



**REGULAR CITY COUNCIL MEETING  
WEDNESDAY, JANUARY 23, 2013**

**LOCATION: BAINBRIDGE ISLAND CITY HALL  
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON**

**AGENDA**

**Action**

**1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE**

**7:00 PM**

**Mayor:** Steven Bonkowski

**Councilmembers:** Anne Blair                      Debbi Lester  
Sarah Blossom                      Bob Scales  
Kirsten Hytopoulos                      David Ward

**2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**

**7:05 PM**

**3. PUBLIC COMMENT**

**7:10 PM**

**4. PRESENTATION**

**7:20 PM**      **A.** 2012 Annual Report – Civil Service Commission

Information Only

**7:30 PM**      **B.** Comparison of Proposals for Outsourced Management of City's Water Utility –  
Utility Advisory Committee

Information Only

**5. STAFF INTENSIVE**

**8:00 PM**      **A.** Amendment to Interlocal Agreement Regarding Emergency Communications  
and Other Services, AB 13-010 – City Manager Schulze

Consider Approval

**6. ORDINANCES 1<sup>ST</sup>/2<sup>ND</sup> READING**

**8:10 PM**      Ordinance No 2013-01, Relating to the Schedule for Regular Meetings and  
Amending BIMC Section 2.04.030, AB 13-009 – City Manager Schulze

Receive Public  
Comment/Consider  
Approval

**7. COUNCIL DISCUSSION**

**8:20 PM**      **A.** Proclaiming Saturday, February 2, 2013 as “*Reverend Doctor Martin Luther King, Jr.  
Memorial Sing Out and Pat Wright and Total Experience Gospel Choir Appreciation  
Day*”, AB 13-005 – Councilmember Lester

Consider Approval

**8:30 PM**      **B.** Proclaiming Tuesday, January 29, 2013 as “*Ready, Set, Go! 5210 Kitsap: Obesity  
Prevention Day*”, AB 13-008 – Councilmember Blossom

Consider Approval

**8:35 PM**      **C.** Resolution No. 2013-02, Supporting Kitsap County Board of County Commissioners  
Enactment of a Sales and Use Tax for Mental Health Treatment and/or Chemical  
Dependency Treatment Programs and Services, AB 13-004 – Councilmember Blair

Consider Approval

**8:45 PM**      **D.** Resolution No. 2013-03, Supporting the Reinstatement of the Federal Assault Weapons  
Ban and the Enactment of a Federal Ban on Ammunition Clips in Excess of Ten Rounds  
and Supporting State and Federal Legislation to Address Known Deficiencies in the  
Regulation of Gun Sales, AB 13-007 – Councilmember Hytopoulos

Consider Approval

**9:05 PM**      **E.** Regional Mayors' Letter of Support for Increased Transportation Funding, AB 13-007  
– Councilmember Lester

Consider Approval

Times listed on this agenda are approximate. Public comment may be limited to allow time for Council to deliberate.



Americans with Disabilities Act (ADA) accommodations provided upon request. Those requiring special accommodations, please contact the City Clerk at 206-842-2545 ([cityclerk@bainbridgewa.gov](mailto:cityclerk@bainbridgewa.gov)) by noon on the day preceding the Meeting.

**8. CONSENT AGENDA**

- 9:15 PM**     **A.** Accounts Payable Voucher and Payroll Approval  
                 **B.** Special City Council Meeting/Retreat Minutes, January 6, 2013

Consider Approval  
Consider Approval

**9. REGIONAL COMMITTEE REPORTS**

**9:20 PM**

- Transportation Legislative Initiative – Mayor Bonkowski

Update

**10. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS**

**9:30 PM**

**11. FOR THE GOOD OF THE ORDER**

**9:40 PM**

**12. ADJOURNMENT**

**9:50 PM**



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## CITY OF BAINBRIDGE ISLAND

### ***MEMORANDUM***

**TO:** City Council  
**FROM:** Bruce P. Weiland, Chair, on behalf of the Civil Service Commission  
**DATE:** January 18, 2013  
**RE:** 2012 Year-End Report

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Thank you for providing this opportunity to present the 2012 Year-End Report from the Bainbridge Island Civil Service Commission. The Civil Service Commissioners (William Foster, Robert Killian, Steve Lakich, Lynda McMaken and myself) appreciate the opportunity to serve Bainbridge Island in this capacity.

As you may remember, the 2011 calendar year ended with the resignations of all three of the then-sitting Civil Service Commissioners amid significant discord and public criticism. All five of the current commissioners joined the Commission at the same time, as of January 1, 2012. Simultaneously, Kate Brown, from the City staff, also assumed a new role for her as Secretary/Chief Examiner for the Commission.

We started 2012 with a shared set of goals. First, we were committed to carefully following our legal obligations – under the Civil Service statute, the City Code, and the Open Public Meetings Act. Second, we resolved to conduct our business without the unnecessary strife and drama of the past. Finally, we hoped to rebuild relationships with interested members of the public. We feel we have succeeded in all of these goals.

As a group, we have worked together cooperatively and have achieved consensus on almost all issues. It has been a pleasure to serve with my fellow Commissioners. We have strived to be maximally transparent in our work and always to be open to participation and input from the public. Complying with the Open Public Meetings Act is obviously the minimum requirement. In addition, we have tried affirmatively to reach out to interested residents, including some past critics. We believe we have made significant progress toward rebuilding the public's confidence in the Commission.

As you know, our primary responsibility is to oversee written and oral examinations of candidates for civil service positions in our Police Department. As a matter of state law, all new civil service applicants must be approved through the Commission processes before they continue on with further vetting through the Police Department hiring regimen. We started the year with two open officer positions -- which, in a small department like ours, creates significant burdens for the rest of the officers. Accordingly, our first task was to quickly schedule the examinations needed to re-stock the list of eligible candidates from which to fill those positions. Between the Commission's work, and the extensive interviews, testing and background investigations conducted by the Police Department, we are confident that the selection process currently in place at the Police Department applies appropriately rigorous standards to all police applicants.

During 2012, we facilitated interviews of 14 entry level and 10 lateral police officer applicants, resulting in the hiring of two excellent new officers. Currently, seven additional candidates have been examined and certified to the Police Chief for consideration for the two additional positions that opened up during the year. It is expected that more vacancies will occur in 2013, so finding and certifying the best applicants to the Police Department will continue to be the main focus of the Commission's work.

Over the past year, the Commission has met 19 times. Our meeting schedule in the first few months was particularly busy as we spent considerable time learning about the testing and hiring processes, recordkeeping procedures and Commission practices, and the requirements of the Civil Service statutes, City ordinances, the City ethics requirements, the Open Public Meetings Act, and the Public Records Act. We also have reviewed and revised a number of Commission practices and policies, including our oral interview questions and procedures, our scoring standards and practices, and the key disqualifying factors for police hiring.

A third major challenge for the Commission has been a comprehensive review and revision to the Civil Service Rules that guide all Commission activities, including consideration of significant comments from the public and the Police Guild. Our amended and restated Civil Service Rules are now posted on the Commission's webpage. As revised, the Rules are now (we believe) in compliance with applicable law and consistent with best practices. In addition, through Rules revisions, we have tried to address many of the key issues that were the subject of the public controversy in 2011.

Finally, in collaboration with the Police Guild and the Police Department, we have embarked on a comprehensive review of the civil service job classifications. We hope, through this process, to update and improve the job descriptions and selection standards for police officers. We expect that this task will be a significant part of our work in 2013 – at the same time that we continue to interview and examine candidates for referral to the Police Department for possible hiring.

Throughout the year, we received inquiries from 18 citizens with a desire to participate in our oral interview process. Seven of those citizen-applicants were selected and served on all-day interview panels – some of them over multiple days. We want to give a special thanks to our citizen volunteers: Bill Edwards, Kim Hendrickson, Bob Morrow, Rich Mancuso, Liz Murray, Kathy Dunn, and Leon Robert.

We also want to sincerely thank the police officers who also sat on the oral interview panels: Lieutenant Bob Day, Officer Steve Cain, and Detective Mike Tovar from the BI Police Department, and Deputy Chief Robert Wright and Sergeant Howard Leeming, from the Poulsbo Police Department. We continue to believe that the most effective interview panels combine both citizen and police volunteers.

Recently Commissioner Steve Lakich resigned from the Commission for personal reasons. We thank Steve for his good work during the past year, and we wish him all the best for the future. We have rotated our officer positions on the Commission for the upcoming year. For 2013, Rob Killian will be Chair and William Foster will be Vice-Chair. I thank them both for stepping up to these leadership roles. We also want to acknowledge the valuable help of former City Attorney Will Patton, who attended virtually every meeting and provided a thoughtful legal perspective during our discussions.

Finally, we need to give recognition to Kate Brown, who enthusiastically stepped up to a brand new set of duties as our Secretary/Chief Examiner. This new assignment for Kate was made further challenging by the need to educate and work with five new Commissioners, and by the fact that the Secretary/Chief Examiner role had been a focal point of controversy in the past. Simply stated, Kate has done an outstanding job. She has performed with intelligence, attention to detail, and commitment to the law -- and always with warmth and good humor. In an opinionated place like Bainbridge, where we often hear harsh (and often unfair) criticism of City staff, it is my pleasure to acknowledge Kate's commitment to excellence and service.

Thanks again to the members of the City Council for appointing us to the Commission. We look forward to an even more successful and productive year in 2013. In the future, we hope that you will all feel free to attend a Commission meeting and see what we do first hand, or call any of us if you have any questions or suggestions.

## **Utility Advisory Committee (UAC)**

**January 21, 2013 - Report to Council**

**Providing evaluation, comparison and contrast of the three proposals  
received in response to the Sept 12, 2012 Water Utility Management, RFP.**

### **BACKGROUND (2010-2012)**

City Council discussions regarding the management, operation and ownership of the City's water and sewer utilities have been ongoing on since 2010. Most recently, City Council discussions in August 2012 centered on contracting out management of the water utility. The Council passed a motion on August 15, 2012 directing City Staff to issue an RFP for management of the water utility. The culmination of that directive was the September 12, 2012 Water Utility Management RFP.

On or before the required submission date of October 12, 2012 the City received three responses to that solicitation. The City's internal evaluation of the responses was scheduled for October 2012, with a presentation to the Public, City Council and City Staff in November 2012. The November 14, 2012 Council Agenda allocated time for Staff's Response to the RFP for Management of Water Utility. Staff's associated presentation was limited to comment that the City had received 3 responses and that "The administration will assess each proposal, develop an estimate of net budget impact, identify and quantify other impacts and then provide a briefing for City Council". On November 19, 2012 Council passed a second motion, directing the Utility Advisory Committee (UAC) to independently evaluate, compare and contrast the three water system management proposals.

### **UAC PROCESS OVERVIEW**

The UAC initiated discussion of this subject in early December and started our analysis by reviewing the RFP and the various aspects of the individual responses and later formulating a set of questions for items requiring further clarification. We also found one of the three proposals to be nonresponsive to the RFP concurrent to that initial review, details of the basis of that determination are contained within this report. We submitted questions drafted for clarification to the remaining individual RFP respondents on December 14<sup>th</sup>, received individual responses on December 21<sup>st</sup>, and forwarded those responses to the City Manager and Deputy City Manager for their further information that same day. We resumed discussions at regular and supplemental meetings on January 2<sup>nd</sup>, 10<sup>th</sup>, and held a joint meeting of the UAC and City Staff to share our individual assumptions and conclusions regarding the RFP, the RFP responses, associated Scope of Services and rankings on January 14, 2013. The information included herein is the culmination of those activities. We have also attached many of the reference documents and resources used to draw our conclusions which were instrumental to our analysis and the comments contained herein.

RFP responses were received from the following three parties:

- Kitsap Public Utility District (KPUD), a nonprofit municipal corporation providing water utility service, satellite system management, and designated lead agency for countywide technical,

managerial, financial, operational, and support services for Kitsap's regional water resource planning. KPUD's operations headquarters are located in Poulsbo, WA.

- Northwest Water Systems (NWS), a private for profit management consulting company. NWS's operations headquarters are located in Port Orchard, WA.
- Washington Water Service Company (WWSC), a private for profit investor owned water utility, and subsidiary of California Water Service Group, that owns and operates their own utilities as well as providing satellite system management services. WWSC's operation headquarters are located in Gig Harbor, WA.

Of the three we dismissed the Northwest Water Systems (NWS) proposal for the following reasons:

- The proposal is not responsive to the Scope of Services as identified in the RFP.
- The proposal does not assume the operations and management responsibilities of the utility but adds another layer of supervision/overhead to the City Water Utility.
- The activities included in the NWS proposal are redundant to those efforts and conclusions provided in the 2011 Utility Business Advisers Report.
- The proposal is a cost-plus contract which is not conducive to analysis of comparative costs.

## **ANALYSIS OF THE KPUD & WWSC PROPOSALS**

The KPUD and WWSC proposals have distinctively different approaches. The WWSC proposal offers to perform limited services under a Satellite System Management (SSM) contract designed to provide the outsourced management and operational duties, while leaving the balance of requested functions in the RFP to be performed on a cost plus basis. The KPUD proposal on the other hand seeks to be an all-inclusive approach under a fixed price Satellite System Management contract with limited exceptions.

Our investigation resulted in the following conclusions:

We prefer KPUD for the following reasons:

- KPUD provided the most responsive, complete and competitive proposal to perform the Water Utility Management Services for the City's three separate water utilities.
- The KPUD proposal assumed responsibility for Sewer Utility billing, which is based on the consumption shown on the water utility service meter and has traditionally been included in a single Water and Sewer Service bimonthly billing. This will result in savings to the sewer utility as well.
- The KPUD proposal included water resource planning services not directly available thru WWSC and welcomes future discussions with the City over utility management and other water related issues where greater organizational collaborative opportunities might exist.

The KPUD response is best described as an all inclusive proposal whereby they would assume all typical responsibilities of the owner/certified system operator, providing for:

- All managerial and operational responsibilities while providing monthly and quarterly reports of such activity to the City.
- Coordinating their activities with the City and UAC where necessary and appropriate.
- All necessary reporting and coordination DOH requires under a Certified Operator/SMA Contract.

- Operation of the City's water utilities consistent with the same high level of service and quality standards provided their existing customers, owned and managed. [This would be accomplished we believe through an Interlocal Service Agreement for Satellite System Management.]

While WWSC certainly has the expertise to run the water utility, their proposal would be best described as a cost-plus contract wherein they:

- Identify a base monthly fee for minimum basic water utility management services and include additional costs based on a published schedule for additional materials and services that are in fact required for the performance of the water utility management function. These additional costs are expected to be substantial. A review of WWSC's current operating costs per connection demonstrates they are more than twice the proposed monthly fee, which supports to this claim. See EXHIBIT C.

In our efforts to compare the two proposals it was necessary for the UAC to add to WWSC's "Total Management Services Contract" many costs already included in the KPUD proposal, such as materials, supplies, labor, and outside professional services. The UAC queried WWSC about these additional cost items in our request for clarification. Exhibit WWSC includes their response and shows the associated explanation of the anticipated payment method. These additional costs combined with the elevated WWSC rates supports our conclusion that WWSC was not competitive with the KPUD proposal. See EXHIBIT D.

The following comments from the previously commissioned Utility Business Advisers Report appear relevant to the management decision:

- "KPUD is the consultant team's recommended choice over WWSC as they have a history of long-term financial performance, proven staff capabilities, a track record of providing services to a significant number of customers on Bainbridge Island."
- "Consider outsourcing certain functions that are contracted out by other purveyors to avoid varying levels of demand; such as developer review, construction management and inspection, water system mapping, and annual maintenance agreements."

Attached are documents used during UAC discussions to identify which proposal provided the most viable and complete alternative for management of the City Water Utility.

## CONCLUSION

In closing we believe that the utility customers/rate payers will be best served by the KPUD Management option. The KPUD proposal provides the most comprehensive, price competitive option, with minimal oversight required of the City. The KPUD proposal also invites considerable opportunities for collaboration and cooperation with the City, and will in the end provide the best-possible service at the lowest possible cost to the rate payers. KPUD as owners and operators of multiple water systems throughout Kitsap County and as lead agency for regional water resource management throughout Kitsap have the designated responsibility to protect water resources on behalf of all the residents of Kitsap County including Bainbridge Island and we have every confidence that this management activity will only strengthen those efforts made on our behalf.

We believe that if the City considers the best interest of the rate payers that they too will come to the conclusion that the customers will be best served by outsourcing the water utility management at this time.

Submitted this day January 21, 2013.

By: Arlene Buetow/UAC Chair on behalf of the Utility Advisory Committee.

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# **EXHIBIT A**

## **DEFINITIONS / REFERENCE MATERIAL / INTERLOCAL AGREEMENTS**

### **Interlocal Agreements**

RCW 39.34 permits a local government to enter into interlocal agreements with other public agencies in the interest of cooperatively sharing resources for their mutual benefit. In accordance with RCW 39.34, the City of Bainbridge Island has executed interlocal agreements with other public agencies for various purposes over the years.

Effective June 7, 2006, RCW 39.34.040 was amended to permit a public agency to list interlocal agreements on its website in lieu of having the agreement filed with the county auditor's office.

# EXHIBIT B

## DEFINITIONS / REFERENCE MATERIAL / SMA AGREEMENTS

### Definitions.

#### Abbreviations:

"**IOU**" - Investor owned utility;

"**SMA**" - Satellite management agency;

"**UTC**" - Utilities and transportation commission; and

"**WSP**" - Water system plan.

"**Certified operator**" means a person certified in accordance with chapter [246-292](#) WAC.

"**Contract**" means a written agreement between a SMA and a public water system identifying the responsibilities of system operation and management.

"**Department**" means the Washington state department of health.

"**Investor owned utility**" means a corporation, company, association, joint stock association, partnership and person, their lessees, trustees or receivers appointed by any court whatsoever, owning, controlling, operating or managing any public water system for hire.

"**Public water system**" means any system, excluding a system serving only one single-family residence and a system with four or fewer connections all of which serve residences on the same farm, providing piped water for human consumption, including any:

Collection, treatment, storage, or distribution facilities under control of the purveyor and used primarily in connection with such system; and

Collection or pretreatment storage facilities not under control of the purveyor primarily used in connection with such system.

"**Purveyor**" means an agency, subdivision of the state, municipal corporation, firm, company, mutual or cooperative association, institution, partnership, or person or other entity owning or operating a public water system. Purveyor also means the authorized agents of such entities.

"**Satellite management agency (SMA)**" means an individual, purveyor, or entity that is approved by the secretary to own or operate more than one public water system on a regional or county-wide basis, without the necessity for a physical connection between such systems.

**"Satellite management and operation services"** means all day-to-day responsibilities of a water system. Management responsibilities shall include planning and policy decision making. Operational responsibilities shall include normal day-to-day operations, preventative maintenance, water quality monitoring, troubleshooting, emergency response, response to complaints, public/press contact, and recordkeeping.

**"Secretary"** means the secretary of the department of health or their designee.

**"Service area"** means a specific area for which satellite management and operation services may be provided by a SMA.

**"Service area policies"** means pertinent policies that impact the provision of water and water system growth.

[Statutory Authority: RCW [70.116.134](#), 94-18-108, § 246-295-010, filed 9/6/94, effective 10/7/94.]

**From:** Christensen, David L (DOH)  
**Sent:** Monday, January 14, 2013 2:38 PM  
**To:** Bob Hunter  
**Subject:** liability question

Hi Bob,

I've looked through our rules, statutory authority, and talked with a couple of people here. In the end, I am a bit surprised in that our SMA rules do not clearly delineate the boundaries between "owner" and "operator" or between "owner" and "SMA" with respect to responsibilities and liabilities. In fact, we are purposefully vague in referring to obligations and liabilities of the "purveyor" which includes both owners and operators/SMAs.

In the end, the liability of the city can be reduced with how they write the contract. They need to make their prosecutor happy that they won't need the kind of staffing oversight to protect their interests, from a liability standpoint. From our standpoint, we enforce the rules, and if monitoring is not completed as required, then we look to the certified operator or SMA. If a water system plan isn't updated on time, then we'd probably have issue with both the owner and the SMA, although, again, the owner of a water system could protect themselves from liability through the contract. However, in the end, if the water system is out of compliance (for example with a planning requirement), then the city will end up feeling the impact, if they cannot expand, serve new connections, and provide an adequate proof for potable water for new buildings. Same issue for poor management—if there is a history of non-compliance, then the system has a red operating permit and cannot meet its obligations for servicing new development.

Not really the answer I expected, but it makes sense in the end. And, I'm not a lawyer. I can tell you how our staff would approach compliance, and can give you a feel for our interpretation of how responsibility is shared by system owners and SMAs. What this means for your situation is not clear... whether Bainbridge would have to hire staff to ensure an SMA is doing what it needs to do, or whether they would be comfortable in relying on our oversight of the SMA is really about their legal advisors.

Hope this helps.

Dave

David Christensen Policy & Constituent Services  
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**Public Health** - Always working for a safer and healthier Washington

# EXHIBIT C

## Cost of Service Comparison - KPUD, COBI and WWC

### KPUD -Based on Management Proposal

|                     |    |                |                             |           |
|---------------------|----|----------------|-----------------------------|-----------|
| Water Operations    | \$ | 814,105        | Service Connections         | 11,422    |
| Adjustments:        |    |                |                             |           |
| Utilities           |    | 325,000        |                             |           |
| Labor               |    | 1,760,415      | Cost per Service Connection | \$ 265.85 |
| Fluoridation*       |    | <u>137,064</u> |                             |           |
| Total Adjusted Cost | \$ | 3,036,584      | Cost per Month              | \$ 22.15  |

COBI's  
expenses are  
\$9.31

### COBI - Based on 2013 Adopted Budget

|                         |    |              |                             |           |
|-------------------------|----|--------------|-----------------------------|-----------|
| Water Utility Budget    | \$ | 1,157,270    | Service Connections         | 2,471     |
| Adjustments:            |    |              |                             |           |
| Remove Intergovt. Serv. |    | (229,550)    | Cost per Service Connection | \$ 377.51 |
| Add back Testing        |    | <u>5,100</u> |                             |           |
| Total Adjusted Cost     | \$ | 932,820      | Cost per Month              | \$ 31.46  |

more per  
service  
connection than  
KPUD.

What services  
are provided for  
the additional  
expense?

### Washington Water Service Company - 2011 Reported Operating Results

|                           |    |                |                             |           |
|---------------------------|----|----------------|-----------------------------|-----------|
| Utility Operating Expense | \$ | 6,570,422      | Service Connections         | 15,870    |
| Adjustments:              |    |                |                             |           |
| Attached adj. schedule    |    | (790,242)      |                             |           |
| Fluoridation*             |    | <u>190,440</u> | Cost per Service Connection | \$ 376.22 |
| Total Adjusted Cost       | \$ | 5,970,620      | Cost per Month              | \$ 31.35  |

\* Fluoridation charges added per KPUD proposal at \$1/month per service to KPUD and WWSC.

## WWSC 2011 Operating Expenses as included in the 2012 Annual Report

|                                  |                |     |
|----------------------------------|----------------|-----|
|                                  | \$2,723,691    |     |
| Salaries and Wages – Employees   |                |     |
| Employee Pensions and Benefits   | 1,639,135      |     |
| Purchased Power                  | 441,147        | (2) |
| Chemicals                        | 66,678         | (3) |
| Materials and Supplies           | 162,316        | (3) |
| Contractual Engineering          | 1,295          | (5) |
| Contractual Management/SMA       | 76,396         | (5) |
| Testing                          | 113,116        |     |
| Rental of Building/Real Property | 51,984         | (4) |
| Transportation Expenses          | 313,715        |     |
| Insurance Expenses               | 141,333        | (2) |
| WUTC Regulatory Fees             | 15,878         |     |
| Bad Debt Expense                 | 53,205         | (1) |
| Travel/Education/Bank/CCR        | 48,467         |     |
| Office/Postage/Phone             | 651,585        |     |
| Repairs & Maintenance            | 70,481         | (1) |
| TOTAL WWSC Operating Expenses    | \$6,570,422.00 |     |

Gross Operating Cost based on 15,870 meters = \$34.50 per connection /month

### Adjustments for Management Cost activities:

- (1) Items Not applicable to Mgmt Contract
- (2) Items assumed to be provided by COBI
- (3) Items included in Mgmt Contract at cost plus 20%

|                                                |                    |                    |
|------------------------------------------------|--------------------|--------------------|
| <i>TOTAL Operating Expenses</i>                |                    | <i>\$6,570,422</i> |
| <i>Less (1) above</i>                          | <i>\$(123,686)</i> |                    |
| <i>Less (2) above</i>                          | <i>(582,480)</i>   |                    |
| <i>Plus 20% mark up of (3) above</i>           | <i>45,799</i>      |                    |
| <i>(4) Less rental of building/property</i>    | <i>(51,984)</i>    |                    |
| <i>(5) Less Contractual Engr/Legal/Mgmt</i>    | <i>(77,691)</i>    | <i>(790,042)</i>   |
| <i>TOTAL Operating Expenses less (1) – (4)</i> |                    | <i>\$5,780,380</i> |

*Adjusted Operating Cost based on 15,870 meters = \$30.35 per connection /month*

The above table demonstrates that WWSC's proposal does not include significant additional expenses expected to meet the requirements of the RFP. The proposed fee of \$12.92 is 46% of the actual operating costs experienced by WWSC as adjusted to perform similar services.

## EXHIBIT D

City of Bainbridge Island

-Comparison of Water Management Proposals

| <b><u>Respondent bid</u></b>                           | <b><u>WWSC</u></b> | <b><u>KPUD</u></b> | <b><u>Variance</u></b> |
|--------------------------------------------------------|--------------------|--------------------|------------------------|
| Number of Connections                                  | <u>2,776</u>       | <u>2,471</u>       |                        |
| Monthly Fee                                            | \$34,984           | \$48,876           |                        |
| X 12 months                                            | <u>x 12</u>        | <u>x 12</u>        |                        |
| = Annual Fee                                           | \$419,808          | \$586,512          |                        |
| To remove liability insurance on fixed assets from bid |                    | (\$10,344)         |                        |
| Connection Adjustment –                                |                    |                    |                        |
| to adjust WWSC to 2,471 connections                    | <u>(\$46,124)</u>  | <u>          </u>  |                        |
| Equivalent bid prices                                  | <u>\$373,684</u>   | <u>\$576,168</u>   | <u>\$202,484</u>       |

Note:

Page 3 of 6 of the RFP specified the Scope of Services sought for the Water Utility Manager. Many of those services have been excluded or omitted from the WWSC Total Management Services Contract with the explanation that WWSC will bill City on a monthly basis for “Management” services provided in the preceding month, AND give a detailed accounting of any additional billable work. So effectively WWSC is proposing a cost plus contract. In order to compare the KPUD all inclusive proposal to the WWSC cost plus proposal we are required to provide estimate of cost of those items included in one proposal and excluded from the other proposal to develop a ranking of costs.

City of Bainbridge Island

-Comparison of Water Management Proposals

| <b><u>Activities excluded from fixed fee bid</u></b> |                                                                 | <b><u>WWSC (1)</u></b> | <b><u>KPUD (2)</u></b> |
|------------------------------------------------------|-----------------------------------------------------------------|------------------------|------------------------|
| 14.                                                  | Sewer billing Set up fee                                        | Yes                    |                        |
| 17.                                                  | Engineering Services                                            | Yes                    |                        |
| 18                                                   | GIS/IT services ... water system specific                       | Yes                    |                        |
|                                                      | Meter changes out every 15 – 20 years                           | Yes                    |                        |
| 19.                                                  | Overseeing developer extensions                                 | Yes                    |                        |
| 20.                                                  | Installing new services                                         | Yes                    |                        |
| 21.                                                  | Recommending system capital improvements<br>& managing projects | Yes                    |                        |
| 23.                                                  | Notice to Title or Liens for non-payment                        | Yes                    |                        |
|                                                      | Chemical and Fuel                                               | Yes                    |                        |
|                                                      | Sales Tax                                                       | Yes                    |                        |
|                                                      | Repairs over \$500 & under \$3,500                              | Yes                    |                        |
|                                                      | Repairs over \$3,500                                            | Yes                    | Yes                    |
|                                                      | Water Utility Specific Utility Costs                            | Yes                    | Yes                    |
|                                                      | Liability Insurance – Assets Only                               | Yes                    | Yes                    |
|                                                      | Unplanned Capital (\$8 per hook up per year)                    | Yes                    | Yes                    |
|                                                      | Add 25% mark-up for WWSC                                        |                        |                        |

Notes:

(1) See WWSC 12/21/2012 Response to UAC Questions request for clarification provided to WWSC on 12/14/2012.

(2) See KPUD 12/21/2012 Response to UAC Questions request for clarification provided to WWSC on 12/14/2012.



City of Bainbridge Island

-Comparison of Water Management Proposals

| <b>Normalization of the Bids</b> |                                                                 |        | <b>WWSC</b>     | <b>KPUD</b>   | <b>Variance</b> |
|----------------------------------|-----------------------------------------------------------------|--------|-----------------|---------------|-----------------|
| Equivalent bid prices            |                                                                 |        | \$373,684       | \$576,168     | \$202,484       |
| 17.                              | Engineering Services                                            | Note A | 88,920 B        |               | 88,920          |
| 18.                              | GIS/IT services ... water system specific                       |        | 55,944 C        |               | 55,944          |
|                                  | Meter changes out every 15 – 20 years                           |        | 27,566 E        |               | 27,566          |
|                                  | Repairs over \$500 & under \$3,500                              |        | 23,000 F        |               | 23,000          |
|                                  | Repairs over \$3,500                                            |        | 7,000 G         | 7,000         | 0               |
|                                  | Chemical and Fuel                                               |        | 51,862 H        |               | 51,862          |
| 14.                              | Sewer billing Set up fee                                        |        | Note B          |               |                 |
| 19.                              | Overseeing developer extensions                                 |        | “               |               |                 |
| 20.                              | Installing new services                                         |        | “               |               |                 |
| 21.                              | Recommending system capital improvements<br>& managing projects |        | “               |               |                 |
| 23.                              | Notice to Title or Liens for non-payment                        |        | “               |               |                 |
|                                  | 20% markup on all materials                                     |        | “               |               |                 |
|                                  | Sales Tax                                                       |        |                 |               |                 |
|                                  | Water Utility Specific Utility Costs                            |        | 73,440 I        | 73,440        | 0               |
|                                  | Liability Insurance – Assets Only                               |        | 15,000 J        | 15,000        | 0               |
|                                  | Unplanned Capital (\$8 per hook up per year)                    |        | <u>24,710 K</u> | <u>19,768</u> | <u>4,942</u>    |
|                                  | Add 25% mark-up for WWSC                                        |        |                 |               |                 |
|                                  | Ongoing Gross Operating Costs                                   |        | 741,125         | 691,376       | 49,749          |

Notes:

Note A : One member of the UAC suggests this number is too low and should be 47k higher.

Note B: The ongoing gross operating cost of WWSC exceeds KPUD, therefore we ceased costing further activities.

City of Bainbridge Island

-Comparison of Water Management Proposal

**Comparison of KPUD Operating cost to the City of Bainbridge island 2013 Budget**

|                                      |               |                                    |                |
|--------------------------------------|---------------|------------------------------------|----------------|
|                                      |               | <b><u>KPUD</u></b>                 |                |
| Ongoing Gross Operating Cost         |               | 691,376                            |                |
| Allocation to sewer for billing      | A             | (22,440)                           |                |
| City Management                      | <u>L</u>      | <u>21,242</u>                      |                |
|                                      |               | 690,178                            |                |
| State Utility tax @ 5.029%           |               | 59,789                             |                |
| City Utility tax @6%                 |               | 71,333                             |                |
| Set Up Fee / Non-recurring           |               | 7,000                              |                |
| Operating Cost                       |               | <u>828,300</u>                     |                |
|                                      |               | <b><u>COBI</u></b>                 |                |
| 2013 Budget                          |               | 1,157,270                          | Note A         |
| Unplanned capital                    |               | <u>19,768</u>                      |                |
| City of Bainbridge Island total cost |               | <u>1,177,038</u>                   |                |
| Savings Total \$                     | <u>Year 1</u> | (\$1,177,038 - \$828,300)          | 348,738 Note A |
| %                                    |               |                                    | 29.6%          |
| \$ / hookup                          |               |                                    | 141.13         |
| Savings Total \$                     | <u>Year 2</u> | (\$1,177,038 - \$828,300 + \$7000) | 355,738 Note A |
| %                                    |               |                                    | 30.2%          |
| \$ / hookup                          |               |                                    | 143.97         |

Note A:

Included in the Intergovernmental Services account is taxes paid to the State & City of Bainbridge Island. These taxes are a percentage of sales. In 2011 the City Council reduced water rates by approximately 45%. The City Staff revised the budget and reduced revenues for 2012 and 2013. However they failed to reduce the tax expense. As a result the budget expense for 2012 and 2013 are significantly overstated. On December 21, 2012 a member of the UAC was doing a budget to actual variance analysis. They noticed the \$75,000 variance and communicated such to the City Manager. The response from the City Manager stated; gross revenues have been reduced, but apparently the budget for 2013 taxes did not get adjusted to reflect the reduced revenues. An error of this nature, cause one to question the budgeting process and the financial controls. On January 8<sup>th</sup>, 2013 staff provided the UAC with an update of their analysis of the water utility management proposals. That update included a reduction to Intergovernmental Services by approximately \$76,000 or 33%. This error is 21% of the savings the UAC identified and if that value were to be incorporate in to this analysis the Year 1 savings would be 25% rather than the 29.6% identified herein.

## EXHIBIT E

City of Bainbridge Island

-Comparison of Water Management Proposals

| <b><u>Comparison of Select Hourly rates</u></b> | <b><u>WWSC</u></b>    | <b><u>KPUD</u></b> | <b><u>Variance</u></b> |
|-------------------------------------------------|-----------------------|--------------------|------------------------|
|                                                 | <b>Rates per Hour</b> |                    |                        |
| Non Routine Engineering – Senior Engineer       | 150                   | 95                 | 57.9%                  |
| – Junior Engineer                               | <u>110</u>            | <u>95</u>          | 15.8%                  |
| Average                                         | 130                   | 95                 |                        |
| Non Routine GIS IT                              | 84                    | 75                 | 12%                    |
| Material Mark up                                | 20%                   | NA                 | <u>20%</u>             |
| Average WWSC Premium                            |                       |                    | 26.4%                  |

Comments:

WWSC commuting distance is 3 times greater than KPUD.

WWSC currently has no employees residing on Bainbridge Island while KPUD has two.

Therefore deployment cost will be greater and emergency response slower.

Conclusion:

WWSC is a for profit company, therefore their rates include a profit.

A comparison of selected items as included above suggests their prices are 26% higher than KPUD for the same level of service.

## **EXHIBIT F**

### **RECONCILIATION OF UAC TO CITY'S DEC 13, 2012 ESTIMATE**

City of Bainbridge Island  
Reconciliation of UAC to City's Dec 13, 2012 Estimate

|                                                |          | Per the UAC Per the City |                | Difference       | Notes |
|------------------------------------------------|----------|--------------------------|----------------|------------------|-------|
|                                                |          | <u>Amount</u>            | <u>Amount</u>  |                  |       |
| Saving Per UAC                                 |          | 348,738                  | (52,949)       | 401,687          |       |
| Salaries & Benefits                            | FTE      | 0.14                     | 1              | (0.86)           |       |
|                                                | FTE cost | 135,000                  | 19,350         | 135,000          | H     |
| Professional fees                              |          | -                        | 40,000         | (40,000)         | A     |
| Intergovernmental Services                     |          |                          |                |                  |       |
| State Tax 5.029%                               |          | 59,789                   | 131,450        | (71,661)         | B     |
| City Tax 6.00%                                 |          | 71,333                   | 93,000         | (21,667)         | B     |
| King Co Testing                                |          |                          | 5,100          | (5,100)          | C     |
| SSWM                                           |          | -                        | 1,020          | (1,020)          | C     |
| Permits                                        |          |                          | 6,100          | (6,100)          | C     |
| Set up fee                                     |          | 7,000                    | 35,000         | (28,000)         | D     |
| Rent                                           |          | 1,892                    | 53,097         | (51,205)         | E     |
| Repairs                                        |          |                          | 35,500         | (35,500)         | E     |
| Allocation to sewer for billing                |          | (22,440)                 |                | (22,440)         | F     |
| Repairs Over \$3,500                           |          | 7,000                    | -              | 7,000            | F     |
| KPUD Insurance Adjustment                      |          | (10,344)                 | -              | (10,344)         | G     |
| Total                                          |          | <u>133,580</u>           | 535,267        | <u>(401,687)</u> |       |
| Less Setup fee above excluded from city's cost |          |                          | (35,000)       |                  |       |
| Add Utilities                                  |          |                          | 73,440         |                  |       |
| Insurance                                      |          |                          | <u>15,000</u>  |                  |       |
| Total cost per city, exhibit B Page 7 of 12    |          |                          | <u>588,707</u> |                  |       |

Notes

- A - Is the city assuming the Rate Payer Alliance legal action will continue?  
KPUD budget include approx \$11K for legal fees.
- B In 2011 City council reduced rate. City staff did not recomputed tax based upon new rates & revenues
- C - Per Bob Hunter KPUD will pay cost
- D Per Bob Hunter the actual number has been obtained and the set up fee is \$7,000
- E It is suspected that the city number is based upon the 2009 cost allocation.  
Working with the city manager to confirm
- F City did not estimate
- G Per Bob Hunter this was included in the base fee, but they subsequently learned they can't pay, therefore the base fee will be reduced
- H UAC developed a budget by activity.

