



CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING
TUESDAY, MAY 12, 2020**

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

PLEASE CLICK THE LINK BELOW TO JOIN THE WEBINAR:

[HTTPS://BAINBRIDGEWA.ZOOM.US/J/94075350561](https://bainbridgewa.zoom.us/j/94075350561)

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US: +13462487799,,94075350561# OR +16465588656,,94075350561#

OR TELEPHONE:

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

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

OR +1 312 626 6799

WEBINAR ID: 940 7535 0561

AGENDA

1. **CALL TO ORDER/ROLL CALL - 5:00 PM**
2. **EXECUTIVE SESSION**
 - 2.A **(5:05 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency, 20 Minutes**
3. **APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE - 5:25 PM**
4. **PUBLIC COMMENT - 5:30 PM**
 - 4.A **Instructions for Providing Public Comment in Remote Meetings - City Clerk, Instructions for Providing Public Comment at Remote Meetings.docx**
5. **MAYOR'S REPORT - 5:45 PM**

6. **CITY MANAGER'S REPORT - 5:50 PM**
7. **APPOINTMENT - 5:55 PM**
 - 7.A **Appointment of Candidate to Fill the District 3, South Ward Council Vacancy - Mayor Schneider**, 5 Minutes
8. **FUTURE COUNCIL AGENDAS - 6:00 PM**
 - 8.A **Future Council Agendas**, 10 Minutes
[Special City Council Meeting May 19, 2020.pdf](#)
9. **PUBLIC HEARING**
 - 9.A **(6:10 PM) Public Hearing Regarding Ordinance No. 2020-12, Self-Service Storage Facilities Moratorium Extension - Planning**, 10 Minutes
[Ordinance No. 2020-12 Extending the Moratorium on Self-Service Storage Facilities](#)
[Ordinance No. 2019-40 Adopting a Moratorium on Self-Storage Facilities Approved 112619.pdf](#)
10. **NEW BUSINESS**
 - 10.A **(6:20 PM) Update on 2020 Fiscal Impacts and Revenue and Expenses Forecasts - Executive**, 60 Minutes
[COVID-19 Fiscal Impacts to 2020 Budget - May 12 Update](#)
 - 10.B **(7:20 PM) Review Impacts to 2020 Citywide Workplan Priorities - Executive**, 60 Minutes
[Impacts to 2020 Citywide Workplan Priorities.pdf](#)
[2020 Citywide Workplan Priorities.pdf](#)
[2020 City Council Priorities March Revision.pdf](#)
 - 10.C **(8:20 PM) 2021-2022 Biennial Budget Process - Executive**, 10 Minutes
[Update_2021-22 Budget Process and Calendar for CC 05122020](#)
[2021-2022 Council Budget Priorities - DRAFT.pdf](#)
11. **CONSENT AGENDA**
 - 11.A **(8:30 PM) Agenda Bill for Consent Agenda**, 5 Minutes
 - 11.B **Accounts Payable and Payroll**
[Payroll.pdf](#)
[AP Report to Council of Cash Disbursements 05-13-20.pdf](#)
 - 11.C **Special City Council Meeting Minutes, April 21, 2020**
[Special City Council Meeting Minutes, April 21, 2020](#)

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

- 12. COMMITTEE REPORTS - 8:35 PM
- 13. FOR THE GOOD OF THE ORDER - 8:40 PM
- 14. ADJOURNMENT - 8:50 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 12, 2020

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (5:05 PM) Pursuant to RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency,

SUMMARY: Executive session pursuant to RCW 42.30.110(1)(i).

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Hold Executive Session.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 12, 2020

ESTIMATED TIME:

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

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

AGENDA CATEGORY: Report

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

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

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

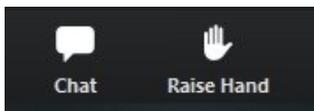
OFFICE OF THE CITY CLERK

April 28, 2020

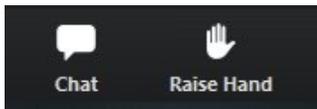
Members of the public are encouraged to submit written public comment to the City Council at any time by emailing Council at council@bainbridgewa.gov or the City Clerk at cityclerk@bainbridgewa.gov. Members of the public who wish to provide public comment during the remote meeting should follow the instructions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

INSTRUCTIONS FOR PROVIDING PUBLIC COMMENT IN REMOTE MEETINGS

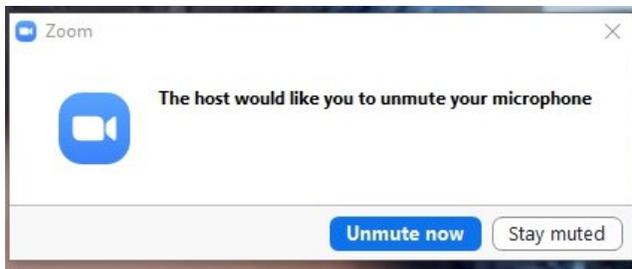
- Attendees who wish to provide public comment sign in to Zoom with their name.
- Attendee opens the Chat screen by clicking on the Chat icon at the bottom of the screen:



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



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



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



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 12, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Appointment of Candidate to Fill the District 3, South Ward Council Vacancy - Mayor Schneider,

SUMMARY: At their May 5, 2020 Special City Council meeting, the Council interviewed nine applicants who applied for the vacant South Ward Council position. As part of that process and after the interviews, each Councilmember identified their top three choices from the pool of applicants. At the conclusion of the Council's consideration regarding the applicants, one applicant garnered enough first-place votes to become the Council's unanimous top choice, and that applicant is Christy Carr. The Council is expected to officially make the appointment by motion at this meeting to fill the District 3, South Ward Council vacancy.

AGENDA CATEGORY: Appointment

PROPOSED BY: City Council

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

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 12, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: Future Council Agendas,

SUMMARY: Council will review and discuss future Council agendas.

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Special City Council Meeting May 19, 2020.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING
TUESDAY, MAY 19, 2020**

REMOTE MEETING ON ZOOM

AGENDA

1. **CALL TO ORDER/ROLL CALL - 5:00 PM**
2. **EXECUTIVE SESSION**
3. **APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE**
4. **PUBLIC COMMENT**
5. **MAYOR'S REPORT**
6. **CITY MANAGER'S REPORT**
7. **FUTURE COUNCIL AGENDAS**
8. **UNFINISHED BUSINESS**
 - 8.A **(x:xx PM) Sportsman Club/New Brooklyn Intersection Improvements Grant Acceptance and Budget Amendment - Public Works**, 30 Minutes
[2020-03-19 Sportsman New Brooklyn Intersection Memo.pdf](#)
[BAIN_31 Revised_Concept.pdf](#)
 - 8.B **Wyatt Way Reconstruction Design Professional Services Agreement Amendment No. 5 - Public Works**, 10 Minutes
[Wyatt Way PSA Amendment No 5.docx](#)
[Wyatt Way PSA Amend5 Scope of Work.pdf](#)
 - 8.C **2020 Fiscal Impacts and Revenue and Expenses Forecasts - Executive**, 15 Minutes
 - 8.D **Impacts to 2020 Citywide Workplan Priorities - Executive** 15 Minutes
9. **NEW BUSINESS**

- 9.A **Cooper Creek Fish Barrier Removal Grant Opportunity - Public Works**, 10 Minutes
FBRB Full Submittal Packet_Cooper Creek.pdf
Stormwater CIP_2019-21 Budget.pdf

10. CITY COUNCIL DISCUSSION
11. CONSENT AGENDA
12. COMMITTEE REPORTS
13. FOR THE GOOD OF THE ORDER
14. ADJOURNMENT

GUIDING PRINCIPLES

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CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 12, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (6:10 PM) Public Hearing Regarding Ordinance No. 2020-12, Self-Service Storage Facilities Moratorium Extension - Planning,

SUMMARY: On April 28, 2020, the City Council discussed and considered the pending expiration of the moratorium related to certain self-service storage facilities (as enacted via Ordinance No. 2019-40; see attached). At that meeting, the Council approved a motion to set a public hearing on Ordinance No. 2020-12 (see attached), which would extend the moratorium. The Council also directed staff to include an exception for projects that were partially constructed and/or at some point built. Staff included such an exception in the draft ordinance, and also included alternative text for the Council to consider in an attempt to meet the Council's stated intent but in a manner that would add further clarity related to interpretation and applicability. Ordinance No. 2020-12 also includes a proposed six-month work plan to address issues related to self-service storage facilities based on direction provided by the Council.

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

The City Council will conduct a public hearing on Ordinance No. 2020-12.

[Note: Based on the City Council's discussion regarding this topic on April 28, 2020, the following motion has been drafted for the Council's consideration:]

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

STRATEGIC PRIORITY: Green, Well-Planned Community

FISCAL IMPACT:

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

BACKGROUND: On November 26, 2019, the City Council via Ordinance No. 2019-40 imposed a temporary six-month moratorium on the acceptance of building permit or land use permit applications for new self-service storage facilities in the Business/Industrial (B/I) and Neighborhood Center (NC) zoning districts. The

moratorium did not apply to permits required for upkeep, repair, or maintenance of existing self-service storage structures.

In that the initial six-month time period of the moratorium is approaching, the Council at its April 28, 2020 meeting considered the possibility of extending the moratorium. At that meeting, the Council directed City staff to prepare an ordinance for Council consideration that would allow the Council to extend the moratorium for six months, and the Council set a public hearing on that ordinance for May 12, 2020. This agenda item is for the Council to conduct that public hearing. After receiving and considering the comment received, the Council, if it so chooses, can take action to adopt the ordinance to extend the moratorium as described.

Included with this agenda item is the public hearing draft of Ordinance No. 2020-12, which would extend the moratorium on certain self-service storage facilities for six months. The ordinance also includes a work plan for the Council's consideration based on direction provided by the Council. Also included with this agenda item is Ordinance 2019-40.

As directed by the Council via motion on April 28, 2020, Ordinance No. 2020-12 also includes an exception for projects that were partially constructed and/or at some point built. In discussing that motion, Council members indicated that it was not the Council's intent to include such projects within the scope of the moratorium and that the moratorium should be revised accordingly.

In addition to including the exception to the ordinance based on the motion passed by the Council, staff has also included alternative text for the Council's consideration in an attempt to meet the Council's stated intent but in a manner that would add further clarity related to interpretation and applicability. The two alternatives for the exception are included in the draft ordinance in yellow highlighted text for the Council's consideration.

ATTACHMENTS:

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

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

FISCAL DETAILS: N/A

Fund Name(s):

Coding:

PUBLIC HEARING DRAFT

ORDINANCE NO. 2020-12

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2019-40 that imposed a moratorium on certain activities related to self-service storage facilities; continuing the basis for the emergency moratorium; providing for severability; leaving the effective date of the moratorium unchanged; and extending the moratorium for six months until November 26, 2020.

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

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

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

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

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

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

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

WHEREAS, Policy 15.2 of the Economic Element of the City’s Comprehensive Plan is to “[p]romote manufacturing and business/industrial employment as an important source of family wage jobs on Bainbridge Island”; and

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

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

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

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

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

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

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

WHEREAS, at its April 28, 2020 meeting, the City Council considered options related to this moratorium and decided to set a public hearing for May 12, 2020 to accept public comment and consider this ordinance to extend the moratorium for another six months; and

WHEREAS, at that April 28, 2020 meeting, the City Council, based on public comment and Council discussion, directed the City Manager to amend the moratorium to exempt projects that are partially constructed and/or at some point built, and this ordinance includes an exemption to meet the Council's intent in that regard; and

WHEREAS, on May 12, 2020, the City Council conducted a public hearing on this ordinance and the Council received and considered public comment related to this ordinance; and

WHEREAS, on May 12, 2020, after considering such public comment, the City Council adopted this ordinance to extend this moratorium for six months, to November 26, 2020, unless the Council terminates the moratorium earlier, and to otherwise amend the moratorium as stated in this ordinance; and

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

WHEREAS, the moratorium imposed herein promotes the public good and is necessary for the protection of public health, property, safety, and welfare. The public emergency that existed requiring that this moratorium become effective immediately upon adoption on November 26, 2019 continues to exist.

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

Section 1. Findings of Fact. The recitals set forth above are hereby adopted as additional and supplemental findings of fact to the City Council’s initial findings of fact in support of the moratorium established by Ordinance No. 2019-40. The City Council may, in its discretion, adopt additional findings after the public hearing referenced below.

Section 2. Continuation of Existing Moratorium. As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, and unless expressly excluded under this ordinance, the City Council is hereby continuing the imposition of the temporary moratorium that was imposed by Ordinance No. 2019-40, as described in this Section 2, for those properties requesting the following (“Permit Applications”):

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

Section 3. Exclusions.

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

[Option 1: Note: The following is based on a motion passed by the City Council at its April 28, 2020 meeting:]

B. The moratorium imposed under Section 2 of this ordinance shall not apply to projects that are partially constructed and/or at some point built.

[Option 2: Note: The following is alternative text for the Council to consider that City staff has drafted in an attempt to meet the Council's stated intent but in a manner that would add further clarity related to interpretation and applicability:]

B. The moratorium imposed under Section 2 of this ordinance shall not apply to building permits and other land use approvals related to self-service storage facilities that received land use approval for such a facility prior to the effective date of this moratorium and for which self-service storage facilities exist currently on the subject property, and for which any new structures are included within what was approved for the site prior to the effective date of the moratorium.

Section 4. Moratorium Extended and Amended. The moratorium is hereby amended to extend the moratorium in the amended form as specified in this ordinance for six months, which is until November 26, 2020.

Section 5. Public Hearing. Pursuant to RCW 35A.63.220 and RCW 36.70A.390, the City Council conducted a public hearing on this extension of the moratorium at its meeting on May 12, 2020, and took public testimony and considered further findings of fact.

Section 6. Moratorium Work Plan. As provided for under RCW 35A.63.220 and RCW 36.70A.390, the City may renew a moratorium for one or more six-month periods if a work plan has been developed, a public hearing has been held, and findings of fact have been made. Pursuant to this ordinance, and based on the findings of fact that are hereby adopted in this ordinance and which were adopted in the previous ordinance related to this moratorium, Ordinance No. 2019-40, the City is hereby extending the moratorium for an additional six months based on the work plan as incorporated herein (see attached Exhibit A). These supplemental findings of fact and the work plan incorporated herein are being adopted after the City Council conducted a public hearing on this moratorium on May 12, 2020.

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

Section 8. Interpretive Authority. The City of Bainbridge Island Director of Planning and Community Development, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 9. 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 10. No Change to Basis for Declaration of Emergency or Effective Date. This ordinance shall take effect and be in full force five (5) days from and after its passage and publication as required by law. Provided, that this ordinance is not intended to change the basis of the emergency declaration stated in the moratorium ordinance which preceded this ordinance, Ordinance No. 2019-40, except as described in the “Whereas” clauses of this ordinance. Pursuant to *Matson v. Clark County Board of Commissioners*, 79 Wn. App. 641 (1995), non-exhaustive underlying facts necessary to support the emergency declarations adopted as part of the enactment of this moratorium were included in the “Whereas” clauses of Ordinance No. 2019-40, as well as in this ordinance, and those “Whereas” clauses are adopted as findings of fact. This ordinance does not change the effective date of this moratorium, which is November 26, 2019.

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

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

Leslie Schneider, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, CMC, City Clerk

FILED WITH THE CITY CLERK: May 1, 2020
PASSED BY THE CITY COUNCIL: _____, 2020
PUBLISHED: _____, 2020
EFFECTIVE DATE: _____, 2020
ORDINANCE NUMBER: 2020-12

Exhibit A (Work Plan)



EXHIBIT A

SELF-SERVICE STORAGE FACILITIES MORATORIUM

WORK PLAN (May 12, 2020)

MORATORIUM – Self-Service Storage Facilities:

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

The City has developed the following **Work Plan** described below to address issues related to self-service storage facilities based on direction provided by the City Council:

Mid-May – June 2020

Staff will gather the applicable visions and goals of the Comprehensive Plan as they relate to the BI and NC zoning districts. Staff will also compile information on self-service storage capacity and demand as well as research regulations of other local jurisdictions regarding self-service storage. Staff will also research the amount of jobs that self-service storage facilities provide and the vacancy rate of existing facilities (if available).

July 2020

Staff will present their findings from their research to the City Council and seek direction from the Council on how to proceed. The various options for the Council to consider may include but are not limited to: 1) limit self-service storage to one of the two zoning districts; 2) develop use specific standards for self-service storage (i.e., design character, require market demand analysis, increased landscape buffers); 3) eliminate self-service storage as an allowed use; or 4) require self-service storage to obtain a conditional use permit in existing or other zoning districts.

August – September 2020

Following direction from the City Council, staff will begin drafting regulations to reflect the Council's direction.

October 2020

Staff will provide to the Planning Commission draft code changes for consideration at a study session. After holding a public hearing, the Planning Commission will make a recommendation to the City Council on a draft ordinance.

November 2020

The City Council will review and take action on the proposed ordinance or consider another six-month extension if such an extension is necessary to complete the work for the adoption of updated regulations.

ORDINANCE NO. 2019-40

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Section 2. Moratorium Imposed. As authorized by the police powers of the City as set forth, for example, in Article XI, Section 11, of the Washington State Constitution, and pursuant to statutory authority set forth, for example, in RCW 36.70A.390 and RCW 35A.63.220, and unless expressly excluded under Section 3 and Section 4 of this ordinance, the City hereby imposes a temporary moratorium, as described in this Section 2, for those properties requesting the following ("Permit Applications"):

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

Section 3. Effect on Vested Rights. The moratorium imposed under Section 2 of this ordinance shall apply prospectively only and shall operate to prevent acceptance of Permit Applications submitted after the effective date of this ordinance. Nothing in this ordinance shall be construed to extinguish, limit, or otherwise infringe on any permit applicant's vested development rights as defined by state law and City of Bainbridge Island regulations, provided that such a permit applicant has filed a complete Permit Application before the effective date of this ordinance.

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

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

Section 6. Interpretive Authority. The City of Bainbridge Island Director of Planning and Community Development, or designee, is hereby authorized to issue official interpretations arising under or otherwise necessitated by this ordinance.

Section 7. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

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

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

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


Kol Medina, Mayor

ATTEST/AUTHENTICATE:


Christine Brown, CMC, City Clerk

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



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 12, 2020

ESTIMATED TIME: 60 Minutes

AGENDA ITEM: (6:20 PM) Update on 2020 Fiscal Impacts and Revenue and Expenses Forecasts - Executive,

SUMMARY:

This briefing will provide an initial assessment of the forecasted impacts of COVID-19 restrictions and closures on City revenue sources, compared to 2020 budget plans. This briefing will also provide a recommended plan for changes to 2020 expenditure plans.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

At the Council meeting on May 12, City staff will provide a first forecast of how City revenues and expenditures are impacted by COVID-19 closures and restrictions. The briefing will be focused on current expectations for 2020 revenue decreases, and recommended changes in expenditure plans.

At this time, there is a great deal of uncertainty, and forecasts will certainly evolve in the coming months. The initial assessment is based on current understanding of regional economic conditions and the City’s specific revenue portfolio. These forecasts also reflect the City of Bainbridge Island’s established emphasis on – and adoption of – conservative and forward-looking financial policies and practices.

The current assessment projects a decrease in 2020 General Fund revenues of 15 – 20%. The total decrease is estimated at \$4.5 million. City staff have identified roughly \$2.7 million in potential spending reductions for 2020. Nearly half of these are achieved by holding most current staff vacancies (12 FTE) open for the remainder of 2020. Other expenditure savings result from deferral of spending on non-essential projects activities.

The remaining gap is currently estimated at \$1.8 million. This equates to less than 15% of the \$12.7 million in fund balance the City estimates will be available at year-end 2020.

The briefing is attached and includes specific details on line-item revenue forecasts and proposed spending choices.

ATTACHMENTS:

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

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

2020 Fiscal Update: Revenue and Expense Forecasts

May 12, 2020

Overview

- Introduction/Summary
- Current Revenue Forecast
- Expenditure Recommendations
- Emerging Issues
- Next Steps

What Makes Cities Vulnerable?

- Revenue side
 - ✓ Reliance on hotel/motel
 - ✓ Reliance on sales tax
 - ✓ Reliance on user fees
 - ✓ Reserve levels
- Expenditure side
 - ✓ Public safety expenditure
 - ✓ Other personnel status
 - ✓ Debt levels

Impacts are Primarily Non-Utility

- Tonight's presentation will focus on the "tax-supported," non-utility funds.
- Utility revenues largely unchanged
- Utility expenditures on track and unchanged

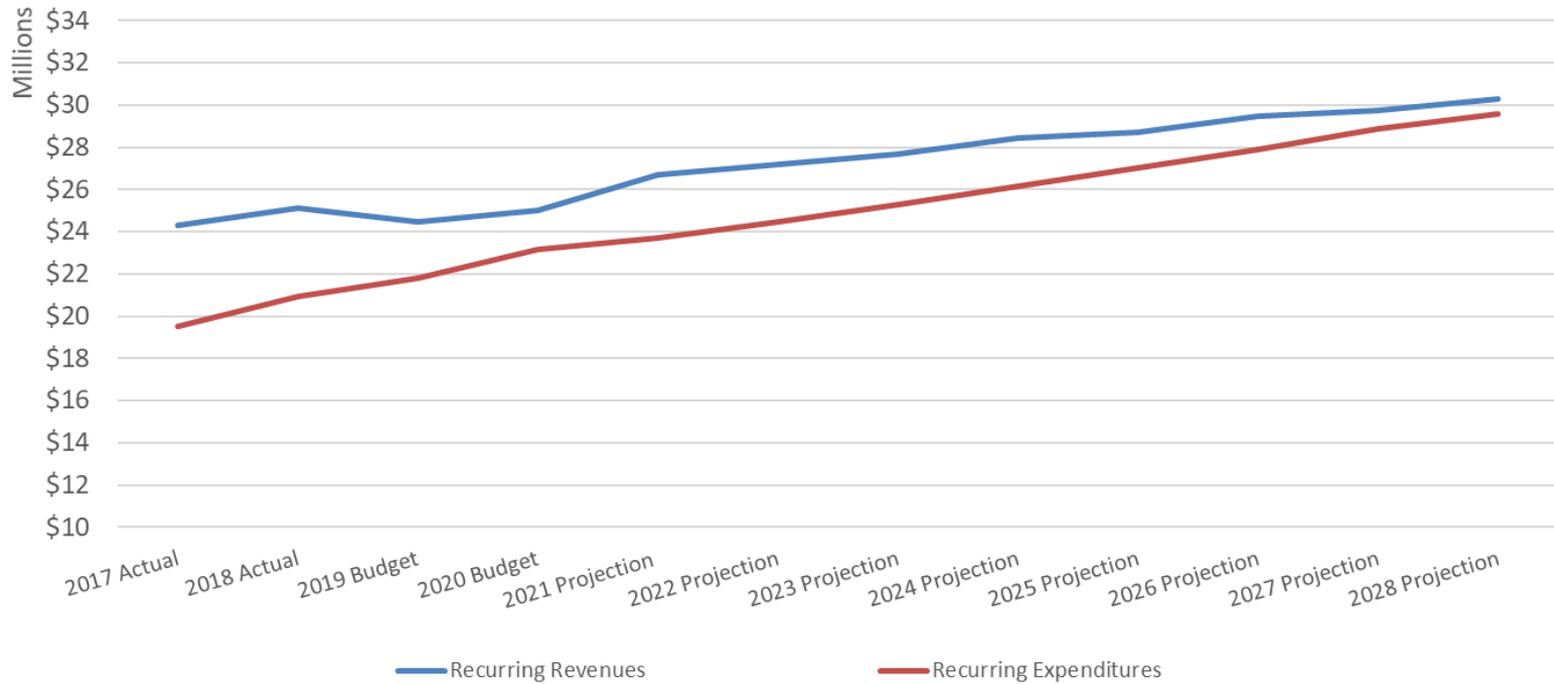
Summary

- City revenue policies have developed over time, and have benefited from intentional management and a long-range perspective
- In general, City's primary revenue sources are typically stable
- Means revenue is less vulnerable to downturns than some other cities

