



CITY OF
BAINBRIDGE ISLAND

**CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, NOVEMBER 13, 2018**

BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N.
BAINBRIDGE ISLAND, WASHINGTON

AGENDA

1. **CALL TO ORDER/ROLL CALL/PLEDGE OF ALLEGIANCE - 6:00 PM**
2. **APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE - 6:05 PM**
3. **PUBLIC COMMENT - 6:10 PM**
4. **MAYOR'S REPORT - 6:15 PM**
5. **CITY MANAGER'S REPORT - 6:20 PM**
6. **PRESENTATION(S)**
 - 6.A (6:25 PM) Proclamation Declaring the Week of November 12 - 19 as "Transgender Awareness Week" - Mayor Medina 5 Minutes
[Transgender Awareness Week Proclamation 2018](#)
7. **PUBLIC HEARING(S)**
 - 7.A (6:30 PM) Ordinance No. 2018-40 Relating to the Levy of Property Taxes for the Fiscal Year Commencing January 1, 2019 - Finance, 20 Minutes
[Ordinance No. 2018-40 Re Levy of Property Taxes for Collection in 2019](#)
[2019 Tax Year Levy Limit Calculation.pdf](#)
 - 7.B (6:50 PM) Ordinance No. 2018-39 Adopting the Budget of the City for Fiscal Years Ending December 31, 2019, and December 31, 2020 - Finance, 60 Minutes
[Ordinance No. 2018-39 Adopting Two-Year Biennial Budget for FY 2019-20](#)
[2019 Exhibit A - as Proposed v2.pdf](#)
[2020 Exhibit B - as Proposed v2.pdf](#)
[Budget Changes to Date after November 6 meeting.pdf](#)
[Budget Discussion Transmittal for CC 11132018 - FINAL.docx](#)
8. **UNFINISHED BUSINESS**

- 8.A (7:50 PM) Set Public Hearing Date for Ordinance No. 2018-30, Establishing a Fee-In-Lieu Option for Certain Lots with Affordable Housing Restrictions - Planning, 10 Minutes
[Ordinance No. 2018-30, Establishing a Fee-In-Lieu Option for Certain Lots with Affordable Housing Requirements](#)
[Memo Re: Ordinance No. 2018-30](#)
[Housing Resources Bainbridge Comments](#)
[2018 Bremerton-Silverdale MSA HUD Median Income Limit](#)
- 8.B (8:00 PM) Ordinance No. 2018-43 Relating to Revisions to the Development Moratorium for Certain Developments - Planning, 10 Minutes
[Ordinance No. 2018-43 Amending Moratorium Ordinance](#)
[Development Moratorium Summary Strikeout Underline](#)
[Moratorium Memo](#)
[Business Industrial Areas Map](#)
- 8.C (8:10 PM) Consider Dissolving the Affordable Housing Task Force - Planning, 20 Minutes
[Affordable Housing Task Force Instructions from City Council](#)
[Affordable Housing Task Force Final Report and Appendices](#)
- 8.D (8:30 PM) Creation of Council Ad Hoc Committee for Affordable Housing - Councilmember Blossom, 10 Minutes

9. NEW BUSINESS

- 9.A (8:40 PM) WestNet Interlocal Agreement - Police, 10 Minutes
[WestNET Interlocal Agreement](#)
- 9.B (8:50 pm) Registered Sex Offender Address and Residency Verification MOU with Kitsap County Sheriff's Office - Police, 10 Minutes
[2018-19 Registered Sex Offender Address and Residency Verification MOU](#)
- 9.C (9:00 PM) Buoy Replacement and Maintenance Project Rejection of Bids - Public Works, 10 Minutes
[Buoy Replacement and Maintenance Project Bid Form](#)
- 9.D (9:10 PM) 2019-21 Fire Safety Services Interlocal Agreement with the Bainbridge Island Fire Department - Executive, 15 Minutes
[2019-2021 Fire Safety Services Agreement](#)
- 9.E (9:25 PM) Contract Amendment to the Legal Services Agreement for Prosecution Services with the Kitsap County Prosecuting Attorney's Office - Executive, 10 Minutes
[Contract Amendment to the Legal Services Agreement for Prosecution Services](#)
[2019 Breakdown of KCPAO Attorney and Staff Costs](#)
- 9.F (9:35 PM) Resolution No. 2018-24 Amending the 2018 Fee Schedule to Update Fees for Obtaining Public Records - Executive, 10 Minutes
[Resolution No. 2018-24 Amending Fee Schedule to Provide for Public Records Fees](#)

10. CONSENT AGENDA

- 10.A (9:45 PM) Agenda Bill for Consent Agenda, 5 Minutes

- 10.B Accounts Payable and Payroll
[Payroll.pdf](#)
[Report to Council of Cash Disbursements 11-14-18.pdf](#)

- 10.C City Council Study Session Minutes, October 2, 2018
[CCMIN 100218 STUDY SESSION](#)

- 10.D City Council Study Session Minutes, October 16, 2018
[CCMIN 101618 STUDY SESSION](#)

- 10.E Special City Council Meeting Minutes, October 20, 2018
[CCMIN 102018 SPECIAL UTILITY TOUR](#)

- 10.F City Council Regular Business Meeting Minutes, October 23, 2018
[CCMIN102318 BUSINESS](#)

- 10.G Special City Council Meeting Minutes, October 30, 2018
[CCMIN 103018 SPECIAL](#)

- 10.H Interlocal Agreement with Kitsap Conservation District for Agricultural Technical Assistance and Services - Public Works, 5 Minutes
[2019-2020 ILA with Kitsap Conservation District Regarding Agricultural Assistance, Support, and Conservation](#)

- 10.I Roadside Mower Purchase - Public Works, 5 Minutes
[Roadside Mower Purchase - Quote](#)

11. COMMITTEE REPORTS

- 11.A (9:50 PM) Committee Reports, 5 Minutes
[Environmental Technical Advisory Committee June 21, 2018 Minutes](#)
[Environmental Technical Advisory Committee October 18, 2018 Minutes](#)
[Lodging Tax Advisory Committee October 8, 2018 Minutes](#)
[Marine Access Committee October 6, 2018 Minutes](#)
[Multi-Modal Transportation Advisory Committee October 18, 2018 Minutes](#)
[Utility Advisory Committee October 3, 2018 Minutes](#)
[Utility Advisory Committee October 10, 2018 Minutes](#)

12. FOR THE GOOD OF THE ORDER - 9:55 PM

13. ADJOURNMENT - 10:05 PM

GUIDING PRINCIPLES

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

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

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

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

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

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

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

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



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



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (6:25 PM) Proclamation Declaring the Week of November 12 - 19 as "Transgender Awareness Week" - Mayor Medina

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Proclamation

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to authorize the Mayor to sign the proclamation declaring the week of November 12-19 as "Transgender Awareness Week" and add this proclamation to the list of proclamations that the Mayor is authorized to sign without further action by the City Council.

SUMMARY:

The attached proclamation declares the week of November 12-19 as "Transgender Awareness Week."

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Transgender Awareness Week Proclamation 2018](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

PROCLAMATION

A PROCLAMATION by the Mayor of the City of Bainbridge Island, Washington, declaring November 12-19, 2018, as "Transgender Awareness Week."

WHEREAS, our nation was founded upon the declaration that all people are created equal; that life, liberty, and the pursuit of happiness are among the inalienable rights of every person; and that each person shall be accorded the equal protection of the law; and

WHEREAS, one of the guiding principles of the City of Bainbridge Island is to foster the diversity of the residents of the Island; and

WHEREAS, there are 1.4 million transgender, gender nonconforming people in the United States, but only 16% of Americans say they personally know someone who is transgender, while 87% of Americans say they personally know someone who is gay or lesbian; and

WHEREAS, transgender, gender nonconforming people in the City of Bainbridge Island are our neighbors and are valued and important members of our community; and

WHEREAS, Transgender Awareness Week is a time for transgender, gender nonconforming people and their allies to take action and bring attention to their community by educating the public and advancing advocacy around the issues of prejudice, discrimination, and violence that transgender people face;

NOW THEREFORE, I, Kol Medina, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim November 12-19, 2018, as

TRANSGENDER AWARENESS WEEK

in the City of Bainbridge Island and encourage all residents to celebrate the progress within our culture toward justice, equality, and full civic recognition for transgender, gender nonconforming persons and to join them in the fights that remain to be won.

SIGNED this ____ day of November, 2018.

Kol Medina, Mayor



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (6:30 PM) Ordinance No. 2018-40 Relating to the Levy of Property Taxes for the Fiscal Year Commencing January 1, 2019 - Finance,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

Conduct public hearing.

I move to approve Ordinance No. 2018-40, setting the property tax levy for the fiscal year commencing January 1, 2019.

or,

I move to forward to the November 27, 2018, Council meeting Ordinance No. 2018-40, setting the property tax levy for the fiscal year commencing January 1, 2019.

SUMMARY:

This ordinance relates to the levy of property taxes for the fiscal year beginning January 1, 2019, for the purpose of providing sufficient revenue to carry on the usual activities of the City. The first reading of this ordinance was during the October 23, 2018, meeting of the Council.

The levy can be set by ordinance at this meeting, or forwarded to a subsequent meeting before the end of November for approval.

FISCAL IMPACT:

Amount:

Ongoing Cost:

One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: The 2018 regular property tax levy for collection in 2019 is declared to be the previous year's levy of \$7,500,402 plus an increase of \$46,328.48, which is an increase of 0.61768 percent, plus an increase equal to the amount allowed under the new construction provisions of RCW 84.55.010 (\$96,953) and any increase in the value of state-assessed property, and any additional amounts resulting from any refunds made (\$5,853). The total is \$7,649,535. Property taxes for the City provide approximately 40% of the City's General Fund Revenues.

ATTACHMENTS:

[Ordinance No. 2018-40 Re Levy of Property Taxes for Collection in 2019](#)

[2019 Tax Year Levy Limit Calculation.pdf](#)

FISCAL DETAILS:

Fund Name(s): General Fund

Coding:

ORDINANCE NO. 2018-40

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the levy of property taxes for the City of Bainbridge Island for the fiscal year commencing January 1, 2019, on all real and personal property within the City that is subject to taxation; levying both general property taxes for the purpose of providing sufficient revenue to carry on the usual activities of the City as required by law, and special levy taxes as authorized by the voters in the November 6, 2001, election.

WHEREAS, the City Council of Bainbridge Island has considered the financial requirements of the City for 2019 as set forth in the City Manager's 2019 Budget Modifications, and the amounts necessary and available to be raised by ad valorem taxes on real, personal, and utility property which are included therein; and

WHEREAS, the population of the City is greater than 10,000; and

WHEREAS, the City Council has properly given notice of the public hearing held on November 13, 2018, to consider the City's revenue sources for the City's 2019 General Fund budget; and

WHEREAS, the previous year's actual levy was \$7,500,402; and

WHEREAS, the City Council, after hearing and duly considering all relevant evidence and testimony presented, has determined that the City requires an increase in property tax revenue from the previous year equal to 0.61768 percent of the amount levied for collection in 2019 as authorized by chapter 84.55 RCW (see, e.g., RCW 84.55.005, RCW 84.55.010), in addition to the increase resulting from the addition of new construction and improvements to property and any increase in the value of state-assessed property, in order to discharge the expected expenses and obligations of the City and in its best interest; and

WHEREAS, at an election held on November 6, 2001, the voters of the City approved and authorized the City to issue general obligation bonds to finance the costs of acquiring and preserving forested areas, open space, wildlife habitat, and farms and agricultural lands and creating new trails and passive parks, and to levy excess property taxes to repay such bonds (referred to as the "2002 Unlimited Tax General Obligation Bonds" and the "Unlimited General Obligation Bonds, 2004"); and

WHEREAS, the debt service on such bonds for the year 2019 will be \$610,400.

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

Section 1. The 2018 regular property tax levy for collection in 2019 is declared to be the previous year's levy of \$7,500,402 plus an increase of \$46,328.48, which is an increase of 0.61768 percent, plus an increase equal to the amount allowed under the new construction provisions of RCW 84.55.010 (\$96,953) and any increase in the value of

state-assessed property, and any additional amounts resulting from any refunds made (\$5,853). The total is \$7,649,535.

Section 2. In addition to the City’s regular property tax levy described in Section 1 above, there is levied for collection in 2019, upon all property, both real and personal within the City and within the area subject to taxation, a voter-approved special levy property tax to pay the debt service on the City’s 2004 Unlimited Tax General Obligation Bonds which were refunded in 2013. The special levy to pay the 2019 debt service on the refunded debt service amount is \$610,400.

Section 3. This ordinance shall be certified to the proper Kitsap County officials, as provided by law. The taxes levied in this ordinance shall be collected and paid to the Director of Finance and Administrative Services of the City of Bainbridge Island at the time and in the manner provided by the laws of the State of Washington for the collection of taxes for non-charter code cities.

Section 4. This ordinance shall take effect on January 1, 2019, after its passage, approval, and publication as required by law.

PASSED by the City Council this ___ day of November, 2018.

APPROVED by the Mayor this ___ day of November, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK	October __, 2018
PASSED BY THE CITY COUNCIL	November __, 2018
PUBLISHED:	November __, 2018
EFFECTIVE DATE:	January 1, 2019
ORDINANCE NO:	2018-40

2019 TAX YEAR LEVY LIMIT CALCULATION

CITY OF BAINBRIDGE ISLAND

District # 8730

Previous Year's Levy Including Any Refunds & Canceled Taxes Levied = 7,500,402

The district's resolution or ordinance must authorize any increase in terms of both the dollars and percentage over the previous year's levy. This increase is exclusive of new construction, increases in state assessed property (utilities), any annexations and refunds requested.

Highest Allowed Levy Since 1986 = 7,472,009

Differences between this amount and the previous year's levy are refunds and canceled taxes levied last year which are not included in this amount and/or any banked capacity your district may have.

1% Increase to Highest Allowed Levy = 7,546,729

This is the maximum allowed but may change to match what is authorized by resolution or is lawfully allowed for your district. It is exclusive of the items listed under the previous year's levy. The dollar and percent increase over the previous year's actual levy to collect this amount is \$46,327 and 0.61768%.

Amount due to New Construction = 96,953

New construction assessed value 97,493,183 X .994464 (the prior year's levy rate) = 96,953

Amount due to Increase in Utilities = 0

This amount will be zero until the values are received from the Department of Revenue. Since this amount may be unknown when you have your budget hearings, you may want to add an amount in your budget or levy certification in order to collect any unknown amount due to an increase in utilities.

AV of Annexed Property = 0

The amount due for annexations is set when assessed values are final in January. Districts with annexations may want to add an amount in the budget or levy certification for any increases allowed.

Amount due to Annexations = 0

Current Total Assessed Value = 8,380,768,667

This amount may fluctuate until values are final in January.

Tax Refunds & Canceled Taxes less Supplements = 5,853

Please include a dollar amount for refunds and canceled taxes in your budget and or levy certification to show the district's intent to collect these amounts.

Projected Levy Rate = .91205

Maximum Levy Rate = 2.40

Maximum levy rates for cities are estimated until final levy rates for Fire and Library Districts are known.

ESTIMATED TOTAL LEVY LIMIT AMOUNT = 7,649,535



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 60 Minutes

AGENDA ITEM: (6:50 PM) Ordinance No. 2018-39 Adopting the Budget of the City for Fiscal Years Ending December 31, 2019, and December 31, 2020 - Finance,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

I move to approve Ordinance No. 2018-39, Adopting the Budget of the City for Fiscal Years Ending December 31, 2019, and December 31, 2020.

or

I move to forward to the November 27, 2018, Council meeting for consideration of approval Ordinance No. 2018-39, Adopting the Budget of the City for Fiscal Years Ending December 31, 2019, and December 31, 2020.

SUMMARY:

The City Council received the Proposed Budget for the 2019-2020 Biennium on September 25, 2018. Since that time, the Council has discussed and considered the budget at meetings on October 9, October 16, October 23, October 30, and November 6.

FISCAL IMPACT:

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

BACKGROUND:

The City Council received the proposed budget on September 25, and since that time has discussed, considered, and modified the proposal. At its meetings in recent weeks, including on October 23, October 30, and November 6, the Council approved by motion specific changes to the Proposed Budget. Those changes are reflected in total budgeted expenditures by Fund in the attached Exhibits. Exhibit A displays 2019 total expenditures by Fund, and Exhibit B displays 2020 total expenditures by Fund. Discussions will continue as part of this agenda item at the Council meeting on November 13, with the potential that the Council will adopt the final budget at this meeting.

In addition to the Ordinance, please see the attached list of budget decisions City Council has made to date, and the staff transmittal memo that provides the impact of those decisions and the results from a 10-year sustainability perspective.

ATTACHMENTS:

[Ordinance No. 2018-39 Adopting Two-Year Biennial Budget for FY 2019-20](#)

[2019 Exhibit A - as Proposed v2.pdf](#)

[2020 Exhibit B - as Proposed v2.pdf](#)

[Budget Changes to Date after November 6 meeting.pdf](#)

[Budget Discussion Transmittal for CC 11132018 - FINAL.docx](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2018-39

AN ORDINANCE of the City of Bainbridge Island, Washington, adopting the final budget of the City for fiscal years ending December 31, 2019, and December 31, 2020.

WHEREAS, on September 4, 2018, in accordance with state law, the budget was submitted to the City Manager with estimates of revenues and requests from all departments for expenditures for the fiscal years ending December 31, 2019, and December 31, 2020; and

WHEREAS, the City Manager reviewed the estimates and made such changes and/or additions as deemed appropriate, and on September 21, 2018, filed the revised preliminary budget with the City Clerk; and

WHEREAS, the preliminary budget was presented to the City Council at a Council meeting on September 25, 2018, and was discussed and considered subsequently by the Council at several Council meetings in October and November 2018; and

WHEREAS, a public hearing was held concerning the budget on November 13, 2018, for the purpose of providing information to, and hearing from, the public regarding the estimates and programs contained in the preliminary budget, and at which hearing all taxpayers were heard who appeared for or against any part of said budget; and

WHEREAS, the City Council, after hearing and duly considering all relevant information and testimony presented, and after making changes to the proposed budget as deemed necessary and proper, is prepared via this ordinance to adopt the final budget for fiscal years ending December 31, 2019, and December 31, 2020.

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

Section 1. The final budget for fiscal years ending December 31, 2019, and December 31, 2020, is hereby adopted in full. The entire budget document is to be placed on file with the office of the City Clerk for public inspection.

Section 2. Attached hereto and identified as Exhibit A (2019) and Exhibit B (2020), in summary form, are the totals of budgeted expenditures for each separate fund and the aggregate totals for all such funds combined.

Section 3. Because the amounts of revenues and expenditures to be recorded in the Building & Development Services Fund are not clearly fixed, and because the Building & Development Services Fund receives operating transfers from the General Fund, this budget authorizes additional amounts to be spent from the Building & Development Services Fund and to be covered by additional operating transfers from the General Fund, provided that the total expenditures for these two funds shall be no more than the amount authorized by this ordinance.

Section 4. A complete copy of the final budget for fiscal years ending December 31, 2019, and December 31, 2020, as adopted, together with a copy of this ordinance shall be transmitted by the City Clerk to the Division of Municipal Corporations of the Office of the State Auditor and to the Association of Washington Cities.

Section 5. This ordinance shall take effect on January 1, 2019.

PASSED by the City Council this ___ day of November, 2018.

APPROVED by the Mayor this ___ day of November, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	October __, 2018
PASSED BY THE CITY COUNCIL:	November __, 2018
PUBLISHED:	December __, 2018
EFFECTIVE DATE:	January 1, 2019
ORDINANCE NO.:	2018-39

**CITY OF BAINBRIDGE ISLAND - 2019 PROPOSED BUDGET
SUMMARY BY FUND**

Exhibit A
ORDINANCE NO. 2018-39

<u>CITY FUNDS</u>	<u>2019 EXPENDITURES</u>
001 GENERAL FUND	19,004,497
101 STREET FUND	3,623,562
103 REAL ESTATE EXCISE TAX FUND	3,082,372
104 CIVIC IMPROVEMENT FUND	262,000
108 AFFORDABLE HOUSING FUND	114,500
171 TRANSPORTATION BENEFIT FUND	402,000
173 TRANSPORTATION IMPACT FEE FUND	100,000
201 GO BOND FUND	1,845,709
203 LID BOND FUND	45,883
301 CAPITAL CONSTRUCTION FUND	8,528,000
401 WATER OPERATING FUND	2,974,120
402 SEWER OPERATING FUND	5,350,131
403 STORM & SURFACE WATER FUND	3,191,547
407 BUILDING & DEVELOPMENT FUND	3,307,583
501 EQUIPMENT RENTAL & REVOLVING	68,498
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TOTAL EXPENDITURES	<u><u>51,900,402</u></u>

**CITY OF BAINBRIDGE ISLAND - 2020 PROPOSED BUDGET
SUMMARY BY FUND**

Exhibit B
ORDINANCE NO. 2018-39

<u>CITY FUNDS</u>	<u>2020 EXPENDITURES</u>
001 GENERAL FUND	18,326,779
101 STREET FUND	3,804,319
103 REAL ESTATE EXCISE TAX FUND	3,117,748
104 CIVIC IMPROVEMENT FUND	260,000
108 AFFORDABLE HOUSING FUND	114,500
171 TRANSPORTATION BENEFIT FUND	402,000
173 TRANSPORTATION IMPACT FEE FUND	117,000
201 GO BOND FUND	1,795,779
203 LID BOND FUND	44,179
301 CAPITAL CONSTRUCTION FUND	6,160,000
401 WATER OPERATING FUND	2,819,553
402 SEWER OPERATING FUND	4,569,126
403 STORM & SURFACE WATER FUND	2,743,929
407 BUILDING & DEVELOPMENT FUND	3,369,762
501 EQUIPMENT RENTAL & REVOLVING	83,148
	<hr/>
TOTAL EXPENDITURES	<u><u>47,727,822</u></u>

BUDGET CHANGES TO DATE

Items listed are currently approved by Council to be included in the 2019 -2020 Adopted Budget

last updated after November 6, 2018 Council meeting

Item #	Item	Status for 11/13/18 meeting	Amount	FTE	Ongoing or One-time	Comment	Source of Change to Budget
31	Facilities Major Mntc projects-2020	Yes	\$ 942,200	-	One-time	Reduced by \$173,000 per item 61	Proposed Budget - Yes
30	Facilities Major Mntc projects-2019	Yes	\$ 921,100	-	One-time		Proposed Budget - Yes
35	Health and Human Services Funding	Yes	\$ 660,000	-	Ongoing		Proposed Budget - Yes
36	Cultural Element Funding	Yes	\$ 300,000	-	Ongoing		Proposed Budget - Yes
44	Groundwater Management Plan	Yes	\$ 238,000	-	One-time		Proposed Budget - No
15	FEMA Port Security Grant	Yes	\$ 229,000	-	One-time		Proposed Budget - Yes
1	FTE: Police Officer	Yes	\$ 225,000	2.00	Ongoing		Proposed Budget - Yes
11	PCD - Professional Services for Comp Plan-related topics	Yes	\$ 200,000	-	One-time	Total of \$400,000 in biennium	Proposed Budget - Yes
42	2019 Communications plan	Yes	\$ 150,000	-	One-time		Proposed Budget - No
5	FTE: Operations Project Manager	Yes	\$ 134,000	1.00	Ongoing		Proposed Budget - Yes
2	Police Officer Add Vehicles	Yes	\$ 132,000	-	One-time		Proposed Budget - Yes
60	Council: Natural Resources Specialist	Yes	\$ 113,000	1.00	Ongoing		Added by Council for consideration
37	Housing Trust Fund	Yes	\$ 100,000	-	Ongoing		Proposed Budget - Yes
10	FTE: Administrative Specialist	Yes	\$ 100,000	1.00	Ongoing		Proposed Budget - Yes
8	FTE: Wastewater Treatment Plant Operator II	Yes	\$ 100,000	1.00	Ongoing		Proposed Budget - Yes
28	Farm Maintenance - 2019	Yes	\$ 91,800	-	One-time		Proposed Budget - Yes
45	Council: Noxious Weed Funding Increase	Yes	\$ 90,000	-	Ongoing		Added by Council for consideration
43	2020 Communications Plan	Yes	\$ 60,000	-	Ongoing		Proposed Budget - No
41	Greenhouse Gas Inventory	Yes	\$ 50,000	-	One-time		Proposed Budget - No
34	Public Art Lease/Purchase	Yes	\$ 50,000	-	Ongoing		Proposed Budget - Yes
16	PCD - Rate Study	Yes	\$ 50,000	-	One-time		Proposed Budget - Yes
29	Farm Maintenance - 2020	Yes	\$ 48,800	-	One-time		Proposed Budget - Yes

BUDGET CHANGES TO DATE

Items listed are currently approved by Council to be included in the 2019 -2020 Adopted Budget

last updated after November 6, 2018 Council meeting

Item #	Item	Status for 11/13/18 meeting	Amount	FTE	Ongoing or One-time	Comment	Source of Change to Budget
38	Kitsap Public Health	Yes	\$ 30,000	-	Ongoing		Proposed Budget - No
13	Navigator Program	Yes	\$ 30,000	-	Ongoing		Proposed Budget - Yes
64	Council: WSF Viewing Platform	Yes	\$ 26,000	-	One-time		Added by Council for consideration
33	Public Art Administration	Yes	\$ 24,000	-	Ongoing		Proposed Budget - Yes
14	Harbor Pay Station	Yes	\$ 20,000	-	One-time		Proposed Budget - Yes
12	National Citizen Survey	Yes	\$ 15,000		One-time		Proposed Budget - Yes
3	Police Officer Add Equipment	Yes	\$ 10,000	-	One-time		Proposed Budget - Yes
48	Council: Indigenous Peoples Day	Yes	\$ 1,500	-	Ongoing		Added by Council for consideration
9	FTE: Engineering Specialist (Water Resources)	Yes	\$ (134,000)	(1.00)	Ongoing		Proposed Budget - Yes
61	Council: Remove City Hall Carpet Repairs	Yes	\$ (173,000)	-	One-time		Added by Council for consideration
62	Council: Remove City Hall Renovations Capital	Yes	\$ (350,000)	-	One-time		Added by Council for consideration



CITY OF
BAINBRIDGE ISLAND

**Finance and Administrative Services Department
Memorandum**

Date: November 9, 2018
To: City Council
Morgan Smith, City Manager
From: Ellen Schroer, Deputy City Manager
Kim Dunscombe, Budget Manager
Subject: Budget Discussion on November 13

Since September, Council has devoted a significant amount of time to reviewing and discussing the proposed budget. At the October 23 and October 30 meetings, the City Council approved by motion specific changes to the Proposed Budget, and continued discussions on November 6.

Budget motions and sustainability review

Staff has prepared initial costing information and updated the sustainability test charts for recurring revenue and expenditure and fund balance.

The tables on the following pages show:

- Table 1 – General fund motions with recurring impacts
- Table 2 – General Fund motions with one-time impact
- Table 3a – Items still under consideration (General Fund)
- Table 3b – Items still under consideration (Utility Funds)
- Chart 1 – Recurring revenue/expenditure (Tax-Supported Funds)
- Chart 2 – Fund balance forecast (Tax-Supported Funds)

Table 1: General Fund motions: Recurring Impacts starting in 2019

Item #	Item	AMOUNT	FTE	Comment
60	Natural Resources Specialist	\$113,000	1.00	
43	Additional communications funding, starting in 2020	\$60,000		Ongoing components of plan established in 2019
45	Noxious Weed Funding	\$90,000		
38	Kitsap Public Health	\$30,000		
48	Add funding for Indigenous Peoples Day	\$1,500		
4	Do not add Arborist position	(\$121,000)	(1.00)	
6	Do not add Information Technology Project Manager position	(\$101,000)	(1.00)	Total budgeted position cost is \$126,000 (\$101,000 tax-supported; \$25,000 utility)
	NET General Fund Impact – Recurring	\$72,500	(1.00)	

Table 2: General Fund motions: One-Time Impacts in 2019 -2020

Item #	Item	AMOUNT	Comment
44	Add groundwater management plan	\$238,000	Use of funding under discussion
42	2019 communications plan	\$150,000	Multiple components, \$60k of which will continue into future years
	Affordable Housing dedicated funding	n/a – decision is to direct use of funds, not level of funding	\$100,000 of the \$400,000 available within the Affordable Housing Trust Fund will be used to support completion of Affordable Housing initiatives in 2019.
41	Greenhouse gas Inventory	\$50,000	
	Add ferry viewing platform project	\$26,000	
61	Remove City Hall Carpet Repairs	(\$173,000)	
62	Remove City Hall Renovations Capital	(\$350,000)	
	NET General Fund Impact – One-Time	(\$59,000)	

Table 3a: Still under consideration – General Fund

Item #	Item	AMOUNT	FTE	Comment
7	Add Human Resources analyst position	\$61,000	0.50	Included in Proposed Budget. 0.25 FTE for Civil Service Secretary/Chief Examiner. Deferral will delay public safety hiring.
32	Farmland Property Management	\$65,000		Included in Proposed Budget. Ongoing General Fund cost.
55	Add hydrogeologist position	\$150,000	1.00	Not included in Proposed Budget.
26	Professional Services - Electronic Submittal	\$25,000		Not included in Proposed Budget.
	NET General Fund Impact - Recurring	\$326,000	1.5	
56	Professional Services - Photovoltaic Ordinance	\$ 25,000		Not included in Proposed Budget.
	NET General Fund Impact – One-time	\$25,000		

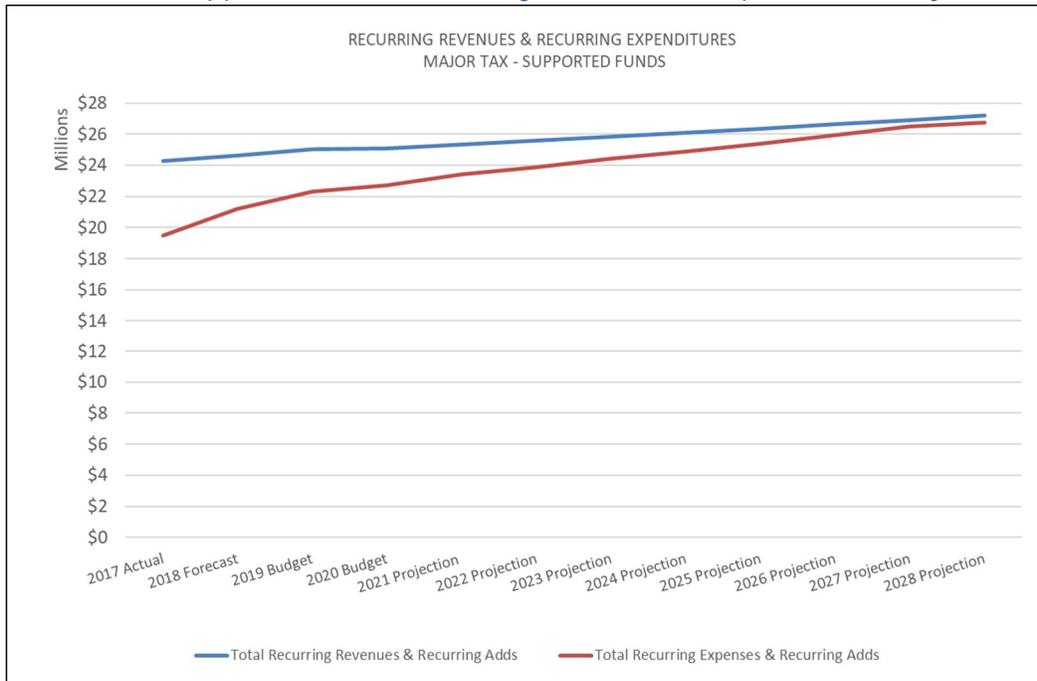
Table 3b: Still under consideration – Utility Funds

Item #	Item	AMOUNT	FTE	Comment
53	Island-wide stormwater study	\$100,000		
58	Stormwater improvement projects	\$200,000		
	NET SSWM Fund – One-time	\$300,000		
59	Study WWTP upgrade to tertiary treatment	\$100,000		
	NET Sewer Fund – One-time	\$100,000		

Sustainability Tests

The charts which follow show analysis of the proposed changes to date and the budget forecast for the two sustainability tests for recurring revenue and expenditure and fund balance. Both of these tests are key parts of the City's analysis of budget decisions. The set of changes made to date pass the first sustainability test and fail the second sustainability test.

Chart 1: Tax-Supported Funds' Recurring Revenue and Expenditure Analysis



The chart above demonstrates that if we were to implement the decisions you made at the last meeting, the budget for the tax-supported funds would continue to meet our 10-year sustainability test for the recurring revenue and expenditures.

Chart 2: Tax-Supported Funds' Ending Fund Balance and Reserves

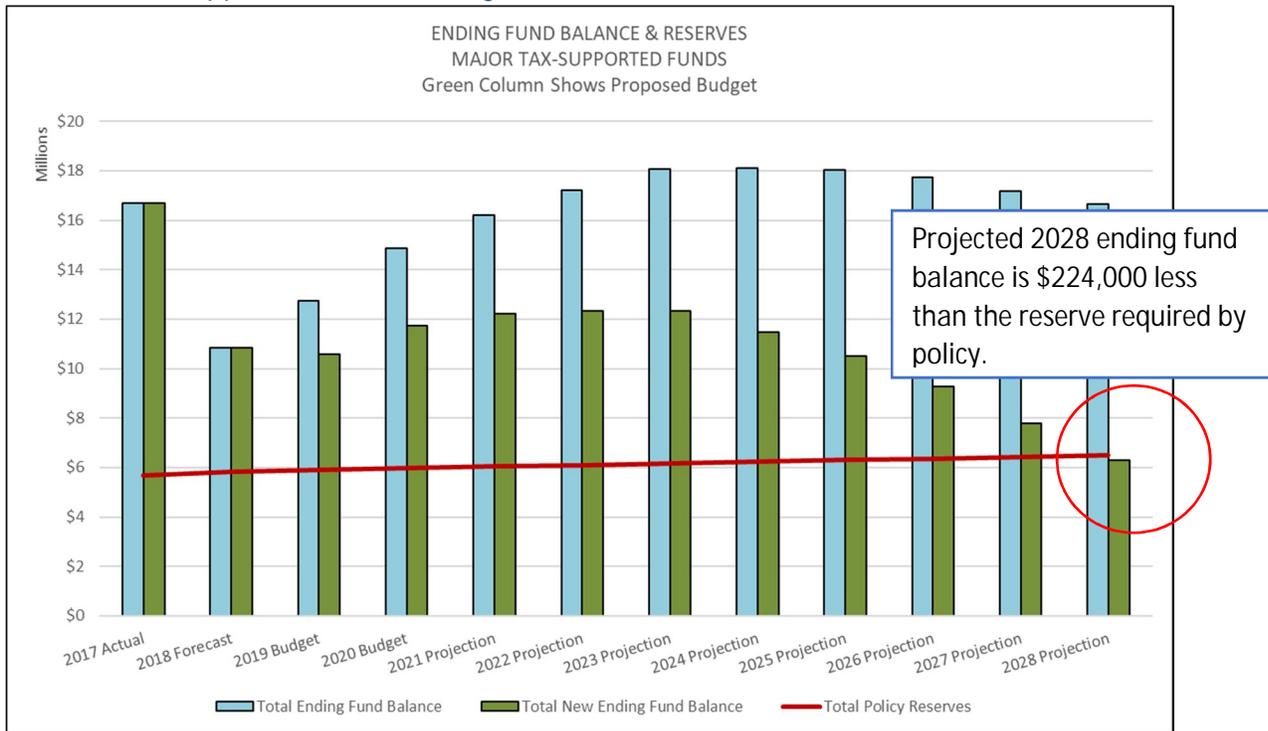


Chart 2, above, shows that the budget does not meet the test for the fund balance forecast with the set of changes passed at the October 30 meeting. The current modeling and assumptions show us falling below the fund balance target in 2028.

We welcome your questions and feedback as we move forward with the budget discussions.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (7:50 PM) Set Public Hearing Date for Ordinance No. 2018-30, Establishing a Fee-In-Lieu Option for Certain Lots with Affordable Housing Restrictions - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Ordinance

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

I move to hold a public hearing on Ordinance No. 2018-30 as part of the agenda for the November 27, 2018 Business Meeting.

SUMMARY:

If adopted, Ordinance No. 2018-30 would amend the City's voluntary affordable housing program, Chapter 18.21 BIMC, to provide for an optional fee-in-lieu for certain lots with affordable housing restrictions, which would allow such lots to be sold at market price in exchange for a financial contribution to the City's Housing Trust Fund in an amount of at least 60% of the fair market value of the property, as determined by a certified appraiser.

FISCAL IMPACT:

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

BACKGROUND: Chapter 18.21 BIMC provides for an optional program for the construction of affordable housing in new single-family and multifamily residential developments, under which bonus density is granted in exchange for the development of affordable dwelling units or affordable residential building lots. Chapter 18.21 BIMC was previously codified as Chapter 18.90 BIMC.

At least one developer has taken advantage of the optional program to obtain bonus density in exchange for creating affordable residential building lots as part of its development. However, several affordable residential

building lots created pursuant to the optional program have remained unsold for want of an income-qualified buyer.

On August 14, 2018, the City Council discussed proposed Ordinance No. 2018-30, which would amend the optional program to provide for a fee-in-lieu in which certain affordable residential building lots may be sold at market price if the owner makes a financial contribution to the City's Housing Trust Fund. As proposed, Ordinance No. 2018-30 would require a financial contribution to the City's Housing Trust Fund in an amount of at least 60% of the fair market value of the property, as determined by a certified appraiser. The City Council then referred Ordinance No. 2018-30 to the Planning Commission for its review, a public hearing, and its recommendation, in accordance with Chapter 2.16 BIMC.

On September 13, 2018, the Planning Commission first discussed Ordinance No. 2018-30. On October 25, 2018, the Planning Commission held a public hearing and then voted to recommend that the City Council approve Ordinance 2018-30. See the attached memorandum for additional information.

Chapter 3.38 BIMC provides for the City of Bainbridge Island Housing Trust Fund ("Housing Trust Fund"), which may accept funds or revenues to support the development and preservation of affordable housing on Bainbridge Island. The City Council may direct specific funding or revenues to the Housing Trust Fund. In addition, one goal of the Housing Element of the City's Comprehensive Plan is for the City to increase support for the Housing Trust Fund and explore new sources of funding for the development and preservation of affordable housing.

Note: staff is currently studying, per prior City Council direction, the adoption of an inclusionary zoning program. Such a program could contain mandatory or voluntary affordable housing requirements that could amend or replace the voluntary program currently contained in Chapter 18.21 BIMC.

ATTACHMENTS:

[Ordinance No. 2018-30, Establishing a Fee-In-Lieu Option for Certain Lots with Affordable Housing Requirements](#)

[Memo Re: Ordinance No. 2018-30](#)

[Housing Resources Bainbridge Comments](#)

[2018 Bremerton-Silverdale MSA HUD Median Income Limit](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2018-30

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the City's voluntary affordable housing program; adding a new section to Chapter 18.21 BIMC to provide for an optional fee-in-lieu for certain lots with affordable housing restrictions; addressing the development of certain unimproved lots; and granting interpretative authority.

WHEREAS, former Chapter 18.90 BIMC contained an optional program for the construction of affordable housing in new single-family and multifamily residential developments; and

WHEREAS, on November 9, 2011, the City Council adopted Ordinance No. 2011-02, repealing Chapter 18.90 BIMC and replacing it with a Chapter 18.21 BIMC that provides for substantially the same optional program for the construction of affordable housing in new single-family and multifamily residential developments; and

WHEREAS, at least one developer has taken advantage of the optional program to obtain bonus density in exchange for creating affordable residential building lots as part of its development; and

WHEREAS, several affordable residential building lots created pursuant to the optional program have remained unsold for lack of finding an income-qualified buyer; and

WHEREAS, Chapter 3.38 BIMC provides for the City of Bainbridge Island Housing Trust Fund, which may accept funds or revenues to support the development and preservation of affordable housing on Bainbridge Island; and

WHEREAS, the City Council may direct specific funding or revenues to the City of Bainbridge Island Housing Trust Fund; and

WHEREAS, a goal of the Housing Element of the City's Comprehensive Plan is for the City to increase support for the Housing Trust Fund and explore new sources of funding for the development and preservation of affordable housing; and

WHEREAS, on September 13, 2018, the Planning Commission discussed Ordinance No. 2018-30, and set a public hearing on Ordinance No. 2018-30 for September 27, 2018; and

WHEREAS, on September 27, 2018, the Planning Commission lacked a quorum and was unable to hold the public hearing on Ordinance No. 2018-30; and

WHEREAS, on October 25, 2018, the Planning Commission conducted a public hearing on Ordinance No. 2018-30 and, after closing the public hearing, recommended approval to the City Council; and

WHEREAS, on November 13, 2018, the City Council discussed Ordinance No. 2018-30 and set a public hearing on Ordinance No. 2018-30 for November 27, 2018; and

WHEREAS, on November 27, 2018, the City Council conducted a public hearing on Ordinance No. 2018-30; and

WHEREAS, notice was given on October 26, 2018, to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106.

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

Section 1. Section 18.21.020.F of the Bainbridge Island Municipal Code is amended to read as follows:

Unimproved Lots to Be Sold. ~~In subdivisions w~~Where the applicant intends to sell the individual unimproved lots created as a result of the provisions of this chapter, it is the responsibility of the applicant to arrange for the affordable units to be built.

Section 2. A new section is added to chapter 18.21 of the Bainbridge Island Municipal Code to read as follows:

18.21.040 Optional Fee-In-Lieu.

A. The owner of an affordable residential building lot constructed or created as a result of the provisions of this chapter, as now or previously codified, as part of a land use application approved on or before June 1, 2008, may make a financial contribution, as described in this section, to the city's housing trust fund instead of complying with the requirements of BIMC 18.21.020, as now or previously codified, to obtain or maintain the bonus density allowed under this chapter, as now or previously codified.

B. The amount of such financial contribution to the city's housing trust fund shall be set by the City Manager, subject to the following restrictions:

1. The amount must be at least 60% of the fair market value of the affordable residential building lot at the time of sale. A certified appraiser shall determine the affordable residential building lot's fair market value. The appraisal will assume that sale of the lot will not be restricted to only income-qualified individuals. The owner will pay for the appraisal by a certified appraiser acceptable to the city.

2. The amount must be deposited into the city's housing trust fund within 14 days of the closing of the sale of the affordable residential building lot.

3. In circumstances where development of the the affordable residential building lot is restricted by conditions on the face of a plat or short plat, the owner must initiate and pay for a plat amendment to remove or modify such conditions. Approval of such a plat amendment must be obtained before the lot may be sold to an individual who is not income-qualified, and such approval will be conditioned upon a financial contribution to the city's housing trust fund under this section.

4. Prior to initiating a plat amendment, the owner must demonstrate that they attempted, in good faith, to locate an income-qualified buyer interested in purchasing the affordable residential building lot and were unsuccessful.

Section 3. 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 4. This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

PASSED BY THE CITY COUNCIL this ___ day of _____, 2018.

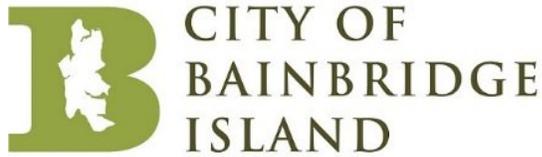
APPROVED BY THE MAYOR this ___ day of _____, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	November 9, 2018
PASSED BY THE CITY COUNCIL:	2018
PUBLISHED:	2018
EFFECTIVE DATE:	2018
ORDINANCE NUMBER:	2018-30



Department of Planning and Community Development

Memorandum

Date: November 13 , 2018
To: City Council
From: Jennifer Sutton, AICP
Senior City Planner
Subject: Ordinance 2018-30 Establishing a Fee-in-lieu Option for Certain Lots with Affordable Housing Restrictions

BACKGROUND

[BIMC Chapter 18.21 Affordable Housing](#) provides for an optional program for the construction of affordable housing in new single-family and multifamily residential developments, under which bonus density is granted in exchange for the development of affordable dwelling units or affordable residential building lots.

At least one developer has taken advantage of the optional program to obtain bonus density in exchange for creating affordable residential building lots as part of its development. However, several affordable residential building lots created pursuant to the optional program have remained unsold due to a lack of finding an income-qualified buyer. For context, in 2017 the City consulted with Housing Resources Bainbridge ("HRB") to estimate that an unimproved residential building lot would need to be sold for approximately \$89,000 to be affordable to a moderate income four-person household. The City has heard from HRB and the development community that obtaining a construction loan is more difficult than obtaining a mortgage for a home that is already built.

One potential solution would be for the City to amend the optional program to provide for a fee-in-lieu in which affordable residential building lots may be sold at market price if the owner makes a financial contribution to the City's Housing Trust Fund. [BIMC Chapter 3.38](#) provides for the City of Bainbridge Island Housing Trust Fund, which may accept funds or revenues to support the development and preservation of affordable housing on Bainbridge Island. The City Council may direct specific funding or revenues to the City of Bainbridge Island Housing Trust Fund. In addition, a goal of the Housing Element of the City's Comprehensive Plan is for the City to increase support for the Housing Trust Fund and explore new sources of funding for the development and preservation of affordable housing.

If approved, Ordinance No. 2018-30 would provide for a fee-in-lieu in which affordable residential building lots created under the city's voluntary affordable housing program prior to June 1, 2008, may be sold at market price if the owner makes a financial contribution to the City's Housing Trust Fund. The calculation of the financial contribution is described in the ordinance, new BIMC Section 18.21.040.

The City Council discussed this topic at the August 14, 2018, Council meeting, and after their discussion, referred Ordinance No. 2018-30 to the Planning Commission for its review, a public hearing, and its recommendation.

Adopting an inclusionary zoning program and support for the City's Housing Trust Fund are both recommendations from the [Affordable Housing Task Force, described in its final report](#), which can be viewed on the [City's website](#).

PLANNING COMMISSION REVIEW OF ORDINANCE 2018-30

The Planning Commission discussed the ordinance at a study session on September 13, 2018, and on that night, the Commission expressed full support for the ordinance. The Planning Commission held a public hearing on the ordinance on October 25, 2018. After closing the public hearing, the Commission voted to recommend approval of the ordinance to the City Council.

The Commission discussed that the new code section related to the fee-in-lieu provisions in Ordinance 2018-30 should have a sunset date, although the sunset date was not part of the formal recommendation. Staff informed the Commission about how BIMC Chapter 18.21 may be updated in its entirety in the first quarter of 2019. Per prior City Council direction, staff is studying the adoption of an inclusionary zoning program. Such a program could contain mandatory and/or voluntary affordable housing requirements that could amend or replace the voluntary program currently contained in BIMC Chapter 18.21.

Jennifer Sutton

From: Gary Christensen
Sent: Tuesday, August 14, 2018 9:51 AM
To: Jennifer Sutton
Subject: FW: Ordinance No. 2018-30

fyi

Gary R. Christensen, AICP
Director, Planning and Community Development

From: Council
Sent: Monday, August 13, 2018 4:24 PM
To: Doug Schulze <dschulze@bainbridgewa.gov>; Morgan Smith <msmith@bainbridgewa.gov>; Gary Christensen <gchristensen@bainbridgewa.gov>
Subject: FW: Ordinance No. 2018-30

From: Phedra Elliott <phedra@housingresourcesbi.org>
Sent: Monday, August 13, 2018 3:36 PM
To: Council <council@bainbridgewa.gov>
Subject: Ordinance No. 2018-30

Dear Council –

HRB is pleased to hear that council will be considering Ordinance No. 2018-30, Establishing a Fee-In-Lieu Option for Certain Lots with Affordable Housing Restrictions. In the past, I have spoken with a developer who is impacted by this situation regarding lots in the Southern Cross development.

In this situation, these lots were originally intended to be sold to low/moderate income buyers as part of the voluntary affordable housing program. The housing and construction market have changed dramatically since the time these lots were restricted and it is now very difficult to impossible for a low/moderate income family to build an affordable home in this location on this land.

HRB supports council adopting the fee in lieu with regard to the voluntary affordable housing program that would provide funds to be deposited into COBI's Affordable Housing Trust fund to benefit an affordable housing project in the broader community. The current situation is at a stalemate and is benefitting no one.

HRB, along with members of the Affordable Housing Task Force, is looking forward to the completion of the consultant study of inclusionary zoning and council's consideration of that for future projects on Bainbridge Island. We view inclusionary zoning as one of many long term solutions to address affordability on Bainbridge Island.

Thank you.

Phedra Elliott
Executive Director

Housing Resources Bainbridge (HRB)
730 Erickson Ave NE Suite 100
PO Box 11391
Bainbridge Island, WA 98110

206-842-1909, ext 16 office 206-842-1120 fax
www.housingresourcesbi.org

*My regular work schedule is Monday – Thursday, 9am-5pm. HRB office is closed on Fridays.

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2018 MEDIAN INCOME LIMITS BY HOUSEHOLD SIZE

BREMERTON-SILVERDALE MSA (HUD)

Maximum Income Limits by Category (BIMC 18.21.020)	Household Size							
	1	2	3	4	5	6	7	8
Extremely Low Income: ≤ 30% of Median Household Income	\$17,400	\$19,850	\$22,350	\$24,800	\$26,800	\$30,800	\$32,750	\$32,750
Very Low Income: 31% - 50% of Median Household Income	\$28,950	\$33,050	\$37,200	\$41,300	\$44,650	\$47,950	\$51,250	\$54,550
Low Income: 51% - 80% of Median Household Income	\$46,300	\$52,900	\$59,500	\$66,100	\$71,400	\$76,700	\$82,000	\$87,300
Moderate Income: 81% - 95% of Median Household Income	\$54,929	\$62,776	\$70,623	\$78,470	\$84,748	\$91,025	\$97,303	\$103,580
Middle Income: 96%% - 120% of Median Household Income	\$69,384	\$79,296	\$89,208	\$99,120	\$107,050	\$114,979	\$122,909	\$130,838
100% of Median Household Income	\$57,820	\$66,080	\$74,340	\$82,600	\$89,208	\$95,816	\$102,424	\$109,032



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:00 PM) Ordinance No. 2018-43 Relating to Revisions to the Development Moratorium for Certain Developments - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

Consider and adopt Ordinance No. 2018-43, which will narrow the development moratorium.

SUMMARY:

See attached memorandum

FISCAL IMPACT:

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

BACKGROUND:

See attached memorandum.

ATTACHMENTS:

[Ordinance No. 2018-43 Amending Moratorium Ordinance](#)

[Development Moratorium Summary Strikeout Underline](#)

[Moratorium Memo](#)

[Business Industrial Areas Map](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

ORDINANCE NO. 2018-43

AN ORDINANCE of the City of Bainbridge Island, Washington, adopted pursuant to RCW 35A.63.220 and RCW 36.70A.390; amending Ordinance No. 2018-41 to narrow the development moratorium; providing for severability; and leaving the effective date and duration of the moratorium unchanged.

WHEREAS, on January 9, 2018, the City Council enacted Ordinance No. 2018-02 and thereby established a temporary emergency moratorium on the acceptance and processing of certain Permit Applications, as defined in Section 2 of Ordinance No. 2018-02; and

WHEREAS, the City Council and City staff received feedback and comment from individuals related to the moratorium and, based partly on that feedback and comment, the Council determined that certain exclusions to the moratorium needed to be amended to clarify the Council's intent regarding such exclusions; and

WHEREAS, on January 16, 2018, the Council enacted Ordinance No. 2018-03, which amended Ordinance No. 2018-02 to clarify some of the exclusions; and

WHEREAS, the Council and City staff received additional feedback and comment from individuals related to the moratorium and, based partly on that feedback, the Council determined that further amendment was necessary to clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

WHEREAS, on February 15, 2018, the Council enacted Ordinance No. 2018-05, which amended and restated Ordinance No. 2018-02 and Ordinance No. 2018-03; and

WHEREAS, based on additional information and consideration related to educational facilities and preschools, as well as related to the applicability of the moratorium in the Mixed Use Town Center/Central Core Overlay District, on March 13, 2018, the Council approved Ordinance No. 2018-09 to further clarify which types of activities are subject to the moratorium, and which activities are excluded from the moratorium; and

WHEREAS, this moratorium was imposed, in part, to allow the City Council and City staff adequate time to complete the Critical Areas Ordinance Update process, and to address the Council's concerns about the City's development review process, standards, and guidelines, as well as regarding affordable housing related issues; and

WHEREAS, the Council adopted the Critical Areas Ordinance Update (Ordinance No. 2018-01) on February 27, 2018, and the updated Critical Areas Ordinance took effect on April 23, 2018; and

WHEREAS, critical areas within the City's shoreline jurisdiction are regulated by the City's shoreline master program (see, e.g., Chapter 16.12 BIMC, RCW 36.70A.480(3)(b)); and

WHEREAS, integration of applicable critical areas regulations into the shoreline master program is essential to ensuring adequate protection of critical areas within the shoreline jurisdiction and no net loss of shoreline ecological functions; and

WHEREAS, regulations for critical areas within the City's shoreline jurisdiction are in the process of being updated through an amendment of the City's shoreline master program consistent with the Shoreline Management Act and that amendment process was ongoing as of July 9, 2018, which was the original date that the moratorium was set to expire; and

WHEREAS, the City Council approved Ordinance 2018-14 on April 24, 2018, amending the development moratorium in order to have the provisions of Section 3.B. only apply within the City's shoreline jurisdiction areas (Chapter 16.12 BIMC); and

WHEREAS, a number of moratorium priorities were identified at a joint meeting of the City's Design Review Board and Planning Commission on February 22, 2018, including the following:

- (1) Revise review procedures for preliminary subdivisions to include the Design Review Board and Planning Commission in process; and
- (2) Analyze alternatives to decision-making authority for the Design Review Board, Planning Commission, and Hearing Examiner for subdivisions, conditional use permits, and site plan and design review; and
- (3) Identify specific development standards to review/revise in Chapters 18.12 and 18.15 of the Bainbridge Island Municipal Code; and
- (4) Initiate rewrite of subdivision design standards in Chapter 17.12 of the Bainbridge Island Municipal Code; and

WHEREAS, at the April 3, 2018, City Council study session, the City's Department of Planning and Community Development provided a briefing on the Design Review Board and Planning Commission joint meeting wherein the Council authorized staff to proceed with a work plan addressing the priorities identified at the joint meeting; and

WHEREAS, on May 7 and 21, June 4 and 19, July 16, August 6 and 20, and on September 4, 2018, the City's Design Review Board discussed alternatives for revisions to the City's subdivision standards, dimensional standards, and land use review procedures; and

WHEREAS, during May through November 2018, the City's Planning Commission discussed alternatives for revisions to the City's subdivision guidelines, standards, dimensional standards, and land use review procedures; and

WHEREAS, the City's Planning Commission has completed its review of land use review procedures and forwarded the recommendations on these issues to the City Council, but

has not completed its review of revisions to the City's subdivision guidelines, standards, and dimensional standards; and

WHEREAS, City staff, working with the Design Review Board, has selected a consultant team to provide professional services to update the City's Design Guidelines (BIMC 18.18.030), which is work that is not expected to be completed until the end of July 2019; and

WHEREAS, each of the multiple Design Review Board and Planning Commission meetings as described above included an opportunity for public comment on the alternatives for revisions to the City's subdivision guidelines, standards, dimensional standards, and land use review procedures; and

WHEREAS, the City provided legal background on the roles of land use bodies, presented in a memorandum from attorney James E. Haney (outside legal counsel for the City) entitled, "*Roles of City Council, Planning Commission, Design Review Board, and Hearing Examiner in Land Use Permits*," dated June 1, 2018, and the City Council had a special workshop related to land use review procedures on August 27, 2018; and

WHEREAS, on June 12, 2018, the City Council authorized the execution of a professional services agreement to conduct an economic market analysis and feasibility study regarding a new inclusionary zoning program and updates to the City's Transfer of Development Rights program, both of which address affordable housing related issues, and on October 2, 2018, the Council received a project update briefing, and a final report is expected to be presented to the Council in December 2018; and

WHEREAS, the Affordable Housing Task Force presented its final report to the City Council on July 24, 2018, and the Council discussed the recommendations more thoroughly on August 21, 2018; and

WHEREAS, on February 27, 2018, the City Council was provided with a moratorium work program; and

WHEREAS, on April 10, May 22, June 5, June 19, July 17, August 21, September 4 and 18, October 2 and 16, and November 6, 2018, the City Council was provided moratorium work program status report updates; and

WHEREAS, on June 26, 2018, the City Council held a public hearing and approved Ordinance 2018-23, extending the development moratorium for another 90 days until October 9, 2018; and

WHEREAS, on September 25, 2018, the City Council held a public hearing and approved Ordinance 2018-41, and thereby extended the development moratorium for another six (6) months until April 8, 2019, unless the Council takes further action before such date, and in so doing narrowed the moratorium to remove two-lot short subdivisions in which there is an existing single-family residence from the moratorium; and

WHEREAS, on October 16, 2018, the City Council discussed integrating critical area regulations into the Shoreline Master Program (Chapter 16.12 BIMC) and made the policy decision to not apply new *Aquifer Recharge Protection Area* regulations (BIMC 16.20.100) within the City’s shoreline jurisdiction areas; and

WHEREAS, as a result of that policy decision, and the City Council’s affirmation on October 23, 2018, that the moratorium should be narrowed in that manner, the Council directed staff to prepare an ordinance to entirely remove Section 3.B. (which, in effect, applied the *Aquifer Recharge Protection Area* regulations in the City’s shoreline jurisdiction areas) from the moratorium; and

WHEREAS, on October 23, 2018, the City Council discussed additional revisions to the development moratorium, including excluding from the moratorium certain permit applications for development in the Business/Industrial zoning district, and the Council directed staff to prepare an ordinance to narrow the moratorium accordingly; and

WHEREAS, on October 23, 2018, the City Council also discussed potentially further narrowing provisions of the moratorium related to applications for new short subdivisions that the Council had previously narrowed, and the Council decided to not take such action at this time pending the Planning Commission’s ongoing but not yet completed work related to subdivisions, including new subdivision design guidelines and revised subdivision standards and review procedures; and

WHEREAS, on October 23, 2018, the City Council also discussed issues related to making condominiums out of accessory dwelling units (“ADUs”) and common ownership of ADUs, and the Council directed staff to work on possible revisions to the BIMC to allow the Council to further consider the common ownership issue related to ADUs; and

WHEREAS, although the City has been working to address the land use issues identified in the development moratorium, as described above, the work is ongoing and not yet completed; and

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

WHEREAS, the moratorium promotes the public good and is necessary for the protection of public health, property, safety, and welfare, and the public emergency on which this moratorium was imposed continues to exist and this ordinance does not change the basis for that declaration of emergency, except as described above, nor the effective date of the moratorium, which is January 9, 2018.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DO 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, as established by Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, and 2018-41.

Section 2. Moratorium Amended. Section 3 of Ordinance No. 2018-05, as amended by Ordinance Nos. 2018-09, 2018-14, and 2018-41, is hereby further amended as follows related to the activities to which the moratorium applies:

~~B. Structures, buildings, and land use permits and approvals in the R-1, R-2, and R-0.4 zones within the City's shoreline jurisdiction areas (see Chapter 16.12 BIMC):~~

- ~~(i) That will result in less than 65% of the subject property being retained as native vegetation; or~~
- ~~(ii) That will result in reducing the native vegetation on the subject property by any amount if that property had native vegetation existing on less than 65% of the property as of the effective date of the moratorium.~~
- ~~(iii) Provided, that this Section B does not apply to complete land use applications (see BIMC Table 2.16.010-1) that were submitted prior to the effective date of the moratorium, and to the resultant site work and associated approvals related to such complete land use applications.~~

C. Major Site Plan and Design Review and Major Conditional Use Permit proposals that are not otherwise subject to this moratorium and that did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar. Provided, that the moratorium does not apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals for properties located in the Mixed Use Town Center/Central Core Overlay District or the Business/Industrial District.

