



**SPECIAL / REGULAR CITY COUNCIL MEETING
WEDNESDAY, MAY 22, 2013
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON**

AGENDA

Action

1. EXECUTIVE SESSION

6:00 PM Property Disposition (RCW 42.30.110(1)(c)), Collective Bargaining Negotiations, Issues, or Proceedings (RCW 42.30.140)

2. 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

3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE

7:05 PM

4. PRESENTATION

7:10 PM Murden Cove Watershed Project, Sakai Intermediate School Students

Information Only

5. PUBLIC COMMENT

7:20 PM

6. CLOSED RECORD PUBLIC MEETING

7:30 PM Resolution No. 2013-11, Ericksen Urban Cottages, Housing Design Demonstration Project (HDDP), Final Subdivision FSUB13025, AB 12-043 – Planning (**Pg. 1**)

Consider Approval

7. PUBLIC HEARING

7:40 PM Ordinance No. 2013-06, Revisions to Off-Site / Right-of-Way Signs and Resolution No. 2013-07, Amending the Fee Schedule, AB 13-030 – Planning (**Pg. 23**)

Conduct Public
Hearing/Consider
Approval

8. ORDINANCES/2ND READING

7:50 PM **A.** Ordinance No. 2013-02, Business and Occupation Tax Administrative Procedures, AB 13-046 – Finance (**Pg. 35**)

Receive Public
Comment/Consider
Approval

7:55 PM **B.** Ordinance No. 2013-05, Q1 2013 Budget Adjustments, AB 13-024 – Finance (**Pg. 52**)

Receive Public
Comment/Consider
Approval

8:00 PM **C.** Ordinance No. 2013-09, Emergency Management, AB 13-058 – Executive (**Pg. 56**)

Receive Public
Comment/Consider
Approval

8:10 PM **D.** Ordinance No. 2013-11, Confirming the Exemption of the Police Chief Position from Civil Service, AB 13-067 – Executive (**Pg. 64**)

Receive Public
Comment/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) by noon on the day preceding the Meeting.

9. UNFINISHED BUSINESS

- 8:15 PM** **A.** Annual Drainage Program, Professional Services Agreement, Amendment No. 1.,
Browne Wheeler Engineers, AB 12-066 – Public Works **(Pg. 67)**
- 8:25 PM** **B.** Citizen Committees and Commissions, AB 13-069 – Executive

Consider Approval
Consider Change
to Membership
Terms/Scope

10. CONSENT AGENDA (Pg. 71)

- 8:40 PM** **A.** Accounts Payable Voucher and Payroll Approval **(Pg. 72)**
B. Special/Regular Business Meeting Minutes, April 24, 2013 **(Pg. 74)**
C. Regular Study Session Meeting Minutes, May 1, 2013 **(Pg. 78)**
D. Interlocal Agreement with the City of Bremerton for Traffic Signals Repair and
Maintenance, AB 13-057 – Public Works **(Pg. 82)**
E. Department of Ecology Supplemental Statewide Stormwater Grant Application
for the Proposed Waterfront Park Project, AB 13-064 – Public Works **(Pg. 93)**

Consider Approval
Consider Approval
Consider Approval
Consider Approval
Consider Approval

11. CITY MANAGER'S REPORT

8:45 PM

12. COMMITTEE REPORTS

8:50 PM

13. REVIEW UPCOMING COUNCIL MEETING AGENDAS

- 8:55 PM** **A.** June 30, 2013 Council Retreat and City Manager Evaluation Process **(Pg. 97)**

Discussion/Next
Steps

14. FOR THE GOOD OF THE ORDER

- 9:15 PM** **A.** Modification to the Three-Touch Rule Policy – Mayor Bonkowski **(Pg. 100)**

Discussion/Next
Steps

15. ADJOURNMENT

9:30 PM



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CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Resolution 2013-11, Approving the Ericksen Urban Cottages HDDP Final Subdivision City File No. FSUB13025	Date: May 22, 2013
Agenda Item: Closed Record Public Meeting	Bill No.: AB 12-043
Proposed By: Kelly Tayara, Planner	Referral(s):

BUDGET INFORMATION N/A

Department: N/A	Fund:	Munis Contract #
Expenditure Req:	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

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

Action Item:

Consideration of Resolution 2013-11, approving the Ericksen Urban Cottages Housing Design Demonstration Project Final Subdivision.