## **EXHIBIT G**

### **ASSUMPTIONS**

City of Bainbridge Island  
- Comparison of Water Management Proposals  
Computation of Incremental Cost

|                       |                  |          |
|-----------------------|------------------|----------|
| 14. Sewer billing     | <b>WA Water</b>  |          |
| Number of Meter       | 1,870.00         |          |
| Times monthly charge  | \$ 2.00          |          |
| Times number of Month | <u>6</u>         |          |
|                       | <u>\$ 22,440</u> | <u>A</u> |

|                              |                  |          |
|------------------------------|------------------|----------|
| 17. Engineering services     |                  |          |
| FTE per City budget          | 0.58             |          |
| FTE retained by the city     | <u>0.20</u>      |          |
| FTE per Wash Water           | 0.38             |          |
| Times Hours per year per FTE | 1,800            | <u>D</u> |
| Times average hourly rate    | <u>\$ 130</u>    |          |
|                              | <u>\$ 88,920</u> | <u>B</u> |

|                                             |                  |          |
|---------------------------------------------|------------------|----------|
| 18. GIS/IT services...water system specific |                  |          |
| - FTE per City budget                       | 0.37             |          |
| Times Hours per year per FTE                | 1,800            | <u>D</u> |
| Times average hourly rate                   | <u>\$ 84</u>     |          |
|                                             | <u>\$ 55,944</u> | <u>C</u> |

Meter changes out every 15-20 years

Hours Per FTE

Source: [http://en.wikipedia.org/wiki/Full-time\\_equivalent](http://en.wikipedia.org/wiki/Full-time_equivalent)

U.S. federal government

In the U.S. federal government, FTE is defined by the Government Accountability Office (GAO) as the number of total hours worked divided by the maximum number of compensable hours in a full-time schedule as defined by law.[3] For example, if the normal schedule for a quarter is defined as 411.25 hours ( [35 hours per week \* (52 weeks per year - 5 weeks regulatory vacation)] / 4), then someone working 100 hours during that quarter represents 100/411.25 = 0.24 FTE. Two employees working in total 400 hours during that same quarterly period represent

|                         |              |              |
|-------------------------|--------------|--------------|
| 0.97 FTE.               | <b>UAC</b>   | <b>Above</b> |
| Number of Weeks         | 52           | <u>52</u>    |
| Number of Days per week | <u>5</u>     | <u>5</u>     |
|                         | 260          | 260          |
| Less Holidays           | 10           | -            |
| Sick                    | 7            | -            |
| Vacation                | <u>18</u>    | <u>25</u>    |
| Workdays per year       | 225          | 235          |
| Times Hours per work    | <u>8</u>     | <u>7</u>     |
| Annually                | <u>1,800</u> | <u>1,645</u> |
| quarterly               |              | <u>411</u>   |

Assumptions

City of Bainbridge Island  
- Comparison of Water Management Proposals  
Computation of Incremental Cost

|                                 |                  |          |
|---------------------------------|------------------|----------|
| Water Meter                     | <u>WA Water</u>  |          |
| Cost per meter                  | 145              |          |
| Mark up 20% per proposal        | 29               |          |
| Labor 1/4 hour @ 86 Per Ireland | <u>21.5</u>      |          |
|                                 | 195.5            |          |
| Times meter per year see note   | <u>141</u>       |          |
|                                 | <u>\$ 27,566</u> | <u>E</u> |

NOTE Per Mike Ireland life is 15-20 year, therefore need to replace 141 per year Some are concerned that .25 hours to replace one meter maybe overly optimist

|                              |                  |          |
|------------------------------|------------------|----------|
|                              | <u>WA Water</u>  |          |
| Repairs over \$500 < \$3,500 |                  |          |
| - KPUD estimate              | 20               |          |
| - Washington Water estimated | <u>3</u>         |          |
| Average                      | 11.5             |          |
| Cost per break               | <u>\$ 2,000</u>  |          |
|                              | <u>\$ 23,000</u> | <u>F</u> |

|                                                   |                 |          |              |
|---------------------------------------------------|-----------------|----------|--------------|
|                                                   | <u>WA Water</u> |          | <u>KPUD</u>  |
| Repairs over 3,500                                |                 |          |              |
| Occur infrequently. Some year their will be None. | <u>7,000</u>    | <u>G</u> | <u>7,000</u> |
| Assume on average the amount is                   |                 |          |              |

|                                |                 |             |
|--------------------------------|-----------------|-------------|
|                                | <u>WA Water</u> |             |
| Chemical & Fuel                |                 |             |
| Cost per general ledger detail | 43,218          |             |
| Mark up                        | <u>20%</u>      |             |
|                                | <u>51,862</u>   | <u>H</u>    |
|                                | <u>WA Water</u> | <u>KPUD</u> |

|                             |               |          |               |
|-----------------------------|---------------|----------|---------------|
| Utilities                   | <u>73,440</u> | <u>I</u> | <u>73,440</u> |
| Based upon city 2012 budget |               |          |               |

|                                   |               |          |               |
|-----------------------------------|---------------|----------|---------------|
| Liability Insurance - Assets Only | <u>15,000</u> | <u>J</u> | <u>15,000</u> |
| Per City                          |               |          |               |

|                                                                   |                 |          |               |
|-------------------------------------------------------------------|-----------------|----------|---------------|
|                                                                   | <u>WA Water</u> |          | <u>KPUD</u>   |
| Unplanned capital (\$8 per hook up per year) Add 25% for Wa Water |                 |          |               |
| Number of hookups                                                 | 2,471           |          |               |
| Cost per year per hook up                                         | <u>8.00</u>     |          |               |
|                                                                   | 19,768          |          | 19,768        |
| Profit 0.25                                                       | <u>4,942</u>    |          | <u>0</u>      |
|                                                                   | <u>24,710</u>   | <u>K</u> | <u>19,768</u> |

Assumptions



City of Bainbridge Island

- Comparison of Water Management Proposals
- Computation of Incremental Cost

Cost to Administer KPUD Contract

|                                                |                  | <b>Hours</b> |                |
|------------------------------------------------|------------------|--------------|----------------|
|                                                |                  | <u>Low</u>   | High           |
| City Activities                                |                  |              |                |
| - Record monthly receivable and cash           |                  |              | 24             |
| - Account payable                              |                  |              |                |
| <b>Description</b>                             | <b>Frequency</b> |              |                |
| Pay KPUD                                       | 12               |              | 6              |
| Pay Utilities                                  | 12               |              | 6              |
| Pay state utility tax                          | 6                |              | 6              |
| Pay city utility tax                           | 6                |              | 6              |
| Allocate Insurance                             | <u>1</u>         |              | 2              |
| Total                                          | <u>37</u>        |              |                |
| - Quarterly Reporting                          |                  |              | 16             |
| - Annual budget                                |                  |              | 8              |
| - Capital Planning                             |                  |              | 16             |
| - Revenue Audits (1 day per cycle)             |                  |              | 48             |
| - Account reconciliation (6 Hours per quarter) |                  |              | 24             |
| - Oversight (1 day per month)                  |                  |              | <u>96</u>      |
| Total Hours                                    |                  |              | 258            |
| Divided by hours per FTE                       |                  |              | <u>1,800</u>   |
| - City FTE                                     |                  |              | 0.14           |
| Cost per FTE                                   |                  |              | <u>135,000</u> |
| Net City personal cost                         |                  |              | 19,350         |
| Office support                                 |                  |              | <u>1,892</u>   |
|                                                |                  | <u>L</u>     | <u>21,242</u>  |

Office Support

Per City Memo 8 Jan 2013

|                     |              |
|---------------------|--------------|
| Phone               | 5,300        |
| Rent                | 18,857       |
| Total               | 24,157       |
| Number of FTE       | <u>1.8</u>   |
| Cost Per FTE        | 13,201       |
| Number of FTE above | <u>0.14</u>  |
| Total               | <u>1,892</u> |

City of Bainbridge Island  
 - Comparison of Water Management Proposals  
 Computation of Incremental Cost

Analysis of Sales

|                           |        |                         |          |
|---------------------------|--------|-------------------------|----------|
| Sales before taxes        |        | 1,188,879               |          |
| State Tax                 | 5.029% | 59,789                  | <u>M</u> |
| City Tax                  | 6.000% | <u>71,333</u>           | <u>M</u> |
| Total Sales Per 2013 Plan |        | <u><u>1,320,000</u></u> |          |

## EXHIBIT H

### COBI WATER UTILITY MANAGEMENT RFP PROPOSALS RESPONDENT RANKING BY RFP SELECTION CRITERIA

|                                                                         | KPUD          | WWSC            | NWS                   |
|-------------------------------------------------------------------------|---------------|-----------------|-----------------------|
| Thoroughness and understanding<br>of the task to be completed;          | 3             | 2               | 0                     |
| Background and overall experience<br>in water utility service delivery; | 3             | 3               | 1                     |
| Staff expertise and overall experience<br>of personnel;                 | 3             | 3               | 1                     |
| Responsiveness to requirements<br>of the project;                       | 3             | 2               | 0                     |
| Cost:                                                                   | 3             | 1               | 0                     |
| <hr/>                                                                   |               |                 |                       |
| CUMULATIVE RANKING                                                      | 15/15<br>Best | 10/15<br>Better | 2/15<br>Non-Responsiv |

# **EXHIBIT KPUD**

## **Questions posed by UAC to KPUD & Corresponding Responses**

To: Kitsap Public Utility District  
Bob Hunter / Assistant General Manager  
by e-mail / [Bob@kpud.org](mailto:Bob@kpud.org)

From: City of Bainbridge Island Utility Advisory Committee  
Arlene Buetow / Chair  
by e-mail / [islandsvcs@aol.com](mailto:islandsvcs@aol.com)

Date: December 14, 2012

Bob, As you are no doubt aware the City of Bainbridge Island issued an RFP soliciting proposals for “Management Of The Water Utility” on September, 12, 2012. The City Council later made motion on November 19, 2012 directing the Utility Advisory Committee (UAC) to evaluate the individual proposals, compare and contrast the different proposals, and to provide formal comment.

The UAC met to review and informally discuss the individual proposals and finds that additional clarification is necessary to fully understand the differences contained therein. To that end the Committee poses the following set of questions relative to your October 11, 2012 proposal.

We acknowledge that this is a very busy time of year for all of us, but beg your support to provide response on or before December 21, 2012 so that we will have the opportunity to meet and discuss the individual responses and prepare our report to council as per the requested timeline.

On behalf of the UAC and the Bainbridge City Council I would like to thank you for your interest in providing management service for the City’s Water Utility, for you efforts in addressing this inquiry, and wish you and all at the Kitsap Public Utility District a very Merry Christmas.

Regards,

Arlene Buetow / Chair  
COBI Utility Advisory Committee

**RESPONSE TO UAC QUESTIONS REGARDING  
KPUD's SEPTEMBER 26, 2012 PROPOSAL  
FOR MANAGEMENT OF THE CITY'S WATER UTILITY**

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Please note: In effort to fully incorporate all committee members' questions in this query, in some cases the list will include seemingly redundant questions. If your answer would be the same to both questions as included herein please identify as such. The items are provided independently so that details included in one query that might be in addition to or inconsistent with another inquiry made by another committee member will be fully addressed but is not intended to require redundant effort on your behalf.

1. General Liability Insurance

Please identify the limits of General Liability Insurance you propose to provide in the Total Management Services Contract (\$48,876), if this coverage extends to additional services and costs identified in your proposal, or if additional services will be subject to "surcharge" for similar indemnification?

2. Customer Records / Set Up

You have identified that the district will require a "transition" fee to populate Kitsap PUD's billing system with COBI's water and wastewater utility account information. For purposes of your proposal you provided a \$35,000 placeholder until such time as you could obtain a quote from your billing software vendor. Will this fee cover the entire additional cost for setting up the billing system and customer records as required to provide bi-monthly billing? And does the monthly fee cover all costs associated with customer inquiries regarding service, Water and Sewer utility billing?

3. Billing Services / Water Utility

The City has adopted bimonthly billing. The consumption portion of the bill is based on actual bimonthly usage divided by two, computed against the applicable rate schedule (rate blocks established based on monthly usage), and then multiplied by two to come up with the consumption portion of the bi-monthly billing. Will your billing system be able to accommodate this? And is the cost of this billing system set up included in your proposed \$48,876 monthly fee?

4. Billing Services / Sewer Utility

Your proposal identifies the ability to provide sewer utility billing. The City has adopted a usage based bimonthly sewer billing. The consumption portion of the bill is primarily based on actual bimonthly water utility usage divided by two, computed against the applicable rate schedule (rate blocks established based on monthly usage), and then multiplied by two to come up with the consumption portion of the bi-monthly billing. To further complicate the matter the City bills sewer utility consumption in the summer based on a computed average consumption during the non-summer months. Will your billing system be able to accommodate this? And is the cost of incorporating these algorithms in your billing system rate tables included in the \$7,000 set up fee?

5. Washington State Utility Taxes

Does your proposed fee/fee schedule include the State Utility tax or would that be added?

#### 6. City Municipal Utility Taxes

The City charges a separate municipal/city utility tax on their independently owned Water, Sewer and SSWM utilities. Is your system capable of computing this figure in billing, collecting and separately identifying these receivables when processing utility bill payments, and reporting the associated funds transfer to the City?

#### 7. Comparable Levels Of Service

How do the specific skills, materials, equipment and services that comprise your proposed \$48,876 monthly fee compare to the level of service you provide your existing customers? Does this figure include all services and activities that you currently provide the water utilities that you own and operate? If not what necessary services and activities do you expect the City will continue to provide and what other services and activities do you expect will be required at additional cost? See item 7.3 below relative City maintained costs and services .

##### 7.1 Engineering Services

Your response to the RFP Scope of Services Item 17. “Engineering Services” responded with the “routine” qualifier in describing the level of service you would provide in this capacity. Can you elaborate on how this qualifier differentiates the level of Engineering Services you provide your existing water utility customers from that you propose to provide the City’s customers and what in your opinion would be defined as non-routine?

##### 7.2 GIS/IT Services....water system specific

Your response to the RFP Scope of Services Item 18. “GIS/IT Services....water system specific” responded with the “routine” qualifier in describing the level of service you would provide in this capacity. Can you elaborate on how this qualifier differentiates the level of GIS/IT Services you provide your existing water utility customers from that you propose to provide the City’s customers and what in your opinion would be defined as non-routine?

##### 7.3 Responsibilities to remain with the City

Under your proposed Management Contract what are the services and costs that will be directly managed by the City? Example: electricity, liability insurance and CIP expenditures

#### 8. Emergency Notifications

Does your proposed \$48,876 monthly fee include providing emergency notification to customers when necessary? Do any members of the KPUD operations and maintenance crew live on Bainbridge Island?

#### 9. Water Resource Planning

Does your proposal include any water resource planning services, capability or activity for the City’s Water Utility service area? If so please describe. If so can it be expanded to include similar type service for the entire Island/City?

10. How will KPUD interface with the City

Please describe how your organization will interface with the City of Bainbridge Island.  
In your discussion please address the following activities:

- a. Reporting monthly sales & cash receipt.
- b. Submitting your monthly invoice.
- c. Annual budgeting of revenue and expenses.
- d. Providing an annual capital improvement plan.
- e. Quarterly reporting (Item 27 to Scope of Services).

11. Skills and Services which while available are in addition to the proposed monthly service charge

It is our understanding that the following services can be provide, however additional fees may apply. Please note some items while identified in the list of services provided have been qualified or restricted elsewhere in the proposal so the extent of these services as they apply to the proposed \$48,876 monthly fee requires further clarification.

17. Non-Routine Engineering services. (Please explain qualifier)

18. Non-Routine GIS/IT services...water system specific. (Please explain qualifier)

19. Overseeing developer extensions.

20. Installing new services.

21. Recommending system capital improvements and managing projects.

22. Special Newsletters or other bill inserts. (Please explain qualifier)

Liability Insurance on the Utility's assets

City Utility's Utility Bills

Repairs over \$3,500

Meter Replacements

State and Local Utility Taxes

Is our understanding correct? If not please elaborate. Are there other critical services that will be performed at additional cost?

**From:** Bob Hunter <bob@kpud.org>  
**Subject:** **UAC KPUD Inquiry 12-14-2012 Response.docx**  
**Date:** December 20, 2012 4:48:24 PM PST  
**To:** Arlene Buetow <islandsvcs@aol.com>

Hi Arlene,

Attached is our response to UAC questions.

Have a Merry Christmas!

**Bob Hunter**

Asst. General Manager  
Kitsap PUD  
1431 Finn Hill Rd.  
Poulsbo, WA 98370  
Mobile (360)620-1260  
Office (360)626-7714





December 21, 2012

To: City of Bainbridge Island Utility Advisory Committee  
Arlene Buetow, Chair

From: Kitsap Public Utility District  
Bob Hunter, Assistant General Manager

Ms. Buetow;

Attached are Kitsap PUD's responses to the UAC's questions. We trust this will satisfy the UAC and clear up any remaining confusion concerning our proposal.

Two things should be clarified:

**Pricing methodology and level of service:** Kitsap PUD intends to provide the customers of the COBI water systems with the same level of service that we provide all of our customers, this should minimize the city's day to day responsibilities of operating the water system. Insofar as COBI would be a managed system, the City – as owner – remains responsible for the following: funding capital replacement, insuring capital infrastructure and paying energy bills associated with the water utility. The City is also responsible for its own water system planning. To arrive at a monthly fee, Kitsap PUD backed-out the costs of capital replacement, insurance and energy from our existing operating budget. We divided the balance by our total number of connections to arrive at an operating price per connection. We, then, applied that price per connection to the number of connections on the COBI system, added \$1/month/connection to cover fluoridation (which none of our other systems have) and arrived at a fee that is equitable with that paid by all the District's other customers.

**State and Local Utility Taxes:** COBI currently collects State and Local Utility Taxes from the water system's customers. These taxes are part of (embedded in) the City's monthly service charge. They are not listed as a line item on customers' bills. Insofar as Kitsap PUD will be applying COBI's rate schedule to the customers of the COBI water system, these taxes will continue to be collected as a component of the City's monthly service charge. Kitsap PUD can, for billing clarity, report State and Local Utility Taxes as separate line items on customers' bills. All State and Local Utility Taxes collected will be transferred, with water receipts, on a bi-monthly basis to the City.

We hope this answers the UAC's questions.

Sincerely,

Bob Hunter  
Assistant General Manager

UAC QUESTIONS REGARDING  
KPUD's SEPTEMBER 26, 2012 PROPOSAL  
FOR MANAGEMENT OF THE CITY'S WATER UTILITY

Please note: In effort to fully incorporate all committee members' questions in this query, in some cases the list will include seemingly redundant questions. If your answer would be the same to both questions as included herein please identify as such. The items are provided independently so that details included in one query that might be in addition to or inconsistent with another inquiry made by another committee member will be fully addressed but is not intended to require redundant effort on your behalf.

1. General Liability Insurance

Please identify the limits of General Liability Insurance you propose to provide in the Total Management Services Contract (\$48,876), if this coverage extends to additional services and costs identified in your proposal, or if additional services will be subject to "surcharge" for similar indemnification? *Response: Kitsap PUD's General Liability insurance (\$5 million) covers Kitsap PUD's employees and any damage to the COBI water system that is a result of PUD negligence. There would be no additional insurance "surcharge" should Kitsap PUD contract to perform additional services. Kitsap PUD can provide a certificate of insurance.*

2. Customer Records / Set Up

You have identified that the district will require a "transition" fee to populate Kitsap PUD's billing system with COBI's water and wastewater utility account information. For purposes of your proposal you provided a \$35,000 placeholder until such time as you could obtain a quote from your billing software vendor. Will this fee cover the entire additional cost for setting up the billing system and customer records as required to provide bi-monthly billing? And does the monthly fee cover all costs associated with customer inquiries regarding service, Water and Sewer utility billing? *Response: We have since been quoted a price of \$7,000 to populate Kitsap PUD's billing system with COBI's water and wastewater account information. This fee will cover the entire cost for setting up the billing system and customer records to provide bi-monthly billing. The monthly fee does cover all costs associated with customer inquiries regarding service as well as water and wastewater billing.*

3. Billing Services / Water Utility

The City has adopted bimonthly billing. The consumption portion of the bill is based on actual bimonthly usage divided by two, computed against the applicable rate schedule (rate blocks established based on monthly usage), and then multiplied by two to come up with the consumption portion of the bi-monthly billing. Will your billing system be able to accommodate this? And is the cost of this billing system set up included in your proposed \$48,876 monthly fee? *Response: Yes, our billing system will be able to accommodate COBI's rate schedule. Initial billing system set-up will be funded by an initial set-up fee of \$7,000. Once set-up, bi-monthly billing will be included in the monthly fee.*

#### 4. Billing Services / Sewer Utility

Your proposal identifies the ability to provide sewer utility billing. The City has adopted a usage based bimonthly sewer billing. The consumption portion of the bill is primarily based on actual bimonthly water utility usage divided by two, computed against the applicable rate schedule (rate blocks established based on monthly usage), and then multiplied by two to come up with the consumption portion of the bi-monthly billing. To further complicate the matter the City bills sewer utility consumption in the summer based on a computed average consumption during the non-summer months. Will your billing system be able to accommodate this? And is the cost of incorporating these algorithms in your billing system rate tables included in the \$7,000 set up fee? *Response: Yes, KPUD's billing system will be able to accommodate COBI's wastewater rate schedule. Yes, incorporating COBI's wastewater rate schedule into KPUD's billing system is included in the \$7,000 set-up fee.*

#### 5. Washington State Utility Taxes

Does your proposed fee/fee schedule include the State Utility tax or would that be added? *Response: The proposed fee does include State Utility Tax. This tax is currently collected as a component of (embedded in) COBI's monthly service charge. As COBI's rate schedule will be applied to COBI water system customers, State Utility Taxes will be collected with water bills. Kitsap PUD can list State Utility Taxes as a line item on customers' bills.*

#### 6. City Municipal Utility Taxes

The City charges a separate municipal/city utility tax on their independently owned Water, Sewer and SSWM utilities. Is your system capable of computing this figure in billing, collecting and separately identifying these receivables when processing utility bill payments, and reporting the associated funds transfer to the City? *Response: Local Utility Taxes are currently collected as a component of (embedded in) COBI's monthly service charge. As COBI's rate schedule will be applied to COBI water system customers, Local Utility Taxes will be collected with water bills. Kitsap PUD can list State Utility Taxes as a line item on customers' bills and provide a bi-monthly summary with fund transfers.*

#### 7. Comparable Levels Of Service

How do the specific skills, materials, equipment and services that comprise your proposed \$48,876 monthly fee compare to the level of service you provide your existing customers? Does this figure include all services and activities that you currently provide the water utilities that you own and operate? If not what necessary services and activities do you expect the City will continue to provide and what other services and activities do you expect will be required at additional cost? See item 7.3 below relative City maintained costs and services. *Response: Kitsap PUD proposes to provide the customers of the COBI system with the same level of service that we provide all our customers. KPUD's proposal to manage COBI's drinking water utility does not include the following: preparation of the water system's "comprehensive" plan, power costs, and insurance for capital plant. The City – as system owner - will remain responsible for these activities and costs.*

## 7.1 Engineering Services

Your response to the RFP Scope of Services Item 17. “Engineering Services” responded with the “routine” qualifier in describing the level of service you would provide in this capacity. Can you elaborate on how this qualifier differentiates the level of Engineering Services you provide your existing water utility customers from that you propose to provide the City’s customers and what in your opinion would be defined as non-routine? *Response: “Non-routine” engineering includes: engineering associated with preparing the water system’s “comprehensive” plan and engineering required as a result of non-water system activities (for example: the City plans to re-route a storm drain. This requires water infrastructure to be moved. Any engineering associated with this will be “non-routine”).*

## 7.2 GIS/IT Services....water system specific

Your response to the RFP Scope of Services Item 18. “GIS/IT Services....water system specific” responded with the “routine” qualifier in describing the level of service you would provide in this capacity. Can you elaborate on how this qualifier differentiates the level of GIS/IT Services you provide your existing water utility customers from that you propose to provide the City’s customers and what in your opinion would be defined as non-routine? *Response: “Non-routine” GIS/IT services include: GIS/IT services associated with preparing the water system’s “comprehensive” plan and GIS/IT services required as a result of non-water system activities (for example: the City plans to re-route a storm drain. This requires water infrastructure to be moved. Any GIS/IT services associated with this will be “non-routine”).*

## 7.3 Responsibilities to remain with the City

Under your proposed Management Contract what are the services and costs that will be directly managed by the City? Example: electricity, liability insurance and CIP expenditures *Response: KPUD’s proposal to manage COBI’s drinking water utility does not include the following: preparation of the water system’s “comprehensive” plan, capital replacement, power costs, and insurance for capital plant. The City will remain responsible for these activities and costs.*

## 8. Emergency Notifications

Does your proposed \$48,876 monthly fee include providing emergency notification to customers when necessary? Do any members of the KPUD operations and maintenance crew live on Bainbridge Island? *Response: Yes, KPUD’s proposed monthly fee does include providing emergency notification to customers, when necessary. Yes, two members of KPUD’s operations and maintenance crew live on Bainbridge Island.*

## 9. Water Resource Planning

Does your proposal include any water resource planning services, capability or activity for the City’s Water Utility service area? If so please describe. If so can it be expanded to include similar type service for the entire Island/City? *Response: As it does with all its water systems, Kitsap PUD will monitor aquifer conditions via the system’s groundwater wells. Kitsap PUD monitors groundwater levels; tracking them*

seasonally and over time to assess changes with time and production. Groundwater quality is tracked via regulatory sampling. Broadly, Kitsap PUD monitors hydrologic conditions throughout Kitsap County, including Bainbridge Island. Kitsap PUD maintains precipitation records on the island and correlates these with island groundwater conditions. These data contribute to water resource investigations like that recently done by the USGS. Kitsap PUD can provide additional hydrologic services, however those are outside the scope of this proposal.

10. How will KPUD interface with the City

Please describe how your organization will interface with the City of Bainbridge Island.

In your discussion please address the following activities:

- a. Reporting monthly sales & cash receipt. *Response: These will be reported bi-monthly to coincide with customer billing. Reports can either be electronic or hard copy.*
- b. Submitting your monthly invoice. *Response: Invoicing procedures can be worked out according to whatever is most convenient to the City.*
- c. Annual budgeting of revenue and expenses. *Response: Annually, Kitsap PUD will confer with COBI over budget and capital improvement scheduling.*
- d. Providing an annual capital improvement plan. *Response: Annually, Kitsap PUD will confer with COBI over budget and capital improvement planning and scheduling.*
- e. Quarterly reporting (Item 27 to Scope of Services). *Response: Kitsap PUD will provide quarterly reports to the City. These reports can be in any format and manner that best suits the City's needs.*

11. Skills and Services which while available are in additional to the proposed monthly service charge

It is our understanding that the following services can be provide, however additional fees may apply. Please note some items while identified in the list of services provided have been qualified or restricted elsewhere in the proposal so the extent of these services as they apply to the proposed \$48,876 monthly fee requires further clarification.

17. Non-Routine Engineering services. (Please explain qualifier) *Response: See item 7.1. Non-routine engineering services will be billed at \$95/hour.*

18. Non-Routine GIS/IT services...water system specific. (Please explain qualifier) *Response: See item 7.2. Non-routine GIS/IT services will be billed at \$75/hour.*

19. Overseeing developer extensions. *Response: Kitsap PUD will oversee developer extensions to the COBI water system. Services associated with this will be billed in addition to the monthly charge and at the following rates: Engineering: \$95/hour; GIS/IT: \$75/hour; Construction Inspection: \$52/hour.*

20. Installing new services. *Response: Kitsap PUD will install new services; however, service installations will be billed according to COBI's rate schedule.*

21. Recommending system capital improvements and managing projects. *Response: Annually, Kitsap PUD will consult with COBI on the upcoming year's Capital Improvement program and make recommendations as necessary. This annual consultation is included in the monthly fee.*

22. Special Newsletters or other bill inserts. (Please explain qualifier) *Response: "Routine" newsletters and bill inserts consists of: the water system's annual Consumer Confidence Report, the system's annual Water Use Efficiency Report and any newsletter that Kitsap PUD sends to all customers. "Non-routine" newsletters or bill inserts refer to anything requested by COBI and specific to the COBI water system.*

Liability Insurance on the Utility's assets *Response: This remains the responsibility of COBI.*

City Utility's Utility Bills *Response: This remains the responsibility of COBI.*

Repairs over \$3,500 *Response: These remain the responsibility of COBI, and will be billed on a case-by-case basis..*

Meter Replacements *Response: A meter upgrade schedule and budget can be discussed and set during the annual consultation over Capital Improvements.*

State and Local Utility Taxes *Response: State and Local Utility Taxes are currently embedded in COBI's rate structure (as part of the monthly service charge). As COBI's rate schedule will be applied to COBI water system customers, these taxes will be collected with water bills. Kitsap PUD can list State and Local taxes as line items on customers' bills.*

# **EXHIBIT WWSC**

## **Questions posed by UAC to WWSC & Corresponding Responses**

To: Washington Water Service Company  
Michael Ireland/President  
by e-mail / mireland@wawater.com

From: City of Bainbridge Island Utility Advisory Committee  
Arlene Buetow / Chair  
by e-mail / [islandsvcs@aol.com](mailto:islandsvcs@aol.com)

Date: December 14, 2012

Mike, As you are no doubt aware the City of Bainbridge Island issued an RFP soliciting proposals for “Management Of The Water Utility” on September, 12, 2012. The City Council later made motion on November 19, 2012 directing the Utility Advisory Committee (UAC) to evaluate the individual proposals, compare and contrast the different proposals, and to provide formal comment.

The UAC met to review and informally discuss the individual proposals and finds that additional clarification is necessary to fully understand the differences contained therein. To that end the Committee poses the following set of questions relative to your October 11, 2012 proposal.

We acknowledge that this is a very busy time of year for all of us, but beg your support to provide response on or before December 21, 2012 so that we will have the opportunity to meet and discuss the individual responses and prepare our report to council as per the requested timeline.

On behalf of the UAC and the Bainbridge City Council I would like to thank you for your interest in providing management service for the City’s Water Utility, for you efforts in addressing this inquiry, and wish you and all at Washington Water Service a very Merry Christmas.

Regards,

Arlene Buetow / Chair  
COBI Utility Advisory Committee

UAC QUESTIONS REGARDING  
WWSC OCTOBER 12, 2012 PROPOSAL  
FOR MANAGEMENT OF THE CITY'S WATER UTILITY

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Please note: In effort to fully incorporate all committee members' questions in this query, in some cases the list will include seemingly redundant questions. If your answer would be the same to both questions as included herein please identify as such. The items are provided independently so that details included in one query that might be in addition to or inconsistent with another inquiry made by another committee member will be fully addressed but is not intended to require redundant effort on your behalf.

1. General Liability Insurance

Please identify the limits of General Liability Insurance you propose to provide in the Total Management Services Contract (\$34,984 ), if this coverage extends to additional services identified in Exhibit A, or if additional services will be subject to "surcharge" for similar indemnification?

2. Customer Records / Set Up

You have identified that you will provide "Customer Billing" but indicate no cost to "Import/Populate" your billing system with COBI customer records or to set up the unique rate tables or algorithms to compute the City's customers bills. Will the cost of this effort be in addition to your proposed Total Management Services Contract fee? And does the monthly fee cover all costs associated with customer inquiries regarding service, Water, and Sewer utility billing?

3. Billing Services / Water Utility

The City has adopted bimonthly billing. The consumption portion of the bill is based on actual bimonthly useage divided by two, computed against the applicable rate schedule (rate blocks established based on monthly useage), and then multiplied by two to come up with the consumption portion of the bi-monthly billing. Will your billing system be able to accommodate this? And is the cost of this billing system set up included your proposed Total Management Services Contract fee?

4. Billing Services / Sewer Utility

Your proposal identifies the ability to provide sewer utility billing based on "customer's flat fee". The City has adopted a useage based bimonthly sewer billing. The consumption portion of the bill is primarily based on actual bimonthly water utility useage divided by two, computed against the applicable rate schedule (rate blocks established based on monthly useage), and then multiplied by two to come up with the consumption portion of the bi-monthly billing. To further complicate the matter the City bills sewer utility consumption in the summer based on a computed average consumption during the non-summer months. Will your billing system be able to accommodate this? And is the cost of this billing system set up included your proposed Total Management Services Contract fee?

5. Washington State Utility Taxes



Does your proposed fee/fee schedule include the State Utility tax or would that be added?

6. City Municipal Utility Taxes

The City charges a separate municipal/city utility tax on their independently owned Water, Sewer and SSWM utilities. Is your system capable of computing this figure in billing, collecting and separately identifying these receivables when processing utility bill payments, and reporting the associated funds transfer to the City?

7. Comparable Levels Of Service

How does your Total Management Services Contract (\$34,984 monthly) proposal compare to the level of service you provide your existing customers? Does this figure include all services and activities that you currently provide the water utilities that you own and operate? If not what necessary services and costs do you expect will continue to be directly managed by the City and what other items do you believe you can better address through your oversight?

8. Emergency Notifications

Does your Total Management Services Contract (\$34,984 monthly) proposal include providing emergency notification to customers when necessary? Do any members of the WWSC operations and maintenance crew live on Bainbridge Island?

9. Water Resource Planning

Does your proposal include any water resource planning services, capability or activity for the City's Water Utility service area? If so please describe. If so can it be expanded to include similar type service for the entire Island/City?

10. How will your WWSC interface with the

Please describe how your organization will interface with the City of Bainbridge Island.  
In your discussion please address the following activities:

- a. Reporting monthly sales & cash receipt.
- b. Submitting your monthly invoice.
- c. Annual budgeting of revenue and expenses.
- d. Providing an annual capital improvement plan.
- e. Quarterly reporting (Item 27 to Scope of Services).

11. Skills and Services which while available are in additional to the proposed monthly service charge

It is our understanding that you have offered to provide the following services, however in many additional fees will apply. Please note some items while identified in the list of services provided have been qualified or restricted elsewhere in the proposal so the extent of these services as they apply to the Total Management Services Contract (\$34,984 monthly) proposal requires further clarification.

1. Regular visits to source wells, booster stations, PR stations and reservoirs.
3. Monitor and maintain the system's SCADA system.
5. Monitoring and Recording chlorine and fluoride levels.
7. Annual as opposed to Regular flushing of water system.
8. Responding to customer inquiries and complaints "limited to general customer service orders".
9. Preparing and distributing the system's (CCR) annual report to customers.
14. Sewer billing. Consistent with COBI published rates.
15. Final meter readings and final billings for account transfers.
17. Engineering services.
18. GIS/IT services...water system specific.
19. Overseeing developer extensions.
20. Installing new services.
21. Recommending system capital improvements and managing projects.
22. Newsletters or other bill inserts.
23. Notice to Title or Liens for non-payment.
24. Service lock-off due to non-payment.
25. On-call and after-hours response services.
26. Emergency Response procedure.
27. Quarterly reports to the City of Bainbridge Island.
- B. Schedule and attend meetings with City Staff, City Council and UAC.
- C. Schedule and attend meetings with the public.

Liability Insurance on the Utility's assets

City Utility's Utility Bills

Repairs over \$500

Meter Replacements

State and Local Utility Taxes

Is our understanding correct? If not please elaborate. Are there other critical services that will be performed at additional cost?

**From:** Ireland, Mike Sr. <mireland@calwater.com>  
**Subject:** **RE: Response to COBI's UAC 12-14-2012 Questions regarding WWSC's Water Utility Management Proposal**  
**Date:** December 21, 2012 12:24:16 PM PST  
**To:** Arlene Buetow <islandsvcs@aol.com>  
**Cc:** Pratt, Charlene <cpratt@wawater.com>, Hull, Sue <shull@wawater.com>, Cox, Zera <zcox@wawater.com>, Houghton, Brian [bhoughton@wawater.com](mailto:bhoughton@wawater.com)

Hi Arlene,  
I have attached the questions from the City of Bainbridge Island, Utility Advisory Committee.

Please do not hesitate to contact me with any questions.

Michael P. Ireland  
President  
Washington Water Service Company  
P.O. Box 336  
Gig Harbor, WA 98335  
[mireland@wawater.com](mailto:mireland@wawater.com)  
Phone 1-877-408-4060  
Direct Line (253) 851-3422 Ext. 1107  
Cell (253) 405-9977



**RESPONSE TO UAC QUESTIONS REGARDING  
WWSC OCTOBER 12, 2012 PROPOSAL  
FOR MANAGEMENT OF THE CITY'S WATER UTILITY**

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Please note: In effort to fully incorporate all committee members' questions in this query, in some cases the list will include seemingly redundant questions. If your answer would be the same to both questions as included herein please identify as such. The items are provided independently so that details included in one query that might be in addition to or inconsistent with another inquiry made by another committee member will be fully addressed but is not intended to require redundant effort on your behalf.

1. General Liability Insurance

Please identify the limits of General Liability Insurance you propose to provide in the Total Management Services Contract (\$34,984 ), if this coverage extends to additional services identified in Exhibit A, or if additional services will be subject to "surcharge" for similar indemnification?

**WWSC Response:** *Washington Water Service has a general liability insurance of \$9,500,000.00. The \$34,984 is based on \$12.90 per metered customer so the dollar amount will vary based on the number of metered customers.*

2. Customer Records / Set Up

You have identified that you will provide "Customer Billing" but indicate no cost to "Import/Populate" your billing system with COBI customer records or to set up the unique rate tables or algorithms to compute the City's customers bills. Will the cost of this effort be in addition to your proposed Total Management Services Contract fee? And does the monthly fee cover all costs associated with customer inquiries regarding service, Water, and Sewer utility billing?

**WWSC Response:** *Yes it would be in addition and a one-time charge based on the time it takes to set records up. Yes the Monthly fee does cover costs associated with customer inquiries reading service, water and sewer billing.*

3. Billing Services / Water Utility

The City has adopted bimonthly billing. The consumption portion of the bill is based on actual bimonthly useage divided by two, computed against the applicable rate schedule (rate blocks established based on monthly useage), and then multiplied by two to come up with the consumption portion of the bi-monthly billing. Will your billing system be able to accommodate this? And is the cost of this billing system set up included your proposed Total Management Services Contract fee?