Section 3. 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, and the City has thereby previously extended the moratorium as described herein based on the work plan that has been developed and the findings of fact that have been made in this ordinance and the previous ordinances related to this moratorium.

Section 4. 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 5. No Change to Basis for Declaration of Emergency; Effective Date; Duration. This ordinance shall take effect and be in 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 declarations stated in the seven moratorium ordinances which preceded

this ordinance, Ordinance Nos. 2018-02, 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, and 2018-41, 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. 2018-02 and Ordinance No. 2018-03, and were restated and supplemented in Ordinance No. 2018-05 and Ordinance No. 2018-09, and Ordinance Nos. 2018-14, 2018-23, and 2018-41, as well as in this ordinance, and those “Whereas” clauses are adopted as findings of fact. This ordinance amending the moratorium shall remain effective for the period as established for the moratorium, which is currently scheduled to expire on April 8, 2019, unless terminated earlier by the City Council. This ordinance does not change the effective date of the moratorium, which is January 9, 2018. The Council may, at its sole discretion, renew the moratorium for one or more six (6) month periods in accordance with state law. This ordinance or a summary thereof consisting of the title shall be published in the official newspaper of the City.

PASSED by the City Council this _____ day of November, 2018.

APPROVED by the Mayor this _____ day of November, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK	November 8, 2018
PASSED BY THE CITY COUNCIL	November ____, 2018
PUBLISHED:	November ____, 2018
EFFECTIVE DATE:	November ____, 2018
ORDINANCE NO:	2018-43

November 21 ~~October 3~~, 2018

DEVELOPMENT MORATORIUM SUMMARY: Effective beginning January 9, 2018 until April 8, 2019. (Ordinance No. 2018-02, amended by Ordinance Nos. 2018-03, 2018-05, 2018-09, 2018-14, 2018-23, ~~& 2018-41 & 2018-43~~)

Development Activity PROHIBITED During the Moratorium:

- A. All applications for new short subdivisions (BIMC 2.16.070), except two-lot short subdivisions in which there is an existing single-family residence, new preliminary long subdivisions (BIMC 2.16.125), and new large lot subdivisions (BIMC 2.16.080).
- ~~B. Structures, buildings, and land use permits and approvals in the R-1, R-2, and R-0.4 zones within the City's shoreline jurisdiction areas (see Chapter 16.12 BIMC):~~
- ~~(i) That will result in less than 65% of the subject property being retained as native vegetation; or~~
- ~~(ii) That will result in reducing the native vegetation on the subject property by any amount if that property had native vegetation existing on less than 65% of the property as of the effective date of the moratorium.~~
- ~~(iii) Provided, that this Section B does not apply to complete land use applications (see BIMC Table 2.16.010-1) that were submitted prior to the effective date of the moratorium, and to the resultant site work and associated approvals related to such complete land use applications.~~
- C. Major Site Plan and Design Review and Major Conditional Use Permit proposals that are not otherwise subject to this moratorium and that did not, before the effective date of the moratorium, have a pre-application conference on the Planning Department's calendar. Provided, that the moratorium does not apply to Major Site Plan and Design Review and Major Conditional Use Permit proposals for properties located in the Mixed Use Town Center/Central Core Overlay District or the Business/Industrial District.

EXCEPTIONS to the Above Development Activities Prohibited During the Moratorium:

- A. Permits and approvals for affordable housing projects that qualify as Housing Design Demonstration Project (HDDP) Tier 3 projects pursuant to BIMC 2.16.020.Q. and Table 2.16.020.Q-1, and
- B. Permits and approvals for government facilities and structures; educational facilities and preschools; wireless communication facilities; and emergency medical and disaster relief facilities.

Department of Planning and Community Development

Memorandum

Date: November 13, 2018
To: City Council
From: Christy Carr, AICP Senior Planner
Jennifer Sutton, AICP Senior Planner
Subject: Potential Modifications to Development Moratorium

BACKGROUND

On January 9, 2018 the City Council passed Ordinance No. 2018-02, declaring a temporary six-month moratorium on the acceptance of certain development applications, with specified exclusions. The development moratorium was subsequently amended by Ordinance 2018-03 (January 16, 2018), Ordinance No. 2018-05 (February 15, 2018), Ordinance No. 2018-09 (March 13, 2018), and Ordinance 2018-14 (April 24, 2018). The moratorium continues to have an effective date of January 9, 2018, and was originally set to expire on July 9, 2018. The City Council approved Ordinance 2018-23 on June 26, 2018, extending the moratorium for another 90 days (i.e., to October 8) and then approved Ordinance 2018-41 on September 25, 2018 to extend the development moratorium for another 6 months. It now is set to expire on April 8, 2019.

POTENTIAL REVISIONS TO DEVELOPMENT MORATORIUM

The City Council discussed removing certain type of applications from the development moratorium at their meeting on October 23, 2018, and agreed to review an ordinance to narrow the development moratorium as described below. The attached one-page summary was created to assist the public in understanding what activities are included AND excluded from the development moratorium. Revisions to be discussed on November 13 are shown in strikeout/underline format on the summary page.

A. Consider Exempting Business/Industrial Zone

The submission of new Major Site Plans and Design Review and Major Conditional Use Permits in the Business/Industrial (B/I) zone (see attached map) are prohibited under Section 3.C of the development moratorium. The following outstanding issues are on the development moratorium workplan and would affect these projects in the B/I zone:

- Land Use Review Procedures (City Council Public Hearing on October 23 for Ordinance 2018-20); and
- Update to Design Guidelines (City Contract with Framework for design guideline update work recently signed).

Since development in the B/I zone is subject to full screen roadside buffers, full screen buffers to residential areas, and parking lot landscaping pursuant to BIMC Section 18.15.010, development is overall less visible to the public than other types of development. Therefore, when the design guidelines are updated, the results of that update in the B/I zone will be less visible to the public from the outside of the B/I zone.

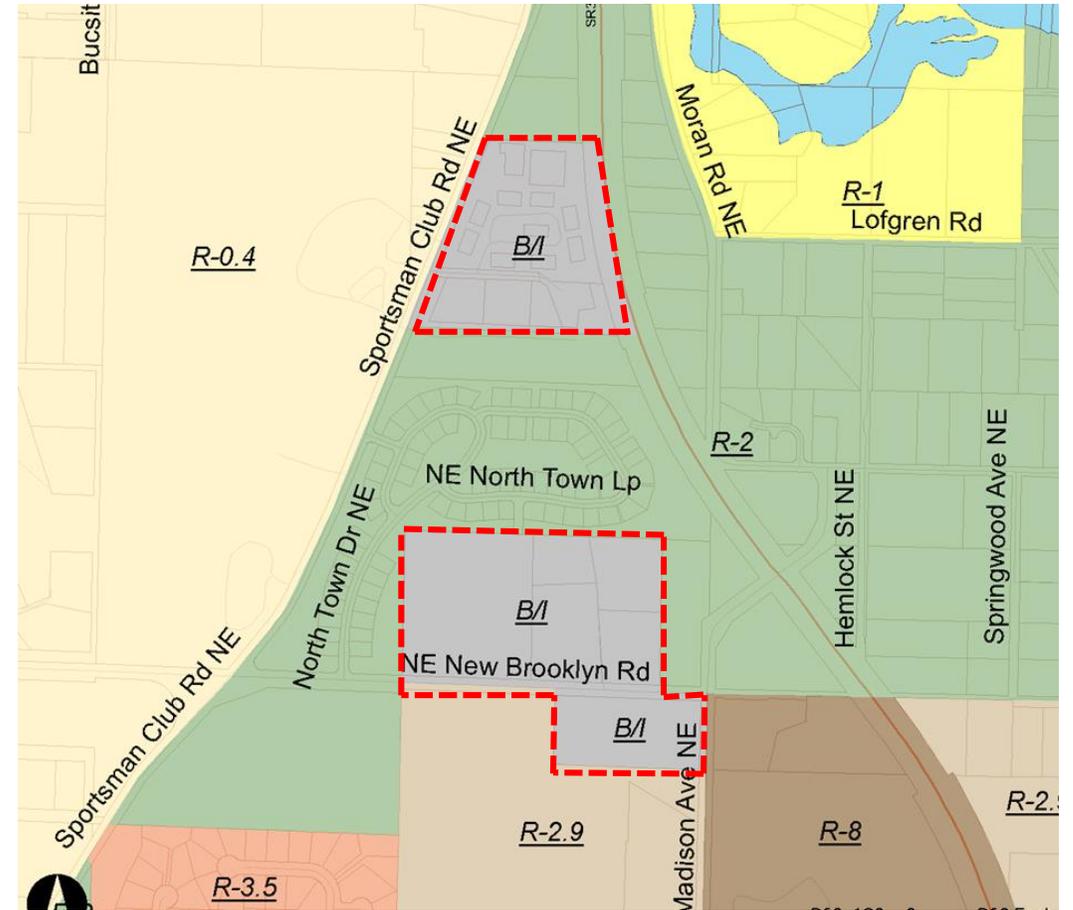
In considering whether to exclude the B/I zone from the development moratorium, the City Council wanted to know the number of undeveloped B/I zoned properties, see below.

- Day Road West- 6 undeveloped properties
- Day Road East- 1 undeveloped property
- New Brooklyn Road- 4 undeveloped properties

B. Delete "Part B" of the Development Moratorium (see attached one page summary)

When the Critical Areas Ordinance (CAO), and new Aquifer Recharge Protection Area (ARPA) regulations, [BIMC Section 16.20.100](#) took effect in April 2018, the development moratorium was amended (Ordinance 2018-14) to apply the ARPA regulations in the shoreline jurisdiction, since the CAO had not yet been integrated into shoreline regulations through a Shoreline Master Program (SMP) amendment to BIMC Chapter 16.12. The Council is currently discussing such an amendment, and at their meeting on October 16, 2018, the Council made the policy decision to not integrate the CAO ARPA regulations into the SMP, meaning that the ARPA regulations would not apply within the shoreline jurisdiction. This policy decision means that "Part B" can be removed from the development moratorium. See "Part B" of the development moratorium on the attached one-page summary.

Business/Industrial Zoning Areas





CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 20 Minutes

AGENDA ITEM: (8:10 PM) Consider Dissolving the Affordable Housing Task Force - Planning,

STRATEGIC PRIORITY: Green, Well-Planned Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: Planning & Community Development

RECOMMENDED MOTION:

I move to dissolve the Affordable Housing Task Force.

SUMMARY:

On July 24, 2018, the Affordable Housing Task Force (AHTF) presented its Final Report to the City Council. The Council discussed the Final Report again at their meeting on August 21, 2018. At that meeting, the Council indicated that they wanted to continue to explore the Priority Recommendations and Quick Wins identified in the report.

The Council instructions to the AHTF when it was formed in the Summer of 2017 included a deadline to produce a final report and for the Task Force to be dissolved when its work was completed: "The Task Force is asked to deliver a report to the City Council by the end of June, 2018. The Task Force will be dissolved upon acceptance of its report by the Council."

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Affordable Housing Task Force Instructions from City Council](#)

[Affordable Housing Task Force Final Report and Appendices](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

Bainbridge Island City Council Instructions to 2017 Affordable Housing Task Force

Among the high priority implementing actions of the 2017 revised Comprehensive Plan is the establishment of an Affordable Housing Task Force to consider the revised Housing Element and make specific recommendations to the Council for near-term action.

Members of the Task Force have been chosen both for their interest in working on this issue, and for their recognition that improving access to affordable housing on Bainbridge Island is critical to maintaining a diverse and vibrant community.

The Bainbridge Island Comprehensive Plan defines “affordable housing” as “...*housing affordable to all economic segments of the population of this state. This is a goal of the state Growth Management Act. RCW 36.70A.020(4). When residential housing for rental or private individual ownership is occupied by low-income households, it is considered affordable if it requires payment of monthly housing costs, including utilities other than telephone, of no more than thirty percent of the family's income. WAC 365- 200-030(1).*”

From this definition, the Task Force should understand that its mandate is broader than simply considering low-income housing. It should consider housing affordability on Bainbridge Island across the economic spectrum.

The Task Force should review affordable housing-related materials that have been generated by or for the City in recent years, review relevant resource material, and review the goals and policies of our current Comprehensive Plan. While Affordable Housing, and therefore the Housing Element of the Comprehensive Plan, is the focus of this Task Force, it will be important for it to consider the goals and policies of ALL elements of the Comprehensive Plan. Where goals and policies seem to be in conflict, it will be incumbent on the Task Force to recommend solutions that balance the costs and benefits for the community.

The Task Force will decide on what detailed work is necessary to deliver to the Council specific recommendations, including but not limited to recommended changes to City zoning codes and regulations, which would most effectively advance the stated goals of the Comprehensive Plan. The Task Force also may arrive at conclusions or recommendations that involve the work of non-governmental organizations, which can be shared with those organizations either as part of the Task Force’s work, or after its final report.

The Task Force is asked to deliver a report to the City Council by the end of June, 2018. The Task Force will be dissolved upon acceptance of its report by the Council.



Affordable Housing Task Force Final Report



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APPENDICES

- A.** City Council Instructions to the Affordable Housing Task Force
- B.** Housing Element of the Comprehensive Plan
- C.** Previously Delivered Recommendations and Correspondence
 - 1. Letter re Suzuki project to City Council, dated November 3, 2017
 - 2. Letter re Suzuki project to City Council, dated November 7, 2017 (revision to the November 3, 2017 letter)
 - 3. Letter re Suzuki project to City Council, dated December 7, 2017
 - 4. Email re Suzuki project to City Council, dated January 14, 2018
 - 5. Letter to the Planning Commission re Liveaboard Community, dated November 20, 2017
 - 6. Email re Development Moratorium to City Council, dated February 25, 2018
 - 7. Letter to City Council re Liveaboard Community, dated March 29, 2018
 - 8. Letter to City Council re vacation rentals, dated May 9, 2018
- D.** 2018 Median Income Table Bremerton-Silverdale MSA
- E.** Draft Cottage Housing Ordinance (2002)
- F.** Sample Multi-Family Property Tax Exemption Ordinance

INTRODUCTION

Process

The Affordable Housing Task Force (AHTF) was created by City Council resolution on May 9, 2017, and its fifteen initial members, all citizen volunteers, were appointed by action of the City Council on June 20, 2017. It was instructed to make recommendations for specific actions, programs and strategies the City of Bainbridge Island (City) and the City Council can take in the near-term to improve access to affordable housing across the economic spectrum. While the AHTF was instructed to focus on the Housing Element of the Comprehensive Plan, it was also advised to consider all elements of the Comprehensive Plan. Where any of the goals and policies of the various elements seem to be in conflict, the AHTF was tasked with recommending solutions that balance costs and benefits to the community.

The AHTF had its first meeting on July 8, 2017. It next met on September 6, 2017 and then met twice monthly through June of 2018. In addition, it created small work groups that met independently to study tools and strategies based on specific policies in the Housing Element, reporting back to the full group on a regular basis. The AHTF also heard numerous presentations by City staff and other experts on specific topics, as well representatives of local governments, nonprofits and other groups that advised on shared concerns and interests. Public comment was accepted and encouraged at every meeting.

Two members of the AHTF were unable to attend meetings and two resigned over the first few months due to personal circumstances. On February 27, 2018, two additional members were appointed by the Council.

The AHTF gave an Interim Report to the Council on March 6, 2018.

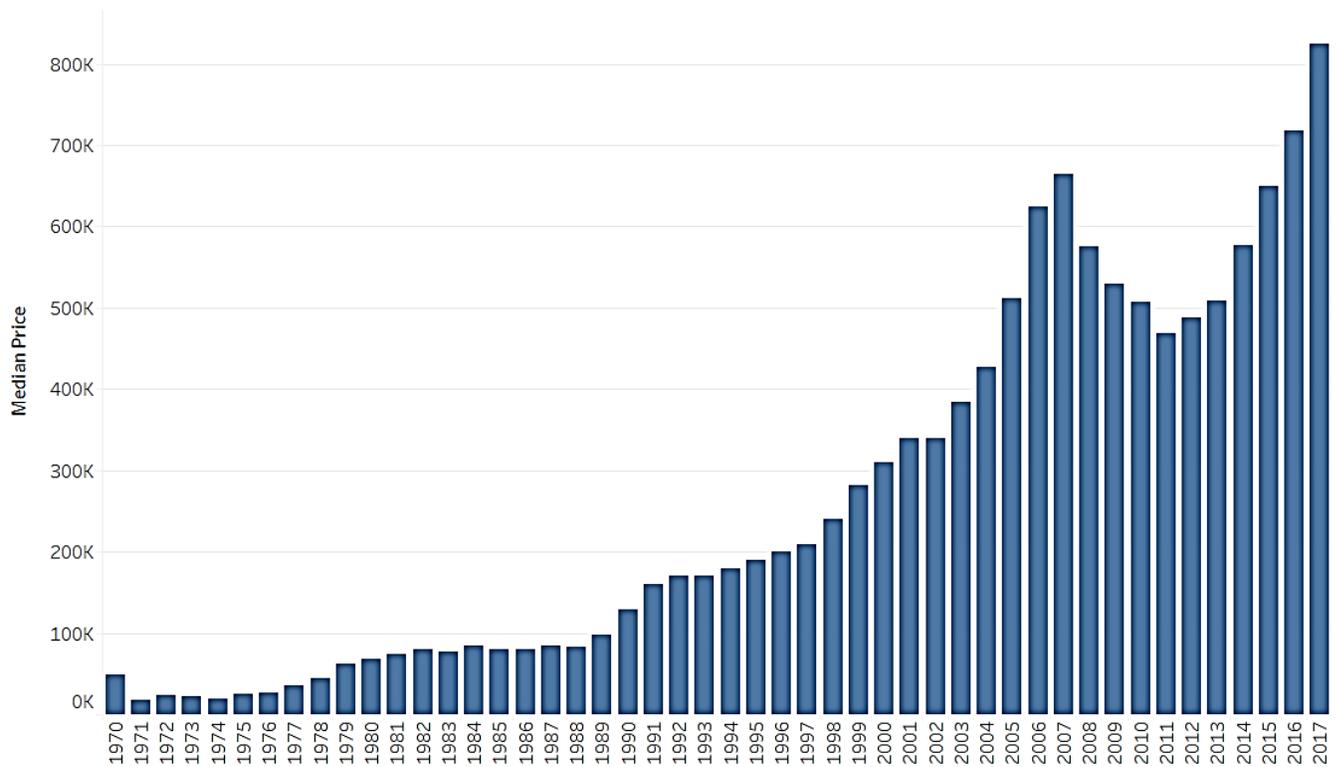
Housing Affordability on Bainbridge Island

Housing prices on Bainbridge Island have continued to climb, and affordability has worsened since the end of the Great Recession. Data from Kitsap County shows that in 2017 the median price of single family homes reached an all-time high of \$825,000, a full 24% higher than the peak of the housing bubble in 2007. According to Realogic/Sotheby's International Realty, buyer activity is elevated due to the Puget Sound region's strong job market.

At the same time, inventory is historically low on Bainbridge Island. Over the last nine years, from 2009 through 2018, the new supply of residential units, of all types, has been severely limited. In April of 2009, there were 10,469 units on Bainbridge Island. In April of 2018, there were 11,061 units. This translates into an average growth of 66 residential units per year. This represents a cumulative annual growth rate of .63% per year (less than 1% per year). This limited supply on Bainbridge Island is well below demand in a way that increases housing costs and creates an affordability crisis, minimizing housing opportunity for those of moderate incomes in our community.

Prices have continued to climb in 2018. In May 2018, the median single family home price was \$875,000, and nearly half (44%) sold for over \$1 million. Single family residences account for about 80% of all housing units, in a very low density land use pattern that occupies almost 91% of the island’s land use area. Median condo prices are over \$500,000. Average rental rates are approaching \$2000 a month, and rental vacancy rates are 1.5%, well below the 5% rate more typical of well-functioning rental markets. In addition to high housing costs, the increasing property tax burden due to state, county and local taxes makes housing even less affordable, particularly for seniors on a fixed income.

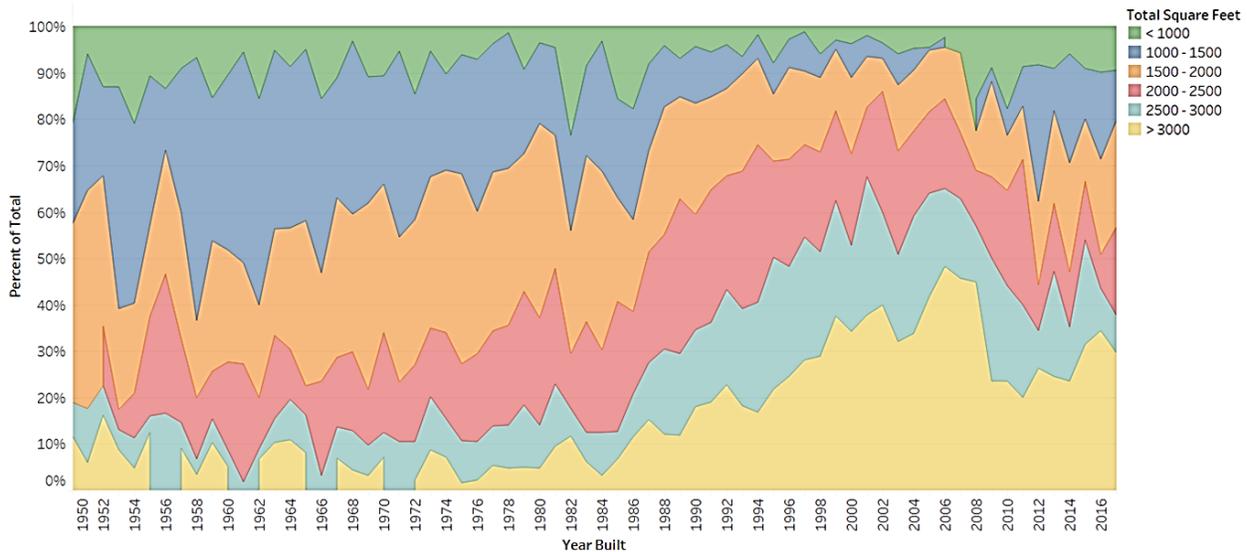
Bainbridge Island Single Family Home Price Trend



- Data pulled from the Kitsap County GIS and Assessors websites
- Only includes records with [Improv Typ] = "DWELLING" OR [Num Dwell] > 0
- Only includes records with Property Class = 111 - Single Family Residence

Although homes being built now are not as large as they were during the last housing bubble, fully 30% of them are larger than 3,000 square feet. In addition, over the last 20 years, the vast majority (over 70%) of units have been over 2000 square feet. A significant contributor in the affordability crisis is the size of the units being delivered.

Bainbridge Island Home Size Trend

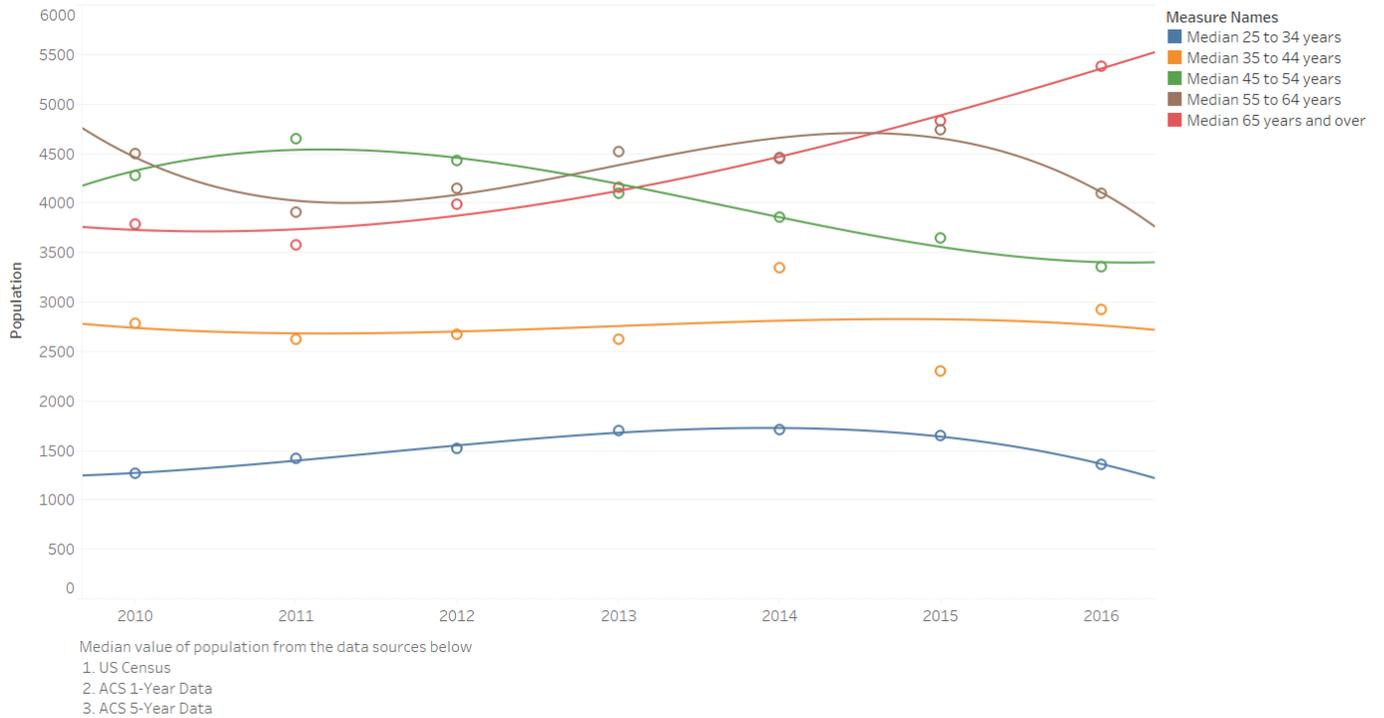


- Data pulled from the Kitsap County GIS and Assessors websites
- Removed buildings owned by COBI, BI Parks, BI School District, Arbor Fund, Islandwood
- Only includes records with [Improv Typ] = "DWELLING" OR [Num Dwell] > 0
- Only includes records with GIS Property Class = Single Family Residence OR Assessors records for dates after 2016 due to missing GIS records

Bainbridge Island had a population of 23,025 persons in the 2010 Census. According to the Washington State Office of Financial Management, the state agency that completes population estimates in between census years, the population of Bainbridge Island has grown from an estimated 23,190 persons in 2013 to 24,320 persons in 2018, after several years of no growth related to the Great Recession.

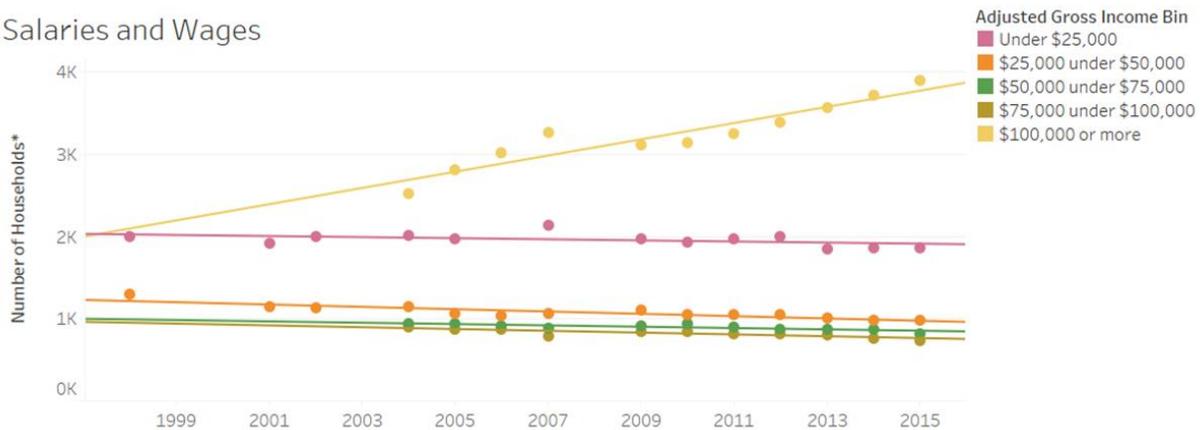
In part due to housing prices, the island’s demographics are shifting. Bainbridge Island is older, wealthier and far less racially diverse than other communities in the region. The island has an increasing population of people over 65, and a declining population of young adults (ages 25 to 34).

Bainbridge Island Population Trend by Age



We can also see that the number of households with income of over \$100,000 are increasing while households making less than \$100,000 per year are static or decreasing. The largest increases are in the number of households making over \$200,000 per year.

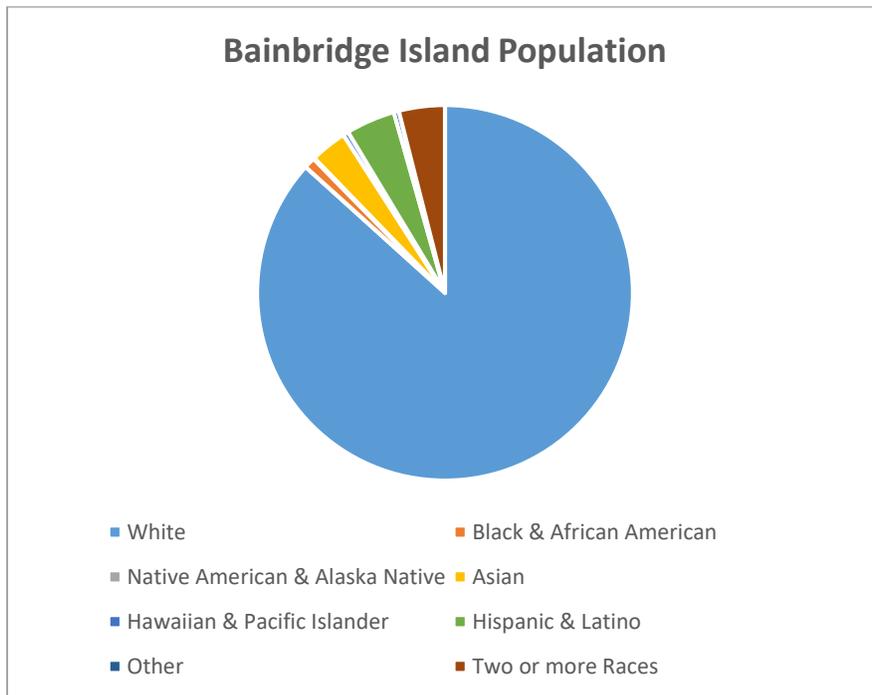
Salaries and Wages



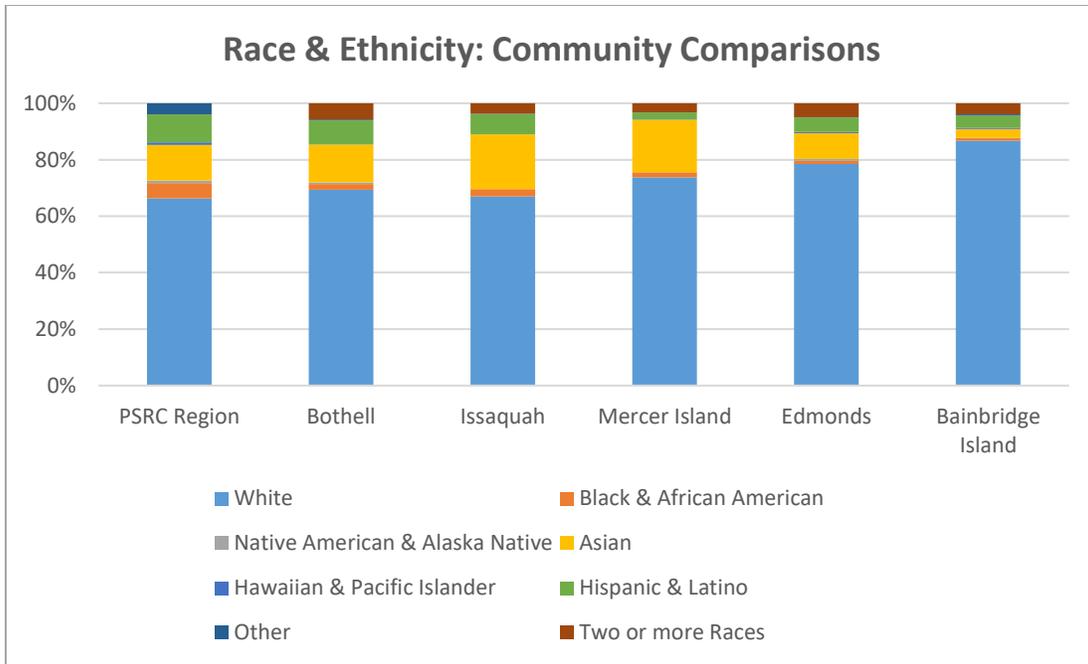
Bainbridge Island is about 91% white, according to the most recent census information. A 2014 report by the Puget Sound Regional Council noted the connection between lack of affordable housing and lack of racial and ethnic diversity:

“Persistent unaffordable housing costs, along with current and historic discrimination, have geographically separated lower-income households and households of color from higher income, white communities.....High-priced neighborhoods as well as neighborhoods with limited rental housing fail to provide feasible housing choices for low- and-moderate income households.”

In addition, the report found, "When a jurisdiction expands affordable housing opportunities in historically homogeneous communities with more opportunity, members of protected classes have access to good schools, employment, and healthy homes which they have been excluded from in the past."



Source: 2012-2016 ACS 5-yr Estimate



Source: 2012-2016 ACS 5-yr Estimate

This data tells us that Bainbridge is becoming an increasingly exclusive and rarified place to live. We are missing out on the vibrancy, creativity, economic benefit and sustainability that a diverse population—diverse in age, socioeconomics, race, ethnicity and background---brings to a community. As a result, housing affordability is crucial both to those who live here and those who cannot.

What is “Affordable”?

The Council’s instructions to the AHTF provided that its “mandate is broader than simply considering low income housing. It should consider housing affordability on Bainbridge Island across the economic spectrum.” Accordingly, we have looked at the various housing needs that are not being met in the island’s current housing market, both those who are cost-burdened and those who qualify for subsidized housing.

HUD defines “cost-burdened” families as those who spend more than 30% of their income on housing, which may result in difficulty paying for necessities such as food, clothing, transportation, and medical care. The Housing Element of the Comprehensive Plan states that 34% of islanders of all income levels living in single family dwellings are cost burdened and almost 44% of island renters are cost burdened.

Some affordable housing projects use an income test to determine whether someone is eligible for housing. So-called “income qualified” housing is typically available to people whose incomes are 80% of Area Median Income (AMI) or less. Some publicly funded or subsidized housing is reserved for those whose incomes are 30% of AMI or less. (See Median Income Table, Appendix D). Waiting lists for subsidized housing on Bainbridge Island are two years or more.

The AHTF has not limited its recommendations to income-qualified projects. Many islanders, such as teachers and City employees, are cost burdened or cannot find housing at all on Bainbridge, but would not be eligible for income qualified housing. Both small businesses and major employers, including the City of Bainbridge Island, the Bainbridge Island School District, and the Bainbridge Island Parks Department, have told the AHTF that their employees have trouble finding housing on the island. Many employees commute from off-island, some from as far away as Port Orchard, a round trip of about 75 miles. As instructed, we looked at affordability across the economic spectrum.

The AHTF finds that affordability may be achieved by a combination of factors, including:

- Affordability by size: Creating smaller units for singles, couples and seniors, in both the rental market and the ownership market.
- Affordability by subsidy: Provide financial incentives through tax abatement to subsidize affordable units, or through such incentives as increased density, lower parking requirements, or fewer required amenities.
- Affordability by location: Eliminating or reducing the cost of a car and related parking.
- Affordability by increased supply: Incentivize both small size and rental housing.

By any measure, Bainbridge Island has not implemented effective strategies to meet diverse housing needs. The island's housing nonprofit, Housing Resources Bainbridge, has produced the only appreciable amount of income qualified affordable housing on the island in the last twenty years.

Working Understandings of the AHTF

The AHTF studied both commonly-used housing tools and out-of-the-box suggestions. From this work, we are certain of one thing about affordable housing: there are no magic bullets. Affordability must be addressed consistently, over time, with a multi-pronged approach. The community must be willing to think creatively and to experiment to see what works and what does not. Demanding certainty of outcome invites failure. We believe that Bainbridge Island should adopt the recommendations in this report, and without undue delay or demand for risk-free or guaranteed outcomes. At the same time, if it becomes apparent that a policy or program is not working, the City should be prepared to change course quickly by abandoning ineffective strategies and adopting new policy measures appropriate to current circumstances.

Our Comprehensive Plan speaks to many community values, which sometimes seem to conflict with each other. That perceived conflict is particularly sharp when looking at housing and environmental policy. People are often prone to tunnel vision when trying to solve a particular problem. Sometimes we think of "the environment" as entirely separate from human beings, and try to come up with solutions for environmental problems by excluding the needs of people from our thinking. Equally one-sided would be to craft housing solutions without regard to the impact on the natural environment. The real world does not divide itself into categories but,

rather, exists as a complex and ever-changing, mutually dependent and reinforcing whole. Good policy-making should try to reflect that reality.

The AHTF does not believe housing and the environment exist in conflict, though we understand that the current crises in both housing affordability and environmental degradation requires careful, intelligent, and respectful planning. We do not believe housing and the environment can ever exist to the exclusion of one another. The AHTF has taken a holistic point of view and has tried to craft intentional and sensitive recommendations, taking into account as many aspects of the real world as possible.

Keeping the real world in mind has policy implications. For example, the absence of housing that is affordable to people who work on the island has impact beyond the Housing Element of the Comprehensive Plan. Multiple elements of the Comprehensive Plan, not to mention multiple aspects of our lived experience, are impacted when large numbers of workers face increasingly longer commutes. For instance, the Economic Element of the Comprehensive Plan is impacted when people have long commutes, shouldering higher costs in money, time and stress. As a result, local employers have a harder time attracting and retaining people to fill island jobs. Employees have a lower quality of life. As anyone who has traveled Highway 305 during rush hour can attest, commuters to and from the island also impact the Transportation Element of the Comprehensive Plan.

In addition, the Environmental Element—and the real-world environment--- is negatively affected. People who can't afford to live in the community in which they work move to less expensive areas, further away from work. That creates sprawl---the very result no one wants. Sprawl is harder to see on an island, but the ecosystem doesn't end at the Agate Pass Bridge. Carbon emissions from longer commutes do not end at the Bridge. Somewhere, the Earth bears the burden of sprawl, of traveling people, of vehicles going extra miles—even if that burden is not readily apparent on the island.

Nationwide, housing prices have been rising twice as fast as wages according the chief economist of the Mortgage Bankers Association interview on CNBC in March of 2018. The Seattle Times reported that homes in the Seattle area have been rising faster than anywhere else in the country since mid-2016 (Seattle Times, March 27, 2018.) These are realities each community must grapple with.

Despite our growing housing inequality, Bainbridge Island has not implemented any significant affordable housing policies in a decade. The Housing Element (Appendix B) of the Comprehensive Plan clearly and concisely states the problem and the obligation the City has undertaken:

Market forces alone will not address the urgent housing needs facing Bainbridge Island. In the face of daunting circumstances, the City aspires to an ambitious Vision of its future and commits to an innovative, aggressive and multi-faceted housing strategy.

The AHTF developed its recommendations for **near term action** by the City Council and the City of Bainbridge Island. Consistent with the Council’s instructions to the AHTF, these recommendations address affordability at a range of incomes, from low income to middle income and workforce housing. Only two of the recommendations would create income-qualified housing. The rest are intended to create affordability due to size, appeal to a narrow demographic or other factors as described above under the heading, “What is ‘affordable?’” Consistent with the Comprehensive Plan, zoning and code recommendations are focused within the Designated Centers, helping protect the rural areas of the island.

We hope they will be adopted and implemented as soon as possible.

EXECUTIVE SUMMARY

According to the Housing Element of the Comprehensive Plan, “Some combination of appropriately zoned land, regulatory incentives, financial subsidies and innovative planning techniques will be necessary to make adequate provision for the needs of all segments of the population, but particularly middle and lower income persons.”

The AHTF submits the following **Priority Recommendations** in accordance with that guidance and with the Council’s instructions to the AHTF:

- 1. Draft and adopt code changes to encourage infill in the Designated Centers, with the assistance and advice of ECONorthwest.** (Pages 12-17)
 - A. Adopt a Mandatory Inclusionary Zoning Ordinance**
 - B. Enact changes in FAR to encourage affordable housing**
 - C. Adopt a Multi-Family Property Tax Exemption** (Appendix F)
- 2. Pursue opportunities to partner with the private and nonprofit sectors to build affordable housing on public lands.** (Page 17)
- 3. Adopt procedures to encourage Accessory Dwelling Units** (Page 17)
- 4. Adopt an “Innovations Program” that allows staff to permit experimental affordable housing projects, on a limited basis, that are not currently allowed by code.** (Page 18)
- 5. Create a permanent affordable housing committee and designate a City employee who will spend at least half-time on affordable housing strategies.** (Page 18)

In addition to our priority recommendations, the AHTF has identified the following **Quick Wins** that can be done immediately:

- 1. Adopt more generous policies to allow the maximum number of liveaboards in the Dave Ullin Open Water Marina in Eagle Harbor.** (Page 20; Appendices C (5) and (7))
- 2. Adopt vacation rental ordinance** (Page 20; Appendix C (8))
- 3. Institute permit processing fast-track and reduced permit fees for all affordable housing applications.** (Page 20)
- 4. Review and improve the Housing Trust Fund process, and award Housing Trust Fund grants at least annually** (Page 21)
- 5. Adopt Cottage Housing Ordinance** (Page 21; Appendix E)

Additional Strategies to Be Explored: Due to the time limitations placed on the AHTF, there are many worthwhile areas of study that we did not explore in depth. One of the reasons we believe that the City must engage in continuing housing efforts over the long-term is so these ideas, as well as new ideas that will undoubtedly emerge, can be pursued.

The AHTF urges future work on the following ideas:

- **Work with Forterra to adopt a more effective Transfer of Development Rights program**
- **Community Partnerships**
- **Conversion of Single Family Homes to Duplexes/Triplexes**
- **Programs to Preserve Existing Housing**
- **Affordable Senior Housing/Accessible Housing**
- **Addressing Limitations Due to Sewer and Septic**
- **Homelessness and Housing Insecurity**
- **Tiny Houses/Microhousing**
- **Transportation Alternatives: Car2Go, Smart Cars, Public Transit**
- **Advocacy for County, State, and National Affordable Housing Policies**

PRIORITY RECOMMENDATIONS

1. Code changes to encourage affordable housing in Designated Centers (Winslow and Neighborhood Centers)

The Housing Element of the Comprehensive Plan lists as one of its highest priority actions the following: “Amend the City’s development code to facilitate an increase in the diversity of housing types and supply of affordable housing.” (HO Action #2). It proposes revising “development standards for the High School Road and Ferry Terminal districts and other portions of the Winslow Area Master Plan to encourage the transformation of these areas from auto-oriented, low-rise, homogeneous commercial land use districts into walkable, transit-served, mid-rise, mixed-use neighborhoods with affordable housing.” (Policy HO 4.2).

Unless otherwise specified, the AHTF recommends these changes be applicable to the Winslow Master Plan area and the Neighborhood Centers, in furtherance of the Housing Element’s stated goal of changing “today’s 89/11% housing split between the Mixed Use Town Center and the Neighborhood Centers to 80/20% by 2036.” (Policy HO 1.6)

As referenced in Goals 1 and 2 of the Housing Element, the City is required to monitor provisions and changes to the zoning code and all affordable housing ordinances on a yearly basis to determine the effectiveness of the ordinances and code changes. At the end of every two years, the Department of Planning and Community Development will prepare a report based on data gathered through the monitoring program. The reports will be used by the City Planning Department and the Planning Commission as a basis to amend and update the code and ordinances as needed to achieve the affordability goals. The proposed amendments and updates will go to the City Council for approval. The time table for the updates should be coordinated such that amendments and updates are completed every 4 years.

Recommendation 1A: Mandatory Inclusionary Zoning Ordinance

The following is recommended to establish a new Inclusionary Zoning Code:

APPLICABILITY: Designated Centers which include the Winslow Master Plan/Winslow Sewer Area and Neighborhood Centers.

Island wide applicability was not recommended due to the Comprehensive Plan goal to focus new development in the Designated Centers.

BASE REQUIREMENT: 10% minimum affordability on all new residential development projects. Projects which exceed project threshold size of 10,000sf residential FAR are required to construct the inclusionary units. The 10% requirement is applied to the Base Residential FAR.

Projects may exceed the 10% requirement by utilizing other zoning incentives. Staff should evaluate whether a higher percentage is feasible.

- a. Staff will need to verify appropriate base requirement (percentage & minimum project size) in relation to offset (see 3, Offset). Projects on adjoining parcels shall be considered as a single project for determining project size. Controlling inclusionary threshold by project area (sf) will prevent projects from artificially increasing unit sizes to stay below minimum unit threshold.
- b. Projects within the residential zones (R-zones) in the Designated Centers (the residential areas of Winslow) and Neighborhood Centers are regulated by units per acre, not FAR. Staff will need to determine minimum project size and related offset.

OFFSET: In order to effectively subsidize the inclusionary units, the FAR shall be increased to offset the financial impact to the project subject to the mandatory requirement. The Mixed-use Base FAR and Bonus FAR shall be increased by 0.2 (see MUTC 18.12 Dimensional Standards) for all zones subject to the inclusionary requirement.

The offset is the difference between the market rent and inclusionary rent, OR the difference between the market rate sales price and the affordable sale price. In order to meet state law, the financial impact related to this lost revenue to a project must be offset by an equivalent density or FAR increase.

In order to offset financial impact to the project, a significant increase is needed in the Base FAR and the bonus FAR. Under current code, any increase above the Base FAR is only available as Bonus FAR, by paying a fee to the City (or through other bonus provisions). The staff shall verify the proposed Base FAR increase is proportional to the financial impact to the project.

FEE IN LIEU: Residential projects 10,000 sf or less, are eligible to pay a Fee in Lieu instead of constructing the inclusionary units. Fees shall be directed to Housing Trust Fund. Fee shall vary based upon project size.

- a. Note that the Fee in Lieu is offset by the 0.2 FAR increase or density increase (in R zones).
- b. Fee in Lieu is not available for larger projects to ensure inclusionary units are constructed as part of the project. Small projects typically have a more difficult time integrating inclusionary units due to their small site area.

The Task Force did not want Fee in Lieu to be available for larger projects. It is important to have inclusionary units built within projects and to have them dispersed throughout the community. Communities which rely only on Fee in Lieu will typically use those funds to construct standalone multi-unit affordable projects.

Projects which are not eligible for offset are not required to pay Fee in Lieu.

TARGET INCOME GROUPS: Inclusionary units shall serve a range of Kitsap Area Median Income (AMI) between 50% and 120%. For projects which are required to provide multiple inclusionary units, those units shall serve **a range of income levels which equal an average of 80% AMI or below**. For projects with a single inclusionary unit, it shall be affordable to a household income shall be no more than 80% AMI.

UNIT SIZE AND TYPES: For projects with multiple inclusionary units, unit sizes shall reflect the proportionality of the bedroom mix of the market rate units. For projects with one inclusionary unit, the number of bedrooms shall reflect the average size in project. The inclusionary unit size may be smaller than typical market rate unit. The exterior design of the affordable dwelling unit(s) shall be similar in appearance to the market rate units. The units shall be geographically dispersed throughout the project.

The intent here is to ensure the affordable units reflect the overall character of the project to be fully integrated.

DURATION: Affordability shall be permanently enforceable by a deed restriction placed on the property title report.

NOTE: The City has enlisted ECONorthwest and Forterra to complete an economic analysis to support the development of a successful inclusionary zoning and transfer of development rights programs. That analysis is anticipated to be completed in November 2018, and may result in different thresholds for an inclusionary zoning program than those recommended by the AHTF above.

Recommendation 1B: Zoning Changes to Incentivize Affordability in Designated Centers:

The following incentives are intended to encourage mixed-use development and affordability within the Designated Centers. Emphasis has been given to the High School Road and Ferry Terminal Districts. Key outcomes include expanding residential uses within allowable building envelopes and the creation of mixed-use villages in areas currently developed as low rise commercial and parking lots. These concepts are consistent with the Comprehensive Plan to focus growth in Designated Centers, increase workforce housing and reduce environmental impacts of workforce commuting. **The AHTF recommends the following modifications to Chapter 18.12 Dimensional Standards:**

HIGH SCHOOL ROAD & FERRY TERMINAL DISTRICTS: High school Road and Ferry Terminal Districts shall have their **FAR set equal to Core district**. Consistent with the goal to have pedestrian oriented villages, these projects shall be **required to be mixed-use**.

These two zoning districts hold the greatest potential to become transit-orient development locations. The current code has the maximum amount of residential for the High School Road District set low to support auto-oriented commercial development. The proposed flexibility to increase the overall FAR and related residential component will take pressure off residential zones throughout the island.

Under current code, mixed-use is not required.

This ensures we get mixed-use pedestrian-oriented development in the commercial districts. So long as first floor commercial and/or retail is provided, residential use can be utilized for all remaining FAR, including Max/bonus FAR.

The specific requirements to meeting the intent of mixed-use requirement shall be determined by staff. Mixed use shall provide retail at key frontages and public spaces.

FLEXIBLE FAR: Consistent with the Core district Base FAR and proposed mixed-use requirement, the commercial portion of mixed-use FAR may be converted to residential FAR.

The flexibility to convert commercial FAR to residential will have the benefit of producing more housing overall and a proportional increase in the inclusionary units. This has the potential to double the number of inclusionary units.

The current method of FAR allocation only allows a portion of the site development to be housing, with the rest being commercial. The intent was to encourage mixed-use projects. Under current market conditions, residential use has far greater market demand than commercial. Limiting amount of residential to current levels is resulting in sites being underbuilt. This is also likely to serve current demand for more senior housing, which is currently not being met adequately.

This added flexibility with base residential FAR would not increase the building size or overall FAR since it is within current allowable mixed-use FAR.

For example, a mixed-use project in the Core District, with bonuses, under current zoning, has a maximum FAR of 1.5 (which will be increased by inclusionary zoning). That maximum must be divided between the commercial maximum of 0.5 FAR and the residential maximum of 1.0 FAR. Under the recommended approach, if the project is located in any of the following zones (High School Road, Ferry Terminal, and Core), and it is mixed-use with retail or commercial at the base of the project, then the mixture of commercial and residential FAR is flexible. For example, the residential could end up being 1.3 in this example so long the projects have sufficient commercial to meet the mixed-use requirement.

NEIGHBORHOOD CENTERS (NC): Change NC zoning from current method of determining density by units per acre to FAR method.

Currently NCs have a low base density (2 units/acre) which doesn't support pedestrian-oriented villages. Basing density on units per acre encourages projects to build large units to maximize buildable area. The FAR approach would increase flexibility allowing smaller unit sizes and related affordability. Staff need to determine what appropriate FAR is in relation to density. The City's ability to extend infrastructure to the NCs will affect the number of housing units created.

BUILDING HEIGHT: Increase the maximum height from 45' to 55' when 1) underground parking is provided and 2) project exceeds both 20% affordability and 20% public space. Applies to High School Road District and Ferry Terminal District.

This encourages pedestrian-oriented urban villages close to transit. The City should give consideration as to whether the height increase is appropriate within the Core District, subject to existing design guidelines and upper story setbacks for Winslow Way.

PARKING: Allow lower parking requirements (.5 spaces/unit) for units within 1 mile of Ferry and unit size less than 600sf.

The cost of providing parking and related vehicle ownership costs impact affordability. On average, the cost of owning a vehicle can be as high as \$700/month. The construction cost of an underground parking stall ranges between \$25,000 to \$30,000 per stall. These costs affect both the renter's ability to afford housing and the cost of building the housing.

SUBDIVISIONS: Allow subdivisions within Mixed Use Town Center.

Currently, subdivisions are only allowed if approved under the Housing Design Demonstration Program (HDDP). This change would not require a density or FAR increase. This will encourage "missing middle" homes such as cottages, townhouses and small footprint homes. Home size would be limited to 1600sf and lot sizes would be restricted to a maximum size to ensure minimum densities are achieved.

Recommendation 1C. Multi-family Property Tax Exemption

The AHTF recommends adopting a multi-family property tax exemption (MFTE) ordinance in accordance with RCW 84.14.005 et seq. This statute authorizes an exemption from property tax for any qualifying multi-family project of four units or more that sets aside at least 20% of its units for low to moderate income households (from 80% or below of AMI to 115% AMI), for a period of eight to twelve years (depending on the specifics of the project). In order to implement this state-allowed exemption, the City must adopt an ordinance specifying guidelines such as height and density restrictions, parking requirements, and targeted incomes. The ordinance must designate area(s) for applicability and would be applicable to both new construction and existing projects that are being rehabilitated or converted.

The AHTF recommends that the designated areas for the MFTE should be the Designated Centers. The RCW sets out procedures necessary to adopt an MFTE ordinance, which include a public hearing at which the designated residential targeted area(s) will be considered. All projects that use the MFTE must be regularly monitored for compliance, and the AHTF suggests that Housing Resources Bainbridge or other housing nonprofit be engaged as a partner to the City for public outreach and compliance monitoring.

The MFTE could be used in tandem with the Mandatory Inclusionary Zoning Ordinance to potentially set aside up to 30% of the units in a project as affordable units.

A sample MFTE ordinance is attached to this report as Appendix F (a copy of the ordinance adopted by the City of Bellingham).

2. Affordable housing on publicly owned land

The City owns 88 parcels of land totaling 250 acres, some of which have identified uses and purposes and others that do not. The AHTF recommends that an inventory be taken of City-owned properties that may be appropriate for affordable housing. These properties could be donated or sold at a discount to a housing nonprofit or program, with deed restrictions requiring a specified number of units of affordable housing to identified income ranges. Alternatively, property could be developed by the City in partnership with private and nonprofit developers, similar to the development of the Suzuki property. The AHTF believes the Suzuki project has taught valuable lessons to the City, its consultants, partners and the community, and those lessons will inform and improve future efforts.

The AHTF met informally with several other local taxing districts, such as the Bainbridge Island School District and the Bainbridge Island Metropolitan Parks Department. Although most of the taxing districts said their employees had difficulty securing housing on the island, they did not express any interest at this time in making any property they own available for affordable housing. The reluctance was in large part for reasons that may well be addressed satisfactorily in the future, so the AHTF recommends having future in-depth discussions with these taxing districts.

3. Adopt procedures to encourage Accessory Dwelling Units

An Accessory Dwelling Unit (ADU) is up to 900 square foot of separate living space, within or detached from a single-family dwelling. Although the City has allowed ADUs for many years, the number of ADUs on the island has remained relatively small—according to City records, the island has approximately 196 permitted ADUs. The Final Report of the Community Housing Coalition in December of 2007 identified ADUs as a priority recommendation, giving several suggestions to encourage the use of ADUs as affordable rentals. Among them were to increase the maximum size of an ADU from 800 to 900 square feet, which was done in 2015.

That report also suggested evaluating the building application process for ways to shorten the process. It also recommended that pre-approved prototype ADU designs be made available to property owners. Those two recommendations were never implemented. The AHTF believes those proposals remain priority actions and strongly recommends that they be adopted. In addition, the AHTF recommends that building permit fees and sewer/water hookup fees be deferred or reduced if an ADU is used for income-qualified housing for a period of at least five years.

4. Adopt an “Innovations Program”

As we have noted, no single solution or program will solve the affordable housing crisis. The AHTF believes that a crucial part of any housing strategy is a multi-pronged approach and the willingness to experiment with new and innovative ideas. For that reason, we recommend that the City make the necessary changes in code and policy to allow City staff the flexibility to permit building projects on a limited basis that do not otherwise fit into zoning and land use code, if 100% of the housing units are affordable (affordability for this purpose will be 120% of AMI or less). The Innovations Program would seek to encourage new ideas about affordability, whether achieved through building technique or materials, shared common areas, small size, or other means.

After it has developed and adopted the Innovations Program, the City should conduct outreach to the community to encourage property owners to make use of its flexibility. Projects should be monitored and evaluated to determine whether the idea is effective in producing affordable housing. If so, it should be adopted into code. If the idea is not effective, staff would not permit it in future projects.

5. Permanent support for affordable housing

Bainbridge Island has made efforts to address its affordable housing issues from time to time in the past. In 1997, the City adopted the original Affordable Housing Ordinance, requiring that new residential developments include a percentage of affordable housing. The program was the first of its kind in Washington. Over time, the City determined it was not working as intended for a variety of reasons, including loss of affordability because the units reverted to market rate with the first resale, and legal challenges. The ordinance was repealed in 2005, although an optional affordable housing program remained in place.

The City created the Community Housing Coalition (CHC) in 2005 under the umbrella of the City-funded nonprofit, Health, Housing and Human Services Council. It was charged with the task of researching and contributing to the development of effective public housing policy. With the economic downturn beginning in 2007, the City experienced financial setbacks. As a result, the City Council dissolved the CHC, along with the Health, Housing and Human Services Council. The CHC produced a report of its work and housing recommendations in December of 2007 and urged that its functions be transferred to a full-time City housing specialist. As the City’s financial problems continued, the housing position was eliminated. Since then, the City has had no housing specialist on staff and no citizen advisory group to focus on housing issues, until the creation of the AHTF in 2017. In the intervening years, the median sales price of a single family home rose from \$680,000 in December of 2007 to \$848,000 in May of 2018 (after a steep drop in prices for several years during the Recession.) Undoubtedly there have been many lost opportunities for affordable housing projects in that time. The more time that passes without effective affordable housing policies in place, the more affordable housing opportunities will vanish, as properties are developed solely for the private market.

The AHTF believes that housing is a complex issue that requires consistent attention, multiple strategies, evolving programs and a willingness to experiment with new ideas. As the CHC Final Report said, “...crisis management, short-sighted funding and stop-start attempts do not produce sustained results.” The AHTF is a short-term task force with limited scope. The one-year deadline for its work required that it focus on high priority, near term recommendations. There are many important aspects of housing that it was not able to study in depth.

For these reasons, we think it is crucial for the City to create permanent housing support. It should consider creating a standing advisory committee. It also should consider hiring or designating a housing specialist on City staff, at least on a part-time basis. Finally, we recommend that the City increase its financial partnership and outreach commitment to other taxing districts, nonprofits, and entities such as faith-based housing providers that build affordable housing.

QUICK WINS

The AHTF has identified the following actions the Council or staff could take with a minimum of additional research or preparation:

1. Adopt more generous policies with respect to liveaboards in Eagle Harbor.

The AHTF believes that residential vessels in the Dave Ullin Open Water Marina in Eagle Harbor can be an economical housing choice on the island for a limited but important demographic. We encourage City support for existing liveaboards and urge that the City amend its policies to allow additional residential boats to the maximum allowed by the state of Washington, as we have written in letters previously submitted to the Council and the Planning Commission. Additionally, we have recommended that the City expand the time-frame during which it accepts applications. See Appendices C.5 and C.7.

