (Revised)

2019 SWMMWW - Executive Summary of the 2019 Revisions and Links to Manual.pdf

Engineering Manager Nylund introduced the agenda item.

Mayor Deets opened the public hearing at 7:30 p.m. There was no public comment. Mayor Deets closed the public hearing at 7:31 pm.

MOTION: I move to approve Ordinance No. 2022-11.

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

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

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

9) REGULAR BUSINESS

9.A Provide Direction Regarding September 10, 2022 Expiration of Ordinance No. 2021-10, Amending Bonus Floor Area Ratio (FAR) Options, BIMC 18.12.030.E., - Planning

[Cover Page](#)
[Staff Memo FAR Expiration.docx](#)
[Presentation on Ord 2021-10.pdf](#)
[MUTC and HS Rd Map.pdf](#)
[Ordinance No. 2021-10-Relating to Revising Bonus FAR Regulations-Approved 082421.pdf](#)

City Manager King introduced the agenda item. Planning Director Charnas provided a presentation.

MOTION: I move to extend Ordinance No. 2021-10 "as is" for 18 months.

Hytopoulos/Fantroy-Johnson: The motion carried unanimously, 6 – 0.

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

Council adjourned for a break at 7:40 p.m. and returned at 7:45 p.m.

9.B Review the Shade Covenant on the Crawford and M&E Properties - Executive

[Cover Page](#)
[Presentation - Shade Covenant Discussion for CC 06142022.pptx](#)
[Shade Pattern Fall 2017 B Wittick](#)
[Shade Pattern 2019 B Wittick](#)
[Shade Pattern October 2021 B Wittick](#)
[BACKGROUND: Bentryn Agricultural Land Purchase and Sale Agreement - Shade Covenant](#)

City Manager King introduced the agenda item. Deputy City Manager Schroer provided a presentation on the topic.

MOTION: I make a motion to receive the report and direct that a plan of action for compliance with the Shade Covenant on the Crawford and M&E properties be brought before the City Council for final action no later than July 26, 2022.

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

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

9.C Approve Participation in National Community Survey and Consider Survey Questions - Executive

[Cover Page](#)
[The NCS Instrument 2022 - Standard Questions](#)
[National Community Survey Custom Questions - for CC 06142022](#)
[Bainbridge Island, WA 2022 Timeline.pdf](#)

City Manager King introduced the agenda item. Deputy City Manager Schroer provided a presentation on the survey.

Council provided feedback on the survey questions.

MOTION: I move to direct the City Manager to proceed with the National Community Survey using the questions as amended.

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

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

9.D Review Baseline Budget with Key Assumptions - Finance

[Cover Page](#)

[Presentation Baseline Budget for CC.pdf](#)

[Key Assumptions Memo.docx](#)

City Manager King introduced the agenda item. Finance Director Pitts provided a presentation on the baseline budget and addressed Council's questions.

9.E Confirm Recommended Appointments to the Climate Change Advisory Committee

[Cover Page](#)

[Boemer \(Climate Change Advisory Committee\) - Redacted.pdf](#)

[Boenker \(Climate Change Advisory Committee\) - Redacted.pdf](#)

[Cronin \(Climate Change Advisory Committee\) - Redacted.pdf](#)

[Matthews \(Climate Change Advisory Committee\) - Redacted.pdf](#)

[Rudnick \(Climate Change Advisory Committee\) - Redacted.pdf](#)

[Thomas \(Climate Change Advisory Committee\) - Redacted.pdf](#)

Mayor Deets introduced the agenda item. Councilmember Schneider recused herself from the agenda item.

MOTION: I move to confirm the recommended appointment of Kevin Thomas to Position 2 of the Climate Change Advisory Committee to complete a term ending in June, 2024.

Fantroy-Johnson/Hytopoulos: The motion carried 5 – 0.

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

MOTION: I move to confirm the recommended reappointment of Julie Matthews to Position 5 of the Climate Change Advisory Committee to a three-year term ending in June, 2025.

Fantroy-Johnson/Hytopoulos: The motion carried 5 – 0.

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

MOTION: I move to confirm the recommended reappointment of Jens Boemer to Position 6 of the Climate Change Advisory Committee to a three-year term ending in June, 2025.

Fantroy-Johnson/Hytopoulos: The motion carried 5 – 0.

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

MOTION: I move to confirm the recommended reappointment of Deborah Rudnick to Position 7 of the Climate Change Advisory Committee to a three-year term ending in June, 2025.

Fantroy-Johnson/Hytopoulos: The motion carried 5 – 0.

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

9.F Confirm Recommended Appointments to the Ethics Board

Cover Page

Bonker (Ethics Board) - Redacted.pdf

Davison (Ethics Board) - Redacted.pdf

Escandon (Ethics Board) - Redacted.pdf

Fuss (Ethics Board) - Redacted.pdf

Hollinger (Ethics Board) - Redacted.pdf

Kerby (Ethics Board) - Redacted.pdf

Mallon (Ethics Board) - Redacted.pdf

Miller (Ethics Board) - Redacted.pdf

Mohrman - Ethics Board - Redacted.pdf

Neal (Ethics Board) - Redacted.pdf

Sink (Ethics Board) - Redacted.pdf

Smith (Ethics Board) - Redacted.pdf

Tingley (Ethics Board) - Redacted.pdf

Wolfe (Ethics Board) - Redacted.pdf

Woodruff (Ethics Board) - Redacted.pdf

Mayor Deets introduced the agenda item.

MOTION: I move to confirm the recommended reappointment of David Mallon to Position 3 of the Ethics Board to complete a term ending in June, 2024.

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

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

MOTION: I move to confirm the recommended appointment of Ben Woodruff to Position 4 of the Ethics Board to complete a term ending in June, 2024.

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

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

MOTION: I move to confirm the recommended appointment of Donna Davison to Position 5 of the Ethics Board to a three-year term ending in June, 2025.

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

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

MOTION: I move to confirm the recommended appointment of Rafael Escandon to Position 6 of the Ethics Board to a three-year term ending in June, 2025.

Moriwaki/Fantroy-Johnson: The motion carried unanimously, 6 – 0.

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

MOTION: I move to confirm the recommended appointment of Rosemary Hollinger to Position 7 of the Ethics Board to a three-year term ending in June, 2025.

Moriwaki/Fantroy-Johnson: The motion carried unanimously, 6 – 0.

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

9.G Confirm Recommended Appointments to the Planning Commission

Cover Page

Deines (Planning Commission) - Redacted.pdf

Fisher (Planning Commission) - Redacted.pdf

Macchio (Planning Commission) - Redacted.pdf

Neal (Planning Commission) - Redacted.pdf

Schaab (Planning Commission) - Redacted.pdf

Sullivan (Planning Commission) - Redacted.pdf

Tripps (Planning Commission) - Redacted.pdf

Mayor Deets introduced the agenda item. Council discussed the appointment process.

MOTION: I move to confirm the recommended appointment of Peter Schaab to Position 5 of the Planning Commission to a three-year term ending in June, 2025.

Fantroy-Johnson/Quitslund: The motion carried 5 – 1.

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

MOTION: I move to confirm the recommended appointment of Sean Sullivan to Position 6 of the Planning Commission to a three-year term ending in June, 2025.

Quitslund/Fantroy-Johnson: The motion carried 5 – 1.

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

MOTION: I move to confirm the recommended reappointment of Benjamin Deines to Position 7 of the Planning Commission to a three-year term ending in June, 2025.

Fantroy-Johnson/Quitslund: The motion carried 5 – 1.

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

9.H Confirm Recommended Appointments to the Race Equity Advisory Committee

[Cover Page](#)

[Hall \(Race Equity Advisory Committee\) - Redacted.pdf](#)

[Hecker \(Race Equity Advisory Committee\) - Redacted.pdf](#)

[Jacobson \(Race Equity Advisory Committee\) - Redacted.pdf](#)

[Madden \(Race Equity Advisory Committee\) - Redacted.pdf](#)

[Rodgers \(Race Equity Advisory Committee\) - Redacted.pdf](#)

[Rovelstad \(Race Equity Advisory Committee\) - Redacted.pdf](#)

[San Diego \(Race Equity Advisory Committee\) - Redacted.pdf](#)

Mayor Deets introduced the agenda item. Council discussed the appointment process.

MOTION: I move to confirm the recommended appointment of Francis Jacobson to Position 3 of the Race Equity Advisory Committee to complete a term ending in June, 2023.

Moriwaki/Fantroy-Johnson: The motion carried unanimously, 6 – 0.

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

Deputy Mayor Fantroy-Johnson moved and Councilmember Quitslund seconded to confirm the recommended appointment of Olivia Hall to Position 4 of the Race Equity Advisory Committee to a three-year term ending in June, 2025. Following discussion, Deputy Mayor Fantroy-Johnson withdrew her motion.

MOTION: I move to confirm the recommended appointment of Clarissa San Diego to Position 5 of the Race Equity Advisory Committee to a three-year term ending in June, 2025.

Fantroy-Johnson/Hytopoulos: The motion carried unanimously, 6 – 0.

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

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

MOTION: I move to confirm the recommended reappointment of Savanna Rovelstad to Position 6 of the Race Equity Advisory Committee to a three-year term ending in June, 2025.

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

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

NOES: None

ABSENT: Michael Pollock

ABSTAIN: None

10) COMMUNICATIONS

10.A Consider Agenda Request for Citywide Read Program - Deputy Mayor Fantroy-Johnson

[Cover Page](#)

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

Deputy Mayor Fantroy-Johnson introduced the agenda item. There was consensus to add this item to a future agenda.

11) ADJOURNMENT

Mayor Deets adjourned the meeting at 9:26 pm.

Joe Deets, Mayor

Christine Brown, MMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 28, 2022

ESTIMATED TIME:

AGENDA ITEM: Authorize a Professional Services Agreement with Fehr & Peers for Measuring Greenhouse Gas Emissions Associated with Sustainable Transportation Plan Actions and Developing an Update to the City's Transportation Impact Fees (\$123,670) - Executive,

SUMMARY: The consultant will measure the greenhouse gas emissions reduction potential associated with the suite of projects identified in Scenario 2 in the 2022 Sustainable Transportation Plan to reduce vehicle miles traveled by on-road vehicles; identify and measure additional activities on Bainbridge Island that could help reduce greenhouse gas emissions associated with on-road vehicles and vehicle miles traveled; and improve the process and data source(s) for vehicle miles traveled data utilized in the community greenhouse gas emissions inventory. The consultant will also develop a multimodal transportation impact fee that is designed to implement the 2022 Sustainable Transportation Plan. The activities and data collection associated with this project will be coordinated to ensure that the results can also support the upcoming Winslow subarea plan analysis.

This project supports implementation of both the 2022 Sustainable Transportation Plan and the 2020 Climate Action Plan.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Authorize the City Manager to execute a professional services agreement with Fehr & Peers in substantially the form attached to this agenda item for measuring greenhouse gas emissions associated with Sustainable Transportation Plan actions and developing an update to the City's Transportation Impact Fees (\$123,670).

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$123,670
Ongoing Cost:	
One-Time Cost:	\$123,670
Included in Current Budget?	Yes

BACKGROUND: The work identified in the proposed contract will address two key factors in the implementation of the City's Sustainable Transportation Plan (STP): measuring greenhouse gas emissions and ensuring stable sources of potential revenue for STP implementation.

The 2020 Climate Action Plan includes goals to reduce greenhouse gas emissions by 25 percent by 2025, 60 percent by 2035, and 90 percent by 2045, compared to 2014. To further those goals, the City Council adopted the Sustainable Transportation Plan (STP) and identified Scenario 2, "Connecting Centers" as the preferred implementation plan on March 22, 2022. While the Plan identifies specific projects, programs, policies and estimated costs for Scenario 2, the associated greenhouse gas (GHG) emissions to be reduced from implementation is still to be determined.

Action 2.A.1.a from the Climate Action Plan states that "COBI will work with the Climate Change Advisory Committee (CCAC) to improve the accuracy and site-specificity of data for GHG emission categories that are currently based on regional models (particularly vehicles and air travel)." The contract prepared for this agenda item, which was developed along with the CCAC, will help the City identify additional, and more specific, data sources are needed to more accurately reflects on-island travel by various modes for inclusion in future GHG inventories. Measuring the GHG emissions reduction benefits associated with additional land use decisions, bike/pedestrian infrastructure, public transit expansion, electric vehicle infrastructure, and additional measures focused on vehicle/parking pricing or parking demand management can help prioritize future work plan and budget requests to further implement the Climate Action Plan.

Additionally, the Sustainable Transportation Plan identifies updating the City's Transportation Impact Fees - the fees associated with development impacts on the transportation system - as a key task for maintaining one of the plan's many potential revenue sources. The current fee, which generates an average of \$175K annually for transportation projects, was developed in 2015. Many of the projects in the study have been completed, and therefore a new fee calculation should be generated using the projects identified in the STP, and other transportation needs. The City currently has one of the lower transportation impact fees in the Kitsap region. Fee options are anticipated to be reviewed with the City Council in Q1 of 2023.

ATTACHMENTS:

[Professional Services Agreement Fehr & Peers.docx](#)

FISCAL DETAILS: Tasks 0 and 1 to be paid for by the 2021-22 funds allocated by City Council for implementation of the Climate Action Plan (up to \$72,790). Tasks 2 and 3 to be paid for by funds budgeted in the City's Streets Fund (up to \$50,880).

Fund Name(s): General Fund

Coding: Traffic Impact Fee element of the project is MUNIS project #1219

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 Fehr & Peers, a California State S corporation (“Consultant”).

WHEREAS, the City needs professional services in connection with measuring greenhouse gas emissions associated with transportation actions and vehicle miles traveled and developing a multi-modal transportation impact fee; 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 31, 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 One Hundred Twenty-Three Thousand Six Hundred Seventy Dollars (\$123,670).

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: Fehr & Peers
 1001 4th Ave, Unit 4120
 Seattle, WA 98104
 Attention: Aaron Gooze

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.

FEHR & PEERS

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

Overview: The Consultant will measure greenhouse emissions associated with transportation actions and vehicle miles traveled and develop a multi-modal transportation impact fee.

Task 0: Project Management

The Consultant will work closely with City staff to manage this project. Specific activities include:

- A 90-minute kickoff meeting after contract execution.
- Up to ten 30-minute monthly check-in meetings with the Consultant and City Project Manager.

Receivables:

- N/A

Assumptions

- The City Project Manager will attend all meetings
- The City Project Manager will coordinate the attendance of other City staff at kickoff and coordination meetings
- The Consultant will draft an agenda for the kick-off meeting, to be reviewed by City Project Manager one week before the meeting

Payment and Schedule:

- Consultant Total Hours: 63
- Task 0 cost estimated at \$10,880
- Task Due Date: Ongoing, through May 31, 2023

Task 1: Measuring GHG Emissions Reductions

The core goals of this project will be to determine the baseline vehicle miles traveled (VMT) conditions and evaluate different scenarios to determine which strategies and transportation projects will provide substantial progress towards reducing greenhouse gas (GHG) emissions. Major actions will include:

1. The Consultant will develop baseline data for current VMT and the associated GHG emissions, origin-destination-route data, and trip speed-travel time-length data on Bainbridge Island using StreetLight data. The Consultant will work with City Staff to determine the appropriate size and number of zones (up to 30) for the analysis.
2. The Consultant will conduct a travel market assessment to understand which trip types (such as intra island, ferry through trips, and off-island trips) would be most affected by VMT reduction strategies and projects.
3. The Consultant will use elasticity research to provide projections on the anticipated reductions in VMT and associated GHG emission reductions for the preferred scenario (Scenario 2) in the 2022 Sustainable Transportation Plan.

4. The Consultant will use the PSRC regional travel demand model, or the Kitsap County model, elasticity research, and Fehr & Peers' TDM+ tool to develop up to five potential scenarios aimed at reducing VMT in each travel market, including land use decisions, bike/ped infrastructure, public transit expansion, electric vehicle infrastructure, and additional measures focused on vehicle/parking pricing or parking demand management.
 - a. Questions to address in this subtask include:
 - i. Geographic scale: At what scale can strategy impacts be differentiated? Should any land use scenarios consider additional growth in Bainbridge beyond what is projected in the City's Comprehensive Plan?
 - ii. Investment scale: Are impacts dependent on the amount of money invested or are there thresholds which cause larger/smaller impacts?
 - iii. Impact of existing state and federal policies: How will existing legislation, especially around electric vehicles and low carbon fuels, impact COBI investments?
 - iv. Timescale: Can impacts be estimated over a number of years, especially for land use? How can the GHG benefits of near-term strategies be evaluated vs long-term strategies?
 - v. Pricing and demand management strategies: What types of pricing strategies are feasible to implement in COBI?
 - b. Discussions between the Consultant and the City will help focus the methodology to ensure the right level of detail given the available budget. This subtask includes up to two one-hour meetings with City staff to determine the final scenarios.
5. The Consultant will recommend additional performance metrics, other than VMT, for measuring transportation related GHG emission reductions.
6. The Consultant will recommend cost-effective options for the City to use in measuring changes in VMT on Bainbridge Island for future GHG emissions inventories.
7. The Consultant will recommend a methodology for continuing to integrate more site-specific VMT data that can be used to update Bainbridge Island's community GHG emissions inventory.
8. The Consultant will provide a comparison between the City's 2014 VMT data and/or related emissions and the new baseline and document the changes in methodology.
9. The Consultant will work with City staff to create a methodology and tool(s) that COBI staff can use to help inform future decisions related to what transportation related actions will achieve the greatest reduction in VMT and associated GHG emissions reductions over time. This tool will be an Excel spreadsheet-based tool that allows City staff to toggle on and off different strategies to report GHG emission reduction effectiveness. The tool input data will be based on scenario testing and national elasticities. This subtask includes up to two meetings with City staff.