**WWSC Response:** *Cost to set up customer accounts would be a one-time set up fee as noted in #2, but we would be able to handle the bi-monthly billing method noted above. We could also bill on a monthly basis if the city would wish to help smooth out the billing process and would only add the cost of meter reading in the extra month (six times additional per year) to the contract.*

#### 4. Billing Services / Sewer Utility

Your proposal identifies the ability to provide sewer utility billing based on “customer’s flat fee”. The City has adopted a usage based bimonthly sewer billing. The consumption portion of the bill is primarily based on actual bimonthly water utility usage divided by two, computed against the applicable rate schedule (rate blocks established based on monthly usage), and then multiplied by two to come up with the consumption portion of the bi-monthly billing. To further complicate the matter the City bills sewer utility consumption in the summer based on a computed average consumption during the non-summer months. Will your billing system be able to accommodate this? And is the cost of this billing system set up included your proposed Total Management Services Contract fee?

**WWSC Response:** *Our system could be set up to handle this type of Sewer billing, but there would be an additional one-time set up fee to bill based on metered usage.*

#### 5. Washington State Utility Taxes

Does your proposed fee/fee schedule include the State Utility tax or would that be added?

**WWSC Response:** *State Utility Tax is a tax on the utility not the management company and should be included in the City’s rates and collected as part of the water and sewer revenue. However, there would be Washington State Sales Tax added to the monthly management bill the city receives from Washington Water Service.*

#### 6. City Municipal Utility Taxes

The City charges a separate municipal/city utility tax on their independently owned Water, Sewer and SSWM utilities. Is your system capable of computing this figure in billing, collecting and separately identifying these receivables when processing utility bill payments, and reporting the associated funds transfer to the City?

**WWSC Response:** *Yes, our system can calculate and bill this as we currently do this on owned systems which serve inside city limits.*

#### 7. Comparable Levels Of Service

How does your Total Management Services Contract (\$34,984 monthly) proposal compare to the level of service you provide your existing customers. Does this figure include all services and activities that you currently provide the water utilities that you own and operate? If not what necessary services and costs do you expect will continue to be directly managed by the City and what other items do you believe you can better address through your oversight?

**WWSC Response:** *It is a lower cost, as it does not include capital improvements, leak repairs, utility costs such as power for pumps, engineering and other responsibilities associated with an owned water system. However, the level of management and response would be equal to those on owned water systems All operation and maintenance service provide.*

*Other than power, phone, SCADA and any oversight cost the City may associate with the operation of the water systems.*

#### 8. Emergency Notifications

Does your Total Management Services Contract (\$34,984 monthly) proposal include providing emergency notification to customers when necessary? Do any members of the WWSC operations and maintenance crew live on Bainbridge Island?

**WWSC Response:** *Depends on the type of notification, hand delivered notices, and cost of reverse 911 calls would be additional. Currently we have no employees living on Bainbridge Island.*

#### 9. Water Resource Planning

Does your proposal include any water resource planning services, capability or activity for the City's Water Utility service area? . If so please describe. If so can it be expanded to include similar type service for the entire Island/City?

**WWSC Response:** *We would include such things as connection summary's and consumption/ production data, but engineering for resource planning, system capability and such would be additional. We can provide at an additional cost to the City.*

#### 10. How will your WWSC interface with the

Please describe how your organization will interface with the City of Bainbridge Island.

In your discussion please address the following activities:

- a. Reporting monthly sales & cash receipt.
- b. Submitting your monthly invoice.
- c. Annual budgeting of revenue and expenses.
- d. Providing an annual capital improvement plan.
- e. Quarterly reporting (Item 27 to Scope of Services).

**WWSC Response:** *We will provide all the above information via mail, monthly to the City. The monthly sales and cash receipts will show amount billed to each customer, amount paid and amount in arrears, which will be submitted with our monthly invoice. At the beginning of each year we would provide the cost of the annual contract based on a per customer served by the water system along with any anticipated costs of recommended improvements. We would review the annual improvement plan in the City's Coordinated Water System Plan and Notify the City of its recommended improvements. If the City has additional reports they would require, we would review the list and provide an estimate of any additional costs if incurred, to provide. We would be available to attend City Staff meeting as scheduled by the City and could send notices out with customer bill and attend any public meeting held twice per year.*

#### 11. Skills and Services which while available are in additional to the proposed monthly service charge

It is our understanding that you have offered to provide the following services, however in many additional fees will apply. Please note some items while identified in the list of services provided have been qualified or restricted elsewhere in the proposal so the extent of these services as they apply to the Total Management Services Contract (\$34,984 monthly) proposal requires further clarification.

1. Regular visits to source wells, booster stations, PR stations and reservoirs. **WWSC Response:** *Included in contract fee.*
3. Monitor and maintain the system's SCADA system. **WWSC Response:** *Depends on type of monitoring, but maintenance of SCADA would be handled at an extra charge by engineering.*
5. Monitoring and Recording chlorine and fluoride levels. **WWSC Response:** *Included in contract fee.*
7. Annual as opposed to Regular flushing of water system. **WWSC Response:** *Annual and unscheduled flushing is included.*
8. Responding to customer inquiries and complaints "limited to general customer service orders". **WWSC Response:** *Included in contract fee.*
9. Preparing and distributing the system's (CCR) annual report to customers. **WWSC Response:** *Included in contract fee.*
14. Sewer billing. Consistent with COBI published rates. **WWSC Response:** *Included in contract fee, with additional set up fee for billing based on metered usage.*
15. Final meter readings and final billings for account transfers. **WWSC Response:** *Included in contract fee.*
17. Engineering services. **WWSC Response:** *Additional cost.*
18. GIS/IT services...water system specific. **WWSC Response:** *Additional cost.*
19. Overseeing developer extensions. **WWSC Response:** *Included in contract fee, except for contract preparation engineering and onsite inspections would be an additional charge.*
20. Installing new services. **WWSC Response:** *Additional cost.*
21. Recommending system capital improvements and managing projects. **WWSC Response:** *Additional cost.*
22. Newsletters or other bill inserts. **WWSC Response:** *Included in contract fee.*
23. Notice to Title or Liens for non-payment. **WWSC Response:** *Notice to city to start process, included in contract fee.*
24. Service lock-off due to non-payment. **WWSC Response:** *Included in contract fee.*
25. On-call and after-hours response services. **WWSC Response:** *Included in contract fee.*
26. Emergency Response procedure. **WWSC Response:** *Utilizing WWSC Emergency Response plan, included in contract fee.*
27. Quarterly reports to the City of Bainbridge Island. **WWSC Response:** *Included in contract fee.*
- B. Schedule and attend meetings with City Staff, City Council and UAC. **WWSC Response:** *Attending meetings included in contract fee.*
- C. Schedule and attend meetings with the public. **WWSC Response:** *Attendance twice per year, included in contract fee.*

Liability Insurance on the Utility's assets **WWSC Response:** *Not included*

City Utility's Utility Bills **WWSC Response:** *Utility Bills the City pays is not included.*

Repairs over \$500 **WWSC Response:** *Any repairs or improvements done, which are not considered a maintenance contract amount by Washington State Labor and Industries, would be at an additional cost.*

Meter Replacements **WWSC Response:** *Additional cost.*

State and Local Utility Taxes **WWSC Response:** *should be included in City's rates and collected by the City and paid with its other State and Utility Taxes.*

Is our understanding correct? If not please elaborate. Are there other critical services that will be performed at additional cost?





# CITY OF BAINBRIDGE ISLAND

## CITY COUNCIL AGENDA BILL



### PROCESS INFORMATION

|                                                                                                     |                        |
|-----------------------------------------------------------------------------------------------------|------------------------|
| Subject: Amendment to Interlocal Agreement regarding<br>Emergency Communications and Other Services | Date: January 23, 2013 |
| Agenda Item: Staff Intensive                                                                        | Bill No.: 13-010       |
| Proposed By: Doug Schulze, City Manager                                                             | Referral(s):           |

### BUDGET INFORMATION

|                    |                                                                               |                                                                             |
|--------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Department: Police | Fund:                                                                         | Munis Contract #                                                            |
| Expenditure Req:   | Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Budget Amend. Req? <input type="checkbox"/> Yes <input type="checkbox"/> No |

### REFERRALS/REVIEW

|                                                                                                               |                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Study Session March 7, 2012                                                                                   | Recommendation: Approved change in funding formula                                                                                                                                                              |
| City Manager <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Legal <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A Finance <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A |

### DESCRIPTION/SUMMARY

#### **Action Item:**

Consideration of Amendment to Interlocal Agreement regarding Emergency Communications and Other Services with Kitsap County.

#### **History:**

At the March 7, 2012 City Council meeting, Council approved a change in the funding formula for emergency communications and other services (CENCOM). The attached amendment formally adopts the changes. Interim City Attorney Will Patton reviewed and approved this amendment prior to his departure.

### RECOMMENDED ACTION

#### **Motion:**

I move that the City Council approve the Amendment to Interlocal Agreement regarding Emergency Communications and Other Services with Kitsap County and authorize the City Manager to sign it.

# **AMENDMENT TO INTERLOCAL AGREEMENT REGARDING EMERGENCY COMMUNICATIONS AND OTHER SERVICES**

This Amendment (this “Amendment”) to Interlocal Agreement Regarding Emergency Communications and Other Services (the “Agreement”) is entered into between Kitsap County (the “County”) and the below-named recipient (the “Recipient”).

## **RECITAL**

**WHEREAS**, the parties entered into the Agreement and now wish to amend it as provided herein;

**NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:**

## **AGREEMENT**

**1. Definitions.** The body of Title I(A), (J) and (K) – Definitions and Functions are modified as follows:

- A. Allocable proportion: The amount of money chargeable to Recipient as its share of maintenance, operations, and insurance expenses for the emergency communications system. The allocable proportion is determined by the Cost Share Distribution Formula in Appendix A to this agreement.
- J. Criminal Justice Data Communications System- ACCESS: CENCOM is connected to the Washington State Patrol ACCESS system for criminal history information. Inasmuch as the involvement of the commissioned law enforcement authorities is required in the management control of this system, the Sheriff and appointed Chiefs of respective agencies are designated the CENCOM ACCESS Board as outlined in Appendix B.
- K. Organizational Chart: The Organizational Chart is included as part of this Agreement and identified as Appendix C.

**2. Payments.** The body of Title III is modified as follows:

For emergency communications services for each calendar year beginning January 2013, Recipient agrees to pay to County its allocable proportion in twelve (12) equal monthly installments. The allocable proportion for each calendar year due from Recipient is computed in accordance with the Cost Share Distribution Formula in Appendix A of this agreement.

**3. Amendment.** The body of Title VII – Amendment of the Agreement is modified as follows:

It is specifically agreed by and between the parties hereto that this Interlocal Agreement may be amended by the Board at any duly called regular or special meeting of the Board, but only after first giving sixty (60) days' written notice of such meeting and proposed amendment to all parties to this agreement. However, nothing in this paragraph shall be construed to authorize any change in the funding formula set forth in this agreement nor to authorize any act which would cause an increase, or change the amount paid by any participating agency beyond the amount determined by the Board pursuant to this agreement.

**4. Termination.** The body of Title X – Termination of the Agreement is modified as follows:

Either party to this Interlocal Agreement may terminate it by providing written notice of such to the other at least one-hundred and eighty (180) days prior to the specified termination date.

**5. Merger.** The body of Title XI – Merger is modified as follows:

This Interlocal Agreement, including its appendices, merges and supersedes all prior negotiations, representations and oral or written agreements between the parties hereto relating to subject matter hereof and constitutes the entire Interlocal Agreement between the parties.

**6. Appendix A.** Appendix A of the Agreement is superseded by the attached Appendix A- CENCOM Cost Share Distribution Formula, which is incorporated herein by reference.

**7. Appendix B.** Appendix B of the Agreement is removed.

**8. Appendix C.** Appendix C of the Agreement is re-designated as Appendix B, but is otherwise unchanged.

**9. Appendix D.** Appendix D of the Agreement is re-designated as Appendix C, but is otherwise unchanged.

**10. Scope of Amendment.** Except as modified, the Agreement remains in effect.

**11. Effective Date.** This Amendment shall be effective as of \_\_\_\_\_.

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**IN WITNESS WHEREOF**, the parties have subscribed their names to this Amendment and warrant that they have the full authority to enter into it.

|                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                          |
|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>KITSAP COUNTY</b><br><br><b>BOARD OF COMMISSIONERS</b><br><b>KITSAP COUNTY, WASHINGTON</b><br><br>_____<br><b>Robert Gelder, Chair</b><br><br>_____<br><b>Josh Brown, Commissioner</b><br><br>_____<br><b>Charlotte Garrido, Commissioner</b><br><br>ATTEST:<br><br>_____<br>Dana Daniels, Clerk of the Board<br><br>_____<br>Date _____ | <b>RECIPIENT</b><br><br><b>CITY OF BAINBRIDGE ISLAND</b><br><br>By: _____<br>Signature<br><br>Printed Name: Douglas Schulze<br><br>Title: City Manager<br><br>Date _____ |
|                                                                                                                                                                                                                                                                                                                                             |                                                                                                                                                                          |

## APPENDIX A- Cost Share Distribution Formula

The allocable proportion for each fire district, city, county, and tribe shall be computed as follows:

1. Calculate the Total Base.

$$\text{Total Base} = \text{Number of Agencies} \times \$5,000$$

2. Calculate the Total Console Share (the amount of the user share that needs to be split between police and fire).

$$\text{Total Console Share} = \text{Total Appropriations} - \text{All other funding Sources} - \text{Total Base.}$$

3. Calculate the Police/Fire Split (Percentage of the Console Share paid for by police and by fire).

$$\text{Police Split} = \text{Number of Police Allocated Consoles} / \text{Total Number of Consoles.}$$

$$\text{Fire Split} = \text{Number of Fire Allocated Consoles} / \text{Total Number of Consoles}$$

4. Calculate the Police/Fire Share (actual dollar amount paid for by police and by fire).

$$\text{Police Share} = \text{Total Console Share} \times \text{Police Split}$$

$$\text{Fire Share} = \text{Total Console Share} \times \text{Fire Split}$$

5. Calculate the Units of Use

- a. Agency Units of Use= Average of the previous 3 full years of Agency's Units of Use, adjusted for annexations.

- b. Total (Police or Fire) Units of Use = Sum of each (Policy or Fire) Agency's Units of Use.

6. Calculate the Cost per (police and fire) Unit of Use.

- a. Cost per Police Unit = Police Share / Total Police Units of Use

- b. Cost per Fire Unit = Fire Share / Total Fire Units of Use

7. Surcharges- Calculate any applicable surcharges, as approved by the CENCOM Policy Board.

8. Calculate each Agency's Allocation.

$$\text{Agency Allocation} = (\text{Agency Units of Use} \times \text{Cost Per Unit}) + \text{Base} + \text{Surcharges}$$

# CITY OF BAINBRIDGE ISLAND

## CITY COUNCIL AGENDA BILL



### PROCESS INFORMATION

Subject: Ordinance No. 2013-01 relating to the schedule for regular meetings of the City Council and amending BIMC Section 2.04.030

Date: January 23, 2013

Agenda Item: Ordinances - 1<sup>st</sup> Reading

Bill No.: 13-009

Proposed By: Douglas Schulze, City Manager

Referral(s):

### BUDGET INFORMATION

Department:

Fund:

Munis Contract #

Expenditure Req:

Budgeted? ☐ Yes ☐ No

Budget Amend. Req? ☐ Yes ☐ No

### REFERRALS/REVIEW

January 6, 2013 Special Meeting/Retreat

Recommendation:

City Manager ☒ Yes ☐ No ☐ N/A

Legal ☒ Yes ☐ No ☐ N/A

Finance ☐ Yes ☐ No ☒ N/A

### DESCRIPTION/SUMMARY

#### Action Item:

Consideration of Ordinance No. 2013-01 relating to the schedule for regular meetings of the City Council and amending BIMC Section 2.04.030.

#### History:

At the City Council retreat, Council requested a change in the start time for study sessions. The attached ordinance would change the start time of the City Council study sessions from 5:30 pm to 7:00 pm, the same time as City Council business meetings.

### RECOMMENDED ACTION

#### Motion:

I move that the City Council approve Ordinance No. 2013-01 relating to the schedule for regular meetings of the City Council.



**ORDINANCE NO. 2013-01**

**AN ORDINANCE** of the City of Bainbridge Island, Washington, relating to the schedule for regular meetings of the City Council and amending Section 2.04.030 of the Bainbridge Island Municipal Code to establish the time of such meetings.

**WHEREAS**, the City Council has determined that the business of the City is best served by scheduling the start of Study Sessions for 7:00 pm, the same time as the Business Meetings;

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

**Section 1.** Section 2.04.030 of the Bainbridge Island Municipal Code is hereby amended as follows:

**2.04.030 Time.** City council meetings ~~on the first and third Wednesday of each month shall begin at 7:00 5:30 p.m. City council meetings on the second and fourth Wednesday of each month shall begin with an opportunity for executive session at 6:30 p.m., followed at 7:00 p.m. by the public agenda.~~

**Section 2.** 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 February, 2013.

APPROVED BY THE MAYOR this \_\_\_\_ day of February, 2013.

\_\_\_\_\_  
Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

\_\_\_\_\_  
Rosalind D. Lassoﬀ, City Clerk

|                             |                    |
|-----------------------------|--------------------|
| FILED WITH THE CITY CLERK:  | January 18, 2013   |
| PASSED BY THE CITY COUNCIL: | February ___, 2013 |
| PUBLISHED:                  | February ___, 2013 |
| EFFECTIVE DATE:             | February ___, 2013 |
| ORDINANCE NUMBER:           | 2013-01            |

# CITY OF BAINBRIDGE ISLAND

## CITY COUNCIL AGENDA BILL



### PROCESS INFORMATION

Subject: Proclaiming Saturday, February 2, 2013, as Bainbridge Island's 14th Annual Rev. Dr. Martin Luther King, Jr. Memorial Sing Out! and Patrinell Wright and Total Experience Gospel Choir Appreciation Day

Date: January 23, 2013

Agenda Item: Council Discussion

Bill No.: 13-005

Proposed By: Councilmember Lester

Referral(s):

### DESCRIPTION/SUMMARY

#### **Action Item:**

Consideration of a proclamation declaring Saturday, February 2, 2013, as the Bainbridge Island's 14th Annual Rev. Dr. Martin Luther King, Jr. Memorial Sing Out! and Patrinell Wright and Total Experience Gospel Choir Appreciation Day.

#### **History:**

The third Monday of January is a national holiday honoring Rev. Dr. Martin Luther King, Jr. who led the cause of American civil rights; expressed a philosophy of non-violence, equality, justice, and freedom for all; and worked tirelessly to bring to life the inspirational visions expressed in his "I have a dream" speech in 1963 at the Washington Monument.

Bainbridge Island residents value their historic multi-cultural roots and celebrate their diversity in many ways including singing. Since 2000, a public celebration of Rev. Dr. Martin Luther King, Jr.'s life has inspired an annual "MLK Jr. Community Choir" where many voices of all ages and faiths gather to sing in concert under the direction of world-renown Pastor Patrinell Wright and The Total Experience Gospel Choir. The Sing Out! concert is held between Martin Luther King Day and February, Black History Month.

On Saturday, February 2, the 2013 MLK Community Choir shares a "soul food" dinner at the Bainbridge Island's historic Filipino American Community Hall, from 1 to 6 PM, followed by an enthusiastic and inspirational concert for the greater community at 7 PM in the Bainbridge High School Commons, located on the west entry campus road, newly permanently named, "Martin Luther King Jr. Memorial Lane NW," by students of Bainbridge High School in cooperation with School officials, City Staff, and associated agencies.

These Sing Out! events benefit the Bainbridge Island School Foundation and Black Historical Society of Kitsap County.

### RECOMMENDED ACTION

#### **Motion:**

I move that the City Council authorize the Mayor Steven Bonkowski to sign the Rev. Dr. Martin Luther King, Jr. Memorial Sing Out! and Patrinell Wright and Total Experience Gospel Choir Appreciation Day proclamation.



## ***PROCLAMATION***

***WHEREAS***, by Act of Congress, the third Monday of January is a national holiday honoring Reverend Doctor Martin Luther King, Jr. who led the cause of American civil rights; expressed a philosophy of non-violence, equality, justice and freedom for all; and worked tirelessly to bring to life the inspirational visions expressed in his "I have a dream" speech in 1963 at the Washington Monument; and

***WHEREAS***, Bainbridge Island residents value their historic multi-cultural roots and celebrate their diversity in many ways including singing; and

***WHEREAS***, the Rev. Dr. Martin Luther King, Jr. rejoiced in his faith in humanity, and received inspiration from African American spirituals, traditional Black gospel music and civil rights movement and freedom songs; and

***WHEREAS***, since 2000, a public celebration of Rev. Dr. Martin Luther King, Jr.'s life has inspired an annual "MLK Jr. Community Choir" where many voices of all ages and faiths gather to sing in concert under the direction of world-renown Pastor Patrinell Wright and The Total Experience Gospel Choir; and

***WHEREAS***, Sing Out is held between Martin Luther King Day and February, Black History Month; and

***WHEREAS***, on Saturday, February 2, the 2013 community choir will form and share a "soul food" dinner at the Bainbridge Island's historic Filipino American Community Hall, from 1 to 6 PM, followed by an enthusiastic and inspirational concert for the greater community at 7 PM in the Bainbridge High School Commons;

***WHEREAS***, the Bainbridge High School Commons is located on "Martin Luther King Jr. Memorial Lane NW," the campus's west entry road that was recently permanently named by students of Bainbridge High School in cooperation with School officials, City staff, and associated agencies; and

***WHEREAS***, Sing Out 2013 events benefit the Bainbridge School Foundation and Black Historical Society of Kitsap County;

***NOW, THEREFORE***, I, Steven Bonkowski, Mayor of the City of Bainbridge Island, Washington, on behalf of the City Council, recognize the value of singing together, let us warm up our voices to sing in harmony as former members of our City Council have done before, and hereby declare Saturday, February 2, 2013, as the Bainbridge Island's 14th Annual

***REV. DR. MARTIN LUTHER KING, JR. MEMORIAL SING OUT! AND  
PASTOR PATRINELL WRIGHT & TOTAL EXPERIENCE GOSPEL CHOIR APPRECIATION DAY***

and encourage friends and neighbors to join the Choir, share a soulful meal and the inspirational Sing Out! concert.

**SIGNED** this 23<sup>rd</sup> day of January, 2013

---

Steven Bonkowski, Mayor

# CITY OF BAINBRIDGE ISLAND

## CITY COUNCIL AGENDA BILL



### PROCESS INFORMATION

|                                                                                                                  |                        |
|------------------------------------------------------------------------------------------------------------------|------------------------|
| Subject: Proclaiming Tuesday, January 29, 2013 as “ <i>Ready, Set, Go! 5210 Kitsap: Obesity Prevention Day</i> ” | Date: January 16, 2013 |
| Agenda Item: Council Discussion                                                                                  | Bill No.: 13-008       |
| Proposed By: Councilmember Blossom                                                                               | Referral(s):           |

### BUDGET INFORMATION

|                  |                                                                    |                                                                             |
|------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Department:      | Fund:                                                              | Munis Contract #                                                            |
| Expenditure Req: | Budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No | Budget Amend. Req? <input type="checkbox"/> Yes <input type="checkbox"/> No |

### REFERRALS/REVIEW

City Manager ☐ Yes ☐ No ☒ N/A    Legal ☐ Yes ☐ No ☒ N/A    Finance ☐ Yes ☐ No ☒ N/A

### DESCRIPTION/SUMMARY

#### **Action Item:**

Consideration of a proclamation declaring Tuesday, January 29, 2013 as “*Ready, Set, Go! 5210 Kitsap: Obesity Prevention Day*”.

#### **History:**

**Ready, Set, Go! 5210 Kitsap** initiative was launched to increase physical activity and healthy eating to reduce child and adult obesity in Kitsap County. The initiative addresses strategic priorities identified in the 2011 Kitsap Community Health Priorities process, by over 50 community partners.

Leading the **Ready, Set, Go! 5210 Kitsap** initiative are representatives from the YMCA of Pierce and Kitsap Counties, Kitsap Public Health District, Kitsap Mental Health Services, Naval Hospital Bremerton, Suquamish Tribe Community Health Program, Washington State Department of Early Learning, and the Kitsap County Commissioners' office.

#### **Schedule/Next Activities:**

On January 29, 2013, the Kitsap Public Health District and local jurisdictions will launch the “*Ready, Set, Go! 5210 Kitsap*” countywide initiative at a big kickoff event at the Norm Dicks Government Center.

### RECOMMENDED ACTION

#### **Motion:**

I move that the City Council approve the proclamation.



## PROCLAMATION

**WHEREAS**, on January 29, 2013, “Ready, Set, Go! 5210 Kitsap” launches its countywide initiative to combat the growing obesity epidemic by promoting healthy eating and active living, with the vision of creating healthier communities; and

**WHEREAS**, “Ready, Set, Go! 5210 Kitsap” promotes a consistent message of four healthy behaviors each day: **Five** or more fruits & vegetables; **Two** hours or less of recreational screen time; **One** hour or more of physical activity; and **Zero** sugary drinks; and

**WHEREAS**, more than six in ten Kitsap adults are overweight and more than one in four Kitsap 8<sup>th</sup> and 10<sup>th</sup> graders is overweight; and

**WHEREAS**, less than one in three Kitsap 8<sup>th</sup> graders or adults report eating at least **five** fruits and vegetables each day; and only four in ten Kitsap 8<sup>th</sup> graders report **two** hours or less recreational screen time each day; and less than half of Kitsap 8<sup>th</sup> graders and less than four in ten adults report at least **one** hour of physical activity each day; and only one in three Kitsap 8<sup>th</sup> graders reports drinking **zero** sugary beverages at school in the past seven days; and

**WHEREAS**, obese children and adolescents are more likely to be obese as adults and are therefore more at risk for associated adult health problems such as high cholesterol, high blood pressure, heart disease, type 2 diabetes, sleep apnea, stroke, several types of cancer, and osteoarthritis; and

**WHEREAS**, children and adolescents who are obese are at greater risk for social and psychological problems such as stigmatization and poor self-esteem, and because significant disparities exist among the obesity rates of children and adults based on ethnicity and economic status; and

**WHEREAS**, physical activity and proper nutrition are important throughout a person’s life, because of the beneficial effects on health and body weight, mental health, and a person’s ability to learn, and to prevent and manage chronic diseases.

**NOW, THEREFORE**, I, Steven Bonkowski, on behalf of the City Council, do hereby proclaim the 29<sup>th</sup> day of January 2013, as

### **“READY, SET, GO! 5210 KITSAP: OBESITY PREVENTION DAY”**

in the City of Bainbridge Island, Washington and encourage schools, businesses, healthcare providers, early childhood and after-school providers, and the people of the City of Bainbridge Island, Washington to observe the day with appropriate programs and activities with the goal of promoting healthy eating and active living and increasing awareness of obesity among individuals of all ages and walks of life.

Signed this \_\_\_\_ day of January 2013

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Steven Bonkowski, Mayor

# CITY OF BAINBRIDGE ISLAND

## CITY COUNCIL AGENDA BILL



### PROCESS INFORMATION

|                                                                                                                                                                                                           |                        |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------|
| Subject: Resolution No. 2013-02 supporting Kitsap County Board of Commissioner's enactment of a sales and use tax for mental health treatment and/or chemical dependency treatment programs and services. | Date: January 23, 2013 |
| Agenda Item: Council Discussion                                                                                                                                                                           | Bill No.: 13-004       |
| Proposed By: Councilmember Blair                                                                                                                                                                          | Referral(s):           |

### BUDGET INFORMATION

|                       |                                                                    |                                                                             |
|-----------------------|--------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Department:           | Fund: N/A                                                          | Munis Contract #                                                            |
| Expenditure Req: None | Budgeted? <input type="checkbox"/> Yes <input type="checkbox"/> No | Budget Amend. Req? <input type="checkbox"/> Yes <input type="checkbox"/> No |

### REFERRALS/REVIEW

|                                                                                                               |                                                                                                        |                                                                                                          |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|
| City Manager <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Legal <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A | Finance <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |
|---------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------|

### DESCRIPTION/SUMMARY

#### **Action Item:**

Consideration of Resolution No. 2013-02 supporting Kitsap County Board of Commissioner's enactment of a one-tenth of one percent sales and use tax for the purpose of generating funds for mental health treatment and/or chemical dependency treatment programs and services, and for the operation or delivery of therapeutic court programs and services.

#### **History:**

In 2005, Washington State approved legislation allowing counties to raise their local sales tax by one-tenth of one percent to augment state funding of mental health and chemical dependency programs and services (including but not limited to, treatment services, case management, and housing that are a component of a coordinated chemical dependency or mental health treatment program or service) and for the operation or delivery of therapeutic court programs or services - one penny for every \$10 of purchases or \$10 for every \$10,000 of purchases. Programs are required to be new or expanded. To date, 20 counties have adopted this sales tax, including the surrounding Mason, Jefferson, Clallam, and King counties.

Continued on Page 2

### RECOMMENDED ACTION

#### **Motion:**

I move that the City Council approve Resolution No. 2013-02.

## **DESCRIPTION/SUMMARY – Page 2**

### **History (continued):**

Adoption is authorized under the Omnibus Mental Health and Substance Abuse Act of 2005, with additional law passed into effect in 2009 (SSB 5433) allowing funds to be used to supplant existing funding on a limited and declining percentage through 2014. This action provides counties the ability to sustain a level of funding and services during the current economic recession. Programs and services currently being provided in Kitsap County are facing significant financial challenges in their ability to maintain vital services at their current level, or to increase needed services.

Following several years of inadequate state funding for local mental health and substance abuse programs, access to treatment has become limited for many residents in need of services. Without access to care, individuals often become more ill, are arrested or jailed, seen at the emergency room or hospitalized – a needless and costly use of scarce resources, and harmful to the individual and to the public's well-being.

In Kitsap County, passage of this local sales tax would result in approximately \$3.3 million annually for mental health treatment services, chemical dependency treatment services, therapeutic courts, and related housing.

### **Anticipated outcome from this funding:**

1. A reduction in the number of mentally ill and/or chemically dependent people using costly services at the jail, emergency rooms and hospitals.
2. A reduction in the number of people who cycle through the jail, returning repeatedly as result of their criminal conduct which may be related to mental illness and/or chemical dependency.
3. A reduction in the incidence and severity of chemical dependency and mental and emotional disorders in youths and adults.
4. Diversion to treatment for mentally ill and/or chemically dependent youth and adults from initial or further law enforcement and justice system involvement.
5. Expand access of services for mentally ill and/or chemically dependent youth and adults.
6. Increase reliable housing options for mentally ill and/or chemically dependent youth and adults.

### **Schedule/Next Activities:**

Forward this resolution for consideration at the Regular City Council Business Meeting on January 23, 2013.

If approved by the City Council, a copy of this resolution will be presented to Kitsap County Board of Commissioners at their regularly scheduled Study Session on January 28, 2013. City of Bainbridge Island's endorsement of this proposed sales and use tax in Kitsap County will notify the County Commissioners of our community's willingness to pay for county-wide improvements to affordable behavioral healthcare (mental health and chemical dependency) through increased sales and use taxes in our city and throughout Kitsap County.

### **Budget:**

Beyond the increased sales and use taxes on applicable items, there is no impact to the City of Bainbridge Island's annual budget.

## **RESOLUTION NO. 2013-02**

**A RESOLUTION** of the City Council of Bainbridge Island, Washington, in support of Kitsap County Board of Commissioner's enactment of a one-tenth of one percent sales and use tax in Kitsap County for the purpose of providing funds for provision of mental health treatment and/or chemical dependency treatment programs and services, and for the operation or delivery of therapeutic court programs and services.

**WHEREAS**, mental health and chemical dependency treatment programs and services have been shown effective in helping people recover from behavioral health illness, thereby reducing human and financial costs to society, and increasing the productivity of individuals as members of our community; and

**WHEREAS**, such services are known to prevent and reduce costly and unnecessary involvement with criminal justice and court system, emergency medical care, shelters, and crisis services, and promote recovery for persons with disabling mental illness and chemical dependency by implementing a full continuum of treatment, including outpatient treatment, housing, and case management services; and

**WHEREAS**, the public mental health system, funded by state and federal dollars, does not have adequate resources to provide outpatient treatment to non-Medicaid eligible individuals; and

**WHEREAS**, current and forecasted funding does not provide the needed funds to establish and/or maintain therapeutic court programs shown to reduce crime, recidivism and support recovery; and

**WHEREAS**, decreased availability of less costly behavioral health out-patient services rapidly results in use of emergent and far more expensive crisis services, where these increasingly scarce dollars must be used to treat people in costly inpatient units and hospitals, an unnecessary toll in both human suffering and financial burden; and

**WHEREAS**, the Washington State Legislature adopted in 2005, Chapter 504 (E2SSB 5763) authorizing counties to fix and impose a sales and use tax in the amount of one-tenth of one percent (1/10%) to provide new or expanded mental health or chemical dependency treatment programs and services that include but are not limited to treatment services, case management, and housing that are a component of a coordinated chemical dependency or mental health treatment program or services, and to provide for the operation of new or expanded therapeutic court programs; and

**WHEREAS**, 20 of 37 counties in Washington State have successfully enacted E2SSB 5763, in order to promote recovery for persons with disabling mental illness and chemical dependency; and



**WHEREAS**, the City Council of the City of Bainbridge Island is gravely concerned the loss of local, state, and federal funds to our community has resulted in a diminished capacity to provide necessary behavioral health services for children, families, adults and older adults, and that the uncertain forecast for additional funding losses will result in an even greater lack of access to behavioral health care, compromising the health and safety of individuals and the community; now, therefore,

**THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:**

The City Council of the City of Bainbridge Island stands firmly behind enactment of a sales and use tax increase and recommends adoption of this tax to help ensure mental health and chemical dependency treatment programs and services, with specific attention to provision of services through the county jail, juvenile justice system, children's services and schools, county courts, inpatient and outpatient facilities, shelters and housing services for eligible, high need individuals.

PASSED by the City Council this \_\_\_\_ day of January, 2013.

APPROVED by the Mayor this \_\_\_\_ day of January, 2013.

By: \_\_\_\_\_  
Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

By: \_\_\_\_\_  
Rosalind D. Lassoff  
City Clerk

FILED WITH THE CITY CLERK: January 10, 2013  
PASSED BY THE CITY COUNCIL:  
RESOLUTION NO. 2013-02

**Kitsap County Strategic Leadership  
Supporting Enactment of the 1/10<sup>th</sup> of 1% Sales Tax Initiative**

Judge Jay Roof, Superior Court  
Judge Anna M. Laurie, Superior Court  
Judge James Docter, Bremerton Municipal Court  
Dr. Scott Lindquist, MHP, Director, Kitsap Public Health District  
Scott Daniels, Deputy Director, Kitsap Public Health District  
Barb Malich, CEO, Peninsula Community Health Services  
Scott Bosch, CEO, Harrison Medical Center  
Patty Cochrell, COO, Harrison Medical Center  
Mike Merringer, Juvenile Department Administrator, Kitsap County  
Joe Roszak, Executive Director, Kitsap Mental Health Services  
Rochelle Doan, KMHS Director of Community Relations and Development  
Sue Hughes, League of Women Voters  
Susan Daniel, League of Women Voters  
Pam Hamon, League of Women Voters  
Gay Neal, Kitsap County Treatment Coordinator  
Kurt Wiest, Executive Director, Bremerton Housing Authority  
Tony Caldwell, Executive Director, Kitsap Housing Authority  
Larry Eyer, Executive Director, Kitsap Community Resources  
Robin O'Grady, Executive Director, West Sound Treatment Center  
Walt Bigby, Administrator, Education Service District  
Ned Newlin, Chief of Corrections, Kitsap County Sheriff's Office Jail  
Bert Furuta, Director, Kitsap County Personnel & Human Services

# **Kitsap County Mental Illness and Drug Dependency Action Plan – Funded by the 1/10<sup>th</sup> of 1% Tax Initiative**

## **Background:**

In 2005 Washington State approved legislation allowing counties to raise their local sales tax by one-tenth of one percent to augment state funding of mental health and chemical dependency programs and services (including but not limited to, treatment services, case management, and housing that are a component of a coordinated chemical dependency or mental health treatment program or service) and for the operation or delivery of therapeutic court programs or services - one penny for every \$10 of purchases or \$10 for every \$10,000 of purchases. Programs are required to be new or expanded. To date, 20 counties have adopted this sales tax, including the surrounding Mason, Jefferson, Clallam, and King counties.<sup>1</sup>

Following several years of inadequate state funding for local mental health (MH) and substance abuse (SA) programs, access to treatment has become limited for many residents in need of services. Without access to care, individuals often become more ill, are arrested or jailed, seen at the emergency room or hospitalized – a needless and costly use of scarce resources, and harmful to the individual and to the public's well-being.

**In Kitsap County** passage of this local sales tax would result in approximately \$3.3 million annually for mental health treatment services, chemical dependency treatment services, therapeutic courts, and related housing.

## **What about current Kitsap County service levels?**

Community needs assessments conducted in 2005 and again in 2009 mapped major components of the current mental health and drug dependency system, including systems that become de facto systems of care – the jail and the emergency departments. Most recently, in 2011, the Kitsap Community Health Priorities (KCHP) plan was completed and noted as one of five priorities “Ensure access to affordable medical care, behavioral healthcare (MH and CD) and dental care for all residents.”<sup>2</sup> These three assessments all note service gaps that cause the community safety net as a whole to falter, fail to prevent and/or intervene in the lives of individuals and their families with serious illnesses, and have unfortunate impacts on individuals, services and costs within each of these community systems of care.

## **What would this funding accomplish?**

1. A reduction in the number of mentally ill and/or chemically dependent people using costly services at the jail, emergency rooms and hospitals.
2. A reduction in the number of people who recycle through the jail, returning repeatedly as result of their criminal conduct which may be related to mental illness and/or chemical dependency.
3. A reduction in the incidence and severity of chemical dependency and mental and emotional disorder in youths and adults.
4. Diversion to treatment for mentally ill and/or chemically dependent youth and adults from initial or further law enforcement and justice system involvement.
5. Expand access of services for mentally ill and/or chemically dependent youth and adults.
6. Increase reliable housing options for mentally ill and/or chemically dependent youth and adults.

## **Ensuring services and funding accountability**

1. Develop a public input process and a voluntary Citizen Advisory Committee oversight.
2. Determine a long term plan for programs and services outcomes and allocation of public funds.
3. Use of a Request for Proposals process consistent with the long term plan.
4. Routinely evaluate based on performance measures and progress reports.