2. Adopt a Vacation Rental Ordinance.

Since 2011, the third-party analytics site AirDNA has measured a 41% annual growth in the number of Airbnb rentals on Bainbridge Island, with 133 active rentals currently recorded. Of these active rentals, 114 are for the entire home, a number that represents more than three months of inventory in the current real estate market. This stranded inventory worsens the affordable housing crisis by reducing the stock of long-term rentals and for-sale housing on Bainbridge Island. However, we also realize that many members of our community rely on the supplemental income generated by these short-term rentals to afford the ever-increasing cost of living, so it is necessary to control the growth of the short-term rental market without eliminating it all together.

The City of Seattle passed an ordinance in 2017 limiting the number of “short term rentals” allowed. AirBnb has approved the ordinance and has given assurances it will not challenge the ordinance legally. The AHTF recommends that Bainbridge pass a similar law, based on the Seattle ordinance, applying to all current and future short-term rental properties and at least as restrictive as the Seattle ordinance. The AHTF also recommends that the Council consider whether short term rentals should be further limited exclusively to the owner’s primary residence property. To avoid significant impact on the island’s existing lodging industry, this restriction should not impact hotels, motels, inns, and licensed bed and breakfasts. See Appendix C.8.

3. Permit processing priority and reduced fees for affordable housing projects.

The time required to complete a residential construction project is a significant factor in the final project cost. One element of this is the time required to obtain a building permit from the City of Bainbridge Island. A recent estimate from the Planning Department put the time to obtain a residential building permit at 10-12 weeks, at a minimum. This delay adds significant cost to all projects, but also provides us with a tool to incentivize certain types of development.

By establishing a building permit fast track for affordable housing, the City of Bainbridge Island could provide an incentive to developers to prioritize the construction of affordable housing at no additional cost to the city. This fast track would place affordable projects at the front of the permit approval line. Not only would this approach reduce the cost of affordable development, but would also increase the cost of luxury developments as the wait for non-affordable developments increased accordingly.

These projects should also be charged reduced permitting fees. The City should also defer or waive building permit and/or sewer/water hookups for ADU's that rent to income qualified individuals for at least five years.

4. Housing Trust Fund grants.

The City should review the Housing Trust Fund criteria for grants and sources of funding to assure that this program is effective in encouraging the development and/or preservation of affordable housing options. The City should allocate funds to the Housing Trust Fund during each budget cycle. Also, the City should increase its outreach efforts to potential grantees. The City should make grants from the Housing Trust Fund at least annually. Money from the Fee-in-Lieu program established under Priority Recommendation 1A should be added to the Housing Trust Fund, in addition to the funds that are allocated from the City's general fund.

5. Adopt a Cottage Housing ordinance.

As the CHC Final Report found, "Cottage housing is another way to increase density in existing neighborhoods while still preserving their single-family character. These projects typically consist of a cluster of small houses with a shared central space. Cottages typically range from 800 to 1000 square feet, and the typical density is 10 to 11 units per acre. The Erickson Avenue Cottages on Bainbridge Island are an example of this kind of housing. Cottage housing is typically used on infill lots in established neighborhoods." The CHC drafted a Cottage Housing ordinance that was never adopted. The City could update that ordinance for Council consideration with a minimum of effort. See Appendix E.

ADDITIONAL STRATEGIES TO BE EXPLORED

The AHTF discussed multiple strategies and ideas for increasing the island's supply of affordable housing. As our work continued, we began focusing on the Priority Recommendations. Other ideas that we consider worthwhile were not included in these recommendations, generally because we considered them to be longer-term in nature. After the Council has accepted this Final Report and the AHTF is dissolved by the terms of its authorizing resolution, we urge City staff and/or a citizen committee to continue work on these ideas and issues:

- Work with Forterra to adopt a more effective Transfer of Development Rights program
- Community Partnerships
- Conversion of Single Family Homes to Duplexes/Triplexes
- Programs to Preserve Existing Housing
- Affordable Senior Housing/Accessible Housing
- Addressing Limitations Due to Sewer and Septic
- Homelessness and Housing Insecurity
- Tiny Houses/Microhousing
- Transportation Alternatives: Car2Go, Smart Cars, Public Transit
- Advocacy for County, State, and National Affordable Housing Policies

Respectfully Submitted,

The Affordable Housing Task Force

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Bainbridge Island City Council Instructions to 2017 Affordable Housing Task Force

Among the high priority implementing actions of the 2017 revised Comprehensive Plan is the establishment of an Affordable Housing Task Force to consider the revised Housing Element and make specific recommendations to the Council for near-term action.

Members of the Task Force have been chosen both for their interest in working on this issue, and for their recognition that improving access to affordable housing on Bainbridge Island is critical to maintaining a diverse and vibrant community.

The Bainbridge Island Comprehensive Plan defines “affordable housing” as “...*housing affordable to all economic segments of the population of this state. This is a goal of the state Growth Management Act. RCW 36.70A.020(4). When residential housing for rental or private individual ownership is occupied by low-income households, it is considered affordable if it requires payment of monthly housing costs, including utilities other than telephone, of no more than thirty percent of the family's income. WAC 365- 200-030(1).*”

From this definition, the Task Force should understand that its mandate is broader than simply considering low-income housing. It should consider housing affordability on Bainbridge Island across the economic spectrum.

The Task Force should review affordable housing-related materials that have been generated by or for the City in recent years, review relevant resource material, and review the goals and policies of our current Comprehensive Plan. While Affordable Housing, and therefore the Housing Element of the Comprehensive Plan, is the focus of this Task Force, it will be important for it to consider the goals and policies of ALL elements of the Comprehensive Plan. Where goals and policies seem to be in conflict, it will be incumbent on the Task Force to recommend solutions that balance the costs and benefits for the community.

The Task Force will decide on what detailed work is necessary to deliver to the Council specific recommendations, including but not limited to recommended changes to City zoning codes and regulations, which would most effectively advance the stated goals of the Comprehensive Plan. The Task Force also may arrive at conclusions or recommendations that involve the work of non-governmental organizations, which can be shared with those organizations either as part of the Task Force’s work, or after its final report.

The Task Force is asked to deliver a report to the City Council by the end of June, 2018. The Task Force will be dissolved upon acceptance of its report by the Council.

HOUSING ELEMENT

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HOUSING ELEMENT INTRODUCTION

Decent and safe housing is a basic human need increasingly unavailable to many Americans, including many Bainbridge Island residents and workers. The Washington State *Growth Management Act (GMA)* provides direction for cities to address these needs in the Housing Element of the Comprehensive Plan. Many of the Plan's Guiding Principles and Policies carry this direction forward to be addressed in various Elements, including Housing.

The City's Housing Needs Assessment (HNA) documents current housing conditions on the Island and identifies trends and specific needs. The HNA is Appendix B to this Plan and adopted as a part of this Element. Many of the statistics below are excerpted from the HNA or the City's Economic Profile (Appendix A).

BAINBRIDGE ISLAND SNAPSHOT: PEOPLE AND HOUSING

Bainbridge Island's 2015 population of 23,390 is predominantly white (91%), well-educated and relatively affluent. The median household income (\$92,558) is 1.5 times the Kitsap County average. Almost 60% of residents have occupations with relatively high incomes. For example, the median wage for financial analysts, lawyers and marketing managers ranges between \$100,457 and \$122,618. Another third of Island residents work in the service sector, such as retail clerks, waiters and bank tellers have median wages between \$27,703 and \$30,972.

Over the past decade the population has experienced shifts in the age cohorts. Between 2000 and 2010 the Island's senior population (60+ years old) increased from 17% to 26%. The "young adult" cohort (between 18 and 34 years old) has declined from 15% of the Island's population in 1990 to less than 10% in 2016.

Bainbridge Island's housing stock is predominantly detached single-family homes (80% of all units) in a very low-density land use pattern that occupies about 90% of the Island's land area. The average single-family home price is just under \$700,000.

Multi-family units that constitute 16% of the housing stock are now concentrated in Winslow and Lynwood Center. While the *designated centers* total about 10% of the Island's land area, a significant portion of that area is occupied by commercial uses with no residential component. Rental apartments make up less than 7% of total housing units on the Island. Very few rental units have been built on the Island in the last decade which partly accounts for a vacancy rate of 1.5%, well below the 5% rate typical of well-functioning rental markets

GMA GOAL AND REQUIREMENTS FOR HOUSING

The *GMA* recognizes the importance of planning for adequate housing by requiring it as an element in Comprehensive Plans. Housing is addressed in one of the 14 major goals:

"Housing. Encourage the availability of *affordable housing* to all economic segments of the population of this state, promote a variety of densities and *housing types*, and encourage preservation of existing housing stock."

RCW 36.70A.020(4)

The requirements for a housing element mandated by the GMA include:

“A housing element recognizing the vitality and character of established *neighborhoods* that: a) includes an inventory and analysis of existing and projected housing needs; b) includes a statement of goals, policies, and objectives for the preservation, improvement, and development of housing; c) identifies sufficient land for housing, and group homes and foster care facilities; and d) makes adequate provisions for existing and projected needs of all economic segments of the community.”

RCW 36.70A.070(2)

HOUSING NEEDS

The Housing Needs Assessment for Bainbridge Island includes an inventory of the amount, location and condition of the Island’s housing stock and demographic and economic information about its population. It also includes an in-depth analysis of *affordable housing* needs on Bainbridge Island.

Almost 34% of individuals and families at all income levels who live in owner-occupied housing units are cost burdened meaning they spend over 30% of their income on housing. Almost 40% of individuals and families at all income levels who live in renter-occupied housing units are cost burdened. The majority (around 28%) of these residents have an annual income between zero and \$34,999.



This means that as of 2012, 569 renters on the Island that have an income of \$34,999 or less are housing cost burdened. This is concerning as lower income cost burdened households are more likely to have to choose between housing costs and other necessities.

The HNA analysis of Workforce Housing Affordability indicates that there is a gap in housing affordable for the Island’s workforce in service professions (e.g., restaurant workers, bank tellers, retail clerks, school bus drivers). Many of these workers are obliged therefore to commute from less-expensive off-Island housing, which increases their transportation costs, congestion on SR 305 and greenhouse gas emissions.

Bainbridge Island’s jobs/housing balance is 0.59 jobs for every housing unit, making it a “bedroom community.” The Puget Sound Regional Council suggests that housing-rich neighborhoods add employment in order to increase economic opportunities for current residents.

Market forces alone will not address the urgent housing needs facing Bainbridge Island. In the face of daunting circumstances, the City aspires to an ambitious Vision of its future and commits to an innovative, aggressive and multi-faceted housing strategy. The City’s success in achieving the housing Vision will also depend upon achieving the policy objectives identified in the Land Use, Transportation, Economic and Environmental Elements of this Plan.

HOUSING VISION 2036

Bainbridge Island in the year 2036 provides a broad diversity of housing. The broadest variety of *housing types* including rental homes, exists within the compact, walkable, transit-served, mixed-use *designated centers*. These include small detached homes on small lots, attached and detached *accessory dwelling units*, *cottage housing*, common-wall duplexes, triplexes and row houses, and stacked units on the upper floors of mixed-use, mid-rise buildings.

The residential *land use* pattern outside of *designated centers* remains at much lower densities and constitutes almost 90% of the Island's area. Houses built in the previous twenty years in the vicinity of designated centers and elsewhere in the Open Space Residential zones are compact, energy-efficient and well-integrated in their landscape. Typical *housing types* in these areas include detached houses on lots of various sizes, attached and detached *accessory dwelling units* and *conservation villages*.

Some combination of appropriately zoned land, regulatory incentives, financial subsidies and innovative planning techniques will be necessary to make adequate provisions for the needs of all segments of the population, but particularly middle and lower income persons.

GOALS & POLICIES

GOAL HO-1

Make steady progress toward the following aspirational targets for increasing the diversity of *housing types* and the supply of *affordable housing*.

Policy HO 1.1

Decrease to 20% or less the number of cost burdened families living in rental housing (down from 40%).

Policy HO 1.2

Decrease to 18% or less the number of cost burdened families owning homes (down from 34%).

Policy HO 1.3

Increase rental housing units to at least 11% of total housing units (up from 7%).

Policy HO 1.4

Increase the Island's percentage of *multifamily* homes to 18% or more of all homes (up from 16%).

Policy HO 1.5

Increase the number of *senior housing units* to 600 or more (up from 344.)

2/28/17

Policy HO 1.6

Change today's 89/11% housing split between the Mixed Use Town Center and Neighborhood Centers to 80/20% by 2036.

Policy HO 1.7

Achieve a jobs-housing balance of .8 (up from 0.59).

GOAL HO-2

Beginning in 2019, prepare biennial reports on the status of housing on Bainbridge Island. The report shall describe progress toward achieving the targets set forth in Policies HO 1.1 through HO 1.7.

Policy HO 2.1

The Housing report shall address the following aspects of housing:

1. Housing trends in general both regionally and on Bainbridge Island.
2. The number and location of *housing types* constructed or active applications in the permit process in the preceding two years.
3. An evaluation of the effectiveness of the City's measures and identification of additional or revised measures or targets.
4. The vacancy rate for rental apartments.
5. The number of cost burdened and extremely cost burdened households.
6. The status of efforts to address housing needs at the regional level.
7. The housing availability for special needs or difficult to serve populations.
8. The condition of the local housing market and the number of new housing units publicly and privately funded.
9. The use of density bonuses and the number of for-purchase *affordable housing* units provided in new developments.
10. A description of the various initiatives supporting *affordable housing* including activities of community non-profit organizations and local and regional entities.
11. Programs of housing repair and renovation that improve accessibility.
12. An analysis of how property taxes impact housing affordability.
13. If insufficient progress is made toward meeting the targets in Policies HO 1.1 through HO 1.7, determine what actions are not working and make adjustments.

Policy HO 2.2

Make the Biennial Housing Reports available to the public in various ways such as notice in the local newspaper, on the City's web page and on local media outlets. This Biennial Housing Report will be part of a comprehensive update of the Housing Needs Assessment in order to inform the next state-mandated update of the Comprehensive Plan in 2024.

GOAL HO-3

Promote and maintain a variety of *housing types* to meet the needs of present and future Bainbridge Island residents at all economic segments in a way that is compatible with the character of the Island and encourages more socio-economic diversity. Partner with community non-profit organizations and local and regional private and public entities in carrying out the following policies.

Policy HO 3.1

Encourage innovative zoning regulations that increase the variety of *housing types* and choices suitable to a range of household sizes and incomes in a way that is compatible with the character of existing neighborhoods. Examples of innovative approaches are *cottage housing* development, *conservation villages*, stacked or common-wall housing, *tiny houses* and *accessory dwelling units*.

Housing types are illustrated in: Figs. HO-1 through HO-3 (*detached housing*); Figs. HO-4 through HO-6 (*attached housing*); and Figs. HO-7 through HO-9 (*stacked housing*).



Fig. HO-1 Single-family Home



Fig. HO-2 Cottage Housing



Fig. HO-3 Tiny House/ADU



Fig. HO-4 Duplex



Fig. HO-5 Row House



Fig. HO-6 Zero Lot Line



Fig. HO-7 Garden Apartment



Fig. HO-8 Mixed-use, Mid-rise



Fig. HO-9 Micro Units



Fig. HO-10 Live-aboard Unit

Policy HO 3.2

Recognize that the City shares a housing and employment market as well as a transportation network with the larger region. Therefore, the City should work with the *Kitsap Regional Coordinating Council* and other regional entities to develop an equitable and effective county-wide planning policies and other strategies to locate, finance and build *affordable housing*.

Policy HO 3.3

Designate the appropriate staff or organizational entity to assist and advise the community, landowners and private and public entities about options for *affordable housing*, financing strategies and funding sources.

Policy HO 3.4

Partner with non-profit housing organizations, churches, the development community, local lending institutions, elected officials and the community at large to assist in meeting *affordable housing goals* and implementing strategies.

Policy HO 3.5

Support the efforts of community non-profit housing organizations and local and regional public and private entities in developing and managing *affordable housing* on Bainbridge Island.

Policy HO 3.6

Develop standards to encourage development of small to mid-size single-family housing units. These provisions may include a framework to permit small-unit housing development such as *tiny houses*, *micro units* and *cottage housing*.

Policy HO 3.7

Expand opportunities for infill in the residential neighborhoods of the Winslow Master Plan study area and the Neighborhood Centers. Allow the creation of small lots (e.g., in the 3,000 square foot range) as well as smaller footprint homes (e.g., under 1,200 square feet).

GOAL HO-4

Increase the supply of permanently affordable *multifamily* housing each year through the year 2036 with goals based on data provided by the Housing Needs Assessment and the City's housing reports.

Policy HO 4.1

Encourage new *multifamily* housing in a variety of sizes and forms in *designated centers*.

Policy HO 4.2

Increase the efficiency of the review process and revise development standards for the High School Road and Ferry Terminal districts and other portions of the Winslow Area Master Plan to encourage the transformation of these areas from auto-oriented, low-rise, homogeneous commercial land use districts into walkable, transit-served, mid-rise, mixed-use areas with *affordable housing*.

Policy HO 4.3

Partner with non-profit or for-profit housing sectors to create new *multifamily* housing in *designated centers* including a significant percentage of *affordable housing* through the joint or exclusive use of surplus publicly owned property or air space.

Policy HO 4.4

Partner with the for-profit sector to create *affordable housing* through the targeted use of the *multifamily* property tax exemptions in *designated centers*.

Policy HO 4.5

Remove barriers to the creation of new *multifamily* housing, particularly *affordable housing* through a variety of actions such as the adoption of regulations that “right-size” parking requirements, reduce certain *impact fees* and encourage the use of parking management programs to enable the more efficient use of parking.

Policy HO 4.6

Allow *accessory dwelling units* in all residential zones, except at Point Monroe, the Sandspit (R-6). Review and revise regulations as appropriate to create reasonable flexibility regarding development standards including lot coverage, setbacks, parking requirements and Health District requirements for water and sewage.

Policy HO 4.7

Encourage agencies whose mission is to develop *affordable housing* to create new subsidized *multifamily* rental housing by aggressively pursuing Kitsap County *Community Development Block Grant Funds*, state funds, donations from private individuals and organizations, public revenue sources and other available funding.

Policy HO 4.8

Evaluate the efficacy of existing regulations in facilitating the provision of assisted and independent living *senior housing* and take action to amend *development regulations* as needed.

GOAL HO-5

Maintain the existing stock of affordable and rent-assisted housing, in partnership with community non-profit organizations and local and regional public and private entities.

Policy HO 5.1

Develop a continuing strategy to maintain the Rural Development Agency and HUD subsidies on existing rent-assisted housing. The primary strategy shall be to support Housing Kitsap and non-profit organizations such as Housing Resources Bainbridge to purchase the units through the provisions of the 1990 Housing Act.

Policy HO 5.2

In the event of the potential loss of privately-owned subsidized housing, work with the appropriate public agencies and local non-profits to pursue the preservation of the subsidized units or relocation assistance for the residents.

Policy HO 5.3

Support water-based (live-aboard) housing as a viable component of the present and future housing stock of Bainbridge Island, subject to applicable environmental protection, seaworthiness, sanitation and safety standards, and authorized moorage.

GOAL HO-6

Facilitate the provision of a diverse *affordable housing* stock in all geographic areas of the community.

Policy HO 6.1

Encourage housing created by agencies such as a community land trust.

Policy HO 6.2

In order to provide for permanently *affordable housing* pursue effective strategies to reduce the land cost component of *affordable housing* which may include alternative land use zoning, *density bonuses* and other incentives.

Policy HO 6.3

Maintain an innovative housing program and clarify or adopt new flexible permit processes in all *designated centers* to promote an increase in the supply, diversity and access to housing including *affordable housing*.

Policy HO 6.4

Create a new *conservation villages* permit process to apply outside of *designated centers* to increase housing choices including *affordable housing* and requiring *green building* practices while better conserving *open space*.

Policy HO 6.5

Develop regulations and provide incentives to construct *affordable housing* for farm workers on or near farmlands.

Policy HO 6.6

Consider the merits of programs and regulations pioneered by other communities to discourage the land, energy and natural resource consumptive pattern of large single-family homes. Adopt amendments to City programs and *development regulations* as appropriate.

Policy HO 6.7

Support the development of *livable neighborhoods*.

GOAL HO-7

Promote and facilitate the provision of rental and for-purchase housing that is affordable to *income-qualified* households with a variety of income levels.

Policy HO 7.1

Exempt from City *impact fees* and other administrative development fees housing developments where all units are limited to residents in specified income groups.

Policy HO 7.2

All income-qualified rental housing units created as a result of the policies of this Housing Element shall remain affordable to *income-qualified households* for a period of not less than 50 years from the time of first occupancy.

Policy HO 7.3

Explore measures and the merits of source-of-income discrimination controls.

GOAL HO-8

Facilitate the siting and development of housing opportunities for *special needs populations*.

Policy HO 8.1

Support the services of community non-profit organizations and local and regional public or private entities in providing shelter for temporarily homeless singles and families with children, adolescents and victims of domestic violence on Bainbridge Island.

Policy HO 8.2

Support the development of programs to meet the housing needs of the developmentally, physically and emotionally disabled within the community.

Policy HO 8.3

Support programs that provide assistance to low-income, elderly and disabled persons to repair, rehabilitate or retrofit homes to be more accessible and safe.

GOAL HO-9

Explore the use of the City's bonding capacity and pursue other resources to support the creation of *affordable housing*.

Policy HO 9.1

The City recognizes the need to provide financing assistance for *affordable housing*. Accordingly, the City will actively pursue public and private funds that may include but are not limited to, real estate excise tax, grants and other available resources.

Policy HO 9.2

The City in partnership with local agencies producing *affordable housing*, may issue a General Obligation Bond to increase the production of housing affordable to *households* at or below 80% of median income for Kitsap County.

Policy HO 9.3

Consider the issuance of Limited Tax General Obligation Bonds (also called councilmanic bonds or non-voted debt) to support the development of housing affordable to *households* at or below 80% of median income for Kitsap County.

Policy HO 9.4

Increase City support of the Housing Trust Fund and explore new sources of funding for the development and preservation of *affordable housing*.

Policy HO 9.5

Consider the options for making City-owned land or air-space available through long-term leases or other mechanisms for the purpose of creating income-qualified housing and support other public entities that wish to use publicly-owned land for this purpose. Take into consideration however, the full range of uses that City-owned properties may serve over the long-term.

HOUSING IMPLEMENTATION

To implement the goals and policies in this Element, the City must take a number of actions, including adopting or amending regulations, creating partnerships and educational programs, and staffing or other budgetary decisions. Listed following each action are several of the plan’s goals and policies that support that action.

HIGH PRIORITY ACTIONS

HO Action #1 Set targets for increasing the supply of moderately priced and *affordable housing*, measure progress, and if insufficient progress is being made toward meeting the housing targets, determine what actions are not working and make appropriate adjustments.

GOAL HO-1

Make steady progress toward the following aspirational targets for increasing the diversity of *housing types* and the supply of *affordable housing*.

2/28/17

GOAL HO-2

Beginning in 2019, prepare biennial reports on the status of housing on Bainbridge Island. The report shall describe progress toward achieving the targets set forth in Policies HO 1.1 through HO 1.7.

HO Action #2 Amend the City’s development code to facilitate an increase in the diversity of housing types and supply of affordable housing.

Policy HO 3.6

Develop standards to encourage development of small to mid-size single-family housing units. These provisions may include a framework to permit small-unit housing development such as *tiny houses, micro units and cottage housing*.

Policy HO 4.2

Increase the efficiency of the review process and revise development standards for the High School Road and Ferry Terminal districts and other portions of the Winslow Area Master Plan to encourage the transformation of these areas from auto-oriented, low-rise, homogeneous commercial land use districts into walkable, transit-served, mid-rise, mixed-use neighborhood with *affordable housing*.

Policy HO 6.3

Maintain an innovative housing program and clarify or adopt new flexible permit processes in all *designated centers* to promote an increase in the supply, diversity, and access to housing, including *affordable housing*.

Policy HO 6.4

Create a new *conservation villages* permit processes to apply outside of *designated centers* to increase housing choices, including *affordable housing* and requiring *green building* practices, while better conserving *open space*.

HO Action #3 Partner with other jurisdictions, the development community, and non-profit organizations to increase the diversity of housing types and supply of affordable housing.

Policy HO 3.4

Partner with non-profit housing organizations, churches, the development community, local lending institutions, elected officials and the community at large to assist in meeting *affordable housing goals* and implementing strategies.

Policy HO 4.3

Partner with non-profit or for-profit housing sector to create new *multifamily* housing in *designated centers* including a percentage of *affordable housing*, through the joint or exclusive use of surplus publicly owned property or air space.

Policy HO 4.4

Partner with the for-profit sector to create *affordable housing* through the targeted use of the multifamily property tax exemptions in *designated centers*.

Policy HO 9.5

Consider the options for making City- owned land or air-space available through long-term leases or other mechanisms for the purpose of creating income-qualified housing and support other public entities that wish to use publicly-owned land for this purpose. Take into consideration however, the full range of uses that City-owned properties may serve over the long-term.

HO Action #4 Consider actions that can be taken to reduce financial barriers that inhibit the desired increase in diverse and affordable housing.

Policy HO 5.2

In the event of the potential loss of privately-owned subsidized housing, work with the appropriate public agencies and local non-profits to pursue the preservation of the subsidized units or relocation assistance for the residents.

Policy HO 7.1

Exempt from City *impact fees* and other administrative development fees housing developments where all units are limited to residents in specified income groups.

Policy HO 9.2

The City in partnership with local agencies producing *affordable housing*, may issue a General Obligation Bond to increase the production of housing affordable to *households* at or below 80% of median income for Kitsap County.

Policy HO 9.3

Consider the issuance of Limited Tax General Obligation Bonds (also called councilmanic bonds or non-voted debt) to support the development of housing affordable to *households* at or below 80% of median income for Kitsap County.

HO Action #5 Create a short-term (60-90 days) citizen *affordable housing* task force to consider the revised Housing Element and provide specific recommendation for near-term action.

Policy HO 3.3

Designate the appropriate staff or organizational entity to assist and advise the community, landowners and private and public entities about options for *affordable housing*, financing strategies and funding sources.

HO Action #6 Review and revise City regulations related to permissible live-aboard capacity in City marinas.

Policy HO 5.3

Support Water-based (live-aboard) housing as a viable component of the present and future housing stock of Bainbridge Island, subject to applicable environmental protection, seaworthiness, sanitation and safety standards, and authorized moorage.

MEDIUM PRIORITY ACTIONS

HO Action #7 Focus additional city and other financial resources to help increase the supply of affordable housing.

Policy HO 9.4

Increase City support of the Housing Trust Fund and explore new sources of funding for the development and preservation of *affordable housing*.

Policy HO 7.1

Exempt from City *impact fees* and other administrative development fees housing developments where all units are limited to applicants of specified income groups.

HO Action #8 Look for ways to reduce the cost of multifamily housing, particularly affordable housing.

Policy HO 4.5

Remove barriers to the creation of new *multi-family housing*, particularly *affordable housing* through a variety of actions such as the adoption of regulations that “right-size” parking requirements, reduce certain impact fees, and the encourage the use of parking management programs to enable the more efficient use of parking.

OTHER PRIORITY ACTIONS

HO Action #9 Identify ways to achieve local results with and through regional actions.

Policy HO 3.2

Recognize that the City shares a housing and employment market, as well as a transportation network, with the larger region. Therefore, the City should work with the Kitsap Regional Coordinating Council and other regional entities to develop equitable and effective county-wide planning policies and other strategies to locate, finance and build *affordable housing*.

Appendix C.1

November 3, 2017

Bainbridge Island City Council
200 Madison Ave.
Bainbridge Island, WA 98521

Dear Council members:

At the City Council meeting on October 3, 2017 Jon Rose, from the Olympic Property Group (OPG), unveiled a thoughtful preliminary site plan for the City-owned Suzuki property. The Affordable Housing Task Force (AHTF) has discussed this proposal at several of our meetings and offers the following comments.

The proposed plan clusters the housing and leaves 70% of the parcel as open space with mature trees retained, wetlands protected, and the pond untouched. It encourages walkability and keeps impervious surfaces to a minimum. The site plan creates a 300-foot buffer for wildlife and clusters housing near the road. All of these will contribute to a new community that is respectful of the environment and supports the affordable housing goal by lessening costs.

We were very pleased to hear some of the responses to the plan during the meeting. Councilmembers expressed their desire to push for the development to get to an even higher level of affordability and unanimously agreed that housing that is affordable to a broad range of people is important for Suzuki. Just as encouraging was the Council's discussion about *affordability* and the potential for expanding the definition to include those who aren't eligible for housing that is funded by public sources but are still finding it very hard to live on Bainbridge Island. Finally, OPG noted that it would be working closely with Housing Resources Bainbridge, the City of Bainbridge Island and Housing Kitsap to assure the long-term management and affordability of the units.

The AHTF endorses and advocates for 100% of the housing built on the Suzuki site to be designated affordable to a range of tenants and homeowners from very low income up to moderate levels of income. All housing on this site should also be made permanently affordable through restrictions required by funders, Community Land Trust, and/or deed restrictions upon sale. The Council should ensure that this affordability is protected and managed either by the future owner of the properties, COBI, or an entity contracted by COBI to perform this work (such as HRB or Housing Kitsap). In addition, we ask that you ensure that a substantial number of the housing units will be rentals.

We note that the OPG proposal provides that if the necessary financing is not obtained by HRB or Housing Kitsap, OPG will market the project to private housing developers. We urge the Council and the City not to adopt that provision, and instead negotiate an alternative, acceptable to both OPG and the City, that protects and preserves the Suzuki property for affordable housing.

With the foregoing caveats, the AHTF supports the efforts of the City of Bainbridge Island to move forward with the development of the Suzuki site to create affordable housing that benefits the community and assures a diverse population living on the island.

Sincerely,

Althea Paulson, Chair
On behalf of the Affordable Housing Task Force

Appendix C.2

November 7, 2017

Bainbridge Island City Council
200 Madison Ave.
Bainbridge Island, WA 98521

Re: Revised AHTF letter

Dear Council members:

At the City Council meeting on October 3, 2017 Jon Rose, from the Olympic Property Group (OPG), unveiled a thoughtful preliminary site plan for the City-owned Suzuki property. The Affordable Housing Task Force (AHTF) has discussed this proposal at several of our meetings and offers the following comments.

The proposed plan clusters the housing and leaves 70% of the parcel as open space with mature trees retained, wetlands protected, and the pond untouched. It encourages walkability and keeps impervious surfaces to a minimum. The site plan creates a 300-foot buffer for wildlife and clusters housing near the road. All of these will contribute to a new community that is respectful of the environment and supports the affordable housing goal by lessening costs.

We were very pleased to hear some of the responses to the plan during the meeting. Councilmembers expressed their desire to push for the development to get to an even higher level of affordability and agreed that housing that is affordable to a broad range of people is important for Suzuki.* Just as encouraging was the Council's discussion about *affordability* and the potential for expanding the definition to include those who aren't eligible for housing that is funded by public sources but are still finding it very hard to live on Bainbridge Island. Finally, OPG noted that it would be working closely with Housing Resources Bainbridge, the City of Bainbridge Island and Housing Kitsap to assure the long-term management and affordability of the units.

The AHTF endorses and advocates for 100% of the housing built on the Suzuki site to be designated affordable to a range of tenants and homeowners from very low income up to moderate levels of income. All housing on this site should also be made permanently affordable through restrictions required by funders, Community Land Trust, and/or deed restrictions upon sale. The Council should ensure that this affordability is protected and managed either by the future owner of the properties, COBI, or an entity contracted by COBI to perform this work (such as HRB or Housing Kitsap). In addition, we ask that you ensure that a substantial number of the housing units will be rentals.

We note that the OPG proposal provides that if the necessary financing is not obtained by HRB or Housing Kitsap, OPG will market the project to private housing developers. We urge the Council and the City not to adopt that provision, and instead negotiate an alternative, acceptable to both OPG and the City, that protects and preserves the Suzuki property for affordable housing.

With the foregoing caveats, the AHTF supports the efforts of the City of Bainbridge Island to move forward with the development of the Suzuki site to create affordable housing that benefits the community and assures a diverse population living on the island.

Sincerely,

Althea Paulson, Chair

On behalf of the Affordable Housing Task Force After we sent an earlier version of this letter this morning, Council member Ron Peltier wrote to us to say he is not in favor of housing at Suzuki that is affordable to a broad range of people. This change does not impact the task force opinions expressed in this letter.

Letter from AHTF to CC

Re: Suzuki Property Agreement Between City & OPG

Mayor Tollefson and City Councilmembers:

The Affordable Housing Task Force wishes to confirm, in the strongest terms that it supports 100% affordable housing on the city's property – Suzuki. This was a unanimous decision.

As the Council continues to discuss the Suzuki Property Agreement this coming Tuesday, December 12, 2017 we urge the City to clarify one main purpose of the Agreement – that the housing be 100% affordable, that it be held as affordable in perpetuity and that any motion and/or agreement regarding the use reflect this sentiment.

Thank you.

Affordable Housing Task Force

Development of the Suzuki property has been an ongoing, multi-year process. There are many steps still to come in this process, such as preliminary design and revisions, permit approvals, financing and more. The AHTF believes it is important to be working on approving a Development Agreement as soon as possible. We are aware of the risk of mounting costs associated with delay that could impact the viability of this project. Recognizing that the process is still in the early stages, and details (such as requirements for financing or engineering) may change as more information becomes known, we specifically decided against recommending inflexible requirements for the project, except as stated above. We have confidence in the ability of the nonprofit, public and private partners in this project to work together to make the proposal a reality.

When the AHTF was created last year, the Council instructed us to consider housing affordability across the economic spectrum and make recommendations for near-term action. We were also instructed that if goals and policies of the Comprehensive Plan seemed to conflict, we should recommend solutions that balance the costs and benefits to the community.

Members of the AHTF believe strongly that the Suzuki proposal satisfies these instructions and is consistent with the Housing Element of the Comprehensive Plan, as well as the Land Use Element and other provisions of the Comprehensive Plan.

The recommended Affordable Housing Goals---from up to 30% of AMI (Area Median Income) at the low end of the goals, to 120% of AMI at the top end---will serve a broad range of people across the economic spectrum. These could include seniors, people with disabilities, single parents, students, those in need of supportive housing, restaurant and retail workers, families, teachers, government employees, and more. We think it's important that some housing be geared to the higher end of the recommended income levels, to provide a meaningful contribution to work force housing. This housing would serve people like teachers, police, fire fighters and City employees, for whom local market-rate housing is out of reach even at their relatively higher incomes (according to the most recent Windermere newsletter, December's median sales price for Island homes was a decidedly unaffordable \$775,000).

We also believe this project has been designed around the environmental goals and policies of the Comprehensive Plan in a respectful and sensitive manner. An ecological study has been done and the findings have been reflected in the updated site plan. The development will have a small footprint, clustered within approximately 30% of the site. The proposal would preserve the significant environmental features, leaving the pond undisturbed, providing a wildlife buffer, and retaining mature trees. Impervious surfaces are kept to a minimum. Clustered housing like this plan (also known as conservation development) is an important tool for sustainable development in communities around the country.

In sum, this project is an excellent balance of costs and benefits to Bainbridge Island. We believe it furthers the Comprehensive Plan's goals and policies, and is an embodiment of Guiding Principle #3 in the Comprehensive Plan, which calls for the City to "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."

Finally, the AHTF believes the Suzuki project is of tremendous significance to the Island's overall affordable housing strategy, both because of the number of homes it will offer, and because it is a long

overdue, concrete demonstration of our community commitment to housing justice and affordability. If this project is not approved, or becomes non-viable due to delay or excessive requirements, we believe it would deal a significant blow to the Island's affordable housing efforts. We urge you to approve the Development Agreement as soon as possible, as the next step toward the realization of a new neighborhood of sustainable, diverse and affordable homes.

Very truly yours,
Althea Paulson, Chair
Affordable Housing Task Force

November 20, 2017

Chair Pearl and Commissioners
Planning Commission
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110

Chair Pearl and Commissioners:

The Affordable Housing Task Force (AHTF) has been discussing Eagle Harbor live-aboards in connection with our research and analysis of innovative ways for people to rent or own affordable housing. Live-aboard homes have been part of the Housing Element of the Comprehensive Plan since the inception of the City. The recently updated Housing Element provides in Policy HO 5.3: water-based (live-aboard) housing as a viable component of the present and future housing stock of Bainbridge Island, subject to applicable environmental protection, seaworthiness, sanitation and safety standards and

In accordance with that policy, the AHTF has discussed the percentage of allowable live-aboard boats and/or slips in marinas. We note that currently that percentage is 10%, although it used to be 25%.

We believe that the current 10% is a very limited use of our water-based resources and does not allow the Island to use the limited resources it has to increase affordable housing options.

Included with this letter as an additional attachment is a letter from the Harbor Commission sent to the City Council on November 18, 2013. The Council was discussing the SMP and new SMP regulations were being negotiated. For reasons that are unclear to us, the 10% limit was incorporated, in spite of several votes held on the matter.

We are, now, however in new territory in 2017. Housing prices and land prices have skyrocketed and we have an affordable housing crisis on the Island. There are few rentals on the Island under \$1,000 per month. We are unaware of any homes for sale for under \$125,000.

Slip rents run approximately \$450 per month with a live-aboard fee of about \$70 per month. If one owns a boat that can be insured, this is an affordable alternative to land based housing for those in that income range. If one can

Appendix C.5

qualify for a loan and has the opportunity to buy a slip in a marina with live aboard privileges, those slips are running \$30,000 and up.

There are few, if any, options on Bainbridge Island, short of Section 8 or subsidized housing that can touch these economics. Living aboard a boat is not for everybody but some people are able to afford a very small ecological

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In the core of Winslow, people working on Island, in Kitsap County and in Seattle have found living on their boats an affordable option to traditional land based housing.

We understand the Planning Commission is reviewing the SMP and we urge the Commission to raise the allowable live aboard spaces both for sale and rent to the 25% level.

Our City has few options for affordability any longer. As recognized by the

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and innovative ways to provide housing for a workforce and other folks who

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Sincerely,

Affordable Housing Task Force

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Appendix C.7

March 2015

Re: Dave Ullin Open Water Marina

Mayor Mehta and Councilors

We write to request the Council to adopt policies that will be filled out by the Department of Natural Resources and provided by the Harbor for people who live aboard their vessels in keeping with Homeport Policy H O 5.3 of the Comprehensive Plan that states

Policy HO 5.3 : Support water-based live-aboard boaters as a viable component of the present and future boating stock of San Diego. San Diego should to apply environmental protection, water sanitation and safety standards and standards.

We discussed the harbor last year in memory of Dave Ullin and the City to refer to it by its name in all future reports and correspondence.

A linear moorage has lived its life and is being overgrown. The Council to install all bylaws that would allow the space available for Dave Ullin Open Water Marina going into the future. Live-aboard boaters to lease expensive way to be based on land and have a smaller ecological footprint.

We have done the work of negotiating an agreement with DN that or the boaters to live on their boats. It is a fair and reasonable arrangement.

The Harbor Homeport Force previously had 10% percent of the allowance for live-aboard boaters in the Marina as part of the solution to the crisis of boaters on San Diego land.

We also request the Council to direct the staff to take reservations all year round not just in the fall. We are sensitive to safety and management issues and need to be able to help prospective tenants come into a year on a yearly basis. Request the Council to take lease applications year round and not create barriers to entry.

Thank you

Arde Hoing Force

RE: Short Term Vacation Rentals on Bainbridge Island

Members of the City Council

The housing element of the Bainbridge Island Comprehensive Plan sets Goal HO-5 to maintain the existing stock of affordable and rent-assisted housing in partnership with community non-profit organizations and local and regional public and private entities. To support this goal the Affordable Housing Task Force recommends the adoption of an ordinance to limit the use of short-term rentals on Bainbridge Island.

Since 2011 the third-party analytics site AirDNA (link below) has measured a 17% annual growth in the number of Airbnb rentals on Bainbridge Island with 133 active rentals currently recorded. Of these active rentals 11 are for the entire home a number that represents more than three months of inventory in the current real estate market. This stranded inventory worsens the affordable housing crisis by reducing the stock of long-term rentals and for-sale housing on Bainbridge Island However we also realize that many members of our community rely on the supplemental income generated by these short-term rentals to afford the ever-increasing cost of living so it is necessary to control the growth of the short-term rental market without eliminating it all together.

In December of 2017 the Seattle City Council passed an ordinance (link below) limiting the number of short term rentals per operator to their primary residence plus one additional unit. Although opposed by several operators with a large number of rentals

supported the small operator without excessive burden.

Additional consideration is needed to decide if the much smaller housing supply on Bainbridge Island justifies further restricting the number of rentals to one unit per operator but the success of the Seattle law is encouraging

The Affordable Housing Task Force recommends that the City Council adopt an ordinance modeled on the one passed by the City of Seattle with the following recommended changes 1) that the regulations apply citywide and 2) that the regulations apply retroactively to existing operators.

AirDNA Bainbridge Island Overview

<http://www.airdna.com/market-data/washington/bainbridge-island/new>

Seattle Short-Term Rental Ordinance

<http://www.seattle.gov/codes/rules/CommonQuestions/ShortTermRentals/default.htm>

Seattle Short-Term Rental Ordinance Summary Sheet

<http://www.seattle.gov/Documents/Departments/Council/Issues/RegulatingShortTermRentals/Regulating-Short-Term-Rentals-Summary2017-09.pdf>

Thank you for your consideration
Affordable Housing Task Force



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APPENDIX E

Planning Commission Study Session 04/23/2002

New Chapter. There is added to the Bainbridge Island Municipal Code a new Chapter 18.92, Cottage Housing, to read as follows:

18.92.010 Purpose

The purpose of Cottage Housing is to encourage detached, small-unit housing development, in order to expand the variety of housing choices suitable to a range of household types and incomes, while maintaining the character of existing neighborhoods. Cottage housing developments should be characterized by design variations between the units, and should include pedestrian connections that allow residents to walk throughout the development and to any adjacent recreational or commercial areas. The cottage housing provisions are intended to overlay upon existing zoning districts and include their own regulations and design guidelines. This chapter implements policies H 1.6 and H 1.6A of the Housing Element of the Comprehensive Plan.

18.92.020 Location

The Cottage Housing Overlay shall apply to the R-2.9, R-3.5, R-4.3, R-5, R-8 and R14 zoning districts.

18.92.030 Density and lot area.

- A. The minimum lot area for a cottage housing development shall not be less than 14,000 square feet.
- B. Each unit shall be allotted no less than 3500 square feet to accommodate the residential unit, common and private open space, parking and circulation, storage, etc.)
- C. The number of units in any cottage housing development shall not be less than four (4) or more than twelve (12).

18.92.040 Unit size

- A. The total floor area of a cottage unit shall not exceed either 1.5 times the area of the main floor or 1,200 square feet, whichever is less.
- C. The maximum main floor area for cottages shall be 800 square feet.
- D. At least fifty percent (50%) of the cottages shall have main floors that do not exceed 700 square feet.
- E. A notice to the title of the property that prevents any increase in the total floor area of any

FRONT YARD SETBACKS SHALL BE 10 FEET

18.92.050 Lot Coverage

The maximum lot area covered by buildings shall not exceed forty percent (40%).

18.92.060 Open Space

- A. Common open space. Common open space is intended to provide a centrally located area that can be developed and maintained so it is usable for active and passive recreation. Common open space shall be subject to the following requirements.
 1. There shall be a minimum of 400 square feet of common open space provided for each unit in the R-2.9, R-3.5, and R-4.3 and R-5 zones. There shall be a minimum of 250 square feet of common open space provided for each unit in the R-8 and R14 zones.

APPENDIX E

Planning Commission Study Session 04/22/2002

2. Common open space shall abut at least 50 percent of the cottages in a cottage housing development.
 3. Common open space shall have cottages abutting on at least two sides.
 4. Common open space shall not include portions of private yards, and shall be jointly owned by all residents.
 5. The common open space shall be outside of wetlands, streams and sensitive area buffers, and shall be on slopes of ten percent (10%) or less.
- B. Private Open Space. Private open space is intended to provide private areas around the individual cottages and enable diversity in landscape design. Private open space shall be subject to the following requirements.
1. A minimum of 300 square feet of contiguous, usable private open space shall be provided adjacent to each cottage, for the exclusive use of the cottage resident.
 2. The main entry of the cottages shall be oriented toward the common open space as much as possible.

18.92.070 Building Separation

All units shall maintain 10 feet of separation between vertical exterior walls, except that eaves and architectural projections such as balconies may encroach up to a maximum of 18 inches.

18.92.080 Yards

- A. Front yards shall not be less than 25 feet measured by the distance from the nearest lot line, planned right-of-way or road easement.
- B. Porches and bays may encroach 5 feet into the front yard.
- C. Side yards shall not be less than 10 feet, except that eaves and architectural projections such as balconies may encroach in the yard up to a maximum of 18 inches.
- D. Rear yards shall be 15 feet, except that eaves and architectural projections such as balconies and bays may encroach in the yard up to a maximum of 18 inches.

18.92.090 Building Height

The maximum building height for any cottage housing unit shall not exceed 20 feet, except that chimneys, cupolas and other architectural features shall not extend more than five feet above the roof at their highest point.

18.92.100 Parking

- A. For parking spaces required, refer to BIMC 18.81.030 (R).
- B. All parking shall be located to the side or rear of the site, and shall be screened from adjacent properties by a sight-obscuring fence or vegetation barrier in accordance with Chapter 18.85. Fences shall be at least five but not more than six feet in height.

18.92.110 Community Buildings

A cottage housing development may contain community building(s) that are detached accessory structures, the use and size of which is clearly incidental and related to that of the dwelling unit.

18.92.110 Design Guidelines

- A. Site Design.

APPENDIX E

Planning Commission Study Session 04/25/2002

1. The common open space shall be centrally located within the project.
2. All front porches of units shall be oriented toward landscaped, common open space.

B. Building Design.

1. Roofs of cottages shall be pitched.
2. Covered porches measuring at least 8 feet by 10 feet shall be incorporated into building design of the cottages.
3. Shared carports or garages shall be limited to a maximum of four stalls per structure and shall be detached from the dwelling units.
4. Attached garages shall not be permitted.

DRAFT

SAMPLE MULTI -FAMILY PROPERTY TAX EXEMPTION ORDINANCE (City of Bellingham)

Tax exemptions for multifamily housing in targeted residential areas.

A. Intent. Limited exemptions from ad valorem property taxation for multifamily housing in urban centers are intended to:

1. Provide economic incentives enabling increased residential housing choices and opportunities, including affordable housing opportunities, within urban centers designated by the city council as targeted residential areas;
2. Stimulate new construction or rehabilitation of existing vacant and underutilized buildings for multifamily housing in targeted residential areas to increase and improve housing opportunities, including affordable housing;
3. Assist in directing future population growth to designated urban centers with existing available infrastructure thereby reducing development pressure on neighborhoods lacking infrastructure capacities; and
4. Achieve development densities which are more conducive to transit use in designated urban centers.

B. Duration of Exemption. For properties for which applications for certificates of tax exemption eligibility are submitted under Chapter 84.14 RCW on or after July 22, 2007, the value of improvements qualifying under this chapter will be exempt from ad valorem property taxation as follows:

1. For eight successive years beginning January 1st of the year immediately following the calendar year of issuance of the certificate; or
2. For 12 successive years beginning January 1st of the year immediately following the calendar year of issuance of the certificate, if the property otherwise qualifies for the exemption under Chapter 84.14 RCW and meets the conditions in this subsection. For the property to qualify for the 12 -year exemption under this subsection, the applicant must commit to renting or selling at least 20 percent of the multi -unit housing units as affordable housing units as set forth below:

a. Owner Occupancy. In the case of projects intended exclusively for owner occupancy, the minimum requirement of this subsection (B)(2) may be satisfied solely through housing affordable to moderate -income households during the authorized exemption period.

b. Rental Occupancy. In the case of projects intended for rental occupancy, the minimum requirement of this subsection (B)(2) must be satisfied based on affordability requirements outlined in subsection (D)(9) of this section.

C. Limits on Exemption. The exemption does not apply to the value of land or to the value of nonhousing related improvements not qualifying under this chapter, nor does the exemption apply to increases in assessed valuation of land and nonqualifying improvements. In the case of rehabilitation of existing buildings, the exemption does not include the value of improvements constructed prior to submission of the completed application required under this chapter. The incentive provided by this chapter is in addition to any other incentives, tax credits, grants, or other incentives provided by law.

D. Project Eligibility. A proposed project must meet the following requirements to be considered for a property tax exemption:

1. Location. The project must be located within a targeted residential area, as designated in BMC [17.82.020](#) (C). If a part of any legal lot is within a designated residential targeted area then the entire lot shall be deemed to lie within such residential targeted area. Property located outside of, but adjacent to, the described areas is not designated as a residential targeted area.

2. Tenant Displacement Prohibited. The project must not displace existing residential tenants of structures that are proposed for redevelopment. Existing dwelling units proposed for rehabilitation must have been unoccupied for a minimum of 12 months prior to submission of an application. Applications for new construction cannot be submitted for vacant property upon which an occupied residential rental structure previously stood unless a minimum of 12 months has elapsed from the time of most recent occupancy.

3. Size. The project must include at least four units of multifamily housing within a residential structure or as part of a mixed -use development. A minimum of four new units must be constructed or at least four additional multifamily units must be added to existing occupied multifamily housing. Existing multifamily housing that has been vacant for 12 months or more

does not have to provide additional units so long as the project provides at least four units of new, converted, or rehabilitated multifamily housing.

4. Permanent Residential Housing. At least 50 percent of the space designated for multifamily housing must be provided for permanent residential occupancy, as defined in BM C 17.82.010.

5. Affordable Housing. Projects located in Target Area 4 or Area 5 are required to meet the affordable housing requirements described in subsection (B)(2) of this section.

6. Proposed Completion Date. New construction multi-unit housing and rehabilitation improvements must be scheduled to be completed within three years from the date of approval of the application.

7. Compliance with Guidelines and Standards. The project shall be designed to comply with the FLW\¶V FRPSUHKHQVLYH SODQ EXLOGLQJ KRXVLQJ DQG JRQLQJ regulations in effect at the time the application is approved. Rehabilitation and conversion LPSURYHHPHQWV PXVW FRPSO\ ZLWK WKH FLW\¶V ORFDO KRXVLQJ V FRPSO\ ZLWK WKH FLW\¶V ORFDO KRXVLQJ VWDQGDUG 1HZ FRQVW building code adopted by the city. The project must also comply with any other standards and guidelines adopted by the city council for the targeted residential area in which the project will be developed.

8. Historic Resource Protection.

a. Applications for new construction that require the demolition of structures listed in the local, state or national register, or identified as contributing to an historic district in the

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b. Applications for new construction on a vacant property upon which previously stood a structure that was listed in the local, state or national register, or was identified as contributing to an historic district in a city historic resource inventory are not eligible for the multifamily tax exemption unless a minimum of five years has lapsed between the date of demolition and application for the multifamily tax exemption.

c. The requirement of subsections (D)(8)(a) and (b) of this section may be waived if

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on the local register or the director for structures identified as contributing to an historic

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demolition waiver determination shall be based on the criteria in BMC 17.90.060 (D)(2) and

(3).

9. Affordable Housing. Projects intended for rental occupancy seeking a 12 -year tax exemption pursuant to subsection (B)(2) of this section shall provide 20 percent of the multi -unit housing as follows:

a. Affordable housing units shall be available to households whose adjusted income is at or below 60 percent of the median family income adjusted for family size for Whatcom County, except as otherwise allowed in subsection (B)(9)(b) of this section.

b. The affordable housing requirement can be met, either partially or fully, for any units with two or more bedrooms that are available to households whose adjusted income is at or below 80 percent of median family income adjusted for family size for Whatcom County.

E. Application Procedure. A property owner who wishes to propose a project for a tax exemption shall complete the following procedures :

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along with any required fees as determined by council resolution. An additional fee, as

determined by council resolution, may be required to cover the Whatcom

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administrative costs. If the application shall result in a denial by the city, the city will retain that

portion of the fee attributable to its own administrative costs and refund the balance to the

applicant.

2. A complete application shall include:

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the exemption;

b. Preliminary floor and site plans and elevations of the proposed project and narrative or other description of the scope of work to be performed;

c. A statement acknowledging the potential tax liability when the project ceases to be eligible under this chapter; and

4. All the conditions of the original contract between the applicant and the city will be satisfied upon completion of the project.

H. Application for Final Certificate. Upon completion of the improvements agreed upon in the contract between the applicant and the city and upon issuance of a temporary or permanent certificate of occupancy, the

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community development department the following:

1. A statement of expenditures made with respect to each multifamily housing unit and the total expenditures made with respect to the entire property;
2. A description of the completed work with evidence of final city inspection of all work completed and a statement of qualification for the exemption;
3. A statement that the work was completed within the required three-year period or any authorized extension; and
4. If applicable, a statement that the project meets the affordable housing requirements as described in BMC 17.82.030 (B)(2).

Within 30 days of receipt of all materials required for a final certificate, the director shall determine which specific improvements, and the affordability of the units, satisfy the requirements of this chapter.

I. Issuance of Final Certificate. If the director determines that the project has been completed in accordance with the contract between the applicant and the city and has been completed within the authorized time period, the city shall, within 10 days, file a final certificate of tax exemption with the Whatcom County assessor.

1. Denial and Appeal. The director shall notify the applicant in writing that a final certificate will not be filed if the director determines that:
 - a. The improvements were not completed within the authorized time period;
 - b. The improvements were not completed in accordance with the contract between the applicant and the city;
 - c. If applicable, the affordable housing requirements as described in subsection (B)(2) of this section were not met; or

d. 7KH RZQHU¶V SURSHUW\ LV RWKHUZLVH QRW TXDOLILHG XQG

Within 14 days of recei SW RI WKH GLUHFWRU¶V GHQLDO RI D ILQDO FHUWLI

appeal with the hearing examiner, as provided in BMC 2.56.050 (B). The applicant may appeal

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30 days, or as otherwise required by law, of receiving notice of that decision.

J. Annual Compliance Review. Within 30 days after the f irst anniversary of the date of filing the final certificate of tax exemption and each year thereafter, for the tax exemption period, the property owner shall file a notarized declaration with the director indicating the following:

- 1. A statement of occupa ncy and vacancy of the multifamily units during the previous year;
- 2. A certification that the property continues to be in compliance with the contract with the city, including any affordable housing requirements;
- 3. A description of any subsequent improve ments or changes to the property; and
- 4. A report on affordable housing requirements, if applicable, including:
 - a. The total monthly rent or total sale amount of each unit produced;
 - b. The income of each renter household at the time of initial occupancy and the income of each initial purchaser of owner -occupied units at the time of purchase for each of the units receiving a tax exemption; and
 - c. Any additional information requested by the city in regards to the units receiving a tax exemption.

City staff shall have the right to conduct on -site verification of the declaration. Failure to submit the annual declaration may result in the tax exemption being canceled.

K. The city shall report annually by December 31st of each year to the Washington State Depart ment of Commerce. The report must include the following information:

- 1. The number of tax exemption certificates granted;
- 2. The total number and type of units produced or to be produced;

- 3. The number and type of units produced or to be produced meeting a ffordable housing requirements;
- 4. The actual development cost of each unit produced;
- 5. The total monthly rent or total sale amount of each unit produced;
- 6. The income of each renter household at the time of initial occupancy and the income of each initial purchaser of owner -occupied units at the time of purchase for each of the units receiving a tax exemption and a summary of these figures for the city; and
- 7. The value of the tax exemption for each project receiving a tax exemption and the total value of tax exemptions granted.

L. Cancellation of Tax Exemption. If the director determines the owner is not complying with the terms of the contract, the tax exemption will be canceled. This cancellation may occur in conjunction with the annual review or at any other time when noncompliance has been determined. If the owner intends to convert the multifamily housing to another use, the owner must notify the director and the Whatcom County assessor within 60 days of the change in use.

1. Effect of Cancellation. If a tax exemption is canceled due to a change in use or other noncompliance, the Whatcom County assessor may impose an additional tax on the property, together with interest and penalty, and a priority lien may be placed on the land, pursuant to state legislative provisions.

2. Notice and Appeal. Upon determining that a tax exemption is to be canceled, the director shall notify the property owner by certified mail. The property owner may appeal the determination by filing a notice of appeal with the hearing examiner within 30 days, specifying the factual and legal basis for the appeal. An aggrieved party may appeal the hearing H [D P L Q H U ¶ V G H F L V L R Q W R W K H : K D W F R P & R X Q W \ V X S H U L R U F R X U or as otherwise required by law, of receiving notice of cancellation.

M. Conflict of Provisions. If any provision of this chapter is in legal conflict with the provisions of Chapter 84.14 RCW, the provisions of Chapter 84.14 RCW shall apply as if set forth in this chapter. [Ord. 2015-12-051 § 2; Ord. 2010-12-078; Ord. 2003-03-012; Ord. 2003-03-011; Ord. 1999-09-054].



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:30 PM) Creation of Council Ad Hoc Committee for Affordable Housing - Councilmember Blossom,

STRATEGIC PRIORITY: Healthy and Attractive Community

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

I move to approve the creation of a Council ad hoc committee for affordable housing.

SUMMARY:

Council will discuss the formation of a Council ad hoc committee on affordable housing.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:40 PM) WestNet Interlocal Agreement - Police,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Interlocal Agreement **PROPOSED BY:** Police

RECOMMENDED MOTION:

I move to forward the WestNet Interlocal Agreement for approval with the November 27, 2018 Consent Agenda.

SUMMARY:

Since 1993, State, County, and City law enforcement agencies have participated in the multi-jurisdictional WestNET Task Force, which utilizes grant funding and combines resources to combat criminal activity. The Bainbridge Island Police Department has not participated in the WestNET Task Force in recent years, but is currently in a position to offer support and wishes to join.

FISCAL IMPACT:

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

BACKGROUND: The Interlocal Cooperation Act, Chapter 39.34 RCW, allows public agencies to enter into cooperative agreements for their mutual advantage.

Since 1993, State, County, and City law enforcement agencies have participated in the multi-jurisdictional WestNET Task Force, which utilizes grant funding and combines resources to combat criminal activity. Specifically, the Kitsap County Sheriff's Office (KCSO) traditionally receives grant funds from the Department of Commerce for the Byrne Justice Assistance Grant (JAG) multi-jurisdictional Drug-Gang Task Force Program to be used for a multi-jurisdictional task force for investigation and interdiction efforts of criminal organizations that are focused on and engaged in criminal enterprise activities around gangs, guns, and drug operations to reduce the availability, use, and trafficking of illegal drugs, guns, and the profits of criminal gang and drug organizations 114

The Bainbridge Island Police Department has not participated in the WestNET Task Force in recent years, but is currently in a position to offer support and wishes to join.