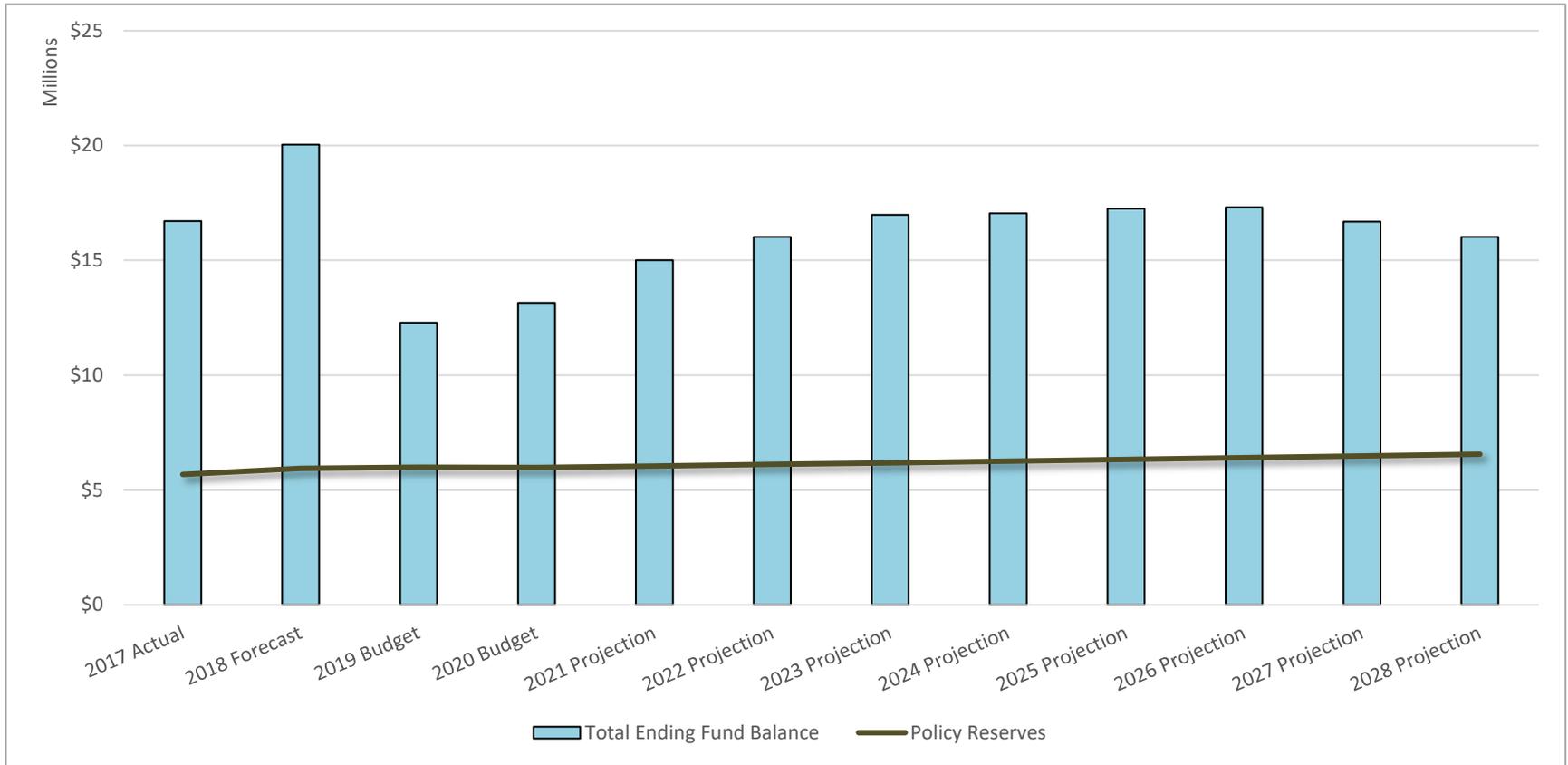
Summary

- 2020 Modified Budget was built assuming moderating revenues (compared to prior years)
- In 2019, Police-Court debt issue sized to use more fund balance and less debt – intentionally creating less ongoing cost
- 2020 Modified Budget met both 10-year sustainability tests
- Q1 actuals are close to plan

MAJOR TAX - SUPPORTED FUNDS
 (Includes all proposed 2020 budget modifications)



2020 Modified Budget (adopted Nov. 2019) met policy: recurring expenditures are fully supported by recurring revenues



2020 Modified Budget (adopted Nov. 2019) met policy: General Fund ending fund balance exceeds policy reserve levels.

Summary

- Revenues now uncertain, but certainly less than planned (estimate = 15 – 20% decrease)
- City can control expenditures and spend less than planned
- City can use available fund balance to support business continuity level services and selected discretionary projects

Summary

- We are well-positioned for these decisions based on reserve policies and fund balance
- We will use next 6 months to gain insight to revenue impacts
- We will develop 2021-2022 budgets to match available/anticipated revenue

Summary

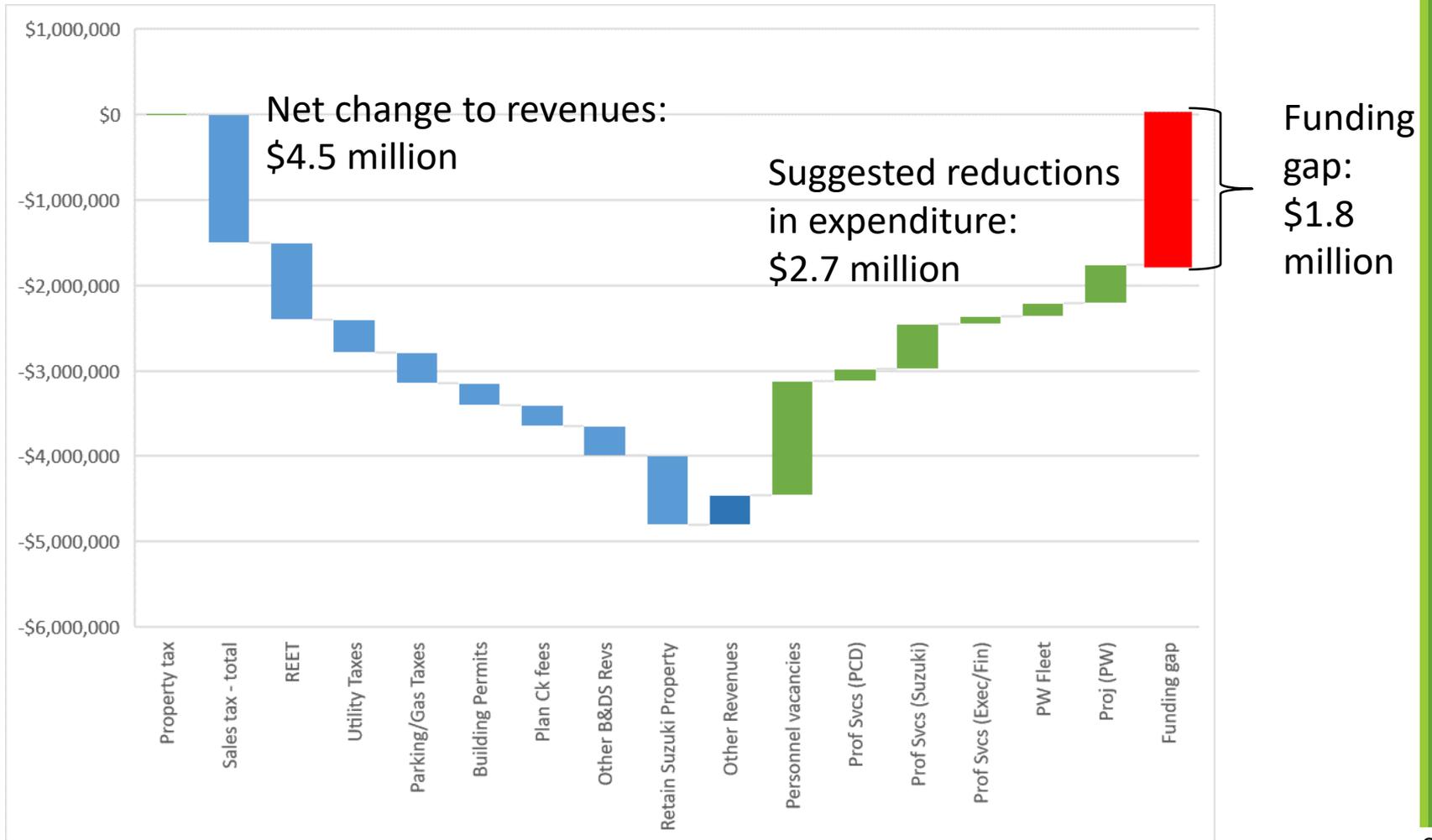
- Great degree of uncertainty given timing delays in key revenue sources
- Current forecasts attempt “mid-range” scenario
- Regionally, other jurisdictions are assuming Q2 and Q3 will be lowest revenue with some recovery beginning in Q4 and continuing into 2021
- Staff will provide monthly updates through the end of the year

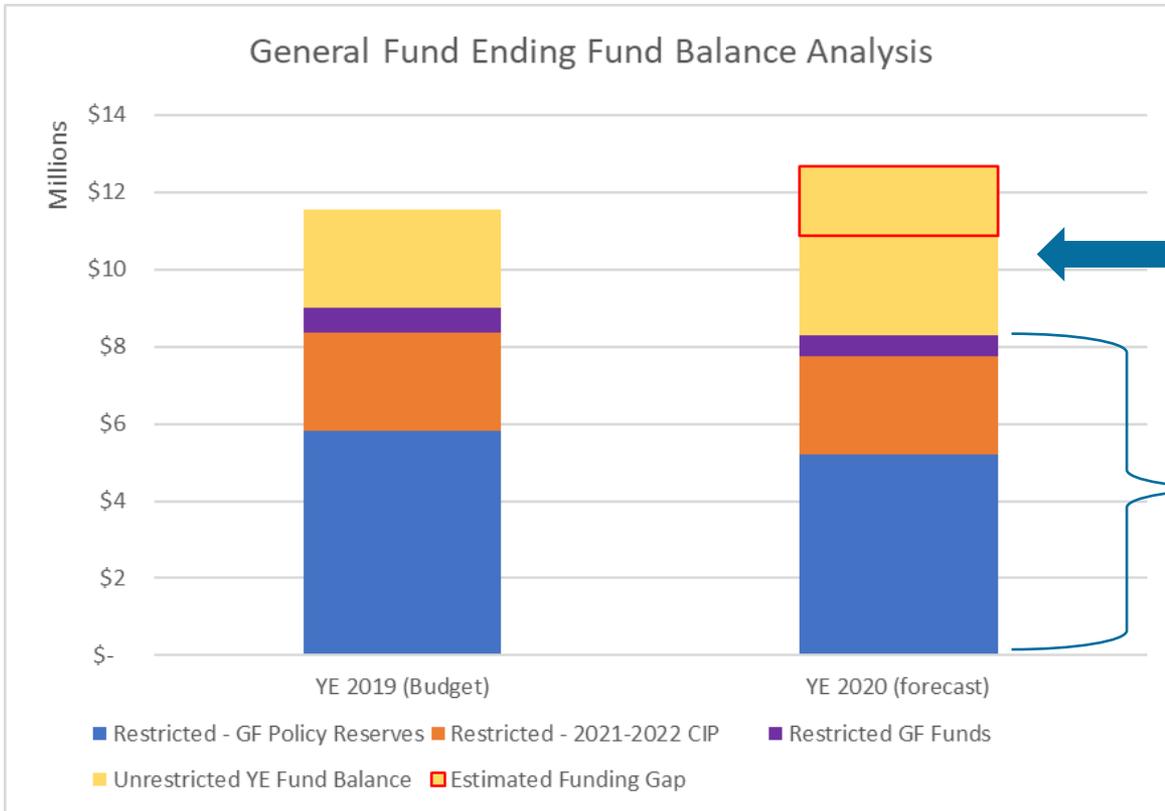
Summary

- Current forecast revenue loss of \$4.5 million
- Cost savings through vacancies of \$1.3 million
- Cost savings through other decisions of \$1.4 million
- Remaining gap = \$1.8 million

Summary

- YE 2020 fund balance of \$12.7 million
 - ❖ policy reserves will be intact at roughly \$8 million
 - ❖ additional fund balance of \$4.7 million
- Estimated gap (\$1.8 million) is less than 15% of available reserves and fund balance





Estimated Ending Fund Balance

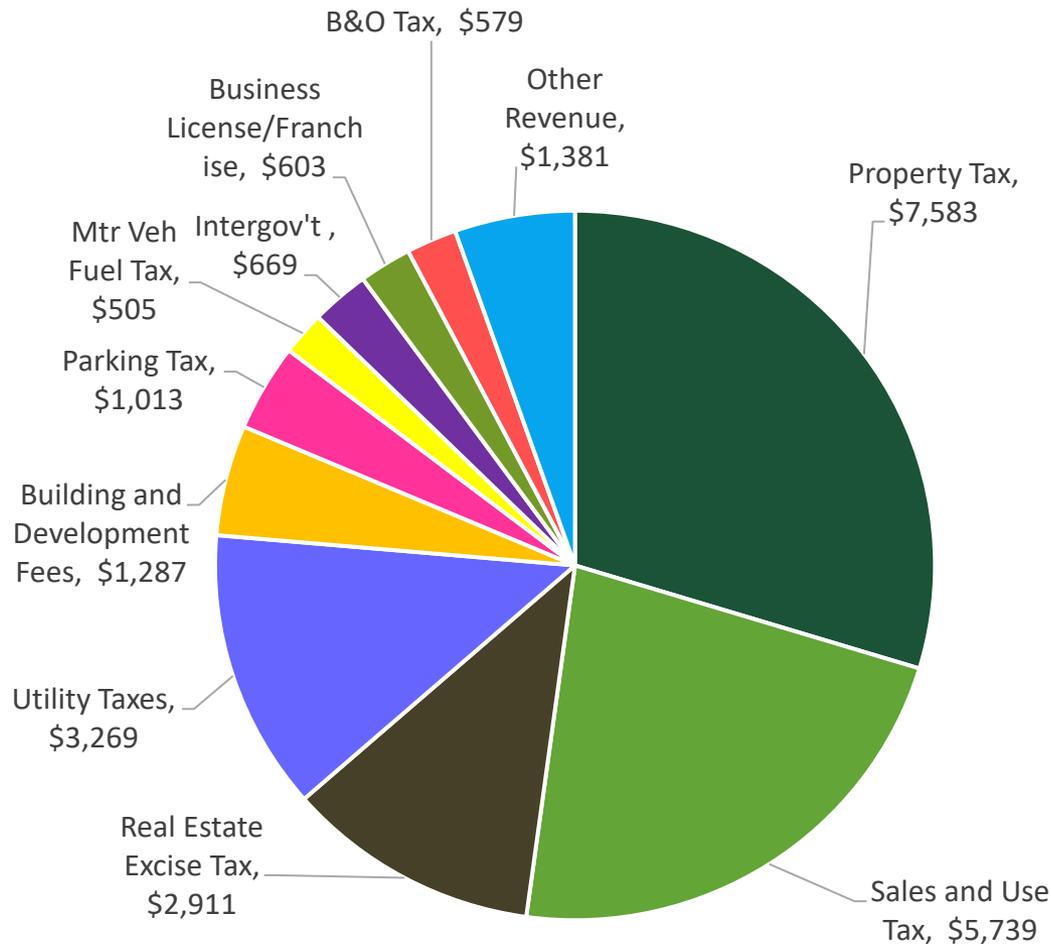
Revenue Forecast

2019 Tax-Supported Revenue

in thousands

Total: \$25.5 million

Four largest revenue sources comprise \$19.5 million, or 76% of total



	When City will have updated information
Property tax	Payment generally in April and October. Expect some delay in first payment as extension offered to some property owners.
Sales tax	Two-month delay between sales and receipt of revenue. Expect to see reduction starting with revenue received in June.
REET	One-month delay between sale and receipt of revenue.
Utility Taxes (Private, City)	Revenue received monthly from utility companies based on prior month's use.
Business Licenses	One-month delay.
B&O	2020 revenue received in Q1.
Parking Tax	One to three-month delay.
Gas Tax	Two-month delay between sale and receipt of revenue.
Building Permits	No delay.
Plan Check fees	No delay.

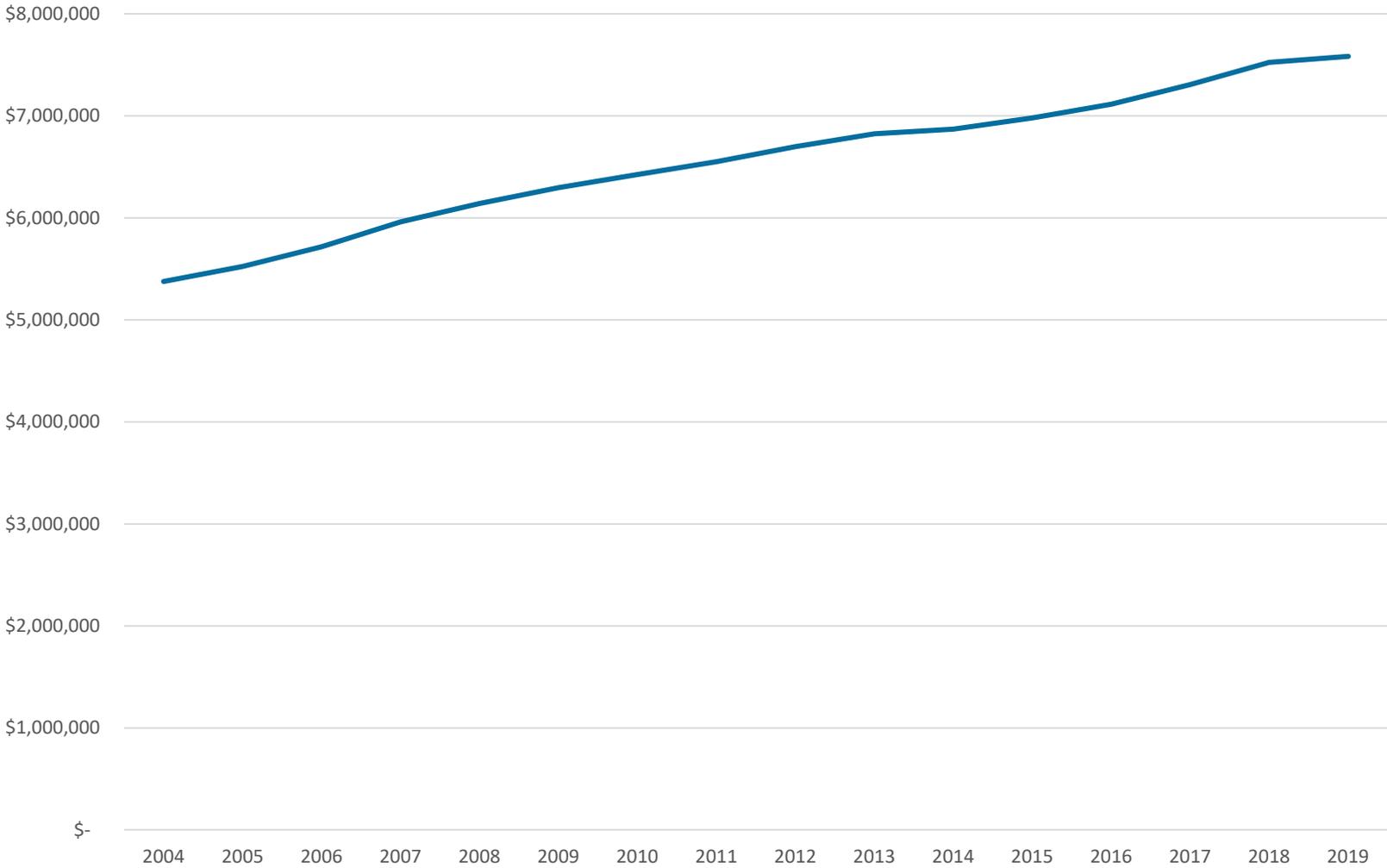
	2020 budget	2020 forecast	2020 change	% change
Property tax	7,698,000	7,700,000	2,000	0%
Sales tax	5,308,000	3,800,000	(1,508,000)	-28%
REET	3,000,000	2,100,000	(900,000)	-30%
Utility taxes	3,454,150	3,079,000	(375,150)	-11%
Sale of Suzuki Property	800,000	0	(800,000)	-100%
Streets Fund	1,411,000	1,054,955	(356,045)	-25%
B&DS Fund	1,663,000	810,000	(853,000)	-51%
<i>Subtotal</i>	<i>22,534,150</i>	<i>18,543,955</i>	<i>(3,990,195)</i>	<i>-18%</i>
Total Tax-Supported Revenues	25,602,450	21,145,313	(4,457,137)	-17%

Major Tax-Supported Revenues

	2020 budget	2020 forecast	Q1 % actual (to forecast)	Q2 % change	Q3 % change	Q4 % change
Property tax	7,698,000	7,700,000	0%	0%	0%	0%
Sales tax	5,308,000	3,800,000	-2%	-30%	-60%	-36%
REET	3,000,000	2,100,000	20%	-65%	-25%	-20%
Utility taxes	3,454,150	3,079,000	-16%	-10%	-10%	8%
Parking tax	851,000	632,000	-4%	-55%	-80%	-10%
Gas tax	525,000	380,000	-2%	-30%	-50%	-10%
Building permits	600,000	345,000	-15%	-90%	-20%	-10%
Plan check fees	500,000	250,000	-17%	-80%	-30%	-10%

Key Revenue Forecast Assumptions

City of Bainbridge Island Property Tax Revenue



Key Forecast Assumptions

- Sales tax
 - ❖ Two-month lag in receipts so expect Q2 to reflect slowing; Q3 to reflect most reduction due to sales tax and construction restrictions in March and April.
 - ❖ City sales tax revenue typically lowest at end of Q1 and during Q2
 - ❖ Forecasting moderating revenue reduction at end of year

Key Forecast Assumptions

- Real Estate Excise Tax (REET)
 - ❖ Forecast expected moderating revenue based on 2018 and 2019 performance.
 - ❖ Expected severe reduction in transactions in Q2, resulting in commensurate revenue reduction
 - ❖ Due to small number of sales, one large transaction results in noticeable change to revenues (e.g., Harrison Building in January 2020, large residential property in March 2020, and large commercial property in October 2019)

Key Forecast Assumptions

- Utility taxes
 - ❖ Based on use of utilities, which generally are less subject to change
 - ❖ Adjusted revenue estimates based on historical patterns
 - ❖ Decisions to avoid shut-offs and penalties reduce revenue in Q2 and Q3

Key Forecast Assumptions

- Street Fund
 - ❖ Commercial Parking Tax
 - ❖ Quarterly payment based on prior quarter
 - ❖ Reduction due to stay-at-home order starting end of Q1
 - ❖ Assumes resumption of ferry lot use in Q3
 - ❖ Gas Tax
 - ❖ Like Sales Tax, reflects two-month lag
 - ❖ Assumes state-wide reduction of travel

Key Forecast Assumptions

- Building and Development Services
 - ❖ Building Permits
 - ❖ Based on Q1 data, expecting lower than budgeted revenues
 - ❖ Q2 assumptions reflect limitations on construction
 - ❖ Q3 and Q4 assumptions reflect continuation of existing projects
 - ❖ Plan Check Fees
 - ❖ Based on Q1 data, expecting lower than budgeted revenues
 - ❖ Q3 and Q4 assumptions reflect resumption of activity, with typical moderation at the back half of the year.