Receivables:

- City staff will review and edit the proposed zone structure for the StreetLight Data purchase
- City staff will review and provide comments on the proposed VMT reduction strategies

- City staff will review and provide feedback on the GHG emissions reduction variables in the tool

Assumptions:

- The Consultant will purchase StreetLight Data
- The Consultant will present the final slideshow presentation at up to one evening meeting, as requested by City staff

Deliverables:

- Technical memorandum documenting methodology and recommendations
- Excel spreadsheet-based tool for measuring GHG emissions reductions associated with different transportation related actions
- Slideshow presentation summarizing all results, as well as recommended next steps

Payment and Schedule:

- Consultant Total Hours” 86
- Task 1 cost estimated at \$61,910
- Task Due Date: December 31, 2022

Task 2: Transportation Impact Fee Update

Using the updated travel model from Task 1 and 3, the Consultant will develop a multimodal transportation impact fee that is designed to implement the 2022 Sustainable Transportation Plan. The Consultant will undertake the following major tasks:

1. The Consultant will review the current program structure, and meet with City staff to understand existing challenges
2. The Consultant will work with the City Project Manager to develop a draft list of impact fee eligible projects/programs that will be shared with other City staff for review and comment, starting with the Sustainable Transportation Plan and the Capital Improvement Plan
3. The Consultant will update the City’s transportation impact fee spreadsheet to ITE 11th Edition trip generation rates
4. The Consultant will develop a person-trip based transportation impact fee program that uses the same ITE vehicle trip generation rate to person trip conversion factors used in other cities such as Olympia or Bellingham for maximum efficiency
5. The Consultant will run a select link analysis in the PSRC model on typical projects to identify the share of in-city versus regional growth;
6. The Consultant will calculate existing deficiencies, for non-motorized projects, the Consultant will present a set of typical methods for addressing existing deficiencies with recommendations for the City to select from
7. The Consultant will update the City’s transportation impact fee spreadsheet and rate schedules based on the project list and City’s selection of existing conditions methodology
 - a. This subtask will include up to two public meetings
8. The Consultant will prepare an updated Impact Fee Rate Study

Receivables:

- City staff will provide a final list of all projects and programs to be included in the transportation impact fee program and associated planning-level cost estimates
- City staff will review and provide comments/edits on the transportation impact fee project/program list for finalization

Assumptions:

- The City Project Manager will coordinate the attendance of other City Staff at Impact Fee Options workshop

Deliverables:

- Updated transportation impact fee spreadsheet
- Updated transportation impact fee rate study

Payment and Schedule:

- Consultant Total Hours: 272
- Task 1 cost estimated at \$47,560
- Task Due Date: May 31, 2023

Task 3: Winslow Sub-Area Plan

- The Consultant will facilitate up to two meetings with City staff to coordinate the activities and data collection associated with Task 1 and 2 in a way to assist in the Winslow subarea plan analysis
- The Consultant will provide up to 10 hours of consultant time to explore setting up transportation analysis zones (TAZs) in the model or traffic analysis structure in a way to align with future sub-area plan work

Receivables:

- NA

Assumptions:

- The City Project Manager will coordinate the attendance of other City Staff at up to two Task meetings

Deliverables:

- Notes summarizing the meetings with City staff
- Notes summarizing any suggestions for TAZ changes or traffic analysis structure

Payment and Schedule:

- Consultant Total Hours: 18
- Task 1 cost estimated at \$3,320
- Task Due Date: March 31, 2023

Consultant's Hourly Rates and Budget:

Project Manager - Marissa Milam	\$155
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Principal-in-Charge - Aaron Gooze	\$240
Modeling Expert - Chris Breiland	\$340
Climate Action Director (Cascadia Consulting Group)- Andrea Martin	\$245
Analyst - Tino Jonga	\$145
Graphics - Peter Nguyen	\$160
Admin - Jane Flynn	\$130

Tasks	Marissa Milam	Aaron Gooze	Chris Breiland	Andrea Martin	Tino Jonga	Peter Nguyen	Jane Flynn	Labor Hours	Direct Costs	Total	Total Hours	Total Costs
Task 0 - Project Management												
0.1 Kickoff	4	2		2			1	9		\$1,720	9	\$1,720
0.2 Meetings/Progress Reports/Invoicing	16	12	2				24	54		\$9,160	54	\$9,160
Task 1 - GHG Emissions Reductions												
1.0 StreetLight Data purchase								0	\$4,500	\$4,500	0	\$4,500
1.1 StreetLight analysis	16	4			8	16	4	48		\$7,680	48	\$7,680
1.2 Travel market assessment	4	2			12		4	22		\$3,360	22	\$3,360
1.3 Scenario 2 GHG reduction	8	2			16		4	30		\$4,560	30	\$4,560
1.4 Scenario Testing	32	16	4	8	30	8	8	106		\$18,790	106	\$18,790
1.5 Other Performance Measures	2	1	1	4			2	10		\$2,130	10	\$2,130
1.6 Measuring VMT changes	2	1	1	4			2	10		\$2,130	10	\$2,130
1.7 Site-specific VMT	2	1	2	4			2	11		\$2,470	11	\$2,470
1.8 2014 VMT Comparison	8	1	2	16			2	29		\$6,340	29	\$6,340
1.9 GHG reduction tool	16	5	4	12	10		4	51		\$9,950	51	\$9,950
Task 2 - Impact Fee Study												
2.1 Methodology Updates & Analysis	32		24		120		8	184		\$31,560	184	\$31,560
2.2 Rate Schedule & Rate Study	24		16		40		8	88		\$16,000	88	\$16,000
Task 3 - Winslow Subarea Plan												
3.1 Coordination	14		3				1	18		\$3,320	18	\$3,320
Total for all Tasks	180	47	59	50	236	24	74	670	\$4,500	\$123,670	670	\$123,670

Notes:

Mileage is billed at the IRS rate plus 10% handling fee.

All other direct and subconsultant expenses are billed with 10% handling fee.

Other direct costs include computer, communications, and reproduction charges are billed as a percentage of labor.

Rates and staff are subject to change at any time, without notice, and within the total budget shown.

Schedule:

Task	2022						2023					
	June	July	Aug	Sept	Oct	Nov	Dec	Jan	Feb	March	April	May

0. Project Management																				
1. Measuring GHG Emissions	Kick off																			
1.1																				
1.2																				
1.3																				
1.4																				
1.5																				
1.6																				
1.7																				
1.8																				
1.9																				
2. Impact Fee Update																				
2.1																				
2.2																				
2.3																				
2.4																				
2.5																				
2.6																				
2.7																				
2.8																				
3. Winslow Subarea Plan																				

*City staff to provide final project list and planning level cost estimates for impact fee program



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 28, 2022

ESTIMATED TIME:

AGENDA ITEM: Authorize the City Manager to Execute Amendment No. 4 to Agreement for Professional Services with S&B, Inc. for the Water and Sewer Telemetry Upgrade Project (\$49,271.04) (Water \$22,293.18 and Sewer \$26,977.86) – Public Works,

SUMMARY: The City Council will consider authorizing the City Manager to execute Amendment No. 4 to the Agreement for Professional Services with S&B, Inc. in support of the Water & Sewer Telemetry Upgrade project.

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION: Authorize the City Manager to execute Amendment No. 4 to the Agreement for Professional Services with S&B, Inc. for the Water and Sewer Telemetry Upgrade project in substantially the form attached to this agenda item (\$49,271.04) (Water \$22,293.18 and Sewer \$26,977.86).

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$49,271.04
Ongoing Cost:	
One-Time Cost:	\$49,271.04
Included in Current Budget?	Yes

BACKGROUND: The Water and Sewer Telemetry Upgrade Agreement for Professional Services consists of upgrades to the existing master SCADA (Supervisory Control and Data Acquisition) system located at the Wastewater Treatment Plant on Donald Place with remote telemetry units at various water and sewer pumping and storage facilities. The upgrades will replace obsolete program controls with the intent to improve overall system reliability.

Amendment No. 4 to the Agreement for Professional Services is needed for providing cellular service capabilities in-lieu of DSL at various lift station sites in the amount of \$49,271.04. The cellular service deployments will be targeted to locations with adequate coverage and will improve service provider reliability issues.

The City Council approved the original Water and Sewer Telemetry Upgrade Agreement for Professional Services at their July 9, 2019, meeting in the amount of \$297,346.90. Amendment No. 1 was approved by City Council at their June 9, 2020, meeting for additional design features to the Sakai Village, Lovell Avenue, Ferncliff, and Ericksen Avenue lift stations. Both Amendments No. 2 and 3 were for contract extensions extending the dates to September 31, 2021, and December 31, 2023, respectively. Upon approval of Amendment No. 4, the revised contract amount will be \$404,724.78.

Under the City's Procurement Policy, 5.13.3, if a public works contracts' cumulative amount of change orders is more than 10%, Council authorization is required for the City Manager to approve the revised contract.

ATTACHMENTS:

[Amendment No. 4 to Professional Services Agreement.pdf](#)

FISCAL DETAILS: Munis Project # 00818 and # 00821 - Water & Sewer Funds

Fund Name(s): Sewer Fund

Coding:

**AMENDMENT NO. 4 TO
AGREEMENT FOR PROFESSIONAL SERVICES**

THIS AMENDMENT NO. 4 TO THE AGREEMENT FOR PROFESSIONAL SERVICES (“Amendment”) amends the Agreement for Professional Services entered into on July 26, 2019 (as amended and supplemented to date, the “Agreement”), by the City of Bainbridge Island, a Washington municipal corporation (the “City”), and S & B, Inc., a Washington corporation (the “Consultant”).

WHEREAS, the City and the Consultant entered into the Agreement to provide professional services in connection with the City’s desires to replace obsolete Programmable Logic Controllers (PLCs) and tone telemetry technology with high reliability PLC technology, expand monitoring control abilities, enhance operator display and viewing options, and improve system reliability; and

WHEREAS, the City desires that the Consultant provide additional services relating to providing cell service capabilities at various sites; and

WHEREAS, the Consultant is willing to provide such additional services in exchange for an additional Forty-Nine Thousand Two Hundred Seventy-One Dollars and Four Cents (\$49,271.04).

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

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

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

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

[X] A total fixed sum, in accordance with **Attachment A**: a total amount of ~~Three Hundred Fifty-Five Thousand Four Hundred Fifty-Three Dollars and Seventy-Four Cents (\$355,453.74)~~ Four Hundred Four Thousand Seven Hundred Twenty-Four Dollars and Seventy-Eight Cents (\$404,724.78).

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

2. **Attachment A**, Scope of Services, is hereby amended to include the new tasks shown on attached **Exhibit A**.

3. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

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

S & B, INC.

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

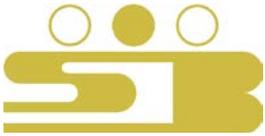
Name _____

Blair King, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____



S&B inc. 13200 SE 30th St., Bellevue, Washington 98005 (425) 644-1700 FAX (425) 746-9312

June 3, 2022

City of Bainbridge Island
280 Madison Avenue N
Bainbridge Island, WA 98110
Via email: cmunter@bainbridgewa.gov; pcorelis@bainbridgewa.gov

Attention: Chris Munter, P.E. and Peter Corelis, P.E.
Subject: Amended Scope for SCADA System Cellular Communication Additions
Professional Engineering Services and System Integration

We are pleased to provide the following amended recommendations and quotation for the SCADA upgrades to your system. This amendment to the existing Professional Service Agreement addresses items identified by City personnel that are critical.

Background Information

The existing SCADA system consists of a Master Telemetry Unit and computer system located at the Waste Water Treatment Plant (WWTP), and remote telemetry units placed at each water and sewer pumping and storage facility. In 2009, as part of the WWTP improvements, the automation system was upgraded with the addition of several programmable logic controllers (PLCs). The water distribution and sewer collection SCADA master PLC was moved to the WWTP and integrated into a single SCADA system serving water and wastewater needs. All automation system upgrades performed since this time are connected to the 2009 PLC unit and therefore have a significant lifespan remaining. The expected lifespan of full hardware support for this technology is considered fifteen to twenty years. Some parts of the master telemetry unit at the WWTP are from the original 1994 system and are more than twenty years old.

The current professional service agreement contract removes the remaining tone telemetry and 505 series PLC components that are obsolete and difficult to service. The amended professional service agreement will replacement a first generation RTU at Sakai Lift Station, upgrades to the Master Telemetry Unit (MTU) WinCC SCADA upgrade, new sensor and floats for Lower Lovell Lift Station, and Cla Val conversion for Ferncliff and Ericksen PRV stations.

Key performance factors identified for this upgrade includes:

- Replacement of obsolete PLC and tone telemetry technology with high reliability PLC technology
- Expanded monitoring and control abilities
- Enhanced Operator Display for new RTUs
- Improved System Reliability

Cellular Additions for the following Sites

1. WWTP (MTU Site)
2. Taylor Well (RTU)
3. Ferncliff (RTU)
4. Lower Lovell (RTU)
5. Island Terrace (RTU)
6. Klickitat (RTU)

AT THE WWTP (MTU):

Cellular Modem addition, includes Cellular modem, antenna, surge protection, up to 50' of LMR 240 or LMR400 coaxial cable, 3' LMR195 coaxial cable with sma to Ntype connectors, S7-300 CP343-1 Lean communication processor for the cellular network, programming for cellular communication and startup. See report for details on cellular recommendations.

AT EACH RTU:

Cellular Modem addition for each RTU site, includes Cellular modem, antenna, surge protection, up to 50' of LMR 240 or LMR400 coaxial cable, 3' LMR195 coaxial cable with sma to Ntype connectors, programming for cellular communication and startup.

- Install Cellular SCALANCE into the RTU, removing the DSL.
- Install antenna's on exterior of building. Where applicable to enhance signal strength, a directional or yagi style antenna is used as the primary antenna. Point the directional antenna at a cellular tower, see cell tower map.
- Install LMR 240 or LMR400 coaxial cable from the RTU to the Antenna's located on a mast mounted to the side of the building, placing the antennas above the roof line.
- Install polyphasers and provide #10 awg solid copper to grounding rod exterior of building.
- Install #10 awg solid copper conductor from antenna mounting to grounding rod exterior of building

EXTERNAL UL LISTED PANEL FOR CELLULAR MODEMS:

Additive for lift stations with RTU's in dry wells. The stations listed below will require the cellular modem mounted above grade in a stainless steel enclosure with the antennas either mounted to the enclosure or on a mast elevated 10'-20' to provide adequate cellular coverage. CAT5e and 6 #14, 1 #14 G must be ran from the RTU to the enclosure terminal block. This is an addition to the price above for adding cellular at each RTU.

Stations that require the additional enclosure for the cellular modem are:

- Lower Lovell
- Island Terrace
- Klickitat

Kitsap PUD Proxy PLC SCADA Interface

Understanding the Proxy PLC:

The most important safety feature to your SCADA system is that we do not allow any 3rd party access to the heart of your control system. As the need to share information with neighboring Cities, Districts, and other entities increases, safety precautions need to be taken to protect the SCADA PLCs from the threat of a potential malicious attack. A Proxy PLC is the best solution to isolate your data from the SCADA network (and Master PLC) and then allow 3rd party access to read/write data to the Proxy PLC as mutually agreed.

A Proxy PLC solution places a new PLC (the Proxy unit) alongside the Master PLC, but the Proxy PLC will not be on the SCADA network. Instead, it is completely isolated except for a single serial connection to the Master. A serial connection (via Modbus) will be used for the data transfer between the Master and Proxy PLC. Both PLCs will have a serial communication card dedicated solely to the data exchange between the two devices. (Please see attached network diagram on the following pages).

Security of the Proxy PLC:

This setup using a serial connection is the key to security. Exclusive to Siemens processors, the PLCs do NOT accept programming instruction via serial connections, only the read/write of data values is allowed. In this proposed configuration, the Proxy PLC is treated as a “slave” to the Master. (Slave devices are never able to overwrite code or command a Master PLC to perform any actions). This hierarchy is set up as a failsafe method to ensure if breach of security to the Proxy PLC did occur, there will not be a threat to the security and functionality of the Master PLC.