ATTACHMENTS:

[WestNET Interlocal Agreement](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

**INTERLOCAL COOPERATIVE TASK FORCE AGREEMENT
(WestNET)**

THIS INTERLOCAL COOPERATIVE TASK FORCE AGREEMENT (“Agreement”) is entered by and among Kitsap County, and the Counties, Cities, State, and federal agencies identified below, collectively referred to as the “Parties” and individually as a “Party”:

City of Bainbridge Island	Drug Enforcement Administration
City of Bremerton	Naval Criminal Investigation Service
City of Gig Harbor	United States Postal Service Office of
City of Port Orchard	Inspector General
City of Poulsbo	Washington State Department of Corrections
City of Shelton	
Mason County	Washington State Patrol
Pierce County	

RECITALS

- A. The Interlocal Cooperation Act, Chapter 39.34 RCW, allows public agencies to enter into cooperative agreements for their mutual advantage.
- B. Since 1993, the Counties, Cities, and Washington State Patrol have participated in the WestNET multi-jurisdictional Task Force, through an interlocal cooperative agreement, to utilize grant funding and combine resources by centralizing enforcement activities to enhance law enforcement efforts to combat criminal activities.
- C. The Kitsap County Sheriff’s Office (KCSO) traditionally receives grant funds from the Department of Commerce for the Byrne Justice Assistance Grant (JAG) multi-jurisdictional Drug-Gang Task Force Program to be used for a multi-jurisdictional task force for investigation and interdiction efforts of criminal organizations that are focused on and engaged in criminal enterprise activities around gangs, guns, and drug operations to reduce the availability, use, and trafficking of illegal drugs, guns, and the profits of criminal gang and drug organizations.
- D. In addition, the respective jurisdictions recognize that there is a substantial nexus between the activities of illegal drugs, guns, and gang activity and human trafficking (RCW 9A.88.150), sexual exploitation of children (RCW 9.68A.120), money laundering (RCW9A.83.030), and Criminal Profiteering (RCW 9A.82.100), all collectively referred to herein as “Criminal Activities”.
- E. The Parties desire to execute this Agreement to continue the operations of the task force, expand the purposes to include all Criminal Activities identified herein, include additional participating public agencies, and update the terms and conditions of the Agreement.

AGREEMENT

NOW, THEREFORE, in consideration of the foregoing recitals, which are incorporated herein by reference, and the mutual promises and covenants, the Parties agree as follows:

SECTION 1. DEFINITIONS

1.1 For the purposes of this Agreement, the words and phrases listed below shall have the meaning prescribed to them in this section unless the context dictates otherwise:

1.1.1 "Participating Agency" or "Participating Agencies" means the Sheriff's Office for Kitsap, Mason, and Pierce Counties, the Police Departments of the Cities of Bainbridge Island, Bremerton, Port Orchard, Poulsbo, Shelton, Gig Harbor, and the Washington State Patrol, the Washington State Department of Corrections, the Drug Enforcement Administration, the Naval Criminal Investigative Service, the United State Postal Service Office of Inspector General, and such other jurisdictions as authorized by the Advisory Board to be added as a Party to this Agreement in the future.

1.1.2 "Task Force" means this multi-jurisdictional Task Force composed of federal, state, and local law enforcement, prosecutors, and support personnel, and known as the WestNET Task Force, initially created pursuant to an interlocal agreement among participating agencies in 1993.

1.1.3 "Task Force Coordinator" means a Kitsap County Sheriff's Office Lieutenant or above or his/her designee.

1.1.4 "Task Force Operation" means any law enforcement activity in which an investigator assigned to the Task Force takes a substantial part. Task Force operations may include law enforcement activity which the Participating Agency's sole participation was to supply intelligence information to the arresting agency, or in which the Task Force provided follow-up support such as evidence processing, case preparation, warrant request, or follow-up investigation, if such intelligence or ancillary support is deemed substantial by the Advisory Board. In its reviewing capacity, as described herein, the Advisory Board shall determine whether such intelligence or ancillary support in any given case has been substantial enough to make the activity a Task Force operation.

1.1.5 "Task Force Operations Fund" means the fund administered by the Kitsap County Sheriff's Office, on behalf of the Participating Agencies, to receive and disburse monies from the "WestNET Fund" for day-to-day operational purposes of the Task Force consistent with the law and funding source requirements.

1.1.6 "WestNET Fund" means the Task Force Operations Fund account within the Kitsap County Treasurer's Office, for the purpose of receipt and

disbursement of forfeiture funds and court ordered contributions in accordance with the terms of this Agreement.

SECTION 2. PURPOSE

- 2.1 The purpose of this Agreement is to provide for the joint and cooperative undertaking of the Parties to establish, implement, and manage the Task Force, identify those persons responsible for administering the Task Force, and define responsibilities as contemplated in RCW 39.34.030. In order to accomplish this purpose, the Task Force and Advisory Board does and must operate confidentially without public input. The Participating Agencies do not intend to create through this Agreement a separate legal or administrative entity subject to suit.

SECTION 3. DURATION

- 3.1 This term of this Agreement is June 30, 2018 through June 29, 2021, unless terminated or extended at the agreement of the Parties. This Agreement may be extended for additional consecutive three (3) year terms upon the written agreement of the Parties.

SECTION 4. GENERAL RESPONSIBILITIES OF THE PARTIES

- 4.1 Each Party acknowledges and agrees as follows:
- 4.1.1 Each Participating Agency will assign the equivalent of full and/or part-time investigator(s) and/or other personnel (e.g. intelligence analysts, support staff) to work in the Task Force, as enforcement needs require, and the respective departmental staff levels permit.
 - 4.1.2 The Parties will work cooperatively to apply for grant funds that may be available from federal, state, or private sources, to be used in furtherance of Task Force purposes and objectives. Such cooperation includes providing all documentation necessary to receive grant funds. Each Party will make certified assurances required by grant contracts that are within its particular control, and make its records related to the Task Force activities available for inspection consistent with grant requirements.
 - 4.1.3 Each Participating Agency, and its employees, shall act as an independent contractor and not as an employee of the Task Force or another Party to this Agreement. No Party shall have the authority to bind another Party nor control the employees, agents, or contractors of another Party to this Agreement. All rights, duties, and obligations of a Party shall remain with that Party.
 - 4.1.4 Each Party shall be solely and exclusively responsible for the compensation, benefits, training expenses, costs, and expenses for its employees, unless otherwise provide herein. Each Party will be responsible for ensuring

compliance with all applicable laws, collective bargaining agreements, and civil service rules and regulations regarding its own employees.

- 4.1.5 Each Party shall be responsible for any insurance, repairs, fuel, maintenance, and damage to its equipment and vehicles operated by its employees while participating in the Task Force and shall hold the other Parties harmless for such damage.
- 4.1.6 Limitation. In accordance with RCW 10.93.040, all personnel assigned by a Participating Agency to participate in the Task Force shall remain the employees, for all purposes whatsoever, of the assigning Participating Agency, which shall be solely and exclusively responsible for that employee. The personnel assigned by a Participating Agency shall continue under the employment of his or her employer for purposes of any losses, claims, damages, or liabilities arising out of or related to any and all Task Force activities and/or operations. Each Party shall hold harmless, defend, and indemnify the other Parties in the Task Force in any action arising from or related to the acts or omissions of its own employees, including all costs of defense and attorneys' fees.
- 4.1.7 Personnel assigned to the Task Force shall conform to rules and procedures of their Participating Agency, as well as Task Force operating policy and procedures. Personnel shall comply with KCSO policy and procedures when functioning as a KCSO commissioned deputy. All disciplinary matters shall be the responsibility of the Participant's employer.
- 4.1.8 General Peace Officer Authority. Pursuant to RCW 10.93.070, a general authority Washington State peace officer assigned on a full or part-time basis to the Task Force shall have full police powers to carry out Task Force activities within the geographical area of Kitsap, Pierce, and Mason Counties when acting in the capacity of a member of the Task Force.
- 4.1.9 Task Force Reports. Reports of Task Force Operations shall be generated in the County electronic records management system, maintained as a KCSO record and assigned a KCSO case number.
- 4.1.10 Naval Criminal Investigation Service. NCIS participation shall be subject to the Addendum to WestSound Narcotics Enforcement Team Memorandum of Understanding 2015-2018, which is incorporated in full by this reference.

SECTION 5. FORFEITURE ACTIONS

- 5.1 The Civil Division of the Kitsap County Prosecutor's Office ("Prosecutor's Office") will advise and represent the Cities, Kitsap County, and the State in real and personal property forfeiture proceedings initiated by Task Force members and referred to the Prosecutor's Office. Any referred asset forfeiture accepted by the

Prosecutor's Office will be litigated in the name of Kitsap County on behalf of the Participating Agencies.

- 5.2 The Prosecutor's Office will have the right to control all aspects of the asset forfeiture cases referred to the Prosecutor's Office for litigation, including the right to decline a referral, to add or delete property from the referral, to determine the theory upon which the forfeiture is based, and to initiate, entertain, and negotiate settlements. The Prosecutor's Office will work cooperatively with the Participating Agencies in litigation matters and communicate all significant litigation and settlement decisions.
- 5.3 The Prosecutor's Office may also, under a separate written agreement by the respective elected Prosecuting Attorneys in Pierce and Mason County, represent Pierce and Mason County in real and personal property Task Force forfeiture proceedings in that county as a special Deputy Prosecuting Attorney.
- 5.4 For those cases referred to and handled by the Prosecutor's Office, the Prosecutor's Office shall receive a sum equal to ten percent (10%) of the forfeited cash and cash proceeds from sales of property forfeited to be used as authorized by the statute under which the forfeiture was ordered. The forfeiture proceeds shall be disbursed to the Prosecutor's Office upon the final conclusion, including any appeal, of each forfeiture proceeding referenced above. Notwithstanding the foregoing, this percentage may be adjusted on a case by case basis, with the prior consent of the Prosecutor's Office, for equitable purposes. In the alternative, the Prosecutor's Office may receive a sum for the actual attorney fees and court costs for forfeiture litigation when authorized by the statute under which the forfeiture was ordered. See Human Trafficking and Prostitution (RCW 9A.88.150), Criminal Profiteering (RCW 9A.82.100), and Sexual Exploitation of Children (RCW 9.68A.120). All attorney fees and court costs awarded to a Claimant in a forfeiture action shall be paid by the Parties in a pro rata portion to each Party's involvement in the seizure and forfeiture.

SECTION 6. ADVISORY BOARD

- 6.1 The Advisory Board shall function as the representative body for the Task Force and shall consist of the Chiefs of Police of the Cities of Bainbridge Island, Bremerton, Gig Harbor, Port Orchard, Poulsbo, and Shelton, the Sheriffs of Kitsap County, Mason County and Pierce County, the Kitsap County Prosecutor, the Chief of the Washington State Patrol, the Director of the Washington State Department of Corrections, the Supervisor in Charge of the Naval Criminal Investigative Service, the Supervisor in Charge of the Drug Enforcement Administration, and the United States Postal Service Inspector General or their respective designees.
- 6.2 The Advisory Board shall be responsible for policy and procedural guidance to the Task Force, the Task Force Coordinator and supervisors, and supervise the use of the WestNET Fund and Task Force Operations Fund. The Advisory Board shall

meet at least quarterly. The minutes of such meetings shall be retained by Kitsap County Sheriff's Office as required by law.

- 6.3 Each Participating Agency of the Advisory Board shall have an equal voice in all Advisory Board matters, as long as the Participating Agency has the equivalent of one full-time employee assigned to participate in WestNET. Any action taken by the Advisory Board under this Agreement shall be based on a majority vote.
- 6.4 The Advisory Board shall have the authority to add additional Parties to this Agreement subject to all terms and conditions of this Agreement. The chief officer of the law enforcement agency of any Party added to the Agreement may participate as a member of the Advisory Board as provided herein.
- 6.5 The Advisory Board may authorize extraordinary expenditures, which shall include without limitation, payment of overtime wages for persons providing services in support of Task Force activities.
- 6.6 Any controversy or dispute arising under this Agreement will be forwarded to the Task Force Advisory Board for resolution. The determination made by the Advisory Board shall be final and conclusive as between the Parties. This subsection shall not apply to issues of indemnity and liability governed elsewhere in this Agreement.

SECTION 7. GENERAL ADMINISTRATION, FUNDS, AND PROPERTY

- 7.1 All real and personal property, and proceeds from property forfeited, shall be managed and disbursed as authorized by the statute under which the forfeiture occurred.
- 7.2 The Task Force Coordinator shall determine whether real and personal property seized and forfeited in a Task Force operation is to be retained for use by the Task Force or sold.
- 7.3 The WestNet Fund shall be held by the Kitsap County Treasurer's Office, who will administer the WestNet Fund on behalf of the Parties for the purpose of receipt and disbursement of forfeiture funds and court ordered contributions in accordance with the terms of this Agreement, the standards and directions of the Advisory Board, and applicable laws. All interest earned on monies in the fund shall be credited to the WestNET Fund and remain therein until disbursed according to this Agreement.
- 7.4 All cash and cash proceeds from the sale of forfeited property seized by WestNET shall be delivered to the Kitsap County Treasurer's Office to be promptly deposited in the WestNET Fund. All cash and cash proceeds shall then be deposited in the WestNET Fund which shall be a separate fund and not commingled with Kitsap County's general fund. A copy of the Kitsap County Treasurer's receipt and

transmittal form for each deposit in the WestNET Fund, identifying the forfeiture case by name and/or number, shall be provided to the Task Force Coordinator.

- 7.5 By January 31 of each year, the Kitsap County Treasurer's Office will remit to the State Treasurer an amount equal to ten percent of the net proceeds of any property forfeiture during the preceding calendar year if required by the statute under which the forfeiture occurred. A copy of the transmittal form will be provided to the Task Force Coordinator.

The net proceeds of forfeited property are the value of the forfeitable interest in the property after deducting the cost of satisfying any bona fide security interest which the property is subject to at the time of the seizure; and in the case of sold property, after deducting the cost of sale, including reasonable fees and commissions paid to independent selling agents, and the cost of any valid landlord's claim for damages. If applicable, the value of retained forfeited property is the fair market value. The value of sold forfeited property is the sale price. The value of destroyed property and retained firearms or illegal property is zero. See applicable statute.

- 7.6 A Task Force Operations Fund will be administered by the KCSO and Task Force Coordinator, on behalf of the Participating Agencies, to receive and disburse monies from the WestNET Fund for day-to-day operational purposes of the Task Force consistent with the law and funding source requirements. The Task Force Operations Fund will be limited in amount to \$50,000.00, or such other limit designated by the Advisory Board. The Task Force Operations Fund will be administered in accordance with the State Auditor's accounting standards for imprest investigative funds and such other standards as the Advisory Board may prescribe.
- 7.7 In the event that equipment is acquired for use by Task Force Participants, the Parties agree to use the equipment only for such law enforcement purposes as established by the Advisory Board and as authorized by the statute under which the forfeiture occurred, if applicable, or other funding source of the equipment.
- 7.8 The Advisory Board may reimburse the Cities, the Counties and the State Participating Agencies for overtime wages up to \$10,000.00 dollars per year for overtime accrued when performing Task Force activities for personnel assigned to participate full-time in the Task Force. Reimbursement is subject to approval of the Advisory Board and the availability of funds in the WestNet Fund account.
- 7.9 Federal law enforcement agencies are prohibited from providing any form of funding to the WestNET Fund or the Task Force Operations Fund for the purpose of financially supporting the Task Force, nor can they be obligated in the future for any claims against these two funds. Neither agency nor its employees may receive any form of financial reimbursement from the two funds for any purpose or disbursement of seized property or assets without prior authorization from their respective chain of command.

- 7.10 The Parties intend that the forfeited cash, property, and/or proceeds will be used by the Participants of the Task Force for Task Force activities and operations and that no cash, property, and/or property proceeds will be disbursed to the Parties, unless otherwise expressly provided in this Agreement.
- 7.11 Each Party is responsible for adhering to applicable state and federal laws when accepting and using forfeited cash, property, and proceeds distributed to them. By accepting seizure funds, each Party acknowledges its compliance with state and federal laws regarding use, receipt, and expenditures of forfeited cash, property, and proceeds.
- 7.12 All property and equipment acquired for Task Force use may only be used for such law enforcement purposes as established by the Advisory Board and as authorized by the statute under which the forfeiture occurred, if applicable, or as authorized by the funding source of the equipment.

SECTION 8. DISSOLUTION

- 8.1 Withdrawal. Any Party may terminate their participation in this Agreement upon thirty (30) days prior written notice to the other Parties. The termination of a Party shall not automatically result in dissolution of the Task Force. A terminated Party assumes no responsibility for the acts or omissions occurring after the effective termination date but shall remain liable for acts or omissions occurring prior to the effective date of termination.
- 8.2 Dissolution. The Task Force may be dissolved in its entirety by unanimous vote of the Advisory Board. Upon dissolution, all property provided by Participating Agencies for use by Task Force Participants will be returned to the respective contributing agencies. All cash, property, and proceeds of the sale or disposition of any Task Force property (after payment of all costs of sale or outstanding obligations) will be distributed as follows: ten percent will go to the Prosecutor's Office and the remainder divided pro rata between the participating Cities, Counties and State agencies according to the number of hours spent in Task Force service by support, operational and command personnel of each Participating Agency during the term of this Agreement.
- 8.3 Notwithstanding anything to the contrary in this Agreement, all forfeited property and monies shall remain subject to the use and distribution restrictions of the statute under which the forfeiture occurred and as provided by law.

SECTION 9. NOTICE

- 9.1 All notices under this Agreement addressed to each Participating Agency's representative on the Advisory Board. All notices mailed by regular post (including first class) shall be deemed to have been given on the second business day following

the date of mailing, if properly mailed and addressed. Notices sent by certified or registered mail shall be deemed to have been given on the day next following the date of mailing, if properly mailed and addressed. For all types of mail, the postmark affixed by the United States Postal Service shall be conclusive evidence of the date of mailing.

SECTION 10. INDEMNIFICATION

- 10.1 Unless otherwise prohibited by law, each Party shall indemnify, defend, and hold harmless the other Parties, and the other Parties' officers, employees, and agents from any and all third-party allegations, complaints, losses, claims, damages, attorneys' fees, or costs for wrongful and/or negligent acts or omissions of the Party and/or its officers, employees, or agents relating to or arising out of Task Force activities. In the case of allegations, complaints, losses, claims, damages, attorneys' fees, or costs against more than one Party, any damages allowed shall be levied in proportion to the percentage of fault attributable to each Party, and each Party shall have the right to seek contribution from each of the other Parties in proportion to the percentage of fault attributable to each of the other Parties. The Parties shall cooperate and jointly defend any such matter to the fullest extent allowed by law. Nothing in this Agreement is intended to waive any defense under Title 51 RCW.

SECTION 11. GENERAL PROVISIONS

- 11.1 Nondiscrimination. No Party shall discriminate against any person on the basis of race, color, creed, religion, national origin, age, sex, marital status, sexual orientation, veteran status, disability, or other circumstance prohibited by federal, state, or local law, and each Party shall comply with Title VI of the Civil Rights Act of 1964, P.L. 88-354 and Americans with Disabilities Act of 1990 in the performance of the activities under this Agreement.
- 11.2 Governing Law. This Agreement shall be governed by and construed in accordance with the laws of the State of Washington.
- 11.3 Amendment. This Agreement may be amended from time to time as deemed appropriate by the Parties, provided, any such amendment shall not become effective unless written and signed by all Participating Agencies with the same formality as this Agreement.
- 11.4 Integration. This Agreement contains all terms and conditions agreed upon by the Parties, except necessary operational agreements between Participating Agencies in furtherance hereof and supersedes any other agreement or understanding of the Parties relating to the subject matter of this Agreement. No other understanding, oral or otherwise, regarding the subject matter of this Agreement shall be deemed to exist or to bind the Parties.
- 11.5 Severability. The provisions of this Agreement are severable. Any term or condition of this Agreement or application thereof deemed to be illegal, invalid, or

unenforceable, in whole or in part, shall not affect any other term or condition of the Agreement and the parties' rights and obligations will be construed and enforced as if the Agreement did not contain the particular provision.

- 11.6 Survival. Those provisions of this Agreement that by their sense and purpose should survive expiration or termination of the Agreement shall so survive. Those provisions include, without limitation, Section 4 (Responsibilities of the Parties), Section 11 (Indemnification), and Section 11.2 (Governing Law/Venue).
- 11.7 Recordation or Posting. This Agreement shall be filed with the Kitsap County Auditor's Office after execution of the Parties, or alternatively, listed by subject on the web site or other electronically retrievable public source in compliance with RCW 39.34.040.
- 11.8 No Third-Party Beneficiary. It is the specific intent of the Parties that this Agreement shall not confer third-party beneficiary status on any non-party, including but not limited to the citizens of any Party's jurisdiction.
- 11.9 Counterparts. This Agreement may be executed in any number of counterparts, all such counterparts shall be deemed to constitute one and the same instrument, with each counterpart deemed an original. In the event that fewer than all named parties execute this Agreement, the Agreement, when filed as provided herein, shall be effective as between the Parties that have executed the Agreement to the same extent as if no other parties had been named.
- 11.10 Authorization. Each party warrants and represents to the other Parties that the person signing below has been properly authorized and empowered to execute this Agreement on behalf of the Party for whom they sign and, if applicable, to waive sovereign immunity as required by this Agreement.

[Signatures appear on the following pages]

COUNTY OF KITSAP

APPROVED:

APPROVED AS TO FORM:

GARY SIMPSON,
Kitsap County Sheriff

TINA R. ROBINSON
Kitsap County Prosecuting Attorney

APPROVED:

KITSAP COUNTY BOARD OF COMMISSIONERS
PORT ORCHARD, WASHINGTON

ROBERT GELDER, Chair

Dated: _____

EDWARD E. WOLFE, Commissioner

Dated: _____

CHARLOTTE GARRIDO, Commissioner

Dated: _____

ATTEST

Dana Daniels, Clerk of the Board

COUNTY OF MASON

APPROVED:

APPROVED AS TO FORM:

CASEY SALISBURY
Mason County Sheriff

MICHAEL DORCY
Mason County Prosecuting Attorney

APPROVED:

MASON COUNTY BOARD OF COMMISSIONERS
SHELTON, WASHINGTON

RANDY NEATHERLIN, Chair

Dated: _____

TERRI DREXLER, Commissioner

Dated: _____

KEVIN SHUTTY, Commissioner

Dated: _____

ATTEST

Melissa Drewry, Clerk of the Board

CITY OF PORT ORCHARD

APPROVED:

APPROVED:

GEOFFREY C. MARTI
Chief of Police

ROBERT PUTAANSUU
Mayor

Dated: _____

Dated: _____

APPROVED AS TO FORM:

ATTEST:

SHARON CATES, City Attorney

Brandy Rinearson, City Clerk

CITY OF SHELTON

APPROVED:

APPROVED:

DARRIN MOODY
Chief of Police

GARY CRONCE
Mayor

Dated: _____

Dated: _____

APPROVED AS TO FORM:

ATTEST:

KRISTIN FRENCH, City Attorney

Jamie Ogg, City Clerk

CITY OF BREMERTON

APPROVED:

APPROVED:

JAMES BURCHETT
Chief of Police

GREG WHEELER
Mayor

Dated: _____

Dated: _____

APPROVED AS TO FORM:

ATTEST:

ROGER LUBOVICH, City Attorney

Shannon L. Corin, City Clerk

WASHINGTON STATE PATROL

APPROVED:

JOHN R. BATISTE
Chief

Dated: _____

APPROVED AS TO FORM:

Assistant Attorney General

BUDGET and FISCAL SERVICES

By: _____

CITY OF BAINBRIDGE ISLAND

APPROVED:

Morgan Smith
City Manager

Dated: _____

APPROVED AS TO FORM:

ATTEST:

JOE LEVAN, City Attorney

Christine Brown, City Clerk

CITY OF GIG HARBOR

APPROVED:

APPROVED:

KELLY BUSEY
Chief of Police

KIT KUHN
Mayor

Dated: _____

Dated: _____

APPROVED AS TO FORM:

ATTEST:

_____, City Attorney

_____, City Clerk

COUNTY OF PIERCE

APPROVED:

APPROVED AS TO FORM:

PAUL A. PASTOR,
Pierce County Sheriff

MARK LINDQUIST
Pierce County Prosecuting Attorney

Dated: _____

Dated: _____

APPROVED

PIERCE COUNTY COUNCIL MEMBERS
TACOMA, WASHINGTON

Dated: _____

ATTEST

Denise Johnson, Clerk of the Council
CITY OF POULSBO

Dated: _____

APPROVED:

APPROVED:

DANIEL SCHOONMAKER
Chief of Police

BECKY ERICKSON
Mayor

Dated: _____

Dated: _____

APPROVED AS TO FORM:

ATTEST:

_____, City Attorney

Rhiannon Fernandez, City Clerk

NAVAL CRIMINAL INVESTIGATIVE SERVICE

APPROVED:

CHARLES P. KING
Special Agent in Charge

Dated: _____

APPROVED AS TO FORM:

Assistant Attorney General

**UNITED STATES POSTAL SERVICE
OFFICE OF INSPECTOR GENERAL**

APPROVED:

Dated: _____

APPROVED AS TO FORM:

NAVAL CRIMINAL INVESTIGATIVE SERVICE

APPROVED:

CHARLES P. KING
Special Agent in Charge

Dated: _____

APPROVED AS TO FORM:

Assistant Attorney General

DEPARTMENT OF CORRECTIONS

APPROVED:

Director

Dated: _____

APPROVED AS TO FORM:

Assistant Attorney General



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (8:50 pm) Registered Sex Offender Address and Residency Verification MOU with Kitsap County Sheriff's Office - Police,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Interlocal Agreement **PROPOSED BY:** Police

RECOMMENDED MOTION:

I move to forward the Registered Sex Offender Address and Residency Verification Program Memorandum of Understanding for approval with the November 27, 2018 Consent Agenda.

SUMMARY:

Consideration of a Memorandum of Understanding with the Kitsap County Sheriff's Office, under which the City would receive \$1,000 in grant funding to conduct face-to-face verification of the place of residence of all registered sex/kidnapping offenders living on Bainbridge Island.

FISCAL IMPACT:

Amount:	\$1,000
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: The Washington Association of Sheriffs and Police Chiefs provides annual grant funding to law enforcement agencies participating in the Registered Sex/Kidnapping Offender Address & Residency Verification Program through the Kitsap County Sheriff's Office. Participating law enforcement agencies receive grant funds to help offset the cost of making face-to-face contact with offenders in their jurisdiction to verify their place of residence. Currently, there are nine registered sex offenders living on Bainbridge Island, meaning that the City is eligible to receive \$1,000 in grant funding.

ATTACHMENTS:

[2018-19 Registered Sex Offender Address and Residency Verification MOU](#)

FISCAL DETAILS:

Fund Name(s): General Fund

Coding:

Memorandum of Understanding
Registered Sex/Kidnapping Offender Address and
Residency Verification Program for 2018-2019

This WASPC Grant is for a one-year period July 1st, 2018 and ending June 30th, 2019.
The total award for Kitsap County for 2018-19 is \$171,340.69.

The requirement of this program is for face-to-face verification of a registered offender's place of residence. The requirements being set for the Kitsap County Sheriff's Office (KCSO) and other participants are the following:

- 1. Face to face verification of a registered offender's place of residence.**
 - A. For Level I offenders, once every twelve (12) months;**
 - B. For Level II offenders, once every six (6) months;**
 - C. For Level III offenders, every three (3) months.**

- 2. Written documentation of face-to-face verification.**
 - A. Agencies must submit a contact sheet for each offender contact in accordance with the above-mentioned verification schedule.**
 - B. Contact sheets must be submitted to KCSO annually, by July 5th, 2019, for Level I registered offenders.**
 - C. Contact sheets must be submitted to KCSO bi-annually, by January 4th, 2019 & July 5th, 2019, for Level II registered offenders.**
 - D. Contact sheets must be submitted to KCSO quarterly, by October 5th, 2018, January 4th, 2019, April 5th, 2019, and July 5th, 2019, for Level III registered offenders.**

If an officer attempts to contact a registered offender and determines that the offender no longer resides at the address he/she is registered, the officer shall complete an Incident/Investigative Report indicating the details of their investigation and forward the report to the Kitsap County Sheriff's Office Detective Division for follow up investigation. The Kitsap County Sheriff's Office will complete the necessary investigation and documentation to provide to the Kitsap County Prosecutor's Office for a charging decision for "Failure to Register".

- 3. Community Notification on Level III Offenders:**
 - A. Each agency shall send a press release to the local media on any new Level III offender within their jurisdiction.
 - B. Each agency should conduct a community notification meeting on any new registered Level III offender within their jurisdiction.

The Kitsap County Sheriff's Office will continue to register all sex offenders and kidnapping offenders residing in Kitsap County as required by law.

The Kitsap County Sheriff's Office will continue to monitor all offenders registered as "transient" within Kitsap County on a weekly basis as required by law.

The Kitsap County Sheriff's Office will follow up on all incident/investigative reports of "Failure to Register", submitted by other municipal agencies with Kitsap County and those offenders who are registered within the Kitsap County Sheriff's Office jurisdiction.

The Kitsap County Sheriff's Office will maintain a master file on each registered offender within Kitsap County.

The Kitsap County Sheriff's Office will be responsible for completing and submitting the necessary reports/documents to WASPC as required by this program.

As of July 2nd, 2018, there are 816 registered offenders within Kitsap County. The following are the number of offenders currently registered in each of the agencies' jurisdiction.

Offenders registered within the City of Bremerton- 208

Offenders registered with the City of Port Orchard- 29

Offenders registered with the City of Poulsbo- 8

Offenders registered with the City of Bainbridge Island – 9

Participating agencies will receive a percentage of the awarded monies. In determining the percentage, the following method will be utilized to determine the amount:

1. The percentage of offenders within your jurisdiction in relationship to the total registered offenders within Kitsap County.
2. That percentage of the total award amount minus 50% is your total award amount.

Example: 816 registered offenders within Kitsap County, with 82 offenders within an agency's jurisdiction is 10 % of the total offenders.

10% times the award amount (i.e. \$171,340.69) = \$17,134.07 X 50% = \$8,567.03.

- A minimum of \$1,000 will be awarded to each participating agency.

The City of Bainbridge Island has 1% of Kitsap County's registered offenders.

The 2018-19 award amount is \$1,000.

APPROVED:

By: _____

Morgan Smith, City Manager
City of Bainbridge Island

Dated: _____

APPROVED:

By: _____

Gary Simpson, Sheriff
Kitsap County Sheriff's Office

Dated: _____



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:00 PM) Buoy Replacement and Maintenance Project Rejection of Bids - Public Works,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

I move to reject all bids received for the Buoy Replacement and Maintenance Project and to authorize city staff to re-advertise the project at a future date.

SUMMARY:

City staff discovered inconsistencies in the bid documents and, therefore, recommends that the City Council reject the bids received at the October 17, 2018 bid opening and instead authorizes city staff to re-advertise the project at a future date.

FISCAL IMPACT:

Amount:	N/A
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: This proposed work for the Buoy Replacement and Maintenance Project is to remove and install new buoys and perform regulatory buoy maintenance at the Dave Ullin Open Water Marina.

Pursuant to the project specifications, the City of Bainbridge Island reserves the right to reject any or all bids and to waive informalities in the bidding process.

Inconsistencies were discovered in the bid documents. Therefore, city staff recommends that the City Council reject the two bids received on October 17, 2018, and authorize city staff to re-advertise the project at a future date.

ATTACHMENTS:

[Buoy Replacement and Maintenance Project Bid Form](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

PROJECT NAME

Bid Deadline Date: OCTOBER 17, 2018, Due 10:00 AM

<p>Note: Bids Are Opened in Order Received. Bids Solicited by: <input type="checkbox"/> Advertisement <input checked="" type="checkbox"/> Small Works Roster The Engineers Estimate is: <u>\$73,299</u> - <u>\$99,299</u></p>	Alpha Marine Installations	Norwest Marine LLC		
Proposal	√	√		
Signature Page	√	√		
Addenda Acknowledged (1)	√	√		
Statement of Bidder's Qualifications	√	√		
Base Bid Amount	75,450.00	88,000.00		
WA State Sales Tax @ 9.0%	6,790.50	7,920.00		
Grand Total Bid Amount	82,240.50	95,920.00		

A total of 2 bids were received. The apparent low bidder is Alpha Marine Installations in the bid amount of \$ 82,240.50. Staff reviewed the bids and recommends that the bids be rejected.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 15 Minutes

AGENDA ITEM: (9:10 PM) 2019-21 Fire Safety Services Interlocal Agreement with the Bainbridge Island Fire Department - Executive,

STRATEGIC PRIORITY: Safe City

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Interlocal Agreement

PROPOSED BY: Executive

RECOMMENDED MOTION:

I moved to forward the Fire Safety Services Interlocal Agreement with the Bainbridge Island Fire Department for approval with the November 27, 2018 Consent Agenda.

SUMMARY:

The City contracts with the Bainbridge Island Fire Department for certain fire safety services, including plan reviews, fire safety inspections, and outdoor burn permits. The current agreement expires on December 31, 2018. Attached for the City Council's consideration is a new three-year agreement with the Fire Department for these services, which would replace the expiring agreement.

FISCAL IMPACT:

Amount:	\$180,000
Ongoing Cost:	\$180,000
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: The City contracts with the Bainbridge Island Fire Department, a separate municipal corporation, for certain fire safety services, including plan reviews, fire safety inspections, and outdoor burn permit administration. The current agreement expires on December 31, 2018. Attached for the City Council's consideration is a new three-year agreement with the Fire Department for these services, which would replace the expiring agreement.

As part of the Fire Department's normal operations, and without cost to the City, the Fire Department provides the following basic services within the City:

- Fire Suppression Services;
- Emergency Medical Services;
- Hazardous Material Incident Response Services;
- International Fire Code Fire Investigation Services; and
- Training.

In addition, the Fire Department and the City collaborate to provide the following shared services as part of each jurisdiction's general service delivery:

- Fire Prevention Services;
- Fire Code Policy Development; and
- Outdoor Burning Complaint Investigation & Enforcement.

The proposed Interlocal Agreement for Fire Safety Services sets forth the terms under which the Fire Department will provide certain other services to the City above and beyond those basic or shared services described above. In particular, the proposed Interlocal Agreement provides greater clarity than the expiring agreement on what Fire Department services will be provided under the terms of the Interlocal Agreement versus those services provided as part of the Fire Department's regular work. Attachment A to the proposed Interlocal Agreement describes these services in more detail.

For reference, the current agreement with the Fire Department was for a three-year term, expiring on December 31, 2018, with an annual service fee of \$160,000, which, pursuant to the terms of the agreement, was adjusted for inflation in 2017 and again in 2018, resulting in the City paying an annual service fee of \$168,096 in 2018.

ATTACHMENTS:

[2019-2021 Fire Safety Services Agreement](#)

FISCAL DETAILS:

Fund Name(s): General Fund

Coding:

Interlocal Agreement for Fire Safety Services

THIS INTERLOCAL AGREEMENT FOR FIRE SAFETY SERVICES (“Agreement”) is made and entered into by and between the City of Bainbridge Island, a Washington State municipal corporation, (“City”) and Kitsap Fire Protection District No. 2, a Washington State municipal corporation, (“Bainbridge Island Fire Department” or “Fire Department”). This Agreement is entered into pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

1. PURPOSE OF AGREEMENT

As part of the Fire Department’s normal operations, and without cost to the City, the Fire Department provides the following basic services within the City:

- Fire Suppression Services;
- Emergency Medical Services;
- Hazardous Material Incident Response Services;
- International Fire Code Fire Investigation Services; and
- Training.

In addition, the Fire Department and the City collaborate to provide the following shared services as part of each jurisdiction’s general service delivery:

- Fire Prevention Services;
- Fire Code Policy Development; and
- Outdoor Burning Complaint Investigation & Enforcement.

This Agreement sets forth the terms under which the Fire Department will provide certain other services to the City above and beyond those basic or shared services described above.

2. TERM AND TERMINATION

A. This Agreement shall be effective January 1, 2019, and, unless terminated as provided under this Agreement, shall continue in full force and effect through December 31, 2021.

B. This Agreement may be terminated by either party without cause upon 180 days’ written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Fire Department pursuant to this Agreement shall be submitted or returned to the City, and the Fire Department will be entitled to just and equitable compensation in the form of a percentage of the annual lump sum payment owed under this Agreement. Such percentage shall correspond to the number of months in the year that any satisfactory work was completed prior to the date of termination, with the remainder of the annual lump sum payment being returned to the City.

3. PAYMENT

A. In consideration of the services provided by the Fire Department under this Agreement, the City shall, beginning January 1, 2019, annually make a lump sum payment of one hundred and eighty thousand dollars (\$180,000) to the Fire Department for the duration of this Agreement.

B. The annual lump sum payment will be adjusted on January 1, 2020, and then again on January 1, 2021, based on the June to June Consumer Price Index for Urban Wage Earners and Clerical Workers (CPI-W) for the Seattle-Tacoma-Bellevue metropolitan statistical area. This adjustment shall be not less than 0% and not more than 3% annually.

4. FIRE DISTRICT RESPONSIBILITIES

The Fire Department shall provide the services described in **Attachment A** to the City pursuant to the terms of this Agreement.

5. CITY RESPONSIBILITIES

A. The City agrees that it will appoint the Fire Chief and the Fire Marshal of the Fire Department as the Fire Chief and Fire Marshal of the City for the purpose of enforcing the International Fire Code pursuant to this Agreement.

B. The City agrees that in the event that the Fire Department requests police assistance at the scene of any emergency within the City limits, the City shall exercise best efforts to provide the necessary police support services, if available.

C. For the term of this Agreement, the City agrees to enact and apply the International Building Code and the International Fire Code at a level at least equal to the codes required under state law.

D. The City agrees that all court costs and other legal services incurred in the enforcement of the International Fire Code within City limits shall be paid by the City and shall not be considered an operating expense of the Fire Department.

E. The City agrees to consult with the Fire Department in the preparation and enactment of any codes relating to access for emergency vehicles, addressing, fire flow requirements, general fire safety, and fire protection system requirements.

F. The City agrees to not issue building permits for any new or remodeled building or structure subject to the requirements of the International Fire Code until the Fire Department has reviewed and approved a fire protection plan for the building or structure. The Fire Department agrees that its approval or disapproval will issue within four weeks from the time a fully completed fire protection plan is received by the Fire Department.

G. The City agrees that the City Building Official will not issue a temporary or a permanent certificate of occupancy for any new or remodeled building or structure subject to the requirements of the International Fire Code until the Fire Department has conducted a final inspection of all fire protection requirements and verified that the requirements are met, provided that the Fire Department shall conduct a final inspection after receiving a notification from the City Building Official to carry out a final inspection in accordance with current policy and practice.

H. Pursuant to BIMC 20.12.050 and BIMC 20.12.060, the City agrees to appoint the Fire Chief as its agent for administration of outdoor burning permits, which shall include responsibility for the issuance of outdoor burning permits, investigation of complaints regarding outdoor burning, and the determination of whether instances of outdoor burning are legal or illegal.

I. The City agrees to be responsible for initiating or conducting any court proceedings for the enforcement of the International Fire Code and the requirements of the City Code.

J. The City may charge developers or property owners for services related to this Agreement, as provided for in the most current fee schedule adopted by the City Council. All fee collections will be administered by the City, unless delegated by the City in writing, and all revenues will be deposited in City funds. The Fire Department shall not charge developers or property owners for services related to this Agreement, unless authorized in writing by the City.

K. The City agrees to notify the Fire Department by telephone and in writing if the City: makes any changes in the road or street network within the City; temporarily or permanently closes any road or street to vehicular traffic; or becomes aware of any changes or interruptions in the water service to any area within the City.

6. CHANGES TO CITY CODE

If the City adopts any ordinance that changes the scope of services provided by the Fire Department under the terms of this Agreement, the parties agree to renegotiate the affected provisions of this Agreement as well as the payment provisions of this Agreement.

7. HOLD HARMLESS AND INDEMNIFICATION

A. The Fire Department shall defend, indemnify, and hold the City, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or resulting from the acts, errors, or omissions of the Fire Department in performance of this Agreement, except for injuries and damages caused by the negligence, criminal acts, or willful misconduct of the City. If such claims, injuries, damages, losses, or suits, including attorney fees, are caused by or result from the concurrent negligence of the City, its officers, agents, employees, or volunteers, then this indemnity provision shall be valid and enforceable only to the extent of the negligence of the Fire Department.

B. The City shall defend, indemnify, and hold the First Department, its officers, officials, employees, and volunteers harmless from any and all claims, injuries, damages, losses, or suits, including attorney fees, arising out of or resulting from the acts, errors, or omissions of the City in performance of this Agreement, except for injuries and damages caused by the negligence, criminal acts, or willful misconduct of the Fire Department. If such claims, injuries, damages, losses, or suits, including attorney fees, are caused by or result from the concurrent negligence of the Fire Department, its officers, agents, employees, or volunteers, then this indemnity provision shall be valid and enforceable only to the extent of the negligence of the City.

C. It is further specifically and expressly understood that the indemnification provided herein constitutes each party's waiver of immunity under industrial insurance, Title 51 RCW, solely to carry out the purposes of this indemnification clause. The parties further acknowledge that they have mutually negotiated this waiver.

D. The provisions of this section shall survive the expiration of this Agreement and shall also survive and remain in effect in the event that a court or other entity with jurisdiction determines that this Agreement or any portion thereof is not enforceable.

8. INSURANCE

The Fire Department shall provide insurance coverage for all operations, facilities, equipment, and personnel of the Department. The insurance shall include all risk property insurance, insuring Fire Department equipment and buildings at replacement cost; comprehensive general liability insurance with a minimum policy limit of \$2,000,000 per occurrence; errors and omissions insurance including civil rights coverage, covering the actions of the Fire Department and the legislative body of the Fire Department; auto insurance, including comprehensive and collision coverage at agreed replacement cost and liability coverage with a minimum policy limit of \$2,000,000 per occurrence; boiler and machinery insurance and a fidelity bond covering the actions of Fire Department personnel. The Department shall furnish to the City appropriate documentation showing that such coverage is in effect and that the City is named as an additional insured on the policies where permitted by the insurance carrier.

14. EXTENT OF AGREEMENT AND MODIFICATION

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

15. GOVERNING LAW

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

16. VENUE

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

17. NO THIRD-PARTY BENEFICIARY

This Agreement is entered into for the benefit of the City and the Fire Department only. In executing this Agreement, the City and the Fire Department do not confer any benefits, direct or implied, on any third parties.

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

BAINBRIDGE ISLAND FIRE DEPARTMENT

CITY OF BAINBRIDGE ISLAND

Date: _____

Date: _____

By: _____

By: _____

Hank Teran, Fire Chief

Morgan Smith, City Manager

Attachment A
Fire Department Scope of Services

The Fire Department will provide the following services to the City under the terms of this Agreement.

1. ON-SITE CONSTRUCTION INSPECTIONS

The Fire Department will ensure that fire protection systems are installed according to plan and observe field tests to ensure systems are working properly. The Fire District will make sure that all general fire protection requirements have been met and approve a certificate of occupancy.

2. COMMERCIAL BUILDING FIRE SAFETY INSPECTION PROGRAM

A. To ensure compliance with the International Fire Code, the Fire Department will conduct annual inspections of both commercial and multi-family residential properties located on Bainbridge Island. Violations of the International Fire Code will be addressed in accordance BIMC 20.04.040 and related provisions of the International Fire Code, City Code, and state law.

B. If the Fire Chief determines, in good faith, that circumstances are such that annual inspections of all commercial and multi-family residential properties within the City are not feasible due to resource constraints, the Fire Chief may prioritize inspections of commercial and multi-family residential properties that pose the greatest hazard to public safety and welfare. At the request of the City Manager, the Fire Chief will, in writing, outline and describe such resource constraints and, if requested, provide related records to the City for inspection.

3. BUSINESS LICENSE INSPECTIONS

At the time of the annual fire and life safety inspections of commercial properties, the Fire Department shall confirm that each business has a valid City of Bainbridge Island business license. If a business is operating without a business license, the Fire Department will notify the City's Finance Director, or her or his designee.

4. CONFIDENCE TESTING OF AUTOMATED FIRE PROTECTION SYSTEMS

As required by the International Fire Code, the Fire Department will review submitted confidence test reports of automated fire protection systems in commercial and multi-family buildings.

5. DEVELOPMENT PLAN REVIEW AND INSPECTIONS

The Fire Department will attend pre-application meetings as requested by the City. The Fire Department will review development plans, including, but not limited to: site plans, subdivisions, short plats, conditional use permits, planned unit developments, and variances. The Fire Department will consult with property owners, developers, architects, engineers, and contractors as requested. The Fire Department's review will focus on conformance with the City's fire code, and the review will include such items as access for emergency vehicles, adequacy of water supply for fire suppression, general life safety requirements, and fire protection system requirements involving such items as sprinklers, fire hydrants, underground waterlines, and alarms.

6. CONSTRUCTION DRAWING PLAN REVIEWS

The Fire Department will review detailed construction drawings associated with new or existing structures and fire protection systems subject to the requirements of the City's fire code. The Fire Department will consult with property owners, developers, architects, engineers, and contractors as requested. The Fire Department will review other types of construction drawings as requested by the City when Fire Department expertise is needed. The Fire Department will ensure that any building and required fire protection system complies with the International Fire Code and other applicable City ordinances. Fire protection systems may include one or more of the following elements depending on the type of occupancy: sprinklers, fire alarms, fixed extinguishing systems (e.g., range hood systems), hydrants, and underground waterlines.

7. FIRE FLOW TESTING SERVICES

When requested by the City, the Fire Department will review proposed extensions of, or modifications to, existing water systems to assess the adequacy of existing water supply for fighting fires.

8. OUTDOOR BURNING PERMITS

A. As allowed by state law and the Bainbridge Island Municipal Code, the Fire Department will issue written permits for legal forms of outdoor burning. An applicant for an outdoor burning permit may only be charged the fee or fees authorized by City resolution, in accordance with BIMC 20.12.050.C.

B. The Fire Department will respond to complaints regarding outdoor burning and determine whether the outdoor burning is legal or illegal. The Fire Department will take any corrective actions necessary to control or extinguish an illegal or out of control fire.

C. The Fire Department will report violations of the City's outdoor burning regulations to the City's Code Enforcement Officer, who will enforce the City's outdoor burning regulations in accordance with the provisions of the City Code, including BIMC 20.12.060.

9. ADDRESS ISSUANCE

A. In accordance with Chapter 12.16 BIMC, the City has the sole authority to assign an address to structures within the City. When the City receives a request for a new address, the City shall refer the request to the Fire Department for investigation and an address recommendation. The Fire Department will investigate the structure requiring a new address and recommend to the City an address that would comply with the requirements of the City Code. The City will retain discretion to adopt or reject the Fire Department’s recommendation.

B. The Fire Department will report to the City any instances of a structure that is not correctly addressed or is not using the correct address.

10. FIRE DEPARTMENT PERSONNEL PERFORMING SERVICES UNDER THIS AGREEMENT

A. The Fire Chief, or the Fire Chief’s designee, will establish the training levels, experience, and certification requirements for Fire Department personnel performing services under the terms of this Agreement and will notify the City Manager, or the City Manager’s designee, of these requirements and any changes thereto that occur during the term of this Agreement.

B. Fire Department personnel shall cooperate with the City staff as needed to carry out the purposes of this Agreement. The City and the Fire Department agree that operational procedures shall be jointly prepared to govern the scheduling and performance of services performed under this Agreement.

11. ANNUAL AND QUARTERLY REPORTS

The Fire Department agrees to provide the City with a copy of its annual report, together with quarterly reports within forty-five days of the end of each calendar quarter indicating the number and nature of the responses by the Fire Department that occur each quarter within the City. The Fire Department shall keep records of its services for the City.

12. CITY COUNCIL MEETINGS

The Fire Chief, or her or his designee, shall attend all meetings of the City Council when requested to do so by the City Council or the City Manager.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:25 PM) Contract Amendment to the Legal Services Agreement for Prosecution Services with the Kitsap County Prosecuting Attorney's Office - Executive,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to forward the Contract Amendment to the Legal Services Agreement for Prosecution Services with the Kitsap County Prosecuting Attorney's Office for approval with the November 27, 2018 Consent Agenda.

SUMMARY:

A proposed contract amendment extending the term of the Legal Services Agreement for Prosecution Services with the Kitsap County Prosecuting Attorney's Office.

FISCAL IMPACT:

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

BACKGROUND: Over the past several years, the City has contracted with the Kitsap County Prosecuting Attorney's Office (KCPAO) for prosecution services. As in past years, a contract amendment is necessary to continue that service from year to year. This amendment would extend the service through December 31, 2019.

The current contract amount is \$110,965. This amendment would increase the annual cost to \$112,948 for 2019. The difference in cost is due to increased attorney and staffing costs for the County. Attached is a breakdown of the attorney and staffing costs to KCPAO to provide prosecution services to the City.

ATTACHMENTS:

[Contract Amendment to the Legal Services Agreement for Prosecution Services](#)

[2019 Breakdown of KCPAO Attorney and Staff Costs](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



Meeting Date:
Agenda Item No:

<u>Kitsap County Board of Commissioners</u>			
Department: Kitsap County Prosecuting Attorney's Office			
Staff Contact: Tina R. Robinson, Jacquelyn Aufderheide			
Title: Legal Services Agreement (Prosecution Services)			
Recommended Action: Move that the Board of County Commissioners execute the Legal Services Agreement Amendment (Prosecution Services) with the City of Bainbridge Island			
Summary:	This Amendment allows the Kitsap County Prosecuting Attorney's Office to continue providing prosecution services to the City of Bainbridge Island as assigned. The County will be compensated \$112,948 during 2019 for providing these services.		
Attachments:	<ol style="list-style-type: none"> 1. Contract Amendment – KC-361-14C 2. Contract Amendment – KC-361-14B 3. Contract Amendment – KC-361-14A 4. Legal Services Agreement (Prosecution Services) KC-361-14 		
Fiscal Impact for this Specific Action			
Expenditure required for this specific action:	No direct expenditures. Indirect expenditures include attorneys and support staff time, etc., which are included.		
Related Revenue for this specific action:	\$112,948.00		
Cost Savings for this specific action:	n/a		
Net Fiscal Impact:	n/a		
Source of Funds:	n/a		
Fiscal Impact for Total Project			
Project Costs:	n/a		
Project Costs Savings:	n/a		
Project Related Revenue:	\$112,948.00		
Project Net Total:	\$112,948.00		
<u>Fiscal Impact (DAS) Review</u>			
Departmental/Office Review & Coordination			
Department/Office	Elected Official/Department Director		
Contract Information			
Contract Number	Date Original Contract or Amendment Approved	Amount of Original Contract Amendment	Total Amount of Amended Contract
KC-361-14	12/08/2014	\$98,011.00	
KC-361-14A		\$102,409.00	\$200,420.00
KC-361-14B		\$109,422.00	\$309,842.00
KC-361-14C		\$110,965.00	\$420,807.00

CONTRACT AMENDMENT

**LEGAL SERVICES AGREEMENT
Prosecution Services**

This CONTRACT AMENDMENT is made and entered into between the City of Bainbridge Island (the "City") and the Kitsap County Prosecuting Attorney (the "Prosecutor") pursuant to the provisions of Chapter 39.34 RCW (Interlocal Cooperation Act).

In consideration of the mutual benefits and covenants contained herein, the parties agree that their Contract, numbered as Kitsap County Contract No. KC-361-14 (Contract) executed on December 8, 2014, shall be amended as follows:

1. Effective January 1, 2019, Section 5, Compensation, shall be amended to change the annual cost to \$112,948.00 beginning on January 1, 2019, and shall be paid in equal monthly installments.
2. Section 3, Term of Agreement, shall be amended extending the term of the Agreement through December 31, 2019.
3. All other provisions of the Contract shall remain unchanged and in full force and effect.

Dated this ___ day of _____, 2018.

Dated this ___ day of _____, 2018.

CITY OF BAINBRIDGE ISLAND

**KITSAP COUNTY
PROSECUTING ATTORNEY**

Morgan Smith
City Manager

Tina R. Robinson
Kitsap County Prosecuting Attorney

**BOARD OF COMMISSIONERS
KITSAP COUNTY, WASHINGTON**

ATTEST:

Robert Gelder, Chair

Dana Daniels, Clerk of the Board

Edward E. Wolfe, Commissioner

Charlotte Garrido, Commissioner

EXHIBIT A: SCOPE OF WORK

The Prosecutor will provide the full range of criminal prosecution and civil infraction enforcement (i.e., prosecution/case management, legal advisor and special projects as required) to the City's commissioned officers and other enforcement personnel as applicable.

I. MUNICIPAL COURT

- A. Appearance and Preparation for All Regularly Scheduled Monthly Calendars as Follows:
 - 1. Non-jury trials
 - 2. Motion calendars
 - 3. Jury readiness calendars
 - 4. Contested infractions calendars, including administrative hearings and traffic hearings, but only in cases where a Notice of Appearance has been filed by a licensed attorney and/or as otherwise agreed by the parties
 - 5. Jury trial calendars
 - 6. Arraignments
 - 7. Sentencings
 - 8. Revocation hearings
 - 9. Motions
 - 10. Preliminary hearings (probable cause)
 - 11. In-Custody hearings

- B. Miscellaneous:
 - 1. Review cases, make decisions and file complaints
 - 2. Obtain search and arrest warrants
 - 3. Day-to-day advice, as needed, by telephone or in-person contact with City Police Department officers

II. SUPERIOR COURT

- Appeals (preparation and appearance):
- 1. Commencing (only after discussion and authorization from City Attorney)
 - 2. Defending

III. MEETINGS

- A. Attend All Meetings with Police Department, City staff or City Council as Requested or Required to Address Current Issues

- B. Prepare Memoranda Addressing Legal Ramifications of Courses of Action Contemplated as Part of Those Meetings

- IV. PROVIDE LIAISON BETWEEN CITY POLICE DEPARTMENT AND COURT SYSTEM REGARDING PROCEDURES AND ENFORCEMENT**
- V. PREPARE, REVIEW AND RESPOND TO ISSUES AS REQUESTED BY CITY ATTORNEY, CHIEF OF POLICE OR DEPUTY CHIEF OF POLICE**
- VI. RECOMMEND NEEDED MUNICIPAL CODE AMENDMENTS TO CITY ATTORNEY**
- VII. PROVIDE QUARTERLY REPORTS TO CITY AND CITY ATTORNEY'S OFFICE IDENTIFYING TOTAL CASE FILINGS AND CASE DISPOSITIONS**

2019 Prosecution Contract - Base Starting Rate					
DPA I, Step I	\$ 64,147	2018 Rates			
Q01	\$ -	2019 COLA	0.00%		
	\$ 64,147	2018 Base Salary			
	\$ 4,907	Social Security	7.65%		
	\$ 8,259	Retirement	12.88%		
	\$ 857	Workers Compensation			
	\$ 13,052	County Benefit Bucket			
	\$ 91,222				
Legal Assistant, Step I	\$ 42,536	2018 Rates			
AB1	\$ -	2019 COLA	0.00%		
	\$ 42,536	2018 Base Salary			
	\$ 3,254	Social Security	7.65%		
	\$ 5,477	Retirement	12.88%		
	\$ 857	Workers Compensation			
	\$ 13,052	County Benefit Bucket			
	\$ 65,176				
	\$ 21,725	One-Third Cost			
	\$ 112,948	Base Contract Amount			



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 10 Minutes

AGENDA ITEM: (9:35 PM) Resolution No. 2018-24 Amending the 2018 Fee Schedule to Update Fees for Obtaining Public Records - Executive,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Resolution

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to forward Resolution No. 2018-24 to the November 27, 2018, Consent Agenda.

SUMMARY:

Consideration of Resolution No. 2018-24, amending the City's Fee Schedule to update fees related to requests for public records.

FISCAL IMPACT:

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

BACKGROUND:

In 2017, the Washington State Legislature passed Engrossed House Bill ("EHB") 1595, authorizing a small fee for providing electronically produced copies of records and a customized service charge for requests that require staff who have information technology expertise to prepare data compilations or provide customized electronic access.

Section 3 of EHB 1595, codified at RCW 42.56.120, permits the City to impose the actual cost of providing records, to impose statutory default fees, or to adopt a one-time flat fee of up to \$2.00 for each request. To charge the actual cost of providing records, RCW 42.56.120 would require the City to undertake a study to identify the actual costs incurred in providing records, which would need to outline the factors and manner the

City used to determine actual costs. The City has determined that such a study calculating actual costs would be unduly burdensome due to the varying salaries of staff who fulfill public records requests, the burden of tracking time, and the varying costs of the copying equipment used City-wide.

Instead, staff recommends that the City charge the statutory default fees set forth in attached Resolution No. 2018-24. These changes will bring the City's fees for paper and electronic records into conformance with the statutory default fees.

If Resolution No. 2018-24 is adopted, no fee would be charged for locating records or inspecting records in person, in accordance with state law requirements. In addition, no fee would be charged for small requests provided electronically (less than 4 records and less than 1 GB).

The City remains committed to providing easy access to public records electronically on the public records portal, through the online permit database, and elsewhere on the City's website.

If the City Council adopts Resolution No. 2018-24, staff will update the City's Public Records Act Administrative Rules to address the changes to fees. Staff anticipates that the updated Public Records Act Administrative Rules will be in substantially the form of the draft attached to this agenda bill. Under BIMC 2.80.110, the City Manager approves all updates to the City's Public Records Act Administrative Rules.

ATTACHMENTS:

[Resolution No. 2018-24 Amending Fee Schedule to Provide for Public Records Fees](#)

[Draft - 2018 Public Record Administrative Rules](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

RESOLUTION NO. 2018-24

A RESOLUTION of the City Council of Bainbridge Island, Washington, amending the City’s Fee Schedule to update fees related to requests for public records.

WHEREAS, Washington State’s Public Records Act (“PRA”), Chapter 42.56 RCW, allows the public to request public records from the City; and

WHEREAS, while the PRA precludes the City from charging a fee for inspecting or locating public records, it does allow the City to charge a reasonable fee for the copying of records; and

WHEREAS, since the PRA’s adoption in 1972, the use of technology has resulted in many public records being stored in an electronic format for which a copying fee was not originally expressly authorized; and

WHEREAS, in 2017, the Washington State Legislature passed Engrossed House Bill (“EHB”) 1595, authorizing a small fee for providing electronically produced copies of records and a customized service charge for requests that require staff with information technology expertise to prepare data compilations or provide customized electronic access; and

WHEREAS, Section 3 of EHB 1595, codified at RCW 42.56.120, permits the City to impose the actual cost of providing records, to impose statutory default fees, or to adopt a one-time flat fee of up to \$2.00 for each request; and

WHEREAS, to charge the actual cost of providing records, RCW 42.56.120 would require the City to undertake a study to identify the actual costs incurred in providing records, which would need to outline the factors and manner the City used to determine actual costs; and

WHEREAS, the City has determined that such a study calculating actual costs would be unduly burdensome for the reasons set forth in the City’s Public Records Administrative Rules and in WAC 44-14-070(3); and

WHEREAS, the City instead desires to assess the statutory default fees for providing public records; and

WHEREAS, an amendment is needed to incorporate these default fees into the City’s Fee Schedule; and

WHEREAS, on January 23, 2018, the City Council passed Resolution No. 2018-01, adopting the City’s Fee Schedule; and

WHEREAS, the City Council last amended the City's Fee Schedule on July 10, 2018, through the passage of Resolution No. 2018-20.