---

<sup>1</sup> Adoption is authorized under the Omnibus Mental Health and Substance Abuse Act of 2005, with additional law passed into effect in 2009 (SSB 5433) allowing funds to be used to supplant existing funding on a limited and declining percentage through 2014. This action provides counties the ability to sustain a level of funding and services during the current economic recession. Programs and services currently being provided in Kitsap County are facing significant financial challenges in their ability to maintain vital services at their current level, or to increase needed services.

<sup>2</sup> The year-long Kitsap Community Health Priorities (KCHP) process was conducted by the Kitsap Public Health District during 2011, and included four assessments and input from community representatives. Community partners provided leadership and guidance, and working committees continue to further the goals through development of specific action plans.

## PRIORITY RECOMMENDATIONS FOR NEW OR EXPANDED SERVICES

### Community-Based Care Strategies

*These strategies are primarily designed to increase access to behavioral health services for uninsured and underinsured children, adults, and older adults.*

|    |                                                                                                                                                                                                                                                                                                                                                |             |
|----|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 1a | <b>Mental Health Treatment Services</b> for persons who qualify clinically for standard services, but who do not meet stringent financial Medicaid qualifications and who might otherwise “fall through the gap.”                                                                                                                              | \$ 420,000  |
| 1b | <b>Chemical Dependency Treatment</b> to restore inpatient treatment, detoxification and stabilization and family services capacity, and provide outpatient substance abuse treatment services for youth and adults where no other funds are available. <i>Gay, \$248,000 was based on 2010 – had added \$100,000</i>                           | \$ 348,000  |
| 1c | <b>Behavioral Health Screening and Treatment in Primary Care</b> facilitates screening for depression, anxiety and substance use, and brief interventions and/or referrals for youth, adults and older adults. The primary care setting is where most people first turn for help, and offers opportunity for early intervention and treatment. | \$1,494,000 |
| 1d | <b>Emergency Room Substance Abuse Intervention (S-BIRT)</b> uses a model tool for screening, brief intervention, and referral to treatment administered in the ER setting and demonstrated successful in early interventions of problem substance use.                                                                                         | \$ 132,000  |
| 1e | <b>Outreach, Engagement and Case Management</b> for persons who are homeless, mentally ill, and chronically chemically dependent, for the purpose of engaging clients in needed MH and SA treatment, and housing placement.                                                                                                                    | \$ 280,000  |
| 1f | <b>Crisis Intervention Training</b> for First Responders throughout Kitsap County to employ strategies for successfully engaging persons who are homeless, mental ill, and or chronically chemically dependent in a community setting.                                                                                                         | \$ 250,000  |

### Strategies to Help Children and Youth

|    |                                                                                                                                                                                                                                        |            |
|----|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 2a | <b>Nurse Family Partnership Home Visiting and Newborn Home Visiting Programs</b> are shown effective in preventing and reducing incidence of child abuse and neglect, and improve school outcomes.                                     | \$ 348,000 |
| 2b | <b>Juvenile Services Department-Adolescent Treatment Services</b> to stabilize, maintain and expand individualized Treatment Court and Juvenile Drug Court, expand assessment and behavioral health treatment at the Detention Center. | \$ 410,854 |
| 2c | <b>Youth Screening for Behavioral Health and Suicide Prevention</b> to implement evidence based programs that screen and refer children, youth and their families for early intervention and prevention of behavioral health issues.   | \$ 125,000 |

### Jail and Hospital Diversion Strategies

|    |                                                                                                                                                                                                                                                  |            |
|----|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------|
| 3a | <b>Diversion &amp; Adult Jail Behavioral Health Services</b> maintain mental health services, create substance abuse treatment capacity, ensure linkage at discharge to outpatient community mental health and substance use treatment.          | \$ 500,000 |
| 3b | <b>Jail Diversion and Adult Courts</b> sustain Adult Felony Drug Court (195,000)and Family Dependency Drug Court (65,000); initiate Veteran’s Court (240,492 Tier two); Sheriff Officer for Home Visits and Compliance Checks (65,000 Tier two). | \$ 565,492 |

### Capital Projects

|    |                                                                                                                                                                                                                                     |             |
|----|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------|
| 4a | <b>Supportive Housing</b> to develop supportive housing units for persons with severe, persistent mental illness and/or chemical dependency.                                                                                        | \$6,000,000 |
| 4b | <b>Gero-psychiatric Needs Assessment and Feasibility Study</b> to determine how to meet needs of increasing numbers of aging population experiencing behavioral health needs, including consideration of gero-psychiatric facility. | \$ 80,000   |

### Evaluation

|    |                                                                                                                                                                                                                                                                                                           |           |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 5a | Evaluation services to allow continuous quality improvements discern efficacy of strategies in meeting intended outcomes. Reports to be reviewed by the voluntary Citizen Advisory Committee and County Commissioners with evaluation presented to the County Commissioners at a public meeting annually. | \$ 50,000 |
|----|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|

*Yellow – updated by HD, Juve & Courts 12/20/12 – need final review by Juve & Courts, HD signed off*

# CITY OF BAINBRIDGE ISLAND

## CITY COUNCIL AGENDA BILL



### PROCESS INFORMATION

Subject: Resolution No. 2013-03 supporting the reinstatement of the Federal Assault Weapons Ban and the enactment of a federal ban on ammunition clips in excess of ten rounds and supporting state and federal legislation to address known deficiencies in the regulation of gun sales

Date: January 23, 2013

Agenda Item: Council Discussion

Bill No.: 13-007

Proposed By: Councilmember Hytopoulos

Referral(s):

### BUDGET INFORMATION

Department:

Fund:

Munis Contract #

Expenditure Req:

Budgeted? ☒ Yes ☐ No

Budget Amend. Req? ☐ Yes ☐ No

### REFERRALS/REVIEW

Study Session

Recommendation:

City Manager ☒ Yes ☐ No ☐ N/A

Legal ☒ Yes ☐ No ☐ N/A

Finance ☒ Yes ☐ No ☐ N/A

### DESCRIPTION/SUMMARY

#### Action Item:

Consideration of Resolution No. 2013-03 supporting the reinstatement of the Federal Assault Weapons Ban and the enactment of a federal ban on ammunition clips in excess of ten rounds and supporting state and federal legislation to address known deficiencies in the regulation of gun sales.

#### History:

In response to recent tragedies, local jurisdictions around the country are encouraging state and federal jurisdictions to pass legislation in support of gun control. The attached resolution would affirm the City Council's support of the reinstatement of the Federal Assault Ban and the enactment of a federal ban on ammunition clips in excess of ten rounds as well as Council's support of state and federal legislation to address known deficiencies in the regulation of gun sales, including the gun show and private sale criminal background check exceptions.

### RECOMMENDED ACTION

#### Motion:

I move that the City Council approve Resolution No. 2013-03.

## **RESOLUTION NO. 2013-03**

**A RESOLUTION** of the City Council of the City of Bainbridge Island supporting the reinstatement of the Federal Assault Weapons Ban and the enactment of a federal ban on ammunition clips in excess of ten rounds and supporting state and federal legislation to address known deficiencies in the regulation of gun sales, including the gun show and private sale criminal background check exceptions.

**WHEREAS**, in 1994, Congress enacted an assault weapons ban that prohibited the sale of certain semi-automatic and automatic weapons in order to reduce the levels of street violence in the United States; and

**WHEREAS**, in 2004, the assault weapons ban expired by operation of law and, to this date, has not been renewed by Congress; and

**WHEREAS**, since 1999, the incidence of mass shootings in schools and public places has increased at the same time that the overall crime rate has been falling; and

**WHEREAS**, in the last several years, the amount of random, mass gun violence has accelerated and the names of communities such as Tucson, Arizona; Aurora, Colorado; Newton, Connecticut; and Virginia Tech have become synonymous with senseless loss of life and crippling injuries; and

**WHEREAS**, the use of semi-automatic and automatic weapons with large ammunition clips allows persons intent on harm to cause more carnage than would be possible if such weapons were unavailable; and

**WHEREAS**, military-style weapons coupled with large ammunition clips are not necessary for sportsmen or home protection and constitute a demonstrated threat to the general public; and

**WHEREAS**, under current federal and state law, criminal background checks are not required for the purchase of guns at gun shows or through private transactions; and

**WHEREAS**, the National Instant Criminal Background Check System (NICS) is an effective tool to keep guns out of the hands of criminals and other dangerous individuals, having blocked 1.9 million illegal gun purchases and permit applications in the last two decades; and

**WHEREAS**, the City Council of the City of Bainbridge Island supports policies that keep guns out of dangerous hands while respecting the rights of law abiding gun owners, and strongly believes that the United States Congress and the State of Washington should take action to close gaps in current regulations and keep military style-weapons and high capacity ammunition clips away from our community and especially our schools; now, therefore,

**THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND DOES RESOLVE AS FOLLOWS:**

Section 1. The City Council supports the reinstatement of the Federal Assault Weapons Ban and the enactment of a federal ban on ammunition clips in excess of ten rounds.

Section 2. The City Council supports the enactment of state and federal legislation mandating criminal background checks for all gun sales without exception.

Section 3. The City Council authorizes the City Manager to forward this Resolution to the City's congressional delegation to the 113<sup>th</sup> Congress.

Section 4. The City Council authorizes the City Manager to forward this Resolution to the City's delegation to the Washington State Legislature.

PASSED by the City Council this \_\_\_\_ day of January, 2013.

APPROVED by the Mayor this \_\_\_\_ day of January, 2013.

By: \_\_\_\_\_  
Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

By: \_\_\_\_\_  
Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK: January 10, 2013

PASSED BY THE CITY COUNCIL:

RESOLUTION NO. 2013-03

# CITY OF BAINBRIDGE ISLAND

## CITY COUNCIL AGENDA BILL



### PROCESS INFORMATION

|                                                                                  |                        |
|----------------------------------------------------------------------------------|------------------------|
| Subject: Regional Mayors' Letter of Support for Increased Transportation Funding | Date: January 23, 2013 |
| Agenda Item: Council Discussion                                                  | Bill No.: 13-007       |
| Proposed By: Councilmember Lester                                                | Referral(s):           |

### **Action Item:**

Consideration of having Mayor Steven Bonkowski on behalf of the Bainbridge Island City Council co-sign the Regional Mayors' Letter of Support for Increased Transportation Funding which is to be sent to the Washington State Legislature.

### **History:**

Several factors have contributed to the deficiencies in funding for local transportation needs including the loss of the MVET in 1990s, the 1% limit in property taxes, and the great recession.

Approximately 20 percent of city transportation funding is dedicated and provided for by state law and this puts cities in the challenging position of having to cover the remaining 80 percent of the costs from general funds. As a result, many cities have drastically reduced funding to maintain roads. Pavement conditions in most cities are deteriorating, resulting in an increasing number of lane miles that will require more expensive reconstruction.

Last year, Seattle Mayor Mike McGinn convened three meetings with elected representatives to discuss the local transportation funding needs for cities, counties, and the State of Washington. The group discussed that the last two state transportation funding packages primarily funded large statewide mega projects and did not include funding for local road improvement or transit. This group requests that any new Transportation Funding Package must include investments needed now to repair and maintain local roads, streets, bridges, and to operate and maintain ferries and transit services.

The group developed a letter requesting that the legislature take a "First Step" to address the transportation needs and included recommendations for a statewide transportation funding package as well as recommendations for legislative action that would provide authority and options at the local level and included: 1) eight cent per gallon gas tax increase, 2) at least a 1% up to 1.5 % Motor Vehicle Excise Tax option that counties could enact either by councilmanic action or public vote, and 3) expand from \$20 to \$40 the vehicle license fee that can be enacted by councilmanic action or public vote.

The letter co-signed by many Mayors and elected representatives from across the State is to be sent by the first week of February to the Washington State Legislature for consideration.

### RECOMMENDED ACTION

#### **Motion:**

I move that the City Council authorize Mayor Steven Bonkowski to sign the Mayors' Transportation Funding letter on behalf of the Bainbridge Island City Council.



Dear Legislative Leaders,

As leaders of local government, we are gravely concerned about the urgent and unmet need for transportation funding. We request that you take action in the 2013 legislative session to address the need for increased transportation funding, including direct funding for local transportation and local financing options we can consider for our communities.. Failing to take action now will cause increased transportation costs, increased congestion, and reduced competitiveness for Washington businesses. Recognizing that we as state taxpayers have competing interests for limited dollars, we ask that you give serious consideration to providing authority and options at the local level this year.

Maintaining what we have and the Growing Need: Our transportation system lays an important foundation for Washington's economy. It provides the vital connections that link our homes to our work places and carry products to market. Investments are needed now to repair and maintain roads, streets and bridges, and to operate and maintain ferries and transit services. Both short- and long-term solutions are needed to ensure that we're able to maintain, operate and improve the system to accommodate the growing demands for transit service and on state and local roads.

You are, perhaps more than anyone, acutely aware of the factors contributing to the structural deficiency in how Washington funds our transportation system. The loss of the Motor Vehicle Excise Tax (MVET) in the mid-1990s, the 1 percent property tax limit, and the Great Recession have significantly reduced city and county budgets and our collective ability to raise funds.

Statewide, cities need at least \$3.4 billion in the next 10 years to maintain and repair streets and bridges. Approximately 20 percent of city transportation funding is dedicated by state law; cities must fund the remaining 80 percent from general funds. As a result, many cities have drastically reduced funding to maintain their roads. Pavement conditions in most cities are deteriorating, resulting in an increasing number of lane miles that will require expensive reconstruction.

Public transit will require an additional \$2 billion over the next decade simply to maintain current levels of service. Demand for transit service is growing steadily and additional revenue will be necessary in order to accommodate this increased ridership. Counties need an additional \$1.5 billion over the next decade to address their needs.

We therefore offer the following “First Step” proposal for your consideration in order to address the short term need. It is by no means a panacea for all of our problems, nor is it comprehensive enough to solve the longer term need. But it begins to address the short term regional and local investment needs.

First Step Transportation Funding Plan

- 1) Eight cent per gallon gas tax increase. (Estimated **\$2.56 billion over 10 years**).
- 1) At least a one percent Motor Vehicle Excise Tax option which counties could enact either by councilmanic action or public vote. (Potential revenue of **\$3.24 billion over ten years**).
- 2) Expand from \$20 to \$40 the vehicle license fee (VLF) that can be enacted through public vote or councilmanic action. (\$40 VLF would generate up to **\$2.73 billion over ten years**).

This plan is a “first step” towards addressing the most immediate transportation needs of cities, counties and the State. But there continues to be a need for sustainable funding solutions to address the longer-term needs of our statewide transportation system identified by the Connecting Washington Task Force last year.

We are committed to working with you to address our shared critical needs. When State leaders develop a proposal for long-term, sustainable transportation funding, we encourage the consideration of several strategies, including: creation of local or statewide transportation utilities, development of a pilot program to test the potential use of a transportation revenue strategy based on usage (such as a vehicle miles traveled option), and an increase in weight fees (because many cities experience the effects of heavy truck usage on their local roadway system).

We appreciate your consideration.

Sincerely,

Dear Legislative Leaders,

As leaders of local government, we are gravely concerned about the urgent and unmet need for transportation funding. We request that you take action in the 2013 legislative session to address the need for increased transportation funding, including direct funding for local transportation and local financing options we can consider for our communities.. Failing to take action now will cause increased transportation costs, increased congestion, and reduced competitiveness for Washington businesses. Recognizing that we as state taxpayers have competing interests for limited dollars, we ask that you give serious consideration to providing authority and options at the local level this year.

Maintaining what we have and the Growing Need: Our transportation system lays an important foundation for Washington's economy. It provides the vital connections that link our homes to our work places and carry products to market. Investments are needed now to repair and maintain roads, streets and bridges, and to operate and maintain ferries and transit services. Both short- and long-term solutions are needed to ensure that we're able to maintain, operate and improve the system to accommodate the growing demands for transit service and on state and local roads.

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We therefore offer the following “First Step” proposal for your consideration in order to address the short term need. It is by no means a panacea for all of our problems, nor is it comprehensive enough to solve the longer term need. But it begins to address the short term regional and local investment needs.

#### First Step Transportation Funding Plan

- 1) Eight cent per gallon gas tax increase. (Estimated **\$2.56 billion over 10 years**).
- 2) A Motor Vehicle Excise Tax option of up to 1.5% that counties could enact either by councilmanic action or public vote with options provided to counties for a specific level of MVET and method of revenue allocations. (Potential revenue of **\$3.24 billion over ten years**).
- 3) Expand from \$20 to \$40 the vehicle license fee (VLF) that can be enacted through public vote or councilmanic action. (\$40 VLF would generate up to **\$2.73 billion over ten years**).

This plan is a “first step” towards addressing the most immediate transportation needs of cities, counties and the State. But there continues to be a need for sustainable funding solutions to address the longer-term needs of our statewide transportation system identified by the Connecting Washington Task Force last year.

We are committed to working with you to address our shared critical needs. When State leaders develop a proposal for long-term, sustainable transportation funding, we encourage the consideration of several strategies, including: creation of local or statewide transportation utilities, development of a pilot program to test the potential use of a transportation revenue strategy based on usage (such as a vehicle miles traveled option), and an increase in weight fees (because many cities experience the effects of heavy truck usage on their local roadway system).

We appreciate your consideration.

Sincerely,

# CITY OF BAINBRIDGE ISLAND CITY COUNCIL AGENDA BILL



## PROCESS INFORMATION

|                               |                        |
|-------------------------------|------------------------|
| Subject: Consent Agenda Items | Date: January 23, 2013 |
| Agenda Item: Consent Agenda   | Bill No.: 13-012       |
| Proposed By: Executive        | Referral(s):           |

## BUDGET INFORMATION

|                  |                                                                               |                                                                             |
|------------------|-------------------------------------------------------------------------------|-----------------------------------------------------------------------------|
| Department:      | Fund:                                                                         | Munis Contract #                                                            |
| Expenditure Req: | Budgeted? <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No | Budget Amend. Req? <input type="checkbox"/> Yes <input type="checkbox"/> No |

## REFERRALS/REVIEW

|                                                                                                               |                                                                                                                                                                                                                 |
|---------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| Study Session:                                                                                                | Recommendation:                                                                                                                                                                                                 |
| City Manager <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A | Legal <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A Finance <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/> N/A |

## DESCRIPTION/SUMMARY

### Action Item:

Consideration of Consent Agenda Item A through B, Item A. Accounts Payable Voucher and Payroll Approval, and Item B. Special City Council Meeting/Retreat Minutes, January 6, 2013.

## RECOMMENDED ACTION

### Motion:

I move that the City Council approve Consent Agenda Item A through B, Item A. Accounts Payable Voucher and Payroll Approval, and Item B. Special City Council Meeting/Retreat Minutes, January 6, 2013.

**CITY OF BAINBRIDGE ISLAND**  
**ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS**

**CHECK RUN: January 7, 2013 - January 21, 2013**  
**CITY COUNCIL: January 9, 2013 - January 23, 2013**

Last check from previous run: 332035 dated 1/10/2013 issued to Zee Medical Service in the amount of 43.53

| Payment Type | Check Date | Check Number    | Department/Vendor/Description                                     | Amount            |
|--------------|------------|-----------------|-------------------------------------------------------------------|-------------------|
| ACH          |            | n/a             |                                                                   |                   |
| EFT          |            | n/a             |                                                                   |                   |
| Manual       | 1/4/13     | 331908          | VOID                                                              | VOID              |
| Manual       | 1/9/13     | 332036          | ENG/King County AWWA/Adv Asset Mangement Registration-LN          | 275.00            |
| Manual       | 1/9/13     | 332037          | HR/APA of WA/Job Listing for Special Project Planner              | 50.00             |
| Manual       | 1/9/13     | 332038          | PW/Toshiba Financial Svc/3530C Copier Unapplied Credit/Lease      | 9.76              |
| Manual       | 1/10/13    | 332039          | EX/Wa St Dept of Natural Resources/Aq Public Marina/NWD Structure | 13,952.19         |
| Manual       | 1/14/13    | 332040          | ENG/COBI/SSDE Fees-SSDE15223-B                                    | 1,908.00          |
| Manual       | 1/14/13    | 332041          | POL/Toshiba Finacial Svc/3530C Copier Lease                       | 365.99            |
| Manual       | 1/15/13    | 332042          | US Bank/Credit Card Purchases                                     | 2,645.15          |
|              |            |                 |                                                                   |                   |
|              |            |                 | <b>Manual Checks, Electronic Disbursements</b>                    | <b>19,206.09</b>  |
| Regular Run  | 1/24/13    | 332043 - 332118 | <b>2012 FY - Regular Check Run</b>                                | <b>263,406.99</b> |
| Regular Run  | 1/24/13    | 332119 - 332172 | <b>2013 FY - Regular Check Run</b>                                | <b>724,468.74</b> |

**Total Disbursements** **1,007,081.82**

|                   |     |     |                      |   |
|-------------------|-----|-----|----------------------|---|
| Retainage Release | N/A | N/A | No Retainage Release | Ø |
| Travel Advance    | N/A | N/A | No Advance Travel    | Ø |

Prepared and Reviewed by Linda Steinberg Linda Steinberg, Accounts Payable

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

Karl R. Shaw  
Karl R. Shaw, Accounting Manager

1-17-2013  
Date

VOID

01/04/2013 09:26 |CITY OF BAINBRIDGE ISLAND  
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 1  
apcshdsb

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

INVOICE DTL DESC

331908 12/18/2012 VOID 422 PLANNING ASSOCIATION 181300 4127 12/06/2012 -50.00  
Invoice: 4127 HR/JOB LIST/SR PROJ PLNR  
-50.00 33011161 544161 HR-ADV-EE RECRUIT-PCD

CHECK 331908 TOTAL: -50.00

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* -50.00

|                     | COUNT | AMOUNT |
|---------------------|-------|--------|
| TOTAL VOIDED CHECKS | 1     | 50.00  |

\*\*\* GRAND TOTAL \*\*\* -50.00

01/04/2013 09:26  
lsteinberg

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

PG 4  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND              | DUE TO | DUE FROM |
|-------------------|--------|----------|
| 631 CLEARING FUND | 50.00  |          |
| 001 GENERAL FUND  |        | 50.00    |
|                   |        |          |
| TOTAL             | 50.00  | 50.00    |

\*\* END OF REPORT - Generated by Linda Steinberg \*\*



01/04/2013 09:28 |CITY OF BAINBRIDGE ISLAND  
lsteinberg |MODIFY INVOICES

PG 1  
apinvmnt

CLERK: lsteinberg

INVOICE HEADER CHANGED

| VENDOR DOCUMENT      | WARRANT | VOUCHER        | DEPT | YR/PER      | CASH ACCOUNT | TYPE | INV DATE   | DISCOUNT AMOUNT | ERROR |
|----------------------|---------|----------------|------|-------------|--------------|------|------------|-----------------|-------|
|                      |         |                |      |             |              | STAT | DUE DATE   | INVOICE NET     |       |
| 000422 28879         |         | 181300         | FIN  | 2012 12 635 | 111100       | INV  | 12/06/2012 | .00             |       |
| PLANNING ASSOCIATION | RMT: 0  | HR/JOB LIST/SR | PROJ | PLNR        |              |      | 12/27/2012 | 50.00           |       |
| INVOICE: 4127        |         |                |      |             |              |      |            |                 |       |
| 33011161 544161      |         | HIRE PCD       |      |             | N 1          |      | 50.00      |                 |       |

\*\* END OF REPORT - Generated by Linda Steinberg \*\*

MANUAL  
2012

01/10/2013 08:58 |CITY OF BAINBRIDGE ISLAND  
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 1  
apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

332036 01/09/2013 PRTD 4434 KING COUNTY SUBSECTI 181575 10/11/12 10/11/2012 M010913 275.00  
Invoice: 10/11/12 ENG/ADV ASSET MGMT REGISTR-LN  
275.00 72411341 443410 ENG - WATER TRAINING

CHECK 332036 TOTAL: 275.00

332037 01/09/2013 PRTD 422 APA OF WA 181573 4127A 12/06/2012 M010913 50.00  
Invoice: 4127A HR/JOB LISTING SR PROJ PLANNER  
50.00 33011161 544161 HR-ADV-EE RECRUIT-PCD

CHECK 332037 TOTAL: 50.00

332038 01/09/2013 PRTD 6714 TOSHIBA FINANCIAL SE 181574 218650851 12/21/2012 M010913 9.76  
Invoice: 218650851 PW/ES3530C COPIER UNAPPL CR  
9.76 73637891 545000 RENTS & LEASES - OPERATING

CHECK 332038 TOTAL: 9.76

NUMBER OF CHECKS 3 \*\*\* CASH ACCOUNT TOTAL \*\*\* 334.76

COUNT AMOUNT

TOTAL PRINTED CHECKS 3 334.76

\*\*\* GRAND TOTAL \*\*\* 334.76

01/10/2013 08:58 |CITY OF BAINBRIDGE ISLAND  
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|PG 2  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

| YEAR PER                       | JNL      |        |       |       |  | ACCOUNT DESC                   | T OB | DEBIT  | CREDIT |
|--------------------------------|----------|--------|-------|-------|--|--------------------------------|------|--------|--------|
| SRC ACCOUNT                    |          |        |       |       |  | LINE DESC                      |      |        |        |
| EFF DATE                       | JNL DESC | REF 1  | REF 2 | REF 3 |  |                                |      |        |        |
| 2012 12                        | 459      |        |       |       |  |                                |      |        |        |
| APP 401-213000                 |          |        |       |       |  | ACCOUNTS PAYABLE               |      | 275.00 |        |
| 12/31/2012                     | M010913  | 010913 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |      |        |        |
| APP 635-111100                 |          |        |       |       |  | CASH                           |      |        | 334.76 |
| 12/31/2012                     | M010913  | 010913 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |      |        |        |
| APP 001-213000                 |          |        |       |       |  | GENERAL - ACCOUNTS PAYABLE     |      | 50.00  |        |
| 12/31/2012                     | M010913  | 010913 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |      |        |        |
| APP 631-213000                 |          |        |       |       |  | ACCOUNTS PAYABLE               |      | 9.76   |        |
| 12/31/2012                     | M010913  | 010913 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |      |        |        |
| GENERAL LEDGER TOTAL           |          |        |       |       |  |                                |      | 334.76 | 334.76 |
| APP 631-130000                 |          |        |       |       |  | DUE TO/FROM CLEARING           |      | 325.00 |        |
| 12/31/2012                     | M010913  | 010913 |       |       |  |                                |      |        |        |
| APP 401-130000                 |          |        |       |       |  | DUE TO/FROM CLEARING           |      |        | 275.00 |
| 12/31/2012                     | M010913  | 010913 |       |       |  |                                |      |        |        |
| APP 001-130000                 |          |        |       |       |  | GENERAL - DUE TO/FROM CLEARING |      |        | 50.00  |
| 12/31/2012                     | M010913  | 010913 |       |       |  |                                |      |        |        |
| SYSTEM GENERATED ENTRIES TOTAL |          |        |       |       |  |                                |      | 325.00 | 325.00 |
| JOURNAL 2012/12/459 TOTAL      |          |        |       |       |  |                                |      | 659.76 | 659.76 |

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

PG 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND                     | YEAR PER | JNL | EFF DATE                       | DEBIT  | CREDIT |
|--------------------------|----------|-----|--------------------------------|--------|--------|
| ACCOUNT                  |          |     | ACCOUNT DESCRIPTION            |        |        |
| 001 GENERAL FUND         | 2012 12  | 459 | 12/31/2012                     |        |        |
| 001-130000               |          |     | GENERAL - DUE TO/FROM CLEARING |        | 50.00  |
| 001-213000               |          |     | GENERAL - ACCOUNTS PAYABLE     | 50.00  |        |
|                          |          |     | FUND TOTAL                     | 50.00  | 50.00  |
| 401 WATER OPERATING FUND | 2012 12  | 459 | 12/31/2012                     |        |        |
| 401-130000               |          |     | DUE TO/FROM CLEARING           |        | 275.00 |
| 401-213000               |          |     | ACCOUNTS PAYABLE               | 275.00 |        |
|                          |          |     | FUND TOTAL                     | 275.00 | 275.00 |
| 631 CLEARING FUND        | 2012 12  | 459 | 12/31/2012                     |        |        |
| 631-130000               |          |     | DUE TO/FROM CLEARING           | 325.00 |        |
| 631-213000               |          |     | ACCOUNTS PAYABLE               | 9.76   |        |
| 635-111100               |          |     | CASH                           |        | 334.76 |
|                          |          |     | FUND TOTAL                     | 334.76 | 334.76 |

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

|PG 4  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND                     | DUE TO | DUE FROM |
|--------------------------|--------|----------|
| 631 CLEARING FUND        | 325.00 |          |
| 401 WATER OPERATING FUND |        | 275.00   |
| 001 GENERAL FUND         |        | 50.00    |
| TOTAL                    | 325.00 | 325.00   |

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MANUAL 2013

01/11/2013 07:43 |CITY OF BAINBRIDGE ISLAND  
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 1  
apcshdsb

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

INVOICE DTL DESC

332039 01/10/2013 PRD 4520 WA ST DEPT OF NATURA 181596 12/17/12 12/17/2012 M011013 13,952.19  
Invoice: 12/17/12 EX/AQ PUBL MARINA/NWD STRUC  
13,952.19 31011757 545000 EXEC-C/E-OWM-LEASE

CHECK 332039 TOTAL: 13,952.19

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 13,952.19

|                      | COUNT | AMOUNT    |
|----------------------|-------|-----------|
| TOTAL PRINTED CHECKS | 1     | 13,952.19 |

\*\*\* GRAND TOTAL \*\*\* 13,952.19

01/11/2013 07:43 |CITY OF BAINBRIDGE ISLAND  
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 2  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

| YEAR PER       | JNL      |        |       |       |  | ACCOUNT DESC                   | T OB | DEBIT     | CREDIT    |
|----------------|----------|--------|-------|-------|--|--------------------------------|------|-----------|-----------|
| SRC ACCOUNT    |          |        |       |       |  | LINE DESC                      |      |           |           |
| EFF DATE       | JNL DESC | REF 1  | REF 2 | REF 3 |  |                                |      |           |           |
| 2013 1 169     |          |        |       |       |  |                                |      |           |           |
| APP 001-213000 |          |        |       |       |  | GENERAL - ACCOUNTS PAYABLE     |      | 13,952.19 |           |
| 01/10/2013     | M011013  | 011013 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
| APP 635-111100 |          |        |       |       |  | CASH                           |      |           | 13,952.19 |
| 01/10/2013     | M011013  | 011013 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |      |           |           |
|                |          |        |       |       |  | GENERAL LEDGER TOTAL           |      | 13,952.19 | 13,952.19 |
| APP 631-130000 |          |        |       |       |  | DUE TO/FROM CLEARING           |      | 13,952.19 |           |
| 01/10/2013     | M011013  | 011013 |       |       |  |                                |      |           |           |
| APP 001-130000 |          |        |       |       |  | GENERAL - DUE TO/FROM CLEARING |      |           | 13,952.19 |
| 01/10/2013     | M011013  | 011013 |       |       |  |                                |      |           |           |
|                |          |        |       |       |  | SYSTEM GENERATED ENTRIES TOTAL |      | 13,952.19 | 13,952.19 |
|                |          |        |       |       |  | JOURNAL 2013/01/169 TOTAL      |      | 27,904.38 | 27,904.38 |

01/11/2013 07:43  
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|CITY OF BAINBRIDGE ISLAND  
|A/P CASH DISBURSEMENTS JOURNAL

|PG 3  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND | ACCOUNT       | YEAR | PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION            | DEBIT     | CREDIT    |
|------|---------------|------|-----|-----|------------|--------------------------------|-----------|-----------|
| 001  | GENERAL FUND  | 2013 | 1   | 169 | 01/10/2013 |                                |           |           |
|      | 001-130000    |      |     |     |            | GENERAL - DUE TO/FROM CLEARING |           | 13,952.19 |
|      | 001-213000    |      |     |     |            | GENERAL - ACCOUNTS PAYABLE     | 13,952.19 |           |
|      |               |      |     |     |            | FUND TOTAL                     | 13,952.19 | 13,952.19 |
| 631  | CLEARING FUND | 2013 | 1   | 169 | 01/10/2013 |                                |           |           |
|      | 631-130000    |      |     |     |            | DUE TO/FROM CLEARING           | 13,952.19 |           |
|      | 635-111100    |      |     |     |            | CASH                           |           | 13,952.19 |
|      |               |      |     |     |            | FUND TOTAL                     | 13,952.19 | 13,952.19 |



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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

PG 4  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND              | DUE TO    | DUE FROM  |
|-------------------|-----------|-----------|
| 631 CLEARING FUND | 13,952.19 |           |
| 001 GENERAL FUND  |           | 13,952.19 |
|                   | <hr/>     | <hr/>     |
| TOTAL             | 13,952.19 | 13,952.19 |

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01/14/2013 09:18 |CITY OF BAINBRIDGE ISLAND  
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PG 1  
apcshdsb

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

INVOICE DTL DESC

332040 01/14/2013 PRD 634 CITY OF BAINBRIDGE I 181676 SSDE15223-B 01/14/2013 M011413 1,908.00  
Invoice: SSDE15223-B ENG/SSDE FEES  
1,908.00 72423434 64980000471 BEACH MAIN REPL DES-CAP PERMIT  
CHECK 332040 TOTAL: 1,908.00

332041 01/14/2013 PRD 6714 TOSHIBA FINANCIAL SE 181677 218729382 12/22/2012 M011413 365.99  
Invoice: 218729382 POL/3530C COPIER LEASE  
365.99 51011211 545000 PD-C/E-ADMIN RENTS/LEASE  
CHECK 332041 TOTAL: 365.99

NUMBER OF CHECKS 2 \*\*\* CASH ACCOUNT TOTAL \*\*\* 2,273.99

|                      | COUNT | AMOUNT   |
|----------------------|-------|----------|
| TOTAL PRINTED CHECKS | 2     | 2,273.99 |

\*\*\* GRAND TOTAL \*\*\* 2,273.99

01/14/2013 09:18 |CITY OF BAINBRIDGE ISLAND  
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PG 2  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

| YEAR PER                       | JNL      |        |       |       |  | ACCOUNT DESC                   | T OB | DEBIT    | CREDIT   |
|--------------------------------|----------|--------|-------|-------|--|--------------------------------|------|----------|----------|
| SRC ACCOUNT                    |          |        |       |       |  | LINE DESC                      |      |          |          |
| EFF DATE                       | JNL DESC | REF 1  | REF 2 | REF 3 |  |                                |      |          |          |
| 2013 1 175                     |          |        |       |       |  |                                |      |          |          |
| APP 402-213000                 |          |        |       |       |  | ACCOUNTS PAYABLE               |      | 1,908.00 |          |
| 01/14/2013                     | M011413  | 011413 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| APP 635-111100                 |          |        |       |       |  | CASH                           |      |          | 2,273.99 |
| 01/14/2013                     | M011413  | 011413 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| APP 001-213000                 |          |        |       |       |  | GENERAL - ACCOUNTS PAYABLE     |      | 365.99   |          |
| 01/14/2013                     | M011413  | 011413 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| GENERAL LEDGER TOTAL           |          |        |       |       |  |                                |      | 2,273.99 | 2,273.99 |
| APP 631-130000                 |          |        |       |       |  | DUE TO/FROM CLEARING           |      | 2,273.99 |          |
| 01/14/2013                     | M011413  | 011413 |       |       |  |                                |      |          |          |
| APP 402-130000                 |          |        |       |       |  | DUE TO/FROM CLEARING           |      |          | 1,908.00 |
| 01/14/2013                     | M011413  | 011413 |       |       |  |                                |      |          |          |
| APP 001-130000                 |          |        |       |       |  | GENERAL - DUE TO/FROM CLEARING |      |          | 365.99   |
| 01/14/2013                     | M011413  | 011413 |       |       |  |                                |      |          |          |
| SYSTEM GENERATED ENTRIES TOTAL |          |        |       |       |  |                                |      | 2,273.99 | 2,273.99 |
| JOURNAL 2013/01/175 TOTAL      |          |        |       |       |  |                                |      | 4,547.98 | 4,547.98 |

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

PG 3  
apcshdeb

JOURNAL ENTRIES TO BE CREATED

| FUND | ACCOUNT              | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION            | DEBIT    | CREDIT   |
|------|----------------------|----------|-----|------------|--------------------------------|----------|----------|
| 001  | GENERAL FUND         | 2013 1   | 175 | 01/14/2013 |                                |          |          |
|      | 001-130000           |          |     |            | GENERAL - DUE TO/FROM CLEARING |          | 365.99   |
|      | 001-213000           |          |     |            | GENERAL - ACCOUNTS PAYABLE     | 365.99   |          |
|      |                      |          |     |            | FUND TOTAL                     | 365.99   | 365.99   |
| 402  | SEWER OPERATING FUND | 2013 1   | 175 | 01/14/2013 |                                |          |          |
|      | 402-130000           |          |     |            | DUE TO/FROM CLEARING           |          | 1,908.00 |
|      | 402-213000           |          |     |            | ACCOUNTS PAYABLE               | 1,908.00 |          |
|      |                      |          |     |            | FUND TOTAL                     | 1,908.00 | 1,908.00 |
| 631  | CLEARING FUND        | 2013 1   | 175 | 01/14/2013 |                                |          |          |
|      | 631-130000           |          |     |            | DUE TO/FROM CLEARING           | 2,273.99 |          |
|      | 635-111100           |          |     |            | CASH                           |          | 2,273.99 |
|      |                      |          |     |            | FUND TOTAL                     | 2,273.99 | 2,273.99 |

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

|PG 4  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND                     | DUE TO   | DUE FROM |
|--------------------------|----------|----------|
| 631 CLEARING FUND        | 2,273.99 |          |
| 402 SEWER OPERATING FUND |          | 1,908.00 |
| 001 GENERAL FUND         |          | 365.99   |
| TOTAL                    | 2,273.99 | 2,273.99 |