The Master is always performing two dedicated actions with the Proxy PLC:

1. Write Data to the Proxy PLC to be read by a 3rd party
2. Read 3rd party data in the Proxy PLC to be displayed for the SCADA System

Shared Information with 3rd Parties:

We will set up a Data Block with 192 binaries (16 words) and 100 Real values that is used for the data exchange with a 3rd party. Data will move in both directions so Read/Writes are possible. Each 3rd Party will have exclusive access to their own data block. And the CPU will be able to provide individual access to up to 50 partners.

Once the data is transferred from the Proxy to the Master, the data is then used by the SCADA system for visual display, trending, reports, or any other standard SCADA function. For the KPUD interface, we are only presenting data to KPUD for the following sites: Creosote Rd Tank, Taylor Ave Well, and the Kitsap PUD Intertie.

Specific 3rd Party Sharing Details:

The Siemens PLC can exchange data with Allen Bradley PLC using Modbus TCP protocol - likely without the need for a Prosoft module. The basic options include S7comm, Modbus TCP and FTP.

The Proxy PLC also has a web page interface that can display the exchanged data using http or https. Siemens offers an open path for data retrieval and once we have this proxy PLC separated from your SCADA network, they are welcome to get or post their data for us to retrieve.

General Information:

We are using a Siemens S71512SP-1 Processor. It is part of the Siemens S71500 line of processors and is our most commonly deployed PLC for new projects.

One (1) day is needed for the setup, configuration and validation of the Proxy PLC with the existing Master PLC. Additionally, we have six (6) hours built-in for support with the 3rd party vendor(s). It will take some coordination to format the data exchange so the read/write values can be used by both parties effectively.

Professionals Engineering Services for Installation by Contractor:

The work quoted includes Professional engineering services to provide the City with design documents addendum for existing contractor. Installation is not part of this scope of work.

Summary of sites that required contractor installation:

- WWTP (MTU Site)
- Taylor Well
- Ferncliff (no existing phone service)
- Lower Lovell
- Island Terrace
- Klickitat

We recommend that the contractor performs a site visit to each station prior to providing a bid. Below is a brief description of requirements by site (only new sites added this amendment are described below).

WWTP/MTU (CELLULAR REQUIREMENTS FOR SITE)

We propose to locate the cellular antenna's out the back of the control room above the roof line.

- Install the Cellular SCALANCE into PNL-2110.
- Run LMR 400 from PNL2110 to the antennas located out the back to the control room.
- Install polyphasers antenna and provide #10 awg solid copper to grounding rod exterior of building, at base of mast.
- Install #10 awg solid copper conductor from antenna mounting to grounding rod at base of mast.

RTU (CELLULAR REQUIREMENTS FOR TAYLOR WELL AND FERNCLIFF PRV)

- Install Cellular SCALANCE into the RTU, removing the DSL.
- Install antenna's on exterior of building. Where applicable to enhance signal strength, a directional or yagi style antenna is used as the primary antenna. Point the directional antenna at a cellular tower, see cell tower map.
- Install LMR 240 or LMR400 coaxial cable from the RTU to the Antenna's located on a mast mounted to the side of the building, placing the antennas above the roof line.
- Install polyphasers and provide #10 awg solid copper to grounding rod exterior of building.
- Install #10 awg solid copper conductor from antenna mounting to grounding rod exterior of building

RTU (CELLULAR REQUIREMENTS FOR LOWER LOVELL, ISLAND TERRACE, AND KLICKITAT)

- Install external UL listed panel that contains the Cellular SCALANCE, remove the DSL from the RTU.
- Install antenna's on mast. Where applicable to enhance signal strength, a directional or yagi style antenna is used as the primary antenna. Point the directional antenna at a cellular tower, see cell tower map. See cellular report for details.
- Install LMR 240 or LMR400 coaxial cable from external panel to the Antenna's located on a mast, placing the antennas above site restrictions.
- Install polyphasers and provide #10 awg solid copper to grounding rod.
- Install #10 awg solid copper conductor from antenna mounting to grounding rod.
- Install conduit from external cellular panel to closest j-box to intercept pathway to RTU for CAT5 and conductors identified above.

WWTP/MTU (PROXY PLC REQUIREMENTS FOR SITE)

Installation of PLC at WWTP.

Startup and Commissioning:

The SCADA system requires testing with each item listed below following installation. Our quote includes startup and commissioning for each RTU.

Training:

Training is provided concurrent with each station upgrade. Our field engineer will instruct the assigned operator(s) with the use of the new touch screen devices with specific focus on control features as part of the station commissioning. This provides the City with hands on training and self-sufficiency in maintaining the SCADA system. Equipment and software planned for these upgrades are consistent with the newer pump stations purchased by the City and we do not anticipate operators having difficulty understanding the technology applied at each pump station.

O&M Manual:

S&B will provide a conformed O&M for the City for the SCADA Master System. Two copies will be provided to the City. The Binders include schematic drawings on 11x17 and a DVD with hardware manuals and operation description.

Warranty Support:

The system integration and software development required for this project is included with full support for a time period not less than one (1) year. During this time period, we will receive requests for assistance and respond using a high speed network connection to the control system via VPN within one business day. The initial response will identify problem areas, determining if the system requires software modifications, hardware replacement or both in order to maintain automatic operation of the system. The technologies available to us for troubleshooting the new system allow our engineers to remotely access the MTU system, assess current and historical conditions, and make assessments quickly.

We will support the City in the diagnosis and resolution of hardware failures to equipment provided under this scope of work during the warranty period without additional fees.

Scope of Work Estimates:

Our work summary is provided on the attached table and is broken into several columns to reflect selected options and anticipated services:

1. Professional Services / Application Software / Design
2. System integration / hardware / packaged software
3. Field Instruments and Sensors
4. Electrical Installation estimates provided with I&C and Electrical Design documents

Professional Services includes application specific software engineering, electrical and I&C design, CAE generated drawings application specific, application development for the Siemens S7 PLC, WinCC graphic computer software environments, and factory testing of RTU with software, startup, commissioning and training. System integration includes materials, panel integration, use SBI packaged software Library, Standard Product CAE drawings, and field devices. System integration work is performed at our facility in Bellevue, tested and then shipped to location for installation. The assembly of custom RTUs was determined by Washington State L&I in 2017 to require inside electrician prevailing wage rates; this scope of work provides all standard products with RTU model numbers. Please see the attached “Scope of Work Pricing and Details” section for a more detail breakout of Professional Services and System Integration.

Professional Engineering Services for design is provided by S&B, to provide the City with electrical and I&C specifications for include in the contractor installation bid documents. Professional Engineering Services deliverable may include but not limited to; electrical site plan, station One-Lines, conduit schedule, equipment and field device placement, block diagrams, network diagram, I&C and Electrical Specifications for inclusion into the City’s Small works Roster bid document.

City to provide S&B civil site plan in AUTOCAD, transmitted electronically for the stations requiring installation by contractor.

Scheduling:

Our typical project cycle is 8 to 10 weeks for delivery. Scheduling will accommodate City needs. Our field work will impact operations for coordination with confined space entries for our electrical sub-contractor. We will plan ahead, coordinate work and minimize disruption to the operation of your systems. In spite of this we anticipate portions of the control system operation will require manual operation by the City for up to eight hour durations while critical control changes are implemented. Due to supply chain issues, delivery of components and project cycle are in flux.

Service Life:

For your lifecycle planning, it is important to consider equipment service life. During this time period the device should be repairable or replaceable with like kind. The SCADA system is composed of parts that are on the leading edge of technology and more susceptible to obsolescence than other equipment in your water and sewer systems such as pumps and valves. We recommend our customers to consider the following lifecycle estimates in the budget cycle for the purposes of budget planning.

<i>DESCRIPTION</i>	<i>SUPPORT LIFE</i>	<i>REPAIR FREQUENCY</i>
PLC central processing unit (RTU, MTU)	20 years	rare – never
PLC I/O modules	20 years	15 year
Communication (modems of all types)	7 years	5 year
Touch Screens for PLC	8 years	8 year
Power Supplies	20 years	7 year
Computer Systems	5-7 years	4 year
Pressure Transmitters	20 years	15 year
Submersible Level Transmitter	15 years	10 year
Network Connected motor controllers	20 years	20 years

Standard Inclusions:

- Control system design and software based on S&B standards.
- Equipment is factory tested and shipped FOB factory with freight allowed, common carrier, destination.
- Shop Drawings, instruction manuals and software documentation via electronic media.
- Submittal Documentation available at 4 weeks after receipt of order
- Field Engineering Services for technical support of installation questions, start-up, and acceptance testing of equipment supplied by this quotation. S&B is a designer and supplier of control system equipment,

providing technical support and engineering services to review installation of our equipment, commission and attest to its compliance with the project specifications.

- Quote is valid for ninety days from date of bid

Standard Exclusions:

Unless specifically included as a line item in this quotation's scope of supply the following are excluded from our scope of deliverables:

- L&I filing fees, prevailing wage compliance.
- Electrical installation.
- Stamped seismic calculations for Seismic Zone compliance.
- Conduit, wire or cable external to the control system panels listed in this scope
- Mounting brackets, stanchions, supports, pads that are not integral to the control system panels or process instruments listed in this scope.
- Liquidated damages (available upon request and definition of scope)
- Credit Card payment (service available for additional fee)
- Cost of Utility service (cost provided by City of Bainbridge Island)

Prices quoted are valid for sixty (60) days and we accept the City's standard contract form presented in our 2015 - 2016 contract. Please feel free to use the text in this scope of work for your Contract attachment.

We thank you for the opportunity to provide this proposal and will be happy to answer any questions you may have regarding technical or administrative issues.

Yours very truly,



James E Swanson II, PE
Vice President
S&B Inc.

Scope of Work Pricing and Details

Electrical scope:

- Portion of our work includes providing an instrument and electrical installation plans and specifications.

Summary

Cellular add for WWTP / MTU	\$6,322.68
Cellular add for Taylor Well Fercliff PRV, Lower Lovell, Island Terrace, and Kickitat	\$22,768.20
External UL box for Lower Lovell, Island Terrace, and Kickitat	\$5,601.96
KPUD Proxy PLC interface	\$14,578.20
Amended Scope Total	\$49,271.04

Detail Breakout

Description	Price
Cellular Addition (MTU at the WWTP)	
Engineering services, Design and Dwg updates (Covered under existing Phase 3 Contract).	
Startup & Testing (Included in existing Phase 3 contract)	
Additive engineering hours for cellular specific PLC and HMI software development and exchange of DSL modem for Cellular Modem at the RTU	\$ 1,620.00
SCALANCE M876-4, antennas, 3' coaxial cable, 50' LMR400 coaxial cable, and Polyphasers	\$ 2,550.00
PLC CP card for cellular network	\$ 1,620.00
WSST	9.20% \$ 532.68
Total:	\$ 6,322.68

Cost for Each RTU for Cellular upgrade:

Description	Price
Cellular Addition (each site)	
Engineering services, Design and Dwg updates (Covered under existing Phase 3 Contract).	
Startup & Testing (Included in existing Phase 3 contract)	
Additive engineering hours for cellular specific PLC and HMI software development and exchange of DSL modem for Cellular Modem at the RTU	\$ 1,620.00
SCALANCE M876-4, antennas, 3' coaxial cable, 50' LMR400 coaxial cable, and Polyphasers	\$ 2,550.00
WSST	9.20% \$ 383.64
Total:	\$ 4,553.64

2022 Amendment to 2019 SCADA Upgrades
 City of Bainbridge Island

Cost for Each RTU for Cellular upgrade that requires external panel for Cellular Modem:

<u>Description</u>		<u>Price</u>
Additive enclosure for RTUs in drywells		
Engineering services, Design and Dwg for UL listed panels (Covered under existing Phase 3 Contract).		
Additive Startup and Testing		\$ 140.00
UL listed 16" x 12" x 8" SS Enclosure with cellular modem installed, terminals for 24vdc power connections, and 50m of profinet cable		\$ 1,570.00
WSST	9.20%	\$ 157.32
Total:		\$ 1,867.32

KPUD Proxy PLC

Proxy PLC (parts)		\$ 3,270.00
Supplied loose for installation by contractor: Siemens ET200SP PLC with Modbus Serial Communication Module, Serial Communication Cable, and 2A breaker.		
Proxy PLC (Engineering and Programming)		\$ 10,080.00
Design, Drawings, Engineering, Programming, Startup, and Commissioning of Proxy PLC.		
Meeting & coordination with City and KPUD for Proxy PLC whiteboard data definition. Outcome, memory map provided to KPUD		
Update Master Drawings (AS-Built)		
WSST	9.20%	\$ 1,228.20
Total		\$ 14,578.20



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 28, 2022

ESTIMATED TIME:

AGENDA ITEM: Cancel the July 5, 2022 City Council Study Session

SUMMARY: Council will consider canceling the July 5, 2022 City Council Study Session.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: City Council

RECOMMENDED MOTION: Cancel the July 5, 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: June 28, 2022

ESTIMATED TIME:

AGENDA ITEM: Adopt Ordinance No. 2022-16 Relating to Bonus Floor Area Ratio and Extending the Sunset Provision of Ordinance No. 2021-10 by Eighteen Months

SUMMARY: The City Council will consider adopting Ordinance No. 2022-16 relating to bonus floor area ratio and extending the sunset provision of Ordinance No. 2021-10 by eighteen months.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Adopt Ordinance No. 2022-16 relating to Bonus Floor Area Ratio and extending the sunset provision of Ordinance No. 2021-10 by eighteen months.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND: At the June 14, 2022 City Council meeting, the Council directed staff to prepare an ordinance extending the sunset provision of Ordinance No. 2021-10 by eighteen months. Attached is Ordinance No. 2022-16 for Council consideration and potential adoption.

ATTACHMENTS:

[Ordinance No. 2022-16.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2022-16

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to bonus floor area ratio, amending Ordinance No. 2021-10 to extend the sunset provision provided for in the terms of the ordinance by eighteen months.

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

WHEREAS, the City Council passed Ordinance No. 2021-10 relating to bonus floor area ratio on August 24, 2021, with an effective date of September 10, 2021; and

WHEREAS, Section 8 of Ordinance No. 2021-10 provided that the ordinance shall sunset one year from the effective date of the ordinance; and

WHEREAS, the City Council provided direction at its regular business meeting on June 14, 2022, that it desired to extend the sunset provision in Ordinance No. 2021-10 by eighteen months to provide for sufficient time to appropriately consider potential changes to bonus floor area ratio policy.

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

Section 1. Section 8 of Ordinance No. 2021-10 is hereby amended to read as follows:

Section 8. The amendments to the Bainbridge Island Municipal Code approved by this ordinance shall sunset ~~one-two~~ six months from the effective date of this ordinance.

Section 2. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

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

PASSED by the City Council this ____ day of _____, 2022.

APPROVED by the Mayor this ____ day of _____, 2022.

Joe Deets, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, MMC, City Clerk

FILED WITH THE CITY CLERK:	June 24, 2022
PASSED BY THE CITY COUNCIL:	_____, 2022
PUBLISHED:	_____, 2022
EFFECTIVE DATE:	_____, 2022
ORDINANCE NUMBER:	2022-16



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 28, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:45 PM) Receive Update on Something New 2022-23 Artwork from the Public Art Committee,

SUMMARY: Council will receive a presentation from Public Art Committee (PAC) and an update on "Something New." The "Something New" project was first approved in 2017, with three new artworks installed annually in the downtown area. In 2021, the program expanded to five sites. PAC will present the artwork to be installed in 2022.

PAC is also requesting a that the Council and staff consider a one-year expansion to include an additional piece of artwork that is not displayed on a pedestal.

AGENDA CATEGORY: Presentation

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to accept recommended artwork for Something New 2022-2023 rotation and direct the City Manager to analyze the proposed expansion of the Something New program and report back to Council by the end of the third quarter.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

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

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. Project management for construction and installation of the bases for the artwork has been the responsibility of staff in the Public Works Department.

The artwork that is part of Something New 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.

PAC has selected the following five artwork pieces for 2022. They will be installed in the summer of 2022. The locations are to be determined.

Viking Ship (bronze) by Steve Jensen

Otter Moon (carved salvaged red cedar) by Pat McVay

Lucky (Glass mosaic on wood base) by Mark Brody

The Trident (painted steel) by MacRae Wylde

Crow (powder coated aluminum) by Matt Babcock.

ATTACHMENTS:

[Presentation - Something New V for CC 06282022](#)

FISCAL DETAILS: Council approved a budget of \$26,450 for this rotation of the "Something New" program in April 2022. The five proposed artwork display agreements, project management and associated program costs will be supported by this budget.

PAC would like to consider expanding the program on a one-year basis for an artwork that is not displayed on a pedestal. If so directed, staff will provide an analysis of this expansion and report back to the City Council.