	2020 budget	2020 forecast	2020 Variance	% 2020 Budget
Business Licenses	606,000	579,000	-27,000	-4%
B&O	593,000	641,000	48,000	8%
Intergovernmental	436,600	365,000	-71,600	-16%
Investment Interest	50,000	185,000	135,000	270%
Other GF	517,700	712,313	194,613	38%

General Fund Detail

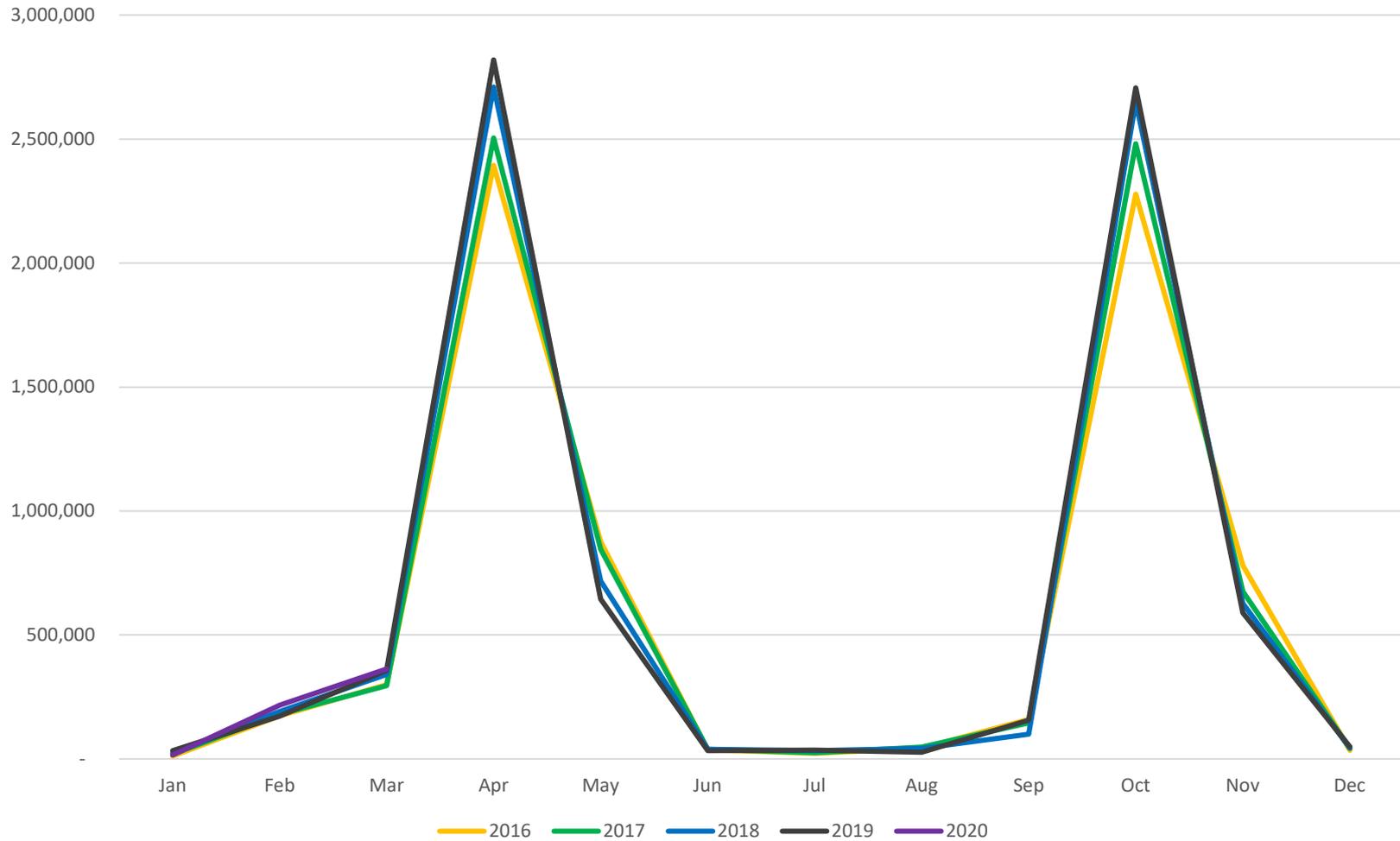
	2020 budget	2020 forecast	2020 Variance	% 2020 Budget
Parking Tax	851,000	632,000	-219,000	-26%
Gas Tax	525,000	380,000	-145,000	-28%
Other Streets	35,000	42,955	7,955	23%
Total Streets	1,411,000	1,054,955	-356,045	-25%

Streets Fund Detail

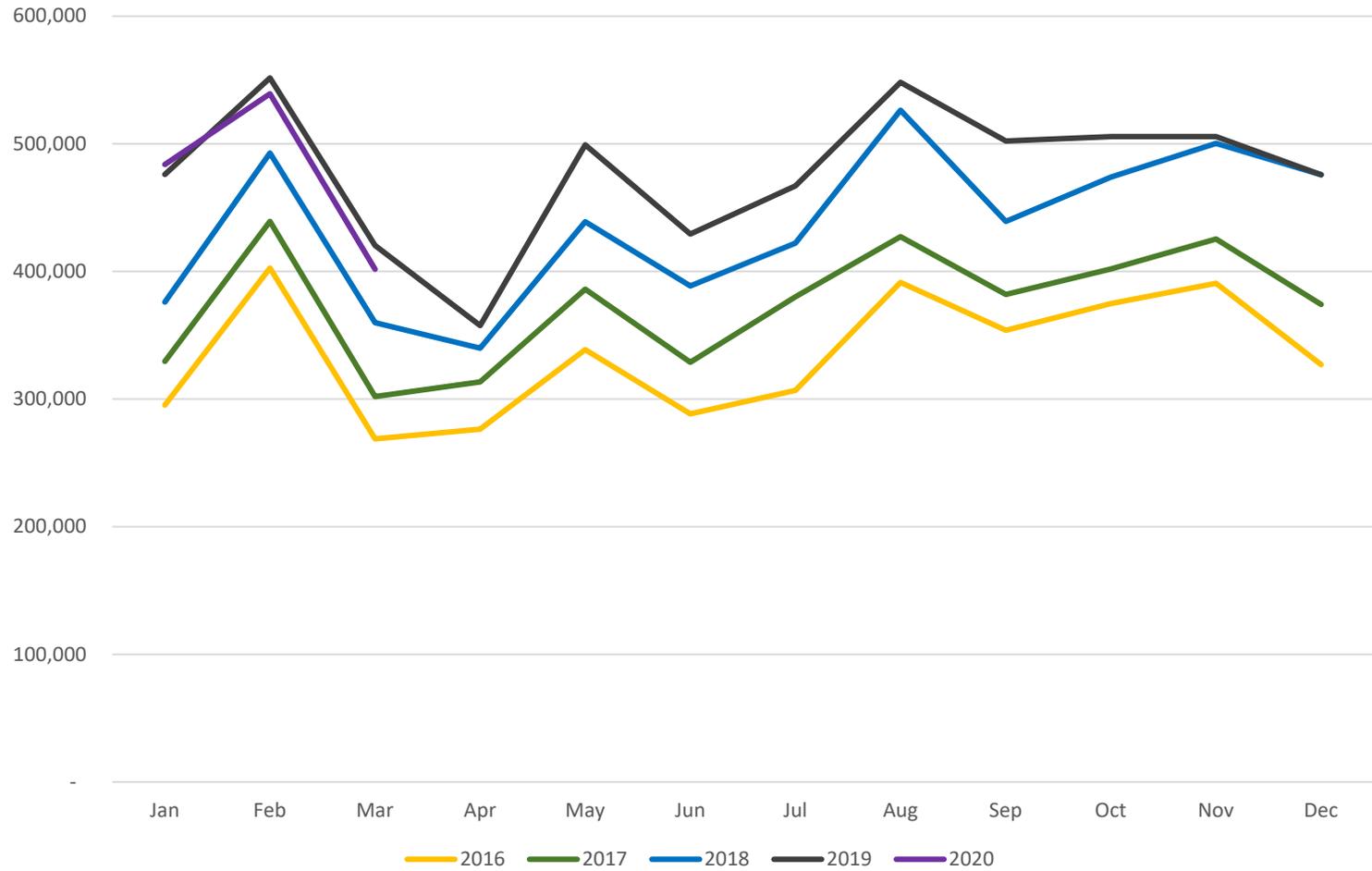
	2020 budget	2020 forecast	2020 Variance	% 2020 Budget
Building Permits	600,000	345,000	-255,000	-43%
Plan Check fees	500,000	250,000	-250,000	-50%
Other B&DS	563,000	215,000	-348,000	-62%
Total B&DS	1,663,000	810,000	-853,000	-51%

Building and Development Services Fund Detail

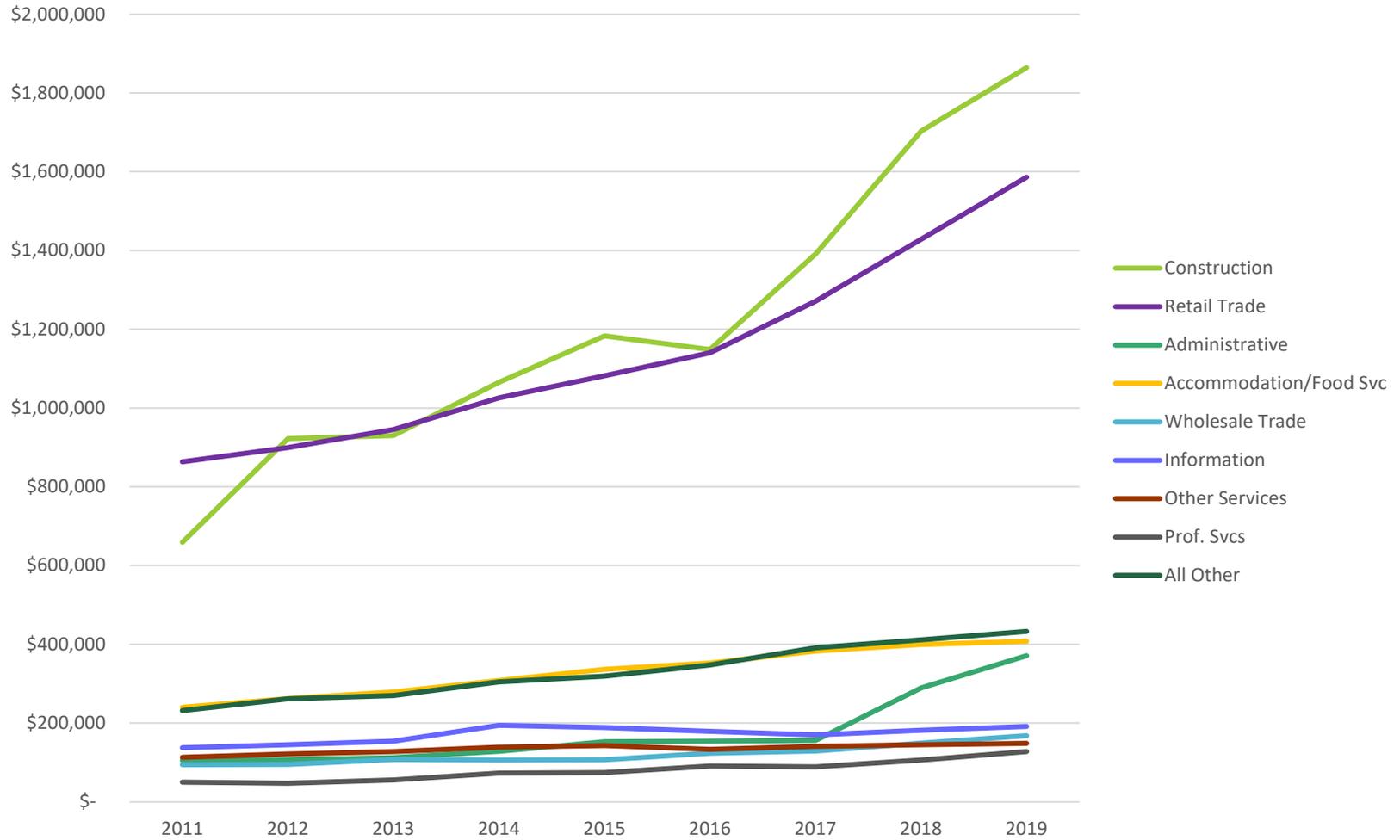
Monthly Property Tax Revenue 2016-2020



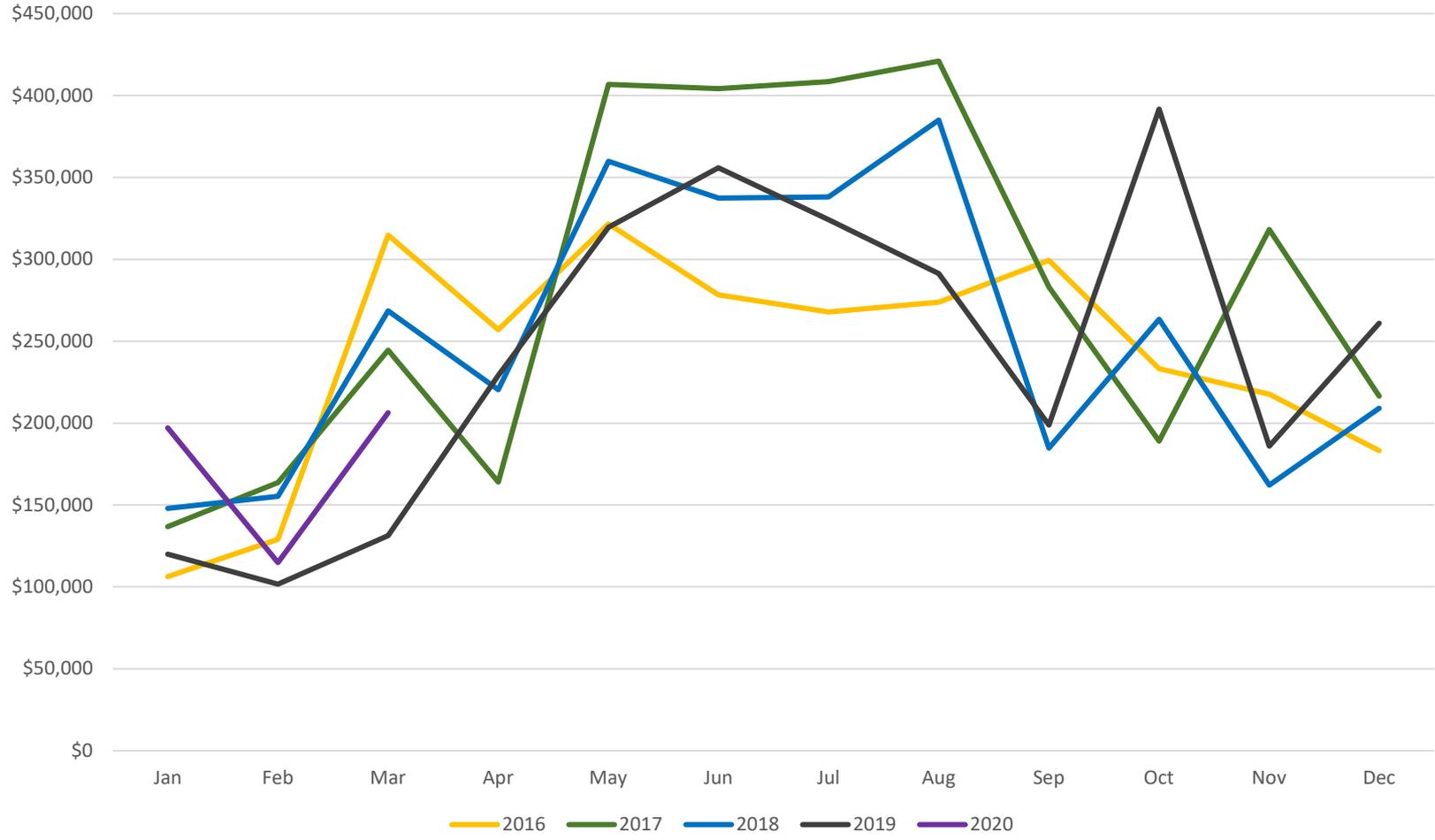
Monthly Sales Tax Revenue 2016-2020



Sales Tax by Sector 2011-2019



Monthly REET Revenue



Expenditure Forecast

Recommended Approach

- Maintain essential services and business continuity
- Maintain commitment to asset maintenance and planned replacement schedules
- Continue with high priority capital and community projects with significant prior investment

Recommended Approach

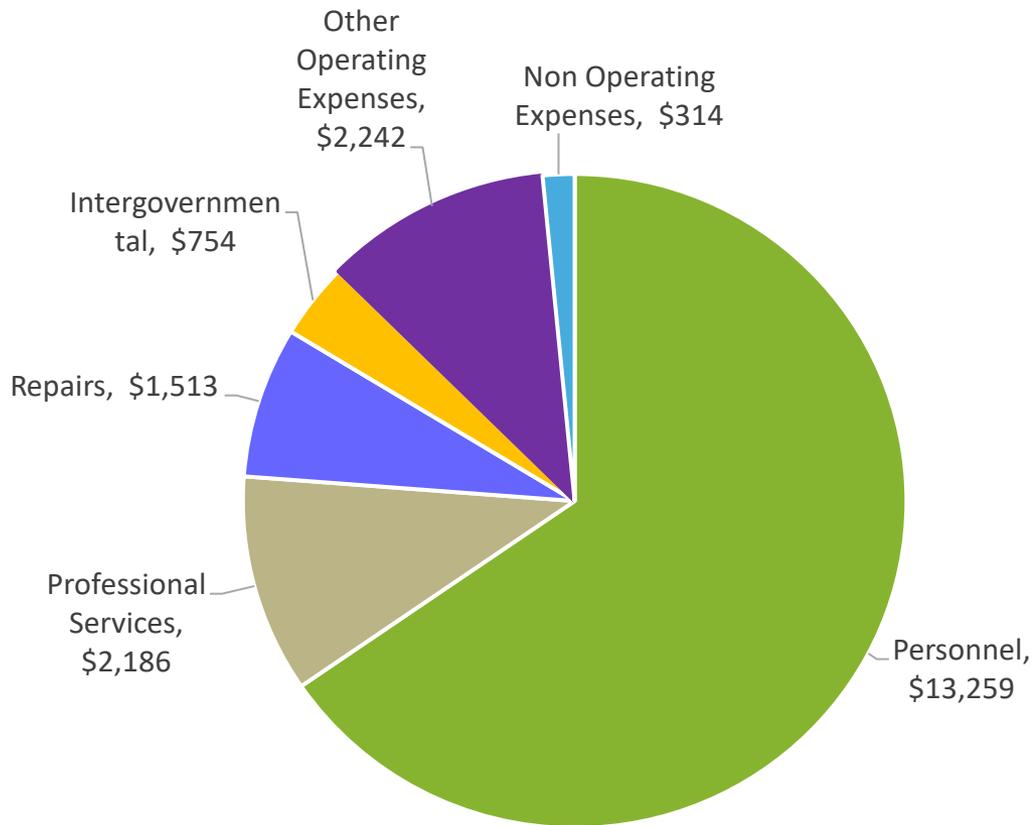
- Hold positions vacant to the degree possible while supporting business continuity
- Identify non-personnel items that can be deferred
- Monitor and adjust throughout the year

2019 Tax-Supported Expenses

in thousands

Total: \$20.2 million

Personnel = 65%



Personnel savings

- Personnel is the City's single biggest expense.
- Decisions to hold a position vacant have real impact to ability to deliver services.
- Staffing levels should be set to maintain business continuity.

Approved City FTE 2008-2020

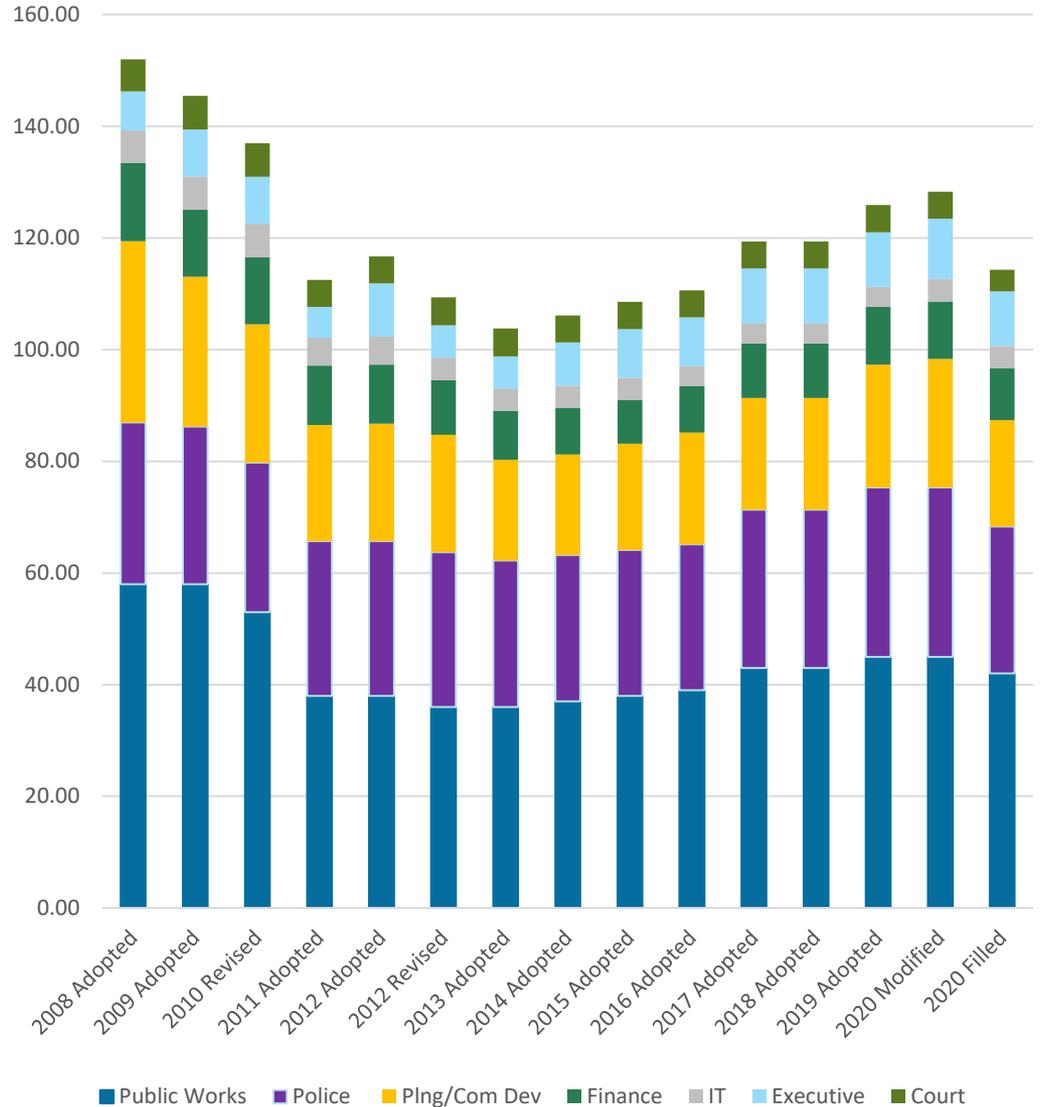
2008 – highest approved 152.00

2020 – approved total 128.3

2020 – current filled 112.3

HOLDS STAFFING TO ROUGHLY 2012 LEVELS

Approved City FTE 2008 - 2020



Personnel Savings

- 15 positions vacant as of June 1
- Recommend holding 12 vacancies
- Recommend hiring two Police officers
- Recommend hiring PW Development Engineer with 6/1 start date

Department	2020 Vacant	2020 Vac Rate	2020 Filled
Public Works	4.00	9%	41.00
Police	4.00	13%	26.35
Planning/Com Development	4.00	17%	19.00
Finance	1.00	10%	9.30
Info. Tech.	0.00	0%	4.00
Executive	1.00	9%	9.80
Court	1.00	21%	3.85
Total	15.00	13%	113.30

Position vacancies by department

Personnel Savings

- Holding these vacancies through the end of December generates \$1.3 million in savings to tax-supported funds
- Calculations assume salaries and benefits

Item	Dept	Tax-Supported Funds	Water	Sewer	SSWM
POLICE DEPT VACANCY SAVINGS	PD	-200,000	0	0	0
SR PLANNER (TL)	PCD	-168,000	0	0	0
HYDROGEOLOGIST (TL)	PW	-161,000	0	0	0
PLANNER	PCD	-133,000	0	0	0
PLANNER	PCD	-133,000	0	0	0
ENGINEERING MANAGER	PW	-127,000	-9,000	-21,000	-20,000
SR PLAN CHECK ENG	PCD	-123,750	0	0	-2,250
FINANCE ANALYST	FIN	-102,000	-5,000	-11,000	-10,000
MAINT TECH II	PW	-87,000	-58,500	-28,500	0
COURT ADMINISTRATOR	Court	-54,000	0	0	0
PUBLIC RECORDS (TL)	EXEC	-50,000	0	0	0
Total		(\$1,335,000)	(\$72,500)	(\$60,500)	(\$32,250)

Estimated savings for vacant positions

Going forward

- If financially feasible, will restart hiring for Public Works vacancies in Q4:
 - ✓ Hydrogeologist
 - ✓ Engineering Manager
 - ✓ Maintenance Technician
- Any additional vacancies will be assessed for business continuity

Criteria for other expenditures

- Completion of projects with significant previous investment.
- Projects that support ongoing asset preservation and maintenance
- Projects that can be supported with current staffing levels

Item	Total (Annual)	Tax-Supported Funds	Water	Sewer	SSWM
Police/Court Facility	\$ 9,731,000	\$ 9,731,000	\$ -	\$ -	\$ -
Wyatt Way construction	\$ 699,170	\$ 406,670	\$ 292,500	-	-
Total	\$ 10,430,170	\$ 10,137,670	\$ 292,500	\$ -	\$ -

Priority items that will continue – capital projects

Item	Total (Annual)	Tax-Supported Funds	Water	Sewer	SSWM
2020 road preservation	\$ 450,000	\$ 450,000	-	-	-
Road Striping	\$ 230,000	\$ 230,000	-	-	-
Maintenance projects (Facilities)	\$ 372,000	\$ 372,000	-	-	-
Maintenance projects (Farms)	\$ 60,000	\$ 60,000	-	-	-
Traffic calming projects	\$ 66,000	\$ 66,000	-	-	-
Sustainable Transportation Project	\$ 212,250	\$ 212,250	-	-	-
Winslow Wayfinding	\$ 24,000	\$ 24,000	-	-	-
Brien Drive undergrounding	\$ 75,000	\$ 75,000	-	-	-
Total	\$ 1,489,250	\$ 1,489,250	\$ -	\$ -	\$ -