History:

Ahn Quach requests approval under the HDDP program to subdivide a 1.08 acre site into 16 single family residential lots. In accordance with the provisions of BIMC 17.04.095 and BIMC 2.16.110, the City Council conditionally approved the preliminary subdivision with Resolution 2012-06 on June 6, 2012.

In accordance with the provisions of BIMC 17.04.115, the City Council shall approve the final subdivision if it is determined: That the conditions imposed when the preliminary subdivision was approved have been met; Assurance devices by their essential terms assure completion of all plat improvements; The requirements of state law, this chapter, the zoning ordinance, Comprehensive Plan and any other applicable ordinance in effect at the time of preliminary plat approval have been satisfied by the subdivider.

Exhibit A of the resolution contains a discussion of the preliminary subdivision conditions of approval. If the Council approves the final subdivision, the Mayor shall inscribe the City Council's approval on the face of the final plat; provided, that upon approval of the final plat, the City Council may direct and authorize another Council member to inscribe the City Council's approval on the face of the final plat.

In accordance with the provisions of BIMC 17.04 and BIMC 2.16.110, the application for final subdivision is before the City Council for decision.

RECOMMENDED ACTION

Motion:

I move that the City Council adopt Resolution No. 2013-11, approving the final plat mylar and the Ericksen Urban Cottages Housing Design Demonstration Project final subdivision.

RESOLUTION NO. 2013-11

A RESOLUTION of the City of Bainbridge Island, Washington, approving the Ericksen Urban Cottages Housing Design Demonstration Project Final Subdivision.

WHEREAS, the final subdivision application for the Ericksen Urban Cottages Housing Design Demonstration Project facilitates creation of 16 single family residential lots on a 1.08 acre site located at the southwest corner of the intersection of Ericksen Avenue and Knechtel Way; and

WHEREAS, the decision to approve or deny a Housing Design Demonstration Project shall be made as part of the underlying land use permit approval; and

WHEREAS, the City Council approved the preliminary subdivision application with the adoption of Resolution No. 2012-06 on June 6, 2012; and

WHEREAS, the City Engineer and the Kitsap County Health District have forwarded their recommendations for final subdivision approval to the Department of Planning and Community Development; and

WHEREAS, the Department of Planning and Community Development has evaluated compliance with the conditions imposed on the preliminary subdivision and other applicable ordinances and forwarded its recommendation for final subdivision approval and Housing Design Demonstration Project approval to the City Council; now, therefore

THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, DOES RESOLVE AS FOLLOWS:

Section 1. All conditions imposed when the preliminary subdivision was approved have been met, as set forth in the final plat memorandum from the Department of Planning and Community Development, which is attached as Exhibit A and incorporated by reference.

Section 2. Conditioned plat improvements have been completed or assured as set forth in Exhibit B, which is attached and incorporated by reference.

Section 3. The final plat is in conformance with the subdivision regulations and standards, the Housing Design Demonstration Project program regulations and standards, zoning regulations, the Comprehensive Plan, and all applicable land use ordinances and applicable state law in effect at the time of preliminary plat approval.

Section 4. The Mayor is authorized to inscribe the City Council's approval on the face of the final plat mylar which is attached as Exhibit C and incorporated by reference; provided, that upon approval of the final plat, the City Council may direct and authorize another Council member to inscribe the City Council's approval on the face of the final plat.

PASSED by the City Council this ____ day of May, 2013.

APPROVED by the Mayor this _____ day of May, 2013.

Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK: May 17, 2013

PASSED BY THE CITY COUNCIL:

RESOLUTION NUMBER: 2013-11

Attached:

Exhibit A Final Plat Memorandum, Department of Planning and Community Development

Exhibit B Assured Plat Improvements

Exhibit C Final Plat Mylar

Memorandum

*City of Bainbridge Island
Department of Planning and
Community Development*

To: City Council
From: Kelly Tayara, Planner
Date: May 14, 2013
Re: Ericksen Urban Cottages HDDP Final Subdivision FSUB13025

Applicant: Ahn Quach
190 Harbor Square Loop # C-225
Bainbridge Island, WA 98110

Request: The applicant requests final approval to subdivide a 1.08 acre site into 16 lots.

Location: The subject property is located in the 600 block along the west side of Ericksen Avenue. Lots 1 and 4 of the City of Winslow Short Plat recorded under Kitsap County Auditor's File No. 1132486 situate in the SW Quarter of the NW Quarter of Sec 26, Twp 25 N, Range 2 E, W.M. in Kitsap County, Washington.

The preliminary subdivision of the Ericksen Urban Cottages Housing Design Demonstration Project was approved on June 6, 2012 subject to the following conditions. As noted in the annotations in bold font, the conditions applicable to subdivision have been satisfied and staff recommends approval of the final plat.

SEPA Condition

1. To avoid impacts to archaeological resources, a contractor is required to stop work and immediately notify the Department of Planning and Community Development and the Washington State Office of Archaeology and Historic Preservation if any historical or archaeological artifacts are uncovered during excavation or construction.

This item is noted on the final plat drawings.

Project Conditions

2. Except for modifications reflecting compliance with these conditions of approval, the completed development shall substantially conform to the preliminary subdivision and civil drawings received February 24, 2012. At final plat submittal the applicant shall submit subdivision and civil drawings that reflect these conditions of approval.

The final subdivision drawings depict all elements, including building setbacks, parking facilities, common areas, and utility easements, in substantial conformance with the preliminary subdivision drawings.

3. Prior to any construction activities, appropriate permits, including but not limited to right-of-way permits and license agreements, road approach permits, clearing, grading, and building permits, shall be obtained from the City.

This item is noted on the final plat drawings. (Attachment E)

4. If a school impact fee is in effect at the time of building permit issuance, it shall be the responsibility of an applicant constructing the residential unit to pay the school impact fee (BIMC 15.28).

This item is noted on the final plat drawings. (Attachment E)

5. At time of building permit application, the applicant shall submit outdoor lighting plans that demonstrate compliance with BIMC 15.34. Freestanding lighting shall have a maximum height of 14 feet including the base and casing.

This item is noted on the final plat drawings. (Attachment E)

6. The project is subject to the following conditions of approval as determined by the satisfaction of the City Engineer:
 - a. Civil construction plans prepared by a civil engineer licensed in the State of Washington will be required prior to final plat application. Civil construction plans shall contain design for all roads, storm drainage facilities, sanitary sewer and water facilities and appurtenances for each project stage, prepared by the developer's engineer. No building construction shall be commenced until civil construction is completed or an assurance device is accepted.

Civil construction plans were submitted and approved by the City Engineer (City File No. PU18111). Completion of civil construction that remains incomplete is assured. (Attachment C)

- b. As-built civil construction plans are required to be submitted and approved to the satisfaction of the City Engineer prior to the issuance of a certificate of occupancy.

This item is noted on the final plat drawings and completion of the as-built civil construction plans is assured. (Attachment C)

- c. BIMC 17.04.119 provides: In lieu of completion of improvements with conditions of a preliminary plat approval, the City Council may accept an assurance device, other than a bond, in an amount and in a form determined by the City Council, which secures and provides for the construction and installation of improvements or the performance of conditions within one year, or such additional time as the City Council determines is appropriate after final plat approval. In addition, the City Council shall require an assurance device, including a bond, securing the successful operation of improvements for one year after the City's acceptance of the improvements; provided, that the City Council may, upon recommendation of the City Engineer or the Director, extend the term of the assurance device for up to two years for improvements that will not demonstrate compliance with construction or installation requirements within one year. In the event an assurance device is provided in lieu of completion of improvements, a prominent note on the face of the final subdivision shall state: *"The lots created by this subdivision are*

subject to conditions of an assurance device held by the City for the completion of certain necessary facilities. Building permits may not be issued and/or occupancy may not be allowed until such necessary facilities are completed and approved by the City of Bainbridge Island. All purchasers shall satisfy themselves as to the status of completion of the necessary facilities.”