Fund Name(s):

Coding:



Something New

Updates from AHB & the Public Art Committee

June 28, 2022

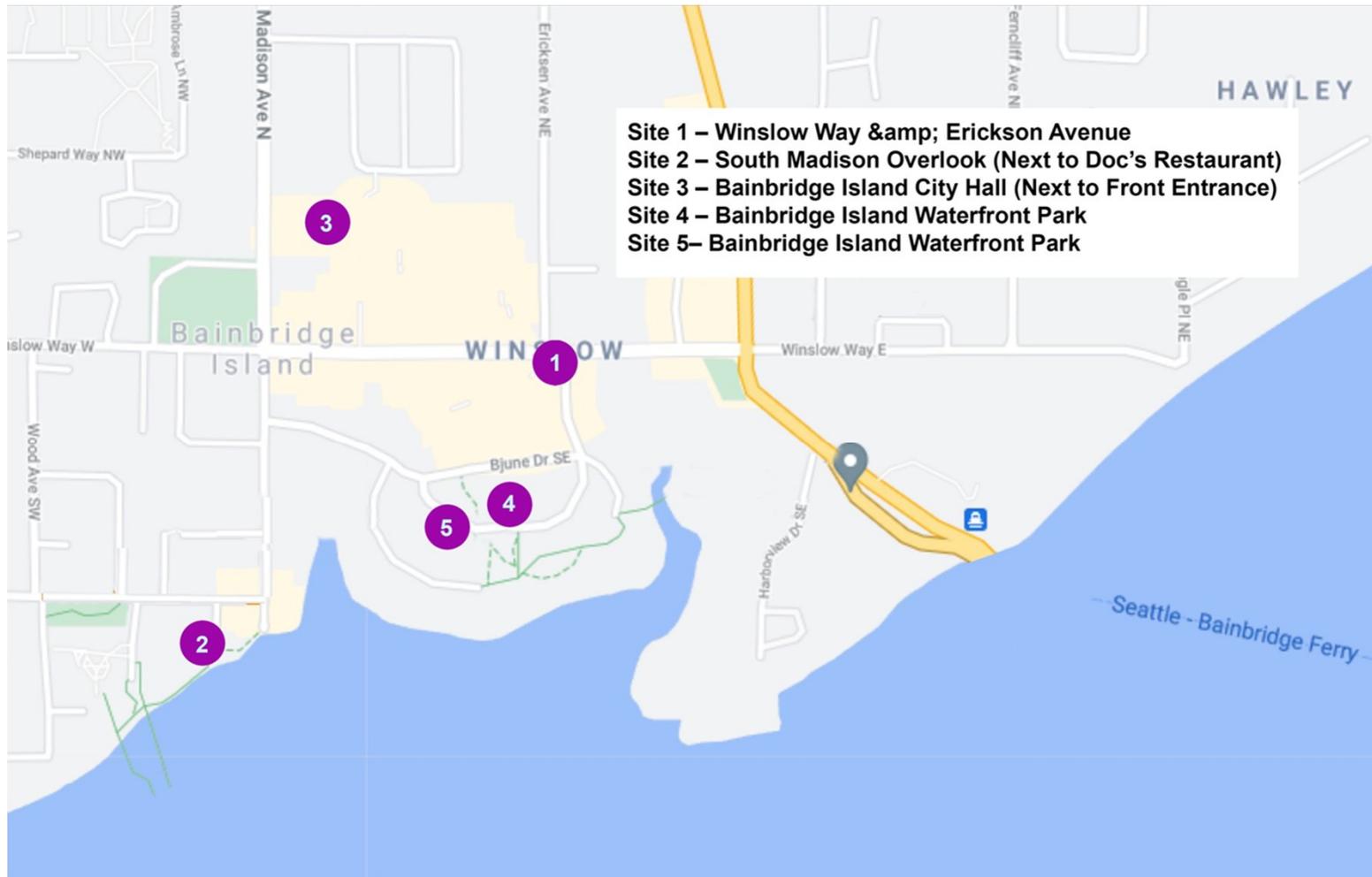


Something New V



- AHB received 28 submissions
- The call was posted on social media, SeattleArtists.com, Artist Trust, CaFe, and other sites
- We have artists from both Washington and Oregon
- The following artists and their sculptures were selected for Something New V
- Sculptures will be installed in July, 2022

Something New V Locations

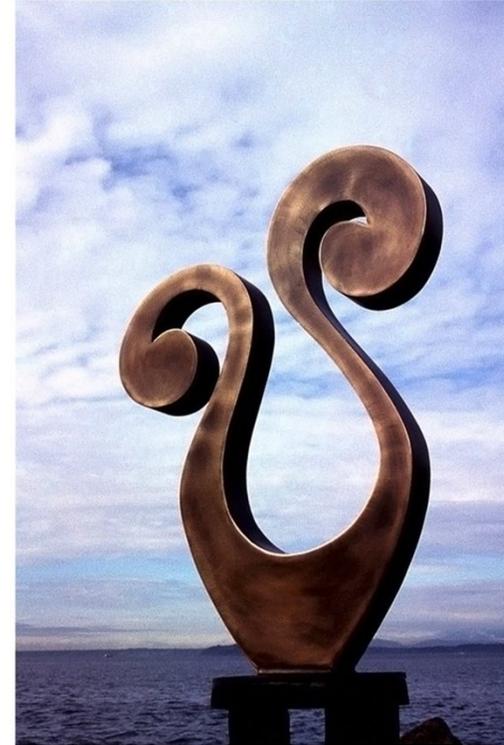


Something New V Selections

Viking Ship by Steve Jensen

Seattle, WA

The universal image of the boat in many cultures and civilizations symbolizes a voyage or journey, perhaps the voyage to the "other side" or the journey to the "unknown".



Viking Ship

Bronze

32" x 22" x 6"

Artwork for Sale: Yes

\$8,500.00

2008

Art in Public Places: No

Model for an abstract viking ship for the city of Poulsbo, WA, a Scandinavian community. Actual sculpture to be appx. 12' tall. Project on hold.

Something New V Selections

Otter Moon by Pat McVay

Whidbey Island, WA

Otter Moon is carved from a single block of salvaged cedar. It represents two stories in one form—one on each side.

It is best enjoyed when viewed from both sides of the moon.



Otter Moon back side

carved from a single block of salvaged red cedar

60" x 36" x 26"

Artwork for Sale: Yes

\$6,000.00

2019

Sculpture

Art in Public Places: Yes

Location: Langley, Auburn, Bellevue

Public Art Program: Art Alley in Langley, Art Downtown in Auburn, Bellevue Botanic Gardens

There is an otter hiding behind the moon. Each side of this sculpture incorporates elements from the opposite side.

Something New V Selections

Lucky by Mark Brody

Portland, OR

This dog's happiness is sure to grab the viewer's attention. But the idea goes further than that. The name Lucky refers to the concept of Gratitude that we all know and appreciate. Lucky is asking us to reflect on what we have and appreciate every bit of it. Lucky has a big bone at his feet, and a short fence that isn't really keeping him in; so he has a lot of freedom. Lucky wants each person to feel that same sense of being Lucky.

42 x 30 x 48" Glass Mosaic on wood base



Something New V Selections

The Trident by MacRae Wylde

Hood River, OR

Paying attention has always been important to me. I try to see the whole while making sure the details work out. I try to step back and make sure there is a good reason for my actions. I look at objects for themselves and how they sit in space.



The Trident

Painted Steel

103" x 96" x 72"

Artwork for Sale: Yes

\$8,500.00

2019

Art in Public Places: Yes

Location: Hood River

Public Art Program: Big Art

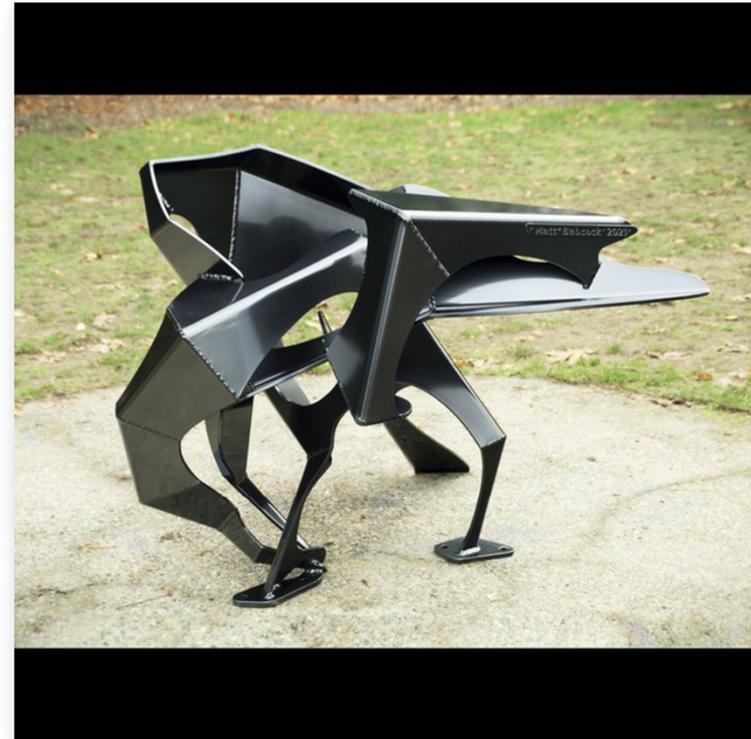
The trident, Poseidon's spear, gives homage to the power of the water, and to our connection to the sea.

Something New V Selections

Crow by Matt Babcock

Seattle, WA

Crow depicts a quintessential crow behavior: picking at something interesting on the pavement. Crows find all sorts of things interesting. So do I!



Crow
powder coated aluminum
43" x 56" x 47"
Artwork for Sale: Yes
\$21,000.00
2021
Sculpture
Art in Public Places: No

*Captures a quintessential crow behavior: picking at something interesting on the pavement.
Crows find all sorts of things interesting. So do I!*

Proposed freestanding piece: Tree by City Hall

Prehistoric Dragonfly by Leon White

Seattle, WA

With life so full of opportunities to “CREATE” in any medium, any form, any style. I have my favorite mediums and inspirations, usually from nature's flora and fauna. But I always am open and seek projects that not only inspired, but challenge me to experiment with a medium that fits the end result of the sculpture.



Prehistoric Dragonfly at night

Aluminum, Glass, Solar

20" x 7' x 5'

Artwork for Sale: Yes

\$4,500.00

2022

Sculpture

Art in Public Places: No

Vintage glass headlights (tinted blue) are used for the eyes. Solar lights installed in the eyes to light up at night as if alive.

Something New IV “People’s Choice Award Winner

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.



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: June 28, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:55 PM) Consider Recommendation from Public Art Committee to Purchase Cardinal Connection Artwork for \$18,500 (total cost \$22,977) - Executive,

SUMMARY: The "Cardinal Connection" artwork is one of five pieces of artwork installed as part of the most recent rotation of the City's "Something New" public art program. This artwork was installed in in front of City Hall in 2021. The PAC recommendation is for the City to purchase the artwork and determine a location for its permanent display in the future.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to approve the purchase of the artwork "Cardinal Connection" for a total cost \$22,977 and to support this expenditure with the Public Art Subfund and to authorize the City Manager to draft and execute all agreements necessary to effectuate the purchase of the artwork.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$22,977.00
Ongoing Cost:	
One-Time Cost:	\$22,977.00
Included in Current Budget?	Yes

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 has involved an installation of permanent plinths (bases) in the downtown Winslow area to be used to display artwork from various artists on a one-year rotation schedule. In certain cases, PAC has recommended that the City purchase artwork that has been displayed. At this time, PAC is recommending that the City purchase "Cardinal Connection," which is currently displayed in front of City Hall. A future display site has not been determined.

"Cardinal Connection" is fabricated from bronze and corten steel. It is expected that it will be durable and appropriate for display in a variety of indoor or outdoor locations.

ATTACHMENTS:

[Presentation: Cardinal Connection Purchase Proposal for CC 06282022.pptx](#)

FISCAL DETAILS: The balance in the Public Art Subfund at the end of the first quarter of 2022 was \$276,653. PAC recommends purchase of this piece of artwork for \$22,977 to add to the City's Public Art collection. There are sufficient funds in the Public Art Subfund to support this purchase.

Fund Name(s):

Coding:



"CARDINAL CONNECTION"

Jan Hoy

Bronze

20" x 43" x 40"

Public Art Committee Recommends Buying "Cardinal Connection"

Arts & Humanities Bainbridge



“Cardinal Connection”

Artist: Jan Hoy

Purchase price	\$18,500.00
Sales tax	1,702.00
Total	\$20,202.00
Project Management to AHB of 15%	2,775.00
Total requested expenditure	\$22,977.00
Commission to Public Art Subfund of 25%	\$ 4,625.00
Total change in Public Art Subfund balance	\$18,352.00



Current Location

New Location - To be Determined

“Cardinal Connection”

Artist: Jan Hoy

- "Cardinal Connection" is a three-dimensional answer to a question. The answer is often complex in mental concept and construction.
- This is a bilateral piece where each side reflects the other, creating a balance and intimate relationship.
- The bronze and corten steel give it a strong permanent sense.



Public Art Sub Fund

Funded by the Public Art Sub-Fund	
Current Fund Balance: (at March 22, 2022)	\$ 276,653.00
Less Purchase:	\$ 18,352.00
Less Pedestal (cost TBD depending on location)	\$ 0.00
Fund Balance estimate after purchase	\$ 258,301.00

PAC Recommendation

The Public Art Committee recommends:

- The sculpture “Cardinal Connection” be purchased by the City of Bainbridge Island and added to its Public Art Collection





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 28, 2022

ESTIMATED TIME: 30 Minutes

AGENDA ITEM: (7:05 PM) Overview of Housing Action Plan Project and Introduction of Consulting Team
2022 Council High Priority Project - Planning,

SUMMARY: This presentation is an introduction on the Bainbridge Island Housing Action Plan project. The presentation will be given by the consulting team led by ECONorthwest, whom was selected by the City to complete this project. The duration of this project is approximately one year beginning in Spring 2022 and extending to June 2023. This project is supported by Washington State Department of Commerce grant funding (House Bill 1923). A Housing Action Plan should identify concrete actions to take to address housing needs, diversify housing options and increase affordable housing opportunities for diverse people living and working in a community. The main tasks associated with the Housing Action Plan:

- An analysis of existing housing conditions and regulatory influences to help understand the housing market dynamics and housing needs of today and for the next two decades.
- Community engagement that will inclusively involve and educate Bainbridge Island communities and stakeholders on housing challenges and decisions.
- The delivery of implementation guidance and clear actionable strategies in the Housing Action Plan to address the housing needs of Bainbridge Island.

AGENDA CATEGORY: Presentation

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION: Receive presentation.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$142,385
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: On April 20, 2021, the City Council received a recommendation from the Affordable Housing Ad Hoc Committee. Following receipt of recommendations from the Committee, the Council directed the City Manager to prepare a consulting scope of work for a Housing Action Plan and to prepare a cost estimate for a housing needs assessment and housing inventory.

On August 17, 2021, the Council reviewed and commented on a Draft Scope of Work for a Housing Action Plan. The Council then passed a motion to direct the City Manager to solicit qualifications for a consulting firm to conduct the City's Housing Action Plan. On September 10, 2021, the City issued a Request for Proposals ("RFP") for consultant services to develop a Housing Action Plan. The RFP submission deadline was October 1, 2021.

The City received 3 submissions for the RFP, and an interdepartmental City staff panel interviewed the 3 consultant teams. The City proposes to award the Housing Action Plan contract to a consultant team led by ECONorthwest.

Relatedly, on September 14, 2021 the Council authorized the City Manager to submit an application for a grant up to \$100,000 from the Washington State Department of Commerce to fund a City Housing Action Plan. The City has been awarded the \$100,000 grant, and the Council accepted the grant on February 8, 2022.

On March 8, 2022, the City Council authorized the City Manager to complete a professional services agreement with the firm ECONorthwest for development of a Housing Action Plan (HAP), as authorized by the City Council on August 17, 2021. The HAP is described and supported by the state in RCW 36.70A.600.

ATTACHMENTS:

[BIHAP Overview Presentation June 28 Council Meeting.pptx](#)

FISCAL DETAILS: The City Council added \$100,000 to the 2021-2022 City Budget to complete a Housing Action Plan ("HAP") during the 2022 Budget Modification process. At the end of October 2021, the City received a Housing Action Plan grant of \$100,000 that was awarded to the City from the Washington State Department of Commerce.

On May 10, 2022, as part of 1st quarter budget amendments, the City approved a budget amendment of \$57,000 which would cover the cost of the contract and an approximately 10% contingency.

Fund Name(s): Other

Coding: ORG – 61011581, OBJ – 541100



Bainbridge Island Housing Action Plan Overview

June 28, 2022 Bainbridge Island City Council Meeting

ECONorthwest
ECONOMICS • FINANCE • PLANNING



Presentation Outline

- What is a Housing Action Plan?
- Community Engagement
- Draft Timeline



What is a Housing Action Plan?