Priority items that will continue –
Public Works projects

Item	Total (Annual)	Tax-Supported Funds	Water	Sewer	SSWM
O&M Seasonal workers	\$ 84,000	\$ 50,000	\$ 4,000	\$ 5,000	\$ 25,000
Vehicle - Dump Truck	\$ 276,000	\$ 138,000			\$138,000
Vehicle - Manlift	\$ 325,000	\$ 325,000			
Total	\$ 685,000	\$ 513,000	\$ 4,000	\$ 5,000	\$163,000

Priority items that will continue – Public Works seasonal employees and fleet

Item	Total (Annual)	Tax-Supported Funds	Water	Sewer	SSWM
B&DS Fee Study	\$ 49,000	\$ 49,000	-	-	-
Island Center Subarea Planning Process	\$ 46,000	\$ 46,000			
Bluebeam/SmartGov	\$ 30,000	\$ 30,000	-	-	-
Inclusionary Zoning	\$ 24,000	\$ 24,000	-	-	-
Wetland Consultant	\$ 10,000	\$ 10,000	-	-	-
Total	\$ 159,000	\$ 159,000	\$ -	\$ -	\$ -

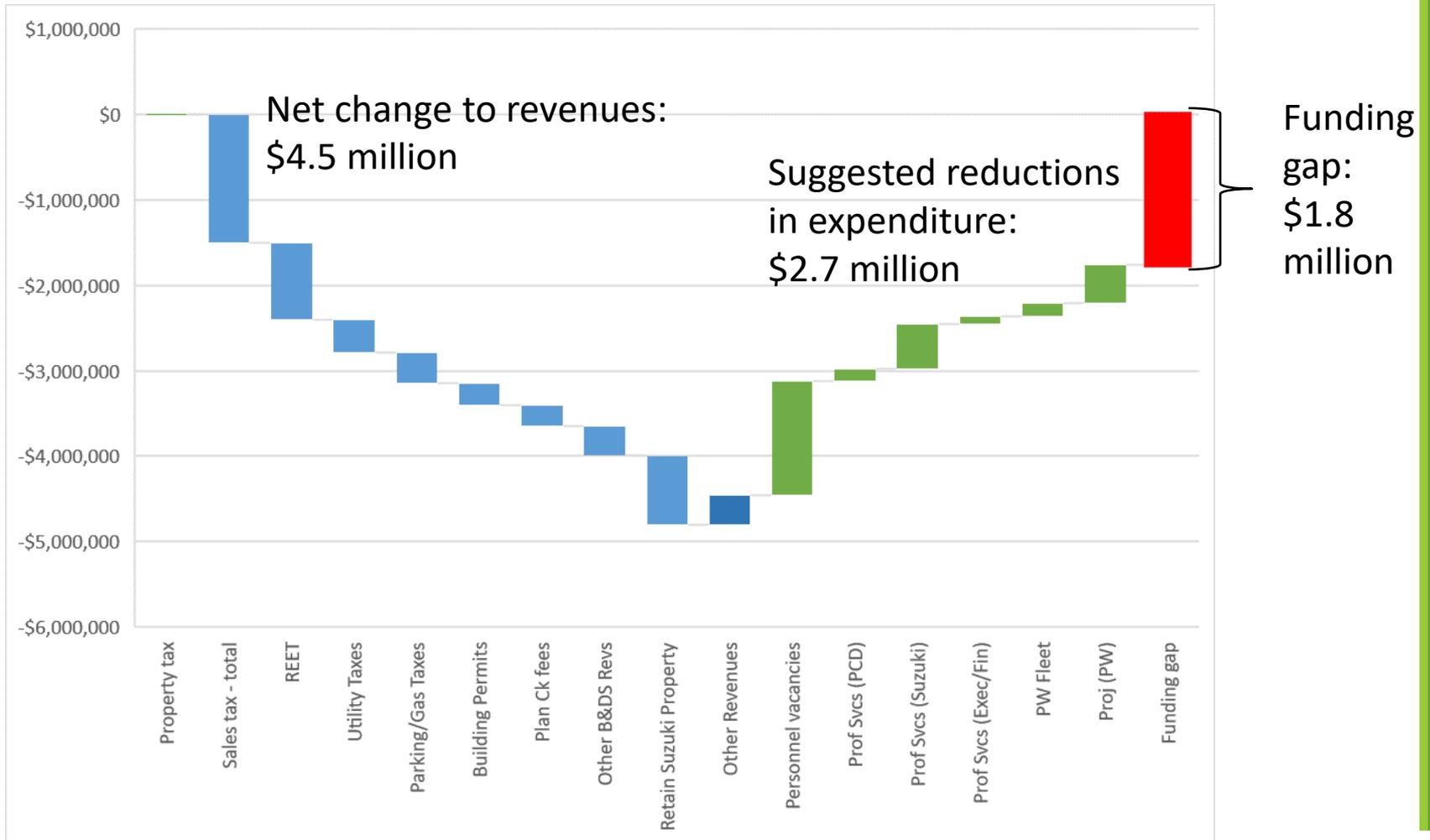
Priority items that will continue – Planning and Community Development projects

Item	Dept	Tax-Supported Funds
Suzuki Contract	EXEC	\$ (530,000)
Communications	Exec	\$ (30,000)
Internal Svcs Professional Services	Exec/Fin/IT	\$ (50,000)
Antenna Project	PW/Exec	\$ (130,000)
Survey Services	PW	\$ (20,000)
Total		\$ (760,000)

Expense reductions in 2020

Item	Dept	Tax-Supported Funds
Green Building/Solar Code	PCD	\$ (30,000)
SMP Update	PCD	\$ (50,000)
Transfer of Development Rights	PCD	\$ (15,000)
Winslow Master Plan	PCD	\$ (50,000)
Sidewalk repair/construct	PW	\$ (148,000)
Farmers Market Cover	PW	\$ (54,000)
Shade Covenant	PW	\$ (45,000)
City Dock Modifications	PW	\$ (30,000)
Traffic Study	PW	\$ (25,000)
Vehicle (Chev. Colorado)	Fleet	\$ (60,000)
Vehicle (Ford F450 Crew Cab)	Fleet	\$ (95,000)
	Total	\$ (602,000)

Projects deferred to 2021 or beyond

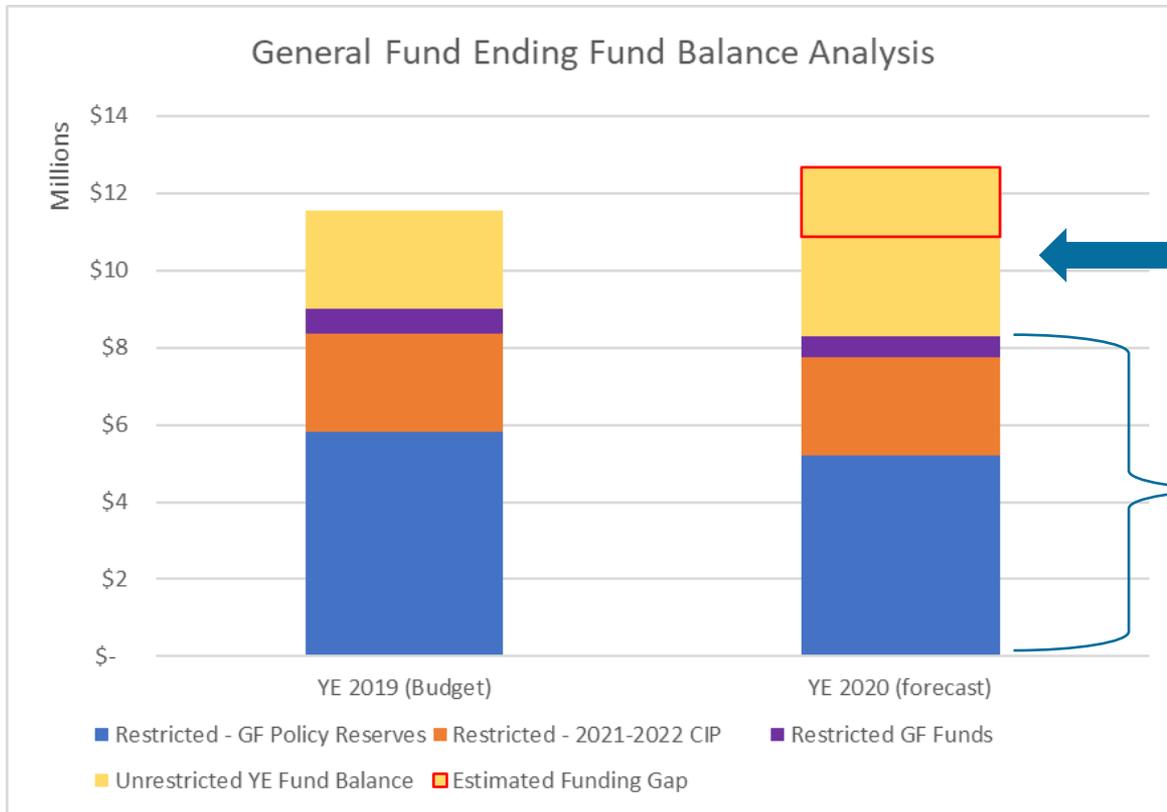


Resources to address \$1.8 million funding gap

- 2019 ended \$2.1 million higher than budgeted, not all of which are new resources
 - Carryforward: \$1.6 million to be spent in 2020
 - Higher revenues: \$300,000
 - REET - \$200,000
 - Parking Tax - \$100,000
 - Lower expenditures: \$200,000
 - Personnel

Resources to address remaining gap

- \$500,000 from higher revenues and lower expenditures in 2019
- \$1.3 million from 2020 unallocated fund balance
- All reserve funds intact at YE 2020 - \$ 8 million
- Additional \$4.7 million in unallocated fund balance



Estimated Ending Fund Balance

Emerging Issues

Potential Additional Expenses

Item	Estimated 2020 change (tax-supported)
Sportsman Club/New Brooklyn Project	\$130,000
COVID-related changes	\$250,000
Total	\$380,000

Potential Additional Resources

Announced Washington State allocation of \$300 million in CARES funds:

- Proposed City allocation of \$30 per resident = \$730,000
- Guidance needed on eligible expenses
- Guidance needed on support for other public districts (Fire and Parks)

Next steps

May 12 – presentation

May 19 – Council affirmation of
2020 approach

June through December –
monthly updates to Council



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 12, 2020

ESTIMATED TIME: 60 Minutes

AGENDA ITEM: (7:20 PM) Review Impacts to 2020 Citywide Workplan Priorities - Executive,

SUMMARY: To review status and near-term plans for previously identified 2020 Workplan Priorities.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Discussion.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: The City's progress on most projects and activities has been impacted by extensive statewide closures and restrictions due to COVID-19. Workplans have also been impacted by the need in Q1/Q2 for City staff to support significant emergency response activities, and to develop new processes for remote service delivery.

To assist with planning for how best to allocate City staff capacity for the remainder of 2020, staff have reviewed the status and requirements for each priority item. Items with more immediate timing requirements, significant prior investment, or high alignment with City Council identified priorities have been designated as "Priority 1" tasks. Remaining items have been designated as either "Priority 2" or "Priority 3" based on a range of considerations including community impact, staff capacity, and level of urgency.

As background for this review, attached are the original priorities as approved by City Council in January, 2020. Also attached is the draft version of 2020 City Council Priorities that the Council developed at their annual retreat on March 6, 2020.

ATTACHMENTS:

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

[2020 Citywide Workplan Priorities.pdf](#)

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

FISCAL DETAILS:

Fund Name(s):

Coding:



**CITY OF
BAINBRIDGE ISLAND**

Update on Impacts to
2020 Workplan Priorities

May 12, 2020

EXECUTIVE – Priority 1 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Support Council consideration of use of LTAC funds for affordable housing	Complete		N/A	Q1 – Q2
Complete closing for purchase of Harrison property	Complete		N/A	Q1
Police/Court facility: <ul style="list-style-type: none"> • Complete final design • Issue bid docs • Select construction contractor • Initiate construction • Internal transition plans 	Delayed	Scheduled to return to Council on June 2.	Q1 – Q4	Q1 - Q4
Support Council review/adoption of Climate Action Plan	Delayed	Scheduled to return to Council on May 26.	Q1 – Q4	Q1 – Q2
Support Council consideration of I-976 impacts	Delayed	Will plan to incorporate in 2021-2022 Budget Development process.	Q2 – Q4	Q1 – Q4
Review and affirm Communications Plan Initiatives: <ul style="list-style-type: none"> • COBI Connects • Project outreach info • Website improvements • National Citizens Survey 	Delayed	Scheduled for Council briefing on June 16. Direction from Council will assist 2021-2022 budget development. Monthly production of COBI Connects is currently on pause.	Q2 – Q4	Q1
Support Council consideration of public farmland framework	Delayed	Recommendation from Council Ad Hoc committee could assist 2021-2022 budget development.	Q2 – Q4	Q1 – Q4
Support Council plans for workshop on Teen Mental Health	Delayed	Recommendation from Council Ad Hoc committee could assist plans for 2021 human services funding cycle (which will occur in 2020).	TBD	Q1-Q4

EXECUTIVE – Priority 2 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Implement changes to Ethics Program	Delayed	Timing to be determined by Council.	TBD	Q1
Support 2021-2022 Human Services funding cycle	Delayed	Will plan to review RFP with Council in early Q3	Q2 – Q4	Q2
Support 2021 LTAC funding cycle	Delayed	Will plan to review RFP with Council in early Q3	Q2 – Q4	Q2
Support Council decision-making on Suzuki affordable housing project	Delayed	Timing to be determined by Council.	TBD	Q1 – Q4
Plan for 2021 Community Needs Assessment	Delayed	Intention is to issue RFP in Q4 and begin work in 2021.	Q3 – Q4	Q2 - Q3 2020
Complete Code changes to convert Human Services Funding Advisory Committee to a Task Force	Complete			Q1
Complete Code changes to convert Cultural Funding Advisory Committee to a Task Force	Complete			Q1

EXECUTIVE – Priority 3 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Support RETF outreach workplan	Delayed	On hold due to restrictions on public engagement activities.	TBD	Q1 – Q4
Manage GARE technical assistance project	Delayed	Scope and process questions emerged in Q1. Council will need to reconsider to restart, and to respond to current restrictions.	TBD	Q1 – Q4
Support design options and financing for WSDOT/Day Road Project	Delayed	WSDOT project on hold until further notice	TBD	Q1 - Q2
Support installation of 2020 “Something New” public artwork	Delayed	Artwork in place is extended to Fall, 2020	Q3 – Q4	Q1
Facilitate Council review of ongoing funding for Public Art Committee/AHB and plans for “Something New” rotating artwork project	Delayed	AHB has requested additional funding to continue administrative support for PAC.	TBD	Q1
Revise and update City real property surplus process	Delayed	Should proceed as needed to support disposition/planning for Suzuki property.	TBD	Q1
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD, Verizon, etc.)	Delayed	In progress.	Q1 – Q4	Q1 – Q4
Implement closed captioning for City Council meetings	Delayed	Delayed due to Citywide transition to remote meeting platforms.	TBD	Q1
Revise and update City special event permit process	Delayed	Will move forward as staff capacity allows.	TBD	Q1 - Q3
Consider rules related to Sexually Violent Predator Housing	Delayed	Will move forward as staff capacity allows.	TBD	TBD
Support City participation in opioid lawsuit	Delayed	In progress.	TBD	TBD

EXECUTIVE – Priority 3 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Emergency Preparedness: <ul style="list-style-type: none"> • Continue Map Your Neighborhood outreach • complete MOUs with community partners for Hubs and Shelters • Plan and execute quarterly EOC exercises 	Delayed	Emergency response activities will take precedence for foreseeable future.		Q1 – Q4
Resolve Crawford shade covenant issues	Delayed	Recommend revisit pending staff capacity.	TBD	Q1 – Q2
Complete disposition of designated surplus property (Pritchard, IslandWood Easement, Manitou).	On Track	In progress.	Q1 – Q4	Q1 – Q4
Complete annual update to GHG inventory dataset	On Track	Planned for Q3.	Q3	Q3
Continue to investigate options to improve community cellular service	On Track	Ongoing.	Q1 – Q4	Q1 – Q4
Identify options for WSF viewing platform	Deferred	Recommend do not continue.		TBD
Support Council consideration of “City Academy” project	Deferred	Council declined to review materials in Q1. Recommend do not continue.		Q1
Support Council consideration of BIMPRD option to manage City Dock	Deferred	Recommend do not continue. Next RFP for concession will be issued in Q3.		Q1

FINANCE – 2020 Highest Priorities

Task	Planned
Plan and complete Biennial 2021-2022 Budget	Q1 – Q4
Support Council long-range planning to address I-976 impacts	Q1
Police/Court project tracking and reporting	Q1 – Q4
Develop community information on Prior Year actuals and Current Year budget	Q1 - Q2
Submit 2019 Financial Reporting for Certificate of Excellence in Financial Reporting (CAFR) award	Q2

PLANNING & COMMUNITY DEVELOPMENT – Priority 1 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Land Use Review Procedures	New	Added as part of the Council March Retreat	Q2 - Q4	N/A
FAR - Interim Zoning Control	New	Added per Ordinance 2020-10, IZC ends on September 10, 2020	Q2 - Q4	N/A
Support Council consideration of Green Building Initiatives to include consideration of proposed solar ordinance	Delayed	Task force appointed, scope of work drafted. Need to review schedule with Council in Q2.	Q1 - Q4	Q1 - Q4
Support Council completion of remaining workplan items associated with Development Moratorium (affordable housing)	Delayed	Moratorium extended until October 20, 2020	Q2 - Q3	Q1 - Q2
Support Council consideration of Inclusionary Zoning (IZ) and Multi-family Tax Exemption (MFTE) programs	Delayed	Briefing with Council proposed for June 16, 2020	Q2 - Q4	Q1 - Q4
Complete project to consider TDR Implementation / ARL Designation	Delayed	To be wrapped into Council discussion on IZ/MFTE on June 16, 2020	Q2 - Q4	Q2 - Q4
Support Council consideration of changes to common ownership of ADU's	Delayed	Scheduled to return on June 23, 2020	Q2 - Q4	Q2 - Q4
Support Council review of rules related to self-storage facilities	Delayed	Moratorium extended until November 26, 2020	Q2 - Q4	Q1-Q2

PLANNING & COMMUNITY DEVELOPMENT – Priority 1 Items (continued)

Task	Status	Notes	Revised Qtr	Planned Qtr
Complete Administrative Corrections to Title 18, Complete Clarifications of Use definitions & Develop and implement requirement for off-site construction staging	Delayed	Scheduled for Council on June 23, 2020	Q2 – Q3	Q1
Complete Island Center Subarea Plan	Delayed	Community to determine preferred alternative before legislative process	Q2 - Q4	Q1 - Q4
Complete Building & Development Services Rate Study	Delayed	Consultant to bring a proposal to Council in July 2020	Q1 – Q4	Q1- Q3
Complete SMP Periodic Update	Delayed	Revisit scope and schedule w/Council in July 2020. Intend to hire consultant to assist. Investigating prospect of extension for State deadline (currently mid-2021)	Q2 - 2021	Q1 – Q4
Complete SMP Limited Amendment - Critical Areas & Nonconforming	Delayed	Scheduled to return to Council on June 23, 2020.	Q2 – Q3	Q1
Support Council consideration of HB 1923 affordable housing planning grants	Delayed	House bill 2343 signed by Governor in March 2020 that builds on HB 1923.	Q3 – Q4	Q2

PLANNING & COMMUNITY DEVELOPMENT – Priority 2 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Complete changes to Sign Code	Delayed	Scheduled to return to Planning Commission in June 2020	Q2 - Q3	Q1 - Q2
Complete changes to Code Enforcement	Delayed	Scheduled to return to Council in July/August 2020	Q3	Q1
Complete revisions to Native Vegetation, Landmark Trees Develop and Implement change in noticing requirement for tree clearing	Delayed	LMT Ordinance 2019-39 sunsets June 26, 2020. Extension may be required.	Q3 - Q4	Q1 - Q2

PLANNING & COMMUNITY DEVELOPMENT – Priority 3 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Complete administrative review of Critical Areas Ordinance	Delayed	Planner hired Q1, anticipated deferral due to other priorities	Q3 - Q4	Q1 - Q2
Complete International Building Code Update	Delayed	State extended deadline from June to November 2020	Q4	Q1 - Q4
Complete SMP Limited Amendment - Aquaculture	Delayed	Suggested to include in the Periodic Review rather than pursuing Limited Amendment	Q3 2021	Q1
Support Council consideration of ordinance to allow RV's as permanent housing	Deferred	Scope TBD; defer until 2021	2021	Q2 - Q4
Support Council consideration of rules for tiny home villages	Deferred	Scope TBD; defer until 2021	2021	Q2 - Q4
Review Noise Standards	Deferred	Scope TBD; defer until 2021	2021	TBD
SEPA	Deferred	Scope TBD; defer until 2021	2021	Q3 - Q4
Confirm timing/approach for Winslow Master Plan update	Deferred	Timing TBD; defer until 2021	2021	Q1
Initiate Winslow Master Plan Update	Deferred	Scope and budget TBD; defer until 2021	2021	TBD
Initiate additional Subarea Plan update	Deferred	Scope and budget TBD; defer until 2021	2021	TBD

POLICE – 2020 Highest Priorities

Task	Planned
Camera Systems: <ul style="list-style-type: none"> • Complete implementation of body cameras per MOU 	Q1
Police/Municipal Court Replacement Project: <ul style="list-style-type: none"> • Support completion of final design • Support facility transition plans 	Q1 – Q4
Inventory System: <ul style="list-style-type: none"> • Replace manual inventory system with software to improve tracking and planning for replacement cycles 	Q1 – Q4
Professional Development: <ul style="list-style-type: none"> • Coordinate with CJTC and WASPC to achieve compliance with new I-940 requirements 	Q1 – Q4
Records Management System (RMS): <ul style="list-style-type: none"> • Coordinate as needed per Kitsap County transition to new RMS • Ensure City budget planning for estimate \$200k COBI contribution 	Q1 – Q4
Traffic Emphasis: <ul style="list-style-type: none"> • Continue work to coordinate via a designated traffic improvement officer • Consider purchase of additional hand-held radar gun • Consider purchase of additional speed signs 	Q1 – Q4

PUBLIC WORKS – Priority 1 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Sportsman Club/New Brooklyn Roundabout - Complete design	On-Track	Awaiting scope revision 5/1; confirm w/ Council; if approved, obligate by 12/1	Q2 - Q4	Q1 - Q4
Wyatt Way Roundabout and Improvements - Complete design and construct	On-Track	Notice to proceed to be evaluated after pre-construction meeting 4/23	Q2 - Q4	Q1 - Q4
Complete pre-design for Winslow Water Tank replacement	On-Track	Pre-design report anticipated in Q2; Design contract start Q3	Q2 - Q4	Q1 - Q4
High School Road Safety Improvements - complete design and construct	On-Track	Project design and construction anticipated before end of year	Q2 - Q4	Q1 - Q4
Complete Eagle Harbor Drive/McDonald Creek culvert and 2019 culvert project list	On-Track	Construct this year if no HPA appeal by 4/17 and other permits received by 7/15	Q2 - Q4	Q1 - Q4
Support Sustainable Transportation Project	Delayed	Revisit scope and schedule w/Council; timeline for discussion TBD	Q2 - 21	Q1 - Q4
Lead updates to Citywide Capital Improvement Plan (CIP)	Delayed	Extended engagement w/Council to be reduced; alternatives developed by staff	Q2 - Q4	Q1 - Q4
Initiate design for Sunday Cove, Lovell, Wood, Wing Point (SLoWW) sewer improvements	Delayed	Council briefing and public outreach on hold; design contract pending (\$900K)	Q2 - Q4	Q1 - Q4
Complete Country Club road bulkhead repair	Delayed	Council briefing and lane closure on or around 6/1; TBD as part of Council CIP discussion	Q2 - Q4	Q1 - Q4