The City Engineer reviewed and approved the final subdivision. Required facilities are completed or assured and the final plat mylar contains the assurance notation. (Attachments A, C)

- d. A Stormwater Pollution Prevention Plan (SWPPP) is required to be submitted to the City prior to building and civil construction activities. Stormwater quality treatment, erosion and sedimentation control shall be designed in accordance with BIMC15.20. The submittal documents shall be prepared by a civil engineer licensed in the State of Washington. The SWPPP shall include off-street accommodation for construction vehicle parking.

The Stormwater Pollution Prevention Plan was submitted with the approved civil plans (City File No. PU18111).

- e. A maintenance plan shall be developed for the on-going maintenance of the storm drainage system upon completion of construction. The applicant will provide the City with a copy of the plan for review upon completion of facilities and approval prior to the issuance of building permits.

The storm drainage facilities maintenance plan has been provided. (Attachment D)

- f. The owners or the ownership entity shall be responsible for maintenance of the permanent on-site storm drainage facilities for this development following construction. An agreement in the form of a Declaration of Covenant that guarantees the City that the system will be properly maintained will be required prior to the issuance of building permits. Wording must be included in the covenant that will allow the City to inspect the system and perform the necessary maintenance in the event the system is not performing properly. This would be done only after notifying the owners and giving them reasonable time to do the necessary work. Should City forces be required to perform the work, the owners will be responsible for reimbursement to the City the maximum amount allowed by law.

The Declaration of Covenant for owner maintenance of the storm drainage facilities has been provided. (Attachment D)

- g. A 20-foot wide right-of-way dedication is required measured from the northern line of applicant's property (as shown on the Adams & Goldsworthy survey, dated 1/7/11) along the entire length of the property's Knechtel Way frontage.

The appropriate dedication is shown on the final plat drawings. (Attachment E)

- h. Half street improvements are required along the entire length of the property's Knechtel Way frontage, limited to curb, gutter, a 5-foot wide public sidewalk and on-street parking.

The half street improvements are completed.

- i. A handicapped-accessible ramp is required at the southwest corner of the intersection of Knechtel Way and Ericksen Avenue.

The ramp is constructed.

- j. Vehicular access to the lots shall be limited to a one-way internal roadway with ingress from Knechtel Avenue and egress to Ericksen Avenue.
 - (1) A right-of-way dedication is required for the internal roadway, and the location shall be in substantial conformance with the preliminary subdivision drawing.
 - (2) The right-of-way shall be 18.5 feet wide from Knechtel Way south for a length of 265 feet and shall be located immediately adjacent to the west property line.
 - (3) The westerly 6 inches of the right-of-way will be available to the applicant to locate fencing.
 - (4) The right-of-way width may be reduced to 18 feet to accommodate the guest parking spaces along the south property boundary.
 - (5) The right-of-way shall provide a 12 foot wide travel way and shoulder facilities totaling 6 feet in width; provided, no shoulder shall be less than 2 feet in width.
 - (6) Transportation facilities shall be reviewed and approved by fire officials during the civil construction design. All street facilities within the new right-of-way dedicated to the public will be privately maintained, including stormwater facilities. Maintenance responsibility shall be designated on the face of the final plat.