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01/15/2013 12:18 |CITY OF BAINBRIDGE ISLAND  
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

MANUAL

PG 1  
apcshdsb

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

VOUCHER INVOICE INV DATE PO WARRANT NET

INVOICE DTL DESC

|                       |            |      |              |                                |                 |                                |         |          |
|-----------------------|------------|------|--------------|--------------------------------|-----------------|--------------------------------|---------|----------|
| 332042                | 01/15/2013 | PRTD | 7314 US BANK | 181765                         | 12/04/12-BB     | 12/04/2012                     | M011513 | 10.00    |
| Invoice: 12/04/12-BB  |            |      |              | POL/WAVEBAND COMM/SHIPPING     |                 |                                |         |          |
|                       |            |      |              | 10.00                          | 91011215 542500 | GG-C/E-PD-POSTAGE              |         |          |
|                       |            |      |              | 181766                         | 12/03/12-BB     | 12/03/2012                     | M011513 | 283.84   |
| Invoice: 12/03/12-BB  |            |      |              | POL/MCGARD/PROPELLER LOCKS     |                 |                                |         |          |
|                       |            |      |              | 283.84                         | 54025212 531100 | MARINE - SUPPLIES              |         |          |
|                       |            |      |              | 181767                         | 12/11/12-BB     | 12/11/2012                     | M011513 | 45.00    |
| Invoice: 12/11/12-BB  |            |      |              | POL/USPS/STAMPS                |                 |                                |         |          |
|                       |            |      |              | 45.00                          | 91011215 542500 | GG-C/E-PD-POSTAGE              |         |          |
|                       |            |      |              | 181768                         | 12/11/12        | 12/11/2012                     | M011513 | 45.00    |
| Invoice: 12/11/12     |            |      |              | POL/USPS/STAMPS                |                 |                                |         |          |
|                       |            |      |              | 45.00                          | 91011215 542500 | GG-C/E-PD-POSTAGE              |         |          |
|                       |            |      |              | 181769                         | 11/27/12-BS     | 11/27/2012                     | M011513 | 1,000.00 |
| Invoice: 11/27/12-BS  |            |      |              | POL/CRAWFORD/MARINE TRAINING   |                 |                                |         |          |
|                       |            |      |              | 500.00                         | 54025212 443410 | MARINE - TRAINING              |         |          |
|                       |            |      |              | 500.00                         | 55011757 443410 | PD-HARBORMASTER-TRAINING       |         |          |
|                       |            |      |              | 181770                         | 11/26/12-BS     | 11/26/2012                     | M011513 | 34.00    |
| Invoice: 11/26/12-BS  |            |      |              | POL/WSF/FERRY CROSSING         |                 |                                |         |          |
|                       |            |      |              | 34.00                          | 53011212 543100 | PATROL-TRAVEL (NOT MEALS/LODG) |         |          |
|                       |            |      |              | 181771                         | 11/26/12A-BS    | 11/26/2012                     | M011513 | 499.00   |
| Invoice: 11/26/12A-BS |            |      |              | POL/MORRISONS NO STAR/FUEL     |                 |                                |         |          |
|                       |            |      |              | 499.00                         | 54025212 532000 | MARINE - FUEL                  |         |          |
|                       |            |      |              | 181772                         | 11/28/12-BS     | 11/28/2012                     | M011513 | -102.65  |
| Invoice: 11/28/12-BS  |            |      |              | POL/PORT SUPPLY RETURN         |                 |                                |         |          |
|                       |            |      |              | -102.65                        | 54025212 531100 | MARINE - SUPPLIES              |         |          |
|                       |            |      |              | 181773                         | 12/06/12-KB     | 12/06/2012                     | M011513 | 34.00    |
| Invoice: 12/06/12-KB  |            |      |              | EX/WSF/FERRY-TRAINING          |                 |                                |         |          |
|                       |            |      |              | 34.00                          | 33011164 443410 | HR-C/E-TRAINING EXP            |         |          |
|                       |            |      |              | 181774                         | 12/07/12-KB     | 12/07/2012                     | M011513 | 25.00    |
| Invoice: 12/07/12-KB  |            |      |              | HR/CRAIGSLIST/SPEC PLNR AD     |                 |                                |         |          |
|                       |            |      |              | 25.00                          | 33011161 544161 | HR-ADV-EE RECRUIT-PCD          |         |          |
|                       |            |      |              | 181775                         | 12/10/12-KB     | 12/10/2012                     | M011513 | 300.00   |
| Invoice: 12/10/12-KB  |            |      |              | HR/WA ST BAR/CITY ATTORN AD    |                 |                                |         |          |
|                       |            |      |              | 300.00                         | 33011161 544131 | HR-ADV-EE RECRUIT-EXEC         |         |          |
|                       |            |      |              | 181776                         | 11/26/12-SM     | 11/26/2012                     | M011513 | 173.75   |
| Invoice: 11/26/12-SM  |            |      |              | IT/BUY.COM/SSD HARD DRIVE      |                 |                                |         |          |
|                       |            |      |              | 173.75                         | 81011881 535500 | IT - C/E COMPUTER PARTS & EQ   |         |          |
|                       |            |      |              | 181777                         | 12/01/12-SM     | 12/01/2012                     | M011513 | -619.98  |
| Invoice: 12/01/12-SM  |            |      |              | IT/AMAZON/RETRN CELL SIG BOOST |                 |                                |         |          |
|                       |            |      |              | -619.98                        | 91011189 535500 | GG-C/E-CITY HALL-PC&RELATED SU |         |          |

01/15/2013 12:18 |CITY OF BAINBRIDGE ISLAND  
 lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 2  
 apcshdsb

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

VOUCHER INVOICE INV DATE PO WARRANT NET

INVOICE DTL DESC

|                       |         |                 |                               |         |         |
|-----------------------|---------|-----------------|-------------------------------|---------|---------|
| Invoice: 12/13/12-SS  | 181778  | 12/13/12-SS     | 12/13/2012                    | M011513 | 900.00  |
|                       |         |                 | POL/NAT MED SVC/LAB ANALYS    |         |         |
|                       | 900.00  | 52011212 541100 | POLICE - C/E INVEST PROF SVCS |         |         |
| Invoice: 12/04/12-KG  | 181779  | 12/04/12-KG     | 12/04/2012                    | M011513 | 198.99  |
|                       |         |                 | ENG/OFFICE STAR/CHAIR         |         |         |
|                       | 198.99  | 71011321 531100 | PW - C/E SUPPLIES             |         |         |
| Invoice: 12/04/12-CK  | 181780  | 12/04/12-CK     | 12/04/2012                    | M011513 | 130.10  |
|                       |         |                 | PW/AMAZON/CELL PH CASES       |         |         |
|                       | 130.10  | 73637891 531100 | OFFICE SUPPLIES               |         |         |
| Invoice: 12/04/12A-CK | 181781  | 12/04/12A-CK    | 12/04/2012                    | M011513 | 14.10   |
|                       |         |                 | PW/AMAZON/CELL PH CAR CHGRS   |         |         |
|                       | 14.10   | 73637891 531100 | OFFICE SUPPLIES               |         |         |
| Invoice: 12/17/12-LN  | 181782  | 12/17/12-LN     | 12/17/2012                    | M011513 | -325.00 |
|                       |         |                 | ENG/ERW OF WA/CLASS CANCEL    |         |         |
|                       | -125.00 | 71011321 443410 | PW - C/E TRAINING             |         |         |
|                       | -200.00 | 72011324 443410 | ENG - C/E - TRAINING          |         |         |

CHECK 332042 TOTAL: 2,645.15

NUMBER OF CHECKS 1 \*\*\* CASH ACCOUNT TOTAL \*\*\* 2,645.15

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 2,645.15

\*\*\* GRAND TOTAL \*\*\* 2,645.15

01/15/2013 12:18 |CITY OF BAINBRIDGE ISLAND  
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 3  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

| YEAR PER                       | JNL      |        |       |       |  | ACCOUNT DESC                   | T OB | DEBIT    | CREDIT   |
|--------------------------------|----------|--------|-------|-------|--|--------------------------------|------|----------|----------|
| SRC ACCOUNT                    |          |        |       |       |  | LINE DESC                      |      |          |          |
| EFF DATE                       | JNL DESC | REF 1  | REF 2 | REF 3 |  |                                |      |          |          |
| 2013 1 216                     |          |        |       |       |  |                                |      |          |          |
| APP 001-213000                 |          |        |       |       |  | GENERAL - ACCOUNTS PAYABLE     |      | 2,500.95 |          |
| 01/15/2013                     | M011513  | 011513 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| APP 635-111100                 |          |        |       |       |  | CASH                           |      |          | 2,645.15 |
| 01/15/2013                     | M011513  | 011513 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| APP 631-213000                 |          |        |       |       |  | ACCOUNTS PAYABLE               |      | 144.20   |          |
| 01/15/2013                     | M011513  | 011513 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |      |          |          |
| GENERAL LEDGER TOTAL           |          |        |       |       |  |                                |      | 2,645.15 | 2,645.15 |
| APP 631-130000                 |          |        |       |       |  | DUE TO/FROM CLEARING           |      | 2,500.95 |          |
| 01/15/2013                     | M011513  | 011513 |       |       |  |                                |      |          |          |
| APP 001-130000                 |          |        |       |       |  | GENERAL - DUE TO/FROM CLEARING |      |          | 2,500.95 |
| 01/15/2013                     | M011513  | 011513 |       |       |  |                                |      |          |          |
| SYSTEM GENERATED ENTRIES TOTAL |          |        |       |       |  |                                |      | 2,500.95 | 2,500.95 |
| JOURNAL 2013/01/216 TOTAL      |          |        |       |       |  |                                |      | 5,146.10 | 5,146.10 |



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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

PG 4  
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| FUND              | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION            | DEBIT    | CREDIT   |
|-------------------|----------|-----|------------|--------------------------------|----------|----------|
| ACCOUNT           |          |     |            |                                |          |          |
| 001 GENERAL FUND  | 2013 1   | 216 | 01/15/2013 |                                |          |          |
| 001-130000        |          |     |            | GENERAL - DUE TO/FROM CLEARING |          | 2,500.95 |
| 001-213000        |          |     |            | GENERAL - ACCOUNTS PAYABLE     | 2,500.95 |          |
|                   |          |     |            | FUND TOTAL                     | 2,500.95 | 2,500.95 |
| 631 CLEARING FUND | 2013 1   | 216 | 01/15/2013 |                                |          |          |
| 631-130000        |          |     |            | DUE TO/FROM CLEARING           | 2,500.95 |          |
| 631-213000        |          |     |            | ACCOUNTS PAYABLE               | 144.20   |          |
| 635-111100        |          |     |            | CASH                           |          | 2,645.15 |
|                   |          |     |            | FUND TOTAL                     | 2,645.15 | 2,645.15 |

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

|PG 5  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND              | DUE TO   | DUE FROM |
|-------------------|----------|----------|
| 631 CLEARING FUND | 2,500.95 |          |
| 001 GENERAL FUND  |          | 2,500.95 |
| TOTAL             | 2,500.95 | 2,500.95 |

\*\* END OF REPORT - Generated by Linda Steinberg \*\*

2012 YE Regular

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PG 1  
apcshdsb

| CASH ACCOUNT: 635 |            |      | 111100                  | CASH |         |                 | INV DATE                       | PO     | WARRANT  | NET    |
|-------------------|------------|------|-------------------------|------|---------|-----------------|--------------------------------|--------|----------|--------|
| CHECK NO          | CHK DATE   | TYPE | VENDOR NAME             |      | VOUCHER | INVOICE         |                                |        |          |        |
| 332043            | 01/24/2013 | PRTD | 7620 2 WATCH MONITORING |      | 181663  | 4401            | 10/15/2012                     |        | 01/19/13 | 229.50 |
|                   |            |      |                         |      | 229.50  | 21011232 545000 | COURT-ELECT HOME DET'N-EQ RENT |        |          |        |
|                   |            |      |                         |      |         |                 | CHECK                          | 332043 | TOTAL:   | 229.50 |
| 332044            | 01/24/2013 | PRTD | 4973 ARTHUR J CRAIGEN   |      | 181664  | 18260           | 12/26/2012                     |        | 01/19/13 | 280.00 |
|                   |            |      |                         |      | 280.00  | 21011125 531100 | COURT - SUPPLIES               |        |          |        |
|                   |            |      |                         |      |         |                 | CHECK                          | 332044 | TOTAL:   | 280.00 |
| 332045            | 01/24/2013 | PRTD | 5 ACE HARDWARE          |      | 181576  | 22957           | 12/28/2012                     |        | 01/19/13 | 41.25  |
|                   |            |      |                         |      | 41.25   | 73425358 531100 | O&M-WWTP-SUPPLIES              |        |          |        |
|                   |            |      |                         |      | 181577  | 22932           | 12/26/2012                     |        | 01/19/13 | 113.93 |
|                   |            |      |                         |      | 113.93  | 73011189 548100 | O&M - C/E FACIL REPAIRS        |        |          |        |
|                   |            |      |                         |      | 181578  | 22938           | 12/27/2012                     |        | 01/19/13 | 5.84   |
|                   |            |      |                         |      | 5.84    | 73011768 548100 | O&M-C/E-PARKS-R&M              |        |          |        |
|                   |            |      |                         |      | 181651  | 22917           | 12/23/2012                     |        | 01/19/13 | 9.75   |
|                   |            |      |                         |      | 9.75    | 53011212 531100 | PD-C/E-PATROL SUPPLIES         |        |          |        |
|                   |            |      |                         |      | 181753  | 21327           | 06/13/2012                     |        | 01/19/13 | 24.86  |
|                   |            |      |                         |      | 24.86   | 73411345 548100 | REPAIRS & MAINTENANCE          |        |          |        |
|                   |            |      |                         |      | 181754  | 21707           | 07/31/2012                     |        | 01/19/13 | 9.75   |
|                   |            |      |                         |      | 9.75    | 73111264 548100 | O&M-STREET-TRAF CONTROL-R&M    |        |          |        |
|                   |            |      |                         |      | 181755  | 21743           | 08/03/2012                     |        | 01/19/13 | 10.85  |
|                   |            |      |                         |      | 10.85   | 73111264 548100 | O&M-STREET-TRAF CONTROL-R&M    |        |          |        |
|                   |            |      |                         |      | 181756  | 21912           | 08/29/2012                     |        | 01/19/13 | 11.48  |
|                   |            |      |                         |      | 11.48   | 73111264 548100 | O&M-STREET-TRAF CONTROL-R&M    |        |          |        |
|                   |            |      |                         |      | 181757  | 21919           | 08/24/2012                     |        | 01/19/13 | 8.23   |
|                   |            |      |                         |      | 8.23    | 73111264 548100 | O&M-STREET-TRAF CONTROL-R&M    |        |          |        |
|                   |            |      |                         |      | 181758  | 22017           | 09/04/2012                     |        | 01/19/13 | 18.99  |
|                   |            |      |                         |      | 18.99   | 73111264 548100 | O&M-STREET-TRAF CONTROL-R&M    |        |          |        |
|                   |            |      |                         |      | 181759  | 22058           | 09/07/2012                     |        | 01/19/13 | 9.74   |
|                   |            |      |                         |      | 9.74    | 73111264 548100 | O&M-STREET-TRAF CONTROL-R&M    |        |          |        |
|                   |            |      |                         |      | 181760  | 22074           | 09/10/2012                     |        | 01/19/13 | 12.12  |
|                   |            |      |                         |      | 12.12   | 73111264 548100 | O&M-STREET-TRAF CONTROL-R&M    |        |          |        |
|                   |            |      |                         |      | 181761  | 22367           | 10/16/2012                     |        | 01/19/13 | 50.26  |
|                   |            |      |                         |      | 50.26   | 73111264 548100 | O&M-STREET-TRAF CONTROL-R&M    |        |          |        |

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PG 2  
apcshd9b

| CASH ACCOUNT: 635 | 111100     | CASH |                           |         |                      |                                 |          |          |          |
|-------------------|------------|------|---------------------------|---------|----------------------|---------------------------------|----------|----------|----------|
| CHECK NO          | CHK DATE   | TYPE | VENDOR NAME               | VOUCHER | INVOICE              | INV DATE                        | PO       | WARRANT  | NET      |
|                   |            |      |                           |         |                      | CHECK                           | 332045   | TOTAL:   | 327.05   |
| 332046            | 01/24/2013 | PRTD | 863 INTERSTATE BATTERIES  | 181579  | 21065544             | 12/27/2012                      |          | 01/19/13 | 328.90   |
|                   |            |      |                           | 95.31   | 72011321 548100      | ENG - C/E ADMIN REPAIRS         |          |          |          |
|                   |            |      |                           | 233.59  | 53011212 548100      | POLICE - C/E PATROL MAINTENANC  |          |          |          |
|                   |            |      |                           |         |                      | CHECK                           | 332046   | TOTAL:   | 328.90   |
| 332047            | 01/24/2013 | PRTD | 4710 ASSOCIATED PETROLEU  | 181580  | 0421298-IN           | 12/31/2012                      |          | 01/19/13 | 747.04   |
|                   |            |      |                           | 747.04  | 91011897 547200      | GG-C/E-O&M YARD FAC-PROPANE     |          |          |          |
|                   |            |      |                           |         |                      | CHECK                           | 332047   | TOTAL:   | 747.04   |
| 332048            | 01/24/2013 | PRTD | 2138 ASPECT CONSULTING LL | 181599  | 17394                | 12/28/2012                      | 21200025 | 01/19/13 | 433.16   |
|                   |            |      |                           | 433.16  | 72431832 54110000120 | SSWM TECH ASSIST-PRO SVCS       |          |          |          |
|                   |            |      |                           | 181600  | 17395                | 12/28/2012                      | 21200025 | 01/19/13 | 881.92   |
|                   |            |      |                           | 881.92  | 72431832 54110000445 | NPDES PERMIT-PRO SVCS           |          |          |          |
|                   |            |      |                           |         |                      | CHECK                           | 332048   | TOTAL:   | 1,315.08 |
| 332049            | 01/24/2013 | PRTD | 6420 AT&T MOBILITY        | 181581  | 0932DEC12            | 12/21/2012                      |          | 01/19/13 | 99.77    |
|                   |            |      |                           | 99.77   | 91011189 542100      | GG-C/E-CITY HALL-PHONE          |          |          |          |
|                   |            |      |                           |         |                      | CHECK                           | 332049   | TOTAL:   | 99.77    |
| 332050            | 01/24/2013 | PRTD | 1235 AT&T ONENET SERVICE  | 181792  | 1256071514           | 01/01/2013                      |          | 01/19/13 | .63      |
|                   |            |      |                           | .63     | 91011189 542100      | GG-C/E-CITY HALL-PHONE          |          |          |          |
|                   |            |      |                           |         |                      | CHECK                           | 332050   | TOTAL:   | .63      |
| 332051            | 01/24/2013 | PRTD | 47 BAINBRIDGE DISPOSAL    | 181582  | 0010503DEC12         | 12/31/2012                      |          | 01/19/13 | 170.70   |
|                   |            |      |                           | 170.70  | 91011189 547900      | GG-C/E-CITY HALL-GARBAGE        |          |          |          |
|                   |            |      |                           | 181583  | 010963DEC12          | 12/31/2012                      |          | 01/19/13 | 1,191.17 |
|                   |            |      |                           | 85.35   | 91011215 547900      | GG-C/E-PD-GARBAGE               |          |          |          |
|                   |            |      |                           | 282.99  | 91011768 547900      | GG-C/E-PARKS-GARBAGE            |          |          |          |
|                   |            |      |                           | 301.61  | 91425358 547900      | GG-WWTP-GARBAGE (NOT BIOSOLIDS) |          |          |          |
|                   |            |      |                           | 521.22  | 91011897 547900      | GG-C/E-O&M YARD FAC-GARBAGE     |          |          |          |
|                   |            |      |                           | 181793  | 009521DEC12          | 12/31/2012                      |          | 01/19/13 | 9.56     |
|                   |            |      |                           | 9.56    | 91011755 547900      | GG-C/E-COMMONS-GARBAGE          |          |          |          |
|                   |            |      |                           |         |                      | CHECK                           | 332051   | TOTAL:   | 1,371.43 |

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PG 3  
apcshdeb

| CASH ACCOUNT: 635 | 111100     | CASH |                           |           |                      |                              |          |          |           |
|-------------------|------------|------|---------------------------|-----------|----------------------|------------------------------|----------|----------|-----------|
| CHECK NO          | CHK DATE   | TYPE | VENDOR NAME               | VOUCHER   | INVOICE              | INV DATE                     | PO       | WARRANT  | NET       |
| 332052            | 01/24/2013 | PRTD | 55 BAINBRIDGE ISLAND RE   | 181584    | 713597               | 12/26/2012                   |          | 01/19/13 | 121.00    |
|                   |            |      |                           | 121.00    | 63470586 544000      | CUR - DEV ZONING ADVERTISING |          |          |           |
|                   |            |      |                           | 181585    | 713602               | 12/26/2012                   |          | 01/19/13 | 131.00    |
|                   |            |      |                           | 131.00    | 63470586 544000      | CUR - DEV ZONING ADVERTISING |          |          |           |
|                   |            |      |                           | 181586    | 717784               | 12/26/2012                   |          | 01/19/13 | 22.00     |
|                   |            |      |                           | 22.00     | 11011113 544000      | COUNCIL - LEGAL NOTICES      |          |          |           |
|                   |            |      |                           | 181587    | 717785               | 12/26/2012                   |          | 01/19/13 | 25.00     |
|                   |            |      |                           | 25.00     | 11011113 544000      | COUNCIL - LEGAL NOTICES      |          |          |           |
|                   |            |      |                           | 181588    | 717787               | 12/26/2012                   |          | 01/19/13 | 23.00     |
|                   |            |      |                           | 23.00     | 11011113 544000      | COUNCIL - LEGAL NOTICES      |          |          |           |
|                   |            |      |                           | 181589    | 717788               | 12/26/2012                   |          | 01/19/13 | 29.00     |
|                   |            |      |                           | 29.00     | 11011113 544000      | COUNCIL - LEGAL NOTICES      |          |          |           |
|                   |            |      |                           | 181590    | 717789               | 12/26/2012                   |          | 01/19/13 | 22.00     |
|                   |            |      |                           | 22.00     | 11011113 544000      | COUNCIL - LEGAL NOTICES      |          |          |           |
|                   |            |      |                           | 181591    | 717790               | 12/26/2012                   |          | 01/19/13 | 23.00     |
|                   |            |      |                           | 23.00     | 11011113 544000      | COUNCIL - LEGAL NOTICES      |          |          |           |
|                   |            |      |                           | 181592    | 719038               | 12/26/2012                   |          | 01/19/13 | 22.00     |
|                   |            |      |                           | 22.00     | 11011113 544000      | COUNCIL - LEGAL NOTICES      |          |          |           |
|                   |            |      |                           | 181601    | 722023               | 12/28/2012                   |          | 01/19/13 | 102.00    |
|                   |            |      |                           | 102.00    | 63470586 544000      | CUR - DEV ZONING ADVERTISING |          |          |           |
|                   |            |      |                           | 181602    | 722024               | 12/28/2012                   |          | 01/19/13 | 104.00    |
|                   |            |      |                           | 104.00    | 63470586 544000      | CUR - DEV ZONING ADVERTISING |          |          |           |
|                   |            |      |                           | 181794    | 724203               | 12/31/2012                   |          | 01/19/13 | 50.35     |
|                   |            |      |                           | 50.35     | 33011161 544161      | HR-ADV-EE RECRUIT-PCD        |          |          |           |
|                   |            |      |                           | 181795    | 723660               | 01/04/2013                   |          | 01/19/13 | 30.00     |
|                   |            |      |                           | 30.00     | 72311473 64400000226 | SC CENTER-ADV CAP            |          |          |           |
|                   |            |      |                           | 181796    | 724695               | 01/04/2013                   |          | 01/19/13 | 28.00     |
|                   |            |      |                           | 28.00     | 73111264 54400000235 | ROAD STRIPING-ADVERTISING    |          |          |           |
|                   |            |      |                           |           |                      | CHECK                        | 332052   | TOTAL:   | 732.35    |
| 332053            | 01/24/2013 | PRTD | 5119 BERGER/ABAM ENGINEER | 181797    | 301285               | 01/08/2013                   | 21100559 | 01/19/13 | 10,050.08 |
|                   |            |      |                           | 10,050.08 | 72321951 64110000534 | ROCKAWAY BEACH-DESIGN/ENG    |          |          |           |
|                   |            |      |                           |           |                      | CHECK                        | 332053   | TOTAL:   | 10,050.08 |

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PG 4  
apcshdsb

| CASH ACCOUNT: 635 | 111100     | CASH |                           |           |                      |                              |          |          |           |
|-------------------|------------|------|---------------------------|-----------|----------------------|------------------------------|----------|----------|-----------|
| CHECK NO          | CHK DATE   | TYPE | VENDOR NAME               | VOUCHER   | INVOICE              | INV DATE                     | PO       | WARRANT  | NET       |
| 332054            | 01/24/2013 | PRTD | 314 BAINBRIDGE ISLAND FI  | 181652    | G 12 - 2012          | 01/04/2013                   |          | 01/19/13 | 2,639.66  |
|                   |            |      |                           | 147.89    | 52011212 532000      | PD DET-C/E-FUEL              |          |          |           |
|                   |            |      |                           | 2,491.77  | 53011212 532000      | PD-C/E-PATROL-FUEL           |          |          |           |
|                   |            |      |                           |           |                      | CHECK                        | 332054   | TOTAL:   | 2,639.66  |
| 332055            | 01/24/2013 | PRTD | 1 BAINBRIDGE ISLAND SC    | 181593    | 01/08/13             | 01/08/2013                   |          | 01/19/13 | 21,280.20 |
|                   |            |      |                           | 21,280.20 | 43134 343830         | STORM DRAINAGE FEES          |          |          |           |
|                   |            |      |                           |           |                      | CHECK                        | 332055   | TOTAL:   | 21,280.20 |
| 332056            | 01/24/2013 | PRTD | 78 BROWNE ENGINEERING I   | 181604    | 6614                 | 01/07/2013                   | 21200115 | 01/19/13 | 2,062.50  |
|                   |            |      |                           | 2,062.50  | 72433438 64110000231 | ANN DRAIN PRG-CAP P SVCS/DES |          |          |           |
|                   |            |      |                           | 181605    | 6616                 | 01/07/2013                   | 21200115 | 01/19/13 | 5,239.00  |
|                   |            |      |                           | 5,239.00  | 72433438 64110000231 | ANN DRAIN PRG-CAP P SVCS/DES |          |          |           |
|                   |            |      |                           |           |                      | CHECK                        | 332056   | TOTAL:   | 7,301.50  |
| 332057            | 01/24/2013 | PRTD | 7621 CAROLLO ENGINEERS IN | 181798    | 0125617              | 12/07/2012                   | 21200165 | 01/19/13 | 7,420.60  |
|                   |            |      |                           | 7,420.60  | 72423434 64110000471 | BEACH MAIN REPL DES-CAP ENG  |          |          |           |
|                   |            |      |                           |           |                      | CHECK                        | 332057   | TOTAL:   | 7,420.60  |
| 332058            | 01/24/2013 | PRTD | 99 CINTAS CORPORATION #   | 181595    | 461210971            | 12/27/2012                   |          | 01/19/13 | 361.12    |
|                   |            |      |                           | 361.12    | 73638893 589310      | LAUNDRY SERVICES             |          |          |           |
|                   |            |      |                           | 181762    | 461214058            | 01/03/2013                   |          | 01/19/13 | 361.12    |
|                   |            |      |                           | 361.12    | 73638893 589310      | LAUNDRY SERVICES             |          |          |           |
|                   |            |      |                           |           |                      | CHECK                        | 332058   | TOTAL:   | 722.24    |
| 332059            | 01/24/2013 | PRTD | 102 CITY OF BAINBRIDGE I  | 181610    | RETREQ2-222          | 12/27/2012                   | 21200132 | 01/19/13 | 1,470.44  |
|                   |            |      |                           | 1,470.44  | 72111953 66300000222 | STREET-ROADS PRES-CONSTR     |          |          |           |
|                   |            |      |                           |           |                      | CHECK                        | 332059   | TOTAL:   | 1,470.44  |
| 332060            | 01/24/2013 | PRTD | 460 CITY OF BI - PETTY C  | 181666    | 44847                | 12/12/2012                   |          | 01/19/13 | 16.56     |
|                   |            |      |                           | 16.56     | 61011581 531100      | PCD - C/E ADMIN SUPPLIES     |          |          |           |
|                   |            |      |                           | 181667    | 44848                | 12/21/2012                   |          | 01/19/13 | .20       |
|                   |            |      |                           | .20       | 91011189 542500      | GG-C/E-CITY HALL-POSTAGE     |          |          |           |
|                   |            |      |                           | 181668    | 44849                | 12/24/2012                   |          | 01/19/13 | .45       |
|                   |            |      |                           | .45       | 91011189 542500      | GG-C/E-CITY HALL-POSTAGE     |          |          |           |

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PG 5  
apcshdsb

| CASH ACCOUNT: 635 | 111100     | CASH |                           |           |                      |                                |          |          |           |
|-------------------|------------|------|---------------------------|-----------|----------------------|--------------------------------|----------|----------|-----------|
| CHECK NO          | CHK DATE   | TYPE | VENDOR NAME               | VOUCHER   | INVOICE              | INV DATE                       | PO       | WARRANT  | NET       |
| <hr/>             |            |      |                           |           |                      |                                |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332060   | TOTAL:   | 17.21     |
| 332061            | 01/24/2013 | PRTD | 460 CITY OF BI - PETTY C  | 181653    | 2012-19              | 12/04/2012                     |          | 01/19/13 | 16.26     |
|                   |            |      |                           | 16.26     | 51011211 531100      | PD-C/E-ADM-SUPPLIES            |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332061   | TOTAL:   | 16.26     |
| 332062            | 01/24/2013 | PRTD | 4578 CONSOLIDATED ELECTRI | 181594    | 0936-611301          | 12/20/2012                     |          | 01/19/13 | 278.40    |
|                   |            |      |                           | 278.40    | 73425358 548100      | O&M-WWTP-REPAIRS               |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332062   | TOTAL:   | 278.40    |
| 332063            | 01/24/2013 | PRTD | 7016 CUSTOM PRINTING      | 181607    | 2529                 | 12/27/2012                     |          | 01/19/13 | 40.92     |
|                   |            |      |                           | 40.92     | 11011116 531100      | COUNCIL - SUPPLIES             |          |          |           |
|                   |            |      |                           | 181608    | 2556                 | 12/31/2012                     |          | 01/19/13 | 44.40     |
|                   |            |      |                           | 44.40     | 73011483 531100      | O&M-C/E-MECHANICAL SHOP-SUPPLY |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332063   | TOTAL:   | 85.32     |
| 332064            | 01/24/2013 | PRTD | 1410 DOOLITTLE HOLDINGS I | 181611    | PAYREQ2-222          | 12/27/2012                     | 21200131 | 01/19/13 | 27,938.31 |
|                   |            |      |                           | 27,938.31 | 72111953 66300000222 | STREET-ROADS PRES-CONSTR       |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332064   | TOTAL:   | 27,938.31 |
| 332065            | 01/24/2013 | PRTD | 7144 DTMICRO, INC         | 181799    | 1551                 | 12/15/2012                     |          | 01/19/13 | 135.75    |
|                   |            |      |                           | 135.75    | 91011215 542100      | GG-C/E-PD-PHONE                |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332065   | TOTAL:   | 135.75    |
| 332066            | 01/24/2013 | PRTD | 212 FABRICARE 02 - PLANT  | 181654    | 01/03/13             | 01/03/2013                     |          | 01/19/13 | 108.44    |
|                   |            |      |                           | 7.98      | 51011191 520000      | PD-C/E-PROP RM-BENEFITS        |          |          |           |
|                   |            |      |                           | 91.92     | 51011211 520000      | PD-C/E ADMIN-BENEFITS          |          |          |           |
|                   |            |      |                           | 8.54      | 51011217 520000      | PD-C/E-PARKING ENF-BEN         |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332066   | TOTAL:   | 108.44    |
| 332067            | 01/24/2013 | PRTD | 216 FEDERAL EXPRESS CORP  | 181612    | 2-128-94447          | 12/28/2012                     |          | 01/19/13 | 22.56     |
|                   |            |      |                           | 22.56     | 91011189 542500      | GG-C/E-CITY HALL-POSTAGE       |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332067   | TOTAL:   | 22.56     |

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PG 6  
apcshdsb

| CASH ACCOUNT: 635 | 111100     | CASH |                           |           |                      |                                |          |          |           |
|-------------------|------------|------|---------------------------|-----------|----------------------|--------------------------------|----------|----------|-----------|
| CHECK NO          | CHK DATE   | TYPE | VENDOR NAME               | VOUCHER   | INVOICE              | INV DATE                       | PO       | WARRANT  | NET       |
| 332068            | 01/24/2013 | PRTD | 4161 HERRERA ENVIRONMENTA | 181613    | 32109                | 12/21/2012                     | 21000520 | 01/19/13 | 3,558.61  |
|                   |            |      |                           | 3,558.61  | 64011317 54110000289 | SMP UPDATE-PRO SVCS            |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332068   | TOTAL:   | 3,558.61  |
| 332069            | 01/24/2013 | PRTD | 333 KITSAP COUNTY AUDITO  | 181783    | 01/09/13             | 01/09/2013                     |          | 01/19/13 | 48,224.65 |
|                   |            |      |                           | 48,224.65 | 91011118 551000      | COUNCIL - VOTER REGISTRATION   |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332069   | TOTAL:   | 48,224.65 |
| 332070            | 01/24/2013 | PRTD | 333 KC AUDITOR - SSWM     | 181669    | 2310                 | 12/31/2012                     | 21200037 | 01/19/13 | 4,651.42  |
|                   |            |      |                           | 4,651.42  | 72431832 54110000120 | SSWM TECH ASSIST-PRO SVCS      |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332070   | TOTAL:   | 4,651.42  |
| 332071            | 01/24/2013 | PRTD | 1496 KITSAP COUNTY SEWER  | 181811    | 19289-BLAKELY        | 12/20/2012                     | 21200013 | 01/19/13 | 273.00    |
|                   |            |      |                           | 273.00    | 73426356 551000      | SIS-SD#7 PROCESSING CHGS       |          |          |           |
|                   |            |      |                           | 181812    | 19289-LYNWOOD        | 12/20/2012                     | 21200013 | 01/19/13 | 1,205.00  |
|                   |            |      |                           | 1,205.00  | 73426356 551000      | SIS-SD#7 PROCESSING CHGS       |          |          |           |
|                   |            |      |                           | 181813    | 19289-SIS            | 12/20/2012                     | 21200013 | 01/19/13 | 3,230.00  |
|                   |            |      |                           | 3,230.00  | 73426356 551000      | SIS-SD#7 PROCESSING CHGS       |          |          |           |
|                   |            |      |                           | 181814    | 19289A-BLAKELY       | 12/20/2012                     | 21200174 | 01/19/13 | 427.00    |
|                   |            |      |                           | 427.00    | 73426356 551000      | SIS-SD#7 PROCESSING CHGS       |          |          |           |
|                   |            |      |                           | 181815    | 19289A-LYNWOOD       | 12/20/2012                     | 21200174 | 01/19/13 | 1,885.00  |
|                   |            |      |                           | 1,885.00  | 73426356 551000      | SIS-SD#7 PROCESSING CHGS       |          |          |           |
|                   |            |      |                           | 181816    | 19289A-SIS           | 12/20/2012                     | 21200174 | 01/19/13 | 5,120.00  |
|                   |            |      |                           | 5,120.00  | 73426356 551000      | SIS-SD#7 PROCESSING CHGS       |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332071   | TOTAL:   | 12,140.00 |
| 332072            | 01/24/2013 | PRTD | 338 KITSAP COUNTY SHERIF  | 181657    | NOV12 BOARD          | 12/28/2012                     |          | 01/19/13 | 5,586.30  |
|                   |            |      |                           | 5,586.30  | 51011236 551000      | POLICE - C/E PRISONER DETENT'N |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332072   | TOTAL:   | 5,586.30  |
| 332073            | 01/24/2013 | PRTD | 339 KITSAP COUNTY         | 181655    | 2012328              | 12/26/2012                     |          | 01/19/13 | 923.10    |
|                   |            |      |                           | 923.10    | 53011212 531100      | PD-C/E-PATROL SUPPLIES         |          |          |           |
|                   |            |      |                           | 181656    | 2012331              | 01/04/2013                     |          | 01/19/13 | 923.10    |
|                   |            |      |                           | 923.10    | 53011212 531100      | PD-C/E-PATROL SUPPLIES         |          |          |           |