PUBLIC WORKS – Priority 2 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Complete Winslow wayfinding project	On-Track	Coordination with BIDA/Chamber and design of signs underway	Q1 - Q4	Q1 - Q4
Complete identified traffic calming projects	On-Track	Implementation in coordination with HS Road Safety Project	Q2 - Q4	Q1- Q2
Support Groundwater Management Plan	Delayed	Hiring on hold; confirm work plan and expenditures w/ Council, timeline TBD	Q4	Q1 - Q4
Lead PSE Franchise renewal process - Phase 1	Delayed	Public/agency engagement on hold; exploring extension of current agreement	Q3 - Q4	Q1 - Q4
Complete changes to Fire Code/Coordination with BIFD	Delayed	Code adoption schedule postponed by state agencies until November	Q3 - Q4	Q1 - Q4
Support Council consideration of BIMPRD collaboration on trail projects	Delayed	ILA draft being prepared for Council; consider projects as part of CIP discussion	Q2 - Q4	Q1 - Q2
Complete study to upgrade WWTP to tertiary treatment	Delayed	Support for tertiary options and FOG ordinance on hold until further notice	Q2 - Q4	Q1 - Q4
Support completion of STO trail segment by Visconsi	Delayed	TBD as part of Council CIP discussion; deadlines 8/15 for '20 construction	Q2 - Q4	Q1 - Q3
Support PSE Brien Drive power undergrounding and vehicle charging station	Delayed	Project driven by PSE schedule; anticipated construction start Q3	Q2 - Q4	Q1 - Q3

PUBLIC WORKS – Priority 3 Items

Task	Status	Notes	Revised Qtr	Planned Qtr
Support design options and financing for WSDOT/Day Road Project	Delayed	WSDOT project on hold until further notice	TBD	Q1 - Q2
Support PSE community solar project	Delayed	Project driven by PSE schedule; on hold until May/June	Q2 - Q4	Q1 - Q4
Support annual rotation of "Something New" public art program	Delayed	Current artwork will remain in place through Summer 2020	Q3 - Q4	Q1 - Q4
Support Council consideration of design options for Town Square cover	Deferred	TBD as part of Council CIP discussion	2021	Q1 - Q4
Support Council consideration of improvements to BI Senior Community Center (BISCC)	Deferred	TBD as part of Council CIP discussion	2021	Q1 - Q4
Support Council consideration of improvements to City Hall	Deferred	TBD as part of Council CIP discussion	2021	Q1 - Q4
Support Council consideration of City Dock expansion options	Deferred	TBD as part of Council CIP discussion	2021	Q1
Design and complete Dana's Trail project.improvements planned for BISD property	Deferred	Project advancement pending BISD; will likely defer until 2021	2021	Q1 - Q4
Initiate work to assess site options at Vincent Road property	Deferred	Scope and budget TBD; defer until 2021	2021	TBD



CITY OF
BAINBRIDGE ISLAND

2020 Workplan Priorities

January 7, 2020

EXECUTIVE – 2020 Highest Priorities

Task	Planned
Complete closing for purchase of Harrison property	Q1
Implement changes to Ethics Program	Q1
Support Council review/adoption of Climate Action Plan	Q1 – Q2
Support Council decision-making on Suzuki affordable housing project	Q1 – Q4
Support Council consideration of I-976 impacts	Q1 – Q4
Support RETF outreach workplan	Q1 – Q4
Manage GARE technical assistance project	Q1 – Q4
Support Council consideration of public farmland framework	Q1 – Q4
Support Council consideration of BIMPRD option to manage City Dock	Q1
Support Council consideration of “City Academy” project	Q1
Support Council consideration of use of LTAC funds for affordable housing	Q1 – Q2
Support Council plans for workshop on Teen Mental Health	Q1-Q4
Facilitate Council review of ongoing funding for Public Art Committee/AHB and plans for “Something New” rotating artwork project	Q1
Review and affirm Communications Plan Initiatives: <ul style="list-style-type: none"> • COBI Connects • Project outreach info • Website improvements • National Citizens Survey 	Q1
Police/Court facility: <ul style="list-style-type: none"> • Complete final design • Issue bid docs • Select construction contractor • Initiate construction • Internal transition plans 	Q1 - Q4
Emergency Preparedness: <ul style="list-style-type: none"> • Continue Map Your Neighborhood outreach • complete MOUs with community partners for Hubs and Shelters • Plan and execute quarterly EOC exercises 	Q1 – Q4
Plan for 2021 Community Needs Assessment	Q2 - Q3 2020

EXECUTIVE – 2020 Other Priorities

Task	Planned
Support installation of 2020 “Something New” public artwork	Q1
Revise and update City real property surplus process	Q1
Implement closed captioning for City Council meetings	Q1
Resolve Crawford shade covenant issues	Q1 – Q2
Continue to investigate options to improve community cellular service	Q1 – Q4
Establish franchise agreements with utilities located in City right-of-way (e.g., KPUD, Verizon, etc.)	Q1 – Q4
Support 2021 LTAC funding cycle	Q2
Support 2021-2022 Human Services funding cycle	Q2
Complete annual update to GHG inventory dataset	Q3
Revise and update City special event permit process	Q1 - Q3
Complete disposition of designated surplus property (Pritchard, IslandWood Easement, Manitou).	Q1 – Q4
Complete Code changes to convert Human Services Funding Advisory Committee to a Task Force	Q1
Complete Code changes to convert Cultural Funding Advisory Committee to a Task Force	Q1
Consider rules related to Sexually Violent Predator Housing	TBD
Support City participation in opioid lawsuit	TBD
Identify options for WSF viewing platform	TBD

FINANCE – 2020 Highest Priorities

Task	Planned
Plan and complete Biennial 2021-2022 Budget	Q1 – Q4
Support Council long-range planning to address I-976 impacts	Q1
Police/Court project tracking and reporting	Q1 – Q4
Develop community information on Prior Year actuals and Current Year budget	Q1 - Q2
Submit 2019 Financial Reporting for Certificate of Excellence in Financial Reporting (CAFR) award	Q2

PLANNING & COMMUNITY DEVELOPMENT – 2020 Highest Priorities

Task	Planned
Support Council consideration of Green Building Initiatives <ul style="list-style-type: none"> to include consideration of proposed solar ordinances 	Q1 – Q4
Support Council considerations of Inclusionary Zoning and Multi-Family Tax Exemption programs	Q1 – Q4
Confirm timing/approach for Winslow Master Plan update	Q1
Support Council review of rules related to self-storage facilities	Q1 – Q2
Support Council completion of remaining workplan items associated with Development Moratorium	Q1 – Q2
Complete revisions to Native Vegetation, Landmark Trees <ul style="list-style-type: none"> Develop and implement change in noticing requirements for tree clearing 	Q1 - Q2
Complete Island Center Subarea Plan	Q1 – Q3
Complete administrative review of Critical Areas Ordinance	Q1 - Q2
Complete changes to Sign Code	Q1 – Q2
Complete changes to Code Enforcement	Q1
Complete SMP Limited Amendment	Q1
Complete SMP 2020 Periodic Update	Q1 – Q4
Complete Building & Development Services Rate Study	Q1 – Q3
Support Council consideration of HB 1923 affordable housing planning grants	Q2
Support Council consideration of TDR changes/ARL Designation	Q2 – Q4
Support Council consideration of changes to common ownership of ADU's	Q2 – Q4
Support Council consideration of ordinance to allow RV's as permanent housing	Q2 – Q4
Support Council consideration of rules for tiny home villages	Q2 – Q4
Complete International Building Code Update	Q1 – Q4

PLANNING & COMMUNITY DEVELOPMENT – 2020 Other Priorities

Task	Planned
Complete Administrative Corrections to Title 18 <ul style="list-style-type: none"> • Complete clarifications of Use definitions • Develop and implement requirements for off-site construction staging • 	Q1
Continue Department Process Improvements <ul style="list-style-type: none"> • Training on permitting software • Provide additional on-line permits • Standardize reporting and templates 	Q1 - Q4
Implement Emergency Management Response Kits for Building Inspectors	Q3
Implement enhanced SMP monitoring, outreach, stewardship & restoration projects	Q2 - Q4
Bi-annual Code Consistency Amendments <ul style="list-style-type: none"> • Consistency changes to Parking Standards • Consistency changes to Dimensional Standards 	Q3 – Q4
Amend Addressing for County Consistency	Q2
Amend SEPA ordinance to reflect updates approved by State in 2014	Q3 - Q4
Review Noise Standards	TBD
Initiate Winslow Master Plan update	TBD
Initiate additional Subarea Plan update (TBD)	TBD

POLICE – 2020 Highest Priorities

Task	Planned
Camera Systems: <ul style="list-style-type: none"> • Complete implementation of body cameras per MOU 	Q1
Police/Municipal Court Replacement Project: <ul style="list-style-type: none"> • Support completion of final design • Support facility transition plans 	Q1 – Q4
Inventory System: <ul style="list-style-type: none"> • Replace manual inventory system with software to improve tracking and planning for replacement cycles 	Q1 – Q4
Professional Development: <ul style="list-style-type: none"> • Coordinate with CJTC and WASPC to achieve compliance with new I-940 requirements 	Q1 – Q4
Records Management System (RMS): <ul style="list-style-type: none"> • Coordinate as needed per Kitsap County transition to new RMS • Ensure City budget planning for estimate \$200k COBI contribution 	Q1 – Q4
Traffic Emphasis: <ul style="list-style-type: none"> • Continue work to coordinate via a designated traffic improvement officer • Consider purchase of additional hand-held radar gun • Consider purchase of additional speed signs 	Q1 – Q4

PUBLIC WORKS – 2020 Highest Priorities

Task	Planned
Support Sustainable Transportation Project	Q1 – Q4
Support Groundwater Management Plan: <ul style="list-style-type: none"> • Hire hydrogeologist • Review workplan with Council, ETAC • Create task force • Launch workplan 	Q1 – Q4
Support design options and financing issues for WSDOT/Day Rd. project	Q1 – Q2
Sportsman Club/New Brooklyn Roundabout – Complete Design	Q1 – Q4
Wyatt Way Roundabout and Improvements – Complete Design and construct	Q1 – Q4
Lead PSE franchise renewal process – Phase I	Q1 – Q4
Lead updates to Citywide Capital Improvement Plan	Q1 – Q4
Support PSE community solar project	Q1 – Q4
Design and complete Dana’s Trail project/improvements planned for BISD property	Q1 – Q4
Complete pre-design for Winslow Water Tank replacement	Q1 – Q4
Support annual rotation of “Something New” public art program (design and install 2 new bases)	Q1 – Q4
Complete Winslow wayfinding project	Q1 – Q4
Complete identified traffic calming projects	Q1 – Q2
Complete changes to Fire Code/Coordination with BIFD	Q1 – Q4
Support Council consideration of design options for Town Square cover	Q1 – Q4
Support Council consideration of BIMPRD collaboration on trail projects	Q1 - Q2
Support Council consideration of proposed improvements to Bainbridge Island Senior Community Center (BISCC)	Q1 – Q4
Support Council consideration of proposed improvements to City Hall	Q1 – Q4
Support Council consideration of City Dock expansion options	Q1
Complete study to upgrade WWTP to tertiary treatment	Q1 – Q4

PUBLIC WORKS – 2020 Highest Priorities (continued)

High School Road Safety Improvements – complete design and construct	Q1 – Q4
Support completion of STO trail segment by Visconsi	Q1 – Q3
Support PSE Brien Drive power undergrounding and electric car charging station	Q1 – Q3
Complete Eagle Harbor Drive McDonald Creek Culvert and other scheduled culvert repairs	Q1 – Q4
Complete Country Club road bulkhead repair	Q1 – Q4
Initiate design for Wood, Lovell, Sunday Cove lift station upgrades	Q1 – Q4
Initiate work to assess site options at Vincent Road property	TBD

PUBLIC WORKS – 2020 Other Priorities

Task	Planned
Adopt ordinance to regulate Fats, Oil and Grease (FOG) in City sewer system	Q3 – Q4
Develop and implement noticing requirements for City capital projects	Q3 – Q4
Complete implementation of short-term recommendations from parking study	TBD
Complete consistency changes to Design and Construction Standards	Q1 – Q3
Complete consistency changes to stormwater Code	Q3 – Q4
Continue Major Maintenance Projects per 2018 Facility Assessment	Q1 – Q4
Scope and commence Islandwide stormwater study	Q2 – Q4
Pursue agency accreditation through APWA	Q1 – Q4
Improve administration of road approach permitting	Q2 – Q3
Consolidate Codes related to right of way (ROW)	Q2 – Q3
Update fees for Traffic Concurrency and Mitigation	Q2 – Q4
Update BIMC related to recovery of infrastructure costs (charge period for latecomers, bonding for civil improvements)	Q3 – Q4
Complete SCADA upgrades	Q1 – Q4



City Council's Top Priorities for 2020

Climate Change

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

Affordable Housing

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

Land Use Code Revisions

Groundwater Management Plan

2021-2022 Budget and Capital Plans



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 12, 2020

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:20 PM) 2021-2022 Biennial Budget Process - Executive,

SUMMARY: Review proposed calendar for development of the 2021-2022 biennial budget.

AGENDA CATEGORY: Discussion

PROPOSED BY: Executive

RECOMMENDED MOTION: Information only.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND: In January, the Finance Director presented a proposed approach and calendar for development of the 2021-2022 biennial budget. Due to the COVID-19 virus and its effect on City operations, a more streamlined approach is proposed.

Additional detail is provided in the attached presentation.

Also attached is a draft of the items City Council identified as priorities for the 2021-2022 Budget. At their annual retreat, on March 6, the Council participated in an exercise led by facilitator Ron Holifield to identify the 2021-2022 Council budget priorities. After identifying a list of potential priority projects, each Council member was allotted 8 votes to assign to their top priorities. The draft document indicates the final tally for the 2021-2022 Council budget priorities.

ATTACHMENTS:

[Update 2021-22 Budget Process and Calendar for CC 05122020](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

2021-2022 Biennial Budget Development Process

May 12, 2020

Budget Approach

- ❖ Continue to monitor 2020 performance to inform 2021-2022 forecast
- ❖ Update and report on revenue forecasts
- ❖ Size the budget proposal to match forecasts this summer

Budget Approach

- ❖ Develop budget that continues to deliver core services and addresses high community and Council priorities, as supported by revenues
- ❖ Develop budget that meets Financial Policies over 10-year window
 - Recurring revenues support recurring expenditures
 - Fund balance meets or exceeds target levels

Update to Budget Approach

- ❖ Recognize new work and calendar delays due to COVID-19
- ❖ Incorporate limits to financial resources
- ❖ Prioritize business continuity and asset preservation

- ❖ Upcoming biennial budget will start with ongoing projects, programs, services and staffing rather than implementing significant new initiatives.

Budget Process for 2021-22

- ❖ May
 - Capital Improvement Plan briefing
- ❖ June
 - Financial Policies
 - Cost Allocation Methodology and Manual
- ❖ July
 - Departments develop budget requests
- ❖ August
 - Staff prepares balanced budget

Budget Calendar (Continued):

❖ September

- Proposed Budget is delivered to City Council

❖ October/November

- City Council reviews proposed budget.
- Public hearings are held for public input, property tax rate is set & utility fees are discussed

❖ November/December

- City Council adopts the budget for the coming biennium

Next Steps with Council

- ❖ May 26 – CIP briefing
- ❖ June 9 – Financial Policies
- ❖ June 23 – Cost Allocation Methodology/Manual
- ❖ June 23 – Next monthly financial update

- ❖ Summer/fall – additional monthly updates; ongoing budget process

2021-2022 COUNCIL BUDGET PRIORITIES

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

DRAFT



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 12, 2020

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (8:30 PM) Agenda Bill for Consent Agenda,

SUMMARY: Consider approval of the following Consent Agenda items:

- B. Accounts Payable and Payroll
- C. Special City Council Meeting Minutes, April 21, 2020
- D. Special City Council Meeting Minutes, April 28, 2020

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

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

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 12, 2020

ESTIMATED TIME:

AGENDA ITEM: Accounts Payable and Payroll

SUMMARY: Approve with Consent Agenda.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with Consent Agenda

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Payroll.pdf](#)

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

FISCAL DETAILS:

Fund Name(s):

Coding:

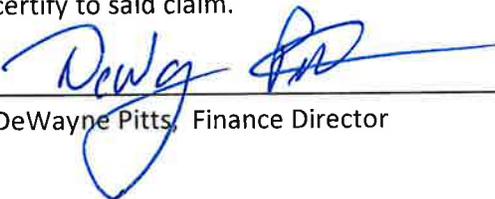
PAYROLL

PAYROLL CHECK RUN: 5 - 05 - 2020

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	5/5/2020	47790 - 47916	Regular check run (Direct Dep)	344,024.69
Normal	5/5/2020	109342	Regular check run (Paper Checks)	1,995.86
Normal	5/5/2020	109343 - 109355	Vendor check run (Paper Checks)	321,976.93
EFTPS	5/5/2020	N/A	Federal Tax Electronic Transfer	147,646.77
Vendor	5/5/2020	N/A	P/R vendor ACH	237.50
			TOTAL:	815,881.75

Prepared and Reviewed by:  Date 5-4-2020
 Brenda Landolt, Payroll Specialist

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

 Date 5-4-2020
 DeWayne Pitts, Finance Director

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: April 27, 2020 - May 11, 2020

CITY COUNCIL: April 28, 2020 - May 12, 2020

Last check from previous run: 353496 dated 04/29/2020 issued to Zee Medical for \$162.06.

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	5/6/20	387	WA State DOR/Excise taxes - March 2020	13,048.39
ACH	5/6/20	388	COBI/Utility billing - April 2020	15,386.71
Manual	4/24/20	353497	PW/Anderson Construction/O&M admin trailer siding	2,991.07
Manual	4/24/20	353498	PW/City of BI/Retainage: O&M admin trailer siding	332.34
Manual	5/1/20	353499	EX/Island Time Activities/Community services funding	2,500.00
Manual	5/6/20	353500	EX/American Legion/AM radio rent March-May 2020	270.00
Manual	5/6/20	353501	CenturyLink/Citywide telemetry & fax service - April 2020	2,853.58
Manual	5/6/20	353502	PW/Island Hands/Janitorial services - April 2020	6,832.55
Manual	5/6/20	353503	US Bank/2020 LID 22 bond payment: principal & interest	44,169.30

Total Manual Checks and Electronic Disbursements	88,383.94
---	------------------

Regular Run	5/13/20	353504-353611	Total Regular Check Run	171,587.49
Total Disbursements				259,971.43

Retainage Release	5/6/20	189	Anderson Construction/O&M siding repair	332.36
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Prepared and Reviewed by  Carrie Freitas, Senior Accounting Technician

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



Karl R. Shaw, Accounting Manager

5/7/2020

Date

EFT - Excise Mar
CF 5/16/20

05/06/2020 12:51 | CITY OF BAINBRIDGE ISLAND
 cfreitas | A/P CASH DISBURSEMENTS JOURNAL

| P 1
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CASH ACCOUNT: 635 111100 CASH
 CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

387	05/06/2020	MANL	124 WA ST DEPT OF REVENU	240038	MAR20	03/31/2020	EFT0320	13,048.39
Invoice: MAR20						MAR 2020 EXCISE		
				253.40	91411341 553000	FINANCE - WATER EXTRNL TAXES		
				111.87	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
				5,457.93	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
				8.33	91411341 553000	FINANCE - WATER EXTRNL TAXES		
				1,456.43	91431383 553000	FINANCE - SSWM - EXTRNL TAXES		
				4,173.51	91411341 553000	FINANCE - WATER EXTRNL TAXES		
				-4,173.51	91411341 553000	FINANCE - WATER EXTRNL TAXES		
				652.76	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
				-652.76	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
				25.91	31011252 53110001069	COVID19-SUPPLIES		
				90.00	73011252 53110001069	COVID19-SUPPLIES		
				2,759.85	73424435 66400000980	VIDEO INSP CAMERA-EQUIPMENT		
				2,759.85	73434438 66400000980	VIDEO INSP CAMERA-EQUIPMENT		
				82.10	73637958 531100	ROADSIDE MOWER ALLOC-SUPPLIES		
				40.78	73637958 531100	ROADSIDE MOWER ALLOC-SUPPLIES		
				1.94	73011483 531100	O&M-GF-MECH SHOP-SUPPLIES		

CHECK 387 TOTAL: 13,048.39

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 13,048.39

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	13,048.39

*** GRAND TOTAL *** 13,048.39

05/06/2020 12:51
 cfreitas

|CITY OF BAINBRIDGE ISLAND
 |A/P CASH DISBURSEMENTS JOURNAL

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 |apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
2020	5	38									
APP	401-213000		05/06/2020	EFT0320	EXCISE			ACCOUNTS PAYABLE		261.73	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		05/06/2020	EFT0320	EXCISE			CASH			13,048.39
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		05/06/2020	EFT0320	EXCISE			ACCOUNTS PAYABLE		8,329.65	
								AP CASH DISBURSEMENTS JOURNAL			
APP	403-213000		05/06/2020	EFT0320	EXCISE			ACCOUNTS PAYABLE		4,216.28	
								AP CASH DISBURSEMENTS JOURNAL			
APP	001-213000		05/06/2020	EFT0320	EXCISE			GENERAL - ACCOUNTS PAYABLE		117.85	
								AP CASH DISBURSEMENTS JOURNAL			
APP	631-213000		05/06/2020	EFT0320	EXCISE			ACCOUNTS PAYABLE		122.88	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										13,048.39	13,048.39
APP	631-130000		05/06/2020	EFT0320	EXCISE			DUE TO/FROM CLEARING		12,925.51	
APP	401-130000		05/06/2020	EFT0320	EXCISE			DUE TO/FROM CLEARING			261.73
APP	402-130000		05/06/2020	EFT0320	EXCISE			DUE TO/FROM CLEARING			8,329.65
APP	403-130000		05/06/2020	EFT0320	EXCISE			DUE TO/FROM CLEARING			4,216.28
APP	001-130000		05/06/2020	EFT0320	EXCISE			GENERAL - DUE TO/FROM CLEARING			117.85
SYSTEM GENERATED ENTRIES TOTAL										12,925.51	12,925.51
JOURNAL 2020/05/38 TOTAL										25,973.90	25,973.90

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|CITY OF HAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2020 5	38	05/06/2020			
001-130000				GENERAL - DUE TO/FROM CLEARING		117.85
001-213000				GENERAL - ACCOUNTS PAYABLE	117.85	
				FUND TOTAL	117.85	117.85
401 WATER OPERATING FUND	2020 5	38	05/06/2020			
401-130000				DUE TO/FROM CLEARING		261.73
401-213000				ACCOUNTS PAYABLE	261.73	
				FUND TOTAL	261.73	261.73
402 SEWER OPERATING FUND	2020 5	38	05/06/2020			
402-130000				DUE TO/FROM CLEARING		8,329.65
402-213000				ACCOUNTS PAYABLE	8,329.65	
				FUND TOTAL	8,329.65	8,329.65
403 STORM & SURFACE WATER FUND	2020 5	38	05/06/2020			
403-130000				DUE TO/FROM CLEARING		4,216.28
403-213000				ACCOUNTS PAYABLE	4,216.28	
				FUND TOTAL	4,216.28	4,216.28
631 CLEARING FUND	2020 5	38	05/06/2020			
631-130000				DUE TO/FROM CLEARING	12,925.51	
631-213000				ACCOUNTS PAYABLE	122.88	
635-111100				CASH		13,048.39
				FUND TOTAL	13,048.39	13,048.39

ACH - UB April

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05/06/2020 12:51 | CITY OF BAINBRIDGE ISLAND
cfreitas | A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME						
					INVOICE DTL DESC			
388	05/06/2020	MANL 103 CITY OF BAINBRIDGE I	240164	10717APR20	04/01/2020		ACHUB04	8.18
Invoice: 10717APR20					1270 MADISON			
			8.18	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR			
			240165	10727APR20	04/01/2020		ACHUB04	559.00
Invoice: 10727APR20					1270 MADISON			
			559.00	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR			
			240166	11015APR20	04/01/2020		ACHUB04	13,095.06
Invoice: 11015APR20					1220 DONALD PL			
			13,095.06	91425358 547500	GG-WWTP-WATER/SEWER			
			240167	11122APR20	04/01/2020		ACHUB04	374.28
Invoice: 11122APR20					625 WINSLOW WAY			
			374.28	91011215 547500	GG-C/E-PD-COBI WTR/SWR			
			240168	11762APR20	04/01/2020		ACHUB04	24.04
Invoice: 11762APR20					WINSLOW WAY-DRKNG FTN			
			24.04	91011768 547500	GG-C/E-PARKS-WTR/SWR			
			240169	11805APR20	04/01/2020		ACHUB04	10.76
Invoice: 11805APR20					HIGH SCHOOL & MADISON			
			10.76	91011768 547500	GG-C/E-PARKS-WTR/SWR			
			240170	11806APR20	04/01/2020		ACHUB04	8.18
Invoice: 11806APR20					MADISON & HIGH SCHOOL			
			8.18	91011768 547500	GG-C/E-PARKS-WTR/SWR			
			240171	11982APR20	04/01/2020		ACHUB04	853.84
Invoice: 11982APR20					280 MADISON AVE N			
			853.84	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR			
			240172	11983APR20	04/01/2020		ACHUB04	45.39
Invoice: 11983APR20					280 MADISON AVE N			
			45.39	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR			
			240173	12754APR20	04/01/2020		ACHUB04	8.18
Invoice: 12754APR20					WINSLOW WAY E			
			8.18	91011768 547500	GG-C/E-PARKS-WTR/SWR			
			240174	12893APR20	04/01/2020		ACHUB04	358.67
Invoice: 12893APR20					8804 MADISON AVE N			
			358.67	71011183 54750000724	PD/COURT BLDG NON CAP-WTR/SWR			
			240175	12894APR20	04/01/2020		ACHUB04	17.89
Invoice: 12894APR20					8804 MADISON AVE N			
			17.89	71011183 54750000724	PD/COURT BLDG NON CAP-WTR/SWR			
			240176	13145APR20	04/01/2020		ACHUB04	8.18
Invoice: 13145APR20					HWY 305-STO			
			8.18	91111262 547500	GG-STREETS-TRAILS-CITY WTR/SWR			