The appropriate dedication is shown on the final plat drawings. Completion of the street improvements within the newly dedicated internal right-of way is assured. Any items assured shall require final inspection and approval by the Fire Marshal prior to issuance of any certificate of occupancy or release of assured facilities. A Declaration of Covenant for owner maintenance of the storm drainage facilities has been provided, and this responsibility is designated on the final plat drawings. (Attachments C, E)

- k. The developer's engineer shall certify that there is adequate sight distance at the site entrances and exits. Such certification shall note the minimum required sight distance, the actual sight distance provided, and a sight distance diagram showing the intersection geometry drawn to scale, topographic and landscaping features, and the sight triangle. The sight distance shall meet the requirements of the COBI Design and Construction Standards.

The street improvements meet the COBI Design and Construction Standards; adequate sight distance is provided.

- l. The existing sewer “lateral” that crosses the subject property is currently a private facility. The owner of the subject property shall submit to the City an agreement between that owner and the neighboring parcels that authorizes the new connections to the “lateral” and that identifies the maintenance responsibilities of both parties; and stating that the responsibility for maintenance and repair of the sewer “lateral” is solely the responsibility

of the private owner, and indemnifying the City against any future claims for damages if the City is forced to perform maintenance or repair of the existing sewer “lateral”.

The private sewer agreement has been provided.

- m. Sewer and water utility plans shall be submitted that are designed per BIMC Title13 and COBI Design Standards, including plan, profiles and details.

The sewer and water utility plans were submitted with the approved civil plans (City File No. PU18111).

- n. The owner is responsible for verifying the adequacy of the proposed water main to meet fire flow requirements pursuant to the City of Bainbridge Island Municipal Code 13.10.065. Fire flow requirements to neighboring property must be maintained. Plans and calculations showing how this level of pressure will be maintained will be provided to the city.

The Fire Marshal noted compliance with fire flow requirements. Any items assured shall require final inspection and approval by the Fire Marshal prior to issuance of any certificate of occupancy.

- o. The owner is responsible for maintenance of the proposed sanitary sewer and water facilities for this development following construction. The owner of the subject property shall submit to the City an agreement in the form of a Declaration of Covenant intended for the current and future owners of the new lots (or ownership entity i.e. HOA) stating that the responsibility for maintenance and repair of the on-site sewer and water facilities are solely the responsibility of the private owner(s), and indemnifying the City against any future claims for damages if the City is forced to perform maintenance or repair of any of the private water or sewer facilities. Wording must be included in the covenant that will allow the City to inspect the system and perform the necessary maintenance in the event the system is not performing properly. This would be done only after notifying the owner and giving him a reasonable time to do the necessary work. Should City forces be required to perform the work, the owner will be responsible for reimbursement to the City the maximum amount allowed by law.

The Declaration of Covenant for owner maintenance of the sewer and water facilities has been provided. (Attachment D)

- p. All private sewer laterals and connections on the property other than those proposed for Lot 16 shall be located on private property and not in the new right-of-way dedicated to the public (along the west and south sides of the subject property) or on any existing public rights-of-way.

The approved civil plans depict private sewer laterals on private property (City File No. PU18111).

- q. A binding Water & Sewer Availability Commitment is required prior to final plat application.

The applicant submitted binding availability letters. The Health District approved the final plat. (Attachment B)

- r. The owner of the subject property shall indicate the location of and provide documentation for utility and access easements between the future lots as applicable where utilities are proposed to cross lot boundaries.

The appropriate easements are shown on the final plat drawings. (Attachment E)

- s. A right-of-way (ROW) construction permit will be required prior to any construction activities within the right-of-way. The ROW permit will be subject to separate conditions and bonding requirements.

This requirement is noted on the plat drawings. (Attachment E)

- t. All lot corners shall be staked with three-quarter inch galvanized iron pipe and locator stakes along with all other applicable survey provisions of state and City Ordinance.

To avoid disruption of stakes during construction, boundary and street monuments and staking of lot corners is assured. (Attachment D)

- u. A plat certificate shall be provided with final plat application.

The plat certificate has been provided.