Housing Action Plan:

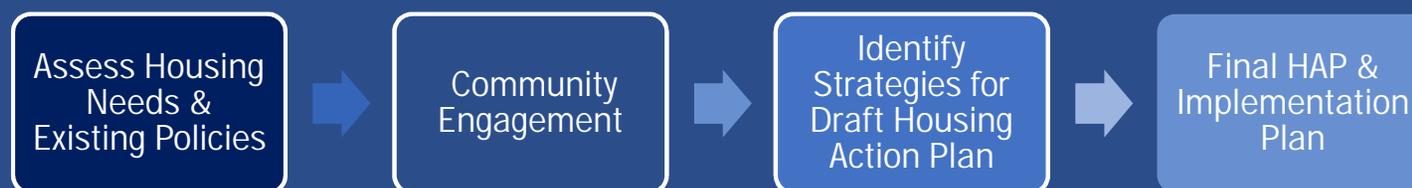
- Supported by data, community engagement, a review of policies and existing conditions.
- Identifies actions that can help Bainbridge Island address housing needs.
- Department of Commerce Grant:
 - Address both affordable and market rate housing needs at a variety of price points.
 - Address demand for different types of housing and needs for next 20 years.
 - Develop strategies for the whole community.



Grant funding is provided by the Washington State Department of Commerce via House Bill 1923.

Process of Developing a Housing Action Plan

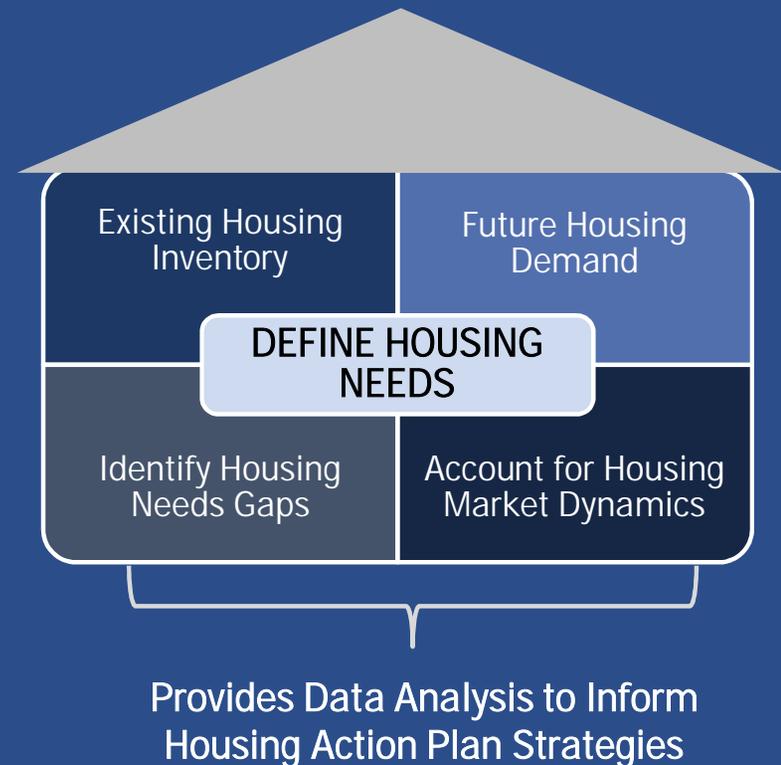
- **Housing Needs Assessment:** Build a multifaceted comprehension of housing market dynamics, existing regulatory influences, and housing needs of today and for the next 20 years.
- **Community Engagement:** Inclusively involve and educate Bainbridge Island community and stakeholders on housing challenges and decisions.
- **Strategy Development:** Develop & evaluate strategies - informed by data, engagement & priorities.
- **Housing Action Plan and Implementation Plan:** Refine strategies, identify metrics to monitor plan.



4

What is a Housing Needs Assessment?

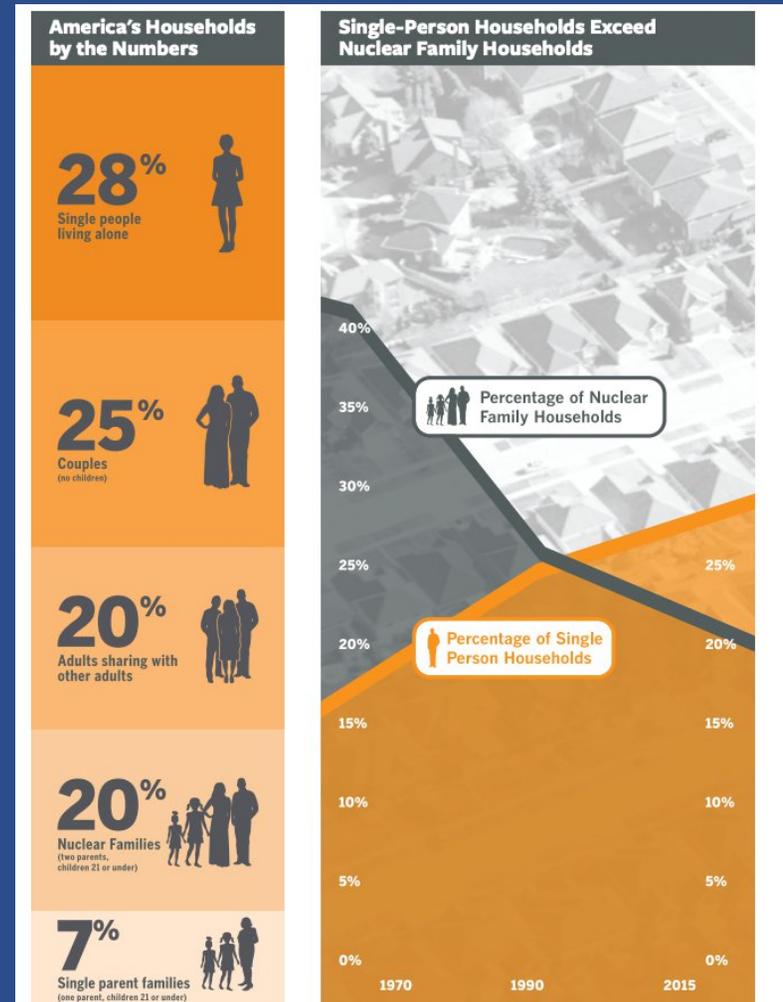
- 1. INVENTORY OF EXISTING CONDITIONS:**
Assess existing policy influences and community demographics, workforce, affordable housing inventory, cost burden, and housing production trends for all socioeconomic segments of the community.
- 2. ASSESS HOUSING DEMAND:**
Estimate housing demand for the next 20 years based on published data.
- 3. IDENTIFY HOUSING NEEDS AND GAPS:**
Evaluate housing needs and gaps in housing to inform strategies.



Examine Trends Affecting Housing Needs

For example, nationally we are seeing:

- Nuclear family households ↓ while single-person households ↑
- America is Aging: 22% of Americans will be 65 years+ in 2050
 - BI is Aging: 35% 60+ years in 2020
- Percent children living in a single-parent household tripled from 1960-2015

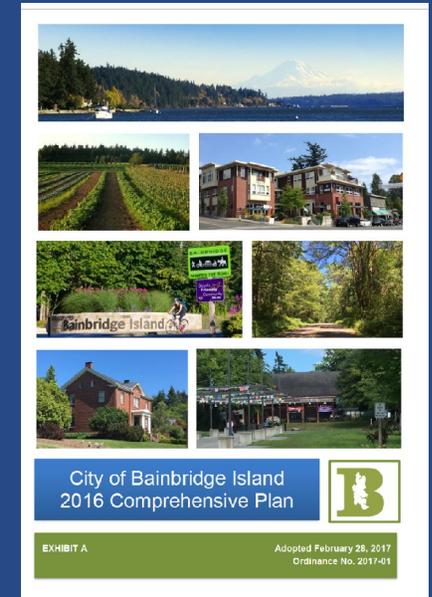
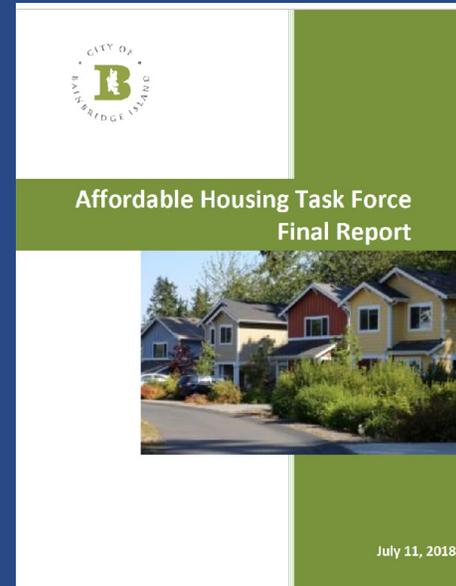


Sources: AARP Making Room for a Changing America, 2015 ACS Housing Survey and PSRC Draft 2050 Forecast of People and Jobs (2018)

HAP Coordinates & Informs Other Plans

Examples:

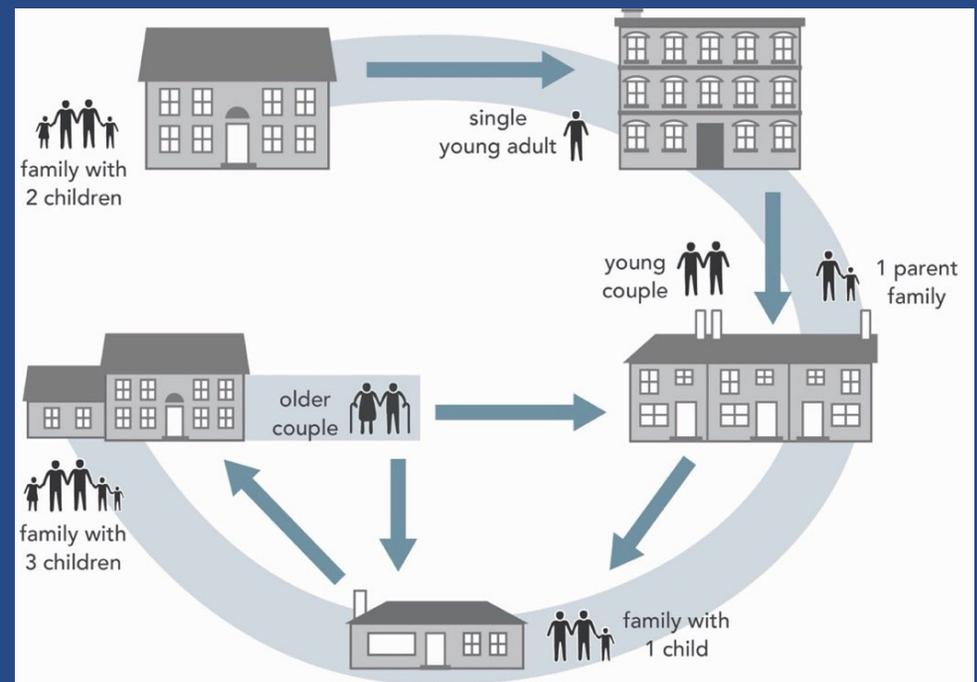
- Affordable Housing Task Force Report
- Climate Action Plan
- Sustainable Transportation Plan
- Update to Winslow Subarea Plan
- Comprehensive Plan



Housing Plan Challenges

- **Affordability** should be addressed consistently/ incrementally with a multi-pronged approach.
- **Equity:** Diverse people need diverse housing.
- **Example Housing Concerns:** Housing insecurity, mismatch of housing not serving workers, unmet needs, etc.

Housing needs vary throughout a person's life



Source: ECONorthwest, adapted from Clark, W. A. V., & Dieleman, F. M. (1996). Households and housing: Choice and outcomes in the housing market. New Brunswick, N.J.: Center for Urban Policy Research.

Examples of Community Engagement

Goal: Inclusively involve and educate Bainbridge Island communities and stakeholders on housing challenges and decisions.

"We Go to You" meetings

- Community groups
- Religious groups
- Business groups
- School groups
- Homeowners' associations

Targeted surveys

- Businesses
- Social service clients

Intercept surveys

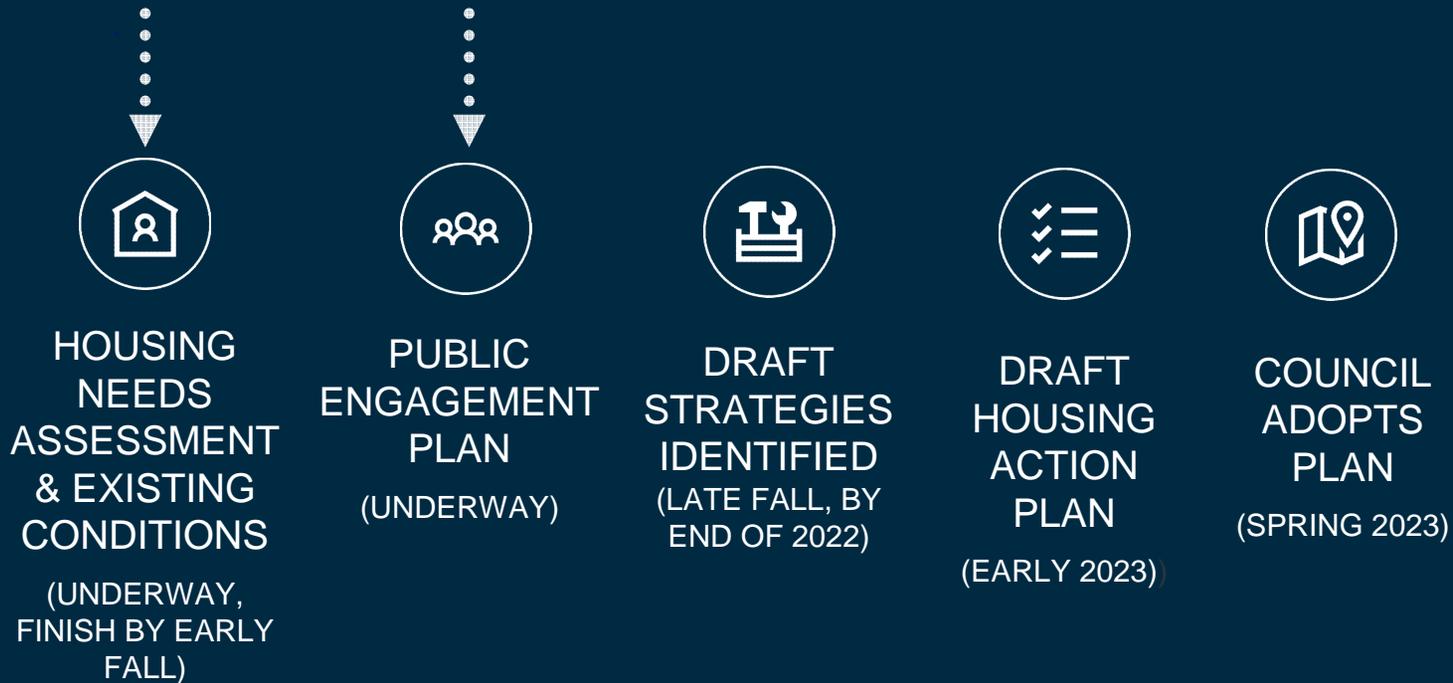
- Food banks
- Transit stations
- Free community events
- Grocery Stores

Key informant interviews & focus groups

- Displaced residents
- Low-income housing residents
- Social service providers
- City staff
- Developers

DRAFT Housing Action Plan Project Schedule

We are here in the schedule



PUBLIC ENGAGEMENT ACTIVITIES



Draft Community Engagement Phases/Timing

Phase 1: Summer to Fall 2022

Housing Needs Assessment

- Barriers to living on Bainbridge (rent or own)
- Challenges to paying rent/mortgage
- Priorities for selecting housing in terms of housing type, location, size etc. (rent or own)
- Commuting information
- Perceptions of whether Bainbridge is a good place to live for various groups (seniors, young families, low-income, etc.)

Guiding Principles

Phase 2: Fall to Winter 2022

Housing Strategies/Recommendations

- Strengths and weaknesses of proposed policies and strategies
- Public vs. private tools

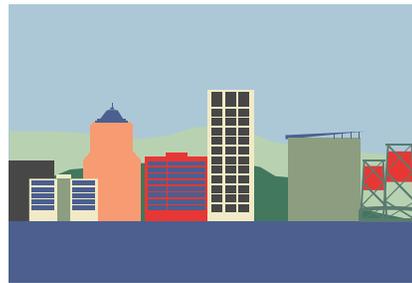
Ongoing Education

Questions? Comments?
Thank you!

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Eugene



Portland



Seattle



Boise



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 28, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:35 PM) Discuss Criteria for 2023 Lodging Tax Award Cycle and Current Estimated Award Amount of \$350,000 - Executive,

SUMMARY: The City of Bainbridge Island annually solicits proposals for eligible projects to receive funding from the City's Civic Improvement Fund. The City Council appoints members to the Lodging Tax Advisory Committee (LTAC), which reviews project proposals and provides the Council with recommendations on project funding. The Request for Proposals will include certain criteria established by the Council, which will be reviewed and discussed at this meeting.