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

Section 1. Section 3, Copy Fees, of the City's Fee Schedule is amended to read as follows:

3. COPY FEES

(Resolution Nos. 2011-15, 2016-10, and 2017-01, and 2018-24)

A. PUBLIC RECORDS FEES

INSPECTION OF RECORDS No fee
(Inspection of records on the City's website or scheduled at City Hall)

~~MISCELLANEOUS~~
PAPER COPIES OF RECORDS \$0.15 per page ~~or per side on 2-sided copies~~
(First 10 pages free)
(black and white, 8.5" X 14" 11" x 17" or smaller, double-sided or single-sided including scanning to an electronic format)

~~11" x 17" black and white copies~~ \$0.30

COLOR COPIES ~~\$0.30 per page or per side on 2-sided copies~~

~~11" x 17" color copies~~ ~~\$0.60 per page or per side on 2-sided copies~~

OUTSOURCED COPIES OR SCANS OF RECORDS Actual cost
(Outside vendors can be used for unusual formats, large quantities, or when a requester asks for delivery of copies faster than the City can process)

ELECTRONIC MEDIA RECORDS
(~~OPEN PUBLIC RECORDS PORTAL, COMPUTER DISC, DVD, FLASH DRIVE, ETC.~~) \$5.00 each
installment
(~~For electronic copies of records exceeding 100 pages or 25 MB, audio recordings and video recordings. Flash drives to be provided by the requester.~~)

Public Records Portal or Email \$.10 per gigabyte (\$0.00 if < 1 GB); and
\$.05 per every 4 records (\$0.00 if < 4 records)

Digital Storage Devices Actual cost
(E.g., records are copied to optical storage devices, such as a CD or DVD, or a flash drive)

Scans \$.10 per page
(A per-page charge for converting a record (single or double-sided)
from a paper copy to an electronic format)

MAILING PHYSICAL RECORDS OR STORAGE DEVICES Actual cost of postage and container/envelope

CUSTOMIZED SERVICE Actual cost
(Data compilations prepared as a customized service.
Cost is in addition to copy fees above)

CLERK CERTIFICATION \$1.00 per document

Copy charges above may be combined to the extent more than one type of charge applies to copies released in response to a particular request.

For large requests, the City may take one or more of the following actions: require a deposit of 10 percent of the estimated copying costs before making copies; provide copies in installments; or require payment before providing further installments.

B. FINGERPRINTS \$10.00
(Ordinance No. 92-24)

C. CUSTOMIZED GIS MAPS AND CAD DATASET QUERIES
Custom maps, or any other kind of GIS work (spatial queries) are available at a \$43.00 per hour cost, and will be pro-rated to the nearest ¼ hour. If printed copies are requested, they will be additionally charged at the materials cost detailed below. Internal, or other agency requests that are part of ongoing City-sponsored work are not charged.

Commonly requested maps are available for download (at no charge) in a PDF format from the City website.

Printed materials are charged per square foot. Following are standard sheet sizes and the associated cost.

18" x 24"	\$ 7.00
24" x 36"	\$14.00
28" x 40"	\$18.00
36" x 48"	\$28.00
36" x 60"	\$35.00

PASSED by the City Council this ____ day of _____, 2018.

APPROVED by the Mayor this ____ day of _____, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK: _____, 2018
PASSED BY THE CITY COUNCIL: _____, 2018
RESOLUTION NO. 2018-24

**CITY OF BAINBRIDGE ISLAND
PUBLIC RECORDS ACT ADMINISTRATIVE RULES**

Draft

The Public Records Act, RCW 42.56 (the “Public Records Act”), requires public agencies to make identifiable, non-exempt public records available for inspection and copying upon request and to publish rules of procedure to inform the public how access to public records will be accomplished. The City of Bainbridge Island’s rules are set forth in Chapter 2.80 of the Bainbridge Island Municipal Code (BIMC). Pursuant to BIMC Section 2.80.110, the City Manager may issue administrative rules for the implementation of Chapter 2.80 BIMC.

The purpose of the Public Records Act is to provide the public full and timely access to information concerning the conduct of government, mindful of individuals’ privacy rights and the desirability of efficient administration of our City government. The Public Records Act and these rules will be interpreted in favor of disclosure. In carrying out its responsibilities under the Public Records Act, the City will be guided by the provisions of the Public Records Act describing its purposes and interpretation. Failure to comply with any provision of these rules shall not result in any liability imposed upon the City other than that required in the Public Records Act.

Section 1. Definitions/Explanations.

- a. **Public record.** A public record is a writing, regardless of physical form, containing information relating to the conduct of government or the performance of any governmental or proprietary function, prepared, owned, used or retained by the City. Even if the City does not possess a particular document, a document may be “used” by the City if it was considered in any decision-making process.
- b. **Writing.** A writing is any handwriting, typewriting, printing, photostating, photographing, and any other means of recording any form of communication, including, but not limited to, letters, words, pictures, sounds or symbols or their combinations; papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents including data compilations from which information may be obtained or translated. An email is a writing.
- c. **Identifiable record.** An identifiable record is one in existence at the time the records request is made and that City staff can locate after a reasonable search.
- d. **Exempt record.** All identifiable City records are available for review by the public unless they are specifically exempted or prohibited from disclosure by state or federal law, either directly in RCW 42.56 or other statutes. For information related to Public Record Exemptions please see Municipal Research Service Center’s (MRSC) publication “Public Records Act for Washington Cities, Counties and Special Purpose Districts” on the City’s website under Public Records Requests.

- e. **Email.** Classification of emails as public records is dependent on the content of the message. Email messages are public records when they are created or received in the transaction of public business.
- f. **Bot request.** A request for public records that the City reasonably believes was automatically generated by a computer program or script.

Section 2. Public Records Officer.

Any person wishing to request access to public records or seeking assistance in making a request should contact the City's Public Records Officer. The Public Records Officer will coordinate compliance with the Public Records Act, but may designate other City staff members who may process requests for public records. The Public Records Officer or his or her designees will assist requesters and help avoid having responses to public records requests cause excessive interference with the essential functions of the City. When using these Rules, references to the Public Records Officer should be interpreted to also include his or her designees.

Section 3. Availability of Public Records.

- a. **Hours for inspection.** Public records are available for inspection and copying during the City's customary office hours: Monday through Friday, 8:00 a.m. to 4:00 p.m., excluding legal holidays. City staff and the requester may make mutually agreeable arrangements for times of inspection and copying. However, the City shall have the right to set the hours for inspection.
- b. **Place of inspection.** Records will be made available for inspection as determined by the Public Records Officer. A requester shall not take City records from City offices without the permission of the Public Records Officer.
- c. **Electronic access to records.** A variety of records are available on the City's website at: www.bainbridgewa.gov. To the extent practical, the City will store, maintain, and make its commonly requested records available electronically on its website. The City maintains an open public records portal at <https://bainbridgewa.nextrequest.com/> and will respond to most requests through the portal for those seeking responsive records in electronic format. The open public records portal is the functional equivalent of an FTP site and allows the City to share public records request responses more broadly with the public. The City may provide access to public records by providing links to the website containing an electronic copy of the record. The Public Records Officer will work with the requester to determine the most appropriate method for providing electronic copies of responsive records and may provide records on disc or transmit the responsive record via email. .
- d. **Records index.** Ordinance No. 2001-17, adopted by City Council on May 23, 2001, determined that maintaining a central index of City records is unduly burdensome, costly, and would interfere with City operations due to the number and complexity of records generated as a result of the wide range of City activities.
- e. **Organization of records.** Records that relate to the specific function or responsibility of a particular department shall be maintained in the offices of that department. City

departments will maintain records in a reasonably organized manner, and the City will take reasonable actions to protect records from damage and disorganization.

- f. **Retention of records.** The City is not required to retain all records it creates or uses. The State Attorney General's Local Records Committee approves a general retention schedule for local agency records (including cities) that are common to most agencies. Retention schedules vary based on the content of the record. Public records may not be destroyed per a retention schedule if a public records request or actual or anticipated litigation is pending.

Section 4. Making a Request for Public Records.

- a. **Request for records other than Police records.** Requests to inspect or copy City records, other than Police records, should be made to the Public Records Officer at:

Public Records Officer
City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
(206) 780-8618 (phone)
publicrecords@bainbridgewa.gov

<https://bainbridgewa.nextrequest.com/>

- b. **Requests for Police records:** Requests to inspect or copy records maintained by the City's Police Department should be made to the Senior Police Clerks at:

Bainbridge Island Police Department
625 Winslow Way East
Bainbridge Island, WA 98110
(206) 842-5211
<https://bainbridgewa.nextrequest.com/>

- c. **Internet access to records.** Many records are also available on the City of Bainbridge Island's website at: www.bainbridgewa.gov. Previous responses to records requests are available through the City's open public records portal at <https://bainbridgewa.nextrequest.com>. Requesters are encouraged to view the documents available on the website prior to submitting a public records request.

- d. **Form of request.** There is no required form for a public records request. A requester must provide the City with reasonable notice that the request being made is for public records. If a request is contained in a larger document unrelated to a public records request, the requester should point out the public records request by labeling the front page of the document as containing a public records request or otherwise calling the request to the attention of the Public Records Officer to facilitate timely response to the request.

Any person wishing to inspect or copy identifiable public records of the City should make the request in one of the following ways:

- Through the open public records portal at <https://bainbridgewa.nextrequest.com> (preferred);
- On the provided request form (available online at www.bainbridgewa.gov);
- By letter, fax, phone call or e-mail addressed to the Public Records Officer; or
- In person at City Hall.

The following information should be included in the request:

- Name and address of requester;
- Other contact information, including telephone number and email address;
- Sufficient identification of the requested records to reasonably enable the Public Records Officer to locate the records; and
- The date and time of day of the request.

The Public Records Officer may accept requests for public records that contain the above information by telephone or in person. If an oral request is made, the Public Records Officer will confirm receipt of the information and the substance of the request in writing as well as the necessary contact information from the requester so that the City can respond. The confirmation will be deemed the correct statement of the scope of the request unless the requester responds with a different statement of the scope. All public records requests will be entered into the open public records portal. Requests for police records will only be visible to the assigned City staff and the requester.

- e. **Prioritization of records.** The Public Records Officer may ask a requester to prioritize the records he or she is requesting so that the most important records may be provided first. A requester need not prioritize a request.
- f. **Copies.** If the requester wishes to have copies or scans of the records made instead of simply inspecting them, he or she should so indicate and make arrangements to make a deposit or pay for the copies or scans, as further discussed in Section 10. Costs for copies and scans are set out on the Fee Schedule as established by resolution of the City Council and is available through a link on the City's website, or may be obtained by contacting the Public Records Officer.
- g. **Purpose of request.** A requester need not state the purpose of the request. However, in an effort to clarify or prioritize a request and provide responsive records, the Public Records Officer may inquire about the nature or scope of the request. If the request is for a list of individuals, the Public Records Officer may ask the requester if he or she intends to use the records for a commercial purpose. The City is not authorized to provide lists of individuals for commercial purposes. The Public Records Officer may also seek sufficient information to determine if another statute may prohibit disclosure.
- h. **Overbroad requests.** The City may not deny a request for identifiable public records solely because the request is overbroad. However, the City may seek clarification, ask the requester to prioritize the request so that the most important records are provided first,

and/or communicate with the requester to limit the size and complexity of the request. The City may also provide the responsive records in installments over time. When a request uses an inexact phrase such as “all records relating to” and declines to clarify the scope of the request, the Public Records Officer may interpret the request to be for records which directly and fairly pertain to the topic. The phrase is inherently ambiguous and requesters are encouraged to avoid using the phrase when possible to avoid unnecessary delays. When the requester has found the records he or she is seeking, the requester should advise the Public Records Officer that the requested records have been provided and the remainder of the request may be cancelled. A request for all or substantially all records prepared, owned, used, or retained by the City is not a valid request for identifiable records under the Public Records Act.

- i. **Existing records.** Records requests may only encompass existing records. They cannot be used to obtain copies of records not yet in existence or in the possession of the City.
- j. **Bot request.** The City will deny a bot request that is one of multiple requests from the requestor to the agency within a twenty-four hour period, if the City determines that responding to the multiple requests would cause excessive interference with other essential functions of the City.

Section 5. Processing Public Records Requests.

- a. **Providing “fullest assistance.”** Mindful of the requirements of RCW 42.56.100, to the extent reasonably possible, the Public Records Officer will process requests in the order allowing the most requests to be processed in the most efficient manner.
- b. **Acknowledging receipt and fulfilling requests.** Within five business days of receipt of the request, not including the day the request was received as provided by RCW 1.12.040, the Public Records Officer will do one or more of the following:
 1. Make the record available for inspection or copying;
 2. If copies are requested and payment of a deposit for the copies, if any, is made or terms of payment are agreed upon, send the copies to the requester;
 3. Acknowledge that the request has been received and provide a reasonable estimate of when records will be disclosed in whole or in part depending on whether the records are being provided in installments;
 4. If the request is unclear or does not sufficiently identify the requested records, request clarification from the requester. Such clarification may be requested and provided by telephone; or
 5. Deny the request, specifying the reasons for denial.

The City may respond to a request to provide access to a record by providing the requester with a link to the City’s web site containing an electronic copy of that record if it can be determined that the requester has internet access.

- c. **Additional time.** If not able to fulfill the request within the 5-business-day period, the Public Records Officer will provide a reasonable estimate of the time it will take to fully respond to the request. Additional time to provide access to records may be needed to clarify the scope of the request, locate and assemble the records, redact confidential information, prepare an exemption log, notify third party persons or agencies affected by the request or consult with the City Attorney about whether any portion of the records is exempt from disclosure. The Public Records Officer should briefly explain the basis for the time estimated to respond. Should an extension of time be necessary to fulfill the request, the Public Records Officer will provide a revised estimate and explain the changed circumstances that make it necessary.
- d. **Notification that records are available.** If the requester has sought to inspect the records, the Public Records Officer will notify him or her that the entire response or an installment is available for inspection and ask the requester to contact the City to arrange a mutually agreeable time for inspection. If the requester seeks copies or scans, the Public Records Officer should notify him or her of the projected costs and whether a deposit is required before making the copies or scans.
- e. **Consequences of failure to respond.** If the City does not respond in writing within five business days of receipt of the request for disclosure, the requester should contact the Public Records Officer to determine whether the request has been received by the City.
- f. **Requesting clarification.** At the time of the City’s initial response, or subsequent to the City’s initial response, the City may require the requester to clarify the request in order to provide the City with information sufficient to allow the City to determine which records are being requested and whether such records relating to the request exist. If the requester fails to respond to a City request to clarify the request within 30 days, and the entire request is unclear, the City may consider the request abandoned. Otherwise, the City must respond to those portions of the request that are clear. If the City considers the request abandoned, it shall notify the requester that the request is closed.
- g. **Searching for records.** The City will conduct a reasonable search for responsive records. The Public Records Officer will help determine where responsive records are likely to be located and involve Records Coordinators in other departments, as needed, to assemble the records. After the records are located, the Public Records Officer should take reasonable steps to narrow down the number of records assembled to those that are responsive. The City will not “bury” a requester with non-responsive documents. However, the Public Records Officer is allowed to provide arguably, but not clearly, responsive records to allow the requester to select the ones he or she wants, particularly if the requester is unable or unwilling to help narrow the scope of the documents being sought.
- h. **Preserving requested records.** If a requested record is scheduled shortly for destruction under the City’s records retention schedule, the record cannot be destroyed until the public disclosure request has been resolved. Once a request has been closed, the City can destroy the record in accordance with the retention schedule.

- i. **Records exempt from disclosure.** Some records are exempt, in whole or in part from disclosure (see Section 7). If the City believes that a record is exempt and should be withheld, the Public Records Officer will state the specific exemption in a log and provide a brief explanation of why the record or a portion of the record is being withheld.
- j. **Redactions.** If only a portion of a record is exempt from disclosure, but the remainder is not exempt, the Public Records Officer will redact the exempt portions, provide the nonexempt portions, and indicate to the requester why portions of the record are being redacted. For example, the Public Records Officer shall redact identifying details such as social security numbers when he or she makes available or publishes any public record. In each case, the justification for the deletion shall be explained in writing.
- k. **Court protection of records (Third-party notice).** If the requested records contain information that may affect rights of others and may be exempt from disclosure, prior to providing the records the Public Records Officer may give notice to those whose rights may be affected by the disclosure. Generally, two weeks' notice will be given in order to make it possible to contact the requester and ask him or her to revise the request or, if necessary, allow affected individuals to seek an order from a court to prevent or limit the disclosure. The notice to the affected person(s) will include a copy of the request. Nothing in this section requires the City to provide such third-party notice, unless otherwise required by law.
- l. **Inspection of records.** To the extent possible, the Public Records Officer shall promptly provide space to inspect public records. The requester must claim, review or download the assembled records within thirty days of the Public Records Officer's notification that the records are available for inspection, download or copying. The Public Records Officer will notify the requester in writing of this requirement and suggest that he or she contact the agency to make arrangements to claim, download or review the records. If the requester or a representative of the requester fails to claim, download or review the records within the thirty-day period, or make other arrangements, the Public Records Officer may close the request and re-file the assembled records, if applicable. Other public records requests can be processed before a subsequent request by the same person for the same or almost identical records, which will be processed as a new request. The Act does not allow a requester to search through the City's files for records which cannot be identified or described to the City. Members of the public may not remove documents from the viewing area or disassemble or alter any document.
- m. **Providing copies of records.** The requester shall indicate which documents he or she wishes to have copied or scanned using a mutually agreed upon non-permanent method of marking the desired records. After inspection is complete, the Public Records Officer will arrange for copying or scanning. Making a copy of an electronic record is considered copying and not creating a new record.
- n. **Providing records in installments.** When a request is for a large number of records, the Public Records Officer will provide access for inspection and copying in installments if he or she reasonably determines that it would be practical to provide the records in that way. If the requester fails to inspect or download the entire set of records or one or more of the

installments within thirty days, the Public Records Officer may stop searching for the remaining records and close the request.

- o. **Completion of inspection.** When the inspection of the requested records is complete and all requested copies are provided, the Public Records Officer will indicate that the City has completed its search for the requested records and made any located non-exempt records available for inspection.
- p. **Closing withdrawn or abandoned requests.** If the requester withdraws the request, fails to fulfill his or her obligations to inspect or download the records, or fails to pay the deposit or final payment for the requested copies or scans, the Public Records Officer will close the request and indicate to the requester that the City has closed the request. The Public Records Officer will document closure of the request and the conditions that led to closure.
- q. **Later discovered documents.** If, after the Public Records Officer has informed the requester that the City has provided all available records, the City becomes aware of additional responsive documents that existed on the date of the request, the Public Records Officer will promptly inform the requester of the additional documents and provide them on an expedited basis.
- r. **No duty to create records.** The City is not obligated to create a new record to satisfy a records request; however, the City may, in its discretion, create such a new record to fulfill the request where it may be easier for the City to create a record responsive to the request than to collect and make available voluminous records that contain small pieces of information responsive to the request.
- s. **No duty to supplement responses.** The City is not obligated to hold current records requests open to respond to requests for records that may be created in the future. If a public record is created or comes into the possession of the City after a request is received by the City, it is not responsive to the request and will not be provided. A new request must be made to obtain later-created public records.
- t. **Requests for information.** Requests for information are not public records requests. An agency is not required to conduct research for a requester.
- u. **Multiple requests.** When the same requester simultaneously submits multiple, separate requests or makes one or more additional requests when previous requests are open, the City may queue the requests in the order in which they were received. The City is not required to work on an additional request until the initial requests are completed and closed. Requesters are responsible for informing the Public Records Officer if they want to reprioritize the fulfillment of their requests.
- v. **No access to City network or systems.** Requestors shall not be permitted to access or “plug into” City networks or systems or copy records using personal devices or equipment, such as USBs or scanners, which must be connected to City equipment in order to copy records.

- w. **Consequences of disclosing a record in error.** The City, and its officials, agents, employees, or custodians shall not be liable, nor shall a cause of action exist, for loss or damage based on release of a public record if the City, official, agent, employee, or custodian acted in good faith in attempting to comply with the Public Records Act.

Section 6. Processing Requests for Electronic Records.

- a. **Requesting electronic records.** The process for requesting electronic public records is the same as for requesting paper public records.
- b. **Providing electronic records.** If public records are requested in electronic form, the Public Records Officer will provide the nonexempt records in a generally commercially available electronic format that is used by the City.
- c. **Access to electronic records.** The Public Records Officer may provide a link to electronic records easily found on the City's website. Costs for providing electronic records are set out on the Fee Schedule.
- d. **Paper records provided electronically.** Paper records that are specifically requested to be provided electronically are subject to fees listed in the Fee Schedule.

Section 7. Exempt and Prohibited Disclosure of Public Records.

The City is not required to permit public inspection and copying of records for which public disclosure of the record is prohibited, restricted or limited by state or federal statute or regulation.

- a. The City of Bainbridge Island is prohibited by statute from disclosing lists of individuals for commercial purposes.
- b. The Public Records Act, RCW 42.56, provides that a number of document types and information are prohibited from being disclosed or are exempt from public inspection and copying.
- c. In addition, other statutes may exempt or prohibit disclosure of other documents and information.
- d. The Municipal Research and Services Center maintains an up-to-date list of current exemptions and prohibitions on their website at www.mrsc.org. A link is provided on the City's website under Public Records requests.

Section 8. Categories of requests.

The City receives a significant number of public records requests annually, and must allocate staff resources in a manner that responds to each request thoroughly, correctly, and within required deadlines. In order to do so and maintain the City's ongoing regular service and functions, it is necessary to differentiate public records requests according to their complexity and the estimated staff time involved in completing the request. When a public records request is received, the Public

Records Officer and/or the designated department will categorize the request according to the nature, volume, and availability of the requested records as follows:

- a. **Category 1** records requests are routine or readily filled requests for easily identified and immediately accessible records requiring little or no coordination between departments. Examples include requests to review a permit file made at the Planning counter and requests for collision reports.
- b. **Category 2** records requests are routine requests that involve:
 - (i) more than one record or file, and/or
 - (ii) records not easily identified, located and accessible, and/or
 - (iii) records that require some coordination between departments.
- c. **Category 3** records requests are complex requests which involve:
 - (i) a large number of records, and/or
 - (ii) research by City staff or an email search, and/or
 - (iii) review by Public Records Officer to determine whether any of the records are exempt from production.
- d. **Category 4** records requests are complex requests that may be especially broad or vague which may involve:
 - (i) a large number of records that are not easily identified, located or accessible, requiring coordination between multiple departments, and/or
 - (ii) research by City staff who are not primarily responsible for public disclosure and/or
 - (iii) legal review and creation of an exemption log. These requests may require additional assistance from third parties.

After initial categorization, records requests may be re-categorized in response to unanticipated circumstances or additional information.

Section 9. Standard Time Periods for Response.

Mindful of the requirements of RCW 42.56.100 to provide the fullest assistance, to the extent reasonably possible, the Public Records Officer will process requests in the order allowing the most requests to be processed in the most efficient manner. The following standard periods for response to all categories of records requests are established as goals.

- a. **Category 1 records requests.** Generally, the City will respond to Category 1 records requests within five business days. If records cannot be made available within five business days, the City may extend the time to respond as described above.
- b. **Category 2 records requests.** The City will provide a written response to the requester within five business days with a reasonable estimate of the time necessary to make the records available. The estimate is made on a case-by-case basis. Depending on the nature and scope of the request, Category 2 requests usually require between 5 and 30 business days.
- c. **Category 3 records requests.** The City will provide a written response to the requester within five business days with a reasonable estimate of the time necessary to make the records available. The estimate is made on a case-by-case basis. Depending on the nature and scope of the request, Category 3 records requests may require several weeks to several months.
- d. **Category 4 records requests.** The City will provide a written response to the requester within five business days with a reasonable estimate of the time necessary to make the records available. The estimate is made on a case-by-case basis. Depending on the nature and scope of the request, Category 4 records requests may require several weeks to a year or more. In some instances, an estimate of the total amount of time needed to fulfill the request cannot be made until research is performed to identify the responsive records. The Public Records Officer will communicate with the requester in those instances to keep them informed of the progress on the request on a monthly basis.

Section 10. Costs of Providing Copies of Public Records

- a. **Costs for records, generally.** Except as explicitly provided herein and in the City's Fee Schedule, the City declares that it would be unduly burdensome to calculate the actual costs of providing public records due to the varying salaries of staff who fulfill public records requests, the burden of tracking time, and the varying costs of the copying equipment used City-wide. Therefore, the City adopts the standard fees prescribed for providing records in the Public Records Act. No fee is charged for locating records, inspecting records in person or for accessing records routinely made available on the City's website prior to receipt of a request unless the requester has specifically requested that the City provide copies of such records through other means. If requested by a requestor, the City shall provide a summary of the applicable charges before any copies are made, and the requester may revise a public records request to reduce the number of copies to be made and thereby reduce the applicable charges. Payment of fees is required prior to release of records unless other arrangements have been made. Detailed fees applicable to public records requests can be found in the City's Fee Schedule.
- c. **Sales tax.** The City will not charge sales tax on copies of records.
- d. **Use of other copying services.** The City is not required to copy records at its own facilities and may determine to use a commercial copying center for non-routine formats such as

photographs, blueprints or tape recording, large quantities, or when a requestor asks for delivery of copies faster than the City can process. In those instances, the requester will pay the commercial copying center directly.

- e. **Deposit or payment by installments.** Before beginning to copy or scan records, the Public Records Officer or designee may require a deposit of up to ten percent of the estimated costs of copying or scanning the records selected by a requester. The Public Records Officer may also require the payment of the remainder of the copying or scanning costs before providing all the records, or the payment of the costs of copying or providing electronic media in an installment before providing that installment.
- f. **Method of payment.** Payment may be made by cash, check, credit card, or money order to the City of Bainbridge Island.
- g. **Waiver of copying charges.** The Public Records Officer has the discretion to waive copying or electronic media charges for small requests, or for individuals or government agencies doing business with the City if the Public Records Officer determines that this action is in the best interest of the City.
- h. **Non-Payment.** If payment arrangements are not made within 30 calendar days of notice that records are available, the entire request may be deemed abandoned and closed. A reasonable attempt shall be made by the Public Records Officer to contact the requester prior to deeming a request abandoned and closed.

Section 11. Denials of Requests for Public Records.

- a. **Petition for internal administrative review of denial of access.** Any person who objects to the initial denial or partial denial of a records request may petition in writing (including by email) to the Public Records Officer for a review of that decision. The petition shall include a copy of or reasonably identify the written statement by the Public Records Officer or designee denying the request.
- b. **Consideration of petition for review.** The Public Records Officer shall promptly provide the petition and any other relevant information to the City Manager or his or her designee to conduct the review. The City Manager or his or her designee will promptly consider the petition and either affirm or reverse the denial within two business days following the City's receipt of the petition, or within such other time to which the City and the requester mutually agree.
- c. **Judicial review.** Any person may obtain court review of denials of public records requests pursuant to RCW 42.56.550 at the conclusion of two business days after the initial denial regardless of any internal administrative appeal.

Approved:

City Manager

_____, 2018

SUMMARY OF INTERNAL PROCEDURES FOR PUBLIC RECORDS REQUESTS

COUNTER REQUEST

- A counter request is a request to review a department file or obtain an easily identifiable permit or record. These requests are Category 1 requests.
- Any request that asks for all records pertaining to a parcel or topic are not counter requests and should be sent to the Public Records Officer for a response.
- All requests for code compliance files are sent to the Public Records Officer.
- The requester (or staff if requester declines) enters the public records request on the public records portal.
- The requester may remain anonymous.
- Counter requests may be fulfilled immediately by Planning staff if the file or record is on site.
- For requests not immediately fulfilled, the Department's Administrative Assistant tracks the 5 business day response through the public records portal.
- The Department's Administrative Assistant coordinates the response if multiple copies of records are requested.
- Photocopies, scans, and transmission of electronic records are charged in accordance with the City's Fee Schedule.
- Files are held for review at the Planning Counter for 30 days.
- The Department's Administrative Assistant adds "tags" to the portal describing the request
- All employees enter the time spent on responding to the request on the public records portal
- Upon completion of a request, the Department's Administrative Assistant closes the request.

OTHER PUBLIC RECORDS REQUESTS

- Immediately upon receiving a public records request in any form, forward the request to the Public Records Officer.
- If you have received a verbal request for a document, enter the request on the public records portal or forward it to the Public Records Officer for entry on the portal.
- Some requests for information are difficult to distinguish from public records requests. If you are unsure, consult the Public Records Officer.
- The Public Records Officer categorizes the request and adds descriptive "tags".
- The Public Records Officer tracks the deadline for the initial response.
- The Public Records Officer contacts staff to ascertain the reasonable amount of time necessary to respond to the request, taking into consideration workload and staffing.
- Staff record their time spent on the request on the public records portal .
- The Public Records Officer coordinates searches of the email system when applicable.
- The Public Records Officer makes an initial response within 5 business days.
- The Public Records Officer coordinates any additional response and the gathering of records responsive to the request.

- If the Public Records Officer believes that any information contained in the responsive records is exempt, he or she redacts the documents through the public records portal, generating an exemption log or prepares a separate log of withheld documents, if applicable.
- The Public Records Officer may consult with the City Attorney on redactions or when withholding a record.
- The Public Records Officer will also determine if third-party notice is advisable.
- Once all requested documents have been provided with a log of exempt documents, if applicable, the Public Records Officer will close the request on the portal.

POLICE DEPARTMENT REQUESTS

- Collision reports are handled by the Police Department. These requests are generally Category 1 requests.
- Requests for Police Incident reports that require redaction are forwarded to the Public Records Officer for review.
- Non-standard requests and requests from the media are forwarded to the Public Records Officer for consultation.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:45 PM) Agenda Bill for Consent Agenda,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

I move to approve the Consent Agenda, as presented.

SUMMARY:

Consider approval of the following Consent Agenda items:

- A. Accounts Payable and Payroll
- B. City Council Study Session Minutes, October 2, 2018
- C. City Council Study Session Minutes, October 16, 2018
- D. Special City Council Meeting Minutes, October 20, 2018
- E. City Council Regular Business Meeting Minutes, October 23, 2018
- F. Special City Council Meeting Minutes, October 30, 2018
- G. Interlocal Agreement with Kitsap Conservation District
- H. Roadside Mower Purchase.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME:

AGENDA ITEM: Accounts Payable and Payroll

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Finance & Administrative Services

RECOMMENDED MOTION:

Approve with Consent Agenda

SUMMARY:

Consider approval of accounts payable and payroll.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Payroll.pdf](#)

[Report to Council of Cash Disbursements 11-14-18.pdf](#)

FISCAL DETAILS:

Fund Name(s):

Coding:

PAYROLL

PAYROLL CHECK RUN: 11 - 5 - 2018

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	11/5/2018	043134 - 043257	P/R check run - direct deposit	281,564.11
Normal	11/5/2018	108740 - 108742	P/R check run - regular	4,411.69
Vendor	11/5/2018	108743 - 108757	P/R vendor check run	304,430.24
EFTPS	11/5/2018		Federal Tax Electronic Transfer	105,768.64
			TOTAL:	696,174.68

Prepared and Reviewed by: Deborah Lee Date 11-6-18
 Deborah Lee

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.

Kimberly M. Dunscombe Date 11/5/18
 Kimberly M. Dunscombe, Budget Manager

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: October 22, 2018 - November 12, 2018
 CITY COUNCIL: October 23, 2018 - November 13, 2018

Last check from previous run: 348888 dated 10/24/2018 issued to Zee Medical Service in the amount of \$31.26

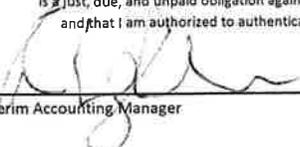
Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	10/25/18	318	WA State DOR/Excise taxes - September 2018	13,158.05
ACH	10/25/18	319	COBI/Utility billing - October 2018	7,164.33
ACH	10/25/18	320	WA State DOL/Concealed weapon permits - October 2018	261.00
EFT	10/24/18	321	WA State DOR/Unclaimed Property reporting - 2018	74.59
VOID	3/29/17	344048	UB/Larry Tellinghuisen/UB Refund - report to unclaimed property	N/A
VOID	6/28/17	344714	UB/Bob Grimm/UB Refund - report to unclaimed property	N/A
VOID	7/12/17	344854	UB/Debbie Harrigan/UB Refund - report to unclaimed property	N/A
VOID	7/12/17	344911	UB/Stephanie Weir/UB Refund - report to unclaimed property	N/A
VOID	11/14/18	348980	POL/Kelley Imaging/Invoice set up for wrong remit address	N/A
VOID	10/24/18	348854	POL/Reliable Storage/Invoice not due, change in unit #	N/A
Manual	10/22/18	348889	PW/Pace Analytical/Vincent Rd Landfill Sampling	1,729.00
Manual	10/24/18	348890	BI Chamber of Commerce/2018 LTAC Visitor Information	29,123.67
Manual	10/24/18	348891	Centurylink/Weaver PRV water telemetry October 2018	58.32
Manual	10/25/18	348892	PW/Anderson Construction/City Hall siding repair	29,125.80
Manual	10/25/18	348893	PW/COBI/Retainage for siding repair	1,075.00
Manual	10/25/18	348894	PW/COBI/Retainage for siding repair	1,867.00
Manual	10/26/18	348895	POL/Bratwear/Jumpsuit: Johnson	519.33
Manual	10/26/18	348896	CC/Indipino Community/Crazy Dog, Sacred Water event registration	15.00
Manual	10/26/18	348897	KC Treasurer/4192 NE Eagle Harbor Dr 1/2 SSWM fees	369.84
Manual	10/26/18	348898	POL/Sirchie/Evidence supplies	2,765.00
Manual	10/26/18	348899	POL/Evergreen Boat/Demolition: Marshall's Island	3,586.67
Manual	10/26/18	348900	POL/Staples/Office supplies	497.24
Manual	10/30/18	348901	Centurylink/Citywide telemetry & fax service October 2018	2,710.94
Manual	11/1/18	348902	LEGAL/Thomas Alpaugh/Public Defense services October 2018	4,375.00
Manual	11/1/18	348903	PW/Island Hands/City Hall Janitorial services October 2018	11,116.13
Manual	11/1/18	348904	ENG/Sealevel Bulkhead Builders/Winslow ravine outfall	99,458.59
Manual	11/8/18	349059	PW/Canopy West/Truck canopy	6,082.97
Manual	11/8/18	349060	ENG/City of Bainbridge/Retainage: Village Pump station	6,550.03
Manual	11/8/18	349061	ENG/City of Bainbridge/Retainage: Village Pump station	1,017.50
Manual	11/8/18	349062	ENG/Liden Land/Village Pump station replacement	157,404.62
Manual	11/8/18	349063	PW/John Tawresy/Cave Ave PRV	2,134.22
Manual	11/8/18	349064	ENG/Titan Earthwork/Core 40 Miller/Fletcher Bay	447,159.96
Manual Checks and Electronic Disbursements				829,399.80

Regular Run	11/14/18	348905-349058	Regular Check Run	355,203.33
				1,184,603.13

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

Prepared and Reviewed by  Carrie Christianson, 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.


 Ron Logghe, Interim Accounting Manager
 Date 11/8/18

EFT - Sept Excise
 @ 10/23/18

10/23/2018 14:38 | CITY OF BAINBRIDGE ISLAND
 cchristianson | 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

318	10/25/2018	MANL	124 WA ST DEPT OF REVENU	226376	2018-09	09/30/2018	EFTSEP18	13,158.05
Invoice: 2018-09								
						SEP18 EXCISE TAXES		
				4.69	91411341 553000	FINANCE - WATER EXTRNL TAXES		
				-852.20	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
				5,616.17	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
				29.20	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
				11.39	91411341 553000	FINANCE - WATER EXTRNL TAXES		
				7.28	91411341 553000	FINANCE - WATER EXTRNL TAXES		
				460.40	91431383 553000	FINANCE - SSWM - EXTRNL TAXES		
				6,361.20	91411341 553000	FINANCE - WATER EXTRNL TAXES		
				671.68	91421351 553000	FINANCE - SEWER - EXTRNL TAXES		
				45.00	31011131 531100	EX-GF-SUPPLIES		
				2.89	31011131 531100	EX-GF-SUPPLIES		
				1.45	32011152 531100	LGL-GF-SUPPLIES		
				5.79	41011141 531100	FIN - C/E ADMIN SUPPLIES		
				41.10	31011572 531100	EX-GF-OUTREACH-SUPPLIES		
				30.35	52011212 531100	POLICE - C/E INVEST SUPPLIES		
				70.81	53011212 531100	PD-C/E-PATROL SUPPLIES		
				17.84	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES		
				5.49	52011212 531100	POLICE - C/E INVEST SUPPLIES		
				5.49	53011212 531100	PD-C/E-PATROL SUPPLIES		
				585.00	81011881 548500	IT - C/E COMPUTER SUPPORT		
				23.80	81011881 535500	IT - C/E COMPUTER PARTS & EQ		
				1.80	81011881 535500	IT - C/E COMPUTER PARTS & EQ		
				11.43	81011881 535500	IT - C/E COMPUTER PARTS & EQ		

CHECK 318 TOTAL: 13,158.05

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 13,158.05

COUNT AMOUNT

TOTAL MANUAL CHECKS 1 13,158.05

*** GRAND TOTAL *** 13,158.05

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

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					
2018 10	242									
APP 401-213000						ACCOUNTS PAYABLE			6,384.56	
10/25/2018	EFTSEP18		EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH				13,158.05
10/25/2018	EFTSEP18		EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000						ACCOUNTS PAYABLE			5,464.85	
10/25/2018	EFTSEP18		EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000						ACCOUNTS PAYABLE			460.40	
10/25/2018	EFTSEP18		EXCISE			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			848.24	
10/25/2018	EFTSEP18		EXCISE			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL									13,158.05	13,158.05
APP 631-130000						DUE TO/FROM CLEARING			13,158.05	
10/25/2018	EFTSEP18		EXCISE							
APP 401-130000						DUE TO/FROM CLEARING				6,384.56
10/25/2018	EFTSEP18		EXCISE							
APP 402-130000						DUE TO/FROM CLEARING				5,464.85
10/25/2018	EFTSEP18		EXCISE							
APP 403-130000						DUE TO/FROM CLEARING				460.40
10/25/2018	EFTSEP18		EXCISE							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING				848.24
10/25/2018	EFTSEP18		EXCISE							
SYSTEM GENERATED ENTRIES TOTAL									13,158.05	13,158.05
JOURNAL 2018/10/242 TOTAL									26,316.10	26,316.10

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2018 10	242	10/25/2018			
001-130000				GENERAL - DUE TO/FROM CLEARING		848.24
001-213000				GENERAL - ACCOUNTS PAYABLE	848.24	
				FUND TOTAL	848.24	848.24
401 WATER OPERATING FUND	2018 10	242	10/25/2018			
401-130000				DUE TO/FROM CLEARING		6,384.56
401-213000				ACCOUNTS PAYABLE	6,384.56	
				FUND TOTAL	6,384.56	6,384.56
402 SEWER OPERATING FUND	2018 10	242	10/25/2018			
402-130000				DUE TO/FROM CLEARING		5,464.85
402-213000				ACCOUNTS PAYABLE	5,464.85	
				FUND TOTAL	5,464.85	5,464.85
403 STORM & SURFACE WATER FUND	2018 10	242	10/25/2018			
403-130000				DUE TO/FROM CLEARING		460.40
403-213000				ACCOUNTS PAYABLE	460.40	
				FUND TOTAL	460.40	460.40
631 CLEARING FUND	2018 10	242	10/25/2018			
631-130000				DUE TO/FROM CLEARING	13,158.05	
635-111100				CASH		13,158.05
				FUND TOTAL	13,158.05	13,158.05

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		848.24
401	WATER OPERATING FUND		6,384.56
402	SEWER OPERATING FUND		5,464.85
403	STORM & SURFACE WATER FUND		460.40
631	CLEARING FUND	13,158.05	
	TOTAL	13,158.05	13,158.05

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

ACH - UB Oct '18

10/23/18

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CASH ACCOUNT: 635 111100 CASH

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

319	10/25/2018	MANL	103 CITY OF BAINBRIDGE I	226366	10717OCT18	10/01/2018		ACHUBOCT	60.03
	Invoice: 10717OCT18					1270 MADISON			
				60.03	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR			
				226367	10727OCT18	10/01/2018		ACHUBOCT	2,332.79
	Invoice: 10727OCT18					1270 MADISON			
				2,332.79	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR			
				226368	11015OCT18	10/01/2018		ACHUBOCT	2,244.38
	Invoice: 11015OCT18					1220 DONALD PL			
				2,244.38	91425358 547500	GG-WWTP-WATER/SEWER			
				226369	11122OCT18	10/01/2018		ACHUBOCT	360.65
	Invoice: 11122OCT18					625 WINSLOW WAY			
				360.65	91011215 547500	GG-C/E-PD-COBI WTR/SWR			
				226370	11762OCT18	10/01/2018		ACHUBOCT	29.17
	Invoice: 11762OCT18					WINSLOW WAY - DRINKING FNTN			
				29.17	91011768 547500	GG-C/E-PARKS-WTR/SWR			
				226371	11805OCT18	10/01/2018		ACHUBOCT	136.92
	Invoice: 11805OCT18					HIGH SCHOOL & MADISON			
				136.92	91011768 547500	GG-C/E-PARKS-WTR/SWR			
				226372	11806OCT18	10/01/2018		ACHUBOCT	67.81
	Invoice: 11806OCT18					MADISON & HIGH SCHOOL			
				67.81	91011768 547500	GG-C/E-PARKS-WTR/SWR			
				226373	11982OCT18	10/01/2018		ACHUBOCT	466.42
	Invoice: 11982OCT18					280 MADISON AVE N			
				466.42	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR			
				226374	11983OCT18	10/01/2018		ACHUBOCT	1,106.60
	Invoice: 11983OCT18					280 MADISON AVE N			
				1,106.60	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR			
				226375	12754OCT18	10/01/2018		ACHUBOCT	359.56
	Invoice: 12754OCT18					WINSLOW WAY E			
				359.56	91011768 547500	GG-C/E-PARKS-WTR/SWR			
						CHECK		319 TOTAL:	7,164.33

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NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 7,164.33

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	7,164.33

*** GRAND TOTAL *** 7,164.33

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE							LINE DESC			
2018 10	243									
APP 001-213000							GENERAL - ACCOUNTS PAYABLE		4,919.95	
10/25/2018		ACHUBOCT	UB				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100							CASH			7,164.33
10/25/2018		ACHUBOCT	UB				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000							ACCOUNTS PAYABLE		2,244.38	
10/25/2018		ACHUBOCT	UB				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									7,164.33	7,164.33
APP 631-130000							DUE TO/FROM CLEARING		7,164.33	
10/25/2018		ACHUBOCT	UB							
APP 001-130000							GENERAL - DUE TO/FROM CLEARING			4,919.95
10/25/2018		ACHUBOCT	UB							
APP 402-130000							DUE TO/FROM CLEARING			2,244.38
10/25/2018		ACHUBOCT	UB							
SYSTEM GENERATED ENTRIES TOTAL									7,164.33	7,164.33
JOURNAL 2018/10/243 TOTAL									14,328.66	14,328.66

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2018 10	243	10/25/2018			
001-130000				GENERAL - DUE TO/FROM CLEARING		4,919.95
001-213000				GENERAL - ACCOUNTS PAYABLE	4,919.95	
				FUND TOTAL	4,919.95	4,919.95
402 SEWER OPERATING FUND	2018 10	243	10/25/2018			
402-130000				DUE TO/FROM CLEARING		2,244.38
402-213000				ACCOUNTS PAYABLE	2,244.38	
				FUND TOTAL	2,244.38	2,244.38
631 CLEARING FUND	2018 10	243	10/25/2018			
631-130000				DUE TO/FROM CLEARING	7,164.33	
635-111100				CASH		7,164.33
				FUND TOTAL	7,164.33	7,164.33

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			4,919.95
402 SEWER OPERATING FUND			2,244.38
631 CLEARING FUND		7,164.33	
	TOTAL	7,164.33	7,164.33

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

ACH - FA Oct '18
 (cc) 10/23/18

10/23/2018 14:39 |CITY OF BAINBRIDGE ISLAND
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CASH ACCOUNT: 635 111100 CASH									
INVOICE DTL DESC									
320	10/25/2018	MANL	969 WA ST DEPT OF LICENS	226471	OCT18CPL	10/23/2018		ACHFA10	261.00
	Invoice: OCT18CPL							OCT18 CPL TRANSMITTAL	
				261.00	41654860 586000			GUN PERMIT OUT	
								CHECK 320 TOTAL:	261.00
								NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL ***	261.00
								COUNT AMOUNT	

								TOTAL MANUAL CHECKS 1 261.00	
								*** GRAND TOTAL ***	261.00

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
EFF DATE									
2018 10	244								
APP 650-213000					ACCOUNTS PAYABLE		261.00		
10/25/2018	ACHFA10	FA			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			261.00	
10/25/2018	ACHFA10	FA			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL							261.00	261.00	
APP 631-130000					DUE TO/FROM CLEARING		261.00		
10/25/2018	ACHFA10	FA							
APP 650-130000					DUE TO/FROM CLEARING			261.00	
10/25/2018	ACHFA10	FA							
SYSTEM GENERATED ENTRIES TOTAL							261.00	261.00	
JOURNAL 2018/10/244 TOTAL							522.00	522.00	

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
631 CLEARING FUND	2018 10	244	10/25/2018			
631-130000				DUE TO/FROM CLEARING	261.00	
635-111100				CASH		261.00
				FUND TOTAL	261.00	261.00
650 AGENCY FUND	2018 10	244	10/25/2018			
650-130000				DUE TO/FROM CLEARING		261.00
650-213000				ACCOUNTS PAYABLE	261.00	
				FUND TOTAL	261.00	261.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM

631	CLEARING FUND	261.00	
650	AGENCY FUND		261.00
	TOTAL	261.00	261.00

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

10/26/2018 14:21 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2018 10	279								
APP 401-213000					ACCOUNTS PAYABLE		74.59		
	10/26/2018	EFTUCP18	UCP		AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			74.59	
	10/26/2018	EFTUCP18	UCP		AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								74.59	74.59
APP 631-130000					DUE TO/FROM CLEARING		74.59		
	10/26/2018	EFTUCP18	UCP						
APP 401-130000					DUE TO/FROM CLEARING			74.59	
	10/26/2018	EFTUCP18	UCP						
SYSTEM GENERATED ENTRIES TOTAL								74.59	74.59
JOURNAL 2018/10/279 TOTAL								149.18	149.18

10/26/2018 14:21
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A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401 WATER OPERATING FUND	2018 10	279	10/26/2018			
401-130000				DUE TO/FROM CLEARING		74.59
401-213000				ACCOUNTS PAYABLE	74.59	
				FUND TOTAL	74.59	74.59
631 CLEARING FUND	2018 10	279	10/26/2018			
631-130000				DUE TO/FROM CLEARING	74.59	
635-111100				CASH		74.59
				FUND TOTAL	74.59	74.59

10/26/2018 14:21
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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401 WATER OPERATING FUND			74.59
631 CLEARING FUND		74.59	
	TOTAL	74.59	74.59

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

VOID - UCD 2018

CC 10/24/18

KRS

10-25-18

10/24/2018 07:59 | CITY OF BAINBRIDGE ISLAND
cchristianson | A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE

PO

CHECK RUN

NET

INVOICE DTL DESC

344048 03/29/2017 VOID 8627 TELLINGHUISEN, LARRY 212264 59592 03/20/2017 -35.04
Invoice: 59592

UB 10291 275 SHEPARD WAY NW
WATER ACCOUNTS RECEIVABLE

-35.04 411 122100

CHECK 344048 TOTAL: -35.04

344714 06/28/2017 VOID 8676 GRIMM, BOB 214029 61348 06/13/2017 -13.29
Invoice: 61348

UB 11224 7692 YEOMALT POINT DRIVE NE
WATER ACCOUNTS RECEIVABLE

-13.29 411 122100

CHECK 344714 TOTAL: -13.29

344854 07/12/2017 VOID 8695 HARRIGAN, DEBBIE 214522 61838 06/30/2017 -6.78
Invoice: 61838

9181 FLETCHER BAY RD
WATER ACCOUNTS RECEIVABLE

-6.78 411 122100

CHECK 344854 TOTAL: -6.78

344911 07/12/2017 VOID 8680 WEIR, STEPHANIE 214399 61716 06/30/2017 -19.48
Invoice: 61716

UB 12900 5796 FOSTER ROAD NE
WATER ACCOUNTS RECEIVABLE

-19.48 411 122100

CHECK 344911 TOTAL: -19.48

NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL *** -74.59

COUNT AMOUNT

TOTAL VOIDED CHECKS 4 74.59

*** GRAND TOTAL *** -74.59

4 Items voided for reporting to WA DOR
for unclaimed property.

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2018 10	250										
APP 401-213000			10/24/2018	344048	VOID			ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			74.59
APP 635-111100			10/24/2018	344048	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		35.04	
APP 635-111100			10/24/2018	344714	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		13.29	
APP 635-111100			10/24/2018	344854	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		6.78	
APP 635-111100			10/24/2018	344911	VOID			CASH AP CASH DISBURSEMENTS JOURNAL		19.48	
GENERAL LEDGER TOTAL										74.59	74.59
APP 631-130000			10/24/2018	03/26/17	VOID			DUE TO/FROM CLEARING			74.59
APP 401-130000			10/24/2018	03/26/17	VOID			DUE TO/FROM CLEARING		74.59	
SYSTEM GENERATED ENTRIES TOTAL										74.59	74.59
JOURNAL 2018/10/250 TOTAL										149.18	149.18

10/24/2018 07:59
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401 WATER OPERATING FUND	2018 10	250	10/24/2018			
401-130000				DUE TO/FROM CLEARING	74.59	
401-213000				ACCOUNTS PAYABLE		74.59
				FUND TOTAL	74.59	74.59
631 CLEARING FUND	2018 10	250	10/24/2018			
631-130000				DUE TO/FROM CLEARING		74.59
635-111100				CASH	74.59	
				FUND TOTAL	74.59	74.59

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|CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401 WATER OPERATING FUND			74.59
631 CLEARING FUND		74.59	
	TOTAL	74.59	74.59

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VOID

cc # 11/1/18

11/1/18

11/01/2018 08:07 |CITY OF BAINBRIDGE ISLAND
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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

348854 10/24/2018 VOID 8745 RELIABLE STORAGE BAI 226279 29285 10/02/2018 21800004 -213.00

Invoice: 29285

POL/STORAGE UNIT RENTAL C34

-213.00 53011212 545000 POLICE - C/E PATROL RENTS

CHECK 348854 TOTAL: -213.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -213.00

COUNT AMOUNT

TOTAL VOIDED CHECKS 1 213.00

*** GRAND TOTAL *** -213.00

Payment was for former Police Storage unit, which was moved to new unit (\$ pre-paid on cc) after invoice was approved & sent to A/P for processing. Not owed. Voiding check and invoice.

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE							LINE DESC			
2018 11	5	APP 001-213000					GENERAL - ACCOUNTS PAYABLE			213.00
11/01/2018			348854	VOID			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100							CASH		213.00	
11/01/2018			348854	VOID			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									213.00	213.00
APP 631-130000							DUE TO/FROM CLEARING			213.00
11/01/2018	10/21/18			VOID						
APP 001-130000							GENERAL - DUE TO/FROM CLEARING		213.00	
11/01/2018	10/21/18			VOID						
SYSTEM GENERATED ENTRIES TOTAL									213.00	213.00
JOURNAL 2018/11/5 TOTAL									426.00	426.00

11/01/2018 08:07
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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	2018 11	5	11/01/2018			
001-130000				GENERAL - DUE TO/FROM CLEARING	213.00	
001-213000				GENERAL - ACCOUNTS PAYABLE		213.00
				FUND TOTAL	213.00	213.00
631 CLEARING FUND	2018 11	5	11/01/2018			
631-130000				DUE TO/FROM CLEARING		213.00
635-111100				CASH	213.00	
				FUND TOTAL	213.00	213.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			213.00
631 CLEARING FUND		213.00	
	TOTAL	213.00	213.00

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cc 10/22/18

10/22/2018 10:03 | CITY OF BAINBRIDGE ISLAND
cchristianson | 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

348889 10/22/2018 PRTD 7990 PACE ANALYTICAL SERV 226377 18100220667 10/17/2018 M101918 1,729.00

Invoice: 18100220667

ENG/VINCENT RD LANDFILL SAMPLING

1,729.00 73435838 54110000261 VINCENT RD DUMP-GRND WTR MONIT

CHECK 348889 TOTAL: 1,729.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 1,729.00

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 1,729.00

*** GRAND TOTAL *** 1,729.00

10/22/2018 10:03 | CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2018 10	226							
APP 403-213000					ACCOUNTS PAYABLE		1,729.00	
	10/22/2018	M101918	102218		AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			1,729.00
	10/22/2018	M101918	102218		AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL							1,729.00	1,729.00
APP 631-130000					DUE TO/FROM CLEARING		1,729.00	
	10/22/2018	M101918	102218					
APP 403-130000					DUE TO/FROM CLEARING			1,729.00
	10/22/2018	M101918	102218					
SYSTEM GENERATED ENTRIES TOTAL							1,729.00	1,729.00
JOURNAL 2018/10/226 TOTAL							3,458.00	3,458.00

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
403 STORM & SURFACE WATER FUND	2018 10	226	10/22/2018			
403-130000				DUE TO/FROM CLEARING		1,729.00
403-213000				ACCOUNTS PAYABLE	1,729.00	
				FUND TOTAL	1,729.00	1,729.00
631 CLEARING FUND	2018 10	226	10/22/2018			
631-130000				DUE TO/FROM CLEARING	1,729.00	
635-111100				CASH		1,729.00
				FUND TOTAL	1,729.00	1,729.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
403	STORM & SURFACE WATER FUND		1,729.00
631	CLEARING FUND	1,729.00	
	TOTAL	1,729.00	1,729.00

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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

348890	10/24/2018	PRTD	45 BAINBRIDGE ISLAND CH	226473	Q3-2018	10/03/2018	M102318	29,123.67
	Invoice: Q3-2018					2018 LTAC: VISITOR INFORMATION		
				29,123.67	91140573 541100	GG-TOUR-PROF SERVICES		
						CHECK	348890 TOTAL:	29,123.67

348891	10/24/2018	PRTD	551 CENTURYLINK	226474	6124OCT18	10/16/2018	M102318	58.32
	Invoice: 6124OCT18					WEAVER PRV WATER TELEMETRY		
				58.32	91411891 542100	GG-WTR-FAC-PHONE		
						CHECK	348891 TOTAL:	58.32

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 29,181.99

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	29,181.99

*** GRAND TOTAL *** 29,181.99

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

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					
2018 10	257	APP 104-213000					CIVIC IMPR - ACCOUNTS PAYABLE		29,123.67	
10/24/2018	M102318		102318				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100							CASH			29,181.99
10/24/2018	M102318		102318				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000							ACCOUNTS PAYABLE		58.32	
10/24/2018	M102318		102318				AP CASH DISBURSEMENTS JOURNAL			
							GENERAL LEDGER TOTAL		29,181.99	29,181.99
APP 631-130000							DUE TO/FROM CLEARING		29,181.99	
10/24/2018	M102318		102318							
APP 104-130000							CIVIC IMPR DUE TO/FROM CLEAR'G			29,123.67
10/24/2018	M102318		102318							
APP 401-130000							DUE TO/FROM CLEARING			58.32
10/24/2018	M102318		102318							
							SYSTEM GENERATED ENTRIES TOTAL		29,181.99	29,181.99
							JOURNAL 2018/10/257 TOTAL		58,363.98	58,363.98

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
104 CIVIC IMPROVEMENT FUND	2018 10	257	10/24/2018			
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		29,123.67
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	29,123.67	
				FUND TOTAL	29,123.67	29,123.67
401 WATER OPERATING FUND	2018 10	257	10/24/2018			
401-130000				DUE TO/FROM CLEARING		58.32
401-213000				ACCOUNTS PAYABLE	58.32	
				FUND TOTAL	58.32	58.32
631 CLEARING FUND	2018 10	257	10/24/2018			
631-130000				DUE TO/FROM CLEARING	29,181.99	
635-111100				CASH		29,181.99
				FUND TOTAL	29,181.99	29,181.99

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
104	CIVIC IMPROVEMENT FUND		29,123.67
401	WATER OPERATING FUND		58.32
631	CLEARING FUND	29,181.99	
	TOTAL	29,181.99	29,181.99

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE							LINE DESC			
2018 10	273	APP 001-213000					GENERAL - ACCOUNTS PAYABLE		32,067.80	
10/25/2018			M102518	102518			AP CASH DISBURSEMENTS JOURNAL			
		APP 635-111100					CASH			32,067.80
10/25/2018			M102518	102518			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									32,067.80	32,067.80
APP 631-130000							DUE TO/FROM CLEARING		32,067.80	
10/25/2018			M102518	102518						
APP 001-130000							GENERAL - DUE TO/FROM CLEARING			32,067.80
10/25/2018			M102518	102518						
SYSTEM GENERATED ENTRIES TOTAL									32,067.80	32,067.80
JOURNAL 2018/10/273 TOTAL									64,135.60	64,135.60

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2018 10	273	10/25/2018			
001-130000				GENERAL - DUE TO/FROM CLEARING		32,067.80
001-213000				GENERAL - ACCOUNTS PAYABLE	32,067.80	
				FUND TOTAL	32,067.80	32,067.80
631 CLEARING FUND	2018 10	273	10/25/2018			
631-130000				DUE TO/FROM CLEARING	32,067.80	
635-111100				CASH		32,067.80
				FUND TOTAL	32,067.80	32,067.80

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			32,067.80
631 CLEARING FUND		32,067.80	
	TOTAL	32,067.80	32,067.80

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10/29/18

10/26/2018 14:48 |CITY OF BAINBRIDGE ISLAND
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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
348895	10/26/2018	PRTD	8747 SEATTLE SEWING SOLUT	226555	201810B094	10/09/2018		M102618	519.33
	Invoice: 201810B094								
				519.33	53011212 520000				
								POL/JUMPSUIT: JOHNSON	
								POLICE - C/E PATROL BENEFITS	
								CHECK 348895 TOTAL:	519.33
348896	10/26/2018	PRTD	9071 INDIPINO COMMUNITY O	226556	11/03/18	10/25/2018		M102618	15.00
	Invoice: 11/03/18								
				15.00	11011116 543100				
								CC/CRAZY DOG SOC, SACRED WATER EVENT	
								COUNCIL-TRAVEL/MEALS/LODGING	
								CHECK 348896 TOTAL:	15.00
348897	10/26/2018	PRTD	4354 KITSAP COUNTY TREASU	226547	352502-1-001-2001 18	01/16/2018		M102618	369.84
	Invoice: 352502-1-001-2001 18								
				369.84	91011768 547400			4192 NE EAGLE HARBOR DR SSWM FEES 1/2	
								GG-C/E-PARKS-COBI SSWM FEE	
								CHECK 348897 TOTAL:	369.84
348898	10/26/2018	PRTD	4548 SIRCHIE FINGERPRINT	226552	0368261-IN	10/11/2018		M102618	2,235.75
	Invoice: 0368261-IN								
				670.73	52011212 531100			POL/EVIDENCE SUPPLIES	
				1,565.02	53011212 531100			POLICE - C/E INVEST SUPPLIES	
								PD-C/E-PATROL SUPPLIES	
				226553	0369208-IN	10/18/2018		M102618	231.75
	Invoice: 0369208-IN								
				69.53	52011212 531100			POL/EVIDENCE SUPPLIES	
				162.22	53011212 531100			POLICE - C/E INVEST SUPPLIES	
								PD-C/E-PATROL SUPPLIES	
				226554	0369649-IN	10/22/2018		M102618	297.50
	Invoice: 0369649-IN								
				89.25	52011212 531100			POL/EVIDENCE SUPPLIES	
				208.25	53011212 531100			POLICE - C/E INVEST SUPPLIES	
								PD-C/E-PATROL SUPPLIES	
								CHECK 348898 TOTAL:	2,765.00
348899	10/26/2018	PRTD	7193 EVERGREEN BOAT TRANS	226548	10/18/18	10/23/2018		M102618	3,586.67
	Invoice: 10/18/18								
				3,586.67	55011757 54110000159			POL/DEMO MARSHALLS ISLAND	
								PD-DERELICT VES-DISPOSAL SVCS	
								CHECK 348899 TOTAL:	3,586.67
348900	10/26/2018	PRTD	2467 STAPLES	226549	3392669111	10/06/2018		M102618	66.02
	Invoice: 3392669111								
				66.02	51011211 531100			POL/PORTFOLIOS, NOTECARDS	
								PD-C/E-ADM-SUPPLIES	
				226550	3392669113	10/06/2018		M102618	29.96
	Invoice: 3392669113								
								POL/FLASH DRIVES	