- 7. The final plat shall meet the following conditions to the satisfaction of the Fire Marshal:

- a. The internal roadway shall be designed to accommodate the weight of a 65,000 pound fire apparatus. Pervious materials are permitted as long as applicable design specifications are met and the edges of the shoulders are clearly visible.
- b. The roadway and shoulders shall provide a minimum 13'6" overhead clearance.
- c. The entire length of the roadway shall be marked as a fire lane: No parking shall be permitted on the roadway or shoulders.
- d. Construction and signage shall be to the satisfaction of the Fire Marshal.

Any items assured shall require final inspection and approval by the Fire Marshal prior to issuance of any certificate of occupancy.

- 8. Pedestrian walkways shall be provided to assure safe access for Lots 10 – 15 between the parking area and the residences. Walkways shall be surfaced with nonskid hard surfaces.

Construction of the walkways is assured (Attachment D).

- 9. The building setbacks shall be noted on the final subdivision. With the exception of up to 24 inch eaves on Lots 1-15, no portion of the buildings may extend into front setbacks.

Building to building:	Minimum 0 feet*
Building to subdivision boundary:	Minimum 5 feet*
Building to right-of-way	Minimum 10 feet

*Subject to Building Official and Fire Marshal building permit approval.

This item is noted on the final plat drawings. (Attachment E)

- 10. The project must substantially conform to the Housing Design Demonstration Project (HDDP) program criteria for innovative building design as demonstrated in the HDDP evaluation

scoring and application for the underlying land use permit, except as otherwise conditioned through this approval:

- a. The project must achieve LEED certification for each of the lots/units. Building permit applications, construction and final occupancy shall comply with the certification provisions of BIMC 18.38.040.H.

This item is noted on the final plat drawings. (Attachment E)

11. The maximum building height, as defined in BIMC 18.06.130, is 35 feet.

This item is noted on the final plat drawings. (Attachment E)

12. The applicant for construction of a residence on each of the lots shall purchase development rights in conformance with BIMC 18.40.040, should the proposed floor area exceed the share of the base floor area depicted on the plat.

This item is noted on the final plat drawings. (Attachment E)

13. All buildings shall be subject to the applicable sections of BIMC 18.41.030, Design Guidelines for the Mixed Use Town Center and High School Road Zoning Districts, at time of building permit application.

This item is noted on the final plat drawings. (Attachment E)

14. Residential development on Lots 1 – 9 and Lot 16 shall provide at least one parking space / garage on each lot. Parking must meet the dimensional standards of BIMC 18.81.070. A minimum total of 22 onsite parking spaces shall be provided for the project.

This item is noted on the final plat drawings. (Attachment E)

15. Prior to final plat application, the applicant shall provide field verification that at least four significant trees to be retained, equaling at least 15 percent of the total number of significant trees, are all located on the subject property.

The applicant provided an arborist's report prior to clearing for construction and noted on survey drawings the trees to be retained (City File No. BLD13025CLR and BLD13025CLR-B).

16. Prior to final plat application, the applicant shall provide a statement from a professional arborist that contains recommendations as to whether a buffer of smaller trees shall be retained or planted on the fringe of significant trees designated for preservation. The applicant shall follow the planting recommendations of the arborist. Plantings shall be installed or assured prior to final plat approval.

The applicant provided an arborist's report prior to clearing for construction (City File No. BLD13025CLR and BLD13025CLR-B). The arborist did not recommend additional plantings as the area contains existing understory.

17. Significant trees designated for preservation and the area designated for significant tree retention shall be depicted on the final plat drawing, and shall include critical root zones and any additional fringe planting area. No significant tree removal shall be allowed on the site until the significant tree retention plan, and a replanting plan if applicable, have been approved by the Department of Planning and Community Development.