The Council will also review recent financial performance of this revenue and provide initial guidance on the amount to be awarded for 2023.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: I move to direct the City Manager to move forward to prepre a Request for Proposals with the criteria for projects as [presented][amended], including planning for awards of \$350,000 for use in 2023.

STRATEGIC PRIORITY:

FISCAL IMPACT:

Amount:	\$350,000
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: The lodging tax, also referred to as the hotel-motel tax, is a consumer tax on lodging charges. This tax is a four percent (4%) tax on lodging at hotels, motels and short-term rentals. The tax is structured such that the first two percent (2%) is a credit against the state sales tax, thus not increasing cost to the patron; the second two percent (2%) is an additional tax and does increase cost. The City of Bainbridge Island has received between \$214,000 and \$345,000 in annual revenue from this source over the past five years. The lowest year was 2021 due to the COVID pandemic and reduced travel during that year.

The City recommends that the Council consider distribution of \$350,000 for 2023. This amount can be supported by the estimated 2022 ending fund balance of roughly \$400,000. The City's practice is to award no

more than half of the total amount to be distributed to any one proposal, resulting in a suggested maximum award of \$175,000. The suggested minimum of \$2,000 is intended to provide for awards of sufficient size to make the award administratively efficient.

The State of Washington provides guidance for eligible uses of these funds, as well as for how the funds are awarded. Additional information is provided in the attached explanatory material from the Municipal Research and Services Center of Washington (MRSC).

The RFP includes criteria to guide the proposal process for Bainbridge Island. These criteria are listed below. The first three are established by the State; the remainder have been developed over time by the City of Bainbridge Island.

- A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State or outside the country.
- B. Expected impact on increase in overnight stays in paid accommodations on the island.
- C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- D. Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
- E. Applicant's demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.
- F. Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.
- G. Project reflects innovative use of LTAC funds.
- H. Proposals for events that will generate an expected increase in tourism are encouraged.
- I. Proposals for capital projects are encouraged.
- J. Project goals and/or results can be objectively assessed.
- K. Project will leverage award funds with additional matching funds or donated in-kind goods or services.

ATTACHMENTS:

[Presentation - LTAC for CC 06282022](#)

[LTAC history 5 year funding awards](#)

[2022 LTAC RFP for 2023 for CC 06282022](#)

[BACKGROUND - MRSC - Lodging Tax \(Hotel-Motel Tax\) Accessed 05192022](#)

FISCAL DETAILS: In most years, the amount of revenue received by the City of Bainbridge Island from this revenue source has increased. Over the past five years, the average amount of revenue received was \$277,000, with a one-year significant decrease in revenue in 2020. The revenue recovered somewhat in 2021 but has not yet reached the high of \$345,000 received in 2019.

The recommended award for 2023 is \$350,000 which is the same as the amount of funding provided in 2022. The recommended award total is supported by the City's estimated year-end fund balance estimates. For several years, it has been the City's practice to award an amount of total funding that is fully supported by the prior year's fund balance. This provides certainty to the recipient organizations that funding will be available and allows a lead time to adjust in the event of any significant downturns in this revenue stream.

Fund Name(s): Other

Coding:



CITY OF
BAINBRIDGE ISLAND

2023 Lodging Tax Awards (LTAC)

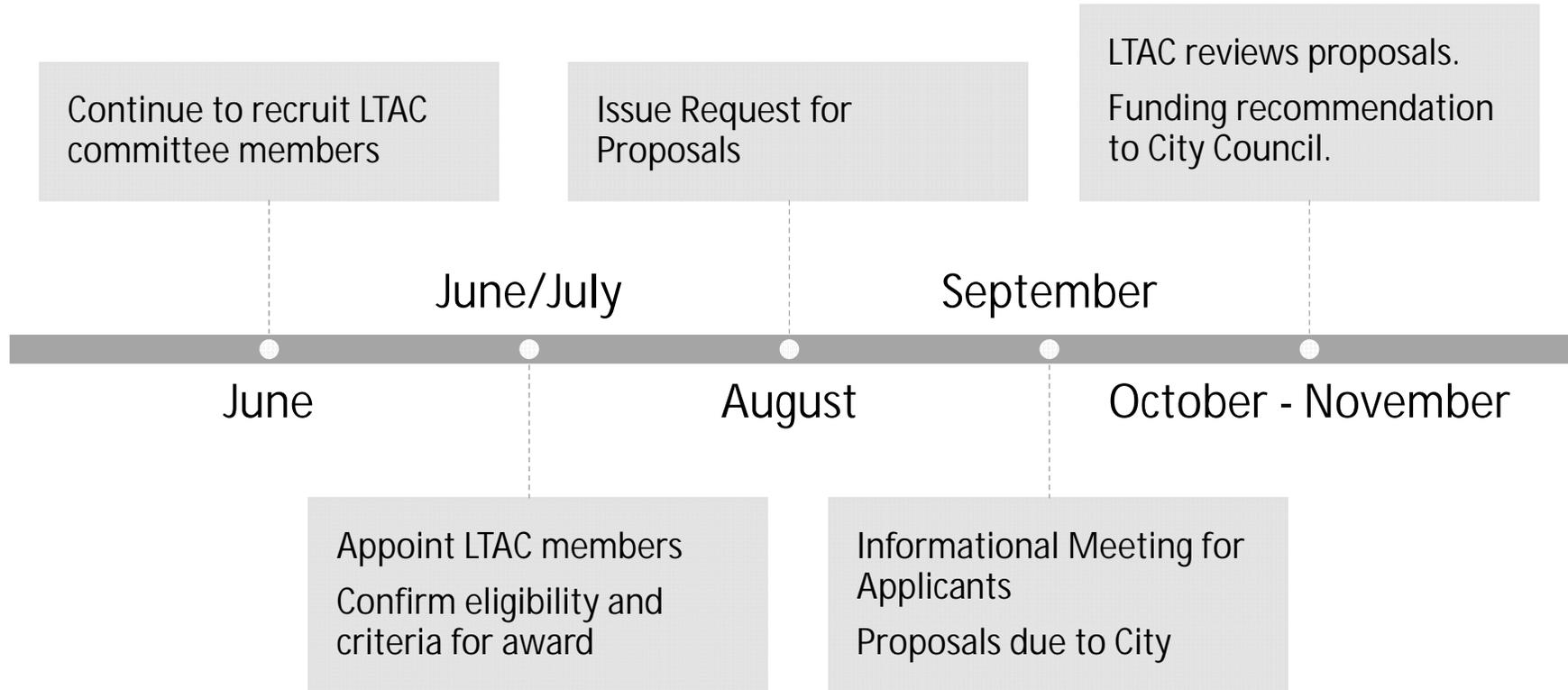
June 28, 2022

2023 LTAC Awards

Tonight's Topics

- Review award cycle schedule
- Review estimated amount to award for 2023
- Discuss selection criteria and eligibility

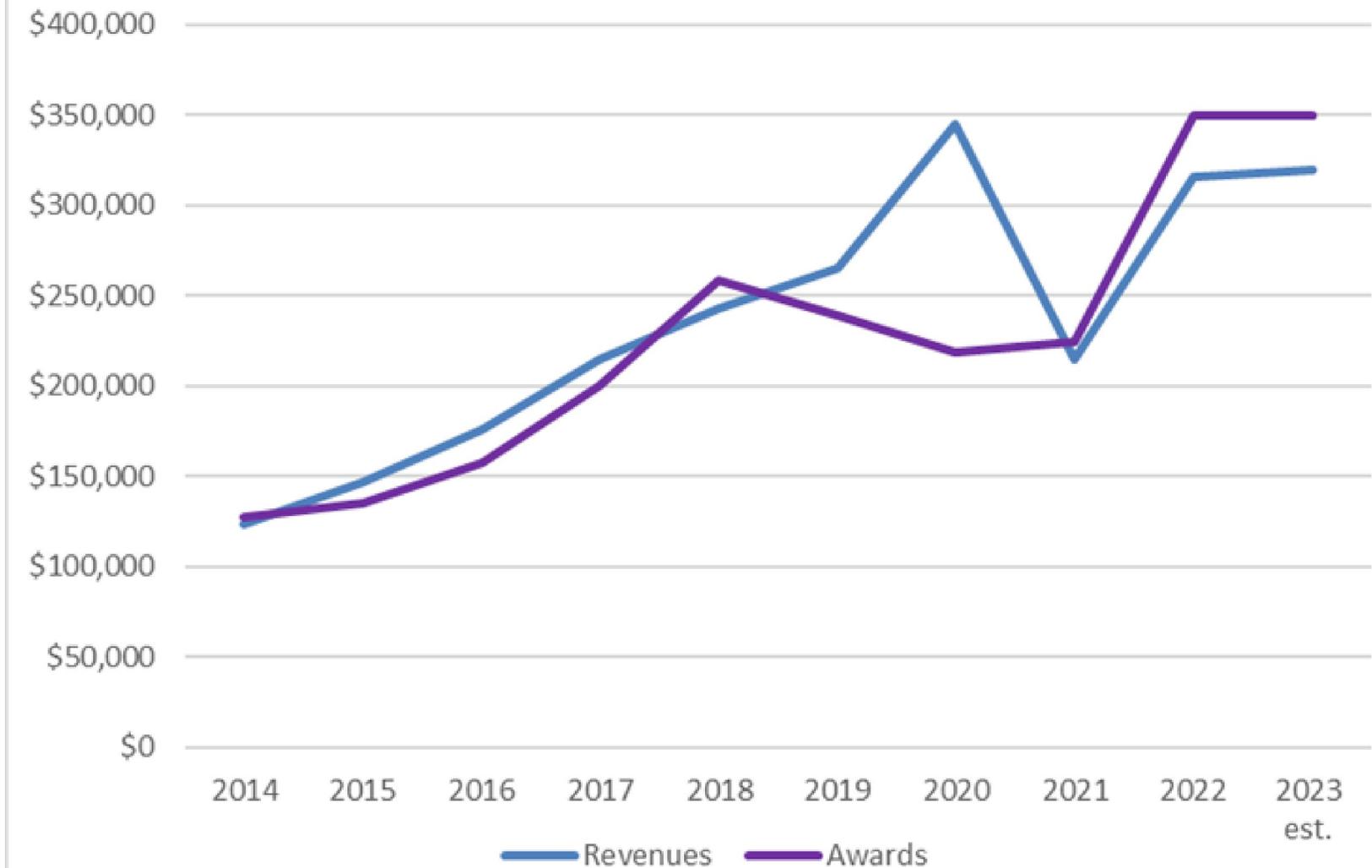
General Timeline



Planned Funding Level

- Plan for total 2023 awards of \$350,000
- Expect to award an amount fully supported by 2023 starting fund balance in the Civic Improvement Fund

LTAC Awards and Revenues (awards supported by prior year revenues and fund balance)



Eligibility for LTAC Awards

- Applicants must be a municipality, convention and visitors' bureau, destination marketing organization, non-profit, including main street organizations, lodging association or chamber of commerce.
- Individual persons are not eligible.
- For-profit, private businesses are not eligible.
- Proposals from organizations with a board member, officer, or staff member serving on the LTAC are not eligible.
 - This is a criterion determined by the City of Bainbridge Island

Criteria for 2023 Award Cycle

- A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State.
- B. Expected impact on increase in overnight stays in paid accommodations on the island.
- C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- D. Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
- E. Applicant's demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.

Criteria (continued)

F. Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.

G. Project reflects innovative use of LTAC funds.

H. Proposals for events that will generate an expected increase in tourism are encouraged.

I. Proposals for capital projects are encouraged.

J. Project goals and/or results can be objectively assessed.

K. Project will leverage award funds with additional matching funds or donated in-kind goods or services.

Next Steps: 2023 LTAC Awards

Tonight:

- Confirm criteria
- Confirm amount to be awarded

Summer:

- Staff to bring back RFP

Fall:

- Committee award process
- Council consideration and approval of awards



Five-year summary of LTAC Awards

Recipient Organization	2018		2019		2020		2021		2022	
	Purpose	Award	Purpose	Award	Purpose	Award	Purpose	Award	Purpose	Award
Arts & Humanities Bainbridge	Event Marketing & Operations - Celluloid Bainbridge	\$ 7,000	Artsopolis Community Cultural Platform	\$ 15,000	Currents Online Cultural Collaborations	\$ 10,000	Certified Creative District	\$ 5,000	Certified Creative District	\$ 22,500
Bainbridge Arts & Crafts	Marketing	\$ 5,000	Tourism Marketing - Off-Island Advertising	\$ 15,000	Off-Island Advertising	\$ 5,000	Off-Island Advertising	\$ 7,000	Off-Island Advertising	\$ 10,000
Bainbridge Island Chamber of Commerce	Advertising, Marketing & Visitor Info Center	\$ 70,000	Tourism Marketing, Special Events, Operations	\$ 63,000	Visitor Information Center	\$ 40,000	Visitor Information Center	\$ 38,000	Visitor Information Center	\$ 55,100
Bainbridge Island Downtown Assoc.	Tourism Marketing , Special Events	\$ 57,000	Tourism Marketing , Special Events	\$ 50,000	Multi-Media Destination Marketing Campaign	\$ 35,000	Multi-Media Destination Marketing Campaign	\$ 12,250	Multi-Media Destination Marketing Campaign	\$ 20,000
Bainbridge Island History Museum	Facility Operations	\$ 15,000	Operations - "Free the Museum"	\$ 12,000	2nd Annual Pickleball Founders Tournament	\$ 12,000	Operational Support	\$ 15,000	Operational Support	\$ 25,000
Bainbridge Island Lodging Assoc.	Marketing	\$ 50,000	Destination Bainbridge 2019	\$ 60,000	Destination Bainbridge: 2020	\$ 56,500	Destination Bainbridge: 2021	\$ 41,750	Destination Bainbridge: 2022	\$ 65,000
Bainbridge Island Museum of Art	Marketing	\$ 10,000	"Celebration of Artists' Books	\$ 10,000	Cultural Impact Programs & Festivals	\$ 5,000				
Bainbridge Island Parks Foundation					Trillium Trail Family Run	\$ 6,500	Trail Maps and STO Trail Planning	\$ 10,000	Japanese American Memorial 80th Anniversary Observance	\$ 18,100
Bainbridge Island Winery Alliance	Wine on the Rock	\$ 14,500	Tourism Marketing, Special Events - BI Wineries: Wine on the Rock	\$ 15,000	Wine on the Rock Event	\$ 14,000	Wine on the Rock Event	\$ 12,000	Wine on the Rock Event	\$ 12,000
Bloedel Reserve	Shoulder Season Awareness Campaign	\$ 23,000			Shoulder Season Awareness : "Fish Where the Fish Are"	\$ 10,000				
Friends of the Farms	Harvest Fair Marketing	\$ 3,000								
City of Bainbridge Island					Downtown Wayfinding Signs	\$ 12,000				
Kids Discovery Museum							Strategic Marketing Plan	\$ 9,000	Strategic Marketing Plan	\$ 15,000
North Kitsap Tourism Coalition		\$ 9,500	Tourism Marketing - Market Plan & Event Implementation	\$ 10,000	Media Support	\$ 7,000				
Visit Bainbridge Island					Multi-Media Destination Marketing Campaign	\$ 50,000	Multi-Media Destination Marketing Campaign	\$ 70,000	Multi-Media Destination Marketing Campaign	\$ 93,900
Visit Kitsap Peninsula	Marketing - participation in county-wide programs	\$ 9,000	Tourism Marketing	\$ 12,000	12-Month Lodging & Tourism Marketing Campaign	\$ 12,000	12-Month Lodging & Tourism Marketing Campaign	\$ 5,000	12-Month Lodging & Tourism Marketing Campaign	\$ 13,400
Annual total award		\$ 273,000		\$ 262,000		\$ 275,000		\$ 225,000		\$ 350,000



CITY OF BAINBRIDGE ISLAND

REQUEST FOR PROPOSALS 2023 LODGING TAX / TOURISM FUND (CIVIC IMPROVEMENT FUND)

The City of Bainbridge Island is seeking proposals for projects to receive funding under the Civic Improvement Fund, which is established through Chapter 67.28 of the Revised Code of Washington (“RCW”) and Section 3.65.040 of the Bainbridge Island Municipal Code. Proposals must be for tourism marketing projects, marketing and operations of special events or festivals, the operation of eligible tourism-related facilities,¹ or capital expenses for an eligible tourism-related facility.²

In 2022, there are approximately **\$350,000** in Civic Improvement funds (also known as Lodging Tax funds) available for distribution to support selected projects in 2023. The City Council has approved funding within a wide range, to encourage innovative projects of all sizes that recognize and promote the exciting – and expanding – tourism trends and opportunities happening on Bainbridge Island. Applicants may seek a minimum award of \$2,000 and a maximum award of **\$175,000** (to reflect 50% of total available funds).