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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: 13227APR20 240177 13227APR20 04/01/2020 ACHUB04 15.06

OLY DR SE

15.06 91111262 547500 GG-STREETS-TRAILS-CITY WTR/SWR

CHECK 388 TOTAL: 15,386.71

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 15,386.71

COUNT AMOUNT

 TOTAL MANUAL CHECKS 1 15,386.71

*** GRAND TOTAL *** 15,386.71

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|CITY OF BAINBRIDGE ISLAND
 |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC					
2020	5	37								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		2,268.41		
05/06/2020	ACHUB04	UB				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH			15,386.71	
05/06/2020	ACHUB04	UB				AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000						ACCOUNTS PAYABLE		13,095.06		
05/06/2020	ACHUB04	UB				AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000						STREETS - ACCOUNTS PAYABLE		23.24		
05/06/2020	ACHUB04	UB				AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								15,386.71	15,386.71	
APP 631-130000						DUE TO/FROM CLEARING		15,386.71		
05/06/2020	ACHUB04	UB								
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			2,268.41	
05/06/2020	ACHUB04	UB								
APP 402-130000						DUE TO/FROM CLEARING			13,095.06	
05/06/2020	ACHUB04	UB								
APP 101-130000						STREETS - DUE TO/FROM CLEARING			23.24	
05/06/2020	ACHUB04	UB								
SYSTEM GENERATED ENTRIES TOTAL								15,386.71	15,386.71	
JOURNAL 2020/05/37 TOTAL								30,773.42	30,773.42	

05/06/2020 12:51
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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020	5	37	05/06/2020			
001-130000					GENERAL - DUE TO/FROM CLEARING		2,268.41
001-213000					GENERAL - ACCOUNTS PAYABLE	2,268.41	
					FUND TOTAL	2,268.41	2,268.41
101 STREET FUND	2020	5	37	05/06/2020			
101-130000					STREETS - DUE TO/FROM CLEARING		23.24
101-213000					STREETS - ACCOUNTS PAYABLE	23.24	
					FUND TOTAL	23.24	23.24
402 SEWER OPERATING FUND	2020	5	37	05/06/2020			
402-130000					DUE TO/FROM CLEARING		13,095.06
402-213000					ACCOUNTS PAYABLE	13,095.06	
					FUND TOTAL	13,095.06	13,095.06
631 CLEARING FUND	2020	5	37	05/06/2020			
631-130000					DUE TO/FROM CLEARING	15,386.71	
635-111100					CASH		15,386.71
					FUND TOTAL	15,386.71	15,386.71

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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		2,268.41
101	STREET FUND		23.24
402	SEWER OPERATING FUND		13,095.06
631	CLEARING FUND	15,386.71	
	TOTAL	15,386.71	15,386.71

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

Manual

CF 4/24/20

04/24/2020 12:38 | CITY OF BAINBRIDGE ISLAND
cfreitas | A/P CASH DISBURSEMENTS JOURNAL

| P 1
| apcshdsb

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

INVOICE DTL DESC

353497 04/24/2020 PRD 8604 ANDERSON CONSTRUCTIO 239942 PAYREQ2-1035 03/03/2020 21900040 M042420 2,991.07
Invoice: PAYREQ2-1035 O&M ADMIN TRLR SIDING REPLCMNT
2,991.07 73011897 54810001035 PWY-O&M TRAILER SIDING-REPLACE
CHECK 353497 TOTAL: 2,991.07

353498 04/24/2020 PRD 102 CITY OF BAINBRIDGE I 239944 RETREQ2-1035 03/03/2020 21900041 M042420 332.34
Invoice: RETREQ2-1035 O&M ADMIN TRLR SIDING-RET
332.34 73011897 54810001035 PWY-O&M TRAILER SIDING-REPLACE
CHECK 353498 TOTAL: 332.34

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 3,323.41

COUNT AMOUNT

TOTAL PRINTED CHECKS 2 3,323.41

*** GRAND TOTAL *** 3,323.41

04/24/2020 12:38
cfreitas

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT					LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
2020 4	212							
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		3,323.41	
04/24/2020	M042420	042420			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			3,323.41
04/24/2020	M042420	042420			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL							3,323.41	3,323.41
APP 631-130000					DUE TO/FROM CLEARING		3,323.41	
04/24/2020	M042420	042420						
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			3,323.41
04/24/2020	M042420	042420						
SYSTEM GENERATED ENTRIES TOTAL							3,323.41	3,323.41
JOURNAL 2020/04/212 TOTAL							6,646.82	6,646.82

04/24/2020 12:38
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020	4	212	04/24/2020			
001-130000					GENERAL - DUE TO/FROM CLEARING		3,323.41
001-213000					GENERAL - ACCOUNTS PAYABLE	3,323.41	
					FUND TOTAL	3,323.41	3,323.41
631 CLEARING FUND	2020	4	212	04/24/2020			
631-130000					DUE TO/FROM CLEARING	3,323.41	
635-111100					CASH		3,323.41
					FUND TOTAL	3,323.41	3,323.41

04/24/2020 12:38
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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 4
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			3,323.41
631 CLEARING FUND		3,323.41	
	TOTAL	3,323.41	3,323.41

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

Manual
 (CF) 5/1/20

05/01/2020 08:32 | CITY OF BAINBRIDGE ISLAND
 cfreitas | A/P CASH DISBURSEMENTS JOURNAL

| P 1
 | apcshdsb

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

VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

 353499 05/01/2020 PRD 9161 ISLAND TIME ACTIVITI 239950 4952 04/01/2020 M042920 2,500.00
 Invoice: 4952 2019-20 COMMUNITY SERVICES FUN

2,500.00 31017686 54110000297 HOPE HS/BI SP NEEDS/ISLANDTIME

CHECK 353499 TOTAL: 2,500.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 2,500.00

COUNT AMOUNT

 TOTAL PRINTED CHECKS 1 2,500.00

*** GRAND TOTAL *** 2,500.00

05/01/2020 08:32
cfreitas

|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT		JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2020	5	4							
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		2,500.00	
	05/01/2020	M042920	050120			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			2,500.00
	05/01/2020	M042920	050120			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								2,500.00	2,500.00
APP 631-130000						DUE TO/FROM CLEARING		2,500.00	
	05/01/2020	M042920	050120						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			2,500.00
	05/01/2020	M042920	050120						
SYSTEM GENERATED ENTRIES TOTAL								2,500.00	2,500.00
JOURNAL 2020/05/4 TOTAL								5,000.00	5,000.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020 5	4	05/01/2020			
001-130000				GENERAL - DUE TO/FROM CLEARING		2,500.00
001-213000				GENERAL - ACCOUNTS PAYABLE	2,500.00	
				FUND TOTAL	2,500.00	2,500.00
631 CLEARING FUND	2020 5	4	05/01/2020			
631-130000				DUE TO/FROM CLEARING	2,500.00	
635-111100				CASH		2,500.00
				FUND TOTAL	2,500.00	2,500.00

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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			2,500.00
631 CLEARING FUND		2,500.00	
	TOTAL	2,500.00	2,500.00

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

Manual
CF 5/6/20

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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

353500	05/06/2020	PRTD	4739 AMERICAN LEGION - CO	240091	200301	02/20/2020	M050420	90.00	
			Invoice: 200301						
			EX/MARCH RENT						
			90.00 31011256 54500000830 EMERG AM RADIO STATION-RENTS						
			240096 200401 04/30/2020 M050420 90.00						
			Invoice: 200401						
			EX/APRIL RENT						
			90.00 31011256 54500000830 EMERG AM RADIO STATION-RENTS						
			240097 200501 04/30/2020 M050420 90.00						
			Invoice: 200501						
			EX/MAY RENT						
			90.00 31011256 54500000830 EMERG AM RADIO STATION-RENTS						
							CHECK	353500 TOTAL:	270.00
353501	05/06/2020	PRTD	551 CENTURYLINK	240099	0399APR20	04/23/2020	M050420	2,853.58	
			Invoice: 0399APR20						
			1,546.03 91425358 542100 GG-WWTP-TELEPHONE/FAX						
			752.22 91411891 542100 GG-WTR-FAC-PHONE						
			72.02 91011755 542100 GG-C/E-COMMONS-PHONE						
			145.68 91011189 542100 GG-C/E-CITY HALL-PHONE						
			213.04 91011897 542100 GG-C/E-O&M YARD FAC-PHONE						
			69.69 91011255 542100 GG-C/E-COURT BLDG-PHONE						
			54.90 91011215 542100 GG-C/E-PD-PHONE						
							CHECK	353501 TOTAL:	2,853.58
353502	05/06/2020	PRTD	8646 ISLAND HANDS	240098	17481	04/01/2020	M050420	6,832.55	
			Invoice: 17481						
			2020-2023 JANITORIAL CONTRACT						
			6,832.55 73011183 54110000269 JANITORIAL CONTRACT-PRO SVCS						
							CHECK	353502 TOTAL:	6,832.55
353503	05/06/2020	PRTD	7522 US BANK	240116	2010019571	04/26/2020	M050420	44,169.30	
			Invoice: 2010019571						
			2020 LID 22 BOND: PRINC & INT						
			37,363.64 91221135 77300000325 GG-LID22 WW-PRIN REDEMPTION						
			6,805.66 91221235 78300000325 GG-LID22 WW-INTEREST EXPENSE						
							CHECK	353503 TOTAL:	44,169.30

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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** 54,125.43

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	4	54,125.43

*** GRAND TOTAL *** 54,125.43

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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
								LINE DESC			
2020	5		25								
APP	001-213000		05/06/2020	M050420	050620			GENERAL - ACCOUNTS PAYABLE		7,657.88	
								AP CASH DISBURSEMENTS JOURNAL			
APP	635-111100		05/06/2020	M050420	050620			CASH			54,125.43
								AP CASH DISBURSEMENTS JOURNAL			
APP	402-213000		05/06/2020	M050420	050620			ACCOUNTS PAYABLE		1,546.03	
								AP CASH DISBURSEMENTS JOURNAL			
APP	401-213000		05/06/2020	M050420	050620			ACCOUNTS PAYABLE		752.22	
								AP CASH DISBURSEMENTS JOURNAL			
APP	203-213000		05/06/2020	M050420	050620			ACCOUNTS PAYABLE		44,169.30	
								AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL										54,125.43	54,125.43
APP	631-130000		05/06/2020	M050420	050620			DUE TO/FROM CLEARING		54,125.43	
APP	001-130000		05/06/2020	M050420	050620			GENERAL - DUE TO/FROM CLEARING			7,657.88
APP	402-130000		05/06/2020	M050420	050620			DUE TO/FROM CLEARING			1,546.03
APP	401-130000		05/06/2020	M050420	050620			DUE TO/FROM CLEARING			752.22
APP	203-130000		05/06/2020	M050420	050620			DUE TO/FROM CLEARING			44,169.30
SYSTEM GENERATED ENTRIES TOTAL										54,125.43	54,125.43
JOURNAL 2020/05/25 TOTAL										108,250.86	108,250.86

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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020	5	25	05/06/2020			
001-130000					GENERAL - DUE TO/FROM CLEARING		7,657.88
001-213000					GENERAL - ACCOUNTS PAYABLE	7,657.88	
					FUND TOTAL	7,657.88	7,657.88
203 LID BOND FUND	2020	5	25	05/06/2020			
203-130000					DUE TO/FROM CLEARING		44,169.30
203-213000					ACCOUNTS PAYABLE	44,169.30	
					FUND TOTAL	44,169.30	44,169.30
401 WATER OPERATING FUND	2020	5	25	05/06/2020			
401-130000					DUE TO/FROM CLEARING		752.22
401-213000					ACCOUNTS PAYABLE	752.22	
					FUND TOTAL	752.22	752.22
402 SEWER OPERATING FUND	2020	5	25	05/06/2020			
402-130000					DUE TO/FROM CLEARING		1,546.03
402-213000					ACCOUNTS PAYABLE	1,546.03	
					FUND TOTAL	1,546.03	1,546.03
631 CLEARING FUND	2020	5	25	05/06/2020			
631-130000					DUE TO/FROM CLEARING	54,125.43	
635-111100					CASH		54,125.43
					FUND TOTAL	54,125.43	54,125.43

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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		7,657.88
203	LID BOND FUND		44,169.30
401	WATER OPERATING FUND		752.22
402	SEWER OPERATING FUND		1,546.03
631	CLEARING FUND	54,125.43	
	TOTAL	54,125.43	54,125.43

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

05/06/2020 12:02 | CITY OF BAINBRIDGE ISLAND
 cfreitas | A/P CASH DISBURSEMENTS JOURNAL

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
353504	05/13/2020	PRTD	5 ACE HARDWARE	239951	46385/1	04/10/2020		05/10/20	7.62
			Invoice: 46385/1						
				7.62	73011897 531100				
				239952	46409/1	04/15/2020		05/10/20	43.64
			Invoice: 46409/1						
				43.64	73011189 531100				
				239953	46411/1	04/15/2020		05/10/20	74.01
			Invoice: 46411/1						
				74.01	73425358 531100				
				239954	46416/1	04/16/2020		05/10/20	99.17
			Invoice: 46416/1						
				99.17	73011215 531100				
				239955	46418/1	04/16/2020		05/10/20	21.17
			Invoice: 46418/1						
				21.17	73011189 531100				
				239956	46421/1	04/17/2020		05/10/20	104.06
			Invoice: 46421/1						
				104.06	73111264 531100				
				239957	46432/1	04/21/2020		05/10/20	31.58
			Invoice: 46432/1						
				31.58	73425358 531100				
				239958	46437/1	04/22/2020		05/10/20	19.57
			Invoice: 46437/1						
				19.57	73011768 531100				
				239959	46438/1	04/22/2020		05/10/20	65.38
			Invoice: 46438/1						
				65.38	73411345 531100				
				239960	46439/1	04/22/2020		05/10/20	26.14
			Invoice: 46439/1						
				26.14	73421355 531100				
				239961	46440/1	04/22/2020		05/10/20	25.02
			Invoice: 46440/1						
				25.02	73011768 531100				
				239962	46444/1	04/23/2020		05/10/20	5.44
			Invoice: 46444/1						
				5.44	73411345 531100				
				239983	46449/1	04/24/2020		05/10/20	5.44
			Invoice: 46449/1						
				5.44	73411345 531100				

CASH ACCOUNT: 635 111100 CASH

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

Invoice: 46451/1				239984	46451/1	04/24/2020		05/10/20	16.34
						PW/BATTERIES			
				16.34	73421355 531100	WIN COLL-SUPPLIES			
Invoice: 46453/1				239985	46453/1	04/27/2020		05/10/20	2.16
						PW/WALLPLATE			
				2.16	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
Invoice: 46454/1				239986	46454/1	04/27/2020		05/10/20	237.86
						PW/WELL SITE MX SUPPLIES			
				237.86	73411345 531100	OFFICE SUPPLIES			
Invoice: 46459/1				239987	46459/1	04/28/2020		05/10/20	-2.16
						PW/RETURN WALLPLATE			
				-2.16	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
Invoice: 46462/1				240101	46462/1	04/28/2020		05/10/20	118.12
						PW/WELL SITE MX SUPPLIES			
				118.12	73411345 531100	OFFICE SUPPLIES			
Invoice: 46466/1				240102	46466/1	04/29/2020		05/10/20	31.03
						PW/PW MX SUPPLIES			
				31.03	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
						CHECK	353504	TOTAL:	931.59
353505	05/13/2020	PRTD	9261 AGM ADVERTISING AND	239963	27	04/29/2020		05/10/20	250.00
			Invoice: 27			EX/NIXLE GRAPHICS			
				250.00	31011572 541100	EX-GF-OUTREACH-PROF SVCS			
						CHECK	353505	TOTAL:	250.00
353506	05/13/2020	PRTD	7994 PENINSULA SERVICES	240057	93710	03/31/2020		05/10/20	32.00
			Invoice: 93710			CRT/MOBIEL SHREDDING			
				32.00	21011125 541100	COURT - PROFESSIONAL SERVICES			
						CHECK	353506	TOTAL:	32.00
353507	05/13/2020	PRTD	8672 ALLSTREAM	240103	16804039	05/01/2020		05/10/20	731.02
			Invoice: 16804039			CITYWIDE PHN SVCS MAY 2020			
				731.02	41637891 542100	FIN - ALLOC TELEPHONE			
						CHECK	353507	TOTAL:	731.02
353508	05/13/2020	PRTD	29 AMERICAN WATER WORKS	239964	7001770492	04/22/2020		05/10/20	366.00
			Invoice: 7001770492			ENG/DUES: 2020-2021			
				366.00	72411341 549100	ENG - WATER MISCELLANEOUS			

CASH ACCOUNT: 635			111100	CASH						
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
									CHECK 353508 TOTAL:	366.00
353509	05/13/2020	PRTD	9452 ANDERSON, SALLY	239947	85957	04/28/2020		05/10/20	83.47	
			Invoice: 85957	83.47	411	122100	UB 10671 1010 BLUE HERON AVENUE NE	WATER ACCOUNTS RECEIVABLE		
									CHECK 353509 TOTAL:	83.47
353510	05/13/2020	PRTD	4710 ASSOCIATED PETROLEU	239966	0188538-IN	04/07/2020		05/10/20	296.47	
			Invoice: 0188538-IN	296.47	73638893	532000	PW/132.5 GAL DIESEL	O&M-FUEL USE-ALLOCATION		
			Invoice: 0188539-IN	239967	0188539-IN	04/07/2020		05/10/20	427.58	
			Invoice: 0188539-IN	427.58	73638932	532000	PW/363 GAL UNLEADED	O&M-FUEL ALLOC TO OTH DEPTS		
			Invoice: 0189322-IN	239968	0189322-IN	04/09/2020		05/10/20	623.85	
			Invoice: 0189322-IN	623.85	73638893	532000	PW/350 GAL DIESEL	O&M-FUEL USE-ALLOCATION		
			Invoice: 0189323-IN	239969	0189323-IN	04/09/2020		05/10/20	369.13	
			Invoice: 0189323-IN	369.13	73638932	532000	PW/350 GAL UNLEADED	O&M-FUEL ALLOC TO OTH DEPTS		
			Invoice: 0190856-IN	239991	0190856-IN	04/14/2020		05/10/20	556.08	
			Invoice: 0190856-IN	556.08	73638932	532000	PW/503 GAL UNLEADED	O&M-FUEL ALLOC TO OTH DEPTS		
			Invoice: 0190857-IN	239992	0190857-IN	04/14/2020		05/10/20	221.67	
			Invoice: 0190857-IN	221.67	73638893	532000	PW/95.2 GAL DIESEL	O&M-FUEL USE-ALLOCATION		
			Invoice: 0191523-IN	239993	0191523-IN	04/16/2020		05/10/20	318.00	
			Invoice: 0191523-IN	318.00	73638932	532000	PW/207.1 GAL UNLEADED	O&M-FUEL ALLOC TO OTH DEPTS		
									CHECK 353510 TOTAL:	2,812.78
353511	05/13/2020	PRTD	7821 AUS WEST LOCKBOX	239965	1991716543	04/16/2020		05/10/20	58.49	
			Invoice: 1991716543	58.49	73638893	589310	PW/LAUNDRY SERVICE	LAUNDRY SERVICES		
			Invoice: 1991725131	239995	1991725131	04/23/2020		05/10/20	58.49	
			Invoice: 1991725131	58.49	73638893	589310	PW/LAUNDRY SERVICE	LAUNDRY SERVICES		
									CHECK 353511 TOTAL:	116.98

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
353512	05/13/2020	PRTD	2138 ASPECT CONSULTING LL	239970	35313	12/16/2019	21700132	05/10/20	1,546.00
Invoice: 35313									
				1,546.00	73411345 54110000868	EVALUATE WATER RIGHTS			
						WATER RIGHTS-PROF SVCS			
				239973	36264	03/16/2020	21700132	05/10/20	7,036.50
Invoice: 36264									
				7,036.50	73411345 54110000868	EVALUATE WATER RIGHTS			
						WATER RIGHTS-PROF SVCS			
				239974	36611	04/09/2020	21700132	05/10/20	7,946.50
Invoice: 36611									
				7,946.50	73411345 54110000868	EVALUATE WATER RIGHTS			
						WATER RIGHTS-PROF SVCS			
						CHECK	353512	TOTAL:	16,529.00

353513	05/13/2020	PRTD	4365 AUTOMATIC FUNDS TRAN	240159	BAIN2004028	04/30/2020		05/10/20	270.90
Invoice: BAIN2004028									
				254.00	41011141 541100	FIN/B&O RETURNS APR20			
				16.90	41011141 542500	FIN - C/E ADMIN PROF SERVICES			
						FIN-C/E-ADM-POSTAGE/SHIPPING			
				240160	115350	04/09/2020		05/10/20	6.78
Invoice: 115350									
				3.39	43411341 541100	FIN/FINAL BILL: PRINT & MAIL			
				3.39	43421351 541100	FIN - WATER ADMIN PROF SERVICE			
						FIN - SEWER ADMIN PROF SERVICE			
				240161	115584	04/23/2020		05/10/20	9.56
Invoice: 115584									
				4.78	43411341 541100	FIN/FINAL BILL: PRINT & MAIL			
				4.78	43421351 541100	FIN - WATER ADMIN PROF SERVICE			
						FIN - SEWER ADMIN PROF SERVICE			
						CHECK	353513	TOTAL:	287.24

353514	05/13/2020	PRTD	8904 BAINBRIDGE CHORALE	240003	F20196	04/30/2020		05/10/20	1,000.00
Invoice: F20196									
				1,000.00	31011732 54110000297	CULTURAL FUNDING - OPERATING S			
						EX-GF-CULTURAL ARTS & SCIENCES			
						CHECK	353514	TOTAL:	1,000.00

353515	05/13/2020	PRTD	47 BAINBRIDGE DISPOSAL	240117	0000969165	04/30/2020		05/10/20	1,690.24
Invoice: 0000969165									
				140.98	91011215 547900	CITYWIDE DISP SVCS APR20			
				26.00	91111427 547900	GG-C/E-PD-GARBAGE			
				435.42	91011768 547900	GG-STREET-ROADSIDE-GARBAGE			
				424.31	91425358 547900	GG-C/E-PARKS-GARBAGE			
				644.05	91011897 547900	GG-WWTP-GARBAGE (NOT BIOSOLIDS)			
				9.74	91111427 547900	GG-C/E-O&M YARD FAC-GARBAGE			
				9.74	91111427 547900	GG-STREET-ROADSIDE-GARBAGE			
						GG-STREET-ROADSIDE-GARBAGE			
				240118	0000969359	04/30/2020		05/10/20	342.01

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 0000969359						CH DISP SVCS APR20			
				342.01	91011189 547900				
				240119	000096416	04/30/2020		05/10/20	76.72
Invoice: 000096416						BIG BELLY DISP SVCS APR20			
				76.72	91011189 547903				
								CHECK 353515 TOTAL:	2,108.97
353516	05/13/2020	PRTD	54 BAINBRIDGE RENTAL IN	239996	CON#60704	04/27/2020		05/10/20	92.64
			Invoice: CON#60704						
				92.64	73431835 545000				
								CHECK 353516 TOTAL:	92.64
353517	05/13/2020	PRTD	55 SOUND PUBLISHING, IN	239975	BIR893797	03/13/2020		05/10/20	292.78
			Invoice: BIR893797						
				292.78	73011183 5440000911				
								CHECK 353517 TOTAL:	292.78
353518	05/13/2020	PRTD	9470 BAINBRIDGE VINYARDS	240104	603232695	04/29/2020		05/10/20	5.00
			Invoice: 603232695						
				5.00	01131 316100				
								CHECK 353518 TOTAL:	5.00
353519	05/13/2020	PRTD	5412 BENEFIT ADMINISTRATI	239976	2004509	04/20/2020		05/10/20	245.30
			Invoice: 2004509						
				26.98	21011125 520000				
				44.15	31011131 520000				
				39.25	41011141 520000				
				26.98	51011211 520000				
				22.08	61011581 520000				
				78.50	71011321 520000				
				7.36	81011881 520000				
								CHECK 353519 TOTAL:	245.30
353520	05/13/2020	PRTD	7178 BAINBRIDGE ISL CHILD	240004	Q1 2020	03/31/2020		05/10/20	3,519.90
			Invoice: Q1 2020						
				3,519.90	31017540 54110000297				
								CHECK 353520 TOTAL:	3,519.90