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 |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
EFF DATE									
2018 10	281								
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		7,753.08		
10/26/2018	M102618	102618			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			7,753.08	
10/26/2018	M102618	102618			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL							7,753.08	7,753.08	
APP 631-130000					DUE TO/FROM CLEARING		7,753.08		
10/26/2018	M102618	102618							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			7,753.08	
10/26/2018	M102618	102618							
SYSTEM GENERATED ENTRIES TOTAL							7,753.08	7,753.08	
JOURNAL 2018/10/281 TOTAL							15,506.16	15,506.16	

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 |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	2018 10	281	10/26/2018			
001-130000				GENERAL - DUE TO/FROM CLEARING		7,753.08
001-213000				GENERAL - ACCOUNTS PAYABLE	7,753.08	
FUND TOTAL					7,753.08	7,753.08
631 CLEARING FUND	2018 10	281	10/26/2018			
631-130000				DUE TO/FROM CLEARING	7,753.08	
635-111100				CASH		7,753.08
FUND TOTAL					7,753.08	7,753.08

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|CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			7,753.08
631 CLEARING FUND		7,753.08	
	TOTAL	7,753.08	7,753.08

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cc 10/30/18

10/30/2018 08:24 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

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

INVOICE DTL DESC

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
348901	10/30/2018	PRTD	551 CENTURYLINK	226562	0399OCT18	10/23/2018		M102918	2,710.94
			Invoice: 0399OCT18						
				1,464.04	91425358 542100				
				729.31	91411891 542100				
				68.16	91011755 542100				
				136.92	91011189 542100				
				195.77	91011897 542100				
				65.83	91011255 542100				
				50.91	91011215 542100				

CITYWIDE TELEMETRY & FAX SVC

GG-WWTP-TELEPHONE/FAX

GG-WTR-FAC-PHONE

GG-C/E-COMMONS-PHONE

GG-C/E-CITY HALL-PHONE

GG-C/E-O&M YARD FAC-PHONE

GG-C/E-COURT BLDG-PHONE

GG-C/E-PD-PHONE

CHECK 348901 TOTAL: 2,710.94

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 2,710.94

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 2,710.94

*** GRAND TOTAL *** 2,710.94

10/30/2018 08:24 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2018 10	291								
APP 402-213000						ACCOUNTS PAYABLE		1,464.04	
	10/30/2018	M102918	103018			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			2,710.94
	10/30/2018	M102918	103018			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		729.31	
	10/30/2018	M102918	103018			AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		517.59	
	10/30/2018	M102918	103018			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								2,710.94	2,710.94
APP 631-130000						DUE TO/FROM CLEARING		2,710.94	
	10/30/2018	M102918	103018						
APP 402-130000						DUE TO/FROM CLEARING			1,464.04
	10/30/2018	M102918	103018						
APP 401-130000						DUE TO/FROM CLEARING			729.31
	10/30/2018	M102918	103018						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			517.59
	10/30/2018	M102918	103018						
SYSTEM GENERATED ENTRIES TOTAL								2,710.94	2,710.94
JOURNAL 2018/10/291 TOTAL								5,421.88	5,421.88

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2018 10	291	10/30/2018			
001-130000				GENERAL - DUE TO/FROM CLEARING		517.59
001-213000				GENERAL - ACCOUNTS PAYABLE	517.59	
				FUND TOTAL	517.59	517.59
401 WATER OPERATING FUND	2018 10	291	10/30/2018			
401-130000				DUE TO/FROM CLEARING		729.31
401-213000				ACCOUNTS PAYABLE	729.31	
				FUND TOTAL	729.31	729.31
402 SEWER OPERATING FUND	2018 10	291	10/30/2018			
402-130000				DUE TO/FROM CLEARING		1,464.04
402-213000				ACCOUNTS PAYABLE	1,464.04	
				FUND TOTAL	1,464.04	1,464.04
631 CLEARING FUND	2018 10	291	10/30/2018			
631-130000				DUE TO/FROM CLEARING	2,710.94	
635-111100				CASH		2,710.94
				FUND TOTAL	2,710.94	2,710.94

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		517.59
401 WATER OPERATING FUND		729.31
402 SEWER OPERATING FUND		1,464.04
631 CLEARING FUND	2,710.94	
	<u>2,710.94</u>	<u>2,710.94</u>
TOTAL	2,710.94	2,710.94

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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

348902 11/01/2018 PRTD 7849 LAW OFFICE OF THOMAS 226591 OCT18 10/11/2018 M103018 4,375.00
Invoice: OCT18 LEGAL/OCT 2018 PUB DEF SVCS

4,375.00 32011281 541113 LGL-PUBLIC DEFENDER

CHECK 348902 TOTAL: 4,375.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 4,375.00

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 4,375.00

*** GRAND TOTAL *** 4,375.00

JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC		
2018 11	4							
APP 001-213000	11/01/2018	M103018	103018			GENERAL - ACCOUNTS PAYABLE	4,375.00	
						AP CASH DISBURSEMENTS JOURNAL		
APP 635-111100	11/01/2018	M103018	103018			CASH		4,375.00
						AP CASH DISBURSEMENTS JOURNAL		
GENERAL LEDGER TOTAL							4,375.00	4,375.00
APP 631-130000	11/01/2018	M103018	103018			DUE TO/FROM CLEARING	4,375.00	
APP 001-130000	11/01/2018	M103018	103018			GENERAL - DUE TO/FROM CLEARING		4,375.00
SYSTEM GENERATED ENTRIES TOTAL							4,375.00	4,375.00
JOURNAL 2018/11/4						TOTAL	8,750.00	8,750.00

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2018 11	4	11/01/2018			
001-130000				GENERAL - DUE TO/FROM CLEARING		4,375.00
001-213000				GENERAL - ACCOUNTS PAYABLE	4,375.00	
				FUND TOTAL	4,375.00	4,375.00
631 CLEARING FUND	2018 11	4	11/01/2018			
631-130000				DUE TO/FROM CLEARING	4,375.00	
635-111100				CASH		4,375.00
				FUND TOTAL	4,375.00	4,375.00

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			4,375.00
631 CLEARING FUND		4,375.00	
	TOTAL	4,375.00	4,375.00

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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

348903	11/01/2018	PRTD	8646 ISLAND HANDS	226755	17741-17742	10/30/2018	21800026	M110118	11,116.13	
			Invoice: 17741-17742			2018 JANITORIAL SERVICE				
				10,771.53	73011183 54110000269	JANITORIAL CONTRACT-PRO SVCS				
				344.60	73425358 54110000269	JANITORIAL CONTRACT-PRO SVCS				
								CHECK	348903 TOTAL:	11,116.13

348904	11/01/2018	PRTD	5890 SEALEVEL BULKHEAD BU	226592	PAYREQFINAL-776	10/25/2018	21800089	M110118	99,458.59	
			Invoice: PAYREQFINAL-776			WINSLOW WAY RAVINE OUTFALL				
				99,458.59	72433438 66300000776	WINSLOW RAVINE OUTFALL-CONSTR				
								CHECK	348904 TOTAL:	99,458.59

NUMBER OF CHECKS 2 *** CASH ACCOUNT TOTAL *** 110,574.72

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	110,574.72

*** GRAND TOTAL *** 110,574.72

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

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					
2018 11	12	APP 001-213000					GENERAL - ACCOUNTS PAYABLE		10,771.53	
		11/01/2018 M110118	110118				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100		11/01/2018 M110118	110118				CASH			110,574.72
APP 402-213000		11/01/2018 M110118	110118				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000		11/01/2018 M110118	110118				ACCOUNTS PAYABLE		344.60	
APP 403-213000		11/01/2018 M110118	110118				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000		11/01/2018 M110118	110118				ACCOUNTS PAYABLE		99,458.59	
		11/01/2018 M110118	110118				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									110,574.72	110,574.72
APP 631-130000		11/01/2018 M110118	110118				DUE TO/FROM CLEARING		110,574.72	
APP 001-130000		11/01/2018 M110118	110118				GENERAL - DUE TO/FROM CLEARING			10,771.53
APP 402-130000		11/01/2018 M110118	110118				DUE TO/FROM CLEARING			344.60
APP 403-130000		11/01/2018 M110118	110118				DUE TO/FROM CLEARING			99,458.59
SYSTEM GENERATED ENTRIES TOTAL									110,574.72	110,574.72
JOURNAL 2018/11/12 TOTAL									221,149.44	221,149.44

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2018 11	12	11/01/2018			
001-130000				GENERAL - DUE TO/FROM CLEARING		10,771.53
001-213000				GENERAL - ACCOUNTS PAYABLE	10,771.53	
				FUND TOTAL	10,771.53	10,771.53
402 SEWER OPERATING FUND	2018 11	12	11/01/2018			
402-130000				DUE TO/FROM CLEARING		344.60
402-213000				ACCOUNTS PAYABLE	344.60	
				FUND TOTAL	344.60	344.60
403 STORM & SURFACE WATER FUND	2018 11	12	11/01/2018			
403-130000				DUE TO/FROM CLEARING		99,458.59
403-213000				ACCOUNTS PAYABLE	99,458.59	
				FUND TOTAL	99,458.59	99,458.59
631 CLEARING FUND	2018 11	12	11/01/2018			
631-130000				DUE TO/FROM CLEARING	110,574.72	
635-111100				CASH		110,574.72
				FUND TOTAL	110,574.72	110,574.72

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FUND		DUE TO	DUE FROM
001	GENERAL FUND		10,771.53
402	SEWER OPERATING FUND		344.60
403	STORM & SURFACE WATER FUND		99,458.59
631	CLEARING FUND	110,574.72	
	TOTAL	110,574.72	110,574.72

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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										
349059	11/08/2018	PRTD	9010 CANOPY WEST	226867	12724	08/14/2018	21800088	M110718	6,082.97	
	Invoice: 12724					TRUCK CANOPY WTR/SWR				
						3,041.49	73414434	66400000907	2018-LIGHT DUTY P/U-WTR/SWR	
						3,041.48	73424435	66400000907	2018-LIGHT DUTY P/U-WTR/SWR	
								CHECK	349059 TOTAL:	6,082.97
349060	11/08/2018	PRTD	102 CITY OF BAINBRIDGE I	226983	RETREQ4-782	11/01/2018	21800077	M110718	6,550.03	
	Invoice: RETREQ4-782					RET- VILLAGE PUMP STATION				
						6,550.03	72423434	66300000782	VILLAGE PUMP STATION-CONSTR	
								CHECK	349060 TOTAL:	6,550.03
349061	11/08/2018	PRTD	102 CITY OF BAINBRIDGE I	226985	RETREQ5-782	11/01/2018	21800077	M110718	1,017.50	
	Invoice: RETREQ5-782					RET- VILLAGE PUMP STATION				
						1,017.50	72423434	66300000782	VILLAGE PUMP STATION-CONSTR	
								CHECK	349061 TOTAL:	1,017.50
349062	11/08/2018	PRTD	5262 LIDEN LAND DEV & EXC	226981	PAYREQ4-782	11/01/2018	21800076	M110718	136,240.62	
	Invoice: PAYREQ4-782					VILLAGE PUMP STATION REPLACE				
						136,240.62	72423434	66300000782	VILLAGE PUMP STATION-CONSTR	
						226982	PAYREQ5-782	11/01/2018	21800076	M110718
	Invoice: PAYREQ5-782					VILLAGE PUMP STATION REPLACE				21,164.00
						21,164.00	72423434	66300000782	VILLAGE PUMP STATION-CONSTR	
								CHECK	349062 TOTAL:	157,404.62
349063	11/08/2018	PRTD	8385 JOHN TAWRESEY	226907	12861	11/01/2018		M110718	2,134.22	
	Invoice: 12861					PW/CAVE AVE PRVS				
						2,134.22	72413434	63110000884	BAIN LANDING/CAVE PRV-SUPPLIES	
								CHECK	349063 TOTAL:	2,134.22
349064	11/08/2018	PRTD	8995 TITAN EARTHWORK, LLC	226990	PAYREQ1-780/800	11/08/2018	21800086	M110718	447,159.96	
	Invoice: PAYREQ1-780/800					CORE 40 MILLER - FLETCHER BAY				
						165,769.69	72334562	66300000780	C40-FLETCHER BAY-CONSTR	
						281,390.27	72334562	66300000800	C40-MILLER RD-CONSTR	
								CHECK	349064 TOTAL:	447,159.96

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NUMBER OF CHECKS 6 *** CASH ACCOUNT TOTAL *** 620,349.30

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	6	620,349.30

*** GRAND TOTAL *** 620,349.30

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
EFF DATE								
2018 11	84							
APP 401-213000					ACCOUNTS PAYABLE		5,175.71	
11/08/2018	M110718	110818			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100					CASH			620,349.30
11/08/2018	M110718	110818			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000					ACCOUNTS PAYABLE		168,013.63	
11/08/2018	M110718	110818			AP CASH DISBURSEMENTS JOURNAL			
APP 301-213000					ACCOUNTS PAYABLE		447,159.96	
11/08/2018	M110718	110818			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL							620,349.30	620,349.30
APP 631-130000					DUE TO/FROM CLEARING		620,349.30	
11/08/2018	M110718	110818						
APP 401-130000					DUE TO/FROM CLEARING			5,175.71
11/08/2018	M110718	110818						
APP 402-130000					DUE TO/FROM CLEARING			168,013.63
11/08/2018	M110718	110818						
APP 301-130000					DUE TO/FROM CLEARING			447,159.96
11/08/2018	M110718	110818						
SYSTEM GENERATED ENTRIES TOTAL							620,349.30	620,349.30
JOURNAL 2018/11/84 TOTAL							1,240,698.60	1,240,698.60

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A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFY DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
301 CAPITAL CONSTRUCTION FUND	2018 11	84	11/08/2018		
301-130000			DUE TO/FROM CLEARING		447,159.96
301-213000			ACCOUNTS PAYABLE	447,159.96	
			FUND TOTAL	447,159.96	447,159.96
401 WATER OPERATING FUND	2018 11	84	11/08/2018		
401-130000			DUE TO/FROM CLEARING		5,175.71
401-213000			ACCOUNTS PAYABLE	5,175.71	
			FUND TOTAL	5,175.71	5,175.71
402 SEWER OPERATING FUND	2018 11	84	11/08/2018		
402-130000			DUE TO/FROM CLEARING		168,013.63
402-213000			ACCOUNTS PAYABLE	168,013.63	
			FUND TOTAL	168,013.63	168,013.63
631 CLEARING FUND	2018 11	84	11/08/2018		
631-130000			DUE TO/FROM CLEARING	620,349.30	
635-111100			CASH		620,349.30
			FUND TOTAL	620,349.30	620,349.30

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
301	CAPITAL CONSTRUCTION FUND		447,159.96
401	WATER OPERATING FUND		5,175.71
402	SEWER OPERATING FUND		168,013.63
631	CLEARING FUND	620,349.30	
	TOTAL	620,349.30	620,349.30

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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									
348905	11/14/2018	PRTD	5	ACE HARDWARE	226382	41980/1	10/12/2018	11/11/18	13.15
	Invoice: 41980/1						PW/THREAD SEAL TAPE, BUSHING HEX		
					13.15	73411345 531100	OFFICE SUPPLIES		
	Invoice: 41970/1				226383	41970/1	10/12/2018	11/11/18	15.06
							PW/PLUMBING SUPPLIES		
					15.06	73411345 531100	OFFICE SUPPLIES		
	Invoice: 41965/1				226384	41965/1	10/11/2018	11/11/18	9.81
							PW/FASTENERS		
					9.81	73011183 531100	O&M-C/E-CH FAC-SUPPLIES		
	Invoice: 41958/1				226385	41958/1	10/11/2018	11/11/18	18.66
							PW/FASTENERS		
					18.66	73011183 531100	O&M-C/E-CH FAC-SUPPLIES		
	Invoice: 41963/1				226386	41963/1	10/11/2018	11/11/18	12.28
							PW/PAIL, BUCKET, SCRUB BRUSH		
					12.28	73423943 63110000782	VILLAGE PUMP STATION-SUPPLIES		
	Invoice: 42050/1				226477	42050/1	10/19/2018	11/11/18	5.44
							PW/SPRAY GLOSS		
					5.44	73411345 531100	OFFICE SUPPLIES		
	Invoice: 42040/1				226478	42040/1	10/19/2018	11/11/18	144.85
							PW/GRASS SEED, GARDEN TOOLS		
					144.85	73431835 531100	OFFICE SUPPLIES		
	Invoice: 42018/1				226480	42018/1	10/18/2018	11/11/18	10.89
							PW/BROOM, DUSTPAN SET		
					10.89	73411345 531100	OFFICE SUPPLIES		
	Invoice: 42069/1				226515	42069/1	10/23/2018	11/11/18	71.84
							PW/CAR CLEANING SUPPLIES		
					71.84	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES		
	Invoice: 42080/1				226516	42080/1	10/24/2018	11/11/18	26.14
							PW/SUPERGLUE, SHOVEL		
					26.14	73411345 531100	OFFICE SUPPLIES		
	Invoice: 42100/1				226756	42100/1	10/29/2018	11/11/18	42.03
							PW/BAR CARPET, LIGHT BULBS		
					42.03	73011755 531100	O&M-COMMONS SUPPLIES		
	Invoice: 42108/1				226757	42108/1	10/29/2018	11/11/18	17.41
							PW/VELCRO STRIPS, STRAP		
					17.41	73421355 531100	WIN COLL-SUPPLIES		
	Invoice: 42095/1				226758	42095/1	10/26/2018	11/11/18	11.43
							PW/BIBB HOSE		
					11.43	73637950 531100	O&M ALLOC-50WTR/50DEV-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 348909 TOTAL:	216.37
348910	11/14/2018	PRTD	863 INTERSTATE BATTERIES	226519	22054835	10/18/2018		11/11/18	387.88	
			Invoice: 22054835			PW/BATTERIES FOR 205, #2				
				128.57	73111423	531100	OFFICE SUPPLIES			
				128.56	73111427	531100	OFFICE SUPPLIES			
				130.75	73011189	531100	O&M - C/E FACIL OFC SUPPLIES			
				226795	22053794	08/02/2018		11/11/18	261.49	
			Invoice: 22053794			PW/BATTERIES (2)				
				261.49	73638935	531100	O&M-STD ALLOCATION-SUPPLIES			
									CHECK 348910 TOTAL:	649.37
348911	11/14/2018	PRTD	8672 ALLSTREAM	226796	15623720	11/01/2018		11/11/18	948.35	
			Invoice: 15623720			NOV 18 CITYWIDE PHN SVCS				
				948.35	41637891	542100	FIN - ALLOC TELEPHONE			
									CHECK 348911 TOTAL:	948.35
348912	11/14/2018	PRTD	4739 AMERICAN LEGION - CO	226518	181101	10/20/2018		11/11/18	90.00	
			Invoice: 181101			EX/NOVEMBER RENT				
				90.00	31011256	54500000830	EMERG AM RADIO STATION-RENTS			
									CHECK 348912 TOTAL:	90.00
348913	11/14/2018	PRTD	4739 SAL SQUADRON 0172	226828	2019	10/25/2018		11/11/18	20.00	
			Invoice: 2019			POL/ANNUAL DUES: HAMNER				
				20.00	51011211	549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH			
									CHECK 348913 TOTAL:	20.00
348914	11/14/2018	PRTD	4260 AMERICAN PLANNING AS	226763	107460-18107	10/19/2018		11/11/18	562.00	
			Invoice: 107460-18107			PCD/APA MEMBERSHIP, SUBX RENEW: CC				
				562.00	61470581	549100	PCD - DEV ADMIN DUES/SUBSCR			
				226764	203522-18107	10/19/2018		11/11/18	369.00	
			Invoice: 203522-18107			PCD/MEMBERSHIP: KT				
				369.00	63470588	549100	CUR-DEV PLAN-DUES/SUBSCR			
									CHECK 348914 TOTAL:	931.00
348915	11/14/2018	PRTD	4710 ASSOCIATED PETROLEU	226387	1316931-IN	10/04/2018		11/11/18	594.05	
			Invoice: 1316931-IN			PW/200 GAL UNLEADED				
				594.05	73638932	532000	O&M-FUEL ALLOC TO OTH DEPTS			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 1316930-IN				226388	1316930-IN	10/04/2018		11/11/18	680.09
				680.09	73638893 532000	PW/200 GAL DIESEL O&M-FUEL USE-ALLOCATION			
Invoice: 1316408-IN				226389	1316408-IN	10/02/2018		11/11/18	1,264.36
				1,264.36	73638893 532000	PW/400 GAL DIESEL O&M-FUEL USE-ALLOCATION			
Invoice: 1316409-IN				226390	1316409-IN	10/02/2018		11/11/18	821.29
				821.29	73638932 532000	PW/281 GAL UNLEADED O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 1320396-IN				226481	1320396-IN	10/11/2018		11/11/18	611.30
				611.30	73638932 532000	PW/200 GAL UNLEADED O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 1320395-IN				226482	1320395-IN	10/11/2018		11/11/18	888.46
				888.46	73638893 532000	PW/266 GAL DIESEL O&M-FUEL USE-ALLOCATION			
Invoice: 1320008-IN				226483	1320008-IN	10/09/2018		11/11/18	1,363.15
				1,363.15	73638932 532000	PW/460 GAL UNLEADED O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 1320007-IN				226484	1320007-IN	10/09/2018		11/11/18	673.08
				673.08	73638893 532000	PW/200 GAL DIESEL O&M-FUEL USE-ALLOCATION			
Invoice: 1328152-IN				226520	1328152-IN	10/23/2018		11/11/18	868.48
				868.48	91011897 547200	PW/584.4 GAL PROPANE GG-C/E-O&M YARD FAC-PROPANE			
Invoice: 1327125-IN				226797	1327125-IN	10/23/2018		11/11/18	594.86
				594.86	73638893 532000	PW/170 GAL DIESEL O&M-FUEL USE-ALLOCATION			
Invoice: 1327126-IN				226798	1327126-IN	10/23/2018		11/11/18	885.94
				885.94	73638932 532000	PW/301 GAL UNLEADED O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 1324047-IN				226799	1324047-IN	10/18/2018		11/11/18	426.81
				426.81	73638893 532000	PW/114 GAL DIESEL O&M-FUEL USE-ALLOCATION			
Invoice: 1324048-IN				226800	1324048-IN	10/18/2018		11/11/18	899.49
				899.49	73638932 532000	PW/303 GAL UNLEADED O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 1323609-IN				226801	1323609-IN	10/16/2018		11/11/18	369.27
				369.27	73638893 532000	PW/95 GAL DIESEL O&M-FUEL USE-ALLOCATION			

CASH ACCOUNT: 635	111100	CASH								
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Invoice: BAIN1809983										
				145.50	43411341 541100			FIN/UB PHONE & WEB PAY SVCS SEPT 18		
				145.50	43421351 541100			FIN - WATER ADMIN PROF SERVICE		
								FIN - SEWER ADMIN PROF SERVICE		
				226558	104311	10/19/2018		11/11/18	5.48	
Invoice: 104311								FIN.UB FINAL BILL; PRINT & MAIL		
				1.09	43411341 541100			FIN - WATER ADMIN PROF SERVICE		
				1.10	43421351 541100			FIN - SEWER ADMIN PROF SERVICE		
				1.64	91411891 542500			GG-WTR-FAC-POSTAGE		
				1.65	91421891 542500			GG-SWR-FAC-POSTAGE		
				226559	104402	10/24/2018		11/11/18	61.27	
Invoice: 104402								FIN/UB DELINQUENT INVOICES		
				9.01	43411341 541100			FIN - WATER ADMIN PROF SERVICE		
				9.02	43421351 541100			FIN - SEWER ADMIN PROF SERVICE		
				21.62	91411891 542500			GG-WTR-FAC-POSTAGE		
				21.62	91421891 542500			GG-SWR-FAC-POSTAGE		
				226832	BAIN1810983	10/31/2018		11/11/18	284.00	
Invoice: BAIN1810983								FIN/PHONE & WEB PMT SVCS		
				142.00	43411341 541100			FIN - WATER ADMIN PROF SERVICE		
				142.00	43421351 541100			FIN - SEWER ADMIN PROF SERVICE		
								CHECK 348918 TOTAL:	1,602.67	
348919	11/14/2018	PRTD	47 BAINBRIDGE DISPOSAL	226833	0000806517	10/31/2018		11/11/18	347.39	
Invoice: 0000806517								CITY HALL DISP SVCS OCT 18		
				347.39	91011189 547900			GG-C/E-CITY HALL-GARBAGE		
				226834	0000806577	10/31/2018		11/11/18	56.07	
Invoice: 0000806577								BIG BELLY DISP SVCS OCT18		
				56.07	91011189 547903			BIG BELLY SOLAR GARBAGE CANS		
				226872	0000806315	10/31/2018		11/11/18	1,762.78	
Invoice: 0000806315								CITYWIDE DISPOSAL SVCS OCT 18		
				143.25	91011215 547900			GG-C/E-PD-GARBAGE		
				436.16	91011768 547900			GG-C/E-PARKS-GARBAGE		
				416.05	91425358 547900			GG-WWTP-GARBAGE (NOT BIOSOLIDS)		
				681.79	91011897 547900			GG-C/E-O&M YARD FAC-GARBAGE		
				85.53	73011189 548100			O&M - C/E FACIL REPAIRS		
								CHECK 348919 TOTAL:	2,166.24	
348920	11/14/2018	PRTD	54 BAINBRIDGE RENTAL IN	225038	CON#37616- CR	07/19/2018		11/11/18	-423.93	
Invoice: CON#37616- CR								PW/DOBL PD INV CON#37616 IN ERROR		
				-423.93	73111427 531100			OFFICE SUPPLIES		
				225039	CON#39048	08/23/2018		11/11/18	40.86	
Invoice: CON#39048								PW/TRIMMER LINE, BLADE DISPOSAL		
				40.86	73111427 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	348924 TOTAL:	247.50
348925	11/14/2018	PRTD	7769 BERK & ASSOCIATES, I	226487	10284-09-18	10/09/2018		11/11/18	1,623.25	
			Invoice: 10284-09-18			2018 CODE CONSISTENCY REVIEW				
				1,623.25	31011131 541100	EX-GF-PROF SERVICES				
								CHECK	348925 TOTAL:	1,623.25
348926	11/14/2018	PRTD	50 BAINBRIDGE ISLAND EL	226406	20180112	10/12/2018		11/11/18	141.70	
			Invoice: 20180112			PW/PD LIGHT REPAIR				
				141.70	73011215 548100	O&M-C/E-POLICE FAC-REPAIRS				
				226407	20180106	10/12/2018		11/11/18	408.88	
			Invoice: 20180106			PW/SANDS RD WELL PUMP REPAIR				
				408.88	73411345 548100	REPAIRS & MAINTENANCE				
								CHECK	348926 TOTAL:	550.58
348927	11/14/2018	PRTD	971 BAINBRIDGE ISLAND HI	226522	883	10/17/2018		11/11/18	3,750.00	
			Invoice: 883			Q3 2018 LTAC: OPERATING				
				3,750.00	91140573 541100	GG-TOUR-PROF SERVICES				
								CHECK	348927 TOTAL:	3,750.00
348928	11/14/2018	PRTD	7696 BAINBRIDGE ISLAND MU	226488	3673	09/30/2018		11/11/18	7,340.25	
			Invoice: 3673			Q1-Q2 2018 LTAC: EVENT & RENTAL PROG				
				7,340.25	91140573 541100	GG-TOUR-PROF SERVICES				
								CHECK	348928 TOTAL:	7,340.25
348929	11/14/2018	PRTD	5202 BAINBRIDGE ARTS & CR	226772	Q3 2018	10/01/2018		11/11/18	1,250.00	
			Invoice: Q3 2018			Q3 2018 LTAC: OFF ISLAND ADVERTIS				
				1,250.00	91140573 541100	GG-TOUR-PROF SERVICES				
								CHECK	348929 TOTAL:	1,250.00
348930	11/14/2018	PRTD	4901 BRABER EQUIPMENT	226408	324783	08/10/2018		11/11/18	487.52	
			Invoice: 324783			PW/BRUSH AXE BLADE #225				
				487.52	73637958 531100	ROADSIDE MOWER ALLOC-SUPPLIES				
								CHECK	348930 TOTAL:	487.52
348931	11/14/2018	PRTD	8747 SEATTLE SEWING SOLUT	226875	201810SU070	10/17/2018		11/11/18	554.27	
			Invoice: 201810SU070			POL/JUMPSUIT: MCCARTY				
				554.27	53011212 520000	POLICE - C/E PATROL BENEFITS				

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

INVOICE DTL DESC

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								CHECK 348931 TOTAL:	554.27
348932	11/14/2018	PRTD	8595 BRUCE TITUS FORD, IN	226523	67077764	10/18/2018		11/11/18	784.32
			Invoice: 67077764						
				392.16	73111423 548100				
				392.16	73111427 548100				
				226773	67077944	10/23/2018		11/11/18	1,541.74
			Invoice: 67077944						
				1,541.74	53011212 548100				
				226835	67078005	10/24/2018		11/11/18	44.96
			Invoice: 67078005						
				44.96	73011321 548100				
								CHECK 348932 TOTAL:	2,371.02
348933	11/14/2018	PRTD	7621 CAROLLO ENGINEERS IN	226490	0170218A	09/14/2018		11/11/18	10,539.00
			Invoice: 0170218A						
				10,539.00	72411345 54110000336				
								CHECK 348933 TOTAL:	10,539.00
348934	11/14/2018	PRTD	853 KATHRYN M CARRUTHERS	226410	10/15/18	10/15/2018		11/11/18	90.00
			Invoice: 10/15/18						
				90.00	21011125 541210				
				226524	10/23/18	10/23/2018		11/11/18	270.00
			Invoice: 10/23/18						
				270.00	21011125 541210				
								CHECK 348934 TOTAL:	360.00
348935	11/14/2018	PRTD	8493 CATIE'S CREATIONS, L	226774	9018	10/23/2018		11/11/18	25.93
			Invoice: 9018						
				25.93	53011212 531100				
								CHECK 348935 TOTAL:	25.93
348936	11/14/2018	PRTD	2495 CH2O INTERNATIONAL	226836	274413	10/19/2018		11/11/18	222.77
			Invoice: 274413						
				222.77	73011183 54810000707				
				226837	273694	09/28/2018		11/11/18	2,820.48
			Invoice: 273694						
				2,820.48	73011183 54810000707				

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

INVOICE DTL DESC									
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348937	11/14/2018	PRTD	8491 CHUCKALS, INC.	226411	964837-0	10/04/2018		11/11/18	180.64
			Invoice: 964837-0			CRT/OFFICE SUPPLIES			
				180.64	21011125 531100	COURT - SUPPLIES			
								CHECK 348937 TOTAL:	180.64
348938	11/14/2018	PRTD	634 CITY OF BAINBRIDGE I	226413	PLN17091 SCUPA	10/10/2018		11/11/18	900.00
			Invoice: PLN17091 SCUPA			PW/PERMIT PLN17091			
				900.00	73311475 64980000790	OWM-5 ADD'L BUOYS-PERMITS			
				226415	PLN17091	10/10/2018		11/11/18	300.00
			Invoice: PLN17091			PW/PLN17091 SSDPA			
				300.00	73311475 64980000790	OWM-5 ADD'L BUOYS-PERMITS			
								CHECK 348938 TOTAL:	1,200.00
348939	11/14/2018	PRTD	460 CITY OF BI - PETTY C	226775	POL-2018-10	10/31/2018		11/11/18	26.80
			Invoice: POL-2018-10			OCT 2018 PETTY CASH USE			
				26.80	91011215 542500	GG-C/E-PD-POSTAGE			
								CHECK 348939 TOTAL:	26.80
348940	11/14/2018	PRTD	103 CITY OF BAINBRIDGE I	226412	21800200	10/17/2018		11/11/18	30.00
			Invoice: 21800200			PW/LOVELL BACKFLOW BILLING			
				30.00	73421355 54750000721	LOVELL BEACH MAINS-CITY WATER			
								CHECK 348940 TOTAL:	30.00
348941	11/14/2018	PRTD	104 CITY OF BREMERTON	226776	BPD0002321	10/12/2018		11/11/18	200.00
			Invoice: BPD0002321			POL/RANGE RENTAL			
				200.00	53011212 545000	POLICE - C/E PATROL RENTS			
								CHECK 348941 TOTAL:	200.00
348942	11/14/2018	PRTD	104 CITY OF BREMERTON	226838	BKAT000449	10/01/2018		11/11/18	2,750.00
			Invoice: BKAT000449			IT/BKAT-OCT 2018			
				2,750.00	81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET			
				226839	BKAT000454	11/01/2018		11/11/18	2,750.00
			Invoice: BKAT000454			IT/BKAT - NOV 2018			
				2,750.00	81011881 542420	IT-C/E-TELEVISTED COUNCIL MEET			

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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 348942 TOTAL: 5,500.00
348943	11/14/2018	PRTD	518 WA ST CRIMINAL JUSTI	226894	201131284	10/29/2018		11/11/18	700.00
			Invoice: 201131284			POL/DT LEVEL1: LEWIS			
				700.00	53011212 443410	POLICE - C/E PATROL TRAINING			
									CHECK 348943 TOTAL: 700.00
348944	11/14/2018	PRTD	9075 CLAESSION, LYDIA M	226853	73434	11/07/2018		11/11/18	185.52
			Invoice: 73434			UB 11064 6426 WING POINT ROAD NE			
				185.52	411 122100	WATER ACCOUNTS RECEIVABLE			
									CHECK 348944 TOTAL: 185.52
348945	11/14/2018	PRTD	8111 COMMUNITY SOLAR SOLU	226840	OCT18	11/01/2018		11/11/18	26.66
			Invoice: OCT18			OCT 2018 SOLAR NET METERING			
				264.16	91011189 54500000627	CH SOLAR-NET METERING PYMTS			
				-237.50	91011189 54500000627	CH SOLAR-NET METERING PYMTS			
									CHECK 348945 TOTAL: 26.66
348946	11/14/2018	PRTD	142 COPIERS NORTHWEST IN	226560	INV1844510	10/23/2018		11/11/18	1,200.29
			Invoice: INV1844510			EX,FIN/CN24130 LEASE & OVERAGE			
				600.15	31011131 545000	EX-GF-RENTS & LEASES			
				600.14	41011141 545000	FIN - C/E ADMIN RENTS & LEASES			
									CHECK 348946 TOTAL: 1,200.29
348947	11/14/2018	PRTD	6101 E & S BRYAN INC	226777	2374	09/30/2018		11/11/18	750.00
			Invoice: 2374			FIN/UPDATE BUDGET REPORTS: BIENNIAL BUDGET			
				750.00	41011141 541100	FIN - C/E ADMIN PROF SERVICES			
			Invoice: 2346			07/30/2018 11/11/18 1,050.00			
				1,050.00	41011141 541100	FIN/REBUILD MONTHLY REPORTS FOR MID-YR, FIN REPTG			
						FIN - C/E ADMIN PROF SERVICES			
									CHECK 348947 TOTAL: 1,800.00
348948	11/14/2018	PRTD	5132 CRYSTAL SPRINGS	226416	5228674 092618	09/26/2018		11/11/18	65.74
			Invoice: 5228674 092618			CRT/WATER SERVICE			
				50.00	31011256 531100	EX-GF-EMERG PREP-SUPPLIES			
				15.74	21011125 531100	COURT - SUPPLIES			
			Invoice: 5228674 102418			10/24/2018 11/11/18 37.45			
				37.45	21011125 531100	CRT/WATER SERVICES			
						COURT - SUPPLIES			

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

								CHECK 348948 TOTAL:	103.19
348949	11/14/2018	PRTD	6363 LN CURTIS & SONS	226779	INV226038	10/17/2018		11/11/18	203.81
			Invoice: INV226038					POL/UNIFORM PANTS X2: DAY	
				203.81	53011212 520000			POLICE - C/E PATROL BENEFITS	
								CHECK 348949 TOTAL:	203.81
348950	11/14/2018	PRTD	7016 CUSTOM PRINTING	226452	8045	10/10/2018		11/11/18	67.85
			Invoice: 8045					EX/BUS. CARDS: MORGAN SMITH	
				67.85	31011131 531100			EX-GF-SUPPLIES	
								CHECK 348950 TOTAL:	67.85
348951	11/14/2018	PRTD	2219 DELL MARKETING LP	226841	10271810829	10/11/2018		11/11/18	20,056.00
			Invoice: 10271810829					IT/DESKTOP COMPUTER REPL	
				20,056.00	81011881 535500			IT - C/E COMPUTER PARTS & EQ	
								CHECK 348951 TOTAL:	20,056.00
348952	11/14/2018	PRTD	672 DSC INC	226842	98508	10/30/2018		11/11/18	496.65
			Invoice: 98508					PW/HOSE WRAP, WIRES, FITTINGS	
				248.33	73111423 531100			OFFICE SUPPLIES	
				248.32	73111427 531100			OFFICE SUPPLIES	
								CHECK 348952 TOTAL:	496.65
348953	11/14/2018	PRTD	7144 DTMICRO, INC	226843	4118	10/15/2018		11/11/18	136.25
			Invoice: 4118					IT/POL NETWORK CONNECT W/ KC NOV 2018	
				136.25	91011215 542100			GG-C/E-PD-PHONE	
								CHECK 348953 TOTAL:	136.25
348954	11/14/2018	PRTD	7510 EXPERIAN	226876	CD1907002016	10/26/2018	21800001	11/11/18	92.65
			Invoice: CD1907002016					POL/INFORMATION SERVICES	
				92.65	52011212 549100			PD-C/E-INV-DUES/SUBSCR/MEMBRSH	
								CHECK 348954 TOTAL:	92.65
348955	11/14/2018	PRTD	5781 EXTERMINATION SERVIC	226844	30924	10/12/2018		11/11/18	90.47
			Invoice: 30924					PW/OCT 2018 EXTERMINATION SVCS	
				90.47	73011215 548100			O&M-C/E-POLICE FAC-REPAIRS	

CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
								CHECK 348955 TOTAL:	90.47
348956	11/14/2018	PRTD	212 FABRICARE 02 - PLANT	226780	11/01/18	11/01/2018		11/11/18	301.31
			Invoice: 11/01/18			POL/LAUNDRY SERVICES			
				55.08	51011211 520000	PD-C/E ADMIN-BENEFITS			
				147.80	52011212 520000	POLICE - C/E INVEST BENEFITS			
				98.43	53011212 520000	POLICE - C/E PATROL BENEFITS			
								CHECK 348956 TOTAL:	301.31
348957	11/14/2018	PRTD	705 FCS GROUP	226803	2854-21810031	10/19/2018	21800065	11/11/18	6,049.68
			Invoice: 2854-21810031			WATER SEWER RATE STUDY			
				3,024.84	72411342 54110000923	WATER RATE STUDY-PROF SVCS			
				3,024.84	72421352 54110000923	SEWER RATE STUDY-PROF SVCS			
								CHECK 348957 TOTAL:	6,049.68
348958	11/14/2018	PRTD	7451 GOOD TO GO!	226845	TB-183156302	10/15/2018		11/11/18	10.05
			Invoice: TB-183156302			PW/VEH 233 520 TOLL CHARGES			
				10.05	72011324 443410	ENG - C/E - TRAINING			
								CHECK 348958 TOTAL:	10.05
348959	11/14/2018	PRTD	8809 GREYSTONE TACTICAL	226782	201800076	10/17/2018		11/11/18	1,470.00
			Invoice: 201800076			POL/RIFLE ACCESSORIES			
				1,470.00	53011212 531100	PD-C/E-PATROL SUPPLIES			
								CHECK 348959 TOTAL:	1,470.00
348960	11/14/2018	PRTD	1517 GUARDIAN SECURITY SY	226783	854700	11/01/2018	21800002	11/11/18	44.00
			Invoice: 854700			POL/ALARM MONITORING			
				44.00	51011215 541100	POLICE - C/E FACIL PROF SVCS			
								CHECK 348960 TOTAL:	44.00
348961	11/14/2018	PRTD	8846 H.W. LOCHNER, INC.	226812	14419-5	10/16/2018	21800064	11/11/18	1,509.00
			Invoice: 14419-5			FOCUSTED TRAFFIC STUDY			
				1,509.00	72111444 54110000922	FOCUSED TRAFFIC STUDY-PROF SVC			
								CHECK 348961 TOTAL:	1,509.00
348962	11/14/2018	PRTD	253 HACH COMPANY	226491	11168018	10/05/2018		11/11/18	1,200.25
			Invoice: 11168018			PW/FLOURIDE ACCUVAC (27)			
				1,200.25	73637892 531100	O&M-ALLOC-WTR-CONSUMABLES			

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 348962 TOTAL: 1,200.25
348963	11/14/2018	PRTD	8514 HERITAGE-CRYSTAL CLE	226418	15340369	10/02/2018		11/11/18	1,226.60
			Invoice: 15340369		PW/2 55GAL DEBRIS DISPOSAL				
				160.21	91011897	547900	GG-C/E-O&M YARD FAC-GARBAGE		
				1,066.39	91435838	547900	GG-DECANT-GARBAGE		
				226420	15349208	09/24/2018		11/11/18	32.70
			Invoice: 15349208		PW/SOLVENT				
				32.70	73638935	531100	O&M-STD ALLOCATION-SUPPLIES		
									CHECK 348963 TOTAL: 1,259.30
348964	11/14/2018	PRTD	4850 HOME DEPOT CREDIT SE	226421	4020998	10/01/2018		11/11/18	141.60
			Invoice: 4020998		PW/SHOWERHEADS(2), HEAHDLAMP, MICROWAVE				
				141.60	73011183	531100	O&M-C/E-CH FAC-SUPPLIES		
				226492	6954017	10/09/2018		11/11/18	21.77
			Invoice: 6954017		PW/FATMAX TAPE				
				21.77	73423943	63110000782	VILLAGE PUMP STATION-SUPPLIES		
				226493	6585458	10/09/2018		11/11/18	18.41
			Invoice: 6585458		PW/SCREWDRIVERS				
				18.41	73431835	531100	OFFICE SUPPLIES		
				226494	6903372	10/09/2018		11/11/18	174.90
			Invoice: 6903372		PW/MEASURING WHEEL, MARKING WAND				
				174.90	73431835	531100	OFFICE SUPPLIES		
				226561	5514819	10/10/2018		11/11/18	71.87
			Invoice: 5514819		PW/PAINT				
				71.87	73431835	531100	OFFICE SUPPLIES		
									CHECK 348964 TOTAL: 428.55
348965	11/14/2018	PRTD	9076 HOOPER, LAURA	226854	73435	11/07/2018		11/11/18	8.47
			Invoice: 73435		UB 11963 832 STRAWBERRY LANE				
				8.47	411	122100	WATER ACCOUNTS RECEIVABLE		
									CHECK 348965 TOTAL: 8.47
348966	11/14/2018	PRTD	268 HOUSING RESOURCES BO	226785	4379	09/30/2018		11/11/18	9,923.58
			Invoice: 4379		Q3 2018 INDEPENDENT LIVING PROGRA				
				9,923.58	31017592	54130100297	INDEPENDENT LIVING PRGM		
				226786	4261	09/30/2018		11/11/18	1,125.00
			Invoice: 4261		3Q 2018 MGMT FEE, ISLAND MOBILE HOME PARK				
				1,125.00	31180592	54130200297	IMHP MNGT FEES		

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 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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

								CHECK 348966 TOTAL:	11,048.58
348967	11/14/2018	PRTD	1079 INT'L MUNICIPAL SIGN	226846	41602	10/31/2018		11/11/18	40.00
			Invoice: 41602						
				40.00	73111264 549100				
								CHECK 348967 TOTAL:	40.00
348968	11/14/2018	PRTD	8027 INFORMATION STATION	226453	1121709-N	10/16/2018		11/11/18	350.00
			Invoice: 1121709-N						
				350.00	31011256 54500000830				
								CHECK 348968 TOTAL:	350.00
348969	11/14/2018	PRTD	5532 ISLANDER RESIDENTS A	226527	10/24/18	10/24/2018		11/11/18	150.00
			Invoice: 10/24/18						
				150.00	41625860 586000				
								CHECK 348969 TOTAL:	150.00
348970	11/14/2018	PRTD	7961 KATY BIGELOW, ARBORI	226563	5333	10/24/2018		11/11/18	106.25
			Invoice: 5333						
				106.25	73111427 54110000354				
								CHECK 348970 TOTAL:	106.25
348971	11/14/2018	PRTD	333 KITSAP COUNTY AUDITO	226847	418020	09/20/2018		11/11/18	214.00
			Invoice: 418020						
				214.00	72321952 66100000708				
				226848	416767	09/11/2018		11/11/18	208.00
			Invoice: 416767						
				208.00	72321952 64500000708				
								CHECK 348971 TOTAL:	422.00
348972	11/14/2018	PRTD	333 KC AUDITOR - SSWM	226564	415991	09/05/2018		11/11/18	102.00
			Invoice: 415991						
				102.00	36470143 551000				
								CHECK 348972 TOTAL:	102.00

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 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635	111100	CASH									
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
										INVOICE DTL DESC	
										CHECK 348979 TOTAL:	428.73
348980	11/14/2018	VOID	1971 KELLEY IMAGING SYSTE							.00	
Invoice: <u> </u>			<i>One of two invoices set up to incorrect remit. VOID for reissue</i>							CHECK 348980 TOTAL:	.00
348981	11/14/2018	PRTD	9066 NAIDA KHAN	226423	BLD23403	10/16/2018		11/11/18		103.75	
Invoice: BLD23403						PCD/BLD23403 FEE REFUND (CANCELLED)					
				103.75	47148	322100	BUILDINGS, STRUCT. & EQ				
										CHECK 348981 TOTAL:	103.75
348982	11/14/2018	PRTD	8135 MIDWEST MOTOR SUPPLY	226496	6684157	10/18/2018		11/11/18		127.37	
Invoice: 6684157						PW/BUTT CONNECTORS, PRIM DRILLS					
				127.37	73638935	531100	O&M-STD ALLOCATION-SUPPLIES				
										CHECK 348982 TOTAL:	127.37
348983	11/14/2018	PRTD	8546 KITSAP 911 PUBLIC AU	226789	BIPD2018-11	10/15/2018	21800003	11/11/18		9,563.04	
Invoice: BIPD2018-11						POL/CALL CENTER SERVICES					
				2,868.92	52011286	551000	POLICE - C/E - INVEST CENCOM				
				6,694.12	53011286	551000	POLICE - C/E PATROL CENCOM				
										CHECK 348983 TOTAL:	9,563.04
348984	11/14/2018	PRTD	1802 KITSAP CONSERVATION	226787	2018-Q3	10/10/2018		11/11/18		7,758.52	
Invoice: 2018-Q3						ENG/2018-Q3 KCDA-ILA FOR AG SUPPORT					
				3,879.26	72011593	55100000871	FARMLAND SSWM PLANNING-KCDONLY				
				3,879.26	72431835	55100000871	FARMLAND SSWM PLANNING-KCDONLY				
										CHECK 348984 TOTAL:	7,758.52
348985	11/14/2018	PRTD	315 KITSAP HUMANE SOCIET	226807	1607	10/01/2018		11/11/18		5,596.83	
Invoice: 1607						KITSAP HUMANE SOCIETY ANNUAL C					
				5,596.83	91011393	541100	FIN - C/E ANIMAL CONTROL FEES				
										CHECK 348985 TOTAL:	5,596.83
348986	11/14/2018	PRTD	579 KITSAP SUN	226568	2121817	09/29/2018		11/11/18		307.84	
Invoice: 2121817						ENG/RFB: OLD TRTMNT PLANT					
				307.84	72423434	64400000921	OLD WWTP LIFT STA IMPR-ADV				

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

						CHECK		348986 TOTAL:	307.84
348987	11/14/2018	PRTD	309 KITSAP TIRE CENTER I	226528	217429	10/18/2018		11/11/18	2.18
			Invoice: 217429			PW/SCRAP TIRE DISPOSAL			
				2.18	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
						CHECK		348987 TOTAL:	2.18
348988	11/14/2018	PRTD	6577 LAKESIDE INDUSTRIES	226569	66289	10/13/2018		11/11/18	1,409.94
			Invoice: 66289			PW/17.02 TON HMA COMMERCIAL			
				1,409.94	73111423 531100	OFFICE SUPPLIES			
				226808	67506	10/20/2018		11/11/18	2,981.41
			Invoice: 67506			PW/35.99 TON ASPHALT			
				2,981.41	73111423 531100	OFFICE SUPPLIES			
						CHECK		348988 TOTAL:	4,391.35
348989	11/14/2018	PRTD	6149 LANGUAGE LINE SERVIC	226424	4410904	09/30/2018		11/11/18	9.90
			Invoice: 4410904			CRT/INTERPRETATION SERVICES			
				9.90	21011125 541230	COURT - INTERPRETER			
						CHECK		348989 TOTAL:	9.90
348990	11/14/2018	PRTD	9077 LEE, LEI LANI	226855	73436	11/07/2018		11/11/18	279.17
			Invoice: 73436			UB 12299 1355 STONECRESS LANE			
				279.17	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK		348990 TOTAL:	279.17
348991	11/14/2018	PRTD	9069 LERNER, MARK & LEANN	226380	72982	10/19/2018		11/11/18	7.99
			Invoice: 72982			UB 12543 7348 MADRONA DRIVE NE			
				7.99	421 122100	SEWER ACCOUNTS RECEIVABLE			
						CHECK		348991 TOTAL:	7.99
348992	11/14/2018	PRTD	6748 LFS INC	226425	197880/1	10/11/2018		11/11/18	365.52
			Invoice: 197880/1			PW/SAFETY GEAR			
				365.52	73637891 531100	OFFICE SUPPLIES			
						CHECK		348992 TOTAL:	365.52
348993	11/14/2018	PRTD	9067 MAIRE, LOUIS	226378	72980	10/19/2018		11/11/18	28.43
			Invoice: 72980			UB 10457 285 SHANNON DRIVE SE			
				28.43	411 122100	WATER ACCOUNTS RECEIVABLE			

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

								CHECK 348993 TOTAL:	28.43
348994	11/14/2018	PRTD	9073 MCBROOM, BRUCE	226851	73432	11/07/2018		11/11/18	14.19
			Invoice: 73432					UB 10310 247 SHEPARD WAY NW	
				14.19	411	122100		WATER ACCOUNTS RECEIVABLE	
								CHECK 348994 TOTAL:	14.19
348995	11/14/2018	PRTD	8375 MOORE IACOFANO GOLTS	226850	0055450	10/08/2018	21600063	11/11/18	1,720.74
			Invoice: 0055450					DESIGN SERVICES FOR WYATT WAY	
				1,720.74	72321951	64110000708		WYATT-MAD TO LOVELL-ENG/DESIGN	
								CHECK 348995 TOTAL:	1,720.74
348996	11/14/2018	PRTD	7038 MOON SECURITY SERVIC	226454	942784	08/31/2018		11/11/18	1,010.00
			Invoice: 942784					CRT/HOUSE ARREST MONIT AUG 18	
				1,010.00	21011232	545000		COURT-ELECT HOME DET'N-EQ RENT	
								CHECK 348996 TOTAL:	1,010.00
348997	11/14/2018	PRTD	4708 MULTIFORCE SYSTEMS C	226856	917679	10/18/2018		11/11/18	2,109.16
			Invoice: 917679					IT/O&M FUEL SYST SOFTWARE MAINT	
				2,109.16	81011881	548500		IT - C/E COMPUTER SUPPORT	
								CHECK 348997 TOTAL:	2,109.16
348998	11/14/2018	PRTD	2574 NATIONAL BARRICADE C	226497	596237	10/10/2018		11/11/18	2,055.42
			Invoice: 596237					EX/OPEN STREETS FEST.	
				2,055.42	31011572	531100		EX-GF-OUTREACH-SUPPLIES	
			Invoice: 278644					09/30/2018	11/11/18
				194.45	990	141100		PW/PED-X SIGNS (6)	194.45
								MERCHANDISE	
			Invoice: 278777					10/17/2018	11/11/18
				321.55	73111264	531100		PW/ORANGE FLAGS (100)	321.55
								O&M-STREET-TRAF CONTROL-SUPPLY	
			Invoice: 278776					10/17/2018	11/11/18
				199.93	990	141100		PW/ROAD SIGNS	199.93
								MERCHANDISE	
			Invoice: 278775					10/17/2018	11/11/18
				1,575.26	990	141100		PW/ROAD SIGNS, FIXTURES	1,585.62
								MERCHANDISE	
				10.36	73111264	531100		O&M-STREET-TRAF CONTROL-SUPPLY	

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

						INVOICE DTL DESC				

				180.00	32011152	541110	LGL-GF-LEGAL ADVICE			
				960.00	91011211	541110	GG-C/E-CIVIL SVC-LEGAL ADVICE			
				300.00	32470152	54111000711	SMP LEGAL ADVICE			
				482.40	32470152	54111100896	LIT-BAINBRIDGE ALLIANCE			
				1,620.00	32470152	54111100897	LIT-PRESERVE RESP SHORELINE			
								CHECK	349003 TOTAL:	21,791.24
349004	11/14/2018	PRTD	4111 OLYMPIC SPRINGS INC	226859	312709	10/31/2018		11/11/18	140.83	
			Invoice: 312709							
				140.83	51011215	531100	POL/PURIFIED WATER			
				POLICE - C/E FACIL SUPPLIES						
								CHECK	349004 TOTAL:	140.83
349005	11/14/2018	PRTD	7925 OMNIPARK, INC	226860	111964	11/01/2018	21800006	11/11/18	379.32	
			Invoice: 111964							
				379.32	51011215	548500	POL/PARKING SYSTEM SUPPORT			
				POLICE - C/E FACIL COMP MAINT						
								CHECK	349005 TOTAL:	379.32
349006	11/14/2018	PRTD	8954 ONE WAY BACKFLOW TES	226427	PAYREQ12-510	10/12/2018	21800075	11/11/18	1,430.00	
			Invoice: PAYREQ12-510							
				1,430.00	73411349	54110000510	2018 BACKFLOW TESTING			
				BACKFLOW TEST-PRO SVCS						
								CHECK	349006 TOTAL:	1,430.00
349007	11/14/2018	PRTD	9021 OPG NEW BROOKLYN LLC	226570	128049	10/17/2018		11/11/18	27,040.26	
			Invoice: 128049							
				27,040.26	31011593	54110000961	EX/SUZUKI PROPERTY			
				SUZUKI PROP DEV-PROF SVCS						
								CHECK	349007 TOTAL:	27,040.26
349008	11/14/2018	PRTD	8286 SUPERINTENDENT OF P	226817	14503	10/25/2018		11/11/18	129.00	
			Invoice: 14503							
				129.00	65438	386110	POL/FINGERPRINTING			
				AGENCY-FINGERPRINT REV TO SPI						
349008	11/14/2018	PRTD	8286 SUPERINTENDENT OF P	226818	14507	10/25/2018		11/11/18	43.00	
			Invoice: 14507							
				43.00	65438	386110	POL/FINGERPRINTING			
				AGENCY-FINGERPRINT REV TO SPI						
349008	11/14/2018	PRTD	8286 SUPERINTENDENT OF P	226819	14511	10/25/2018		11/11/18	86.00	
			Invoice: 14511							
				86.00	65438	386110	POL/FINGERPRINTING			
				AGENCY-FINGERPRINT REV TO SPI						
349008	11/14/2018	PRTD	8286 SUPERINTENDENT OF P	226820	14517	10/25/2018		11/11/18	86.00	
			Invoice: 14517							
				86.00	65438	386110	POL/FINGERPRINTING			
				AGENCY-FINGERPRINT REV TO SPI						

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 828OCT18				226908	828OCT18	11/01/2018		11/11/18	223.54
				223.54	91415345 547100	TAYLOR WELLS LID17 PH1			
						GG-ROCKAWAY BCH-UTILITIES			
Invoice: IL30OCT18				226909	IL30OCT18	11/01/2018		11/11/18	29.52
				29.52	91111263 547100	ROUNDAABOUT HS/MAD IMPR			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: 647OCT18				226910	647OCT18	11/01/2018		11/11/18	45.61
				45.61	91111263 547100	ST LIGHTS/TRAFFIC CONTR			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL9OCT18				226911	IL9OCT18	11/01/2018		11/11/18	107.56
				107.56	91111263 547100	MAD AVE S			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: 285OCT18				226912	285OCT18	11/01/2018		11/11/18	163.65
				163.65	91421355 547100	SPS NORTHTOWN/SPORTSMAN			
						GG-SWR-ELECTRIC			
Invoice: 735OCT18				226913	735OCT18	11/01/2018		11/11/18	48.66
				48.66	91011768 547100	SHANNON DR/WFP DOCK			
						GG-C/E-PARKS-ELECTRIC			
Invoice: 182OCT18				226915	182OCT18	11/01/2018		11/11/18	58.88
				58.88	91011255 547100	MUNI CRT - METER E6			
						GG-C/E-COURT BLDG-ELECTRIC			
Invoice: 058OCT18				226916	058OCT18	11/01/2018		11/11/18	28.57
				28.57	91011897 547100	PW SHOP - 7315 HIDDEN COVE			
						GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 973OCT18				226917	973OCT18	11/01/2018		11/11/18	11.85
				11.85	91415345 547100	OC RESERVOIR LID17 PH2			
						GG-ROCKAWAY BCH-UTILITIES			
Invoice: 558OCT18				226918	558OCT18	11/01/2018		11/11/18	1,494.56
				1,494.56	91011897 547100	7315 NE HIDDEN COVE RD			
						GG-C/E-O&M YARD FAC-ELECTRIC			
Invoice: 336OCT18				226919	336OCT18	11/01/2018		11/11/18	136.75
				136.75	91421355 547100	SLS-9 ISLAND TERRACE			
						GG-SWR-ELECTRIC			
Invoice: IL11OCT18				226920	IL11OCT18	11/01/2018		11/11/18	20.90
				20.90	91111263 547100	ST LIGHTS WW MAD TO 305			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: 520-330OCT18				226921	520-330OCT18	11/01/2018		11/11/18	45.63
				45.63	91011768 547100	210 WINSLOW WY E IRRIGATION			
						GG-C/E-PARKS-ELECTRIC			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 823OCT18				226922	823OCT18	11/01/2018		11/11/18	10.42
				10.42	91011768 547100	BRIEN DR N/BOOTH EL PANEL GG-C/E-PARKS-ELECTRIC			
Invoice: 682-B-OCT18				226923	682-B-OCT18	11/01/2018		11/11/18	28.60
				28.60	91111263 547100	MUNI PARKING LOT - MAD/MADRONA GG-STRT-STREET LIGHTING-UTIL			
Invoice: 736OCT18				226924	736OCT18	11/01/2018		11/11/18	67.37
				67.37	91011768 547100	SHANNON DR/WFP RESTROOM GG-C/E-PARKS-ELECTRIC			
Invoice: 040-581OCT18				226925	040-581OCT18	11/01/2018		11/11/18	126.91
				126.91	91421355 547100	3900 HALLS HILL RD PUMP GG-SWR-ELECTRIC			
Invoice: 884OCT18				226926	884OCT18	11/01/2018		11/11/18	141.30
				141.30	91421355 547100	SLS FERRY TERM GG-SWR-ELECTRIC			
Invoice: 1111OCT18				226927	1111OCT18	11/01/2018		11/11/18	342.83
				342.83	91011215 547100	POL STATION-METER 2 GG-C/E-PD-ELECTRIC			
Invoice: 717OCT18				226928	717OCT18	11/01/2018		11/11/18	228.79
				228.79	91011215 547100	POL STATION METER 1 GG-C/E-PD-ELECTRIC			
Invoice: 520-374OCT18				226929	520-374OCT18	11/01/2018		11/11/18	57.97
				57.97	91111264 547100	SIGNAL @ 108 OLYMPIC DR GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 520-136OCT18				226930	520-136OCT18	11/01/2018		11/11/18	2,645.71
				2,645.71	91411345 547100	HOB BOOSTER PUMP/WELL GG-WTR-ELECTRIC			
Invoice: IL5OCT18				226931	IL5OCT18	11/01/2018		11/11/18	99.85
				99.85	91111263 547100	COMMODORE OFF HS @ OLYMPIC GG-STRT-STREET LIGHTING-UTIL			
Invoice: 021OCT18				226932	021OCT18	11/01/2018		11/11/18	96.26
				96.26	91421355 547100	SLS-3 TMNT PLNT GG-SWR-ELECTRIC			
Invoice: 291OCT18				226933	291OCT18	11/01/2018		11/11/18	14.31
				14.31	91411345 547100	HEAD OF BAY WELL FIELD GG-WTR-ELECTRIC			
Invoice: 031OCT18				226934	031OCT18	11/01/2018		11/11/18	100.34
				100.34	91421355 547100	SLS-6 LOVELL LOWER GG-SWR-ELECTRIC			