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PG 7  
apcshdsb

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER | INVOICE | INV DATE | PO | WARRANT | NET |
|----------|----------|------|-------------|---------|---------|----------|----|---------|-----|
|----------|----------|------|-------------|---------|---------|----------|----|---------|-----|

|       |        |        |          |
|-------|--------|--------|----------|
| CHECK | 332073 | TOTAL: | 1,846.20 |
|-------|--------|--------|----------|

|        |            |      |                          |        |                 |            |          |                       |        |
|--------|------------|------|--------------------------|--------|-----------------|------------|----------|-----------------------|--------|
| 332074 | 01/24/2013 | PRTD | 199 KITSAP ECONOMIC DEVE | 181615 | CBI-4Q12        | 12/31/2012 | 21200160 | 01/19/13              | 625.00 |
|        |            |      |                          | 625.00 | 91140573 541100 |            |          | GG-TOUR-PROF SERVICES |        |

|       |        |        |        |
|-------|--------|--------|--------|
| CHECK | 332074 | TOTAL: | 625.00 |
|-------|--------|--------|--------|

|        |            |      |                           |        |                 |            |  |                   |        |
|--------|------------|------|---------------------------|--------|-----------------|------------|--|-------------------|--------|
| 332075 | 01/24/2013 | PRTD | 4831 KEYES FAMILY PRACTIC | 181614 | 12/27/12        | 12/27/2012 |  | 01/19/13          | 234.00 |
|        |            |      |                           | 234.00 | 73425358 520000 |            |  | O&M-WWTP-BENEFITS |        |

|       |        |        |        |
|-------|--------|--------|--------|
| CHECK | 332075 | TOTAL: | 234.00 |
|-------|--------|--------|--------|

|        |            |      |                  |          |                 |            |  |                     |          |
|--------|------------|------|------------------|----------|-----------------|------------|--|---------------------|----------|
| 332076 | 01/24/2013 | PRTD | 1010 PAUL L KING | 181763   | 13915           | 12/28/2012 |  | 01/19/13            | 3,713.70 |
|        |            |      |                  | 3,713.70 | 73011755 548100 |            |  | O&M-COMMONS REPAIRS |          |

|       |        |        |          |
|-------|--------|--------|----------|
| CHECK | 332076 | TOTAL: | 3,713.70 |
|-------|--------|--------|----------|

|        |            |      |                           |          |                 |            |          |                       |          |
|--------|------------|------|---------------------------|----------|-----------------|------------|----------|-----------------------|----------|
| 332077 | 01/24/2013 | PRTD | 1016 KITSAP PENINSULA VIS | 181616   | 10387           | 12/30/2012 | 21200042 | 01/19/13              | 2,000.00 |
|        |            |      |                           | 2,000.00 | 91140573 541100 |            |          | GG-TOUR-PROF SERVICES |          |

|       |        |        |          |
|-------|--------|--------|----------|
| CHECK | 332077 | TOTAL: | 2,000.00 |
|-------|--------|--------|----------|

|        |            |      |                    |        |                 |            |  |                                |       |
|--------|------------|------|--------------------|--------|-----------------|------------|--|--------------------------------|-------|
| 332078 | 01/24/2013 | PRTD | 7089 KITSAP SAFETY | 181617 | 6663            | 12/24/2012 |  | 01/19/13                       | 19.77 |
|        |            |      |                    | 19.77  | 73637956 531100 |            |  | O&M ALLOC-WTR/RBW/SWR/SIS-SUPL |       |

|       |        |        |       |
|-------|--------|--------|-------|
| CHECK | 332078 | TOTAL: | 19.77 |
|-------|--------|--------|-------|

|        |            |      |                          |        |                 |            |  |                                |        |
|--------|------------|------|--------------------------|--------|-----------------|------------|--|--------------------------------|--------|
| 332079 | 01/24/2013 | PRTD | 309 KITSAP TIRE CENTER I | 181618 | 180907          | 12/27/2012 |  | 01/19/13                       | 496.91 |
|        |            |      |                          | 496.91 | 53011212 548100 |            |  | POLICE - C/E PATROL MAINTENANC |        |

|        |                 |                                |          |        |
|--------|-----------------|--------------------------------|----------|--------|
| 181784 | 180791          | 12/18/2012                     | 01/19/13 | 135.65 |
| 135.65 | 53011212 548100 | POLICE - C/E PATROL MAINTENANC |          |        |

|        |                 |                                |          |        |
|--------|-----------------|--------------------------------|----------|--------|
| 181785 | 180812          | 12/19/2012                     | 01/19/13 | 135.65 |
| 135.65 | 53011212 548100 | POLICE - C/E PATROL MAINTENANC |          |        |

|       |        |        |        |
|-------|--------|--------|--------|
| CHECK | 332079 | TOTAL: | 768.21 |
|-------|--------|--------|--------|

|        |            |      |                        |        |                 |            |  |                                |        |
|--------|------------|------|------------------------|--------|-----------------|------------|--|--------------------------------|--------|
| 332080 | 01/24/2013 | PRTD | 5968 MARGARET KLOCKARS | 181619 | 12/21/12        | 12/21/2012 |  | 01/19/13                       | 990.00 |
|        |            |      |                        | 990.00 | 34470586 541110 |            |  | HEX - DEV HEARING EX & PRO TEM |        |

|       |        |        |        |
|-------|--------|--------|--------|
| CHECK | 332080 | TOTAL: | 990.00 |
|-------|--------|--------|--------|

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lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 8  
apcshdsb

| CASH ACCOUNT: 635 | 111100     | CASH |                           |           |                      |                                |          |          |           |
|-------------------|------------|------|---------------------------|-----------|----------------------|--------------------------------|----------|----------|-----------|
| CHECK NO          | CHK DATE   | TYPE | VENDOR NAME               | VOUCHER   | INVOICE              | INV DATE                       | PO       | WARRANT  | NET       |
| 332081            | 01/24/2013 | PRTD | 6577 LAKESIDE INDUSTRIES  | 181786    | 312301OMB            | 12/31/2012                     |          | 01/19/13 | 85.53     |
|                   |            |      |                           | 85.53     | 73421355 531100      | WIN COLL-SUPPLIES              |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332081   | TOTAL:   | 85.53     |
| 332082            | 01/24/2013 | PRTD | 6577 LAKESIDE INDUSTRIES  | 181620    | PAYREQFINAL-579      | 12/18/2012                     | 21200116 | 01/19/13 | 19,800.00 |
|                   |            |      |                           | 19,800.00 | 72334561 66300000579 | MAD AVE SAFETY IMPR-CONSTR     |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332082   | TOTAL:   | 19,800.00 |
| 332083            | 01/24/2013 | PRTD | 5011 LEXISNEXIS RISK DATA | 181658    | 20121231             | 12/31/2012                     |          | 01/19/13 | 54.30     |
|                   |            |      |                           | 54.30     | 52011212 549100      | PD-C/E-INV-DUES/SUBSCR/MEMBRSH |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332083   | TOTAL:   | 54.30     |
| 332084            | 01/24/2013 | PRTD | 163 DENNIS MARTIN         | 181659    | 12/31/12             | 12/31/2012                     |          | 01/19/13 | 176.72    |
|                   |            |      |                           | 176.72    | 91029211 521500      | POLICE - INS ADD MEDICAL COSTS |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332084   | TOTAL:   | 176.72    |
| 332085            | 01/24/2013 | PRTD | 7038 MOON SECURITY SERVIC | 181671    | 628963               | 12/31/2012                     |          | 01/19/13 | 269.00    |
|                   |            |      |                           | 269.00    | 21011232 545000      | COURT-ELECT HOME DET'N-EQ RENT |          |          |           |
|                   |            |      |                           | 181672    | 628964               | 12/31/2012                     |          | 01/19/13 | 135.00    |
|                   |            |      |                           | 135.00    | 21011232 545000      | COURT-ELECT HOME DET'N-EQ RENT |          |          |           |
|                   |            |      |                           | 181673    | 628966               | 12/31/2012                     |          | 01/19/13 | 198.00    |
|                   |            |      |                           | 198.00    | 21011232 545000      | COURT-ELECT HOME DET'N-EQ RENT |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332085   | TOTAL:   | 602.00    |
| 332086            | 01/24/2013 | PRTD | 2574 NATIONAL BARRICADE C | 181621    | 245090               | 12/31/2012                     |          | 01/19/13 | 348.88    |
|                   |            |      |                           | 348.88    | 73111264 548100      | O&M-STREET-TRAF CONTROL-R&M    |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332086   | TOTAL:   | 348.88    |
| 332087            | 01/24/2013 | PRTD | 2192 NEXTEL COMMUNICATION | 181800    | DEC126272            | 12/05/2012                     |          | 01/19/13 | 9.42      |
|                   |            |      |                           | 9.42      | 91011897 542100      | GG-C/E-O&M YARD FAC-PHONE      |          |          |           |
|                   |            |      |                           |           |                      | CHECK                          | 332087   | TOTAL:   | 9.42      |
| 332088            | 01/24/2013 | PRTD | 4111 OLYMPIC SPRINGS INC  | 181660    | 240877               | 12/31/2012                     |          | 01/19/13 | 40.81     |
|                   |            |      |                           | 40.81     | 51011215 531100      | POLICE - C/E FACIL SUPPLIES    |          |          |           |

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PG 9  
apcshdsb

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

VOUCHER INVOICE

INV DATE PO

WARRANT

NET

|        |            |      |                           |                          |                                |               |           |
|--------|------------|------|---------------------------|--------------------------|--------------------------------|---------------|-----------|
|        |            |      |                           |                          | CHECK                          | 332088 TOTAL: | 40.81     |
| 332089 | 01/24/2013 | PRTD | 5977 PAPER PRODUCTS ETC   | 181624 500902            | 12/28/2012                     | 01/19/13      | 33.43     |
|        |            |      |                           | 33.43 31011131 531100    | EXEC - C/E SUPPLIES            |               |           |
|        |            |      |                           | 181674 500746            | 11/27/2012                     | 01/19/13      | 117.77    |
|        |            |      |                           | 117.77 21011125 531100   | COURT - SUPPLIES               |               |           |
|        |            |      |                           |                          | CHECK                          | 332089 TOTAL: | 151.20    |
| 332090 | 01/24/2013 | PRTD | 7405 PARR FORD            | 181625 64238             | 12/27/2012                     | 01/19/13      | 311.37    |
|        |            |      |                           | 311.37 53011212 548100   | POLICE - C/E PATROL MAINTENANC |               |           |
|        |            |      |                           |                          | CHECK                          | 332090 TOTAL: | 311.37    |
| 332091 | 01/24/2013 | PRTD | 7332 PINE VALLEY ECO PROD | 181787 0052048           | 12/17/2012                     | 01/19/13      | 634.76    |
|        |            |      |                           | 634.76 73421355 548100   | WIN COLL-R&M                   |               |           |
|        |            |      |                           |                          | CHECK                          | 332091 TOTAL: | 634.76    |
| 332092 | 01/24/2013 | PRTD | 4112 PROTHMAN COMPANY     | 181626 2012-3703         | 12/21/2012 21200124            | 01/19/13      | 7,704.40  |
|        |            |      |                           | 7,704.40 51011211 541100 | PD-C/E-ADM-PROF SVCS           |               |           |
|        |            |      |                           | 181788 2012-3715         | 01/08/2013 21200124            | 01/19/13      | 4,990.35  |
|        |            |      |                           | 4,990.35 51011211 541100 | PD-C/E-ADM-PROF SVCS           |               |           |
|        |            |      |                           |                          | CHECK                          | 332092 TOTAL: | 12,694.75 |
| 332093 | 01/24/2013 | PRTD | 1205 PUGET SOUND ENERGY   | 181627 4100227309985     | 01/02/2013                     | 01/19/13      | 429.00    |
|        |            |      |                           | 429.00 51011213 541100   | PD-CRIME PREVENTION-PROF SVCS  |               |           |
|        |            |      |                           | 181628 369DEC12          | 12/28/2012                     | 01/19/13      | 5,208.61  |
|        |            |      |                           | 5,208.61 91011189 547100 | GG-C/E-CITY HALL-ELECTRIC      |               |           |
|        |            |      |                           | 181688 696DEC12          | 12/31/2012                     | 01/19/13      | 10.28     |
|        |            |      |                           | 10.28 91011768 547100    | GG-C/E-PARKS-ELECTRIC          |               |           |
|        |            |      |                           | 181689 823DEC12          | 12/31/2012                     | 01/19/13      | 10.28     |
|        |            |      |                           | 10.28 91011768 547100    | GG-C/E-PARKS-ELECTRIC          |               |           |
|        |            |      |                           | 181690 640DEC12          | 12/31/2012                     | 01/19/13      | 54.30     |
|        |            |      |                           | 54.30 91011768 547100    | GG-C/E-PARKS-ELECTRIC          |               |           |
|        |            |      |                           | 181691 573DEC12          | 12/31/2012                     | 01/19/13      | 13.31     |
|        |            |      |                           | 13.31 91411345 547100    | GG-WTR-ELECTRIC                |               |           |
|        |            |      |                           | 181692 093DEC12          | 12/31/2012                     | 01/19/13      | 1,127.30  |

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PG 10  
apcshdsb

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER  | INVOICE         | INV DATE   | PO | WARRANT                        | NET      |
|----------|----------|------|-------------|----------|-----------------|------------|----|--------------------------------|----------|
|          |          |      |             | 1,127.30 | 91411345 547100 |            |    | GG-WTR-ELECTRIC                |          |
|          |          |      |             | 181693   | 256DEC12        | 12/31/2012 |    | 01/19/13                       | 542.16   |
|          |          |      |             | 542.16   | 91421355 547100 |            |    | GG-SWR-ELECTRIC                |          |
|          |          |      |             | 181694   | 291DEC12        | 12/31/2012 |    | 01/19/13                       | 13.02    |
|          |          |      |             | 13.02    | 91411345 547100 |            |    | GG-WTR-ELECTRIC                |          |
|          |          |      |             | 181695   | 031DEC12        | 12/31/2012 |    | 01/19/13                       | 148.31   |
|          |          |      |             | 148.31   | 91421355 547100 |            |    | GG-SWR-ELECTRIC                |          |
|          |          |      |             | 181696   | 466DEC12        | 12/31/2012 |    | 01/19/13                       | 10.28    |
|          |          |      |             | 10.28    | 91111264 547100 |            |    | GG-STREET-TRAF CONTROL-UTILITY |          |
|          |          |      |             | 181697   | 893DEC12        | 12/31/2012 |    | 01/19/13                       | 3,022.31 |
|          |          |      |             | 3,022.31 | 91111263 547100 |            |    | GG-STRT-STREET LIGHTING-UTIL   |          |
|          |          |      |             | 181698   | 143DEC12        | 12/31/2012 |    | 01/19/13                       | 13.91    |
|          |          |      |             | 13.91    | 91111264 547100 |            |    | GG-STREET-TRAF CONTROL-UTILITY |          |
|          |          |      |             | 181699   | 735DEC12        | 12/31/2012 |    | 01/19/13                       | 50.98    |
|          |          |      |             | 50.98    | 91011768 547100 |            |    | GG-C/E-PARKS-ELECTRIC          |          |
|          |          |      |             | 181700   | 736DEC12        | 12/31/2012 |    | 01/19/13                       | 58.45    |
|          |          |      |             | 58.45    | 91011768 547100 |            |    | GG-C/E-PARKS-ELECTRIC          |          |
|          |          |      |             | 181701   | 647DEC12        | 12/31/2012 |    | 01/19/13                       | 27.12    |
|          |          |      |             | 27.12    | 91111263 547100 |            |    | GG-STRT-STREET LIGHTING-UTIL   |          |
|          |          |      |             | 181702   | 021DEC12        | 12/31/2012 |    | 01/19/13                       | 98.82    |
|          |          |      |             | 98.82    | 91421355 547100 |            |    | GG-SWR-ELECTRIC                |          |
|          |          |      |             | 181703   | 710DEC12        | 12/31/2012 |    | 01/19/13                       | 261.72   |
|          |          |      |             | 261.72   | 91421355 547100 |            |    | GG-SWR-ELECTRIC                |          |
|          |          |      |             | 181704   | 168DEC12        | 12/31/2012 |    | 01/19/13                       | 50.67    |
|          |          |      |             | 50.67    | 91011768 547100 |            |    | GG-C/E-PARKS-ELECTRIC          |          |
|          |          |      |             | 181705   | 717DEC12        | 12/31/2012 |    | 01/19/13                       | 321.01   |
|          |          |      |             | 321.01   | 91011215 547100 |            |    | GG-C/E-PD-ELECTRIC             |          |
|          |          |      |             | 181706   | 111DEC12        | 12/31/2012 |    | 01/19/13                       | 493.08   |
|          |          |      |             | 493.08   | 91011215 547100 |            |    | GG-C/E-PD-ELECTRIC             |          |
|          |          |      |             | 181707   | 520-298DEC12    | 12/31/2012 |    | 01/19/13                       | 369.48   |
|          |          |      |             | 369.48   | 91421355 547100 |            |    | GG-SWR-ELECTRIC                |          |
|          |          |      |             | 181708   | 797DEC12        | 12/31/2012 |    | 01/19/13                       | 188.92   |
|          |          |      |             | 188.92   | 91011255 547100 |            |    | GG-C/E-COURT BLDG-ELECTRIC     |          |
|          |          |      |             | 181709   | 182DEC12        | 12/31/2012 |    | 01/19/13                       | 58.36    |
|          |          |      |             | 58.36    | 91011255 547100 |            |    | GG-C/E-COURT BLDG-ELECTRIC     |          |

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PG 11  
 apcshdsb

| CASH ACCOUNT: 635 | 111100   | CASH |             |          |                 |                              |    |                 |          |
|-------------------|----------|------|-------------|----------|-----------------|------------------------------|----|-----------------|----------|
| CHECK NO          | CHK DATE | TYPE | VENDOR NAME | VOUCHER  | INVOICE         | INV DATE                     | PO | WARRANT         | NET      |
|                   |          |      |             | 181710   | 520-374DEC12    | 12/31/2012                   |    | 01/19/13        | 78.96    |
|                   |          |      |             | 78.96    | 91111264 547100 | GG-STREET-TRAF               |    | CONTROL-UTILITY |          |
|                   |          |      |             | 181711   | 973DEC12        | 12/31/2012                   |    | 01/19/13        | 93.70    |
|                   |          |      |             | 93.70    | 91415345 547100 | GG-ROCKAWAY BCH-UTILITIES    |    |                 |          |
|                   |          |      |             | 181712   | 336DEC12        | 12/31/2012                   |    | 01/19/13        | 156.40   |
|                   |          |      |             | 156.40   | 91421355 547100 | GG-SWR-ELECTRIC              |    |                 |          |
|                   |          |      |             | 181713   | 461DEC12        | 12/31/2012                   |    | 01/19/13        | 7,083.14 |
|                   |          |      |             | 7,083.14 | 91425358 547100 | GG-WWTP-ELECTRIC             |    |                 |          |
|                   |          |      |             | 181714   | 040-581DEC12    | 12/31/2012                   |    | 01/19/13        | 161.45   |
|                   |          |      |             | 161.45   | 91421355 547100 | GG-SWR-ELECTRIC              |    |                 |          |
|                   |          |      |             | 181715   | 444DEC12        | 12/31/2012                   |    | 01/19/13        | 915.09   |
|                   |          |      |             | 915.09   | 91011755 547100 | GG-C/E-COMMONS-ELECTRIC      |    |                 |          |
|                   |          |      |             | 181716   | 446DEC12        | 12/31/2012                   |    | 01/19/13        | 10.28    |
|                   |          |      |             | 10.28    | 91011768 547100 | GG-C/E-PARKS-ELECTRIC        |    |                 |          |
|                   |          |      |             | 181717   | 636DEC12        | 12/31/2012                   |    | 01/19/13        | 116.01   |
|                   |          |      |             | 116.01   | 91421355 547100 | GG-SWR-ELECTRIC              |    |                 |          |
|                   |          |      |             | 181718   | 206DEC12        | 12/31/2012                   |    | 01/19/13        | 426.02   |
|                   |          |      |             | 426.02   | 91421355 547100 | GG-SWR-ELECTRIC              |    |                 |          |
|                   |          |      |             | 181719   | 040-751DEC12    | 12/31/2012                   |    | 01/19/13        | 11.69    |
|                   |          |      |             | 11.69    | 91411345 547100 | GG-WTR-ELECTRIC              |    |                 |          |
|                   |          |      |             | 181720   | 828DEC12        | 12/31/2012                   |    | 01/19/13        | 157.71   |
|                   |          |      |             | 157.71   | 91415345 547100 | GG-ROCKAWAY BCH-UTILITIES    |    |                 |          |
|                   |          |      |             | 181721   | 247DEC12        | 12/31/2012                   |    | 01/19/13        | 19.07    |
|                   |          |      |             | 19.07    | 91435838 547100 | GG-DECANT-ELECTRIC           |    |                 |          |
|                   |          |      |             | 181722   | 884DEC12        | 12/31/2012                   |    | 01/19/13        | 95.21    |
|                   |          |      |             | 95.21    | 91421355 547100 | GG-SWR-ELECTRIC              |    |                 |          |
|                   |          |      |             | 181723   | 520-136DEC12    | 12/31/2012                   |    | 01/19/13        | 2,648.85 |
|                   |          |      |             | 2,648.85 | 91411345 547100 | GG-WTR-ELECTRIC              |    |                 |          |
|                   |          |      |             | 181724   | 900DEC12        | 12/31/2012                   |    | 01/19/13        | 27.15    |
|                   |          |      |             | 27.15    | 91011897 547100 | GG-C/E-O&M YARD FAC-ELECTRIC |    |                 |          |
|                   |          |      |             | 181725   | 558DEC12        | 12/31/2012                   |    | 01/19/13        | 2,378.13 |
|                   |          |      |             | 2,378.13 | 91011897 547100 | GG-C/E-O&M YARD FAC-ELECTRIC |    |                 |          |
|                   |          |      |             | 181726   | 058DEC12        | 12/31/2012                   |    | 01/19/13        | 90.07    |
|                   |          |      |             | 90.07    | 91021182 547100 | GG-OS-PROP MNGT-ELECTRIC     |    |                 |          |

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PG 12  
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CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER  | INVOICE         | INV DATE                       | PO | WARRANT  | NET      |
|----------|----------|------|-------------|----------|-----------------|--------------------------------|----|----------|----------|
|          |          |      |             | 181727   | 040-714DEC12    | 12/31/2012                     |    | 01/19/13 | 10.28    |
|          |          |      |             | 10.28    | 91021182 547100 | GG-OS-PROP MNGT-ELECTRIC       |    |          |          |
|          |          |      |             | 181728   | 831DEC12        | 12/31/2012                     |    | 01/19/13 | 2,968.70 |
|          |          |      |             | 2,968.70 | 91411345 547100 | GG-WTR-ELECTRIC                |    |          |          |
|          |          |      |             | 181729   | 983DEC12        | 12/31/2012                     |    | 01/19/13 | 33.63    |
|          |          |      |             | 33.63    | 91111264 547100 | GG-STREET-TRAF CONTROL-UTILITY |    |          |          |
|          |          |      |             | 181730   | 888DEC12        | 12/31/2012                     |    | 01/19/13 | 235.17   |
|          |          |      |             | 235.17   | 91411345 547100 | GG-WTR-ELECTRIC                |    |          |          |
|          |          |      |             | 181731   | 067DEC12        | 12/31/2012                     |    | 01/19/13 | 10.28    |
|          |          |      |             | 10.28    | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL   |    |          |          |
|          |          |      |             | 181732   | 658DEC12        | 12/31/2012                     |    | 01/19/13 | 75.51    |
|          |          |      |             | 75.51    | 91421355 547100 | GG-SWR-ELECTRIC                |    |          |          |
|          |          |      |             | 181733   | 682-A-DEC12     | 12/31/2012                     |    | 01/19/13 | 13.02    |
|          |          |      |             | 13.02    | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL   |    |          |          |
|          |          |      |             | 181734   | 682-B-DEC12     | 12/31/2012                     |    | 01/19/13 | 13.02    |
|          |          |      |             | 13.02    | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL   |    |          |          |
|          |          |      |             | 181735   | IL1DEC12        | 12/31/2012                     |    | 01/19/13 | 144.39   |
|          |          |      |             | 144.39   | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL   |    |          |          |
|          |          |      |             | 181736   | IL2DEC12        | 12/31/2012                     |    | 01/19/13 | 121.60   |
|          |          |      |             | 121.60   | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL   |    |          |          |
|          |          |      |             | 181737   | IL3DEC12        | 12/31/2012                     |    | 01/19/13 | 262.41   |
|          |          |      |             | 262.41   | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL   |    |          |          |
|          |          |      |             | 181738   | IL4DEC12        | 12/31/2012                     |    | 01/19/13 | 92.22    |
|          |          |      |             | 92.22    | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL   |    |          |          |
|          |          |      |             | 181739   | IL5DEC12        | 12/31/2012                     |    | 01/19/13 | 90.73    |
|          |          |      |             | 90.73    | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL   |    |          |          |
|          |          |      |             | 181740   | IL6DEC12        | 12/31/2012                     |    | 01/19/13 | 77.34    |
|          |          |      |             | 77.34    | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL   |    |          |          |
|          |          |      |             | 181741   | IL7DEC12        | 12/31/2012                     |    | 01/19/13 | 327.03   |
|          |          |      |             | 327.03   | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL   |    |          |          |
|          |          |      |             | 181742   | IL8DEC12        | 12/31/2012                     |    | 01/19/13 | 24.80    |
|          |          |      |             | 24.80    | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL   |    |          |          |
|          |          |      |             | 181743   | IL9DEC12        | 12/31/2012                     |    | 01/19/13 | 56.30    |
|          |          |      |             | 56.30    | 91111263 547100 | GG-STRT-STREET LIGHTING-UTIL   |    |          |          |
|          |          |      |             | 181744   | IL10DEC12       | 12/31/2012                     |    | 01/19/13 | 74.79    |

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PG 13  
apcshdsb

| CASH ACCOUNT: 635 | 111100     | CASH |                           |          |                      |            |       |                                |           |
|-------------------|------------|------|---------------------------|----------|----------------------|------------|-------|--------------------------------|-----------|
| CHECK NO          | CHK DATE   | TYPE | VENDOR NAME               | VOUCHER  | INVOICE              | INV DATE   | PO    | WARRANT                        | NET       |
|                   |            |      |                           | 74.79    | 91111263 547100      |            |       | GG-STRT-STREET LIGHTING-UTIL   |           |
|                   |            |      |                           | 181745   | 285DEC12             | 12/31/2012 |       | 01/19/13                       | 315.63    |
|                   |            |      |                           | 315.63   | 91421355 547100      |            |       | GG-SWR-ELECTRIC                |           |
|                   |            |      |                           | 181746   | IL11DEC12            | 12/31/2012 |       | 01/19/13                       | 104.28    |
|                   |            |      |                           | 104.28   | 91111263 547100      |            |       | GG-STRT-STREET LIGHTING-UTIL   |           |
|                   |            |      |                           | 181747   | IL12DEC12            | 12/31/2012 |       | 01/19/13                       | 46.16     |
|                   |            |      |                           | 46.16    | 91111263 547100      |            |       | GG-STRT-STREET LIGHTING-UTIL   |           |
|                   |            |      |                           | 181748   | IL13DEC12            | 12/31/2012 |       | 01/19/13                       | 43.76     |
|                   |            |      |                           | 43.76    | 91111263 547100      |            |       | GG-STRT-STREET LIGHTING-UTIL   |           |
|                   |            |      |                           | 181749   | WW305-DEC12          | 12/31/2012 |       | 01/19/13                       | 76.72     |
|                   |            |      |                           | 76.72    | 91111264 547100      |            |       | GG-STREET-TRAF CONTROL-UTILITY |           |
|                   |            |      |                           | 181750   | WW305-DEC12A         | 12/31/2012 |       | 01/19/13                       | 89.36     |
|                   |            |      |                           | 89.36    | 91111264 547100      |            |       | GG-STREET-TRAF CONTROL-UTILITY |           |
|                   |            |      |                           | 181751   | WW305-DEC12B         | 12/31/2012 |       | 01/19/13                       | 506.47    |
|                   |            |      |                           | 506.47   | 91111264 547100      |            |       | GG-STREET-TRAF CONTROL-UTILITY |           |
|                   |            |      |                           | 181752   | 520-330DEC12         | 12/31/2012 |       | 01/19/13                       | 24.30     |
|                   |            |      |                           | 24.30    | 91011768 547100      |            |       | GG-C/E-PARKS-ELECTRIC          |           |
|                   |            |      |                           |          |                      |            | CHECK | 332093 TOTAL:                  | 32,888.51 |
| 332094            | 01/24/2013 | PRTD | 6394 RECALL SECURE DESTRU | 181661   | 2039722787           | 12/22/2012 |       | 01/19/13                       | 55.44     |
|                   |            |      |                           | 55.44    | 51011211 541100      |            |       | PD-C/E-ADM-PROF SVCS           |           |
|                   |            |      |                           | 181675   | 0090629424           | 12/22/2012 |       | 01/19/13                       | 55.44     |
|                   |            |      |                           | 55.44    | 21011125 541100      |            |       | COURT - PROFESSIONAL SERVICES  |           |
|                   |            |      |                           |          |                      |            | CHECK | 332094 TOTAL:                  | 110.88    |
| 332095            | 01/24/2013 | PRTD | 557 RELIABLE STORAGE BAI  | 181629   | 5330                 | 01/07/2013 |       | 01/19/13                       | 410.00    |
|                   |            |      |                           | 410.00   | 61470581 545000      |            |       | PCD - DEV ADMIN RENTS & LEASES |           |
|                   |            |      |                           |          |                      |            | CHECK | 332095 TOTAL:                  | 410.00    |
| 332096            | 01/24/2013 | PRTD | 7660 RESTORATION LOGISTIC | 181846   | 1049                 | 12/31/2012 |       | 01/19/13                       | 2,559.86  |
|                   |            |      |                           | 443.75   | 64011391 53110000341 |            |       | PP E BLUFF-SUPPLIES            |           |
|                   |            |      |                           | 2,116.11 | 64011391 53110000340 |            |       | STRAWBERRY-SUPPLIES            |           |
|                   |            |      |                           |          |                      |            | CHECK | 332096 TOTAL:                  | 2,559.86  |

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PG 14  
apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

332097 01/24/2013 PRD 7527 RIDOLFI INC 181847 2012-5261 12/31/2012 21200111 01/19/13 4,956.15  
1,927.90 64011391 54110000340 STRAWBERRY-PROF SVCS  
3,028.25 64011391 54110000341 PP E BLUFF-PROF SVCS

CHECK 332097 TOTAL: 4,956.15

332098 01/24/2013 PRD 7657 ROLLING BAY RENTALS 181630 12/21/12 12/21/2012 01/19/13 2,730.00  
2,730.00 62338 386000 BID/SURETY DEPOSITS CUS

CHECK 332098 TOTAL: 2,730.00

332099 01/24/2013 PRD 7659 SEAMAN, SHANE 181678 11/27/12 11/27/2012 01/19/13 50.00  
50.00 21011125 541210 COURT - JUDGE PRO TEMPORE SVCS

CHECK 332099 TOTAL: 50.00

332100 01/24/2013 PRD 7385 CHARLES P. SHANE 181679 000347 12/17/2012 01/19/13 212.25  
212.25 32011281 541113 LGL-C/E-PUBLIC DEF-OUTSIDE ATT

CHECK 332100 TOTAL: 212.25

332101 01/24/2013 PRD 592 SHINE QUARRY INC 181789 45116 12/31/2012 01/19/13 32.29  
32.29 73111423 548100 REPAIRS & MAINTENANCE

CHECK 332101 TOTAL: 32.29

332102 01/24/2013 PRD 2467 STAPLES ADVANTAGE 181631 3189246421 12/29/2012 01/19/13 133.09  
133.09 72011321 531100 ENG - C/E ADMIN SUPPLIES

181632 3189246422 12/29/2012 01/19/13 17.31  
17.31 72011321 531100 ENG - C/E ADMIN SUPPLIES

181633 3189246423 12/29/2012 01/19/13 -17.31  
-17.31 72011321 531100 ENG - C/E ADMIN SUPPLIES

181634 3189246424 12/29/2012 01/19/13 17.31  
17.31 72011321 531100 ENG - C/E ADMIN SUPPLIES

181635 3189246425 12/29/2012 01/19/13 38.99  
38.99 72011321 531100 ENG - C/E ADMIN SUPPLIES

181636 3189246436 12/29/2012 01/19/13 69.07  
69.07 62471591 531100 BLDG - BLDG OFFICE SUPPLIES

181637 3189246437 12/29/2012 01/19/13 1,191.87  
1,191.87 61011581 531100 PCD - C/E ADMIN SUPPLIES



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PG 15  
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CASH ACCOUNT: 635 111100 CASH  
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE INV DATE PO WARRANT NET

|        |                 |                               |          |        |
|--------|-----------------|-------------------------------|----------|--------|
| 181638 | 3189246438      | 12/29/2012                    | 01/19/13 | 62.21  |
| 62.21  | 63470588 531100 | CUR - DEV DEV PLAN OFC SUPPLY |          |        |
| 181639 | 3189246439      | 12/29/2012                    | 01/19/13 | 34.19  |
| 34.19  | 62471591 531100 | BLDG - BLDG OFFICE SUPPLIES   |          |        |
| 181801 | 3189246426      | 12/29/2012                    | 01/19/13 | 165.30 |
| 165.30 | 73637891 531100 | OFFICE SUPPLIES               |          |        |
| 181802 | 3189246427      | 12/29/2012                    | 01/19/13 | 10.03  |
| 10.03  | 73637891 531100 | OFFICE SUPPLIES               |          |        |
| 181803 | 3189246428      | 12/29/2012                    | 01/19/13 | 46.51  |
| 46.51  | 73637891 531100 | OFFICE SUPPLIES               |          |        |
| 181804 | 3189246429      | 12/29/2012                    | 01/19/13 | 2.29   |
| 2.29   | 73637891 531100 | OFFICE SUPPLIES               |          |        |
| 181805 | 3189246430      | 12/29/2012                    | 01/19/13 | 46.09  |
| 46.09  | 73637891 531100 | OFFICE SUPPLIES               |          |        |

CHECK 332102 TOTAL: 1,816.95

|        |            |      |      |                |          |                      |                       |          |          |          |
|--------|------------|------|------|----------------|----------|----------------------|-----------------------|----------|----------|----------|
| 332103 | 01/24/2013 | PRTD | 5118 | CARDNO TEC INC | 181806   | 9898-009             | 12/28/2012            | 21200065 | 01/19/13 | 1,395.00 |
|        |            |      |      |                | 1,395.00 | 72431832 54110000445 | NPDES PERMIT-PRO SVCS |          |          |          |

CHECK 332103 TOTAL: 1,395.00

|        |            |      |     |                      |        |                      |                                |          |       |
|--------|------------|------|-----|----------------------|--------|----------------------|--------------------------------|----------|-------|
| 332104 | 01/24/2013 | PRTD | 558 | TOWN & COUNTRY MARKE | 181640 | 07/10/12A            | 07/10/2012                     | 01/19/13 | 43.22 |
|        |            |      |     |                      | 43.22  | 91011211 541100      | GG-C/E-CIVIL SVC-PROF SVCS     |          |       |
|        |            |      |     |                      | 181641 | 09/10/12             | 09/10/2012                     | 01/19/13 | 15.18 |
|        |            |      |     |                      | 15.18  | 33011161 53110000302 | EMPLOYEE RECOG-HR-C/E-SUPPLIES |          |       |
|        |            |      |     |                      | 181642 | 09/10/12A            | 09/10/2012                     | 01/19/13 | 66.00 |
|        |            |      |     |                      | 66.00  | 33011161 53110000302 | EMPLOYEE RECOG-HR-C/E-SUPPLIES |          |       |
|        |            |      |     |                      | 181643 | 09/10/12B            | 09/10/2012                     | 01/19/13 | 13.96 |
|        |            |      |     |                      | 13.96  | 33011161 53110000302 | EMPLOYEE RECOG-HR-C/E-SUPPLIES |          |       |

CHECK 332104 TOTAL: 138.36

|        |            |      |     |                      |        |                      |                         |          |          |       |
|--------|------------|------|-----|----------------------|--------|----------------------|-------------------------|----------|----------|-------|
| 332105 | 01/24/2013 | PRTD | 560 | TWISS ANALYTICAL INC | 181790 | 12-56627             | 12/24/2012              | 21200006 | 01/19/13 | 62.10 |
|        |            |      |     |                      | 62.10  | 73411345 54110000391 | LAB SVCS-WATER          |          |          |       |
|        |            |      |     |                      | 181791 | 12-56628             | 12/24/2012              | 21200010 | 01/19/13 | 55.66 |
|        |            |      |     |                      | 55.66  | 73415345 54110000391 | LAB SVCS-WATER ROCKAWAY |          |          |       |

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|PG 16  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

CHECK 332105 TOTAL: 117.76

332106 01/24/2013 PRD 4929 TYLER TECHNOLOGIES I 181680 045-79559 12/27/2012 01/19/13 450.00  
450.00 41011148 531100 FIN-C/E-BUS LIC-SUPPLIES

CHECK 332106 TOTAL: 450.00

332107 01/24/2013 PRD 2425 THE UPS STORE #1265 181681 12/27/12 12/27/2012 01/19/13 26.73  
26.73 91411891 542500 GG-WTR-FAC-POSTAGE

CHECK 332107 TOTAL: 26.73

332108 01/24/2013 PRD 1485 VERIZON WIRELESS 181682 1151208757 01/01/2013 01/19/13 2,688.35  
2,688.35 91011189 542100 GG-C/E-CITY HALL-PHONE

CHECK 332108 TOTAL: 2,688.35

332109 01/24/2013 PRD 5457 VERN'S ORGANIC TOPSO 181807 12/07/12 12/07/2012 01/19/13 977.40  
977.40 73011768 548100 O&M-C/E-PARKS-R&M

CHECK 332109 TOTAL: 977.40

332110 01/24/2013 PRD 1162 WASHINGTON AUDIOLOGY 181662 40184 12/28/2012 01/19/13 93.50  
93.50 53011212 541100 POLICE - C/E PATROL PROF SVCS

CHECK 332110 TOTAL: 93.50

332111 01/24/2013 PRD 123 COR DESK DEPT OF LIC 181683 12/31/12 12/31/2012 01/19/13 4.76  
4.76 21011125 541100 COURT - PROFESSIONAL SERVICES

CHECK 332111 TOTAL: 4.76

332112 01/24/2013 PRD 4104 WA ST FERRIES 181686 RK197505 01/01/2013 01/19/13 250.50  
7.70 31011131 543100 EXEC-C/E-TRAVEL (NOT MEALS/LODG  
120.60 51011211 543100 PD-C/E-ADM-TRAVEL  
41.70 72011321 543100 ENG - C/E ADMIN TRAVEL EXPENSE  
80.50 73011189 543100 O&M-FAC-TRAVEL (NOT MEALS/LODG

CHECK 332112 TOTAL: 250.50

332113 01/24/2013 PRD 952 WA ST PATROL 181685 I13004909 01/03/2013 01/19/13 214.50  
214.50 41654861 586100 AGENCY DISBURSEMENTS

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lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|PG 17  
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

CHECK 332113 TOTAL: 214.50

332114 01/24/2013 PRD 6860 WCI 181687 123661876 01/01/2013 01/19/13 767.57  
767.57 41637891 542100 FIN - ALLOC TELEPHONE