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

353521 05/13/2020 PRD 971 BAINBRIDGE ISLAND HI 239977 949 04/24/2020 05/10/20 3,000.00
 Invoice: 949

2020-21 CULTURAL FUNDING: OPER
 3,000.00 31011732 54110000297 EX-GF-CULTURAL ARTS & SCIENCES

240005 948 04/24/2020 05/10/20 6,000.00
 Invoice: 948

2020-21 CULTURAL FUNDING: HER
 6,000.00 31011732 54110000297 EX-GF-CULTURAL ARTS & SCIENCES

CHECK 353521 TOTAL: 9,000.00

353522 05/13/2020 PRD 5202 BAINBRIDGE ARTS & CR 240105 Q1 2020 05/05/2020 05/10/20 302.40
 Invoice: Q1 2020

2020 LTAC (OFF-ISLAND ADVERTIS
 302.40 91140573 541100 GG-TOUR-PROF SERVICES

CHECK 353522 TOTAL: 302.40

353523 05/13/2020 PRD 1341 BLUE SKY PRINTING 240018 134507 04/28/2020 05/10/20 43.32
 Invoice: 134507

POL/BUS CARDS: CLARK
 43.32 51011211 531100 PD-C/E-ADM-SUPPLIES

CHECK 353523 TOTAL: 43.32

353524 05/13/2020 PRD 78 BROWNE WHEELER ENGIN 240106 9829 04/13/2020 05/10/20 1,524.60
 Invoice: 9829

CORROSION CONTROL RECOMMENDATI
 1,524.60 73011897 54110001043 PWY-PUMP HOUSE & WELL-PROF SVC

CHECK 353524 TOTAL: 1,524.60

353525 05/13/2020 PRD 360 BUILDERS FIRSTSOURCE 239978 45413687 04/02/2020 05/10/20 190.71
 Invoice: 45413687

PW/SPRAY PAINT
 190.71 73111264 531100 O&M-STREET-TRAF CONTROL-SUPPLY

239979 80824015 04/15/2020 05/10/20 18.52
 Invoice: 80824015

PW/BOX TURF W/ COVER
 18.52 73011189 531100 O&M - C/E FACIL OFC SUPPLIES

239980 80865441 04/21/2020 05/10/20 22.86
 Invoice: 80865441

PW/CONCRETE MIX
 22.86 73111264 531100 O&M-STREET-TRAF CONTROL-SUPPLY

239997 80883541 04/24/2020 05/10/20 14.44
 Invoice: 80883541

PW/CONCRETE BRICKS
 14.44 73411345 531100 OFFICE SUPPLIES

240107 80914456 04/28/2020 05/10/20 65.42
 Invoice: 80914456

PW/WELL SITE MX SUPPLIES
 65.42 73411345 531100 OFFICE SUPPLIES

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

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 353525 TOTAL:	311.95
353526	05/13/2020	PRTD	9459 CASCADE COMPUTER MAI	240108	600544720	04/29/2020		05/10/20	5.00
			Invoice: 600544720					PENATLTY FEE REFUND	
				5.00	01131 316100			B&O TAX	
								CHECK 353526 TOTAL:	5.00
353527	05/13/2020	PRTD	9469 CHAVAL OUTDOOR CORPO	240109	603185595	04/29/2020		05/10/20	17.57
			Invoice: 603185595					PENATLTY FEE REFUND	
				17.57	01131 316100			B&O TAX	
								CHECK 353527 TOTAL:	17.57
353528	05/13/2020	PRTD	9454 CHUN, AARON & ANDREA	239949	85959	04/28/2020		05/10/20	212.33
			Invoice: 85959					UB 11836 744 BROOKCLIFF LANE NE	
				212.33	411 122100			WATER ACCOUNTS RECEIVABLE	
								CHECK 353528 TOTAL:	212.33
353529	05/13/2020	PRTD	9476 COLLINS & ASSOCIATES	240110	604331404	04/29/2020		05/10/20	5.00
			Invoice: 604331404					PENATLTY FEE REFUND	
				5.00	01131 316100			B&O TAX	
								CHECK 353529 TOTAL:	5.00
353530	05/13/2020	PRTD	8111 COMMUNITY SOLAR SOLU	240111	APR20	05/01/2020		05/10/20	287.92
			Invoice: APR20					APR20 SOLAR NET METERING	
				287.92	91011189 54500000627			CH SOLAR-NET METERING PYMTS	
								CHECK 353530 TOTAL:	287.92
353531	05/13/2020	PRTD	142 COPIERS NORTHWEST IN	239981	INV2132381	04/22/2020		05/10/20	561.23
			Invoice: INV2132381					EX, FIN/COPIER OVERAGE	
				280.61	31011131 545000			EX-GF-RENTS & LEASES	
				280.62	41011141 545000			FIN - C/E ADMIN RENTS & LEASES	
								CHECK 353531 TOTAL:	561.23
353532	05/13/2020	PRTD	502 CORE & MAIN LP	239982	M087686	04/16/2020		05/10/20	586.96
			Invoice: M087686					PW/NUTS, PINS, GATE ARMS	
				586.96	73411345 531100			OFFICE SUPPLIES	
				239998	M246120	04/24/2020		05/10/20	456.72

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: M246120						PW/MX SUPPLIES			
				456.72	73411345 531100				
								CHECK 353532 TOTAL:	1,043.68
353533	05/13/2020	PRTD	4950 CORRECT EQUIPMENT IN	239999	41435	04/28/2020		05/10/20	2,932.14
Invoice: 41435						PW/GRINDER PUMP MX			
				2,932.14	73426355 54810000562			GRINDER PUMP MAINT CONTRACT	
								CHECK 353533 TOTAL:	2,932.14
353534	05/13/2020	PRTD	4805 DANSONS LANDSCAPING	240112	601063671	04/29/2020		05/10/20	5.00
Invoice: 601063671						PENALTY FEE REFUND			
				5.00	01131 316100			B&O TAX	
								CHECK 353534 TOTAL:	5.00
353535	05/13/2020	PRTD	7510 EXPERIAN	240113	CD2101001875	04/24/2020		05/10/20	92.66
Invoice: CD2101001875						POL/INFO SVCS			
				92.66	52011212 549100			PD-C/E-INV-DUES/SUBSCR/MEMBRSH	
								CHECK 353535 TOTAL:	92.66
353536	05/13/2020	PRTD	5781 EXTERMINATION SERVIC	240114	34989	04/24/2020		05/10/20	479.60
Invoice: 34989						PW/RODENT SVCS WWTP 4/24			
				479.60	73425358 548100			O&M-WWTP-REPAIRS	
								CHECK 353536 TOTAL:	479.60
353537	05/13/2020	PRTD	1953 FERGUSON ENTERPRISES	240000	0871444	04/17/2020		05/10/20	276.22
Invoice: 0871444						PW/PLUMBING SUPPLIES			
				58.22	73411345 531100			OFFICE SUPPLIES	
				218.00	73421355 531100			WIN COLL-SUPPLIES	
								CHECK 353537 TOTAL:	276.22
353538	05/13/2020	PRTD	6940 FREMONT ANALYTICAL	240002	1909036A	04/22/2020		05/10/20	975.00
Invoice: 1909036A						WATER QUALITY & FLOW MONITORIN			
				975.00	72011319 54110000809			WTR QUAL & FLOW MONIT-PRO SVCS	
				240006	1909196A	04/22/2020		05/10/20	1,050.00
Invoice: 1909196A						WATER QUALITY & FLOW MONITORIN			
				1,050.00	72011319 54110000809			WTR QUAL & FLOW MONIT-PRO SVCS	

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									CHECK 353538 TOTAL: 2,025.00
353539	05/13/2020	PRTD	231 GALLS, LLC	240115	015509685	04/20/2020		05/10/20	30.96
			Invoice: 015509685			POL/NAME TAG: CLARK X2			
				30.96	51011211 531100	PD-C/E-ADM-SUPPLIES			
									CHECK 353539 TOTAL: 30.96
353540	05/13/2020	PRTD	9451 GILBERT, GERI	239946	85956	04/28/2020		05/10/20	159.76
			Invoice: 85956			UB 10192 220 CLAYTON PLACE NW			
				159.76	411 122100	WATER ACCOUNTS RECEIVABLE			
									CHECK 353540 TOTAL: 159.76
353541	05/13/2020	PRTD	9252 GOPHER SIGN COMPANY	240007	107576	04/17/2020		05/10/20	124.59
			Invoice: 107576			ENG/VINYL STICKERS(50)			
				124.59	72431832 53110000664	ST DOE SSWM-SUPPLIES			
									CHECK 353541 TOTAL: 124.59
353542	05/13/2020	PRTD	513 GRAINGER	240008	9458777340	02/28/2020		05/10/20	98.07
			Invoice: 9458777340			PW/EXHAUST FAN			
				98.07	73411345 531100	OFFICE SUPPLIES			
			Invoice: 9505748864			04/15/2020 05/10/20			140.90
				140.90	73421355 531100	PW/BLOWER WIN COLL-SUPPLIES			
			Invoice: 9510696363			04/21/2020 05/10/20			196.18
				196.18	73425358 531100	PW/RELAYS O&M-WWTP-SUPPLIES			
			Invoice: 9518221594			04/29/2020 05/10/20			1,072.88
				1,072.88	73425358 531100	PW/GRATING O&M-WWTP-SUPPLIES			
			Invoice: 9518920989			04/29/2020 05/10/20			140.90
				140.90	73421355 531100	PW/BLOWER WIN COLL-SUPPLIES			
									CHECK 353542 TOTAL: 1,648.93
353543	05/13/2020	PRTD	2096 GRAY & OSBORNE INC	240011	19648.00-6	04/27/2020	21700158	05/10/20	10,406.48
			Invoice: 19648.00-6			WATER SYSTEM DESIGN IMPRVMENTS			
				10,406.48	72413434 64110000819	WATER IMPR PROJECTS 2017-ENG			

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 353550 TOTAL:	4,575.00
353551	05/13/2020	PRTD	9359 INTEGRAL CONSULTING	240016	0017851	04/21/2020		05/10/20	4,618.00
			Invoice: 0017851					MANAGE SAMPLING DATA FOR WQFM	
				4,618.00	72637319 54110000809			WATER QUAL FLOW MONIT-PRO SVCS	
								CHECK 353551 TOTAL:	4,618.00
353552	05/13/2020	PRTD	9467 JULIE'S FRAME GALLER	240125	602279988	04/29/2020		05/10/20	5.00
			Invoice: 602279988					PENALTY FEE REFUND	
				5.00	01131 316100			B&O TAX	
								CHECK 353552 TOTAL:	5.00
353553	05/13/2020	PRTD	333 KITSAP COUNTY AUDITO	240017	480353	02/06/2020		05/10/20	108.50
			Invoice: 480353					ENG/JPI COVENANT	
				108.50	72431832 541100			PROFESSIONAL SERVICES	
				240019	482549	02/21/2020		05/10/20	108.50
			Invoice: 482549					ENG/BEACHGLASS COVENANT	
				108.50	72431832 541100			PROFESSIONAL SERVICES	
								CHECK 353553 TOTAL:	217.00
353554	05/13/2020	PRTD	4740 KITSAP COUNTY PUBLIC	240024	2813	04/20/2020		05/10/20	900.00
			Invoice: 2813					PW/2,000 GAL SALT BRINE	
				900.00	73111256 53110001054			2020 STORM PREP-STRT-SUPPLIES	
								CHECK 353554 TOTAL:	900.00
353555	05/13/2020	PRTD	1496 KITSAP COUNTY SEWER	240163	KCSD7-COBI-2020-MAY	05/01/2020		05/10/20	20,938.31
			Invoice: KCSD7-COBI-2020-MAY					FIN/344.55 ERU	
				20,938.31	73426356 551000			SIS-SD#7 PROCESSING CHGS	
								CHECK 353555 TOTAL:	20,938.31
353556	05/13/2020	PRTD	338 KITSAP COUNTY SHERIF	240020	20200017	04/27/2020		05/10/20	704.00
			Invoice: 20200017					POL/PRISONER BOARD	
				704.00	51011236 551000			POLICE - C/E PRISONER DETENT'N	
								CHECK 353556 TOTAL:	704.00

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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									
353564	05/13/2020	PRTD	9464 MASONRY ASSOCIATES I	240130	601891071	04/29/2020		05/10/20	5.00
	Invoice: 601891071					PENALTY FEE REFUND			
				5.00	01131	316100	B&O TAX		
							CHECK	353564 TOTAL:	5.00
353565	05/13/2020	PRTD	9477 MATTHEW PAIGE REAL E	240131	604518827	04/29/2020		05/10/20	5.00
	Invoice: 604518827					PENALTY FEE REFUND			
				5.00	01131	316100	B&O TAX		
							CHECK	353565 TOTAL:	5.00
353566	05/13/2020	PRTD	9458 SEAN MEGY	240076	08/14/20	04/30/2020		05/10/20	260.00
	Invoice: 08/14/20					8/14 ROOM RENTAL REFUND			
				150.00	62538	386000	SC/COMMONS ROOM DEP-REV		
				110.00	01136	362430	SC/COMMONS ROOM RENTALS		
							CHECK	353566 TOTAL:	260.00
353567	05/13/2020	PRTD	9323 MURRAYSMITH, INC.	240040	19-2682.00-6	04/29/2020		05/10/20	5,088.05
	Invoice: 19-2682.00-6					WWTP UPGRADES STUDY			
				5,088.05	72425352	54110001009	WWTP TERTIARY STUDY-PROF SVCS		
				240063	19-2682.00-4	03/26/2020		05/10/20	3,407.00
	Invoice: 19-2682.00-4					WWTP UPGRADES STUDY			
				3,407.00	72425352	54110001009	WWTP TERTIARY STUDY-PROF SVCS		
							CHECK	353567 TOTAL:	8,495.05
353568	05/13/2020	PRTD	2574 NATIONAL BARRICADE C	240029	286256	03/30/2020		05/10/20	209.00
	Invoice: 286256					PW/FORT WARD SIGNS			
				209.00	73111264	531100	O&M-STREET-TRAF CONTROL-SUPPLY		
				240041	286255	03/30/2020	20200014	05/10/20	1,708.57
	Invoice: 286255					SIGN POSTS			
				1,708.57	72431832	53110000664	ST DOE SSWM-SUPPLIES		
							CHECK	353568 TOTAL:	1,917.57
353569	05/13/2020	PRTD	4111 OLYMPIC SPRINGS INC	240132	329171	04/30/2020		05/10/20	10.85
	Invoice: 329171					POL/HOT&COLD RENT			
				10.85	51011215	545000	POLICE - C/E FACIL RENTS		
							CHECK	353569 TOTAL:	10.85

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
353576	05/13/2020	PRTD	9457 QUAKEHOLD INDUSTRIAL	240064	16466	03/17/2020		05/10/20	931.84
	Invoice: 16466							EX/PANDEMIC SAFEGUEARD KITS (10)	
				931.84	31011252	53110001069		COVID19-SUPPLIES	
				240065	16476	03/19/2020		05/10/20	1,651.35
	Invoice: 16476							EX/MASKS (1000)	
				1,651.35	31011252	53110001069		COVID19-SUPPLIES	
							CHECK	353576 TOTAL:	2,583.19
353577	05/13/2020	PRTD	7435 KAN MAN INC	240035	1913165	03/26/2020		05/10/20	180.00
	Invoice: 1913165							PW/EAGLE HARBOR CANS	
				180.00	73011768	545000		O&M-C/E-PARKS-OP LEASES	
				240036	1913166	03/26/2020		05/10/20	90.00
	Invoice: 1913166							PW/CREOSOTE CAN	
				90.00	73011768	545000		O&M-C/E-PARKS-OP LEASES	
				240037	1913168	03/26/2020		05/10/20	90.00
	Invoice: 1913168							PW/HIDDEN COVE CAN	
				90.00	73011897	545000		O&M-C/E-PWYD FAC-RENTS	
							CHECK	353577 TOTAL:	360.00
353578	05/13/2020	PRTD	9460 RAY CLEANS JANITORIA	240137	600560883	04/29/2020		05/10/20	5.00
	Invoice: 600560883							PENALTY FEE REFUND	
				5.00	01131	316100		B&O TAX	
							CHECK	353578 TOTAL:	5.00
353579	05/13/2020	PRTD	9474 RB CONSTRUCTION SERV	240138	604181002	04/29/2020		05/10/20	5.00
	Invoice: 604181002							PENALTY FEE REFUND	
				5.00	01131	316100		B&O TAX	
							CHECK	353579 TOTAL:	5.00
353580	05/13/2020	PRTD	8745 RELIABLE STORAGE BAI	240139	36627	05/02/2020		05/10/20	320.00
	Invoice: 36627							POL/STORAGE UNIT J28	
				320.00	53011212	545000		POLICE - C/E PATROL RENTS	
							CHECK	353580 TOTAL:	320.00
353581	05/13/2020	PRTD	9465 ROLLING BAY ARTS	240140	602139203	04/29/2020		05/10/20	10.00
	Invoice: 602139203							PENALTY FEE REFUND	
				10.00	01131	316100		B&O TAX	

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
									CHECK 353581 TOTAL: 10.00
353582	05/13/2020	PRTD	617 S & B INC	240044	25249i	04/27/2020		05/10/20	2,625.16
			Invoice: 25249i						
						WATER/SEWER TELEMETRY SCADA UP			
1,164.99						72423434	64110000821	SCADA UPGRADES SWR PROF SVC	
1,460.17						72413434	64110000818	SCADA UPGRADES WTR PRF SVC	
									CHECK 353582 TOTAL: 2,625.16
353583	05/13/2020	PRTD	6820 RICH BOTTALICO	240045	2168	10/28/2019		05/10/20	272.50
			Invoice: 2168						
						PW/CUT METAL PARTS			
136.25						73431835	531100	OFFICE SUPPLIES	
68.12						73111423	531100	OFFICE SUPPLIES	
68.13						73111427	531100	OFFICE SUPPLIES	
			Invoice: 2241	240046	2241	03/25/2020		05/10/20	2,147.30
						PW/GRADER BLADE ENDS, SLIDE BAR			
2,147.30						73111427	531100	OFFICE SUPPLIES	
			Invoice: 2254	240047	2254	01/14/2020		05/10/20	267.05
						PW/LID BRACKET			
267.05						73423943	63110000921	OLD WWTP LIFT STA IMPR-SUPPLY	
									CHECK 353583 TOTAL: 2,686.85
353584	05/13/2020	PRTD	9450 SCOTT, TIMOTHY & BEC	239945	85955	04/28/2020		05/10/20	161.58
			Invoice: 85955						
161.58						421	122100	UB 11877 4576 POINT WHITE DRIVE NE SEWER ACCOUNTS RECEIVABLE	
									CHECK 353584 TOTAL: 161.58
353585	05/13/2020	PRTD	9462 GEORGE SHANNON	240141	601540587	04/29/2020		05/10/20	5.00
			Invoice: 601540587						
5.00						01131	316100	PENALTY FEE REFUND B&O TAX	
									CHECK 353585 TOTAL: 5.00
353586	05/13/2020	PRTD	601 SOUND REPROGRAPHICS	240048	77214	04/27/2020		05/10/20	567.86
			Invoice: 77214						
567.86						72011561	64950000708	PW/WYATT WAY SIGN WYATT-MAD TO LOVELL-COPIES	
			Invoice: 77248	240066	77248	04/30/2020		05/10/20	169.96
169.96						31011572	542450	EX/RETIREMENT POSTERS EX-GF-OUTREACH-ADV	

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 353586 TOTAL:	737.82
353587	05/13/2020	PRTD	9065 SOUNDWEST ENGINEERIN	240142	05-01-17	05/04/2020		05/10/20	4,392.50
			Invoice: 05-01-17					COUNTRY CLUB BULKHEAD & CULVER	
				4,392.50	72111425 54110000781			CO CLUB RD BULKHEAD R&M-PRO SV	
								CHECK 353587 TOTAL:	4,392.50
353588	05/13/2020	PRTD	7193 SOUTH PARK MARINA LL	240143	05/04/20	05/04/2020		05/10/20	483.00
			Invoice: 05/04/20					POL/VESSEL STORAGE	
				483.00	55011757 54110000159			PD-DERELICT VES-DISPOSAL SVCS	
								CHECK 353588 TOTAL:	483.00
353589	05/13/2020	PRTD	9472 SPARKSON PHOTOGRAPHY	240144	604044620	04/29/2020		05/10/20	5.00
			Invoice: 604044620					PENALTY FEE REFUND	
				5.00	01131 316100			B&O TAX	
								CHECK 353589 TOTAL:	5.00
353590	05/13/2020	PRTD	8738 SPEAKWRITE, LLC	240079	AB9D258C	05/01/2020		05/10/20	105.00
			Invoice: AB9D258C					POL/TRANSCRIPTION	
				105.00	52011212 541100			POLICE - C/E INVEST PROF SVCS	
								CHECK 353590 TOTAL:	105.00
353591	05/13/2020	PRTD	8132 SPECTRA LABORATORIES	240049	20-02294	04/16/2020		05/10/20	42.32
			Invoice: 20-02294					PW/ROCKAWAY TESTING	
				42.32	73415345 54110000391			LAB SVCS-WATER ROCKAWAY	
				240050	20-02399	04/21/2020		05/10/20	93.15
			Invoice: 20-02399					PW/FLOURIDE TESTING	
				93.15	73411345 54110000391			LAB SVCS-WATER	
				240051	20-02406	04/21/2020		05/10/20	31.05
			Invoice: 20-02406					PW/ROCKAWAY TESTING	
				31.05	73415345 54110000391			LAB SVCS-WATER ROCKAWAY	
				240052	20-02434	04/21/2020		05/10/20	21.16
			Invoice: 20-02434					PW/ECOLI TESTING	
				21.16	73411345 54110000391			LAB SVCS-WATER	
				240053	20-02494	04/27/2020		05/10/20	114.00
			Invoice: 20-02494					PW/BOD TESTING	
				114.00	73425358 54110000391			LAB & TESTING SVCS-WWTP	

CASH ACCOUNT: 635 111100 CASH

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

								CHECK 353591 TOTAL:	301.68
353592	05/13/2020	PRTD	5882 STAR RENTALS	240145	473184-36	04/23/2020		05/10/20	394.09
			Invoice: 473184-36					PW/MINI EXCAVATOR RENTAL	
				394.09	73111427 545000			O&M-ACCESS RDSIDE RENTS/LEASES	
								CHECK 353592 TOTAL:	394.09
353593	05/13/2020	PRTD	9358 STRUCTURED COMMUNICA	240146	0205210-IN	04/30/2020		05/10/20	175.00
			Invoice: 0205210-IN					IT/VOIP SVCS FOR PHN LINE UPGRADE	
				175.00	81011881 541100			IT - C/E PROF SERVICES	
								CHECK 353593 TOTAL:	175.00
353594	05/13/2020	PRTD	5730 SUMMIT LAW GROUP	240054	112687	04/17/2020		05/10/20	9,702.00
			Invoice: 112687					LEGAL/MAR 20 PROF SVCS	
				957.00	32011152 54111000274			LGL-LABOR NEGOTIATIONS	
				8,745.00	32011152 54111000870			LGL-HR (NON-BARGAINING)	
								CHECK 353594 TOTAL:	9,702.00
353595	05/13/2020	PRTD	9456 SUPER PRODUCTIONS LL	240055	081520	04/29/2020		05/10/20	150.00
			Invoice: 081520					CXLD EVENT DEP REFUND	
				150.00	11154 322400			ROW PERMITS-SHORT TERM USE	
								CHECK 353595 TOTAL:	150.00
353596	05/13/2020	PRTD	8244 THE HOME DEPOT PRO	240032	545997165	04/10/2020		05/10/20	139.69
			Invoice: 545997165					PW/HAND SANITIZER DISPS(12)	
				139.69	73637948 531100			O&M ALLOC-CITY WIDE SUPPLIES	
			Invoice: 546429176					PW/SOAP, GLOVES	
				581.47	73637948 531100			O&M ALLOC-CITY WIDE SUPPLIES	
			Invoice: 546862939					PW/HAND SANITIZER	
				259.77	73637948 531100			O&M ALLOC-CITY WIDE SUPPLIES	
								CHECK 353596 TOTAL:	980.93
353597	05/13/2020	PRTD	4271 JOHN SUTTON	240067	Q1 2020	03/31/2020		05/10/20	433.80
			Invoice: Q1 2020					Q1 2020 LEOFF1	
				433.80	91029211 521500			POLICE - INS ADD MEDICAL COSTS	