The significant tree retention areas are depicted on the final plat drawings. This item is noted on the final plat drawings. (Attachment E)

18. Construction activities on Lot 16 shall comply with the following conditions:

- a. Prior to any tree removal along the west boundary, the applicant shall provide field verification that the trunk is completely within the subject property or provide agreement of the neighboring property owner for removal.
- b. No building, clearing or grading within the critical root zone of a significant tree designated for preservation shall occur without a report from a consulting arborist indicating how the tree will be preserved.
- c. Prior to any construction activity, construction fencing shall be installed in such a manner as to protect the critical root zone of significant trees designated for retention. Construction activities in the vicinity of the significant tree retention area shall comply with restrictions on grading and prohibition of other activities contained in BIMC 18.85.060.B.c-e.
- d. If any significant trees are determined to be hazardous by a professional arborist, they may be removed after a replanting plan has been approved by the Department of Planning and Community Development. Trees approved for removal shall be replaced at a 3:1 ratio, evergreen, and at least six feet in height at time of planting.

This item is noted on the final plat drawings. (Attachment E)

19. Conditions 1, 3 – 5, 7 – 14, 6 and 15 if assured, and applicable portions of 16 - 18 shall be listed on the final plat mylar.

The appropriate conditions are listed on the final plat drawings. (Attachment E)

20. The applicant shall remain responsible for the maintenance of all public storm drainage, sanitary sewer and water, and street facilities required by these conditions, as well as all private common areas constructed to serve the lots of the plat, until such responsibilities have been transferred to and assumed by an operational homeowners' association comprised of the owners of all the lots within the plat. The homeowners' association agreement and related plat covenants shall be reviewed and approved by the City, and then recorded, prior to final plat approval.

This item is noted on the final plat drawings. (Attachment E)

Attachments:

- A. City Engineer Approval
- B. Kitsap County Health District Approval
- C. Plat Improvement Performance Assurity (Assignment of Account)
- D. Declaration of Covenant (for maintenance & operation of private storm drainage, sanitary sewer and water facilities)
- E. Final Subdivision Drawings

Plat of Ericksen Urban Cottages

Housing Design Demonstration Project

SW 1/4, NW 1/4

Sec.26, T.25N., R.2E., W.M.

City of Bainbridge Island, Kitsap County, Washington

Dedication

KNOW ALL PERSONS BY THESE PRESENTS that the undersigned owners in fee simple of the land hereby platted, dedicate to the use of the public forever the right of way for Knechtel Way NE, Ericksen Avenue NE and Wintersweet Lane NE as shown on the plat, and the use thereof for any and all public purposes not inconsistent with the use thereof for public highway purposes. The right of way dedicated may include right of way that was previously granted or dedicated. We reserve the right to make all slopes for cuts and fills upon the lots shown on the plat in the reasonable original grading of said right of way and the easements described below and we also reserve the right to allow surface drainage from said right of way and easements to flow over and across all lots where water might take a natural course after site development is completed.

Dimensions and uses of all lots, tracts or parcels of land embraced in this plat are subject to and shall be in conformance with City of Bainbridge Island Zoning Ordinance. The owners hereof, their successors and assigns, hereby waive all claims for damage against any governmental authority arising from the construction and/or maintenance of public facilities and public property within this development.

At such time as indicated in the Covenants, the ownership of Common Areas A and B will be conveyed to the Ericksen Urban Cottages Owners Association.

Easement Provisions

Easements shown on the drawings are over, under and across the areas shown for the purposes stated. Access and utilities easements refer to easements for ingress and egress and the construction, maintenance and repair of underground utilities and their appurtenances. Utilities easements refer to easements for the construction, maintenance and repair of underground utilities and their appurtenances. Waterline easements refer to easements for the construction, maintenance and repair of underground waterlines and their appurtenances. Stormdrain easements refer to easements for the construction, maintenance and repair of underground stormdrain lines and their appurtenances. Sanitary sewer line easements refer to easements for the construction, maintenance and repair of underground sewer lines and their appurtenances. Public pedestrian easements refer to easements for pedestrian access. Parking easements refer to easements for vehicular parking. Landscape easements refer to easements for the installation and maintenance of landscaping. Trash and recycling easements refer to the installation and maintenance of a storage enclosure for trash and recycling materials.

As shown on sheet B:

Utilities easements "A" include all portions of Common Areas A & B and in the Northern portion of Lot 16. These utilities easement are hereby granted to Lots 1-16 and the Ericksen Urban Cottages Owners Association.