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

INVOICE DTL DESC								
Invoice: IL12OCT18			226935	IL12OCT18	11/01/2018		11/11/18	73.28
			73.28	91111263 547100	ST LIGHTS WW 305 FERNCLIFF			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: 573OCT18			226936	573OCT18	11/01/2018		11/11/18	11.43
			11.43	91411345 547100	COMMODORE/HS RESERVOIR			
					GG-WTR-ELECTRIC			
Invoice: 040-714OCT18			226937	040-714OCT18	11/01/2018		11/11/18	10.42
			10.42	91021182 547100	7095 NE TWIN PONDS RD			
					GG-OS-PROP MNGT-ELECTRIC			
Invoice: 206OCT18			226938	206OCT18	11/01/2018		11/11/18	348.15
			348.15	91421355 547100	4586 PT WHITE DR NE			
					GG-SWR-ELECTRIC			
Invoice: 256OCT18			226939	256OCT18	11/01/2018		11/11/18	310.73
			310.73	91421355 547100	SLS-8 HWY 305/HARBORVIEW			
					GG-SWR-ELECTRIC			
Invoice: 636OCT18			226940	636OCT18	11/01/2018		11/11/18	65.94
			65.94	91421355 547100	SLS-7 WING PT WAY			
					GG-SWR-ELECTRIC			
Invoice: 888OCT18			226941	888OCT18	11/01/2018		11/11/18	200.46
			200.46	91411345 547100	NE HIGH SCHOOL RD PUMP			
					GG-WTR-ELECTRIC			
Invoice: 658OCT18			226942	658OCT18	11/01/2018		11/11/18	54.51
			54.51	91421355 547100	SLS-4 IRENE/LOWER HAWLEY			
					GG-SWR-ELECTRIC			
Invoice: 520-298OCT18			226943	520-298OCT18	11/01/2018		11/11/18	215.64
			215.64	91421355 547100	SLS-5 WW/SUNDAY COVE			
					GG-SWR-ELECTRIC			
Invoice: 640OCT18			226944	640OCT18	11/01/2018		11/11/18	14.07
			14.07	91011768 547100	BRIEN DR S/BOOTH EL PANEL			
					GG-C/E-PARKS-ELECTRIC			
Invoice: 983OCT18			226945	983OCT18	11/01/2018		11/11/18	11.46
			11.46	91111264 547100	MILLER RD NE BEACON			
					GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 067OCT18			226946	067OCT18	11/01/2018		11/11/18	10.42
			10.42	91111263 547100	MADISON PARKING LOT			
					GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL7OCT18			226947	IL7OCT18	11/01/2018		11/11/18	73.72
			73.72	91111263 547100	MADISON PRJ HS TO WINSLOW II			
					GG-STRT-STREET LIGHTING-UTIL			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: 466OCT18				226948	466OCT18	11/01/2018		11/11/18	11.43
				11.43	91111264 547100	MADISON/HS RAINBRINGER GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 093OCT18				226949	093OCT18	11/01/2018		11/11/18	2,630.13
				2,630.13	91411345 547100	FLETCHER BAY WELL FIELD GG-WTR-ELECTRIC			
Invoice: 444OCT18				226950	444OCT18	11/01/2018		11/11/18	321.97
				321.97	91011755 547100	BI COMMONS GG-C/E-COMMONS-ELECTRIC			
Invoice: 461OCT18				226951	461OCT18	11/01/2018		11/11/18	5,971.70
				5,971.70	91425358 547100	WWTP GG-WWTP-ELECTRIC			
Invoice: WW&305OCT18				226952	WW&305OCT18	11/01/2018		11/11/18	511.08
				511.08	91111264 547100	WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY			
Invoice: 831OCT18				226953	831OCT18	11/01/2018		11/11/18	2,959.68
				2,959.68	91411345 547100	SANDS AVE NE WELL FIELD GG-WTR-ELECTRIC			
Invoice: 797OCT18				226954	797OCT18	11/01/2018		11/11/18	113.70
				113.70	91011255 547100	MUNI CRT METER E3 GG-C/E-COURT BLDG-ELECTRIC			
Invoice: 247OCT18				226955	247OCT18	11/01/2018		11/11/18	12.75
				12.75	91435838 547100	SSWM/DECANT FAC GG-DECANT-ELECTRIC			
Invoice: 143OCT18				226956	143OCT18	11/01/2018		11/11/18	10.42
				10.42	91111264 547100	REITAN RD/WELCOME TO BI GG-STREET-TRAF CONTROL-UTILITY			
Invoice: IL1OCT18				226957	IL1OCT18	11/01/2018		11/11/18	216.39
				216.39	91111263 547100	ERICKSN/MDSN/WNSLW/KNTCHL GG-STRT-STREET LIGHTING-UTIL			
Invoice: 710OCT18				226958	710OCT18	11/01/2018		11/11/18	239.93
				239.93	91421355 547100	SLS-2 VILLAGE CTR GG-SWR-ELECTRIC			
Invoice: 893OCT18				226959	893OCT18	11/01/2018		11/11/18	694.12
				694.12	91111263 547100	MUNI ST LIGHTING GG-STRT-STREET LIGHTING-UTIL			
Invoice: 040-751OCT18				226960	040-751OCT18	11/01/2018		11/11/18	10.63
				10.63	91411345 547100	520 ERICKSOEN AVE PRV GG-WTR-ELECTRIC			

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

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
Invoice: SPRINGOCT18				226962	SPRINGOCT18	11/01/2018		11/11/18	51.06
				51.06	91111263 547100	SPRINGRIDGE RD/HANSEN HILL			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: LYNCTROCT18				226963	LYNCTROCT18	11/01/2018		11/11/18	84.14
				84.14	91111263 547100	4238 LYNWOOD CTR RD, BLOSSOM HILL			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: BKLYN&MADOCT18				226964	BKLYN&MADOCT18	11/01/2018		11/11/18	13.74
				13.74	91111263 547100	NEW BKLYN & MAD AVE ST LT			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: 2360-MADOCT18				226965	2360-MADOCT18	11/01/2018		11/11/18	13.74
				13.74	91111263 547100	2360 MAD AVE N-E ENTRANCE ST LT			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: MAD&ORDOCT18				226966	MAD&ORDOCT18	11/01/2018		11/11/18	13.74
				13.74	91111263 547100	MAD AVE & ORDWAY CROSS ST LT			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: BKLYN&NTOWNOCT18				226967	BKLYN&NTOWNOCT18	11/01/2018		11/11/18	13.74
				13.74	91111263 547100	NEW BKLYN & N TOWN ST LT			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: WING&AZALEAOCT18				226968	WING&AZALEAOCT18	11/01/2018		11/11/18	11.32
				11.32	91111263 547100	WING PT & AZALEA AVE ST LT			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: W.OFMAD-PH1OCT18				226969	W.OFMAD-PH1OCT18	11/01/2018		11/11/18	940.41
				940.41	91111263 547100	W. OF MAD-BAINBRIDGE CO PH1			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: E.OFMAD-PH2OCT18				226970	E.OFMAD-PH2OCT18	11/01/2018		11/11/18	1,864.92
				1,864.92	91111263 547100	E. OF MAD-BAINBRIDGE CO PH2			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: MAD&H.S.OCT18				226971	MAD&H.S.OCT18	11/01/2018		11/11/18	43.63
				43.63	91111263 547100	MAD AVE/H.S. AVE ST LT			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: 2665OCT18				226972	2665OCT18	11/01/2018		11/11/18	180.36
				180.36	91011768 547100	301 SHANNON DR WFP			
						GG-C/E-PARKS-ELECTRIC			
Invoice: 2681OCT18				226973	2681OCT18	11/01/2018		11/11/18	13.36
				13.36	91011768 547100	BJUNE WTRFRT PK BOOTH EL PANEL #4			
						GG-C/E-PARKS-ELECTRIC			
Invoice: 2996OCT18				226974	2996OCT18	11/01/2018		11/11/18	14.37
				14.37	91411345 547100	965 WEAVER RD NW			
						GG-WTR-ELECTRIC			

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 CHECK NO CHK DATE TYPE VENDOR NAME

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
Invoice: 0000154384									
				2,237.36	73425358 54790100551				
				226866	0000154279	09/30/2018	21800022	11/11/18	3,897.80
Invoice: 0000154279									
				3,897.80	73425358 54790100551				
								CHECK 349015 TOTAL:	10,447.15
349016	11/14/2018	PRTD	8317 REID MIDDLETON, INC.	226826	1809056	09/24/2018	21700114	11/11/18	5,956.85
Invoice: 1809056									
				5,956.85	72433438 64110000823				
				226878	1810069	10/25/2018	21700114	11/11/18	2,236.13
Invoice: 1810069									
				2,236.13	72433438 64110000823				
								CHECK 349016 TOTAL:	8,192.98
349017	11/14/2018	PRTD	7330 THE REIJNEN COMPANY	226436	BLD23130	10/16/2018		11/11/18	415.50
Invoice: BLD23130									
				415.50	65538 38600000370				
								CHECK 349017 TOTAL:	415.50
349018	11/14/2018	PRTD	2409 RIVER OAKS COMMUNICA	226879	10/31/18	10/31/2018		11/11/18	596.25
Invoice: 10/31/18									
				596.25	32011152 54110000955				
								CHECK 349018 TOTAL:	596.25
349019	11/14/2018	PRTD	8691 ROBERT DAVY	226526	10/22/18	10/22/2018		11/11/18	180.00
Invoice: 10/22/18									
				180.00	21011125 541210				
								CHECK 349019 TOTAL:	180.00
349020	11/14/2018	PRTD	408 ROLLING BAY COMMERC	226827	786202	10/25/2018		11/11/18	3,955.00
Invoice: 786202									
				3,955.00	91011255 545000				
								CHECK 349020 TOTAL:	3,955.00
349021	11/14/2018	PRTD	9074 SAVO, JOHN & JAQUELI	226852	73433	11/07/2018		11/11/18	117.83
Invoice: 73433									
				117.83	411 122100				

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CASH ACCOUNT: 635 111100 CASH

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

								CHECK 349021 TOTAL:	117.83
349022	11/14/2018	PRTD	1670 SEATTLE PUMP & EQUIP	226590	18-5777	10/09/2018		11/11/18	525.76
			Invoice: 18-5777					PW/BUG REMOVER	
				525.76	73011897 531100			O&M-C/E-PWY FAC-SUPPLIES	
								CHECK 349022 TOTAL:	525.76
349023	11/14/2018	PRTD	7385 CHARLES P. SHANE	226880	001995	10/29/2018		11/11/18	117.75
			Invoice: 001995					LEGAL/PUB DEF SVCS OCT 18	
				117.75	32011281 541113			LGL-PUBLIC DEFENDER	
								CHECK 349023 TOTAL:	117.75
349024	11/14/2018	PRTD	7385 CHARLES P. SHANE	226437	001985	10/08/2018		11/11/18	500.00
			Invoice: 001985					LEGAL/PUB DEF SVCS AUG-OCT 2018	
				500.00	32011281 541113			LGL-PUBLIC DEFENDER	
								CHECK 349024 TOTAL:	500.00
349025	11/14/2018	PRTD	8129 SMARSH INC	226881	INV00424503	10/31/2018		11/11/18	1,238.00
			Invoice: INV00424503					IT/TEXT, SOC MEDIA ARCHIVE SEP-OCT 18	
				1,238.00	81011881 548500			IT - C/E COMPUTER SUPPORT	
								CHECK 349025 TOTAL:	1,238.00
349026	11/14/2018	PRTD	601 SOUND REPROGRAPHICS	226571	66476	10/25/2018		11/11/18	35.93
			Invoice: 66476					EX,FIN/COUNCIL NAME PLATES: ES, KS	
				17.97	41011141 531100			FIN - C/E ADMIN SUPPLIES	
				17.96	31011131 531100			EX-GF-SUPPLIES	
								CHECK 349026 TOTAL:	233.45
				226883	65756	10/26/2018		11/11/18	197.52
			Invoice: 65756					POL/FORGIVENESS TICKETS	
				197.52	51011217 531100			PD-C/E-PARKING ENF-SUPPLIES	
								CHECK 349027 TOTAL:	162.00
349027	11/14/2018	PRTD	8738 SPEAKWRITE, LLC	226884	0BFFEC30	11/01/2018		11/11/18	162.00
			Invoice: 0BFFEC30					POL/TRANSCRIPTION SVCS	
				162.00	52011212 541100			POLICE - C/E INVEST PROF SVCS	
								CHECK 349027 TOTAL:	162.00

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
349028	11/14/2018	PRTD	8132 SPECTRA LABORATORIES	226438	18-07095	09/13/2018		11/11/18	19.32
			Invoice: 18-07095						
				19.32	73011897 54110000391	LAB SVCS-PWY FAC			
				226499	18-08082	10/18/2018		11/11/18	84.64
			Invoice: 18-08082						
				84.64	73411345 54110000391	LAB SVCS-WATER			
				226500	18-07913	10/12/2018		11/11/18	62.10
			Invoice: 18-07913						
				62.10	73411345 54110000391	LAB SVCS-WATER			
				226501	18-07903	10/12/2018		11/11/18	38.64
			Invoice: 18-07903						
				38.64	73411345 54110000391	LAB SVCS-WATER			
				226502	18-07901	10/12/2018		11/11/18	19.32
			Invoice: 18-07901						
				19.32	73011897 54110000391	LAB SVCS-PWY FAC			
				226503	18-07902	10/12/2018		11/11/18	19.32
			Invoice: 18-07902						
				19.32	73415345 54110000391	LAB SVCS-WATER ROCKAWAY			
				226504	18-07941	10/15/2018		11/11/18	63.02
			Invoice: 18-07941						
				63.02	73415345 54110000391	LAB SVCS-WATER ROCKAWAY			
				226885	18-08291	10/26/2018		11/11/18	84.64
			Invoice: 18-08291						
				84.64	73411345 54110000391	LAB SVCS-WATER			
							CHECK	349028 TOTAL:	391.00
349029	11/14/2018	PRTD	2467 STAPLES	226439	3392669008	10/06/2018		11/11/18	151.98
			Invoice: 3392669008						
				151.98	73637891 531100	OFFICE SUPPLIES			
				226440	3392669069	10/06/2018		11/11/18	48.35
			Invoice: 3392669069						
				48.35	63470588 531100	CUR - DEV DEV PLAN OFC SUPPLY			
				226441	3392669070	10/06/2018		11/11/18	137.34
			Invoice: 3392669070						
				137.34	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				226443	3392669071	10/06/2018		11/11/18	138.58
			Invoice: 3392669071						
				138.58	61011581 531100	PCD - C/E ADMIN SUPPLIES			

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10.47	31011131	531100	EX-GF-SUPPLIES				
30.55	31011572	53110000957	SAFE MOBILITY LEVY-SUPPLIES				
226538	3392668824			10/06/2018	11/11/18	148.87	
Invoice: 3392668824							
148.87	31011572	53110000957	SAFE MOBILITY LEVY-SUPPLIES				
226539	3392668823			10/06/2018	11/11/18	108.78	
Invoice: 3392668823							
108.78	31011572	53110000957	SAFE MOBILITY LEVY-SUPPLIES				

CHECK 349029 TOTAL: 2,002.76

349030	11/14/2018	PRTD	5730	SUMMIT LAW GROUP	226457	97290		10/18/2018	11/11/18	2,409.50
Invoice: 97290										
LEGAL/PROF SVCS SEP 18										
183.00	32011152	54111000274	LGL-LABOR NEGOTIATIONS							
2,226.50	32011152	54111000870	LGL-HR (NON-BARGAINING)							
226458	97291			10/18/2018	11/11/18	2,658.00				
Invoice: 97291										
LEGAL/PROF SVS SEP 18										
2,658.00	32011152	54111000274	LGL-LABOR NEGOTIATIONS							

CHECK 349030 TOTAL: 5,067.50

349031	11/14/2018	PRTD	8244	SUPPLYWORKS	226540	460809205		10/18/2018	11/11/18	2,219.70
Invoice: 460809205										
PW/CLEANING SUPPLIES										
2,219.70	73637948	531100	O&M ALLOC-CITY WIDE SUPPLIES							

CHECK 349031 TOTAL: 2,219.70

349032	11/14/2018	PRTD	8199	SYSTEMS FOR PUBLIC S	226449	34246		10/03/2018	11/11/18	268.43
Invoice: 34246										
POL/VEH 236 CONTROL HEAD W/ SWITCH										
268.43	53011212	531100	PD-C/E-PATROL SUPPLIES							

CHECK 349032 TOTAL: 268.43

349033	11/14/2018	PRTD	4819	WEST PAYMENT CENTER	226450	839071992		10/04/2018	11/11/18	401.12
Invoice: 839071992										
CRT/INFO SVCS										
401.12	21011125	549100	COURT-DUES/SUBSCR/MEMBERSHIPS							

CHECK 349033 TOTAL: 401.12

349034	11/14/2018	PRTD	8243	CRANE & CRANE HOLDIN	226886	30948		10/31/2018	11/11/18	10.00
Invoice: 30948										
PW/1Y YARD WASTE										
10.00	91111427	547900	GG-STREET-ROADSIDE-GARBAGE							

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
								CHECK 349034 TOTAL:	10.00
349035	11/14/2018	PRTD	6714 TOSHIBA FINANCIAL SE	226541	23573180	10/22/2018		11/11/18	188.58
			Invoice: 23573180					CRT/E-STUDIO3005AC COPIER LEASE	
				188.58	21011125 545000			COURT - RENTS & LEASES - OPER	
								CHECK 349035 TOTAL:	188.58
349036	11/14/2018	PRTD	8183 JOHN A. GREEN	226889	15322	09/27/2018		11/11/18	11.09
			Invoice: 15322					POL/VEH 222 DECALS	
				11.09	53011212 548100			POLICE - C/E PATROL MAINTENANC	
			Invoice: 15321					PW/VEH 253 WWTP TRUCK UPFIT	147.90
				147.90	73424435 66400000906			2018-MED. DUTY SWR P/U	
								CHECK 349036 TOTAL:	158.99
349037	11/14/2018	PRTD	4929 TYLER TECHNOLOGIES I	226891	045-242057	10/24/2018		11/11/18	640.00
			Invoice: 045-242057					IT/EXECUTIVE IMPLEMENTATION	
				640.00	81011881 541100			IT - C/E PROF SERVICES	
								CHECK 349037 TOTAL:	640.00
349038	11/14/2018	PRTD	8668 UMB BANK CONTRIBUTIO	226892	14000	10/19/2018		11/11/18	420.83
			Invoice: 14000					EMPLOYEE CONTRIBUTION: MILLER, STEVE	
				420.83	01136 369910			OTHER MISC REVENUE (INC NSF)	
								CHECK 349038 TOTAL:	420.83
349039	11/14/2018	PRTD	2190 UNITED PARCEL SERVIC	226893	000028Y3Y1428	10/20/2018		11/11/18	20.90
			Invoice: 000028Y3Y1428					POL/SHIPPING	
				20.90	91011215 542500			GG-C/E-PD-POSTAGE	
								CHECK 349039 TOTAL:	20.90
349040	11/14/2018	PRTD	9064 US GREEN BUILDING CO	226572	STAR-FA-2018-071	10/15/2018		11/11/18	1,000.00
			Invoice: STAR-FA-2018-071					PCD/ANNUAL SUBX	
				1,000.00	62471591 549100			BLDG - BLDG DUES/SUBSCRIPTIONS	
								CHECK 349040 TOTAL:	1,000.00
349041	11/14/2018	PRTD	1152 USA BLUE BOOK	226459	702791	10/05/2018		11/11/18	442.98
			Invoice: 702791					PW/WWTP SUPPLIES	
				442.98	73425358 531100			O&M-WWTP-SUPPLIES	

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CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL DESC			
Invoice: 700046			226460	700046	10/03/2018		11/11/18	436.65
			436.65	73637891 531100	PW/LATEX GLOVES			
					OFFICE SUPPLIES			
Invoice: 708951			226505	708951	10/12/2018		11/11/18	580.92
			580.92	73425358 531100	PW/WWTP SUPPLIES			
					O&M-WWTP-SUPPLIES			
					CHECK	349041	TOTAL:	1,460.55
349042	11/14/2018	PRTD 8241 VALLEY SUPPLY - SILV	226573	12881/4	10/19/2018		11/11/18	396.06
		Invoice: 12881/4	396.06	73431835 531100	PW/SRAW ROLLS, SURVEY STAKES			
					OFFICE SUPPLIES			
					CHECK	349042	TOTAL:	396.06
349043	11/14/2018	PRTD 6322 VANWINKLE, THAD & RE	226461	BLD23199 R-GAR	10/16/2018		11/11/18	409.87
		Invoice: BLD23199 R-GAR	409.87	47148 322100	PCD/PARTIAL FEE REFUND			
					BUILDINGS, STRUCT. & EQ			
Invoice: BLD23199 R-SFR			226462	BLD23199 R-SFR	10/16/2018		11/11/18	295.20
			295.20	47148 322100	PCD/PARTIAL FEE REFUND			
					BUILDINGS, STRUCT. & EQ			
					CHECK	349043	TOTAL:	705.07
349044	11/14/2018	PRTD 4126 VIKING FENCE COMPANY	226463	18-0777	10/08/2018		11/11/18	490.50
		Invoice: 18-0777	490.50	73423943 54500000782	PW/150' TEMP FENCE			
					VILLAGE PUMP STATION-RENTALS			
					CHECK	349044	TOTAL:	490.50
349045	11/14/2018	PRTD 167 WA ST DEPT OF ECOLOG	226895	2019-BA0020907	10/24/2018		11/11/18	1,806.64
		Invoice: 2019-BA0020907	1,806.64	73425358 549800	PW/2018-2019 BIOSOLIDS PERMIT			
					O&M-WWTP-PERMITS			
					CHECK	349045	TOTAL:	1,806.64
349046	11/14/2018	PRTD 4104 WA ST FERRIES	226899	RK320501	10/31/2018		11/11/18	699.95
		Invoice: RK320501	15.35	31011131 543100	OCT18 WAVE2GO FERRY CHARGES			
			30.70	32011152 543100	EX-GF-TRAVEL/MEALS/LODGING			
			361.55	51011211 543100	LGL-C/E-TRAVEL/MEALS/LODGING			
			121.85	61011581 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
			61.40	72011321 543100	PCD - C/E ADMIN TRAVEL EXPENSE			
			109.10	73011189 543100	ENG - C/E ADMIN TRAVEL EXPENSE			
					O&M-FAC-TRAVEL/MEALS/LODGING			

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

CHECK 349046 TOTAL: 699.95

349047	11/14/2018	PRTD	2251 WA ST TREASURER	226897	OCT18	10/31/2018		11/11/18	4,972.30
			Invoice: OCT18						
				2,092.23	41611860 586000	OCT 18 STATE OUT COURT REMIT			
				1,139.55	41610860 586000	PSEA 60% OUT			
				63.49	41619860 586000	PSEA 30% OUT			
				13.25	41619860 586100	PSEA 3 - STATE DISB OUT			
				330.97	41616860 586000	JUD STAB ACCT-DISB TO STATE			
				66.07	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
				2.23	41616860 586000	THEFT PRV&TR BRAIN INJ-OUT			
				867.73	41614860 586000	THEFT PRV&TR BRAIN INJ-OUT			
				.26	41615860 586000	JUDICIAL INFO SYST.-OUT			
				1.45	41615860 586000	BREATH TEST-CUSTODIAL			
				70.14	41617860 586000	BREATH TEST-CUSTODIAL			
				165.57	41618860 586000	SCHOOL SAFETY ZONE-OUT			
				18.17	41618860 586000	TRAUMA CARE-OUT			
				4.70	41618860 586000	TRAUMA CARE-OUT			
				27.00	41618860 586000	TRAUMA CARE-OUT			
				48.41	41616860 586812	TRAUMA CARE-OUT			
				48.43	41616860 586813	ACCESS COMM ACCT			
				12.65	41615860 586961	MULTIMODAL ACCT			
						STATE CRIME LAB			

				226898	OCT18 SBCC	10/31/2018		11/11/18	295.50
			Invoice: OCT18 SBCC						
				295.50	41652860 586000	OCT 18 STATE OUT COURT REMIT SBCC			
						SBCC BLDG.-OUT			

CHECK 349047 TOTAL: 5,267.80

349048	11/14/2018	PRTD	5271 WASHINGTON WATER SER	226542	4815979187-OCT18	10/18/2018		11/11/18	138.43
			Invoice: 4815979187-OCT18						
				138.43	91435838 547500	OCT18 DECANT FACILITY WATER			
						GG-DECANT-WATER/SEWER			

CHECK 349048 TOTAL: 138.43

349049	11/14/2018	PRTD	7551 WASHINGTON TRACTOR I	226508	1685737	10/08/2018	21800110	11/11/18	1,674.07
			Invoice: 1685737						
				1,674.07	73111427 531100	PW/4 STIHL CHAINSAWS			
						OFFICE SUPPLIES			

CHECK 349049 TOTAL: 1,674.07

349050	11/14/2018	PRTD	1557 WATER ENVIRONMENT FE	226900	01726894-2019	10/31/2018		11/11/18	200.00
			Invoice: 01726894-2019						
				200.00	73425358 549100	PW/WEF MEMBERSHIP 2019			
						O&M-WWTP-DUES, SUBSCR			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
									CHECK 349050 TOTAL:	200.00
349051	11/14/2018	PRTD	5709 WEBCHECK INC	226901	6125	11/02/2018		11/11/18	261.60	
			Invoice: 6125			FIN/OCT 2018 WEBCHECK SVCS				
				130.80	43411341	541100	FIN - WATER ADMIN PROF SERVICE			
				130.80	43421351	541100	FIN - SEWER ADMIN PROF SERVICE			
									CHECK 349051 TOTAL:	261.60
349052	11/14/2018	PRTD	8390 WEST HILLS FORD MAZD	226464	106730	10/09/2018		11/11/18	101.11	
			Invoice: 106730			POL/VEH 214 WINDSHIELD MOULDING				
				101.11	53011212	531100	PD-C/E-PATROL SUPPLIES			
				226465	106662		10/05/2018 11/11/18			314.20
			Invoice: 106662			POL/VEH 203 SOCKET & WIRE ASBLY				
				314.20	53011212	531100	PD-C/E-PATROL SUPPLIES			
									CHECK 349052 TOTAL:	415.31
349053	11/14/2018	PRTD	2175 WEST SOUND WILDLIFE	226902	Q3-2018	09/30/2018		11/11/18	2,137.50	
			Invoice: Q3-2018			Q3 WILD ANIMAL CONTROL SERVICES				
				2,137.50	91011393	541100	FIN - C/E ANIMAL CONTROL FEES			
									CHECK 349053 TOTAL:	2,137.50
349054	11/14/2018	PRTD	499 WESTBAY AUTO PARTS I	226466	400168	10/10/2018		11/11/18	206.21	
			Invoice: 400168			PW/FILTERS, SOLVENT, BELT, PULLY, TENSIONER				
				39.04	73638935	531100	O&M-STD ALLOCATION-SUPPLIES			
				75.38	73011581	531100	O&M-C/E-PCD VEH WORK-SUPPLIES			
				91.79	990	141100	MERCHANDISE			
				226467	398356		10/03/2018 11/11/18			62.52
			Invoice: 398356			PW/24 QUART 5W30				
				62.52	73638935	531100	O&M-STD ALLOCATION-SUPPLIES			
				226468	397650		10/01/2018 11/11/18			95.61
			Invoice: 397650			PW/HDO SB FOR VEH 12, AIR FILTERS				
				33.30	73111423	531100	OFFICE SUPPLIES			
				33.30	73111427	531100	OFFICE SUPPLIES			
				29.01	990	141100	MERCHANDISE			
				226469	392877		09/13/2018 11/11/18			35.20
			Invoice: 392877			PW/DISC BRAKE SET VEH 29				
				35.20	73411345	531100	OFFICE SUPPLIES			
				226470	392334		09/11/2018 11/11/18			76.85
			Invoice: 392334			PW/AIR & OIL FILTERS				
				76.85	990	141100	MERCHANDISE			

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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

349056 11/14/2018 PRD 2607 ZEE MEDICAL SERVICE 226578 68365565 10/08/2018 11/11/18 311.06
 Invoice: 68365565 FIN/C.H. FIRST AID RESTOCK
 311.06 41011189 531100 FIN - C/E CNTL SV SUPPLIES
 CHECK 349056 TOTAL: 311.06

349057 11/14/2018 PRD 1971 KELLEY IMAGING SYSTE 226788 IN448647 10/18/2018 11/11/18 367.34
 Invoice: IN448647 POL/COLOR OVERAGE CHARGES
 367.34 51011211 545000 PD-C/E-ADMIN RENTS/LEASE
 CHECK 349057 TOTAL: 367.34

349058 11/14/2018 PRD 1971 KELLEY IMAGING SYSTE 226806 23573181 10/22/2018 11/11/18 283.78
 Invoice: 23573181 ENG/E-STUDIO4505AC COPIER LEASE
 283.78 72011321 545000 ENG - C/E ADMIN RENTS & LEASES
 CHECK 349058 TOTAL: 283.78

NUMBER OF CHECKS 154 *** CASH ACCOUNT TOTAL *** 355,203.33

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	153	355,203.33
TOTAL VOIDED CHECKS	1	.00

*** GRAND TOTAL *** 355,203.33

reissue of check # 348980

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

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					
2018 11	65									
APP 401-213000						ACCOUNTS PAYABLE			26,451.26	
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH				355,203.33
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		171,148.74		
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000						ACCOUNTS PAYABLE		66,636.68		
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000						ACCOUNTS PAYABLE		15,552.75		
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000						ACCOUNTS PAYABLE		18,709.47		
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000						STREETS - ACCOUNTS PAYABLE		17,500.68		
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000						ACCOUNTS PAYABLE		10,030.56		
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
APP 104-213000						CIVIC IMPR - ACCOUNTS PAYABLE		12,340.25		
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000						ACCOUNTS PAYABLE		3,342.74		
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
APP 108-213000						AFFORD HSG - ACCOUNTS PAYABLE		1,125.00		
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000						ACCOUNTS PAYABLE		150.00		
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000						ACCOUNTS PAYABLE		6,283.65		
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000						ACCOUNTS PAYABLE		5,931.55		
11/14/2018	11/11/18	111418				AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL									355,203.33	355,203.33
APP 631-130000						DUE TO/FROM CLEARING		336,493.86		
11/14/2018	11/11/18	111418								
APP 401-130000						DUE TO/FROM CLEARING			26,451.26	
11/14/2018	11/11/18	111418								
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			171,148.74	
11/14/2018	11/11/18	111418								
APP 402-130000						DUE TO/FROM CLEARING			66,636.68	
11/14/2018	11/11/18	111418								
APP 403-130000						DUE TO/FROM CLEARING			15,552.75	
11/14/2018	11/11/18	111418								
APP 101-130000						STREETS - DUE TO/FROM CLEARING			17,500.68	
11/14/2018	11/11/18	111418								
APP 407-130000						DUE TO/FROM CLEARING			10,030.56	
11/14/2018	11/11/18	111418								
APP 104-130000						CIVIC IMPR DUE TO/FROM CLEAR'G			12,340.25	

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
11/14/2018	11/11/18	111418							
APP 301-130000					DUE TO/FROM CLEARING			3,342.74	
11/14/2018	11/11/18	111418							
APP 108-130000					AFFORD HSG DUE TO/FROM CLEAR'G			1,125.00	
11/14/2018	11/11/18	111418							
APP 622-130000					DUE TO/FROM CLEARING			150.00	
11/14/2018	11/11/18	111418							
APP 650-130000					DUE TO/FROM CLEARING			6,283.65	
11/14/2018	11/11/18	111418							
APP 901-130000					DUE TO/FROM CLEARING			5,931.55	
11/14/2018	11/11/18	111418							
SYSTEM GENERATED ENTRIES TOTAL							336,493.86	336,493.86	
JOURNAL 2018/11/65 TOTAL							691,697.19	691,697.19	

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2018 11	65	11/14/2018			
001-130000				GENERAL - DUE TO/FROM CLEARING		171,148.74
001-213000				GENERAL - ACCOUNTS PAYABLE	171,148.74	
				FUND TOTAL	171,148.74	171,148.74
101 STREET FUND	2018 11	65	11/14/2018			
101-130000				STREETS - DUE TO/FROM CLEARING		17,500.68
101-213000				STREETS - ACCOUNTS PAYABLE	17,500.68	
				FUND TOTAL	17,500.68	17,500.68
104 CIVIC IMPROVEMENT FUND	2018 11	65	11/14/2018			
104-130000				CIVIC IMPR DUE TO/FROM CLEAR'G		12,340.25
104-213000				CIVIC IMPR - ACCOUNTS PAYABLE	12,340.25	
				FUND TOTAL	12,340.25	12,340.25
108 AFFORDABLE HOUSING FUND	2018 11	65	11/14/2018			
108-130000				APFORD HSG DUE TO/FROM CLEAR'G		1,125.00
108-213000				APFORD HSG - ACCOUNTS PAYABLE	1,125.00	
				FUND TOTAL	1,125.00	1,125.00
301 CAPITAL CONSTRUCTION FUND	2018 11	65	11/14/2018			
301-130000				DUE TO/FROM CLEARING		3,342.74
301-213000				ACCOUNTS PAYABLE	3,342.74	
				FUND TOTAL	3,342.74	3,342.74
401 WATER OPERATING FUND	2018 11	65	11/14/2018			
401-130000				DUE TO/FROM CLEARING		26,451.26
401-213000				ACCOUNTS PAYABLE	26,451.26	
				FUND TOTAL	26,451.26	26,451.26
402 SEWER OPERATING FUND	2018 11	65	11/14/2018			
402-130000				DUE TO/FROM CLEARING		66,636.68
402-213000				ACCOUNTS PAYABLE	66,636.68	
				FUND TOTAL	66,636.68	66,636.68
403 STORM & SURFACE WATER FUND	2018 11	65	11/14/2018			
403-130000				DUE TO/FROM CLEARING		15,552.75
403-213000				ACCOUNTS PAYABLE	15,552.75	
				FUND TOTAL	15,552.75	15,552.75
407 BUILDING & DEVELOPMENT FUND	2018 11	65	11/14/2018			

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
407-130000				DUE TO/FROM CLEARING		10,030.56
407-213000				ACCOUNTS PAYABLE	10,030.56	
				FUND TOTAL	10,030.56	10,030.56
622 EXPENDABLE TRUST FUND	2018 11	65	11/14/2018			
622-130000				DUE TO/FROM CLEARING		150.00
622-213000				ACCOUNTS PAYABLE	150.00	
				FUND TOTAL	150.00	150.00
631 CLEARING FUND	2018 11	65	11/14/2018			
631-130000				DUE TO/FROM CLEARING	336,493.86	
631-213000				ACCOUNTS PAYABLE	18,709.47	
635-111100				CASH		355,203.33
				FUND TOTAL	355,203.33	355,203.33
650 AGENCY FUND	2018 11	65	11/14/2018			
650-130000				DUE TO/FROM CLEARING		6,283.65
650-213000				ACCOUNTS PAYABLE	6,283.65	
				FUND TOTAL	6,283.65	6,283.65
901 CITY-WIDE REPORTING FUND	2018 11	65	11/14/2018			
901-130000				DUE TO/FROM CLEARING		5,931.55
901-213000				ACCOUNTS PAYABLE	5,931.55	
				FUND TOTAL	5,931.55	5,931.55

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
001 GENERAL FUND		171,148.74
101 STREET FUND		17,500.68
104 CIVIC IMPROVEMENT FUND		12,340.25
108 AFFORDABLE HOUSING FUND		1,125.00
301 CAPITAL CONSTRUCTION FUND		3,342.74
401 WATER OPERATING FUND		26,451.26
402 SEWER OPERATING FUND		66,636.68
403 STORM & SURFACE WATER FUND		15,552.75
407 BUILDING & DEVELOPMENT FUND		10,030.56
622 EXPENDABLE TRUST FUND		150.00
631 CLEARING FUND	336,493.86	
650 AGENCY FUND		6,283.65
901 CITY-WIDE REPORTING FUND		5,931.55

TOTAL	336,493.86	336,493.86

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

11/08/2018 08:11 |CITY OF BAINBRIDGE ISLAND
cshipman |Bill Adjustments

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|ubblmnt

Cat Year	Bill UB Account	Reason Charge	Original Amount	New Amount	Difference Amount
60 2018	358930 12081	SSAERR 255000	109.20	29.12	-80.08
	13333 LYONS, JOANNA				
		Adjustment Total	109.20	29.12	-80.08

Year	Cat	Charge	Original	New	Difference
2018	60	255000 SEWER VOL S/MFR /100 CF /UNIT	109.20	29.12	-80.08
Adjustment Total			109.20	29.12	-80.08

** END OF REPORT - Generated by Christy Shipman **

11/08/2018 08:11 |CITY OF BAINBRIDGE ISLAND
 cshipman |Journal Entry Report

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 |ubblmmt

CLERK: cshipman

YEAR PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2018 11	67	UBM 42142-343500						SEWER SERVICE CHARGES		80.08	
			11/08/2018	UB ADJUST	110818	MN-101518	255000				
UBM 421-122100								SEWER ACCOUNTS RECEIVABLE			80.08
			11/08/2018	UB ADJUST	110818	MN-101518	255000				
General Services JOURNAL 2018/11/67									TOTAL	80.08	80.08
2018 11	67	UBM 402-292100						REVENUE CONTROL		80.08	
			11/08/2018	UB ADJUST	110818	MN-101518					

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
402 SEWER OPERATING FUND	2018 11	67	11/08/2018			
402-292100				REVENUE CONTROL	80.08	
421-122100				SEWER ACCOUNTS RECEIVABLE		80.08
FUND TOTAL					80.08	80.08

** END OF REPORT - Generated by Christy Shipman **



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME:

AGENDA ITEM: City Council Study Session Minutes, October 2, 2018

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with Consent Agenda

SUMMARY:

Consider approval of meeting minutes.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[CCMIN 100218 STUDY SESSION](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, OCTOBER 2, 2018

MEETING MINUTES

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

Mayor Medina called the City Council meeting to order at 6:02 p.m. in Council Chambers.

Deputy Mayor Deets, Mayor Medina, and Councilmembers Blossom, Nassar, Peltier, Schneider and Tirman were present.

2) [EXECUTIVE SESSION](#)

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

[Cover Page](#)

Mayor Medina adjourned the meeting to an executive session with legal counsel pursuant to RCW 42.30.110(1)(i).

The City Council returned from executive session at 6:59 p.m., and Mayor Medina reconvened the meeting at 7:01 p.m. with the aforementioned Councilmembers present.

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

Councilmember Nassar moved and Deputy Mayor Deets seconded to approve the agenda as presented. The motion was approved by unanimous consent. There were no conflicts of interest disclosed.

4) [MAYOR'S REPORT](#)

Mayor Medina mentioned the City's email policy, the budget query process, Open Streets Festival, SAFE levy workshop, and a meeting with Kitsap Transit regarding route changes.

5) [UNFINISHED BUSINESS](#)

5.A [Contract for City Manager - Mayor Medina](#)

[Cover Page](#)

[M Smith 2018 Employment Agreement](#)

Mayor Medina introduced the agenda item and provided an update on the contract.

MOTION: I move that we allow public comment for this study session, limited to one minute.

Peltier/Tirman: The motion was approved by unanimous consent.

Council discussed whether to vote on the contract at this study session.

Public Comment

Dick Haugan spoke about the process.

MOTION: I move to approve the contract with Deputy City Manager Smith to become City Manager.

Blossom/Deets: The motion carried 5-2 following the proposal of the two amendments below.

AYES: Sarah Blossom, Matt Tirman, Joe Deets, Leslie Schneider, Kol Medina

NOES: Ron Peltier, Rasham Nassar

ABSENT: None

ABSTAIN: None

AMENDMENT: I would like to move to amend the contract, Section 10, subsection A(1) to read:

Employer shall provide compensation equal to salary for 12 months if terminated during the first year of the contract and for six months if terminated after first year of contract or through the remaining term of this agreement through December 31, 2020 or whichever period of time is shorter, at the then current rate of pay as described in Section 3. This severance shall be paid as a lump sum or in a continuation of salary on the existing biweekly basis, at Employee's option.

Peltier/Nassar: The amendment failed 2-5.

AYES: Ron Peltier, Rasham Nassar

NOES: Sarah Blossom, Matt Tirman, Joe Deets, Leslie Schneider, Kol Medina

ABSENT: None

ABSTAIN: None

AMENDMENT: I would like to make another motion to amend the contract. I move to amend Section 2(E) of the City Manager's contract regarding Duties and Authority to read:

It shall also be the duty of Employee to organize, reorganize, and arrange the staff of Employer, and to develop and establish internal regulations, rules, and procedures which Employee deems necessary for the efficient and effective operation of Employer, consistent with lawful directives, policies, ordinances, and state and federal law. Internal regulations, rules, and procedures established by Employee shall be written and transcribed in a readily available form available for review by the City Council.

Peltier/Nassar: The amendment was withdrawn.

5.B Update on Moratorium - Planning

Cover Page

20181002 Moratorium work program status report

Ordinance No. 2018-41 Extending Moratorium Ordinance Approved 092518.pdf

Planning Director Christensen provided a status update on the work program.

5.C Amendments to the Shoreline Master Program (SMP) Relating to Integration of Critical Areas Regulations and Nonconforming Structures, Uses, and Lots - Planning

[Cover Page](#)

[Staff Memo re SMP Amendment](#)

[Draft SMP Amendment - Critical Areas & Nonconforming - Public Hearing Draft - All track changes](#)

[Existing SMP Nonconforming Chapter.pdf](#)

[Nonconforming Structures Summary Table.pdf](#)

Planning Commissioners Pearl and Quitslund joined Council. Senior Planner Carr introduced the agenda item and provided a presentation on the topic.

Council discussed the Planning Commission's recommended draft and the public hearing draft.

Council discussed nonconforming uses.

Council will discuss the topic further at the next study session.

5.D Shoreline Master Program (SMP) Limited Amendment on Aquaculture - Planning

[Cover Page](#)

[20181002_CC_Staff_Memo_Ecology Informal Response](#)

[Ecology comments_7.16.2018.pdf](#)

[Draft_Submittal Package_Overview Final 021717.docx](#)

This item was forwarded to a future study session due to the late hour.

5.E Update from ECONorthwest and Forterra on Inclusionary Zoning/Transfer of Development Rights Analysis - Planning

[Cover Page](#)

[Bainbridge Island TDR and Inclusionary Zoning Tech Memo](#)

[Bainbridge Island Market Analysis Memo](#)

Morgan Shook and Erik Rundell from ECONorthwest, and Nick Bratton from Forterra, provided a presentation on transfer of development rights and inclusionary zoning.

Council discussed issues surrounding the transfer of development rights and inclusionary zoning.

6) FUTURE COUNCIL AGENDAS

6.A Future Council Agendas

[Cover Page](#)

[City Council Regular Business Meeting 100918](#)

[City Council Study Session 101618](#)

[City Council Regular Business Meeting 102318](#)

Councilmember Peltier asked to bring forward a resolution regarding solar power.

7) FOR THE GOOD OF THE ORDER

Councilmember Peltier commented on the arborist contract and suggested re-convening the ad hoc tree committee.

Councilmember Blossom mentioned a funding request from the Behavioral Health Navigator program.

8) ADJOURNMENT

Mayor Medina adjourned the meeting at 10:21 p.m.

Kol Medina, Mayor

Christine Brown, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME:

AGENDA ITEM: City Council Study Session Minutes, October 16, 2018

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with Consent Agenda

SUMMARY:

Consider approval of meeting minutes.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[CCMIN 101618 STUDY SESSION](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL STUDY SESSION
TUESDAY, OCTOBER 16, 2018

MEETING MINUTES

1) CALL TO ORDER / ROLL CALL

Deputy Mayor Deets called the meeting to order at 6:00 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Deets, and Councilmembers Blossom, Peltier, Nassar, Tirman and Schneider were present.

2) APPROVAL OF AGENDA/ CONFLICT OF INTEREST DISCLOSURE

Councilmember Peltier moved and Councilmember Nassar seconded to approve the agenda as presented. There were no conflicts of interest.

3) MAYOR'S REPORT

Mayor Medina mentioned the upcoming utility facility tour and the early start for the November 6, 2018 meeting.

4) PRESENTATIONS

4.A Budget discussions - Intergovernmental Agency requests - Kitsap Public Health District, Kitsap DEM, and Housing Kitsap

Cover Page

[Kitsap Public Health District 2019 Funding Request](#)

[Housing Kitsap Funding Request](#)

[Kitsap DEM Funding Request 10102018.pdf](#)

Keith Grellner from Kitsap Public Health District provided information on the health district in connection with their funding request.

Elizabeth Klute, Director of Kitsap Department of Emergency Management (Kitsap DEM), provided information on her background and the services that Kitsap DEM provide.

Mayor Medina introduced the Housing Kitsap funding request, and Council discussed the topic.

5) UNFINISHED BUSINESS

5.A Professional Service Agreement with Arborists for Technical Guidance and Recommendations on Updating Chapter 16.18 BIMC - Executive

Cover Page

Professional Services Agreement - Katy Bigelow - Revisions to Chapter 16.18 BIMC

Senior Planner Sutton introduced the agenda item. Senior Planner Sutton and Katy Bigelow (arborist) addressed Council's questions.

5.B Ordinance No. 2018-19, Modifying Chapter 16.18 BIMC, Land Clearing, and BIMC 18.15.010 - Planning

Cover Page

Ordinance No. 2018-19 Tree Regulations

Exhibit A 2018-19 Ch 16.18

Transmittal - BIMC 16.18 Proposed Changes Financial Estimates

Chapter 16.18 Staff Memo JL.pdf

Senior Planner Sutton introduced the ordinance.

MOTION: I would like to move to approve Ordinance No. 2018-19, modifying Chapter 16.18 BIMC, Land Clearing and BIMC 18.15.010.

Peltier/Medina: The motion was withdrawn.

Councilmember Blossom asked staff about certain provisions.

MOTION: I move to amend Ordinance No. 2018-19, Exhibit A, Section 16.18.050.D.2 to remove the words "without a permit" that occurs right before the first comma in second line of that subsection.

Peltier/Nassar: The motion carried unanimously, 7-0.

MOTION: I move to remove [Section] 16.18.050.E.

Blossom/Tirman: Motion carried 5 – 2.

AYES: Sarah Blossom, Matt Tirman, Joe Deets, Leslie Schneider, Kol Medina

NOES: Ron Peltier, Rasham Nassar

ABSENT: None

ABSTAIN: None

Councilmember Blossom proposed re-wording Section 16.18.030.

MOTION: I move to amend Section 16.18.030 as read by Councilmember Blossom.

Medina/Blossom: The motion carried unanimously, 7-0.

MOTION: I move to forward Ordinance No. 2018-19 to the consent agenda at our meeting next week.

Medina/Tirman: The motion carried unanimously, 7-0.

5.C Update on Moratorium - Planning

Cover Page

20181016 Moratorium work program status report

Ordinance No. 2018-41 Extending Moratorium Ordinance Approved 092518.pdf

Planning Director Christensen introduced the agenda item and addressed Council's questions.

5.D Discussion on Hidden Cove Road Land Clearing - Deputy Mayor Deets

[Cover Page](#)

Deputy Mayor Deets introduced the agenda item. Planning Director Christensen provided information on the lots.

5.E Amendments to the Shoreline Master Program (SMP) Relating to Integration of Critical Areas Regulations and Nonconforming Structures, Uses, and Lots - Planning

[20181016 Nonconforming Structures Summary Table.docx](#)

[Draft SMP Amendment - Critical Areas & Nonconforming - Public Hearing Draft - All track changes](#)

[20181002 Presentation.pptx](#)

[Existing SMP Nonconforming Chapter.pdf](#)

[SMP Amendment Staff Memo.pdf](#)

Senior Planner Carr introduced the agenda item, and Council discussed the topic.

MOTION: I move that integration of the critical areas regulations into the SMP does not include integration of the ARPA portion of the critical areas regulations into the SMP.

Medina/Nassar: The motion carried unanimously, 7-0.

Deputy Mayor Deets adjourned the meeting for a break at 9:13 p.m. and reconvened the meeting at 9:20 p.m.

5.F Budget Discussions - Finance

[Cover Page](#)

[Executive Department Text and Proposed Budget.pdf](#)

[Finance and Administrative Services Department Text and Proposed Budget.pdf](#)

Finance Director Schroer introduced the agenda item and provided information on the proposed staff positions in the Executive and Finance Departments.

She presented a graph illustrating individual Councilmember's ratings on the proposed budget changes.

Council discussed the proposed budget items.

7) CITY COUNCIL DISCUSSION

7.A Request from Arts and Humanities Bainbridge for 2018 Funding - Mayor Medina

[Cover Page](#)

[AHB Email 9 Sep 2018.docx](#)

[9.14.18 PAC Funding Request to COBI.pdf](#)

[9.13.18 COBI PAC Admin Invoice.pdf](#)

[2018 Draft COBI_Art and Humanities Contract.docx](#)

Deputy Mayor Deets moved this item forward on the agenda due to audience interest.

Carl Sussman and Steve Rabago addressed Council's questions on the funding request.

MOTION: I move that the City Attorney re-draft a contract for the October 23 Consent Agenda.

Peltier/Deets: Motion failed 3 – 4.

AYES: Ron Peltier, Rasham Nassar, Joe Deets

NOES: Sarah Blossom, Matt Tirman, Leslie Schneider, Kol Medina
ABSENT: None
ABSTAIN: None

MOTION: I would like to propose a motion to move this forward to next week's Unfinished Business for further discussion

Medina/Nassar: The motion carried 6-1.

AYES: Ron Peltier, Rasham Nassar, Joe Deets, Sarah Blossom, Leslie Schneider, Kol Medina
NOES: Matt Tirman
ABSENT: None
ABSTAIN: None

5.G Ordinance No. 2018 - 36 Adopting the 2019-2024 Capital Improvement Plan - Public Works and Finance

[Cover Page](#)
[Ordinance 2018-36 - Adopting 2019-2024 CIP](#)
[2019-2020 Proposed CIP.pdf](#)
[City Hall Presentation for CC 23 May 2017.pptx](#)
[City Hall Renovation Drawings.pdf](#)

Council discussed the proposed Capital Improvement Plan.

MOTION: I move to forward Ordinance No. 2018-36 to the October 23, 2018, agenda for consideration of approval.

Blossom/Medina: The motion carried unanimously, 7-0.

6) NEW BUSINESS

6.A Solar Access Regulations - Deputy Mayor Deets

[Cover Page](#)
[COBI Solar Access Presentation](#)
[City of Ashland Solar Setback Guide](#)
[City of Boulder Solar Access Guide](#)

This item was deferred to a future City Council meeting.

8) FUTURE COUNCIL AGENDAS

8.A Future Council Agendas

[Cover Page](#)
[City Council Regular Business Meeting 10-23-18.pdf](#)

City Manager Smith highlighted that the October 23rd agenda is quite full.

MOTION: I move that we add consideration of repealing the utility tax on sewer and water to a future City Council agenda.

Peltier/Blossom: The motion was withdrawn.

Council agreed to defer the code enforcement item currently scheduled for the October 23rd agenda.

Councilmember Blossom mentioned the need to add appointments to the Island Center Subarea Planning Process Steering Committee to next week's agenda.

Councilmember Nassar noted that she will be absent next week but will participate by telephone for part of the meeting.

9) FOR THE GOOD OF THE ORDER

10) ADJOURNMENT

Deputy Mayor Deets adjourned the meeting at 11:17 p.m.

Kol Medina, Mayor

Christine Brown, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME:

AGENDA ITEM: Special City Council Meeting Minutes, October 20, 2018

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Minutes

PROPOSED BY: Executive

RECOMMENDED MOTION:
Approve with Consent Agenda.

SUMMARY:
Consider approval of meeting minutes.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[CCMIN 102018 SPECIAL UTILITY TOUR](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

**SPECIAL CITY COUNCIL MEETING
SATURDAY, OCTOBER 20, 2018**

MEETING MINUTES

Mayor Medina, Deputy Mayor Deets, and Councilmembers Nassar, Peltier, and Schneider toured the City's utilities with Utility Advisory Committee members Maron and Kanter on Saturday, October 20, 2018, from 9:00 a.m. to 12:00 p.m.

Kol Medina, Mayor

Christine Brown, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME:

AGENDA ITEM: City Council Regular Business Meeting Minutes, October 23, 2018

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with Consent Agenda

SUMMARY:

Consider approval of meeting minutes.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[CCMIN102318 BUSINESS](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

CITY COUNCIL REGULAR BUSINESS MEETING
TUESDAY, OCTOBER 23, 2018

MEETING MINUTES

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

Mayor Medina called the meeting to order at 6:01 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Deets, and Councilmembers Blossom, Peltier, Nassar, Tirman, and Schneider were present.

2) APPROVAL OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

Deputy Mayor Deets moved and Councilmember Peltier seconded to approve the agenda as presented. The motion was approved by unanimous consent. There were no conflicts of interest disclosed.

3) PUBLIC COMMENT

Erin Phillips spoke about race equity and diversity.

Kristine Jimenez spoke about race equity issues.

Promise Partner spoke about race equity issues.

Peter Berg spoke in favor of diversity and inclusion.

Kerrie Agosta spoke in favor of addressing race equity issues.

Marsha Cutting spoke in favor of fostering diversity with a racial equity plan.

Gina Corpuz spoke in favor of an annual budget to support the Indigenous People's celebration.

Sal DeRosalia spoke in favor of addressing racial equity issues.

Steve Soltar spoke in favor of addressing racial equity issues.

Brenda Fontroy spoke in favor of addressing racial equity issues.

Chasity Malatest spoke in favor of addressing racial equity issues.

Karen Vargas spoke about the need to address racial equity issues.

Larry Koss spoke about community values and appeal fees.

Renee Zimmerman, Puget Sound Energy, updated Council on renewable energy programs and outreach.

4) **MAYOR'S REPORT**

Mayor Medina encouraged attendees to contact Councilmembers to follow-up on race equity issues. He mentioned the Indipino celebration on November 3, informed Council that the photo-voltaic ordinance will be part of Green Building discussion in early 2019, and commented on the existence of a Non-Motorized Transportation Plan.

5) **CITY MANAGER'S REPORT**

City Manager Smith mentioned that information on the levy is available on the City's web site. She provided information on the drug take-back event, downtown trick-or-treating and marching band performance, and the City's appeal fee.

6) **PRESENTATION(S)**

6.A Proclamation Declaring the Week of November 11 - 19 as "National Hunger and Homelessness Awareness Week" - Mayor Medina

[Cover Page](#)

[National Hunger and Homelessness Awareness Week Proclamation 2018](#)

Mayor Medina read the proclamation.

MOTION: I move to authorize the Mayor to sign the proclamation declaring the week of November 11 - 19 as "National Hunger and Homelessness Awareness Week," and to add this proclamation to the list of annual proclamations that may be signed by the Mayor without further authorization.

Tirman/Schneider: The motion was approved by unanimous consent.

Public Comment

Larry Koss spoke about the issue of homelessness.

6.B Waterfront Park APA Award - Public Works

[Cover Page](#)

[2018 APA WA Great Places](#)

Engineering Project Manager Epstein provided a presentation on the Washington Great Places Award for Large Gathering Space that the City received for Waterfront Park from the American Planning Association.

7) **PUBLIC HEARING(S)**

7.A Conduct Public Hearing on Ordinance No. 2018-20 Relating to Revisions to BIMC Title 2 related to Land Use Review Approval Bodies and Procedures - Planning

[Cover Page](#)

[Staff Memo](#)

[Ordinance No. 2018-20 - Relating to Title 2 and Land Use Review](#)

[Exhibit A to Ordinance No. 2018-20](#)

[Proposed land use review changes financial estimates](#)

Senior Planner Carr introduced the agenda item.

Mayor Medina opened the public hearing at 7:05 p.m. There was no public comment.

Mayor Medina closed the public hearing at 7:06 p.m.

Council discussed the ordinance, and their consensus was to postpone further action until the Planning Commission reviewed the proposed changes.

8) UNFINISHED BUSINESS

8.A 2018 Culvert Replacement Project - Public Works

[Cover Page](#)

[2018 Culvert Replacement Project - Contract](#)

[2018 Culvert Replacement Project - Bid Form](#)

[2018 Culvert Replacement Project - Map](#)

[2018 Culvert Replacement Project - Bid Tabulation Form](#)

Public Works Director Loveless introduced the agenda item.

MOTION: I move to award the 2018 Culvert Replacement project to Seton Construction Inc. in the amount of \$78,111.25.

Tirman/Deets: The motion was approved by unanimous consent.

8.B Old Treatment Plant Pump Station Replacement Project Contract Award - Public Works

[Cover Page](#)

[Old Treatment Plant Pump Station Replacement Project - Contract](#)

[Old Treatment Plant Pump Station Replacement Project - Bid Form](#)

[Old Treatment Plant Pump Station Replacement Project - Bid Tabulation Form](#)

Public Works Director Loveless introduced the agenda item.

MOTION: I authorize to let the City Manager determine the Old Treatment Plant Pump Station Replacement Project to Gary Harper Construction Inc. in the amount of \$339,529.55.

Schneider/Deets: The motion was approved by unanimous consent.

8.C Budget Discussions - Finance

[Cover Page](#)

Mayor Medina proposed a special City Council business meeting on October 30, 2018 at 6:00 to discuss the budget, and Council concurred.

Finance Director Schroer presented the Council's rating of budget changes, Council-proposed budget changes, and changes not included in the proposed budget.

MOTION: I move to remove \$173,000 in funding from the Major Maintenance section of the Public Works budget in 2020 for carpet improvement for City Hall and allocate to the General Fund.