Funds must be used for: tourism marketing; marketing and operations of special events and festivals designed to attract tourists; operations and capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district; or operations of tourism-related facilities owned or operated by nonprofit organizations. The City does not make multi-year commitments with Lodging Tax funds; however, service providers are not limited to nor are applicants prohibited from making repeat annual requests of a similar nature.

Successful applicants will be required to enter into a professional services agreement with the City to provide the services or products outlined in their proposals. Payment by the City will be made only when documentation of delivery of contracted services or products is provided to the City. The City will not provide payment in advance of delivery of goods or services.

All project activities must be identified in promotional and other business materials as having been funded by the City of Bainbridge Island Civic Improvement Fund.

¹ To be eligible for operating expenses, the tourism-related facility must be owned or operated by a municipality, or a public facilities district, or a nonprofit recognized by the Internal Revenue Service under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6). See, RCW 67.28.1816.

² To be eligible for capital expenses, the tourism-related facility must be owned or operated by a municipality or a public facilities district. See, RCW 67.28.1816.

Project and Applicant Eligibility

- Applicants seeking funding for capital expenditures for a tourism-related facility must be a municipality or a public facilities district created under Chapters [35.57](#) and [36.100](#) RCW.
- Applicants seeking funding for operating expenditures for a tourism-related facility must be a municipality or a public facilities district, or be recognized by the Internal Revenue Service as a nonprofit under 26 U.S.C. Sec. 501(c)(3) or 26 U.S.C. Sec. 501(c)(6).
- Applicants, other than municipalities or a public facilities district, must be registered with the Washington Secretary of State as a Washington State Corporation.
- Individual persons are not eligible for funding.
- For-profit, private businesses are not eligible for funding.
- Proposals must comply with federal, state, and City of Bainbridge Island laws and requirements.
- Funding may be used for expenses incurred during January 1 – December 31, 2023. Funding requests for goods or services to be provided in 2022 or beyond calendar year 2023 will not be considered.
- Proposals from non-City organizations with a board member, officer, or staff member serving on the Lodging Tax Advisory Committee are not eligible for funding and will not be considered.
- Proposals involving special events, signs, building or construction, impacts to public property, or other activities that require permits under City code or state or federal law must demonstrate that the applicant has researched the appropriate permit regulations, confirmed the viability of the proposed activities, and incorporated permit fees in the project budget.

Policy Background

Bainbridge Island Municipal Code – [Section 3.65.040 Civic Improvement Fund](#)

[Revised Code of Washington \(RCW\) Chapter 67.28 RCW](#) – PUBLIC STADIUM, CONVENTION, ARTS, AND TOURISM FACILITIES

Definition of Terms (Per RCW 67.28.080)

“Operation” includes, but is not limited to, operation, management, and marketing.

“Tourism” means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.

“Tourism promotion” means activities, operations, and expenditures designed to increase tourism, including but not limited to advertising, publicizing, or otherwise distributing information for the purpose of attracting and welcoming tourists; developing strategies to expand tourism; operating tourism promotion agencies; and funding the marketing of or the operation of special events and festivals designed to attract tourists.

“Tourism-related facility” means real or tangible personal property with a usable life of three or more years, or constructed with volunteer labor that is: (a)(i) Owned by a public entity; (ii) owned by a nonprofit organization described under section 501(c)(3) of the federal internal revenue code of 1986, as amended; or (iii) owned by a nonprofit organization described under section 501(c)(6) of the federal internal revenue code of 1986, as amended, a business organization, destination marketing organization, main street organization, lodging association, or chamber of commerce and (b) used to support tourism, performing arts, or to accommodate tourist activities.

Application Requirements

- Each proposal must **ADDRESS AND REFERENCE** the questions listed on the attached LTAC 2023 Proposal Form **IN THE ORDER IN WHICH THEY APPEAR**.
- Proposal must be presented in minimum 11-point font and may not exceed ten pages in total length (including the Cover Sheet).
- The City will only accept proposals in electronic format. **Proposals must be submitted as a single document that includes a Cover Sheet and any attachments, preferably using a pdf format.** Submit the proposal via email to:

cityadmin@bainbridgewa.gov

- Proposals are due **no later than 4:00 pm, Thursday, September 29, 2022**. Late proposals will not be accepted. Applicants are solely responsible for ensuring that proposals are submitted and received on time.
- Each selected Service Provider (i.e., Lodging Tax funding recipient) will be required to submit to the City a final report on project results by February 29, 2024. **Per RCW 67.28.1816, and the reporting guidelines provided by the Washington State Joint Legislative Audit and Review Committee (JLARC), final reports must include the following information related to the activity:**

The projected and actual data for each of the following categories:

- a) Overall attendance for the activity;
- b) The number of people who traveled more than 50 miles to attend the activity;
- c) The number of people from outside the state or outside the country who attended the activity;
- d) The number of people who attended the activity and paid for overnight lodging;
- e) The number of people who attended the activity without paying for overnight lodging, and
- (f) Total number of paid lodging nights (one lodging night = one or more persons occupying one room for one night).

Additional information is available via JLARC's "[Instructions For Reporting Lodging Tax Expenditures](#)" document. See also the City's [Lodging Tax Advisory Committee](#) webpage to view JLARC data from prior years.

Review Process

Lodging Tax Advisory Committee (LTAC)

Appointed by the Council on **DATE**, 2022

Joe Deets,
Brenda Fantroy-Johnson,

City Councilmember Chair, voting
City Councilmember Vice-chair, non-voting

TBD

Eligible lodging business representative

TBD

Eligible lodging business representative

TBD

Eligible recipient organization representative

TBD

Eligible recipient organization representative

Proposals will be provided to the City's Lodging Tax Advisory Committee (LTAC) for review and comment. Applicants will have an opportunity to meet with the LTAC to provide additional information about their proposals, at a time and date to be identified by the committee. Applicant participation in this LTAC briefing is not mandatory but is strongly encouraged. The format for this briefing will be determined by the committee and applicants will be notified in advance of any particulars related to presentation materials, format, and time allowed.

All meetings of the LTAC will be open to the public, and advance notification of LTAC meetings will be provided by the City Clerk.

The LTAC will provide its recommendation for 2023 awards to the City Council for a final funding decision. The committee recommendation will include a list of candidate projects and recommended amounts of funding, which the City Council will consider for final approval.

Selection Criteria

The LTAC will use the following criteria in evaluating project proposals. Other relevant factors, such as availability of funds, may also guide the decision process.

Lodging Fund Project Evaluation – Basic Criteria

- A. Encourages tourism from visitors traveling more than 50 miles and from visitors traveling from outside Washington State or outside the country.
- B. Expected impact on increase in overnight stays in paid accommodations on the island.
- C. Expected increase in tourism. Tourism means economic activity resulting from tourists, which may include sales of overnight lodging, meals, tours, gifts, or souvenirs.
- D. Potential to draw visitors to the Island and increase overnight stays during the off-season, October 1 until Memorial Day.
- E. Applicant's demonstrated history of organizational and project success, including but not limited to previous LTAC-funded projects.
- F. Project reflects partnerships with other organizations and businesses, to encourage cooperative tourism marketing and minimize duplication of services.
- G. Project reflects innovative use of LTAC funds.
- H. Proposals for events that will generate an expected increase in tourism are encouraged.
- I. Proposals for capital projects are encouraged.
- J. Project goals and/or results can be objectively assessed.
- K. Project will leverage award funds with additional matching funds or donated in-kind goods or services.

**CITY OF BAINBRIDGE ISLAND
2023 LODGING/TOURISM FUND PROPOSAL
COVER SHEET**

Project Name:

Name of Applicant Organization and Amount Requested:

_____ Amount _____

Applicant Organization IRS Chapter 501(c)(3) or 501(c)(6) Status and Tax ID Number:

Date of Incorporation as a Washington State Corporation and UBI Number:

Primary Contact:

Mailing Address:

Email(s): _____

Day phone: _____ Cell phone: _____

Please indicate the type of project described in your proposal:

√	Project Type
<input type="checkbox"/>	Tourism marketing
<input type="checkbox"/>	Marketing and operations of special events and festivals designed to attract tourists
<input type="checkbox"/>	Supporting the operations of a tourism-related facility owned or operated by a nonprofit organization*
<input type="checkbox"/>	Supporting the operations and/or capital expenditures of a tourism-related facility owned or operated by a municipality or a public facilities district*

*If the proposal requests funds for a tourism-related facility, please indicate the legal owner of that facility:

LODGING/TOURISM FUND APPLICATION

Applicant Information

Please respond to each of these questions in the order listed. If the proposal includes multiple partners, please include the requested information for each organization.

1. Describe the applicant organization's mission, history, and areas of expertise. Describe the applicant's experience in tourism promotion on Bainbridge Island and its demonstrated ability to complete the proposed project.

Alternate question for event or facility funding:

Describe the event or facility proposed including its purpose, history, and budget. Include past attendance history, if applicable, and estimate the number of tourists drawn to the event or facility/year. Please estimate total attendance and the number of tourists estimated to attend for 2023. How has the activity been promoted in the past (if applicable) and what promotion is planned for 2023?

2. If appropriate, please identify any project partners and briefly describe the involvement of each. Please note that the maximum award of \$175,000 will apply to any single project, even if proposed by a team of partners.
3. If appropriate, please list each project and amount of funding awarded and utilized from the Lodging Tax (Civic Improvement) Fund within the last five years (2018-2022).
4. If any previous projects by the applicant were funded through the Lodging Tax (Civic Improvement) Fund and were not completed and/or if reports were not submitted to the City as requested, please explain:

LODGING/TOURISM FUND APPLICATION

Project Information

1. Describe the proposed project.

- a. **Scope:** Identify the Project's main objectives and how each will be achieved. Be as specific as possible about the proposed services, measurable impacts, distribution method, and costs.
- b. **Budget:** Include a detailed budget for the proposed project with itemized expenses and income. Include the amount requested from the Lodging Tax Fund and identify other sources of funding anticipated or obtained, including matching funds, as well as any in-kind contributions necessary to complete the project.
- c. **Schedule:** Provide a project timeline that identifies major milestones.

If applicable, please describe the project's scalability. How would the project scope and budget be adjusted should the full amount of the LTAC funding request not be awarded? Please provide specifics.

2. Provide a brief narrative statement to address each of the selection criteria:

- a. Expected impact on increased tourism in 2023. Please provide specific estimates of how the project will impact the number of people traveling fifty miles or more to Bainbridge Island for the activity, or who will travel from another country or state outside of Washington State to attend the activity. If appropriate, compare/contrast this impact to the actual or estimated number of tourists at your event/facility in 2021 and estimates for 2022.
- b. Expected impact on, or increase in, overnight stays on the island. Please include actual or estimated numbers of tourists who will stay overnight in paid accommodations in Bainbridge Island lodging establishments in 2023 as a result of the proposed activities. Please include the basis for any estimates.
- c. Projected economic impact on Bainbridge Island businesses, facilities, events, and amenities, including sales of overnight lodging, meals, tours, gifts, and souvenirs (helpful data may be found on the Washington State Department of Commerce website).
- d. The project's potential to draw visitors to the Island and increase overnight stays during the off-season, i.e., October 1 until Memorial Day.
- e. The applicant's demonstrated history of organizational and project success.
- f. Describe any partnerships with other organizations and businesses in the proposed project – including efforts to minimize duplication of services where appropriate and encourage cooperative marketing.
- g. Describe how this project is new to our community or reflects an innovative use of LTAC funds.
- h. Expected draw for the proposed event, in particular how it will both generate an expected increase in tourism and appeal to the community.
- i. If for a capital project, detail the project's expected impact on increased tourism.

- j. Describe the degree to which the project goals and/or results can be objectively assessed.
- k. Describe the degree to which the project will leverage award funds with additional matching funds or donated in-kind goods or services.

LODGING/TOURISM FUND APPLICATION

Supporting Documentation

1. Provide your organization's 2021 income/expense summary.
2. Provide your organization's 2023 budget and an estimate of actual 2022 revenue and expenses.
3. Letters of Partnership – Include letters from any partnering organizations committing to joint sponsorship of the application and specifying their intended activities.

Lodging Tax (Hotel-Motel Tax)

This page provides an overview of the lodging tax, also known as the hotel-motel tax, that cities and counties in Washington State may charge to benefit tourism, including applicable tax rates, use of revenues, lodging tax advisory committees (LTACs), and sample documents.

The information on this page applies only to cities and counties. Certain public facilities districts also have separate lodging tax authority which is not discussed on this page. For more information, see our page on [Public Facilities Districts \(PFDs\)](#).

For further guidance on lodging taxes and other local revenue options, see MRSC's [City Revenue Guide](#) and [County Revenue Guide](#).

Overview

Any city, town, or county has the authority to levy lodging taxes, also known as “hotel/motel taxes,” on all charges for furnishing lodging at hotels, motels, and short-term rentals – including such activities as Airbnb, bed and breakfasts (B&Bs), RV parks, and other housing and lodging accommodations for periods of time less than 30 days.

The tax is collected as a sales tax and paid by the customer at the time of the transaction, and the revenues must be used for eligible tourism promotion activities or tourism-related facilities.

There are two lodging tax options:

- A “**basic**” or “**state-shared**” **lodging tax** up to 2% that is taken as a credit against the 6.5% state sales tax rate, so that the lodging patron does not see any tax increase ([RCW 67.28.180-.1801](#)). The state also sometimes refers to this as the “**transient rental tax**.”
- An “**additional**” or “**special**” **lodging tax** up to 2% *on top* of the other state and local [retail sales taxes](#), resulting in a higher tax bill for the patron ([RCW 67.28.181](#)).

If a jurisdiction imposes both options at the maximum rate, that would bring the total lodging tax rate to 4%. However, a few specific jurisdictions are not authorized to collect certain lodging taxes while others have additional authority, as discussed below.

Lodging taxes are different from (and may be imposed in addition to) tourism promotion area fees. For more information on tourism promotion areas, see our page [Tourism and Local Governments](#).

"Basic" or "State-Shared" Lodging Tax

Any county has the authority to levy the “basic” or “state-shared” lodging tax up to 2% ([RCW 67.28.180](#)), which is taken as a credit against the 6.5% state sales tax ([RCW 67.28.1801](#)). This means that there is no tax increase, and the total tax paid by the patron is equal to the retail sales tax in the jurisdiction in which the lodging is located. The state’s portion of the sales tax rate on lodging effectively drops from 6.5% to 4.5% within those jurisdictions. The state sometimes refers to this as the “transient rental tax.”

Most cities and towns have similar “basic” lodging tax authority. The city’s basic rate is credited against the county’s basic rate ([RCW 67.28.180\(2\)](#)). For instance, if both the city and the county impose the full 2% basic lodging tax, the total rate will be 2% countywide, but the county will not receive revenues from the incorporated area because it must credit those revenues back to the city.

The basic lodging tax has a few exceptions:

- No city located within King County may impose the basic lodging tax (see [RCW 67.28.180\(2\)\(c\)\(ii\)](#)), except for Bellevue which has legislation allowing it to collect a rate up to 2% until its related debt is retired (subsection (2)(c)(iii)).
- No city that is located within a county that is exempt under [RCW 67.28.180\(2\)\(b\)](#) may impose the basic lodging tax so long as the county remains exempt. Currently, Yakima County is the only county exempt under that subsection, so no city within Yakima County may impose this tax. However, there is also an exception that grandfathers in the City of Yakima and allows it to collect a basic lodging tax up to 2% until its related debt is retired (subsection (2)(c)(iii)).
- For Bellevue/King County and City of Yakima/Yakima County, the statutory exemptions allow the jurisdictions to “double-dip,” meaning that the city lodging tax is not taken as a credit against the county rate. Instead, the city and county rates are added together, resulting in a credit of up to 4% against the state sales tax rate within Bellevue and the City of Yakima. This means the state only receives a 2.5% sales tax on lodging in those two cities.

"Additional" or "Special" Lodging Tax

In addition to the “basic” 2% lodging tax, any county may impose an “additional” or “special” lodging tax up to 2% in increments no smaller than 0.1% ([RCW 67.28.181](#)). Unlike the basic lodging tax, the additional lodging tax is *not* a credit against the state sales tax and results in a tax increase for the lodging patron.

If the basic and additional lodging tax are each levied at a rate of 2%, the combined lodging tax rate would be 4% and the total tax paid by the patron would equal the retail sales tax in the jurisdiction plus the additional/special lodging tax of 2%.

Most cities and towns also have similar authority, and just like the basic lodging tax the city’s additional lodging tax must be taken as a credit against the county’s additional rate ([RCW 67.28.181\(3\)](#)). For instance, if both the city and the county impose the full 2% additional lodging tax, the total additional rate will be 2% countywide, but the county

not receive revenues from the incorporated area because it must credit those revenues back to the city.