CHECK 332114 TOTAL: 767.57

332115 01/24/2013 PRD 5709 WEBCHECK INC 181808 4553 01/01/2013 21200021 01/19/13 180.00  
90.00 43411341 541100 FIN - WATER ADMIN PROF SERVICE  
90.00 43421351 541100 FIN - SEWER ADMIN PROF SERVICE

CHECK 332115 TOTAL: 180.00

332116 01/24/2013 PRD 4819 THOMSON WEST 181809 826367434 12/31/2012 01/19/13 366.42  
366.42 32011152 549100 LEGAL-C/E-DUES & SUBSCR SVCS

CHECK 332116 TOTAL: 366.42

332117 01/24/2013 PRD 499 WESTBAY AUTO PARTS I 181817 778933 08/17/2012 01/19/13 30.28  
30.28 73638935 531100 OFFICE SUPPLIES

181818 798428 10/23/2012 01/19/13 17.68  
17.68 73638935 548100 O&M-STD ALLOCATION-REPAIRS

181819 811562 12/14/2012 01/19/13 5.48  
5.48 73431835 548100 REPAIRS & MAINTENANCE

181820 812804 12/19/2012 01/19/13 6.62  
6.62 73637941 548100 VACTOR R&M-REPAIRS

181821 814370 12/26/2012 01/19/13 49.26  
49.26 72011321 548100 ENG - C/E ADMIN REPAIRS

181822 814514 12/27/2012 01/19/13 241.24  
241.24 53011212 548100 POLICE - C/E PATROL MAINTENANC

181823 814867 12/28/2012 01/19/13 13.62  
13.62 53011212 548100 POLICE - C/E PATROL MAINTENANC

CHECK 332117 TOTAL: 364.18

332118 01/24/2013 PRD 650 YWCA-KITSAP COUNTY 181810 1/1/2013 01/01/2013 21200054 01/19/13 5,418.75  
5,418.75 31017219 54110000297 EXEC-HHHS-DOM VIOLENCE SVCS

CHECK 332118 TOTAL: 5,418.75

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

PG 18  
apcshdsb

NUMBER OF CHECKS 76 \*\*\* CASH ACCOUNT TOTAL \*\*\* 263,406.99

|                      | COUNT | AMOUNT     |
|----------------------|-------|------------|
| TOTAL PRINTED CHECKS | 76    | 263,406.99 |

\*\*\* GRAND TOTAL \*\*\* 263,406.99

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PG 19  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

| YEAR PER             | JNL      |        |       |       |  | ACCOUNT DESC                   | T' OB | DEBIT      | CREDIT     |
|----------------------|----------|--------|-------|-------|--|--------------------------------|-------|------------|------------|
| SRC ACCOUNT          |          |        |       |       |  | LINE DESC                      |       |            |            |
| EFF DATE             | JNL DESC | REF 1  | REF 2 | REF 3 |  |                                |       |            |            |
| 2012 12              | 504      |        |       |       |  |                                |       |            |            |
| APP 001-213000       |          |        |       |       |  | GENERAL - ACCOUNTS PAYABLE     |       | 114,216.77 |            |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |       |            |            |
| APP 635-111100       |          |        |       |       |  | CASH                           |       |            | 263,406.99 |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |       |            |            |
| APP 402-213000       |          |        |       |       |  | ACCOUNTS PAYABLE               |       | 31,076.01  |            |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |       |            |            |
| APP 401-213000       |          |        |       |       |  | ACCOUNTS PAYABLE               |       | 7,528.80   |            |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |       |            |            |
| APP 101-213000       |          |        |       |       |  | STREETS - ACCOUNTS PAYABLE     |       | 35,310.23  |            |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |       |            |            |
| APP 403-213000       |          |        |       |       |  | ACCOUNTS PAYABLE               |       | 35,967.75  |            |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |       |            |            |
| APP 407-213000       |          |        |       |       |  | ACCOUNTS PAYABLE               |       | 2,023.47   |            |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |       |            |            |
| APP 301-213000       |          |        |       |       |  | ACCOUNTS PAYABLE               |       | 29,880.08  |            |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |       |            |            |
| APP 631-213000       |          |        |       |       |  | ACCOUNTS PAYABLE               |       | 1,834.38   |            |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |       |            |            |
| APP 104-213000       |          |        |       |       |  | CIVIC IMPR - ACCOUNTS PAYABLE  |       | 2,625.00   |            |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |       |            |            |
| APP 622-213000       |          |        |       |       |  | ACCOUNTS PAYABLE               |       | 2,730.00   |            |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |       |            |            |
| APP 650-213000       |          |        |       |       |  | ACCOUNTS PAYABLE               |       | 214.50     |            |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  | AP CASH DISBURSEMENTS JOURNAL  |       |            |            |
| GENERAL LEDGER TOTAL |          |        |       |       |  |                                |       | 263,406.99 | 263,406.99 |
| APP 631-130000       |          |        |       |       |  | DUE TO/FROM CLEARING           |       | 261,572.61 |            |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  |                                |       |            |            |
| APP 001-130000       |          |        |       |       |  | GENERAL - DUE TO/FROM CLEARING |       |            | 114,216.77 |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  |                                |       |            |            |
| APP 402-130000       |          |        |       |       |  | DUE TO/FROM CLEARING           |       |            | 31,076.01  |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  |                                |       |            |            |
| APP 401-130000       |          |        |       |       |  | DUE TO/FROM CLEARING           |       |            | 7,528.80   |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  |                                |       |            |            |
| APP 101-130000       |          |        |       |       |  | STREETS - DUE TO/FROM CLEARING |       |            | 35,310.23  |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  |                                |       |            |            |
| APP 403-130000       |          |        |       |       |  | DUE TO/FROM CLEARING           |       |            | 35,967.75  |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  |                                |       |            |            |
| APP 407-130000       |          |        |       |       |  | DUE TO/FROM CLEARING           |       |            | 2,023.47   |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  |                                |       |            |            |
| APP 301-130000       |          |        |       |       |  | DUE TO/FROM CLEARING           |       |            | 29,880.08  |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  |                                |       |            |            |
| APP 104-130000       |          |        |       |       |  | CIVIC IMPR DUE TO/FROM CLEAR'G |       |            | 2,625.00   |
| 12/31/2012           | 01/19/13 | 123112 |       |       |  |                                |       |            |            |
| APP 622-130000       |          |        |       |       |  | DUE TO/FROM CLEARING           |       |            | 2,730.00   |

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

|PG 20  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

| YEAR PER       | JNL      |        |       |       |  |                                |      |            |            |
|----------------|----------|--------|-------|-------|--|--------------------------------|------|------------|------------|
| SRC ACCOUNT    |          |        |       |       |  | ACCOUNT DESC                   | T OB | DEBIT      | CREDIT     |
| EFF DATE       | JNL DESC | REF 1  | REF 2 | REF 3 |  | LINE DESC                      |      |            |            |
| 12/31/2012     | 01/19/13 | 123112 |       |       |  |                                |      |            |            |
| APP 650-130000 |          |        |       |       |  | DUE TO/FROM CLEARING           |      |            | 214.50     |
| 12/31/2012     | 01/19/13 | 123112 |       |       |  |                                |      |            |            |
|                |          |        |       |       |  | SYSTEM GENERATED ENTRIES TOTAL |      | 261,572.61 | 261,572.61 |
|                |          |        |       |       |  | JOURNAL 2012/12/504 TOTAL      |      | 524,979.60 | 524,979.60 |

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CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

PG 21  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND                            | YEAR PER | JNL | EFF DATE                       | DEBIT      | CREDIT     |
|---------------------------------|----------|-----|--------------------------------|------------|------------|
| ACCOUNT                         |          |     | ACCOUNT DESCRIPTION            |            |            |
| 001 GENERAL FUND                | 2012 12  | 504 | 12/31/2012                     |            |            |
| 001-130000                      |          |     | GENERAL - DUE TO/FROM CLEARING |            | 114,216.77 |
| 001-213000                      |          |     | GENERAL - ACCOUNTS PAYABLE     | 114,216.77 |            |
|                                 |          |     | FUND TOTAL                     | 114,216.77 | 114,216.77 |
| 101 STREET FUND                 | 2012 12  | 504 | 12/31/2012                     |            |            |
| 101-130000                      |          |     | STREETS - DUE TO/FROM CLEARING |            | 35,310.23  |
| 101-213000                      |          |     | STREETS - ACCOUNTS PAYABLE     | 35,310.23  |            |
|                                 |          |     | FUND TOTAL                     | 35,310.23  | 35,310.23  |
| 104 CIVIC IMPROVEMENT FUND      | 2012 12  | 504 | 12/31/2012                     |            |            |
| 104-130000                      |          |     | CIVIC IMPR DUE TO/FROM CLEAR'G |            | 2,625.00   |
| 104-213000                      |          |     | CIVIC IMPR - ACCOUNTS PAYABLE  | 2,625.00   |            |
|                                 |          |     | FUND TOTAL                     | 2,625.00   | 2,625.00   |
| 301 CAPITAL CONSTRUCTION FUND   | 2012 12  | 504 | 12/31/2012                     |            |            |
| 301-130000                      |          |     | DUE TO/FROM CLEARING           |            | 29,880.08  |
| 301-213000                      |          |     | ACCOUNTS PAYABLE               | 29,880.08  |            |
|                                 |          |     | FUND TOTAL                     | 29,880.08  | 29,880.08  |
| 401 WATER OPERATING FUND        | 2012 12  | 504 | 12/31/2012                     |            |            |
| 401-130000                      |          |     | DUE TO/FROM CLEARING           |            | 7,528.80   |
| 401-213000                      |          |     | ACCOUNTS PAYABLE               | 7,528.80   |            |
|                                 |          |     | FUND TOTAL                     | 7,528.80   | 7,528.80   |
| 402 SEWER OPERATING FUND        | 2012 12  | 504 | 12/31/2012                     |            |            |
| 402-130000                      |          |     | DUE TO/FROM CLEARING           |            | 31,076.01  |
| 402-213000                      |          |     | ACCOUNTS PAYABLE               | 31,076.01  |            |
|                                 |          |     | FUND TOTAL                     | 31,076.01  | 31,076.01  |
| 403 STORM & SURFACE WATER FUND  | 2012 12  | 504 | 12/31/2012                     |            |            |
| 403-130000                      |          |     | DUE TO/FROM CLEARING           |            | 35,967.75  |
| 403-213000                      |          |     | ACCOUNTS PAYABLE               | 35,967.75  |            |
|                                 |          |     | FUND TOTAL                     | 35,967.75  | 35,967.75  |
| 407 BUILDING & DEVELOPMENT FUND | 2012 12  | 504 | 12/31/2012                     |            |            |
| 407-130000                      |          |     | DUE TO/FROM CLEARING           |            | 2,023.47   |
| 407-213000                      |          |     | ACCOUNTS PAYABLE               | 2,023.47   |            |
|                                 |          |     | FUND TOTAL                     | 2,023.47   | 2,023.47   |
| 622 EXPENDABLE TRUST FUND       | 2012 12  | 504 | 12/31/2012                     |            |            |

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

|PG 22  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND              | YEAR PER | JNL | EFF DATE   | ACCOUNT DESCRIPTION  | DEBIT      | CREDIT     |
|-------------------|----------|-----|------------|----------------------|------------|------------|
| ACCOUNT           |          |     |            |                      |            |            |
| 622-130000        |          |     |            | DUE TO/FROM CLEARING |            | 2,730.00   |
| 622-213000        |          |     |            | ACCOUNTS PAYABLE     | 2,730.00   |            |
|                   |          |     |            | FUND TOTAL           | 2,730.00   | 2,730.00   |
| 631 CLEARING FUND | 2012 12  | 504 | 12/31/2012 |                      |            |            |
| 631-130000        |          |     |            | DUE TO/FROM CLEARING | 261,572.61 |            |
| 631-213000        |          |     |            | ACCOUNTS PAYABLE     | 1,834.38   |            |
| 635-111100        |          |     |            | CASH                 |            | 263,406.99 |
|                   |          |     |            | FUND TOTAL           | 263,406.99 | 263,406.99 |
| 650 AGENCY FUND   | 2012 12  | 504 | 12/31/2012 |                      |            |            |
| 650-130000        |          |     |            | DUE TO/FROM CLEARING |            | 214.50     |
| 650-213000        |          |     |            | ACCOUNTS PAYABLE     | 214.50     |            |
|                   |          |     |            | FUND TOTAL           | 214.50     | 214.50     |



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

PG 23  
apcshdab

JOURNAL ENTRIES TO BE CREATED

| FUND                            | DUE TO     | DUE FROM   |
|---------------------------------|------------|------------|
| 631 CLEARING FUND               | 261,572.61 |            |
| 001 GENERAL FUND                |            | 114,216.77 |
| 402 SEWER OPERATING FUND        |            | 31,076.01  |
| 401 WATER OPERATING FUND        |            | 7,528.80   |
| 101 STREET FUND                 |            | 35,310.23  |
| 403 STORM & SURFACE WATER FUND  |            | 35,967.75  |
| 407 BUILDING & DEVELOPMENT FUND |            | 2,023.47   |
| 301 CAPITAL CONSTRUCTION FUND   |            | 29,880.08  |
| 104 CIVIC IMPROVEMENT FUND      |            | 2,625.00   |
| 622 EXPENDABLE TRUST FUND       |            | 2,730.00   |
| 650 AGENCY FUND                 |            | 214.50     |
| TOTAL                           | 261,572.61 | 261,572.61 |

\*\* END OF REPORT - Generated by Linda Steinberg \*\*

2013 regular run

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PG 1  
apcshdsb

| CASH ACCOUNT: 635 |            |      | 111100                    |           | CASH            |                                |          |          |  |  |           |  |  |  |
|-------------------|------------|------|---------------------------|-----------|-----------------|--------------------------------|----------|----------|--|--|-----------|--|--|--|
| CHECK NO          | CHK DATE   | TYPE | VENDOR NAME               | VOUCHER   | INVOICE         | INV DATE                       | PO       | WARRANT  |  |  | NET       |  |  |  |
| 332119            | 01/24/2013 | PRTD | 5 ACE HARDWARE            | 181824    | 22970           | 01/02/2013                     |          | 01/20/13 |  |  | 18.64     |  |  |  |
|                   |            |      |                           | 18.64     | 73411345 531100 | OFFICE SUPPLIES                |          |          |  |  |           |  |  |  |
|                   |            |      |                           | 181825    | 23018           | 01/08/2013                     |          | 01/20/13 |  |  | 16.25     |  |  |  |
|                   |            |      |                           | 16.25     | 73011897 548100 | O&M-C/E-PWYD FAC-REPAIRS       |          |          |  |  |           |  |  |  |
|                   |            |      |                           | 181826    | 23014           | 01/07/2013                     |          | 01/20/13 |  |  | 50.47     |  |  |  |
|                   |            |      |                           | 50.47     | 73411345 548100 | REPAIRS & MAINTENANCE          |          |          |  |  |           |  |  |  |
|                   |            |      |                           | 181827    | 23016           | 01/07/2013                     |          | 01/20/13 |  |  | 25.93     |  |  |  |
|                   |            |      |                           | 25.93     | 73011768 548100 | O&M-C/E-PARKS-R&M              |          |          |  |  |           |  |  |  |
|                   |            |      |                           | 181828    | 23045           | 01/10/2013                     |          | 01/20/13 |  |  | 21.70     |  |  |  |
|                   |            |      |                           | 21.70     | 72011321 531100 | ENG - C/E ADMIN SUPPLIES       |          |          |  |  |           |  |  |  |
|                   |            |      |                           |           |                 | CHECK                          | 332119   | TOTAL:   |  |  | 132.99    |  |  |  |
| 332120            | 01/24/2013 | PRTD | 2201 ACTION COMMUNICATION | 181829    | 1301103         | 01/07/2013                     |          | 01/20/13 |  |  | 124.89    |  |  |  |
|                   |            |      |                           | 124.89    | 73638935 548100 | O&M-STD ALLOCATION-REPAIRS     |          |          |  |  |           |  |  |  |
|                   |            |      |                           |           |                 | CHECK                          | 332120   | TOTAL:   |  |  | 124.89    |  |  |  |
| 332121            | 01/24/2013 | PRTD | 580 THOMAS S ALPAUGH      | 181830    | 01/02/13        | 01/02/2013                     | 21300000 | 01/20/13 |  |  | 4,291.67  |  |  |  |
|                   |            |      |                           | 4,291.67  | 32011281 541113 | LGL-C/E-PUBLIC DEF-OUTSIDE ATT |          |          |  |  |           |  |  |  |
|                   |            |      |                           |           |                 | CHECK                          | 332121   | TOTAL:   |  |  | 4,291.67  |  |  |  |
| 332122            | 01/24/2013 | PRTD | 1235 AT&T ONENET SERVICE  | 181831    | 1256062697      | 01/01/2013                     |          | 01/20/13 |  |  | 11.31     |  |  |  |
|                   |            |      |                           | 11.31     | 91011189 542100 | GG-C/E-CITY HALL-PHONE         |          |          |  |  |           |  |  |  |
|                   |            |      |                           |           |                 | CHECK                          | 332122   | TOTAL:   |  |  | 11.31     |  |  |  |
| 332123            | 01/24/2013 | PRTD | 736 AVAYA INC             | 181832    | 2732347012      | 01/08/2013                     | 21300009 | 01/20/13 |  |  | 1,490.06  |  |  |  |
|                   |            |      |                           | 1,490.06  | 81011881 548500 | IT - C/E COMPUTER SUPPORT      |          |          |  |  |           |  |  |  |
|                   |            |      |                           |           |                 | CHECK                          | 332123   | TOTAL:   |  |  | 1,490.06  |  |  |  |
| 332124            | 01/24/2013 | PRTD | 37 ASSOCIATION OF WASHI   | 181833    | 12/21/12        | 12/21/2012                     |          | 01/20/13 |  |  | 15,620.00 |  |  |  |
|                   |            |      |                           | 15,620.00 | 91011199 549100 | EXEC - C/E GEN'L GOV'T DUES    |          |          |  |  |           |  |  |  |
|                   |            |      |                           |           |                 | CHECK                          | 332124   | TOTAL:   |  |  | 15,620.00 |  |  |  |
| 332125            | 01/24/2013 | PRTD | 762 ASSOCIATION OF WASHI  | 181834    | 12/20/12        | 12/20/2012                     |          | 01/20/13 |  |  | 1,111.00  |  |  |  |
|                   |            |      |                           | 1,111.00  | 73637891 541100 | PROFESSIONAL SERVICES          |          |          |  |  |           |  |  |  |

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PG 2  
apcshdsb

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

VOUCHER INVOICE

INV DATE PO

WARRANT

NET

CHECK 332125 TOTAL: 1,111.00

332126 01/24/2013 PRD 56 THE BANK OF NEW YORK 181854 111-1537922 12/26/2012 01/20/13 301.75  
301.75 91011219 789000 BNY MELLON DEBT ADM FEES

181855 111-1537981 01/03/2013 01/20/13 299.18  
299.18 91011219 789000 BNY MELLON DEBT ADM FEES

181856 111-1537982 12/26/2012 01/20/13 299.18  
299.18 91011219 789000 BNY MELLON DEBT ADM FEES

181857 111-1537983 12/26/2012 01/20/13 299.18  
299.18 91011219 789000 BNY MELLON DEBT ADM FEES

CHECK 332126 TOTAL: 1,199.29

332127 01/24/2013 PRD 99 CINTAS CORPORATION # 181835 461217162 01/10/2013 01/20/13 361.12  
361.12 73638893 589310 LAUNDRY SERVICES

CHECK 332127 TOTAL: 361.12

332128 01/24/2013 PRD 11 CITY OF BAINBRIDGE I 181871 TRVLJAN13MT 01/08/2013 01/20/13 184.31  
184.31 53011212 543100 PATROL-TRAVEL (NOT MEALS/LODG)

CHECK 332128 TOTAL: 184.31

332129 01/24/2013 PRD 7166 COOK TELECOM, INC 181836 8924011 01/01/2013 01/20/13 74.37  
74.37 73637891 542100 O&M - ALLOC FACIL TELEPHONE

CHECK 332129 TOTAL: 74.37

332130 01/24/2013 PRD 142 COPIERS NORTHWEST IN 181837 INV797347 12/31/2012 01/20/13 228.18  
114.09 31011131 545000 EXEC - C/E RENTS & LEASES  
114.09 41011141 545000 FIN - C/E ADMIN RENTS & LEASES

181838 INV797348 12/31/2012 01/20/13 154.61  
77.30 31011131 548100 EXEC - C/E MAINT & REPAIRS  
77.31 41011141 548100 FIN - C/E ADMIN REPAIRS/MAINT

CHECK 332130 TOTAL: 382.79

332131 01/24/2013 PRD 7016 CUSTOM PRINTING 181839 2563 01/02/2013 01/20/13 130.32  
130.32 61470581 549500 PCDADM-DEV-COPIES/PRINTING

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PG 3  
apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

CHECK 332131 TOTAL: 130.32

332132 01/24/2013 PRD 7591 DICKERSON, LARRY 181560 01/01/13 01/01/2013 01/20/13 600.00  
600.00 51011211 541100 PD-C/E-ADM-PROF SVCS

CHECK 332132 TOTAL: 600.00

332133 01/24/2013 PRD 7510 EXPERIAN 181644 CD1309002976 12/28/2012 01/20/13 92.60  
92.60 52011212 549100 PD-C/E-INV-DUES/SUBSCR/MEMBRSH

CHECK 332133 TOTAL: 92.60

332134 01/24/2013 PRD 233 GATEWAY TOWING 181840 36447 01/03/2013 01/20/13 234.58  
234.58 73011189 548100 O&M - C/E FACIL REPAIRS

CHECK 332134 TOTAL: 234.58

332135 01/24/2013 PRD 7059 GLOBAL SOFTWARE INC 181841 42127 11/25/2012 01/20/13 4,190.87  
4,190.87 81011881 548500 IT - C/E COMPUTER SUPPORT

CHECK 332135 TOTAL: 4,190.87

332136 01/24/2013 PRD 4850 HOME DEPOT CREDIT SE 181842 01/09/13 01/09/2013 01/20/13 76.44  
76.44 73011755 548100 O&M-COMMONS REPAIRS

CHECK 332136 TOTAL: 76.44

332137 01/24/2013 PRD 268 HOUSING RESOURCES BO 181872 2013-134 12/26/2012 21300011 01/20/13 750.00  
750.00 31180592 54130400297 HRB-IMHP SPACE RENT DEFAULT

CHECK 332137 TOTAL: 750.00

332138 01/24/2013 PRD 4199 INTERNATIONAL ASSOCI 181553 103025 12/06/2012 01/20/13 50.00  
50.00 51011211 549100 PD-C/E-ADM-DUES/SUBCR/MEMBRSH

181914 101844 01/16/2013 01/20/13 50.00  
50.00 51011211 549100 PD-C/E-ADM-DUES/SUBCR/MEMBRSH

CHECK 332138 TOTAL: 100.00

332139 01/24/2013 PRD 283 IIMC 181845 12/13/12 12/13/2012 01/20/13 185.00  
185.00 36011143 549100 CLERK-DUES/SUBSCR/MEMBRSHPS

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lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 4  
apcshdsh

| CASH ACCOUNT: 635 | 111100     | CASH |                           |           |                 |            |          |                                |           |
|-------------------|------------|------|---------------------------|-----------|-----------------|------------|----------|--------------------------------|-----------|
| CHECK NO          | CHK DATE   | TYPE | VENDOR NAME               | VOUCHER   | INVOICE         | INV DATE   | PO       | WARRANT                        | NET       |
|                   |            |      |                           |           |                 | CHECK      | 332139   | TOTAL:                         | 185.00    |
| 332140            | 01/24/2013 | PRTD | 339 KITSAP COUNTY - CENC  | 181554    | BIPD2013-01     | 12/28/2012 |          | 01/20/13                       | 7,626.50  |
|                   |            |      |                           | 5,338.55  | 53011286 551000 |            |          | POLICE - C/E PATROL CENCOM     |           |
|                   |            |      |                           | 2,287.95  | 52011286 551000 |            |          | POLICE - C/E - INVEST CENCOM   |           |
|                   |            |      |                           |           |                 | CHECK      | 332140   | TOTAL:                         | 7,626.50  |
| 332141            | 01/24/2013 | PRTD | 1971 KELLEY IMAGING SYSTE | 181848    | 098368          | 01/03/2013 |          | 01/20/13                       | 242.93    |
|                   |            |      |                           | 242.93    | 61470581 548100 |            |          | PCD - DEV ADMIN REPAIRS/MAINT  |           |
|                   |            |      |                           | 181849    | 098370          | 01/05/2013 |          | 01/20/13                       | 496.51    |
|                   |            |      |                           | 496.51    | 61470581 548100 |            |          | PCD - DEV ADMIN REPAIRS/MAINT  |           |
|                   |            |      |                           |           |                 | CHECK      | 332141   | TOTAL:                         | 739.44    |
| 332142            | 01/24/2013 | PRTD | 315 KITSAP HUMANE SOCIET  | 181850    | 499             | 01/01/2013 | 21300004 | 01/20/13                       | 4,828.40  |
|                   |            |      |                           | 4,828.40  | 91011393 541100 |            |          | FIN - C/E ANIMAL CONTROL FEES  |           |
|                   |            |      |                           |           |                 | CHECK      | 332142   | TOTAL:                         | 4,828.40  |
| 332143            | 01/24/2013 | PRTD | 2421 KITSAP PUBLIC HEALTH | 181851    | 01/02/13        | 01/01/2013 |          | 01/20/13                       | 49,518.00 |
|                   |            |      |                           | 49,518.00 | 91011627 551000 |            |          | EXEC-C/E-HEALTH ED-I/G SVCS    |           |
|                   |            |      |                           |           |                 | CHECK      | 332143   | TOTAL:                         | 49,518.00 |
| 332144            | 01/24/2013 | PRTD | 6577 LAKESIDE INDUSTRIES  | 181852    | 400565MB        | 01/09/2013 |          | 01/20/13                       | 1,192.40  |
|                   |            |      |                           | 1,192.40  | 73111423 548100 |            |          | REPAIRS & MAINTENANCE          |           |
|                   |            |      |                           |           |                 | CHECK      | 332144   | TOTAL:                         | 1,192.40  |
| 332145            | 01/24/2013 | PRTD | 6889 LEADS ONLINE LLC     | 181555    | 223085          | 12/01/2012 |          | 01/20/13                       | 1,428.00  |
|                   |            |      |                           | 1,428.00  | 52011212 549100 |            |          | PD-C/E-INV-DUES/SUBSCR/MEMBRSH |           |
|                   |            |      |                           |           |                 | CHECK      | 332145   | TOTAL:                         | 1,428.00  |
| 332146            | 01/24/2013 | PRTD | 1441 NLC MEMBERSHIP DEPT  | 181853    | 86306           | 11/01/2012 |          | 01/20/13                       | 1,861.00  |
|                   |            |      |                           | 1,861.00  | 31011131 549100 |            |          | EXEC-C/E-DUES/SUBCR/MEMBERSH   |           |
|                   |            |      |                           |           |                 | CHECK      | 332146   | TOTAL:                         | 1,861.00  |
| 332147            | 01/24/2013 | PRTD | 3859 NEEC                 | 181877    | 12/20/12        | 12/02/2012 |          | 01/20/13                       | 1,595.00  |
|                   |            |      |                           | 1,595.00  | 73011189 443410 |            |          | O&M-C/E-FAC-TRAINING           |           |

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PG 5  
apcshdsb

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE | TYPE | VENDOR NAME | VOUCHER | INVOICE | INV DATE | PO | WARRANT | NET |
|----------|----------|------|-------------|---------|---------|----------|----|---------|-----|
|----------|----------|------|-------------|---------|---------|----------|----|---------|-----|

CHECK 332147 TOTAL: 1,595.00

|        |            |      |                           |          |                 |                          |  |          |          |
|--------|------------|------|---------------------------|----------|-----------------|--------------------------|--|----------|----------|
| 332148 | 01/24/2013 | PRTD | 1754 OTIS ELEVATOR COMPAN | 181858   | ST05151G113     | 12/20/2012               |  | 01/20/13 | 1,444.99 |
|        |            |      |                           | 1,444.99 | 73011183 541100 | O&M-C/E-CH FAC-PROF SVCS |  |          |          |

CHECK 332148 TOTAL: 1,444.99

|        |            |      |                           |        |                 |                              |  |          |        |
|--------|------------|------|---------------------------|--------|-----------------|------------------------------|--|----------|--------|
| 332149 | 01/24/2013 | PRTD | 1808 PACIFIC COAST CONGRE | 181556 | 2010861         | 01/01/2013                   |  | 01/20/13 | 225.00 |
|        |            |      |                           | 225.00 | 55011757 549100 | PD-HARBORMASTER-DUES & SUBCR |  |          |        |

CHECK 332149 TOTAL: 225.00

|        |            |      |                |        |                 |                                |  |          |        |
|--------|------------|------|----------------|--------|-----------------|--------------------------------|--|----------|--------|
| 332150 | 01/24/2013 | PRTD | 7405 PARR FORD | 181860 | 64328           | 01/07/2013                     |  | 01/20/13 | 410.33 |
|        |            |      |                | 410.33 | 53011212 548100 | POLICE - C/E PATROL MAINTENANC |  |          |        |

|        |                 |                                |          |        |
|--------|-----------------|--------------------------------|----------|--------|
| 181861 | cm64328         | 01/07/2013                     | 01/20/13 | -68.01 |
| -68.01 | 53011212 548100 | POLICE - C/E PATROL MAINTENANC |          |        |

|        |                 |                       |          |        |
|--------|-----------------|-----------------------|----------|--------|
| 181862 | FOCS275974      | 01/08/2013            | 01/20/13 | 167.73 |
| 83.87  | 73111427 548100 | O&M-ACCESS RDSIDE R&M |          |        |
| 83.86  | 73111423 548100 | REPAIRS & MAINTENANCE |          |        |

CHECK 332150 TOTAL: 510.05

|        |            |      |                          |        |                 |                             |  |          |        |
|--------|------------|------|--------------------------|--------|-----------------|-----------------------------|--|----------|--------|
| 332151 | 01/24/2013 | PRTD | 422 PLANNING ASSOCIATION | 181863 | 01/03/13        | 01/03/2013                  |  | 01/20/13 | 120.00 |
|        |            |      |                          | 120.00 | 61470581 549100 | PCD - DEV ADMIN DUES/SUBSCR |  |          |        |

CHECK 332151 TOTAL: 120.00

|        |            |      |                           |        |                 |                                 |  |          |        |
|--------|------------|------|---------------------------|--------|-----------------|---------------------------------|--|----------|--------|
| 332152 | 01/24/2013 | PRTD | 1249 PROGRESSIVE BUSINESS | 181864 | 401444101-2013  | 12/14/2012                      |  | 01/20/13 | 299.00 |
|        |            |      |                           | 299.00 | 41011141 549100 | FIN-C/E-DUES, SUBS, MEMBERSHIPS |  |          |        |

|        |                 |                    |          |        |
|--------|-----------------|--------------------|----------|--------|
| 181866 | 552622601-2013  | 12/06/2012         | 01/20/13 | 118.56 |
| 118.56 | 73637891 549100 | DUES/SUBSCRIPTIONS |          |        |

CHECK 332152 TOTAL: 417.56

|        |            |      |                           |        |                 |                        |  |          |        |
|--------|------------|------|---------------------------|--------|-----------------|------------------------|--|----------|--------|
| 332153 | 01/24/2013 | PRTD | 4698 PUBLIC SAFETY CENTER | 181645 | 5383492         | 12/27/2012             |  | 01/20/13 | 287.86 |
|        |            |      |                           | 287.86 | 53011212 531100 | PD-C/E-PATROL SUPPLIES |  |          |        |

CHECK 332153 TOTAL: 287.86

|        |            |      |                           |          |                 |                              |          |          |          |
|--------|------------|------|---------------------------|----------|-----------------|------------------------------|----------|----------|----------|
| 332154 | 01/24/2013 | PRTD | 1864 PUGET SOUND CLEAN AI | 181894   | 13-0165         | 12/28/2012                   | 21300014 | 01/20/13 | 4,420.00 |
|        |            |      |                           | 4,420.00 | 91011317 553000 | EXEC - C/E POLLUTION CONTROL |          |          |          |

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PG 6  
apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

CHECK 332154 TOTAL: 4,420.00

332155 01/24/2013 PRD 7435 KANMAN INC 181869 12-2178-705 01/02/2013 01/20/13 90.00  
90.00 73011768 545000 O&M-C/E-PARKS-OP LEASES

181870 12-2178-704 01/02/2013 01/20/13 180.00  
90.00 73435838 545000 O&M-DECANT-RENTS  
90.00 73011897 545000 O&M-C/E-PWYD FAC-RENTS

CHECK 332155 TOTAL: 270.00

332156 01/24/2013 PRD 408 ROLLING BAY COMMERCIAL 181895 2013-1 12/31/2012 21300013 01/20/13 2,320.50  
2,320.50 91011255 545000 GG-C/E-COURT BLDG-RENT

CHECK 332156 TOTAL: 2,320.50

332157 01/24/2013 PRD 7661 SCHULZE, DOUGLAS 181896 01/09/13 01/09/2013 01/20/13 1,701.93  
1,701.93 62938 386000 DEPOSIT-MISC IN

CHECK 332157 TOTAL: 1,701.93

332158 01/24/2013 PRD 4156 SENSUS METERING SYST 181875 ZA13012561 12/10/2012 01/20/13 1,655.72  
1,655.72 81011881 548500 IT - C/E COMPUTER SUPPORT

CHECK 332158 TOTAL: 1,655.72

332159 01/24/2013 PRD 4689 SITESTAR DONOBI INTE 181874 12/17/12 12/07/2012 21300008 01/20/13 2,055.00  
2,055.00 81011881 545000 IT - C/E RENTS & LEASES

CHECK 332159 TOTAL: 2,055.00

332160 01/24/2013 PRD 7562 SMITH, CINDY 181873 01/10/13 01/10/2013 01/20/13 437.50  
437.50 21011125 541210 COURT - JUDGE PRO TEMPORE SVCS

CHECK 332160 TOTAL: 437.50

332161 01/24/2013 PRD 601 SOUND REPROGRAPHICS 181876 15864 01/03/2013 01/20/13 33.67  
33.67 62471591 531100 BLDG - BLDG OFFICE SUPPLIES

CHECK 332161 TOTAL: 33.67

332162 01/24/2013 PRD 7095 SUPERIOR SAW & SUPPL 181878 37160 01/02/2013 01/20/13 161.38  
161.38 73111427 548100 O&M-ACCESS RDSIDE R&M

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PG 7  
|apcshdsb

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

VOUCHER INVOICE INV DATE PO WARRANT NET

181879 37266 01/09/2013 01/20/13 10.32  
10.32 73111427 548100 O&M-ACCESS RDSIDE R&M

CHECK 332162 TOTAL: 171.70

332163 01/24/2013 PRD 558 TOWN & COUNTRY MARKE 181646 01/09/13 A 01/09/2013 01/20/13 33.94  
33.94 51011211 531100 PD-C/E-ADM-SUPPLIES

181647 01/09/13 B 01/09/2013 01/20/13 43.33  
43.33 51011211 531100 PD-C/E-ADM-SUPPLIES

181648 01/10/13 A 01/10/2013 01/20/13 43.22  
43.22 51011211 531100 PD-C/E-ADM-SUPPLIES

181649 01/10/13 B 01/10/2013 01/20/13 3.16  
3.16 51011211 531100 PD-C/E-ADM-SUPPLIES

CHECK 332163 TOTAL: 123.65

332164 01/24/2013 PRD 7420 WA ST DEPT OF ENTERP 181883 18-1-59588 01/03/2013 01/20/13 500.00  
500.00 41011141 549100 FIN-C/E-DUES, SUBS, MEMBERSHIPS

CHECK 332164 TOTAL: 500.00

332165 01/24/2013 PRD 969 WA ST DEPT OF LICENS 181884 F101153 12/28/2012 01/20/13 21.00  
21.00 41654860 586000 GUN PERMIT OUT

181885 F101133 01/02/2013 01/20/13 18.00  
18.00 41654860 586000 GUN PERMIT OUT

181886 F101140 01/02/2013 01/20/13 18.00  
18.00 41654860 586000 GUN PERMIT OUT

181887 F101142 01/02/2013 01/20/13 18.00  
18.00 41654860 586000 GUN PERMIT OUT

181888 F101155 01/03/2013 01/20/13 21.00  
21.00 41654860 586000 GUN PERMIT OUT

181889 F101138 01/03/2013 01/20/13 18.00  
18.00 41654860 586000 GUN PERMIT OUT

181890 F101143 01/03/2013 01/20/13 18.00  
18.00 41654860 586000 GUN PERMIT OUT

181891 F101149 01/03/2013 01/20/13 18.00  
18.00 41654860 586000 GUN PERMIT OUT

181892 F101159 01/03/2013 01/20/13 18.00



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PG 8  
apcshdsb

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

VOUCHER INVOICE

INV DATE PO

WARRANT

NET

18.00 41654860 586000

GUN PERMIT OUT

181893 F101160

01/03/2013

01/20/13

18.00

18.00 41654860 586000

GUN PERMIT OUT

CHECK 332165 TOTAL:

186.00

332166 01/24/2013 PRD

512 WABO - WASHINGTON AS

181880 WABO2013

12/01/2012

01/20/13

95.00

95.00 62471591 549100

BLDG - BLDG DUES/SUBSCRIPTIONS

CHECK 332166 TOTAL:

95.00

332167 01/24/2013 PRD

710 WCIA

181881 101005

12/27/2012

01/20/13

596,011.00

316,589.88 91011182 546000

GG-C/E-INSURANCE

86,230.26 91111182 546000

GG-STREET-INSURANCE

23,397.10 91411182 546000

GG-WTR-INSURANCE

40,656.77 91421182 546000

GG-SWR-INSURANCE

2,119.51 91426355 546000

GG-SIS-INSURANCE

47,151.04 91431182 546000

GG-SSWM-INSURANCE

616.01 91435838 546000

GG-DECANT-INSURANCE

49,833.55 91470182 546000

GG-DEV-INSURANCE

29,416.88 91471182 546000

GG-BLDG-INSURANCE

181897 100943

01/04/2013

01/20/13

10,082.00

10,082.00 91025129 546000

MARINE - INSURANCE

CHECK 332167 TOTAL:

606,093.00

332168 01/24/2013 PRD

499 WESTBAY AUTO PARTS I

181902 815863

01/02/2013

01/20/13

3.58

3.58 53011212 548100

POLICE - C/E PATROL MAINTENANC

181903 815968

01/02/2013

01/20/13

2.43

2.43 73011189 548100

O&M - C/E FACIL REPAIRS

181904 816137

01/03/2013

01/20/13

7.17

7.17 73638935 548100

O&M-STD ALLOCATION-REPAIRS

181905 816182

01/03/2013

01/20/13

233.49

233.49 73638935 548100

O&M-STD ALLOCATION-REPAIRS

181906 816188

01/03/2013

01/20/13

86.28

86.28 73638935 548100

O&M-STD ALLOCATION-REPAIRS

181907 816201

01/03/2013

01/20/13

151.19

151.19 52011212 548100

POLICE - C/E INVEST REPAIRS

181908 816320

01/03/2013

01/20/13

118.71

59.36 73111423 548100

REPAIRS & MAINTENANCE

59.35 73111427 548100

O&M-ACCESS RDSIDE R&M

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PG 9  
apcshdsb

CASH ACCOUNT: 635 111100 CASH

| CHECK NO | CHK DATE   | TYPE | VENDOR NAME               | VOUCHER | INVOICE         | INV DATE                        | PO     | WARRANT  | NET    |
|----------|------------|------|---------------------------|---------|-----------------|---------------------------------|--------|----------|--------|
|          |            |      |                           | 181909  | 817343          | 01/08/2013                      |        | 01/20/13 | 10.82  |
|          |            |      |                           | 10.82   | 73638935 548100 | O&M-STD ALLOCATION-REPAIRS      |        |          |        |
|          |            |      |                           | 181910  | 817432          | 01/08/2013                      |        | 01/20/13 | -13.03 |
|          |            |      |                           | -13.03  | 52011212 548100 | POLICE - C/E INVEST REPAIRS     |        |          |        |
|          |            |      |                           | 181911  | 817741          | 01/09/2013                      |        | 01/20/13 | 19.63  |
|          |            |      |                           | 19.63   | 990 141100      | MERCHANDISE                     |        |          |        |
|          |            |      |                           | 181912  | 817747          | 01/09/2013                      |        | 01/20/13 | 32.45  |
|          |            |      |                           | 32.45   | 73638935 531100 | OFFICE SUPPLIES                 |        |          |        |
|          |            |      |                           | 181913  | 517650          | 01/09/2013                      |        | 01/20/13 | 29.54  |
|          |            |      |                           | 29.54   | 73638935 548100 | O&M-STD ALLOCATION-REPAIRS      |        |          |        |
|          |            |      |                           |         |                 | CHECK                           | 332168 | TOTAL:   | 682.26 |
| 332169   | 01/24/2013 | PRTD | 679 WASHINGTON ASSOCIATI  | 181557  | 20538           | 11/30/2012                      |        | 01/20/13 | 25.00  |
|          |            |      |                           | 25.00   | 51011211 549100 | PD-C/E-ADM-DUES/SUBCR/MEMBERSHP |        |          |        |
|          |            |      |                           | 181558  | 20541           | 11/30/2012                      |        | 01/20/13 | 25.00  |
|          |            |      |                           | 25.00   | 51011211 549100 | PD-C/E-ADM-DUES/SUBCR/MEMBERSHP |        |          |        |
|          |            |      |                           |         |                 | CHECK                           | 332169 | TOTAL:   | 50.00  |
| 332170   | 01/24/2013 | PRTD | 4418 WMCA                 | 181882  | 01/08/13        | 01/08/2013                      |        | 01/20/13 | 425.00 |
|          |            |      |                           | 425.00  | 36011143 443410 | EXEC-CLERK-C/E-TRAINING         |        |          |        |
|          |            |      |                           |         |                 | CHECK                           | 332170 | TOTAL:   | 425.00 |
| 332171   | 01/24/2013 | PRTD | 2389 WA STATE CRIME PREVE | 181650  | 2013 DUES PH    | 01/02/2013                      |        | 01/20/13 | 50.00  |
|          |            |      |                           | 50.00   | 53011212 549100 | PD-C/E-PATROL-DUES/SUBCR/MEMBR  |        |          |        |
|          |            |      |                           |         |                 | CHECK                           | 332171 | TOTAL:   | 50.00  |
| 332172   | 01/24/2013 | PRTD | 3355 WWCPA                | 181898  | 2013 DUES-DO    | 12/26/2012                      |        | 01/20/13 | 15.00  |
|          |            |      |                           | 15.00   | 73431835 549100 | O&M-SSWM MAINT-MISC             |        |          |        |
|          |            |      |                           | 181899  | 2013 DUES-PM    | 12/26/2012                      |        | 01/20/13 | 15.00  |
|          |            |      |                           | 15.00   | 73421355 549100 | WIN COLL-DUES/SUBCRIP           |        |          |        |
|          |            |      |                           | 181900  | 2013 DUES-RN    | 12/26/2012                      |        | 01/20/13 | 15.00  |
|          |            |      |                           | 15.00   | 73421355 549100 | WIN COLL-DUES/SUBCRIP           |        |          |        |
|          |            |      |                           | 181901  | 2013 DUES-AC    | 12/26/2012                      |        | 01/20/13 | 15.00  |
|          |            |      |                           | 15.00   | 73421355 549100 | WIN COLL-DUES/SUBCRIP           |        |          |        |

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|CITY OF BAINBRIDGE ISLAND  
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|PG 10  
|apcshdsb

CHECK 332172 TOTAL: 60.00

NUMBER OF CHECKS 54 \*\*\* CASH ACCOUNT TOTAL \*\*\* 724,468.74

|                      | COUNT | AMOUNT     |
|----------------------|-------|------------|
| TOTAL PRINTED CHECKS | 54    | 724,468.74 |

\*\*\* GRAND TOTAL \*\*\* 724,468.74

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PG 11  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

| YEAR PER             | JNL      |       |       |       |                                |              |      |            |            |
|----------------------|----------|-------|-------|-------|--------------------------------|--------------|------|------------|------------|
| SRC ACCOUNT          |          |       |       |       |                                | ACCOUNT DESC | T OB | DEBIT      | CREDIT     |
| EFF DATE             | JNL DESC | REF 1 | REF 2 | REF 3 | LINE DESC                      |              |      |            |            |
| 2013 1 270           |          |       |       |       |                                |              |      |            |            |
| APP 401-213000       |          |       |       |       | ACCOUNTS PAYABLE               |              |      | 23,466.21  |            |
| 01/24/2013 01/20/13  | 012013   |       |       |       | AP CASH DISBURSEMENTS JOURNAL  |              |      |            |            |
| APP 635-111100       |          |       |       |       | CASH                           |              |      |            | 724,468.74 |
| 01/24/2013 01/20/13  | 012013   |       |       |       | AP CASH DISBURSEMENTS JOURNAL  |              |      |            |            |
| APP 001-213000       |          |       |       |       | GENERAL - ACCOUNTS PAYABLE     |              |      | 437,212.29 |            |
| 01/24/2013 01/20/13  | 012013   |       |       |       | AP CASH DISBURSEMENTS JOURNAL  |              |      |            |            |
| APP 631-213000       |          |       |       |       | ACCOUNTS PAYABLE               |              |      | 2,189.69   |            |
| 01/24/2013 01/20/13  | 012013   |       |       |       | AP CASH DISBURSEMENTS JOURNAL  |              |      |            |            |
| APP 407-213000       |          |       |       |       | ACCOUNTS PAYABLE               |              |      | 80,368.86  |            |
| 01/24/2013 01/20/13  | 012013   |       |       |       | AP CASH DISBURSEMENTS JOURNAL  |              |      |            |            |
| APP 108-213000       |          |       |       |       | AFFORD HSG - ACCOUNTS PAYABLE  |              |      | 750.00     |            |
| 01/24/2013 01/20/13  | 012013   |       |       |       | AP CASH DISBURSEMENTS JOURNAL  |              |      |            |            |
| APP 101-213000       |          |       |       |       | STREETS - ACCOUNTS PAYABLE     |              |      | 87,880.80  |            |
| 01/24/2013 01/20/13  | 012013   |       |       |       | AP CASH DISBURSEMENTS JOURNAL  |              |      |            |            |
| APP 403-213000       |          |       |       |       | ACCOUNTS PAYABLE               |              |      | 47,872.05  |            |
| 01/24/2013 01/20/13  | 012013   |       |       |       | AP CASH DISBURSEMENTS JOURNAL  |              |      |            |            |
| APP 622-213000       |          |       |       |       | ACCOUNTS PAYABLE               |              |      | 1,701.93   |            |
| 01/24/2013 01/20/13  | 012013   |       |       |       | AP CASH DISBURSEMENTS JOURNAL  |              |      |            |            |
| APP 650-213000       |          |       |       |       | ACCOUNTS PAYABLE               |              |      | 186.00     |            |
| 01/24/2013 01/20/13  | 012013   |       |       |       | AP CASH DISBURSEMENTS JOURNAL  |              |      |            |            |
| APP 402-213000       |          |       |       |       | ACCOUNTS PAYABLE               |              |      | 42,821.28  |            |
| 01/24/2013 01/20/13  | 012013   |       |       |       | AP CASH DISBURSEMENTS JOURNAL  |              |      |            |            |
| APP 901-213000       |          |       |       |       | ACCOUNTS PAYABLE               |              |      | 19.63      |            |
| 01/24/2013 01/20/13  | 012013   |       |       |       | AP CASH DISBURSEMENTS JOURNAL  |              |      |            |            |
| GENERAL LEDGER TOTAL |          |       |       |       |                                |              |      | 724,468.74 | 724,468.74 |
| APP 631-130000       |          |       |       |       | DUE TO/FROM CLEARING           |              |      | 722,279.05 |            |
| 01/24/2013 01/20/13  | 012013   |       |       |       |                                |              |      |            |            |
| APP 401-130000       |          |       |       |       | DUE TO/FROM CLEARING           |              |      |            | 23,466.21  |
| 01/24/2013 01/20/13  | 012013   |       |       |       |                                |              |      |            |            |
| APP 001-130000       |          |       |       |       | GENERAL - DUE TO/FROM CLEARING |              |      |            | 437,212.29 |
| 01/24/2013 01/20/13  | 012013   |       |       |       |                                |              |      |            |            |
| APP 407-130000       |          |       |       |       | DUE TO/FROM CLEARING           |              |      |            | 80,368.86  |
| 01/24/2013 01/20/13  | 012013   |       |       |       |                                |              |      |            |            |
| APP 108-130000       |          |       |       |       | AFFORD HSG DUE TO/FROM CLEAR'G |              |      |            | 750.00     |
| 01/24/2013 01/20/13  | 012013   |       |       |       |                                |              |      |            |            |
| APP 101-130000       |          |       |       |       | STREETS - DUE TO/FROM CLEARING |              |      |            | 87,880.80  |
| 01/24/2013 01/20/13  | 012013   |       |       |       |                                |              |      |            |            |
| APP 403-130000       |          |       |       |       | DUE TO/FROM CLEARING           |              |      |            | 47,872.05  |
| 01/24/2013 01/20/13  | 012013   |       |       |       |                                |              |      |            |            |
| APP 622-130000       |          |       |       |       | DUE TO/FROM CLEARING           |              |      |            | 1,701.93   |
| 01/24/2013 01/20/13  | 012013   |       |       |       |                                |              |      |            |            |
| APP 650-130000       |          |       |       |       | DUE TO/FROM CLEARING           |              |      |            | 186.00     |
| 01/24/2013 01/20/13  | 012013   |       |       |       |                                |              |      |            |            |
| APP 402-130000       |          |       |       |       | DUE TO/FROM CLEARING           |              |      |            | 42,821.28  |

01/17/2013 14:10 |CITY OF BAINBRIDGE ISLAND  
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 12  
apcshdsb

JOURNAL ENTRIES TO BE CREATED

| YEAR PER                       | JNL      |        |       |       |  |                      |      |              |              |
|--------------------------------|----------|--------|-------|-------|--|----------------------|------|--------------|--------------|
| SRC ACCOUNT                    |          |        |       |       |  | ACCOUNT DESC         | T OB | DEBIT        | CREDIT       |
| EFF DATE                       | JNL DESC | REF 1  | REF 2 | REF 3 |  | LINE DESC            |      |              |              |
| 01/24/2013                     | 01/20/13 | 012013 |       |       |  |                      |      |              |              |
| APP 901-130000                 |          |        |       |       |  | DUE TO/FROM CLEARING |      |              | 19.63        |
| 01/24/2013                     | 01/20/13 | 012013 |       |       |  |                      |      |              |              |
| SYSTEM GENERATED ENTRIES TOTAL |          |        |       |       |  |                      |      | 722,279.05   | 722,279.05   |
| JOURNAL 2013/01/270 TOTAL      |          |        |       |       |  |                      |      | 1,446,747.79 | 1,446,747.79 |

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lsteinberg

CITY OF BAINBRIDGE ISLAND  
A/P CASH DISBURSEMENTS JOURNAL

PG 13  
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JOURNAL ENTRIES TO BE CREATED

| FUND                            | YEAR PER | JNL | EFF DATE                       | DEBIT      | CREDIT     |
|---------------------------------|----------|-----|--------------------------------|------------|------------|
| ACCOUNT                         |          |     | ACCOUNT DESCRIPTION            |            |            |
| 001 GENERAL FUND                | 2013 1   | 270 | 01/24/2013                     |            |            |
| 001-130000                      |          |     | GENERAL - DUE TO/FROM CLEARING |            | 437,212.29 |
| 001-213000                      |          |     | GENERAL - ACCOUNTS PAYABLE     | 437,212.29 |            |
|                                 |          |     | FUND TOTAL                     | 437,212.29 | 437,212.29 |
| 101 STREET FUND                 | 2013 1   | 270 | 01/24/2013                     |            |            |
| 101-130000                      |          |     | STREETS - DUE TO/FROM CLEARING |            | 87,880.80  |
| 101-213000                      |          |     | STREETS - ACCOUNTS PAYABLE     | 87,880.80  |            |
|                                 |          |     | FUND TOTAL                     | 87,880.80  | 87,880.80  |
| 108 AFFORDABLE HOUSING FUND     | 2013 1   | 270 | 01/24/2013                     |            |            |
| 108-130000                      |          |     | AFFORD HSG DUE TO/FROM CLEAR'G |            | 750.00     |
| 108-213000                      |          |     | AFFORD HSG - ACCOUNTS PAYABLE  | 750.00     |            |
|                                 |          |     | FUND TOTAL                     | 750.00     | 750.00     |
| 401 WATER OPERATING FUND        | 2013 1   | 270 | 01/24/2013                     |            |            |
| 401-130000                      |          |     | DUE TO/FROM CLEARING           |            | 23,466.21  |
| 401-213000                      |          |     | ACCOUNTS PAYABLE               | 23,466.21  |            |
|                                 |          |     | FUND TOTAL                     | 23,466.21  | 23,466.21  |
| 402 SEWER OPERATING FUND        | 2013 1   | 270 | 01/24/2013                     |            |            |
| 402-130000                      |          |     | DUE TO/FROM CLEARING           |            | 42,821.28  |
| 402-213000                      |          |     | ACCOUNTS PAYABLE               | 42,821.28  |            |
|                                 |          |     | FUND TOTAL                     | 42,821.28  | 42,821.28  |
| 403 STORM & SURFACE WATER FUND  | 2013 1   | 270 | 01/24/2013                     |            |            |
| 403-130000                      |          |     | DUE TO/FROM CLEARING           |            | 47,872.05  |
| 403-213000                      |          |     | ACCOUNTS PAYABLE               | 47,872.05  |            |
|                                 |          |     | FUND TOTAL                     | 47,872.05  | 47,872.05  |
| 407 BUILDING & DEVELOPMENT FUND | 2013 1   | 270 | 01/24/2013                     |            |            |
| 407-130000                      |          |     | DUE TO/FROM CLEARING           |            | 80,368.86  |
| 407-213000                      |          |     | ACCOUNTS PAYABLE               | 80,368.86  |            |
|                                 |          |     | FUND TOTAL                     | 80,368.86  | 80,368.86  |
| 622 EXPENDABLE TRUST FUND       | 2013 1   | 270 | 01/24/2013                     |            |            |
| 622-130000                      |          |     | DUE TO/FROM CLEARING           |            | 1,701.93   |
| 622-213000                      |          |     | ACCOUNTS PAYABLE               | 1,701.93   |            |
|                                 |          |     | FUND TOTAL                     | 1,701.93   | 1,701.93   |
| 631 CLEARING FUND               | 2013 1   | 270 | 01/24/2013                     |            |            |

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lsteinberg

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

|PG 14  
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

| FUND | ACCOUNT                | YEAR PER | JNL | EFF DATE | ACCOUNT DESCRIPTION  | DEBIT      | CREDIT     |
|------|------------------------|----------|-----|----------|----------------------|------------|------------|
|      | 631-130000             |          |     |          | DUE TO/FROM CLEARING | 722,279.05 |            |
|      | 631-213000             |          |     |          | ACCOUNTS PAYABLE     | 2,189.69   |            |
|      | 635-111100             |          |     |          | CASH                 |            | 724,468.74 |
|      |                        |          |     |          | FUND TOTAL           | 724,468.74 | 724,468.74 |
| 650  | AGENCY FUND            | 2013     | 1   | 270      | 01/24/2013           |            |            |
|      | 650-130000             |          |     |          | DUE TO/FROM CLEARING |            | 186.00     |
|      | 650-213000             |          |     |          | ACCOUNTS PAYABLE     | 186.00     |            |
|      |                        |          |     |          | FUND TOTAL           | 186.00     | 186.00     |
| 901  | GENERAL LONG TERM DEBT | 2013     | 1   | 270      | 01/24/2013           |            |            |
|      | 901-130000             |          |     |          | DUE TO/FROM CLEARING |            | 19.63      |
|      | 901-213000             |          |     |          | ACCOUNTS PAYABLE     | 19.63      |            |
|      |                        |          |     |          | FUND TOTAL           | 19.63      | 19.63      |

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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   |
|---------------------------------|------------|------------|
| 631 CLEARING FUND               | 722,279.05 |            |
| 401 WATER OPERATING FUND        |            | 23,466.21  |
| 001 GENERAL FUND                |            | 437,212.29 |
| 407 BUILDING & DEVELOPMENT FUND |            | 80,368.86  |
| 108 AFFORDABLE HOUSING FUND     |            | 750.00     |
| 101 STREET FUND                 |            | 87,880.80  |
| 403 STORM & SURFACE WATER FUND  |            | 47,872.05  |
| 622 EXPENDABLE TRUST FUND       |            | 1,701.93   |
| 650 AGENCY FUND                 |            | 186.00     |
| 402 SEWER OPERATING FUND        |            | 42,821.28  |
| 901 GENERAL LONG TERM DEBT      |            | 19.63      |
| TOTAL                           | 722,279.05 | 722,279.05 |

\*\* END OF REPORT - Generated by Linda Steinberg \*\*



## PAYROLL

PAYROLL CHECK RUN: 1 - 18 - 2013

| Run Type | Run Date  | Check # Sequence | Comments                        | Amount            |
|----------|-----------|------------------|---------------------------------|-------------------|
| Normal   | 1/18/2013 | 026956 - 027061  | P/R check run - Direct Deposit  | 232,513.81        |
| Normal   | 1/18/2013 | 106062 - 106068  | P/R check run - Regular         | 54,298.18         |
| Vendor   | 1/18/2013 | 106069 - 106079  | P/R Vendor check run            | 65,648.17         |
| Misc     | 1/18/2013 | 106080           | P/R check run - Regular         | 527.74            |
| EFTPS    | 1/18/2013 |                  | Federal Tax Electronic Transfer | 124,046.31        |
| EFTPS    | 1/18/2013 |                  | Federal Tax Electronic Transfer | 122.07            |
|          |           |                  | TOTAL:                          | <b>477,156.28</b> |

Prepared and Reviewed by:

Aimee Lively

Date

1.17.13

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

Karl R Shaw, Accounting Manager

Date

1-17-2013

ITEMS DISCUSSED

1. CONVENE/CALL TO ORDER/ACCEPT AGENDA
2. ELECTION OF 2013 MAYOR AND MAYOR PRO TEM
3. REVIEW COUNCIL STRATEGIC VISIONING GOALS FROM SGR RETREAT
4. 2013 ANNUAL GOALS AND WORKPLAN
5. BREAK/ LUNCH
6. 2013 LEGISLATIVE GOALS AND WORKPLAN
7. GOVERNANCE CALENDAR
8. COBI REPRESENTATIVES ON REGIONAL BOARDS/AGENCIES
9. ADJOURNMENT

**1. CONVENE/CALL TO ORDER/ACCEPT AGENDA 10:38 AM**

Mayor Lester called the meeting to order at 10:38 am. A quorum was present consisting of Councilmembers Blair, Blossom, Bonkowski, Ward, and Mayor Lester. Councilmember Hytopoulos arrived at 10:43 am. City Clerk Lassoff monitored the recording of the meeting and prepared the minutes.

Councilmember Bonkowski proposed the lunch break be reduced to 10 minutes.

*Councilmember Blair moved to accept the agenda, which was seconded by Councilmember Bonkowski.*

Councilmember Scales wanted to make sure the police management study would be discussed to which Councilmember Bonkowski replied it was listed in the strategic visioning goals from the SGR retreat.

*The agenda was accepted, 6-0. Councilmember Hytopoulos had not yet arrived.*

**2. ELECTION OF 2013 MAYOR AND MAYOR PRO TEM 10:41AM**

**MOTION:** *I nominate Steve Bonkowski as Mayor for 2013.*

**WARD/BLAIR**

Councilmember Scales believed a vote should be taken when all Councilmembers were present. Following brief comments, Councilmember Hytopoulos arrived. Council discussed the mayor's role and stipend. Councilmember Bonkowski shared what his goals would be if elected. Comments were made regarding discussing items openly in a public forum, making sure that rules/procedures are followed, and that things are done fairly and openly.

*The motion to nominate Councilmember Steve Bonkowski as Mayor for 2013 carried unanimously, 7-0.*

Council discussed changing the mayor pro tem rotation.

**MOTION:** *I move that we nominate Anne for one year.*

**HYTOPOULOS/SCALES** – *Motion not voted on.*

Councilmembers Blair, Lester, and Ward showed interest in serving as mayor pro tem. There was consensus that the term be for a four-month rotation.

**MOTION:** *I nominate Dave.*

**BLOSSOM/SCALES** – *Motion carried unanimously, 7-0.*

Mayor-Elect Bonkowski chaired the remainder of the meeting.

### 3. REVIEW COUNCIL STRATEGIC VISIONING GOALS FROM SGR RETREAT 11:06 AM

Mayor-Elect Bonkowski thought it would be worthwhile to review each goal and then prioritize them. Council concurred.

#### City Communications and Public Relations Plan and Implementation

Councilmember Ward wondered if it was feasible to have a communications position as well as an interim volunteer coordinator. City Manager Schulze explained how the lack of experience from an intern would require a great deal of staff oversight and assistance. Councilmember Lester explained the specifics of the goal. Councilmember Hytopoulos thought improving the City's website would go a long way in communicating better with the community. Councilmembers Lester and Blair shared their experiences as attendees at a conference on media and communicating with citizens. Councilmember Ward suggested combining items 3 and 4. Mayor-Elect Bonkowski suggested rather than getting into too much detail now, that Council should hear from the city manager. Councilmember Hytopoulos said this goal was not budgeted and suggested Council should just agree that they were still committed to the goal. Councilmember Ward thought it would be worthwhile to get the community survey results first to help drive website redevelopment. Councilmember Blair suggested discussing the idea during the legislative strategies discussion. Councilmember Lester explained the goal was viable stating the Council adopted a budget, in part, with the understanding that potential budget amendments could come forward.

#### Economic Development

Councilmember Lester felt there were other elements of economic investment which could be listed.

#### Allocation of Washington State Funds

Councilmember Blair wanted to know more about the development of Waterfront Park since the allocation had two elements (road ends and Waterfront Park) which are not yet accomplished. Mayor-Elect Bonkowski understood those to be more of a work plan item. The item was removed from the list.

#### Budget Process

Councilmember Hytopoulos suggested moving item 1 to the City's communications goal. Councilmember Lester showed support for following through with providing a framework for the annual budget calendar. Councilmember Blair suggested moving the goal titled improve the budget CIP process up to budget process. City Manager Schulze suggested that the City should submit for the distinguished budget presentation award from the Government Finance Officers Association. Mayor-Elect Bonkowski commented on items 1 through 5. Councilmember Hytopoulos stated a strategic plan was very important. Mayor-Elect Bonkowski wondered whether it would be appropriate to form ad hoc committees to flush out each goal for their appropriateness. Councilmember Hytopoulos said the Council should get away from increasing the number of ad hoc committees and would rather follow the city manager's lead. Councilmember Blair felt the Council needed a budget as well as strategic planning goal. City Manager Schulze commented on the criteria laid out in the budget presentation award process.

#### Improve the Budget CIP Process

Councilmember Lester thought there was room to improve the CIP process and did not see the City meeting priority projects or capturing opportunities. Following a brief discussion, this goal was moved into the budget process as item 6. Council discussed collaborating with others agencies and districts for opportunities.

#### Governance Processes and Council Manager Form of Government

Councilmember Hytopoulos thought it would be helpful to have a neutral party educate Council on the governance process and the Council/Manager form of government. Councilmember Blossom noted professional development activities have been budgeted. Councilmember Blair said it was imperative that there be a city manager evaluation process in place before June. City Manager Schulze noted he was due for a 360-degree evaluation for his ICMA credentials, which could be done in concert with the formal evaluation process or in addition too. Mayor-Elect Bonkowski recalled how the process was two-fold.

**MOTION:** *I move that we schedule a retreat with SGR for education on council/manager form of government issues to set up a permanent evaluation for our city manager.*

**HYTOPOULOS/BLAIR**

Councilmember Lester suggested there might be other organizations that could assist with the process. Councilmember Blossom noted that SGR was very familiar with the City.

*The motion carried unanimously, 7-0.*

The remaining goals remained on the list.

Transportation Plan and Related Funding

Councilmember Lester felt Council was close to completing item 1 regarding a motor vehicle tax. The remaining goals stayed on the list.

Discuss the Future of the Water Utility

Councilmember Blair asked the Council consider changing the word discuss to determine. There was consensus to do so.

Public Safety Management Study and Action Plan

Council shared their views on conducting a management study.

At 12:11 pm, a brief recess was taken. The retreat resumed at 12:19 pm.

**4. 2013 ANNUAL GOALS AND WORKPLAN 12:19 PM**

City Manager Schulze distributed a copy of the strategic plan from the City of Albany, Oregon. He explained how a strategic plan is created and shared different ideas. Councilmember Blair suggested using an electronically based approach. Brief comments were made regarding how to use the process in conjunction with the comprehensive plan update.

City Manager Schulze discussed how the cost of service fed into the strategic plan. He then gave a PowerPoint<sup>®</sup> presentation highlighting his quarterly goals and fielded questions. Councilmember Scales asked that an assessment be done on whether setting the municipal court judge's salary at .67 percent is the proper amount. Councilmember Blair shared her concern regarding extending the SMP update timeline. Councilmember Lester suggested making sure that everyone that should have a business licenses does. Councilmember Blair wondered if there was any room for the unexpected or taking a deep breath given that the plate was full already. Councilmember Hytopoulos shared her concern regarding creating a process for citizens to request zoning code amendments. Councilmember Lester said there needed to be a community conversation regarding the design of the City dock. Councilmember Blossom commented on increased development fees. Councilmember Blair commented on downtown development standards. City Manager Schulze shared his interpretation of the sign code. Council briefly discussed review of the sign code, code interpretation, and enforcement. Councilmember Ward commented on the Suzuki property. Mayor-Elect Bonkowski suggested moving up the 2014 strategic planning process. Councilmember Scales proposed doing strategic planning in conjunction with the biennial budget process.

**5. BREAK/LUNCH 1:49 PM**

At 1:49 pm, the meeting recessed for lunch and reconvened at 2:12 pm.

**6. 2013 LEGISLATIVE GOALS AND WORKPLAN 2:12 PM**

Council reviewed the strategic goals discussed earlier to see which objective needed to be emphasized beyond what has been presented.

City Communications and Public Relations Plan and Implementation

Councilmember Hytopoulos hoped there would be support for regular communications in addition to the website. Councilmember Blair asked that the communication be interactive. Councilmember Lester suggested having a community meeting before beginning negotiations with Comcast. Mayor-Elect Bonkowski wondered what the frequency of the city manager's newsletter would be to which City Manager Schulze replied weekly. Councilmember Blair suggested finding someone with professional communications expertise. Councilmember Lester suggested an ad hoc committee be formed to review the relevance of the existing communications plan. City Manager Schulze said he would share various plans he has prepared. Mayor-Elect Bonkowski added this goal to a future study session.

Economic Development

Councilmember Blair suggested adding LTAC funding as an element of economic development to the Council's work plan. Mayor-Elect Bonkowski removed the increase connectivity goal as it was in process. Councilmember Lester asked that the City look further into becoming a fiber optics provider. Councilmember Blair suggested developing a work plan as the problem that needs to be solved. Mayor-Elect Bonkowski removed item 2 and item 3 was renamed to developing economic development plan. Following brief comments, Mayor-Elect Bonkowski explained the following topics were added to future study sessions: City magazine, City Dock, communications plan and economic development.

Budget Process

Councilmember Lester commented on the budget calendar and asked that the Council give input prior to receiving the budget.

Councilmember Scales wanted to determine upfront what the Council's decision was on Waterfront Park. Councilmember Lester recused herself from the discussion due to a potential conflict of interest. Following a lengthy discussion, the topic was added to a future study session. Councilmembers shared their views on whether or not to transfer Waterfront Park to the Parks District. Mayor-Elect Bonkowski said he would work with the city manager to bring back additional information. Brief comments were made regarding the ad hoc committee. There was consensus that the City collaborate with the Parks District, not transfer ownership, and see whether there are reasons to continue the discussion.

There were no further comments on the budget process.

Governance Processes and Council/Manager Form of Government

There was a brief discussion regarding utilizing a third party review of Council processes and roles on a quarterly basis and developing a formal evaluation process for the city manager. Item 6 regarding streamlining the agenda process was removed. Council discussed the standing committee format, making study sessions less structured and giving policy direction upfront. City Manager Schulze explained the position statement process. It was suggested that an annotated agenda be developed, particularly for study sessions, showing the policy points being discussed, whether to staff, record and have minutes taken at ad hoc and committee/commission meetings, purchasing lapel microphones (added as item d), quarterly review of standing committees and potential seating changes at the dais.

Transportation Plan and Related Funding

Council noted that items 1 through 3 were already discussed. There were brief comments regarding increased transportation funding and the impacts on staff. Councilmember Lester would like to see coordination and integration with Puget Sound Energy as well as local districts such as fire, school, etc.

Discuss the Future of the Water Utility

Councilmember Blair requested changing the word discuss to determine earlier in the meeting.

Public Safety Management Study and Action Plan

Councilmember Blair supported funding a management study. Councilmember Hytopoulos agreed stating it would send a message to the community that the City was listening and doing something about it. Councilmember Blair added the study would not be a duplication but rather a companion piece to what is being done with the sheriff's association and the hiring of a new police chief. There was Council consensus to move forward with and budget for the management study.

**7. GOVERNANCE CALENDAR 4:06 PM**

Following a brief discussion, a retreat with SGR was scheduled for Wednesday, February 20, 2013 at 7:00 pm. Council discussed taking some time off in July and August to provide vacation opportunities. Council also scheduled a retreat on Sunday, June 2, 2013 at 11:00 am to discuss 2014 strategic planning.

**8. COBI REPRESENTATIVES ON REGIONAL BOARDS/AGENCIES 4:16 PM**

The following appointments were made:

CENCOM/DEM Boards – Councilmember Ward

Kitsap Public Health District Board – Councilmember Blossom

Housing Kitsap Board – Councilmember Lester

KRCC Board – tbd

KRCC Executive Board – Councilmember Lester

KRCC TransPOL – Mayor-Elect Bonkowski and Councilmember Lester

Kitsap Transit – Councilmember Blair

Kitsap Public Facilities District – Councilmember Blair

Puget Sound Regional Council – tba

Puget Sound Regional Council Transportation Policy Board – Councilmember Lester (Alternate)

Puget Sound Partnership – Councilmember Blair

Community Forestry Commission – Councilmember Ward

Harbor Commission – Councilmember Ward

Historic Preservation Commission – Councilmember Blair

SPECIAL CITY COUNCIL MEETING/RETREAT  
JANUARY 6, 2013

Planning Commission – Mayor-Elect Bonkowski

Non-Motorized Transportation Advisory Committee – Councilmembers Lester and Blair

Road Ends Committee – Councilmember Blair

Utility Advisory Committee – Councilmember Blossom

Lodging Tax Advisory Committee – Mayor-Elect Bonkowski and Councilmember Blair

Friends of the Farm – Councilmember Hytopoulos

Councilmember Blair noted she would be introducing a resolution regarding a Kitsap County one-tenth of one percent sales tax for mental health services next week.

**9. ADJOURNMENT 4:28 PM**

The special meeting/retreat adjourned at 4:28 pm.

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Steven Bonkowski, Mayor

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Rosalind D. Lassoff, City Clerk



# Kitsap Regional Coordinating Council

Chair  
Commissioner Josh Brown  
*Kitsap County*

Vice-Chair  
Mayor Tim Matthes  
*City of Port Orchard*

Commissioner Charlotte Garrido  
Commissioner Robert Gelder  
*Kitsap County*

Mayor Patty Lent  
Council Member Faye Flemister  
Council Member Greg Wheeler  
Council Member Adam Brockus \*  
*City of Bremerton*

Council Member Anne Blair  
Council Member Debbi Lester  
Council Member Kirsten Hytopoulos\*  
*City of Bainbridge Island*

Council Member Carolyn Powers  
Council Member Jim Colebank \*  
*City of Port Orchard*

Mayor Becky Erickson  
Council Member Ed Stern \*  
*City of Poulsbo*

Council Chair Leonard Forsman  
Rob Purser\*  
*Suquamish Tribe\*\*\**

Council Chair Jeromy Sullivan  
Council Member Dawn Purser \*  
*Port Gamble S'Klallam Tribe\*\*\**

Commissioner Axel Strakeljahn  
Commissioner Larry Stokes \*  
*Port of Bremerton*

Captain Pete Dawson  
Tom Danaher, PAO \*  
*Naval Base Kitsap \*\**

Mary McClure  
*Executive Management  
McClure Consulting LLC*

\* Alternate  
\*\* Ex Officio Member  
\*\*\* Associate Member

P.O. Box 1934  
Kingston, WA 98346  
360-377-4900 (voice)  
360-297-7762 (fax)  
[www.KitsapRegionalCouncil.org](http://www.KitsapRegionalCouncil.org)

## Kitsap Process to Update Forward Washington Webtool *January 14, 2013*

The WA State Legislature has provided funding to *Forward Washington* to update its on-line tool illustrating 10 year statewide transportation investment needs to Washington's citizens, elected officials, and other policy makers.

Metropolitan Planning Organizations (PSRC for Kitsap) are coordinating the update. As input to the WA State Legislative session, countywide forums (KRCC in Kitsap) are to provide a brief paragraph illustrating/summarizing countywide funding need and the kinds of transportation projects required over the next ten years.

To that end, the KRCC Transportation Technical Advisory Committee has developed the following process. Each of the below tasks is to be carried out, and data sent to KRCC staff on or before 6:00 p.m. Tuesday January 15.

### 1. Jurisdictional review of existing Forward Washington projects

<http://www.forwardwashington.net/>

- a. Any major projects missing? (*Projects must be included in PSRC's Transportation 2040 Plan – in minor update status currently underway. Projects adds will be accepted through February 15. For more information visit <http://www.psrc.org/transportation/transportation-2040-update>*)
- b. Make any updates to existing projects on the list.

### 2. Identify your jurisdiction's 10 year transportation funding need

- a. Using the form and categories provided by KRCC, calculate your 6 year transportation infrastructure need, as per your Transportation Improvement Plan (TIP).
- b. Consider other needs, such as catch up maintenance, which are not included in your 6 year TIP
- c. Totals will be factored (multiplied by 1.67) to reflect illustrative 10 year need.
- d. Make any comments/notes re: your 10 year need to help us make the transmutation from 6 year TIP to 10 years.

3. **Jurisdictional staff coordinate with KRCC policy makers:** TransPOL reps review before you send it to KRCC & Executive Board reps review before January 22 KRCC Board meeting, where approval of total county funding need will be requested

4. **WSDOT projects:** Greg Cioc, Kitsap County Public Works, to coordinate with staff

**Agency:**

| <b>Six year need by category:</b>          | <b>\$'000</b> |
|--------------------------------------------|---------------|
| Capital - motorized                        |               |
| Capital - non-motorized                    |               |
| Safety                                     |               |
| Preservation & Maintenance                 |               |
| <b>Total 6 year TIP:</b>                   |               |
| Preservation & maintenance <u>catch up</u> |               |
| Other:                                     |               |
| Other:                                     |               |
| <b>Total 6 year need</b>                   | <b>0</b>      |

167.00%

|                                                 |          |
|-------------------------------------------------|----------|
| <b>Total 10 year need (factor of 6 yr need)</b> | <b>0</b> |
|-------------------------------------------------|----------|

**Additional Elements** (check boxes)

**1. Forward Washington website reviewed** ☐ Check Box 1

**2. Any additional projects attached seperately** ☐ Check Box 2

**3. Reviewed with your TransPOL reps** ☐ Check Box 3

**4. Reviewed with your Executive Board reps** ☐ Check Box 4

**Any other comments/notes to help us understand what you've shown above?**