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
								CHECK 353597 TOTAL:	433.80
353598	05/13/2020	PRTD	9461 SWAN DESIGN BUILD	240147	601484398	04/29/2020		05/10/20	5.00
			Invoice: 601484398			PENALTY FEE REFUND			
				5.00	01131 316100	B&O TAX			
								CHECK 353598 TOTAL:	5.00
353599	05/13/2020	PRTD	6714 TOSHIBA FINANCIAL SE	240069	26851649	04/13/2020		05/10/20	255.78
			Invoice: 26851649			PW/E-STUDIO4515AC LEASE			
				255.78	73637891 545000	RENTS & LEASES - OPERATING			
				240070	26908610	04/21/2020		05/10/20	230.03
			Invoice: 26908610			CRT/E-STUDIO3005AC LEASE			
				230.03	21011125 545000	COURT - RENTS & LEASES - OPER			
								CHECK 353599 TOTAL:	485.81
353600	05/13/2020	PRTD	4245 TRAFFIC SAFETY SUPPL	240071	INV025507	04/14/2020		05/10/20	203.62
			Invoice: INV025507			PW/ROLLUP SIGNS			
				203.62	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
								CHECK 353600 TOTAL:	203.62
353601	05/13/2020	PRTD	1152 USA BLUE BOOK	240072	204953	04/13/2020		05/10/20	44.15
			Invoice: 204953			PW/PUMP PACKING MATERIALS			
				44.15	73425358 531100	O&M-WWTP-SUPPLIES			
				240148	218827	04/27/2020		05/10/20	197.19
			Invoice: 218827			PW/LATEX GLOVES			
				197.19	73425358 531100	O&M-WWTP-SUPPLIES			
								CHECK 353601 TOTAL:	241.34
353602	05/13/2020	PRTD	9134 VENTEK INTL	240150	121230	05/01/2020		05/10/20	1,438.80
			Invoice: 121230			POL/MOORAGE SYSTEM FEES 2020			
				1,438.80	55011757 548500	PD-HARBORMASTER-SOFTWARE MAINT			
								CHECK 353602 TOTAL:	1,438.80
353603	05/13/2020	PRTD	938 WA ST DEPT OF HEALTH	240155	734507	05/01/2020		05/10/20	322.00
			Invoice: 734507			PW/2020 OPERATING PERMIT			
				322.00	73415345 549800	PERMITS-COBI OR OUTSIDE AGENCY			

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 353603 TOTAL:	322.00
353604	05/13/2020	PRTD	5271 WASHINGTON WATER SER	240080	4815979187-APR20	04/21/2020		05/10/20	149.36
			Invoice: 4815979187-APR20					APR20 DECANT FACILITY WATER	
				149.36	91435838 547500			GG-DECANT-WATER/SEWER	
								CHECK 353604 TOTAL:	149.36
353605	05/13/2020	PRTD	6313 BRUCE WEILAND	240151	PLN50807 FSPT	05/05/2020		05/10/20	5,250.00
			Invoice: PLN50807 FSPT					PCD/SURETY DEPOSIT REFUND	
				5,250.00	62338 386000			SURETY DEPOSITS CUS	
								CHECK 353605 TOTAL:	5,250.00
353606	05/13/2020	PRTD	499 WESTBAY AUTO PARTS I	240073	532922	04/07/2020		05/10/20	125.86
			Invoice: 532922					PW/GLOVES, FILTERS	
				93.19	990 141100			MERCHANDISE	
				32.67	73638935 531100			O&M-STD ALLOCATION-SUPPLIES	
				240074	533023	04/08/2020		05/10/20	253.99
			Invoice: 533023					PW/HOTSTART	
				253.99	73421355 531100			WIN COLL-SUPPLIES	
				240081	534250	04/14/2020		05/10/20	20.43
			Invoice: 534250					PW/OIL, FUEL FILTERS	
				20.43	990 141100			MERCHANDISE	
				240082	534502	04/15/2020		05/10/20	46.53
			Invoice: 534502					PW/OIL, FUEL & AIR FILTERS	
				46.53	990 141100			MERCHANDISE	
				240083	534777	04/16/2020		05/10/20	58.25
			Invoice: 534777					PW/OIL, AIR & FUEL FILTERS	
				58.25	990 141100			MERCHANDISE	
				240084	534811	04/16/2020		05/10/20	38.28
			Invoice: 534811					PW/OIL FOLTERS	
				38.28	990 141100			MERCHANDISE	
				240085	534934	04/16/2020		05/10/20	91.15
			Invoice: 534934					PW/RETROFIT KIT, AIR FILTER	
				62.69	73638935 531100			O&M-STD ALLOCATION-SUPPLIES	
				28.46	990 141100			MERCHANDISE	
				240086	535063	04/17/2020		05/10/20	34.11
			Invoice: 535063					PW/OIL, FUEL FILTERS	
				34.11	990 141100			MERCHANDISE	
				240087	535206	04/17/2020		05/10/20	33.21

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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

353610 05/13/2020 PRD 650 YWCA-KITSAP COUNTY 240157 3066 03/31/2020 05/10/20 6,218.46
 Invoice: 3066 2019-20 COMMUNITY SERVICES FUN
 6,218.46 31017219 54110000297 EX-YWCA-ALIVE/DOM VIOLENCE
 CHECK 353610 TOTAL: 6,218.46

353611 05/13/2020 PRD 2607 ZEE MEDICAL SERVICE 240158 68398847 04/17/2020 05/10/20 21.02
 Invoice: 68398847 PW/FIRST AID RESTOCK
 21.02 73637891 531100 OFFICE SUPPLIES
 CHECK 353611 TOTAL: 21.02

NUMBER OF CHECKS 108 *** CASH ACCOUNT TOTAL *** 171,587.49

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	108	171,587.49

*** GRAND TOTAL *** 171,587.49

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC					
2020	5	35								
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		66,226.07		
05/13/2020	05/10/20	051320				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH			171,587.49	
05/13/2020	05/10/20	051320				AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000						ACCOUNTS PAYABLE		37,397.46		
05/13/2020	05/10/20	051320				AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000						STREETS - ACCOUNTS PAYABLE		16,182.37		
05/13/2020	05/10/20	051320				AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000						ACCOUNTS PAYABLE		31,578.12		
05/13/2020	05/10/20	051320				AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000						ACCOUNTS PAYABLE		9,631.87		
05/13/2020	05/10/20	051320				AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000						ACCOUNTS PAYABLE		2,428.41		
05/13/2020	05/10/20	051320				AP CASH DISBURSEMENTS JOURNAL				
APP 104-213000						CIVIC IMPR - ACCOUNTS PAYABLE		302.40		
05/13/2020	05/10/20	051320				AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000						ACCOUNTS PAYABLE		491.25		
05/13/2020	05/10/20	051320				AP CASH DISBURSEMENTS JOURNAL				
APP 108-213000						AFFORD HSG - ACCOUNTS PAYABLE		1,125.00		
05/13/2020	05/10/20	051320				AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000						ACCOUNTS PAYABLE		5,600.00		
05/13/2020	05/10/20	051320				AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000						ACCOUNTS PAYABLE		624.54		
05/13/2020	05/10/20	051320				AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL									171,587.49	171,587.49
APP 631-130000						DUE TO/FROM CLEARING		161,955.62		
05/13/2020	05/10/20	051320								
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			66,226.07	
05/13/2020	05/10/20	051320								
APP 402-130000						DUE TO/FROM CLEARING			37,397.46	
05/13/2020	05/10/20	051320								
APP 101-130000						STREETS - DUE TO/FROM CLEARING			16,182.37	
05/13/2020	05/10/20	051320								
APP 401-130000						DUE TO/FROM CLEARING			31,578.12	
05/13/2020	05/10/20	051320								
APP 403-130000						DUE TO/FROM CLEARING			2,428.41	
05/13/2020	05/10/20	051320								
APP 104-130000						CIVIC IMPR DUE TO/FROM CLEAR'G			302.40	
05/13/2020	05/10/20	051320								
APP 301-130000						DUE TO/FROM CLEARING			491.25	
05/13/2020	05/10/20	051320								
APP 108-130000						AFFORD HSG DUE TO/FROM CLEAR'G			1,125.00	
05/13/2020	05/10/20	051320								
APP 622-130000						DUE TO/FROM CLEARING			5,600.00	

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL								
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
	05/13/2020	05/10/20	051320						
APP 901-130000						DUE TO/FROM CLEARING			624.54
	05/13/2020	05/10/20	051320						
						SYSTEM GENERATED ENTRIES TOTAL		161,955.62	161,955.62
						JOURNAL 2020/05/35 TOTAL		333,543.11	333,543.11

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2020	5	35	05/13/2020			
001-130000					GENERAL - DUE TO/FROM CLEARING		66,226.07
001-213000					GENERAL - ACCOUNTS PAYABLE	66,226.07	
					FUND TOTAL	66,226.07	66,226.07
101 STREET FUND	2020	5	35	05/13/2020			
101-130000					STREETS - DUE TO/FROM CLEARING		16,182.37
101-213000					STREETS - ACCOUNTS PAYABLE	16,182.37	
					FUND TOTAL	16,182.37	16,182.37
104 CIVIC IMPROVEMENT FUND	2020	5	35	05/13/2020			
104-130000					CIVIC IMPR DUE TO/FROM CLEAR'G		302.40
104-213000					CIVIC IMPR - ACCOUNTS PAYABLE	302.40	
					FUND TOTAL	302.40	302.40
108 AFFORDABLE HOUSING FUND	2020	5	35	05/13/2020			
108-130000					AFFORD HSG DUE TO/FROM CLEAR'G		1,125.00
108-213000					AFFORD HSG - ACCOUNTS PAYABLE	1,125.00	
					FUND TOTAL	1,125.00	1,125.00
301 CAPITAL CONSTRUCTION FUND	2020	5	35	05/13/2020			
301-130000					DUE TO/FROM CLEARING		491.25
301-213000					ACCOUNTS PAYABLE	491.25	
					FUND TOTAL	491.25	491.25
401 WATER OPERATING FUND	2020	5	35	05/13/2020			
401-130000					DUE TO/FROM CLEARING		31,578.12
401-213000					ACCOUNTS PAYABLE	31,578.12	
					FUND TOTAL	31,578.12	31,578.12
402 SEWER OPERATING FUND	2020	5	35	05/13/2020			
402-130000					DUE TO/FROM CLEARING		37,397.46
402-213000					ACCOUNTS PAYABLE	37,397.46	
					FUND TOTAL	37,397.46	37,397.46
403 STORM & SURFACE WATER FUND	2020	5	35	05/13/2020			
403-130000					DUE TO/FROM CLEARING		2,428.41
403-213000					ACCOUNTS PAYABLE	2,428.41	
					FUND TOTAL	2,428.41	2,428.41
622 EXPENDABLE TRUST FUND	2020	5	35	05/13/2020			

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622-130000					DUE TO/FROM CLEARING		5,600.00
622-213000					ACCOUNTS PAYABLE	5,600.00	
FUND TOTAL						5,600.00	5,600.00
631 CLEARING FUND	2020	5	35	05/13/2020			
631-130000					DUE TO/FROM CLEARING	161,955.62	
631-213000					ACCOUNTS PAYABLE	9,631.87	
635-111100					CASH		171,587.49
FUND TOTAL						171,587.49	171,587.49
901 CITY-WIDE REPORTING FUND	2020	5	35	05/13/2020			
901-130000					DUE TO/FROM CLEARING		624.54
901-213000					ACCOUNTS PAYABLE	624.54	
FUND TOTAL						624.54	624.54

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			66,226.07
101 STREET FUND			16,182.37
104 CIVIC IMPROVEMENT FUND			302.40
108 AFFORDABLE HOUSING FUND			1,125.00
301 CAPITAL CONSTRUCTION FUND			491.25
401 WATER OPERATING FUND			31,578.12
402 SEWER OPERATING FUND			37,397.46
403 STORM & SURFACE WATER FUND			2,428.41
622 EXPENDABLE TRUST FUND			5,600.00
631 CLEARING FUND		161,955.62	
901 CITY-WIDE REPORTING FUND			624.54
	TOTAL	161,955.62	161,955.62

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

Retainage Release

(CF) 5/6/20

05/06/2020 12:34 | CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 628 111100 CASH-RETAINAGE

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

189	05/06/2020	PRTD	8604 ANDERSON CONSTRUCTIO	240100	RETREL-1035-A	05/01/2020	RT050420		332.36
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Invoice: RETREL-1035-A

RETAINAGE: O&M SIDING REPAIR

332.36 41628860 586000

RETAINAGE RELEASE

CHECK 189 TOTAL: 332.36

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 332.36

	COUNT	AMOUNT
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TOTAL PRINTED CHECKS	1	332.36
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*** GRAND TOTAL *** 332.36

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JOURNAL ENTRIES TO BE CREATED

CLERK: cfreitas

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2020 5 36									
APP 622-213000						ACCOUNTS PAYABLE		332.36	
05/06/2020	RT050420	RT0506				AP CASH DISBURSEMENTS JOURNAL			
APP 628-111100						CASH-RETAINAGE			332.36
05/06/2020	RT050420	RT0506				AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2020/05/36	TOTAL	332.36	332.36

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622	2020	5	36	05/06/2020	EXPENDABLE TRUST FUND		
					622-213000 ACCOUNTS PAYABLE	332.36	
					628-111100 CASH-RETAINAGE		332.36
FUND TOTAL						332.36	332.36

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



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 12, 2020

ESTIMATED TIME:

AGENDA ITEM: Special City Council Meeting Minutes, April 21, 2020

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with consent agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

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

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING
TUESDAY, APRIL 21, 2020

MEETING MINUTES

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

Deputy Mayor Nassar called the meeting to order at 5:00 p.m. on the Zoom webinar platform

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

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

Councilmember Deets moved and Councilmember Medina seconded to approve the agenda as presented. Councilmember Hytopoulos asked to amend the agenda to add a discussion of virtual office hours versus a town hall. Councilmember Deets agreed to amend the motion. The amended motion was approved unanimously, 6-0. No conflicts of interest were disclosed.

3) [MAYOR'S REPORT](#)

Mayor Schneider welcomed new police chief Joe Clark, provided an update on the Council vacancy, and mentioned the Kitsap Great Give and Governor Inslee's press conference. Mayor Schneider noted the 50th anniversary of Earth Day and provided background on the celebration.

4) [PRESENTATIONS](#)

City Manager Smith introduced Police Chief Clark, and he spoke to Council.

4.A [Update on COVID-19 Response Activities - Executive Cover Page](#)

City Manager Smith provided a presentation updating Council on the COVID-19 response.

John Powers and Kathy Cocus from Kitsap Economic Development Association (KEDA) provided a presentation on their support of local businesses.

Jerri Lane from Bainbridge Downtown Association and Mickey Molnaire from the Bainbridge Island Chamber of Commerce provided a presentation on the needs and status of local businesses.

5) [COUNCIL DISCUSSION](#)

5.A [Process to Fill City Council South Ward Vacancy - Mayor Schneider Cover Page](#)

Proposed Process for 2020 Council Vacancy

Mayor Schneider introduced the agenda item. Council discussed the timelines and decided to schedule the initial round of interviews on May 5, 2020 at a special meeting beginning at 4:00 p.m. and the final round of interviews at a special meeting on May 11, 2020 beginning at 5:00 p.m.

Council discussed the process and modified the initial process so that if six Council members are unanimous in their selection of a first-choice candidate, the Council will consider whether to continue the selection process to a second meeting.

5.B Virtual Councilmember Office Hours versus Town Hall

Councilmember Hytopoulos introduced the topic, and Council discussed the concept of virtual office hours versus a virtual town hall. Councilmember Pollock agreed not to use the term “Town Hall” to describe his virtual office hours.

6) FUTURE COUNCIL AGENDAS

City Manager Smith outlined the proposed plan for future Council agendas. She asked Council whether they would like to provide for general public comment at the next meeting. Councilmember Deets moved and Councilmember Pollock seconded to allow for general public comment at the next business meeting. The motion was approved unanimously, 6-0.

City Manager Smith provided an update on applications for committees and commissions. Council agreed to extend the application deadline by two weeks.

7) FOR THE GOOD OF THE ORDER

Councilmember Deets: noted that he will continue to hold his virtual office hours.

Councilmember Pollock: recognized that this Council is 100 days old, and extended gratitude to the Mayor.

8) ADJOURNMENT

Deputy Mayor Nassar adjourned the meeting 8:11 p.m.

Leslie Schneider, Mayor

Christine Brown, CMC, City Clerk



CITY OF
BAINBRIDGE ISLAND

Special City Council Meeting Agenda Bill

MEETING DATE: May 12, 2020

ESTIMATED TIME:

AGENDA ITEM: Special City Council Meeting Minutes, April 28, 2020

SUMMARY: Consider approval of meeting minutes.

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION: Approve with consent agenda.

STRATEGIC PRIORITY: Good Governance

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

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

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING
TUESDAY, APRIL 28, 2020

MEETING MINUTES

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

Mayor Schneider called the remote meeting to order at 5:00 p.m. on the Zoom webinar.

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

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

Councilmember Deets moved and Councilmember Medina seconded to add a discussion on the Safe Streets proposal. The motion was approved unanimously. Deputy Mayor Nassar requested the addition of an executive session ahead of the discussion on Ordinance No. 2020-10. Councilmember Pollock moved and Deputy Mayor Nassar seconded to approve the agenda as amended. The motion carried unanimously, 6-0. There were no conflicts of interest disclosed.

3) [PUBLIC COMMENT](#)

3.A Instructions for Providing Public Comment in Remote Meetings - City Clerk

[Cover Page](#)

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

Public Comment

Paula Holmes-Eber, Squeaky Wheels, commented on the Safe Streets proposal.

Susan Loftus commented on the Safe Streets proposal.

Chip McDermott spoke in favor of the Safe Streets proposal on Grow Avenue.

Daniel Miller spoke in favor of the Safe Streets proposal on Grow Avenue.

4) [MAYOR'S REPORT](#)

Mayor Schneider provided information on the schedule to fill the South Ward Council vacancy.

5) CITY MANAGER'S REPORT

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

City Manager Smith updated Council on the City's response to the COVID-19 pandemic.

6) PRESENTATIONS

6.A Proclamation Declaring the Five Fridays in May as Buy Bainbridge - Support Tomorrow Days - Mayor Schneider

[Cover Page](#)

[Proclamation Buy Bainbridge - Support Tomorrow](#)

Mayor Schneider read the proclamation.

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

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

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

NOES: None

ABSENT: None

ABSTAIN: None

7) PUBLIC HEARINGS

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

[Cover Page](#)

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

Deputy City Attorney Sepler introduced the agenda item.

Mayor Schneider opened the public hearing at 5:49 p.m. There was no public comment. Mayor Schneider closed the public hearing at 5:50 p.m.

MOTION: I move to approve Ordinance No. 2020-11.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

7. Executive Session [Added]

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.

Council adjourned to an executive session at 5:54 p.m. pursuant to RCW 42.30.110(1)(i). Council returned from executive session at 6:31 p.m., and Mayor Schneider reconvened the meeting.

7.B Ordinance No. 2020-10 Relating to an Interim Zoning Control Suspending BIMC 18.12.030.E. and Related Provisions Regarding Floor Area Ratio Bonus Density Options, Except for Sections E.1. and E.6. of BIMC 18.12.030.E. - Planning

[Cover Page](#)

[20200424_CC_Staff_Memo](#)

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

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

[FAR USAGE BY PROJECT.pdf](#)

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

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

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

Planning Director Wright introduced the agenda item.

Mayor Schneider opened the public hearing at 6:44 p.m. There was no public comment. Mayor Schneider closed the public hearing at 6:45 p.m.

Council discussed the ordinance. Mayor Schneider re-opened the public hearing at 6:50 p.m.

Public Comment

Ron Peltier commented on the ordinance and the exemption.

Lisa Macchio commented on the ordinance and the exemption.

Mayor Schneider closed the public hearing at 6:55 p.m.

Mayor Schneider adjourned the meeting for a break at 7:09 p.m. and reconvened the meeting at 9:13 p.m.

8) COUNCIL DISCUSSION

8.A Options Relating to Pending Expiration of Moratorium Related to Self-Service Storage Facilities

[Cover Page](#)

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

City Manager Smith introduced the agenda item.

Public Comment

Beth Morgan spoke against the moratorium.

MOTION: I move to set a public hearing on Ordinance 2020-12 extending the moratorium related to self-storage facility as part of the May 12 council meeting.

Deets/Pollock: The motion carried, 5 – 1.

AYES: Deets, Hytopoulos, Medina, Nassar, Pollock

NOES: Schneider

ABSENT: None

ABSTAIN: None

MOTION: I move to direct the City Manager to develop an ordinance extending the moratorium on self-storage unit facilities and which includes an exemption related to self-storage facility projects that are partially constructed and/or at some point built.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

8.B [Safe Streets Proposal](#) [Added]

Councilmember Deets introduced the agenda item, and Council discussed the proposal.

MOTION: I move to create a Council ad hoc committee composed of Councilmember Deets, Pollock, and Medina and community members of their choice to develop a set of specific recommendations aimed at increasing safe pedestrian use of City roads during this epidemic and to work with appropriate community groups in the name of the City to obtain Grow Avenue and Lovell Avenue neighbor feedback on the idea of one-way street usage on those streets.

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

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

NOES: None

ABSENT: None

ABSTAIN: None

9) UNFINISHED BUSINESS

9.A [Amendment No. 1 to the Professional Services Agreement with Helpline House for Rent and Mortgage Assistance Funding - Executive](#)

[Cover Page](#)

[Helpline House - April 17, 2020 Request for Additional Rent and Mortgage Assistance Funding Amendment No. 1 to PSA with Helpline House for Rent and Mortgage Assistance Funding](#)
[PSA with Helpline House for Rent and Mortgage Assistance Funding \(Executed\)](#)

City Manager Smith introduced the agenda item.

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

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

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

NOES: None

ABSENT: None

ABSTAIN: None

9.B Funding Options for Nonprofit Partners - Executive

[Cover Page](#)

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

City Manager Smith introduced the agenda item. Councilmember Medina recused himself from the vote due to a potential conflict of interest.

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

Deets/Pollock: The motion carried, 5 – 0 with Councilmember Medina abstaining from the vote.

AYES: Deets, Hytopoulos, Nassar, Pollock, Schneider

NOES: None

ABSENT: None

ABSTAIN: Medina

9.C Resumption of Planning Commission and Design Review Board Meetings - Planning

[Cover Page](#)

City Manager Smith provided information on the proposed resumption of Planning Commission and Design Review Board meetings.

10) FUTURE COUNCIL AGENDAS

10.A Process for Filling the South Ward Council Vacancy - Executive

[Cover Page](#)

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

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

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

City Manager Smith highlighted the change in the process requested by Council at the last meeting.

10.B Format of Council Meetings in May and June - Executive

[Cover Page](#)

City Manager Smith provided information on the proposed format for May and June Council meetings.

10.C Proposed Topics for May and June Council Meetings - Executive

[Cover Page](#)

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

[2020_City_Council_Priorities_March Revision.pdf](#)

City Manager Smith provided information on proposed topics for May and June Council meetings.

11) CONSENT AGENDA

11.A Agenda Bill for Consent Agenda

[Cover Page](#)

11.B Accounts Payable and Payroll

[Cover Page](#)

[Payroll.pdf](#)

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

Payroll: normal direct deposit check sequence 47661 - 47789 = \$373,849.29; regular payroll check number 109331 = \$2,418.84; vendor check run sequence 109332 – 109341 = \$133,336.89; Federal Tax Electronic Funds Transfer = \$141,924.51; ACH \$237.50. Total disbursement = \$651,767.03.

Accounts Payable: check number 353402 from previous run = \$11.28; manual check number sequence 353403 – 354413 = \$168,864.91; regular check number sequence 353414 – 353496 = \$258,516.80. Total disbursement = \$427,381.71.

11.C Special City Council Meeting Minutes, April 7, 2020

[Cover Page](#)

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

11.D Special City Council Meeting Minutes, April 14, 2020

[Cover Page](#)

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

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

12) FOR THE GOOD OF THE ORDER

13) ADJOURNMENT

Mayor Schneider adjourned the meeting at 9:11 p.m.

Leslie Schneider, Mayor

Christine Brown, CMC, City Clerk