The additional lodging tax also has a few exceptions:

- Counties and cities that imposed a combined lodging tax greater than 4% before July 27, 1997 were grandfathered in under [RCW 67.28.181\(2\)\(a\)](#). This includes Grays Harbor and Pierce counties (and the cities within them), plus the cities of Airway Heights, Bellevue, Chelan, Leavenworth, Long Beach, Winthrop, and Yakima.
- Any city located within a county that had the authority to levy a countywide 4% lodging tax before January 1, 1997 may not impose the additional 2% ([RCW 67.28.181\(2\)\(b\)](#)). This applies to all cities in Cowlitz and Snohomish counties.
- Cities that imposed a combined lodging tax rate of 6% before January 1, 1998 are grandfathered in under [RCW 67.28.181\(2\)\(d\)](#). This occurred due to a unique set of circumstances and only applies to the cities of Wenatchee and East Wenatchee.

Use of Revenues

City and county lodging tax revenues – including both the “basic” and “additional” lodging taxes – must generally be used for tourism promotion, acquisition of tourism-related facilities, or operation of tourism-related facilities ([RCW 67.28.1815-1816](#)), including:

- Tourism marketing;
- Marketing and operations of special events and festivals designed to attract tourists;
- Operations *and* capital expenditures of tourism-related facilities owned or operated by a municipality or a public facilities district, including repayment of general obligation bonds ([RCW 67.28.150](#)) or revenue bonds ([RCW 67.28.160](#)) for eligible capital projects; or
- Operations of tourism-related facilities owned or operated by nonprofit organizations (but *not* capital expenditures).

(King County has separate provisions and requirements for how to spend the revenues.)

Definitions of “tourism,” “tourism promotion,” and “tourism-related facility” are provided in [RCW 67.28.080](#). Cities and counties may use the funds either directly, or indirectly through a convention and visitor’s bureau or destination marketing organization. The funds may be awarded to nonprofits, tourism organizations, and to the city or county for eligible expenses.

Practice Tip: The guiding principle is that these facilities should be used by tourists. So for example, a municipal golf course would likely be a permitted lodging tax expenditure in Chelan, while it probably would not be if it were in a residential neighborhood in Spokane. Each situation is unique and requires careful assessment.

After conferring with the State Auditor’s Office, we have also concluded that lodging tax revenues may be used to pay for staff support of the lodging tax advisory committee (LTAC, described in further detail below), provided that proper application and reporting requirements are followed. Our conclusion comes from [RCW 67.28.1815](#), which

states that the revenues must be used “solely for the purpose of paying all or any part of the cost of tourism promotion...” It is our opinion that the primary function of an LTAC is to promote and market tourism.

Cities and counties may also use lodging tax revenues to repay general obligation bonds ([RCW 67.28.150](#)) or revenue bonds ([RCW 67.28.160](#)) issued for affordable workforce housing within a half-mile of a transit station. For more information, see our page on [Affordable Housing Funding Sources](#).

Application and Award Process

All prospective lodging tax recipients must apply to the city/county for funding. The entities that may apply for lodging tax funding are:

- Convention and visitors' bureaus;
- Destination marketing organizations;
- Nonprofits, including main street organizations, lodging associations, or chambers of commerce; and
- Municipalities (defined as any city, town, or county).

Any city or county with a population of 5,000 or more that imposes any lodging tax must also establish a lodging tax advisory committee (LTAC), described in the next section, to review the applications and make funding recommendations.

Jurisdictions with a population of less than 5,000 are not required to establish an LTAC, although they may do so if desired. If the jurisdiction does not have an LTAC, prospective applicants must apply directly to the legislative body (city council or county commission) for consideration and funding.

All applications must include estimates of how funding the activity will result in increases to the number of people staying overnight, traveling 50 miles or more, or coming from another state or country. To ensure that the applicants are compliant with this statutory requirement, this information should be included in the lodging tax application form that will be filed with the city/county or the LTAC.

There is no requirement that priority for funding be given to applicants expected to generate the largest number of tourists, and lodging tax revenue may still be awarded to recipients who provide services that indirectly increase tourism such as destination marketing organizations.

The law is silent on the frequency of the awards. Some jurisdictions choose to make the award process a part of their annual budget cycle while others may incorporate a mid-year awards procedure to account for unexpected increases or decreases in lodging tax revenues.

Practice Tips:

- The State Auditor's Office interprets the law to mean that all users of lodging tax funds, including municipalities, are considered applicants and must follow the relevant application procedures. So, if cities or counties are seeking to use the funds directly, the city/county should submit applications for their own projects to the legislative body or LTAC for consideration.

- To avoid any concerns regarding gifting of public funds, the city or county awarding the funds should enter into a contract with the recipient organization(s). The contract should spell out the tourism-related services to be provided in exchange for the funding, as well as the required reports that must be filed by the recipient that quantifies the services in terms of the number of tourists generated as a result of the funding.

Lodging Tax Advisory Committees (LTACs)

Any city or county with a population of 5,000 or more that imposes any lodging tax is required to establish a lodging tax advisory committee (LTAC) to review the applications and make funding recommendations to the legislative body.

Practice Tip: Jurisdictions with a population of less than 5,000 are not required to establish an LTAC, although they may do so voluntarily. If a jurisdiction voluntarily establishes an LTAC, it is not required to follow these rules and may adopt its own processes and requirements.

For jurisdictions of at least 5,000 population, the LTAC must be appointed by the legislative body (city council or county commission) and must contain at least five members, including at least two representatives of businesses that are required to collect the lodging tax, at least two people who are involved in activities that are authorized to be funded by the lodging tax, and one elected official from the jurisdiction who serves as chair (RCW 67.28.1817).

The number of committee members from organizations representing hotels/motels collecting the tax and the number from organizations involved in activities that can be funded must be equal. Organizations representing hotels and motels and organizations involved in activities that can be funded by this tax may recommend people for membership.

The statute also provides that a person who is eligible under the first category (lodging businesses) is not eligible for appointment under the second category (funding organizations), and vice versa.

The legislative body must review the committee's membership annually and makes changes as appropriate. A city's committee may include a non-voting elected county official and vice versa.

The LTAC receives all applications for lodging tax revenue and recommends a list of candidates and funding levels to city or county legislative body for final determination. The statute says that the legislative body "may choose only *recipients* from the list of candidates and recommended amounts provided by the local lodging tax advisory committee" (RCW 67.28.1816(2)(b)(ii), emphasis added).

Practice Tip: The legislative body is not required to fund the full list of recommended recipients and may choose to make awards to only some or even none of the recommended recipients, but the legislative body *may not award funds to any recipient that was not recommended by LTAC*.

However, an informal opinion from the Attorney General's Office in 2016 states that the legislative body may award *amounts* different from the LTAC's recommended amounts, but only after satisfying the procedural requirements of RCW 67.28.1817(2). This requires the municipality to submit its proposed change(s) to the LTAC for review and comment at least 45 days before final action is taken.

Any proposal to impose a new lodging tax, raise the rate of an existing tax, repeal an exemption from the lodging tax, or change the use of the tax proceeds, must be submitted to the lodging tax advisory committee for review and comment at least 45 days before final action will be taken on the proposal by the legislative body ([RCW 67.28.1817\(2\)](#)).

Reporting Requirements

All cities and counties *receiving* lodging tax revenues must file an annual report with the Joint Legislative Audit & Review Committee (JLARC) by May 15 for the prior calendar year ([RCW 67.28.1816](#)). If a jurisdiction received lodging tax revenues but did not have any distributions or expenses during the calendar year, the JLARC report must still be completed and filed by the deadline indicating no activity.

JLARC has established an [online reporting system](#) – see the reporting instructions, data field descriptions, and FAQs at the top of the JLARC page. The reporting requirements include:

- All lodging tax revenues received;
- All lodging tax revenues distributed and/or expended;
- All recipients of lodging tax monies, including the city itself, that may have directly used lodging tax funds for qualifying facilities, tourist events, or tourism administration; and
- For all recipients, the actual number of people traveling for business or pleasure on an overnight trip in paid accommodations, traveling 50 or more miles away from their business or place of residence for the day or overnight, or traveling from another country or state.

Practice Tip: The deadline to submit the annual lodging tax data to JLARC is May 15 for the year ending December 31 of the prior fiscal period. However, the JLARC online filing system can record and store lodging tax activity throughout the calendar year, so as part of your contract with recipients, we recommend that you require the recipient to file the actual number of attendees, overnight stays, and/or other associated tourism data as soon as the event or activity has been completed to ensure the city's full compliance with JLARC.

Maximum Combined Sales & Lodging Tax Rate

For cities and counties, the maximum combined sales and lodging tax rate upon sales of lodging may not exceed 12% ([RCW 67.28.181\(1\)](#)), except for Seattle which has a maximum combined rate of 15.2%. The statutes included within the 12% cap are:

- [Chapter 36.100 RCW](#) (public facilities districts),
- [Chapter 82.08 RCW](#) (state sales tax)
- [Chapter 82.14 RCW](#) (local sales taxes)
- [Chapter 67.28 RCW](#) (lodging taxes), and
- [Chapter 67.40 RCW](#) (convention and trade center tax – repealed in 2010).

However, affordable housing sales taxes (see [RCW 67.28.181\(4\)](#)) and the first 0.4% of the Sound Transit high-capacity transit sales tax (adopted prior to December 1, 2000 – see [RCW 82.14.410\(2\)\(c\)](#)) are not included within the 12% cap.

Most counties and cities are not that close to the 12% cap, and the cap does not affect the ability of any jurisdiction to impose the maximum “basic” lodging tax allowed by law since it is taken as a credit against the state sales tax and does not increase the sales tax rate. However, the 12% cap may limit the “additional” lodging tax rate that some jurisdictions may impose.

[RCW 82.14.410](#) provides that any local sales and use tax increase adopted after December 1, 2000 must exempt lodging sales if the increase would cause the total combined lodging/sales tax rate to exceed the greater of the 12% cap or the actual combined lodging/sales tax rate in effect on December 1, 2000.

Examples of Lodging Tax Documents

Below are selected examples of lodging tax ordinances, code provisions, application forms, and contracts.

Code Provisions/Ordinances

- [Anacortes Ordinance No. 4019 \(2022\)](#) – Establishing Lodging Tax Advisory Committee
- [Clallam County Code Ch. 5.13](#) – Additional Special Excise Tax on Lodging
- [Ferndale Municipal Code Ch. 2.31](#) – Lodging Tax Advisory Committee
- [Kirkland Municipal Code Ch. 5.19](#) – Lodging Excise Tax, with tourism development committee performing LTAC functions
- [Ocean Shores Resolution No. 787 \(2019\)](#) – Establishing plan for use of lodging tax funds, LTAC membership, funding process, and city council goals and priorities for use of lodging taxes.
- [Quincy Municipal Code Ch. 2.36](#) (Lodging Tax Advisory Committee) and [Ch. 3.24](#) (Hotel/Motel Tax)
- [San Juan County Code Ch. 3.16](#) – Lodging Tax
- [SeaTac Ordinance No. 98-1049 \(1998\)](#) – Authorizes issuance of \$5 million in limited tax general obligation (LTGO) bonds for specified tourism-related capital projects, repaid from lodging tax revenues and, if lodging taxes are insufficient, general property taxes
- [Spokane Valley Municipal Code Ch. 3.20](#) – Transient Occupancy Tax

RFPs, Applications, and Guidelines

- [Airway Heights Lodging Tax Advisory Committee](#) – Includes city’s tourism policy goals and strategic plan, LTAC grant application and instructions, and application for reimbursement of approved funding
- [Kittitas County, Cle Elum, Ellensburg, and Roslyn Request for Proposals: Lodging Tax Fund](#) – Consolidated online application form for county and cities. Provides lots of details about the application and scoring process; users must log in to access form
 - [Lodging Tax Request For Proposals \(2017\)](#) – Older paper copy of RFP; includes application form, rating form; and applicant and internal submittal checklists

- [Consolidated Lodging Tax Interlocal Agreement](#) (amended 2018) – Creates consolidated lodging tax application process with countywide lodging tax advisory committee (LTAC) work group consisting of members of each participating LTAC. Includes amendments.
- [Lacey Application for City Lodging Tax Funds](#) (2019)
- [Ocean Shores Lodging Tax Funds Application](#) (2019)
- [Pacific County Lodging Tax Grant Application Packet](#) (2019)
- [Pierce County Lodging Tax Program](#) – Includes application process and forms, list of awards, and “resources” including the county’s tourism funding strategic plan and LTAC scoring matrices. Applicants must schedule a one-on-one application workshop with the county economic development department.
- [San Juan County Lodging Tax Advisory Committee](#) – Includes most recent LTAC master plan, RFPs, and application forms
- [Wenatchee Application for Lodging Tax Funds](#) (2016)

Contracts with Lodging Tax Recipients

- [Ocean Shores Tourism Promotion Agreement](#) (2019) – Contract template for lodging tax recipients; includes reporting requirements and example of final report on number of visitors and paid room nights
- [Olympia Professional Services Agreement for Tourism Promotion \(Lodging Tax\) Services](#) (2014) – Agreement to use lodging tax revenues for marketing and promotion of the Hands On Children’s Museum and the 2014 Sand in the City event, not to exceed \$60,000.
- [Union Gap Old Town Days Agreement](#) (2011) – Simple and short contract
- [Wenatchee Municipal Services Agreement Re: Lodging Tax Funded Activities](#) (2014) – Agreement to use lodging tax revenues to support operations of nonprofit Wenatchee Valley Museum and Cultural Center Association by growing visitation, enhancing events and marketing, and supporting a visitor services staff member/volunteer coordinator

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CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: June 28, 2022

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:45 PM) Appoint Deputy Mayor for a Term Commencing July 1, 2022 and Ending December 31, 2022,

SUMMARY: The City Council will appoint a Deputy Mayor for a term commencing July 1, 2022 and ending December 31, 2022.

AGENDA CATEGORY: Appointment

PROPOSED BY: City Council

RECOMMENDED MOTION: I move to appoint _____ as Deputy Mayor for a term commencing July 1, 2022 and ending December 31, 2022.

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: June 28, 2022

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (7:55 PM) Consider Agenda Request to Discuss City Participation in a Bainbridge Poet Laureate Program - Councilmember Schneider

SUMMARY: Council will consider the attached request from Councilmember Schneider to discuss City participation in a Bainbridge Poet Laureate Program.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion and possible placement on a future Council agenda.

STRATEGIC PRIORITY:

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Agenda Request from Councilmember Schneider.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Proposal to discuss COBI participation in a Bainbridge Poet Laureate program

Arts and Humanities Bainbridge (AHB) is sponsoring a group of volunteer advocates to create a Bainbridge Poet Laureate program under the umbrella of the Bainbridge Creative District. With that sponsorship, the poet laureate committee has written a grant to the Bainbridge Foundation for \$3000 for this next year (2022-2023). Assuming funding, a call for applications goes out in July and are due September 1.

If council would like to discuss participating in this program, here are some assumptions and decision points:

- Possible duties of a poet laureate (Estimated time commitment 20 hours/month):
 - Celebrating the Island's heritage through poetry by composing and reading poems at city and community events and public gatherings (Council could designate specific official city events or estimated number of events per year in an honorarium contract).
 - Encouraging the appreciation and practice of poetry with in-person events and through social media by a wide range of Bainbridge residents, including youth, e.g. presenting readings and workshops that are free and open to the public, such as in-school poetry classes, events for young people, and programs with poets and poets laureate from other communities.
 - Coordinating Island-wide poetry activities during April, National Poetry Month.
 - Creating a signature poetry project.
 - Participating in Bainbridge Island Creative District events in downtown Winslow.
- Designating a poet laureate: the poet laureate committee under AHB will run a call for poet laureate applications, then interview and select a candidate to recommend to council. Council will have the opportunity to review qualifications and designate the recommended candidate as the official poet laureate for the City.
- Funding a poet laureate honorarium: the proposed amount is \$1000/year, or \$2,000 for the proposed 2-yr term. Research by the advocates shows a range of 0 - \$20,000 for a 2-yr term. Seattle offers \$10,000/2 yr term; Port Townsend offers \$1000/year. The City Manager would create a contract with the chosen individual and indicate specific events (or number of events) throughout the year for expected participation.
- Funding budget for additional program costs: Council could choose to provide inaugural program funds in order to assure early program outcomes. Alternatively, Council could choose to let the Poet Laureate program compete for City funds via the Cultural Funding cycle in 2023 and via grants from other non-profit sources.

From Poet Laureate Program advocates:

- A Poet Laureate is an advocate for the art of poetry. A poet laureate is a writer, teacher, host, and communicator who can connect with individuals and community groups to promote the writing and enjoyment of poetry on Bainbridge Island.
- Our Bainbridge Island Poet Laureate will host readings, offer classes and workshops, liaise with other poets in the Puget Sound region, and encourage Bainbridge Island poets of all ages.
- The Poet Laureate will receive a modest honorarium and will be supported by a team of volunteers.

Desired Qualifications for a designated poet laureate:

- Passion for poetry reading and writing
- Publication history
- Comfort with public speaking and teaching
- Social media skills
- Experience connecting with diverse audiences
- Demonstrated history of community involvement and/or volunteering
- Resident of Bainbridge Island for at least one year
- At least 18 years of age