Tirman/Peltier: Following discussion, the motion was withdrawn in order to consider City Hall renovations first.

MOTION: I move to remove the \$350,000 for City Hall renovations from the CIP.

Tirman/Peltier: The motion carried unanimously, 7-0.

MOTION: I move to direct staff to plan comprehensive and phased options for the City Hall renovation in preparation for the next biennium.

Tirman/Nassar: The motion carried unanimously, 7-0.

MOTION: I move to remove \$173,000 in funding from the Major Maintenance section of the Public Works budget in 2020 for carpet improvement for City Hall.

Tirman/Peltier: The motion carried unanimously, 7-0.

MOTION: I move to direct the City Manager to work with staff to bring back to Council an ordinance raising the car-tab fee from \$20 per vehicle to \$30, whereby any additional revenue from the \$10 increase would be allocated to neighborhood traffic calming efforts and public transit initiatives.

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

MOTION: I move to increase the Executive budget to include \$26,000 for next year to include funding of \$26,000 for a viewing platform at the ferry terminal.

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

MOTION: I move that we approve a line item for \$1500 for annual celebration of Indigenous Peoples Day.

Peltier/Tirman: The motion carried unanimously, 7-0.

AMENDED MOTION: I move to re-allocate the \$126,000 in funding for an IT Project Manager to the General Fund and allocate \$60,000 toward the Executive Department for communications and outreach activities.

Tirman/Peltier: The motion carried unanimously, 7-0.

8.D Revisions to the Development Moratorium for Certain Developments - Planning

[Cover Page](#)

[Moratorium Memo](#)

[Development Moratorium Summary](#)

[Business Industrial Areas Map](#)

[ADU & Condos Memo](#)

[ADU & Condos Memo - Attachment A](#)

[ADU & Condos Memo - Attachment B](#)

Mayor Medina introduced the agenda item.

Public Comment

Terry McGuire spoke in favor of removing the business/industrial areas from the moratorium.

Steve Rabago spoke in favor of removing the business/industrial areas from the moratorium.

MOTION: I move to [direct staff to bring back an ordinance to] exempt business/industrial from the moratorium.

Peltier/Tirman: The motion carried unanimously, 7-0.

MOTION: I move to direct staff to come back with an ordinance that deletes Part B from the development moratorium.

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

Public Comment

Jeff Krier spoke in favor of Accessory Dwelling Units (ADUs) and provided information on affordable rentals.

Jeb Thornburg spoke in favor of affordable housing and ADUs.

Jonathan Davis spoke in favor of ADUs.

Bruce Weiland spoke against the moratorium and in favor of ADUs.

Phedra Elliott spoke in favor of ADUs.

Belinda Thornburg spoke in favor of ADUs.

Margaux D. spoke against including ADUs in the moratorium.

Anthony H. spoke in favor of ADUs.

Sean Parker spoke in favor of ADUs as affordable housing.

Councilmember Blossom provided background information on the item, and Council discussed the issue.

MOTION: I move to direct staff to bring back an ordinance with any additional information to require common ownership of Accessory Dwelling Units.

Peltier/Blossom: The motion carried 4-3.

AYES: Sarah Blossom, Ron Peltier, Rasham Nassar, Kol Medina

NOES: Joe Deets, Matt Tirman, Leslie Schneider

ABSENT: None

ABSTAIN: None

8.E Ordinance No. 2018 - 36 Adopting the 2019-2024 Capital Improvement Plan - Public Works and Finance

[Cover Page](#)

[Ordinance 2018-36 - Adopting 2019-2024 CIP](#)

[2019-2020 Proposed CIP.pdf](#)

[City Hall Presentation for CC 23 May 2017.pptx](#)

Mayor Medina introduced the item., and Council discussion followed.

MOTION: I move to approve Ordinance No. 2018-36, Adopting the 2019-2024 Capital Improvement Plan, as amended by Council tonight.

Deets/Schneider: The motion carried unanimously.

8.F Request from Arts and Humanities Bainbridge for 2018 Funding - Mayor Medina

[Cover Page](#)

[AHB Email 9 Sep 2018.docx](#)

- [9.14.18 PAC Funding Request to COBI.pdf](#)
- [9.13.18 COBI PAC Admin Invoice.pdf](#)
- [2018 Draft COBI_Art and Humanities_Contract.docx](#)

Mayor Medina introduced the agenda item and his proposal.

Steve Rabago spoke about Arts and Humanities Bainbridge's administrative costs.

MOTION: I authorize the City Manager to enter into a contract with Arts and Humanities Bainbridge for management of the Public Art Committee with an effective date of November 1, 2018 \$4,500 per month for the remainder of 2018, \$24,000 for 2019, and \$12,000 for 2020.

Blossom/Tirman: The motion carried unanimously, 7-0.

8.G Ordinance No. 2018-19, Modifying Chapter 16.18 BIMC, Land Clearing, and BIMC 18.15.010 - Planning

- [Cover Page](#)
- [Staff Memo on Ordinance No. 2018-19](#)
- [Transmittal - BIMC 16.18 Proposed Changes Financial Estimates](#)
- [Ordinance No. 2018-19](#)
- [Exhibit A to Ordinance No. 2018-19](#)

Senior Planner Sutton introduced the agenda item.

Mayor Medina noted that Councilmember Nassar ended her participation in the meeting.

MOTION: I move to approve Ordinance No. 2018-19, as amended by the City Council on October 16, 2018, and as amended by staff.

Blossom/Deets: The motion carried unanimously, 6-0.

9) NEW BUSINESS

9.A Interlocal Agreement with Kitsap Conservation District for Agricultural Technical Assistance and Services - Public Works

- [Cover Page](#)
- [2019-2020 ILA with Kitsap Conservation District Regarding Agricultural Assistance, Support, and Conservation](#)

Public Works Director Loveless introduced the agenda item.

MOTION: I move to forward the 2019-2020 Interlocal Agreement with Kitsap Conservation District in the amount of \$43,950.00 annually for approval with the November 13, 2018 consent agenda.

Blossom/Schneider: The motion was approved by unanimous consent.

9.B Roadside Mower Purchase - Public Works

- [Cover Page](#)
- [Roadside Mower Purchase - Quote](#)

Public Works Director Loveless introduced the agenda item.

MOTION: I move to forward the tractor and boom mower attachment purchase in the amount of \$175,151.76 for approval with the November 13, 2018 consent agenda.

Blossom/Schneider: The motion was approved by unanimous consent.

9.C Conduct First Reading of and Schedule Public Hearing for Ordinance No. 2018-39, Adopting the 2019-2020 Budget - Finance

[Cover Page](#)

[Ordinance No. 2018-39 Adopting Two-Year Biennial Budget](#)

[2019 Exhibit A.pdf](#)

[2020 Exhibit B.pdf](#)

Mayor Medina introduced the agenda item.

MOTION: I move to schedule for November 13, 2018, a public hearing of Ordinance No. 2018-39.

Tirman/Blossom: Motion carried 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Rasham Nassar

ABSTAIN: None

9.D Conduct First Reading and Schedule Public Hearing for Ordinance No. 2018-40 Relating to the Levy of Property Taxes for Collection in 2019

[Cover Page](#)

[Ordinance No. 2018-40 Relating to the Levy of Property Taxes for Collection in 2019](#)

[2019 Tax Year Levy Limit Calculation.pdf](#)

Finance Director Schroer introduced the agenda item.

MOTION: I move to schedule for November 13, 2018, a Public Hearing on Ordinance No. 2018-40, Relating to the Levy of Property Taxes for Collection in 2019.

Blossom/Peltier: Motion carried 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina

NOES: None

ABSENT: Rasham Nassar

ABSTAIN: None

9.E Professional Services Agreement Related to Design Guidelines - Planning

[Cover Page](#)

[Design Guidelines RFQ](#)

[Framework PSA](#)

[Framework PSA - Attachment A](#)

Planning Director Christensen introduced the agenda item, and Council discussed the contract.

AMENDED MOTION: I move to approve the professional services agreement with Framework in the amount of \$113,573 with funding coming from the Council's contingency fund.

Peltier/Tirman: Motion carried 6 – 0.

AYES: Sarah Blossom, Ron Peltier, Joe Deets, Matt Tirman, Leslie Schneider, Kol Medina
NOES: None
ABSENT: Rasham Nassar
ABSTAIN: None

Approved to proceed

9.F Appointment of Deputy Mayor for November 2018 through February 2019 - Mayor Medina

[Cover Page](#)

Mayor Medina introduced the agenda item. He proposed keeping Deputy Mayor Deets in the position through the end of December and make the term 6 months going forward. Council concurred.

9.G Appointments to Island Center Subarea Planning Process Steering Committee - Mayor Medina

[Cover Page](#)

[Clineschmidt - ICPPSC - Redacted.pdf](#)
[Decker - ICPPSC - Redacted.pdf](#)
[Glosser - ISPPSC - Redacted.pdf](#)
[Llewellyn - ICCPPSC - Redacted.pdf](#)
[Marshall - ICPPSC - Redacted.pdf](#)
[Ougland - ICCPPSC - Redacted.pdf](#)
[Tieman - ICPPSC - Redacted.pdf](#)

Councilmember Blossom introduced the agenda item.

MOTION: I move to appoint John Decker, Asaph Glosser, Sam Marshall, and Mark Tieman to the Island Center Subarea Planning Process Committee.

Blossom/Tirman: The motion was approved by unanimous consent.

10) CONSENT AGENDA

10.A Agenda Bill for Consent Agenda

[Cover Page](#)

10.B Accounts Payable and Payroll

[Cover Page](#)

[PAYROLL.pdf](#)

[Report to Council of Cash Disbursements 10-24-18.pdf](#)

Payroll: normal direct deposit check sequence 043010 – 043133 for \$298,243.95; normal payroll check sequence 108723 – 108727 for \$20,004.93; vendor check run sequence 108728 – 108739 for \$121,125.92; Federal Tax Electronic Funds Transfer for \$118,939.02. Total disbursement = \$558,313.82.

Accounts Payable: last check number 348650 from previous run = \$250.80; manual check number sequence 348751 – 348766 = \$150,758.45; regular check number sequence 348767 – 348888 = \$314,558.97. Total disbursement = \$465,317.42.

10.C Special City Council Meeting Minutes, September 22, 2018

[Cover Page](#)

[CCMIN 092218 SPECIAL](#)

10.D City Council Regular Business Meeting Minutes, October 9, 2018

[Cover Page](#)

[CCMIN 100918 BUSINESS](#)

10.E Resolution No. 2018-25, Recognizing Road Vacation of County Road No. 229 by Operation of Law - Public Works

[Cover Page](#)

[Resolution No. 2018-25 - Recognizing Vacation of County Road No. 229](#)

MOTION: I move to approve the consent agenda as presented.

Peltier/Deets: The motion was approved by unanimous consent.

11) COMMITTEE REPORTS

11.A Committee Reports

[Cover Page](#)

[Environmental Technical Advisory Committee Minutes 060118 Approved.pdf](#)

[Marine Access Committee Minutes 061118 Approved.pdf](#)

[Multi-Modal Transportation Advisory Committee Minutes 071118 Approved.pdf](#)

[Climate Change Advisory Committee Minutes 071818 Approved.pdf](#)

[Marine Access Committee Minutes 072918 Approved.pdf](#)

[Multi-Modal Transportation Advisory Committee Minutes 090818 Approved.pdf](#)

[Marine Access Committee Minutes 091018 Approved.pdf](#)

[Ethics Board Minutes 091718 Approved.pdf](#)

[Human Services Advisory Committee Minutes 091718 Approved.pdf](#)

Mayor Medina provided guidance on the role of a Council liaison.

Council discussed the Infrastructure Ballot Measure Task Force and the Affordable Housing Task Force.

12) FOR THE GOOD OF THE ORDER

Councilmember Tirman asked for support for a letter relating to City of Tacoma's gender inclusive restroom ordinance, and Council concurred.

Councilmember Schneider presented her proposal for a homeless photo exhibition in Council Chambers.

13) ADJOURNMENT

Mayor Medina adjourned the meeting at 10:15 p.m.

Kol Medina, Mayor

Christine Brown, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME:

AGENDA ITEM: Special City Council Meeting Minutes, October 30, 2018

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Consent Agenda

PROPOSED BY: Executive

RECOMMENDED MOTION:

Approve with Consent Agenda

SUMMARY:

Approve with Consent Agenda

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[CCMIN 103018 SPECIAL](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

SPECIAL CITY COUNCIL MEETING
TUESDAY, OCTOBER 30, 2018

MEETING MINUTES

1) CALL TO ORDER/ROLL CALL

Mayor Medina called the meeting to order at 6:02 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Deets, and Councilmembers Blossom, Peltier, Nassar, Tirman, and Schneider were present.

2) APPROVAL OF AGENDA/CONFLICT OF INTEREST DISCLOSURE

Councilmember Schneider moved and Deputy Mayor Deets seconded to approve the agenda as presented. The motion was approved by unanimous consent. There were no conflicts of interest disclosed.

3) MAYOR'S REPORT

Mayor Medina mentioned that the Non-Motorized Transportation Plan is available on the City's web site, next week's meeting will start at 5:00 p.m. due to the election, the last meeting of 2018 is December 11, 2018, and the Accessory Dwelling Unit issue and a process for legislative code fixes will be discussed in the first quarter of 2019.

4) NEW BUSINESS

4.A Resolution No. 2018-30, Stating the City Council's Position on Initiative I639, Concerning Firearms and Gun Violence Prevention - Councilmember Tirman

Cover Page

Resolution No. 2018-30, Stating the City Council's Position on I-1639

Councilmember Tirman introduced and read the resolution.

MOTION: I move to approve Resolution No. 2018-30.

Deets/Nassar: Motion carried 7 – 0.

AYES: Sarah Blossom, Ron Peltier, Matt Tirman, Joe Deets, Leslie Schneider, Kol Medina, Rasham Nassar

NOES: None

ABSENT: None

ABSTAIN: None

5) UNFINISHED BUSINESS

5.A Budget Discussions - Finance

Cover Page

Budget Discussion Transmittal for CC 10302018

Consolidated Budget Scoring for CC 10302018 FINAL.pdf

Finance Director Schroer provided a presentation on the budget process to date.

Mayor Medina discussed the proposed process for this meeting.

MOTION: I move to remove Items 40 (Kitsap DEM), 26 (Professional Services – Electronic Submittal), 23 (Professional Services – GIS Services), and 27 (Professional Services – Records Retention – Scanning).

Deets/Tirman: The motion was withdrawn.

MOTION: I move to remove Item 27 (Professional Services - Records Retention - Scanning).

Deets/Peltier: The motion was approved by unanimous consent.

MOTION: I move to remove Item 23 (Professional Services – GIS Services) from consideration.

Medina/Tirman: The motion was approved by unanimous consent.

MOTION: I move to remove Kitsap Department of Emergency Management, funding line number 40.

Tirman/Peltier: Motion carried 4 – 3.

AYES: Ron Peltier, Matt Tirman, Joe Deets, Leslie Schneider

NOES: Sarah Blossom, Rasham Nassar, Kol Medina

ABSENT: None

ABSTAIN: None

MOTION: I move to remove Item 7, the FTE Human Resource Analyst.

Nassar/Peltier: The motion was withdrawn.

MOTION: I move to remove Item 19, FTE: Customer Service Manager.

Nassar/Blossom: The motion was approved by unanimous consent.

MOTION: I move to remove Item 39, Kitsap Regional Housing Authority's request for \$100,000 funding from the 2019 / 2020 budget.

Nassar/Peltier: The motion was approved by unanimous consent.

MOTION: I move to remove Item 20, funding request for a full-time employee Development Engineer – Engineer in the amount of \$134,000 salary from the 2019 / 2020 budget.

Nassar/Schneider: Motion carried 6 – 1.

AYES: Ron Peltier, Rasham Nassar, Matt Tirman, Joe Deets, Leslie Schneider, Kol Medina

NOES: Sarah Blossom

ABSENT: None

ABSTAIN: None

MOTION: I move to remove Item 21, funding request for a full-time employee, Development Engineer – Technician in the amount of \$110,000 salary from the 2019 / 2020 budget.

Nassar/Peltier: The motion was approved by unanimous consent.

MOTION: I move to remove Item 22, Development Engineer vehicle for new position in the amount of \$60,000 from the 2019 / 2020 budget.

Nassar/Peltier: The motion was approved by unanimous consent.

MOTION: I move to remove Item 25, Professional Services - Process Improvements.

Deets/Tirman: The motion was approved by unanimous consent.

MOTION: I move to remove Item 24, Professional Services for Economic Development.

Medina/Nassar: Motion carried 6 – 1.

AYES: Sarah Blossom, Ron Peltier, Rasham Nassar, Matt Tirman, Leslie Schneider, Kol Medina

NOES: Joe Deets

ABSENT: None

ABSTAIN: None

MOTION: I move to remove Item 51, Council: Donate Suzuki Property, from the list.

Tirman/Peltier: The motion was approved by unanimous consent.

AMENDED MOTION: I move to remove Item 52 (Traffic Calming Annual Program), 47 (Speed Signs), 54 (TBD Fee Increase), and the additional speed sign funding request, Item 46, from the 2019 / 2020 budget.

Nassar/Tirman: The motion was approved by unanimous consent.

MOTION: I move to remove Item 49 (SMP Additional Consultant Work).

Peltier/Blossom: The motion was approved by unanimous consent.

MOTION: I move to remove Item 57 (Community Solar Program), and we can discuss this further in the future.

Peltier/Nassar: The motion was approved by unanimous consent.

MOTION: I move to reduce the number of community bulletins to quarterly, reducing the funding to \$20,000.

Nassar: The motion was withdrawn following discussion.

AMENDED MOTION: I move to remove Item 4, the full-time employee Arborist from the 2019 / 2020 proposed budget, and adding Item 60, Natural Resources expert to the 2019 / 2020 budget.

Nassar/Peltier: The motion was approved by unanimous consent.

AMENDED MOTION: I move to add Item 44, funding for the Groundwater Management Plan, in the amount of \$238,000 to the 2019 / 2020 budget.

Nassar/Peltier: The motion carried unanimously, 7-0.

AMENDED MOTION: I authorize Item 41, Greenhouse Gas Inventory, for spending this year.

Deets/Schneider: The motion was approved by unanimous consent.

Councilmembers named their top budget priority:

Mayor Medina: Item 43, Community Bulletin.
Councilmember Tirman - Add \$100,000 to Health and Human Services Funding, Item 35
Councilmember Schneider – Item 50, Islandwide Trails Study
Councilmember Nassar – Item 38, Kitsap Public Health
Councilmember Peltier – Item 45, Noxious Weed Removal
Councilmember Blossom – Item 1, Addition of 2 Police Officers
Deputy Mayor Deets - No additional items.

Council discussed the Friends of the Farms request.

MOTION: I move to fund the noxious weed removal for an additional \$90,000 a year.

Peltier/Tirman: The motion carried unanimously, 7-0.

MOTION: I move to add an island-wide trail study for \$75,000 to the 2019 / 2020 budget.

Schneider/Deets: Motion failed 3 – 4.

AYES: Ron Peltier, Joe Deets, Leslie Schneider
NOES: Sarah Blossom, Rasham Nassar, Matt Tirman, Kol Medina
ABSENT: None
ABSTAIN: None

MOTION: I move to add an additional \$100,000 to Item 35, Health and Human Services Funding.

Tirman/Blossom: Motion failed 1 – 6.

AYES: Matt Tirman
NOES: Sarah Blossom, Ron Peltier, Rasham Nassar, Joe Deets, Leslie Schneider, Kol Medina
ABSENT: None
ABSTAIN: None

MOTION: I move to include \$150,000 in 2019 and \$60,000 in 2020 in a communications bucket (to include Items 43, 42, and 63).

Medina/Nassar: The motion was approved by unanimous consent.

MOTION: I move to approve \$30,000 for Kitsap Public Health.

Deets/Nassar: The motion was approved by unanimous consent.

AMENDED MOTION: I move that we add one term-limited FTE dedicated to the affordable housing efforts in the Planning Department.

Blossom/Tirman: The motion was withdrawn.

MOTION: I move to allocate \$100,000 to implementing the goals and objectives of Affordable Housing Task Force recommendations with the intent that the \$100,000 comes from Item 37, Housing Trust Fund.

Tirman/Blossom: The motion carried unanimously, 7-0.

AMENDED MOTION: I move to end the budget discussions.

Nassar/Peltier: Motion carried 4 – 3.

AYES: Ron Peltier, Rasham Nassar, Matt Tirman, Leslie Schneider

NOES: Sarah Blossom, Joe Deets, Kol Medina

ABSENT: None

ABSTAIN: None

6) FOR THE GOOD OF THE ORDER

Councilmember Tirman proposed actions to address racial equity issues following a discussion with community members.

7) ADJOURNMENT

Mayor Medina adjourned the meeting at 8:57 p.m.

Kol Medina, Mayor

Christine Brown, City Clerk



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Interlocal Agreement with Kitsap Conservation District for Agricultural Technical Assistance and Services - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Interlocal Agreement

PROPOSED BY: Public Works

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

The City has contracted for many years with the Kitsap Conservation District for assistance and services in providing farm plans to meet the requirements of BIMC 18.09.030.

The current price and scope of work do not change in the coming two years.

FISCAL IMPACT:

Amount:	\$43,950.00 Annually through 2020.
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: Bainbridge Island currently has over 1400 acres of agriculture. The City currently lacks the technical expertise to adequately and effectively support farm uses. The City and the District share a common goal to promote best management practices to protect water quality, provide agricultural impacts, and support the use of low impact development practices. The City has contracted with the District for many years for assistance in providing “farm plans” to meet the requirements of BIMC 18.09.030.

Typical referrals include aid to property owners for assistance in farm and livestock waste and management plans generally associated with conditional use and/or building permits. The District also promotes cooperative solutions to landowners in regards to protecting surface water bodies from potential sources of contamination

caused by agricultural related land uses. A complete scope of work is included in the attached draft of the proposed ILA.

ATTACHMENTS:

[2019-2020 ILA with Kitsap Conservation District Regarding Agricultural Assistance, Support, and Conservation](#)

FISCAL DETAILS: Multi-Year: 2019 & 2020 @ \$43,950.00 each.

Fund Name(s): General Fund

Coding:

**2019-2020 Interlocal Agreement Between the
City of Bainbridge Island and the Kitsap Conservation District
Regarding Agricultural Assistance, Support, and Conservation**

THIS INTERLOCAL AGREEMENT (“Agreement”) is made and entered into by and between the City of Bainbridge Island, a Washington State municipal corporation (“City”) and the Kitsap Conservation District, a Washington State municipal corporation (“District”) pursuant to the Interlocal Cooperation Act, Chapter 39.34 RCW.

WHEREAS, there are currently approximately 1,424 acres of agriculture on Bainbridge Island; and

WHEREAS, the City is committed to preventing stormwater runoff pollution; and

WHEREAS, the District’s contribution of services assists the City in complying with its NPDES Municipal Stormwater Permit, implementing the Illicit Discharge Detection Elimination Program, and providing education and outreach on best management practices; and

WHEREAS, the District has the expertise and experience to provide Farm Plans to meet the requirements of BIMC 18.09.030 and provide assistance to agriculture and non-agriculture property owners regarding land management activities and their impacts on water quality; and

WHEREAS, the District is a non-regulatory agency and is not responsible for code compliance, but the District is experienced in working with “cooperating landowners” to complete required work; and

WHEREAS, the City and the District have a common goal to promote best management practices to protect water quality, provide education to land owners on agricultural impacts, and support the use of low impact development practices; and

WHEREAS, the City and the District desire to enter into an agreement and continue to work collaboratively in providing information and services to property owners that will protect water quality.

NOW, THEREFORE, in consideration of the mutual covenants herein contained, the City and the District agree as follows:

1. SERVICES BY DISTRICT

The District shall perform such duties and services as are described in the scope of work attached hereto as **Attachment A**. All services funded under this Agreement shall be provided exclusively within the boundaries of incorporated City of Bainbridge Island. The District shall furnish all services, labor, and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. PAYMENT

The City shall reimburse the District only for actual incurred costs upon presentation of a properly executed invoice in a form approved by the City. Costs shall be charged, and funds reimbursed, based upon cost categories as set forth in **Attachment A**.

The sum of the District's reimbursement requests during the duration of this Agreement shall not exceed Forty-Three Thousand Nine Hundred Fifty Dollars (\$43,950) per year. The District may exceed line item amounts, as established in **Attachment A**, in order to respond to the nature and number of requests received within a quarter. The anticipated (budgeted) and actual distribution of funds will be reported by the District quarterly and monitored by the City. Reimbursement requests shall be submitted once a quarter. The City reserves the right to withhold payments pending timely delivery of progress reports or documents as may be required under this Agreement. The City shall reimburse the District within sixty (60) days of receipt of a properly executed District invoice.

3. GENERAL ADMINISTRATION AND MANAGEMENT

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

The Chair of the Board of Supervisors for the Kitsap Conservation District, or his/her designee, shall represent the District in all matters pertaining to the services and materials to be rendered under this Agreement. All requirements of the City pertaining to the services or materials to be rendered under this Agreement shall be coordinated through the District's representative.

4. PROGRESS REPORTING

The District shall produce quarterly and year-end reports summarizing the work performed and evaluating the performance and results of the work performed pertaining to this Agreement.

Progress reports shall include, but are not limited to, the following information:

- a. Status of annual work plan.
- b. A description of work performed during the period and progress made to date, including monitoring data or performance indicators that reflect effectiveness of the program elements as set forth in **Attachment A**.
- c. A description of any adverse conditions that have affected the program objectives and/or time scheduled, and actions taken to resolve these issues.
- d. Progress reports shall be submitted as follows: For each year, quarterly reports are due the closest workday to April 15, July 15, and October 15. A year-end report is due January 15.

- e. The year-end report shall contain a summary of major accomplishments realized during the year. This report shall include, but not be limited to, photographs, slides, and any other graphics that would enhance the content and/or appearance of the report.

5. INSPECTION AND AUDIT

The District shall maintain all books, records, documents, and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the District shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts, and records if necessary to conduct or document an audit. The District shall preserve and make available all such books of account and records for a period of five (5) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the District shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

6. INDEPENDENT CONTRACTOR

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

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

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

7. NONDISCRIMINATION AND COMPLIANCE WITH LAWS

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

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

C. Violation of this Section 7 shall be a material breach of this Agreement and grounds for cancellation, termination, or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

8. TERM AND TERMINATION OF AGREEMENT

A. Once executed by both parties, this Agreement shall become effective on December 31, 2018, and shall continue in full force until December 31, 2020, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the District pursuant to this Agreement shall be submitted to the City, and the District shall be entitled to just and equitable compensation as set forth in Section 2 for any satisfactory work or services completed prior to the date of termination.

9. HOLD HARMLESS AND INDEMNIFICATION

A. The District agrees to protect, defend, indemnify, and hold harmless the City, its elected officials, officers, employees, agents, and volunteers from any and all claims, demands, losses, liens, liabilities, penalties, fines, lawsuits, and other proceedings and all judgments, awards, costs, and expenses (including reasonable attorneys' fees and disbursements) caused by or occurring by reason of any negligent act, error, or omission of the District, its officers, employees, or agents, arising out of or in connection with the performance or non-performance of the services, duties, and obligations required of the District under this Agreement.

B. In the event that the District and the City are both negligent, then the District's liability for indemnification of the City shall be limited to the contributory negligence for any resulting suits, actions, claims, liability, damages, judgments, costs, and expenses (including reasonable attorneys' fees and disbursements) that can be apportioned to the District, its officers, employees, and agents.

C. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the immunity of the District under Washington's Industrial Insurance Act, RCW Title 51, as respects the other party only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the employees of the District. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

D. The City's inspection or acceptance of any of the District's work when completed shall not be grounds to avoid any of these covenants of indemnification.

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

F. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

10. INSURANCE

The District shall maintain insurance as follows:

Commercial General Liability as described in Attachment B.

Professional Liability as described in Attachment B.

Automobile Liability as described in Attachment B.

None

The District shall comply with the provisions of RCW Title 51, Industrial Insurance. For the duration of this Agreement, the District shall provide or purchase industrial insurance coverage for its employees, as may be required of an "employer" as defined in Title 51 RCW and shall maintain full compliance with Title 51 RCW.

11. SUBLETTING OR ASSIGNING CONTRACT

The District shall not assign or subcontract any portion of the services provided within the terms of this Agreement without obtaining prior written approval from the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the District as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

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

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

14. FAIR MEANING

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

15. NON-WAIVER

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

16. NOTICES

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

To the City: City of Bainbridge Island
280 Madison Avenue North
Bainbridge Island, WA 98110
Attention: City Manager
Phone: (206) 842-2545

To the District: Kitsap Conservation District
10332 Central Valley Rd
Poulsbo, WA 98370
Attention: Chair of the Board of Supervisors
Phone: (360) 204-5529
Fax: (360) 204-5519

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

17. SURVIVAL

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

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

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

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

KITSAP CONSERVATION DISTRICT

CITY OF BAINBRIDGE ISLAND

Chair, Board of Supervisors

Morgan Smith, City Manager

Date: _____

Date: _____

ATTACHMENT A

Annual Scope of Work for Agricultural Technical Assistance Between the City of Bainbridge Island and the Kitsap Conservation District

PURPOSE

The City of Bainbridge Island (“City”) currently has over 1,400 acres of agricultural lands. Many of these farms are required to establish and implement farms plans in accordance with provisions in the City’s Municipal Code. The City and the Kitsap Conservation District (the “District”) share a common goal to promote best management practices (“BMPs”) to protect water quality, provide education to landowners on agricultural impacts, and support the use of low impact development practices. Well-designed conservation practices increase farm productivity while protecting water quality and reducing soil erosion. The District has the expertise and experience to provide Farm Plans to meet the requirements of BIMC 18.09.030 and to provide assistance on land management activities and their impacts on natural resources. In providing these services, the District assists with compliance of the City’s Municipal Permit, including assistance with the Illicit Discharge Detection Elimination Program and education/outreach.

The City and the District desire to enter into this Agreement and continue to work collaboratively in providing information and services to property owners.

SCOPE OF WORK

The District will partner with the City to develop and accomplish the following tasks:

- Task 1- Respond to referrals
- Task 2 - Education and outreach
- Task 3 - Develop resource management plans (farm plans)
- Task 4 - BMP Design
- Task 5 - BMP installation
- Task 6 - BMP inspection and maintenance
- Task 7 - Inventory
- Task 8 - Administration and reporting

TASK 1 - RESPOND TO REFERRALS

Objective: Respond to and address water quality and fish and wildlife related referrals from the City and the Kitsap Public Health District (KPHD).

Scope:

- 1.1 Respond to referrals from the City. Requests may be generated from: 1) conditional use permits; 2) building permit processes that require farm plans and/or livestock waste management plans; 3) sites which may impact sensitive land areas including but not limited to aquatic critical areas; 4) grading permits associated with farming activity; and 5) stormwater issues for fish passage and barrier problems on private land.
- 1.2 Respond to referrals from the City's Department of Planning and Community Development to assist in the review of Retail Plans under the category Agricultural Activity when: 1) livestock are raised and/or maintained on the property; 2) livestock waste is being utilized on property as a soil amendment; and 3) additional assurances for surface water protection are necessary for year-round agricultural activities.
- 1.3 Respond to water quality and solid waste complaints on Bainbridge Island referred by the KPHD. The referrals may be water quality complaints, or a solid waste enforcement action associated with agricultural activity.
- 1.4 Respond to water quality and solid waste complaints referred by the City's Water Resources Program. These may be water quality complaints, solid waste enforcement actions associated with agricultural activity, or findings of an Illicit Discharge Detection and Elimination (IDDE) investigation.

TASK 2 - EDUCATION AND OUTREACH

Objective: Promote public knowledge of local natural resources and fish habitat issues. Maintain a Conservation District agricultural and natural resource educational program.

Scope:

- 2.1 Maintain effective working relationships with local media and community groups on Bainbridge Island. Submit articles to Bainbridge Island media involving local conservation issues and actions being taken by the District. Participate in selected Bainbridge Island public events.
- 2.2 Maintain a mailing list of Bainbridge landowners interested in agriculture, natural resource conservation practices, and fish and wildlife habitat. Publish and distribute the District's newsletters to Bainbridge Island residents who are on the District's mailing list.
- 2.3 Inform landowners of rain garden workshops conducted throughout the county. Technical specifications will be made available to the public through the WSU rain garden specification manual, District engineering and design staff, and through online sources. The District will provide additional outreach opportunities through the District's Annual Tree Sale, newsletters, and social media.

- 2.4 The District will maintain a program offering District speakers, sponsoring special interest events, and accepting invitations to make community presentations. The District will coordinate the development and maintenance of this program with the City, KPHD, WSU Extension, and other existing educational programs.
- 2.5 Identify and/or recommend resources (websites, local and national agencies, nonprofit groups, etc.) that publish materials or documents the City could potentially utilize for education and IDDE associated with agriculture.

TASK 3 - DEVELOP RESOURCE MANAGEMENT PLANS (FARM PLANS)

Objective: Protect surface water bodies from potential sources of contamination caused by agricultural-related land use. Provide technical services to landowners. Promote cooperative solutions. Facilitate federal, state, and local incentive programs.

Scope:

- 3.1 Offer farm-planning services that inventory existing conditions, evaluate resource needs, and recommend alternative farm management practices that protect humans and the quality of soil, water, animals, plants, and air.
- 3.2 Encourage and offer assistance regarding the preservation and enhancement of fish and wildlife habitat as part of the District's technical services. The District will stay apprised of Clean Water Act and Endangered Species Act regulations, threats, and associated action recommendations that may affect City residents.
- 3.3 Provide nutrient management plans for crop farms when: 1) livestock waste is utilized for nutrient application purposes; 2) livestock waste is generated or transported to a crop farm and will be stored and/or composted on site for later land application; and 3) an opportunity exists to demonstrate or model to the public for education purposes the storage and utilization of livestock waste as a component of sustainable agricultural land use.
- 3.4 As directed by the Clean Water Act, Endangered Species Act, and Farm Bill, the District will facilitate all programs and coordinate efforts with the Farm Services Agency (FSA), Natural Resources Conservation Service (NRCS), and U.S. Fish & Wildlife Service, as well as with state agencies including the Conservation Commission, Department of Ecology, Washington Department of Fish & Wildlife (WDFW), and the Puget Sound Partnership for the benefit of agriculture.
- 3.5 Assist landowners with the application process for eligible incentive and cost-share programs. These programs may include land that is in agricultural use or land that emphasizes fish and wildlife habitat issues.
- 3.6 Provide landowners technical assistance for LID practice designs and installations.

TASK 4 - BMP DESIGN

Objective: Provide agronomic and engineering design services that support natural resource protection in City watersheds. Provide designs for BMPs that meet USDA Natural Resources Conservation Service standards and specifications. Develop alternative cost-effective BMPs that are suitable for a specific site's needs and the financial needs of landowners. Provide landowners with rain garden designs.

Scope:

- 4.1 Deliver a completed design package to Bainbridge Island landowners with appropriate construction and material specifications included. Staff will maintain a direct presence with construction, project coordination, and implementation.
- 4.2 When existing NRCS standards and specifications are beyond the scope of a particular project site, staff will seek and/or develop alternative designs. On a site-specific basis, the District will utilize alternative design providers and coordinate design efforts with City and local consulting engineers.

TASK 5 - BMP IMPLEMENTATION AND INSTALLATION

Objective: Improve water quality and fish and wildlife habitat in Bainbridge Island watersheds by facilitating and assisting with the implementation of BMPs. Provide technical services to cooperators for implementation of farm management practices and habitat enhancement efforts. Offer contracted and/or volunteer labor forces for installation of BMPs. Coordinate joint installation. Provide technical support for rain garden installation.

Scope:

- 5.1 Assist cooperating landowners with supplies and materials lists for implementation of agricultural best management practices and provide on-site project management to oversee installation.
- 5.2 Assist with the processing of cost-share reimbursement or other incentive program components.
- 5.3 Whenever funding is available, contract annually for work crews with the Department of Ecology's Washington Conservation Corp (WCC) for the City. Offer WCC crews to District and partner agency project sites on Bainbridge Island.
- 5.4 Coordinate volunteer labor for the implementation of planting projects with the City's Watershed Council, local schools, and community groups.
- 5.5 Seek partnerships with the WDFW, Regional Fisheries Enhancement groups, local tribes, and other local agencies and community groups to combine efforts for project implementation.

- 5.6 Assist cooperating landowners with supplies and materials lists for implementation of rain gardens and other Low Impact Development/Green Stormwater Solutions (LID/GSS) and, if necessary, provide on-site project management to oversee installation.

TASK 6 - BMP INSPECTION AND MAINTENANCE

Objective: Determine the operational effectiveness of BMPs on water quality and habitat within the City. Monitor the operation and maintenance of installed BMPs. Demonstrate BMPs.

Scope:

- 6.1 Evaluate individual farm and habitat BMPs for operational efficiency and ease of maintenance. Provide follow-up assistance to landowners. Encourage landowners to maintain and monitor farm and habitat BMPs for maximum efficiency and seek to meet landowner needs for solutions to maintenance problems.
- 6.2 Use projects as demonstration sites for other potential cooperators or agencies.

TASK 7 – INVENTORY

Objective: Address non-point pollution caused by inadequate agricultural management practices. Identify, prioritize, and map agriculturally related property within the City.

Scope:

- 7.1 Update the existing inventory of agricultural properties annually.
- 7.2 As part of the inventory process, District staff shall prioritize inventoried sites based on their potential to pollute. Criteria include livestock proximity to surface water, livestock waste management, pasture condition, and other visual assessments. The District will follow-up with technical assistance services based on the prioritization. The District's priority list will be reevaluated annually.
- 7.3 Inventoried and prioritized properties will be entered into a GIS database based on the parcel's tax identification number. The database entries will be updated annually. The District will produce a GIS map, updated as necessary.
- 7.4 The District will provide an overlay of agricultural properties as well as fish barrier sites on a habitat refugia map based on the Kitsap County Fish Habitat Refugia Study.

TASK 8 - ADMINISTRATION AND REPORTING

Objective: To provide project management, including communication, submit billing invoices, and submit annual and progress reports.

Scope:

- 8.1 Project management efforts shall include conducting, coordinating, and scheduling project activities, including quality control.
- 8.2 Communication with the City shall be through email, consultation meetings, and phone discussions.
- 8.3 Billing invoices, progress reports, and supportive documentation shall be submitted to the City’s Project Manager on a quarterly basis.
- 8.4 The District shall maintain all records throughout the duration of the Agreement and archive those records for an additional five years for audit purposes.

Program Breakout	Proposed Budget
Planner Budget	\$30,000.00
Fiscal Administration	\$1,000.00
WA Conservation Crew, Equipment rental	\$5,000.00
Travel	\$200.00
Overhead	\$7,750.00
Total	\$43,950.00

ATTACHMENT B

Based on the types of insurance identified in Section 10 of the Agreement, the following insurance coverage shall be maintained by the District pursuant to this Agreement:

Insurance against claims for injuries to persons or damage to property arising out of or in connection with the performance of this Agreement by the District, its officers, employees, and agents:

- A. Automobile Liability Insurance with limits no less than \$ 1,000,000.00 combined single limit per accident for bodily injury and property damage.

- B. Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury, and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

Before commencing work and services, the District shall provide to the person identified in Section 16 of the Agreement a Certificate of Insurance evidencing the required insurance. The City reserves the right to request and receive a certified copy of all required insurance policies.

Any payment of a deductible or self-insured retention shall be the sole responsibility of the District. The City shall be named as an additional insured on the Commercial General Liability Insurance Policy, with regard to work and services performed by or on behalf of the District, and a copy of the endorsement naming the City as an additional insured shall be attached to the Certificate of Insurance.

The insurance policies: (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to the City; and (3) shall state that the City will be given at least 30 days' prior written notice of any cancellation, suspension, or material change in coverage.



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: Roadside Mower Purchase - Public Works,

STRATEGIC PRIORITY: Reliable Infrastructure and Connected Mobility

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Contract

PROPOSED BY: Public Works

RECOMMENDED MOTION:

Approve with Consent Agenda.

SUMMARY:

The Capital Improvement Plan budgeted \$197,000 for a roadside mower in 2018. Staff proposes to purchase a John Deere roadside tractor and Alamo Maverick boom mower attachment in the combined amount of \$175,151.76.

FISCAL IMPACT:

Amount:	\$175,151.76
Ongoing Cost:	
One-Time Cost:	
Included in Current Budget?	Yes

BACKGROUND: The Capital Improvement Plan budgeted \$197,000 for a roadside mower in 2018. Staff proposes to purchase a John Deere roadside tractor and Alamo Maverick boom mower attachment using the Washington State Department of Enterprise Services contract number 10212 in the combined amount of \$175,151.76.

City staff has determined that a John Deere 6110M tractor with the Alamo Maverick boom attachment is the best fit for the City's roadside vegetation program.

ATTACHMENTS:

FISCAL DETAILS: Note: CIP shows two funds: Streets & SSWM

Fund Name(s): Streets Fund

Coding:



ALL PURCHASE ORDERS MUST BE MADE OUT TO (VENDOR):

Deere & Company
2000 John Deere Run
Cary, NC 27513
FED ID: 36-2382580; DUNS#: 60-7690989

ALL PURCHASE ORDERS MUST BE SENT TO DELIVERING DEALER:

Washington Tractor, Inc.
20054 Viking Ave Nw
Poulsbo, WA 98370
360-930-0095
poulsbo@washingtontractor.org

Quote Summary

Prepared For:

City Of Bainbridge Island Transportation & Facilities
7305 Ne Hidden Cove Rd
Bainbridge Is, WA 98110
Business: 206-842-1212

Delivering Dealer:

Washington Tractor, Inc.
Chris-s0826 Lee
20054 Viking Ave Nw
Poulsbo, WA 98370
Phone: 360-930-0095
clee@washingtontractor.com

Quote ID: 18190943

Created On: 17 September 2018

Last Modified On: 17 September 2018

Expiration Date: 29 September 2018

Equipment Summary	Selling Price	Qty	Extended
JOHN DEERE 6110M Cab Tractor	\$ 85,846.04 X	1 =	\$ 85,846.04
Contract: WA Lawn and Grounds 10212 (PG 4S CG 22)			
Price Effective Date: November 13, 2017			
Equipment Total			\$ 85,846.04

* Includes Fees and Non-contract items

Quote Summary

Equipment Total	\$ 85,846.04
Trade In	
SubTotal	\$ 85,846.04
Sales Tax - (9.00%)	\$ 7,726.14
Est. Service	\$ 0.00
Agreement Tax	
Total	\$ 93,572.18
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 93,572.18

Salesperson : X _____

Accepted By : X _____



Quote Summary

Prepared For:

City Of Bainbridge Island Transportation & Facilities
7305 Ne Hidden Cove Rd
Bainbridge Is, WA 98110
Business: 206-842-1212

Prepared By:

Washington Tractor, Inc.
Chris-s0826 Lee
Washington Tractor, Inc.
20054 Viking Ave Nw
Poulsbo, WA 98370
Phone: 360-930-0095
clee@washingtontactor.com

Quote Id: 18192811

Created On: 17 September 2018

Last Modified On: 17 September 2018

Expiration Date: 29 September 2018

Equipment Summary	Selling Price	Qty	Extended
2018 ALAMO MAVERICK Contract: Alamo Corporation (PG YJ CG 34) Price Effective Date:	\$ 58,734.45 X	1 =	\$ 58,734.45
2018 ALAMO 50" ROTARY CUTTER Contract: Alamo Corporation (PG YJ CG 34) Price Effective Date:	\$ 16,109.20 X	1 =	\$ 16,109.20
Equipment Total			\$ 74,843.65

* Includes Fees and Non-contract items

Quote Summary	
Equipment Total	\$ 74,843.65
SubTotal	\$ 74,843.65
Sales Tax - (9.00%)	\$ 6,735.93
Est. Service Agreement Tax	\$ 0.00
Total	\$ 81,579.58
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	\$ 81,579.58

Salesperson : X _____

Accepted By : X _____



CITY OF
BAINBRIDGE ISLAND

City Council Regular Business Meeting Agenda Bill

MEETING DATE: November 13, 2018

ESTIMATED TIME: 5 Minutes

AGENDA ITEM: (9:50 PM) Committee Reports,

STRATEGIC PRIORITY: Good Governance

PRIORITY BASED BUDGETING PROGRAM:

AGENDA CATEGORY: Discussion

PROPOSED BY: City Council

RECOMMENDED MOTION:

Information only.

SUMMARY:

Review of recent committee reports.

FISCAL IMPACT:

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

BACKGROUND:

ATTACHMENTS:

[Environmental Technical Advisory Committee June 21, 2018 Minutes](#)

[Environmental Technical Advisory Committee October 18, 2018 Minutes](#)

[Lodging Tax Advisory Committee October 8, 2018 Minutes](#)

[Marine Access Committee October 6, 2018 Minutes](#)

[Multi-Modal Transportation Advisory Committee October 18, 2018 Minutes](#)

[Utility Advisory Committee October 3, 2018 Minutes](#)

FISCAL DETAILS:

Fund Name(s):

Coding:



CITY OF
BAINBRIDGE ISLAND

ENVIRONMENTAL TECHNICAL ADVISORY COMMITTEE
THURSDAY, JUNE 21, 2018
MAP ROOM
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

MINUTES

1. CALL TO ORDER / ROLL CALL / ACCEPT OR MODIFY AGENDA / CONFLICT OF INTEREST DISCLOSURE 3:12 PM

CHAIR: FRANK GREMSE

MEMBERS: JASON FLOWERS CHARLIE KRATZER
DYLAN FRAZER KARL SHEARER

PUBLIC: MELANIE KEENAN

2. APPROVAL OF MINUTES – JUNE 1, 2018

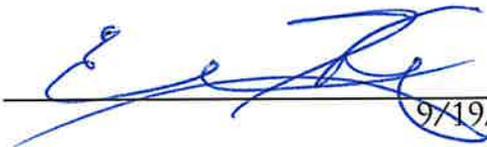
3. DISCUSSION OF COMMITTEE PROCESS – ALL

4. DISCUSSION OF POTENTIAL COMMITTEE CHANGES – ALL

5. DISCUSSION OF GROUND WATER MANAGEMENT PLAN REPORT SECTIONS – ALL

6. PUBLIC COMMENT

7. ADJOURNMENT 4:45 PM


9/19/18

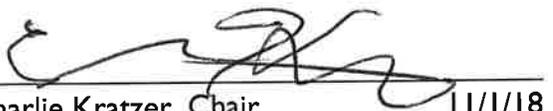


CITY OF
BAINBRIDGE ISLAND

ENVIRONMENTAL TECHNICAL ADVISORY COMMITTEE
THURSDAY, OCTOBER 18, 2018
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

-
- There was a discussion of a special meeting in early November to vote on the plan. This is due to a concern with the timing of the city's budget process, and the need to include funds for the plan in this budget process.
 - There was a discussion on the necessity of a liaison at the city, to work on and guide consultants on a pending GWMP. Concern was expressed that if the Water Resources Specialist position was terminated there would be nobody to fill that role.

Meeting adjourned about 5:00 PM.


Charlie Kratzer, Chair 11/1/18



CITY OF
BAINBRIDGE ISLAND

LODGING TAX ADVISORY COMMITTEE
MONDAY, OCTOBER 8, 2018
CITY HALL
COUNCIL CHAMBERS
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

MINUTES

John
The meeting was called to order at 6:00 PM. LTAC members Susie Burdick, Dominique Cantwell, Nancy Fortner, and Tom Dinsmore were present as was Councilmember/Chair Matthew Tirman and Councilmember/Vice-Chair Rasham Nassar.

The following organizations provided a presentation describing their project and requested funding:

Arts & Humanities: Operations – Artsopolis Community Platform (\$27,000)

BI Chamber of Commerce – Advertising, Marketing & Visitor Information Center (\$85,483)

BI Chamber of Commerce/BI Downtown – Tourism Marketing for Wayfinding Signage Program (\$2,500)

BI Downtown Association – Tourism Marketing and Marketing/Operations for Special Events (\$72,885)

BI History Museum – Operations “Free the Museum” (\$21,000)

BI Museum of Art – Marketing Special Events “Celebration of Artists’ Books (\$20,000)

BI Lodging Association – Tourism Marketing and Marketing/Operations for Special Events (\$69,500)

BI Winery Alliance – Tourism Marketing and Marketing/Operations for Special Events \$(23,650)

North Kitsap Tourism Coalition – Tourism Marketing and Video Production (\$10,000)

Visit Kitsap Peninsula – Tourism Marketing (\$18,000)

Following each presentation, questions were posed by committee members.

Due to a miscommunication, Bainbridge Arts & Crafts will make their presentation at the next meeting on Wednesday, October 17, 2018.

The meeting adjourned at approximately 7:15 PM.



Matthew Tirman, Chair 10/17/18



**MARINE ACCESS COMMITTEE
SPECIAL MEETING/RETREAT MINUTES
OCTOBER 6, 2018**

The meeting was **CALLED TO ORDER** at 5:38 PM by Co-Chair Anthony Oddo. Minutes were recorded by Frank Ostrander. In attendance were Committee Members Fred Grimm, Peter Hill, Anthony Oddo, and Frank Ostrander. Council Liaison Ron Peltier was absent. The following members of City Staff were in attendance:

- Tami Allen, Harbormaster
- Officer Ben Sias, BI Police Department
- Aaron Claiborne, COBI Public Works Department

Members of the public present to make public comment are listed below under the relevant agenda item.

No **CONFLICTS** were reported.

A **motion** was made (Hill) and seconded (Ostrander) to approve the **MINUTES** of the Regular Marine Access Committee Meetings on June 11, July 29, and September 10. The minutes were approved unanimously without modifications or objections.

The following matters were discussed:

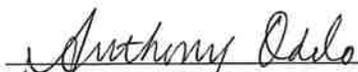
Rich Seubert reported on the possible addition of a small float at the city dock to facilitate dinghy use. This project may be combined with improvements for the launching of rowing shells from the dock.

Dave Kirchner led a discussion of the adequacy of mooring fees at the dock. No action was taken by the MAC as this item was discussed during the September meeting. The Committee encouraged Dave to review the minutes from the past meeting and the discussion with Mark Leese.

Harbormaster Tami Allen and Aaron Claiborne reported on the progress being made on the open water marina. The City has increased public notice of the opportunity to apply for moorage by improvements to the city website and a press release. So far four applications have been received in advance of the November 15 deadline. The city staff is in the process of obtaining permits and design work on reconfiguring the buoy locations to increase the capacity of the open water marina from the current 14 to the 17 boats approved by the city council. The city staff expects to have completed designs by February 4. There followed a discussion of what if any further role the MAC may have regarding the open water marina. Co-Chair Oddo will discuss this issue with the City Manager. (Note: during the discussion, Rich Seubert opined that he believed that Co-Chair Oddo's membership in the rowing team created a conflict of interest because the rowing team had filed a complaint. This is not accurate as no complaint has been filed. No other member supported this position.)

Eric Kortum then led a discussion regarding the possibility of preserving the WSDOT ferry Klayowya (which is scheduled to be auctioned in the near future) as a museum/restaurant. No action was taken by the MAC, but Co-Chair Oddo did recommend that Eric contact Bainbridge Island's state representatives/senator to possibly secure funding.

The meeting adjourned at 6:48 p.m.



Anthony Oddo, Co-Chair, November 7, 2018
ANTHONY


Peter Hill, Co-Chair, November 7, 2018



CITY OF
BAINBRIDGE ISLAND

MULTI-MODAL TRANSPORTATION
ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, AUGUST 8, 2018
CITY HALL
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

Minutes

Attendees: Committee members Demi Allen, Don Willott, Robert Shulock, Shannon Glass, Erin Thomasson; Lee Cross (Parks Board Liaison); Chris Hammer (City Staff); Public –Owners of CKCB Madison Avenue Development; Consultants - Mike Horton and staff engineer from Skilling Connolly and staff engineer from Transportation Solutions.

The Committee opened by approving the minutes of the July 2018 meeting, with several corrections from the members.

Public Comment:

- An email received from David Burnett was noted. The Committee discussed the process/policy for responding to citizen inquiries. The Committee agreed to place the item on the fall retreat agenda.
- The owners of CKCB Madison Avenue Development (Parcel B of the City of Winslow Short Plat W-46) told the Committee that they respect the work of COBI advisory committees including that of the MTAC, that they recognize that the MTAC does not necessarily have control over when they review, and that our recommendations for easements to accommodate a segment of the Waterfront Trail and access to the shore were just that – recommendations.

However, they were of the opinion that our recommendations did not come at an opportune time, i.e. easements should have been addressed much earlier, as the 2-year design process is done and is soon going to the Design Commission. They also stated that the recommended 20% easement eliminates 30% of what is planned – potentially making the development unprofitable.

Engineer Report & Updates:

- Chris Hammer briefly reported on the Arterial Speed Limit Review, the One-Way Street Conversion Analysis and the Proposed 20 MPH Streets in Winslow. All to be discussed more fully at the September meeting.
- Chris Hammer and the staff from Skilling's Connolly and Transportation Solutions discussed with the Committee the proposed improvements at Sportsman Club and New Brooklyn roads. Roundabouts were deemed the best solution to meet project criteria and goals and three conceptual roundabout layouts were presented. Other designs that were investigated included improved versions of the existing intersection and signalized intersections. The roundabout options shown varied in size, orientation of the approach roadways and location. Project goals included safety improvement and increased mobility for all modes of transportation. It is still early times in the study, but the discussion favored option 3 which had the largest diameter circle, less cut and fill and minimum tree removal.



CITY OF
BAINBRIDGE ISLAND

MULTI-MODAL TRANSPORTATION
ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, AUGUST 8, 2018
CITY HALL
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

Development Review Requests:

Shannon Glass did not believe that a review by the Committee of the Eagle Harbor Condos Building Renovation was necessary.

Committee Discussions:

Chris Hammer requested an endorsement by the Committee of the Sound to Olympics (STO) Trail Corridor Sketch Summary Final Draft. There was discussion of possible changes to the Final Draft to reflect changes since it was draft, but the Committee chose not to do that. A majority of the members present thought it best to “accept” rather than “endorse” the Final Draft. The rewording of “endorse” to “accept” will be presented at the September meeting. Chris was instructed to make some “editorial revisions” and finalize the document for acceptance.


Lief Horwitz, Chair

10/10/18
10/10/18



CITY OF
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE
SPECIAL MEETING
WEDNESDAY, OCTOBER 3, 2018
CITY HALL
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

Minutes

Committee Members present: Andy Maron, Jeff Kanter, co-chairs.
Ted Jones, Nancy Nolan, Charlie Averill, Steve Johnson. Absent: Emily Sato

Council Liaison: Rasham Nassar

Also present: Barry Loveless, COBI Director of Public Works; Chris Gonzales of FCS Group; Robert Dashiell.

Called to order at 5:00 p.m. by Jeff Kanter, co-chair.

Minutes: Sept. 12 meeting were approved.

Public Comment: Robert Dashiell commented on two items on the draft CIP. At two locations, the CIP includes proposed drainage work that, he suggested, may not be necessary, or might be done at lower cost. One location is in connection with a bike lane at Head of the Bay, which he indicated is not related to any blockage to the stream. The other location is at Blakely Creek, where other obstructions limit fish access.

Water & Sewer Rate Structure: Chris Gonzales continued the presentation of Water & Sewer Rate Study information, providing more information about the Cost of Service for the sewer utility. In general, the figures indicated that residential users are paying more than their appropriate share of costs, while non-residential users are paying less. There was discussion of phasing in rate changes, with a three-year adjustment period to be considered. There also was interest in seeing the combined impact of water and sewer rates on customers.

Memo regarding Water and Sewer Rate Study: Discussion of the draft memo to Council with recommendations regarding the water and sewer rate study. Consensus was to emphasize the recommendation to update System Participation Fees promptly, as the analysis has been completed and the fees have been too low for many years. This can be done while review of the water and sewer rates is still in progress. Chris will prepare a finished version of the SPF recommendation for the UAC's review Oct. 10, while Andy and Jeff will work on revision of the memo, also for Oct. 10 review.

Capital Improvements Plan: CIP will be going before the City Council soon. It will be scheduled as an agenda item for the Oct. 10 UAC meeting, to allow the UAC to determine if it has recommendations for the Council.

Tour of City Facilities: Discussion of when to schedule a tour of city public works facilities, for the benefit of UAC members and City Council members who are not familiar with the facilities. Two tours tentatively scheduled for Saturday, Oct. 20, and Thursday, Nov. 1. The Thursday tour would begin in mid-afternoon to accommodate participants' work schedules.

Adjournment: 6:50 p.m.

The next UAC meeting is October 10th.


Andrew Maron and Jeff Kanter, Co-Chairs



CITY OF
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, OCTOBER 10, 2018
CITY HALL
BAINBRIDGE ISLAND, WA 98110

Minutes

The meeting was called to order by Co-Chair Andy Maron at 5 p.m.

Committee members present: Charles Averill, Steve Johnson, Ted Jones, Jeff Kanter, Andy Maron, Nancy Nolan, and Emily Sato.

Also present: Public Works Director Barry Loveless, and Council Liaison Rasham Nassar, Chris Gonzalez FCS Group by teleconference

No public comment.

Tour of City Utilities: The tour will be on Saturday October 20 from 9 am to noon. All of the City Council members (minus Sarah Blossom) are going. UAC members Emily Sato and Steve Johnson may attend as well. Charlie and Ted will not be in town on the 20th. Andy will check in with City Council about a possible 2nd date.

Rate Study. SPFs (System Participation Fees): Chris Gonzalez by teleconference call summarized his water and sewer SPF update report dated October 2018.

The committee discussed the exclusion of donations and grants from the calculation of the City costs for the utilities, and that CIP projects for the next six years are included in the calculations for SPFs. A State statute applicable to water/sewer district allows for up to 10 years. CoBI does not currently have a 10-year CIP. It was concluded that it is inconsistent with current industry standards to not deduct for donated assets.

The committee asked that an * be added to page 8 exhibit 6 of the report that notes that South Island Sewer customers are paying approximately \$10,000 to ~~KPUD~~ for collection fees.

Commercial accounts are defined as everything that isn't single family or multifamily. There was discussion about how actual fire protection requirements affect the numbers and a request that other city comparables be included as part of the presentation of the report. The committee and the consultant agreed that any changes during the council's consideration of the CIP will affect the final recommended numbers for water and sewer rates. A request was made that a "simplistic table" showing cost v. denominator be included on page 2 under Methodology.

CIP Discussion: Water and sewer system plans were done by the city in 2015 and 2016, and the proposed CIP is derived from those plans. More in depth design development and engineering studies were then done on some projects. Sewer projects on New Brooklyn have been started, the projects in Lower Lovell and Sunday Cove have not been started, but have been presented at length to the UAC earlier in the year by Gray and Osborn. There have been sewer spills down there. Public Works has an annual \$30,000 to \$40,000 program that jets out and does maintenance on the lines. The committee asked whether the projects could be postponed until the treatment plant bond issue has been paid off and Barry advised that postponing is risky due to a possibility of failure and the desire to reduce the maintenance costs. The committee moved to advise City Council that the UAC has reviewed the Public Works Department's pending CIPs for water and sewer, and have no objections as presented.

SPF Memorandum: Andy and Jeff will draft the recommended revisions for the next meeting. Chris will prepare a new SPF report. Public Works will review next steps with FCS Group.

Meeting adjourned at 7:00 p.m.

The next UAC meeting is October 24th.


Andrew Maron and Jeff Kanter, Co-Chairs