Utilities easement "B" starting at the Southwest corner of Lot 3 and crossing Wintersweet Lane to Lot 16 is hereby granted to Lot 16, Ericksen Urban Cottages Owners Association, Puget Sound Energy, Comcast of Washington, Centrylink and other utility companies having franchise or permits from the City of Bainbridge Island, and their respective successors and assigns.

The Stormdrain easement along the South Line of Lots 1 & 2 is hereby granted to Lots 1-16 and the Ericksen Urban Cottages Owners Association.

The public pedestrian easements are hereby granted to the public and the City of Bainbridge Island.

The parking easements are hereby granted to the lot noted.

The sanitary sewer line easement along the West line of Lots 4 through 8 is hereby granted to Lots

4 through 8.

The waterline easement along the the East line of Lot 1 and the South line of Lots 1, 2 and 3 is hereby granted to Lots 2, 3 and 16.

The landscape easements in the Northwest corner of Lot 9 and in the Southeast corner Lot 1 and along the East and North line of the plat are hereby granted to the Ericksen Urban Cottages Owners Association.

The trash and recycling easement located in the Southeastern portion of Common Area B is for the exclusive use of Lots 10 through 15 and is hereby granted to Lots 10 through 15.

As shown on sheet G:

Utility easements "C" are hereby granted to Lots 1 - 16, the Ericksen Urban Cottages Owners Association and to Puget Sound Energy, Comcast of Washington, Centrylink and other utility companies having franchise or permits from the City of Bainbridge Island, and their respective successors and assigns.

In witness whereof we have hereunto set our hands and seals.

Ahn Quach

Managing Member of Ericksen Urban Cottages, LLC

Surveyors Certificate

I, Gavin M. Oak, registered as a land surveyor by the State of Washington, certify that this plat is based on an actual survey of the land described herein, conducted by me, or under my supervision, during the period of March, 2011 through May, 2013, that the distances, courses and angles are shown correctly, and that monuments have been set and lot corners staked on the ground as depicted on the plat, except for those that have been approved to be set at a later date.

Gavin M. Oak, PLS
Registered Land Surveyor
Certificate No. 45168

Owners Association

The Owners Association for this plat is a Washington non-profit corporation known as the Ericksen Urban Cottages Owners Association.

Approvals

Engineer

Approved by the City Engineer this _____ day of _____, 2013.

Janelle Hitch, P.E.

Health District

Examined and approved by the Bremerton-Kitsap County Health District this _____ day of _____, 2013.

Scott W. Lindquist, MD, MPH

Director of Health, Bremerton-Kitsap County Health District

Planning and Community Development

Approved by the Director of Planning and Community Development this _____ day of _____, 2013.

Katharine Cook, Planning Director
Planning and Community Development
City of Bainbridge Island

City Council

Approved by the City Council of Bainbridge Island this _____ day of _____, 2013.

Steve Bonkowski

Mayor, City of Bainbridge Island

Treasurer's Certificate

I, Meredith Green, Treasurer of Kitsap County, Washington, hereby certify that all taxes on the above described property are fully paid up to and including _____.

Meredith Green

Kitsap County Treasurer

Recording Certificate

Filed for record at the request of _____, on this _____ day of _____,

_____, 2013 recorded in Volume _____ of plats, Pages _____ records of Kitsap County, Washington.

Walter E. Washington

Kitsap County Auditor

Attest:

Deputy

Covenants

The "Declaration of Covenants, Conditions and Restrictions for the Plat of Ericksen Urban Cottages" is recorded under Auditor's File No. _____ records of Kitsap County, Washington.

ADAM
&

GOLDSWORTHY, INC.
LAND SURVEYING

1015 NE HOSTMARK ST. 360-779-4299
POULSBO, WA 98370 206-842-9598

DATE 5/9/13

FIELD BOOK 853, 855

DRAWING 5111P1

SHEET 1 / 9



REVISED

C.O.B.I.

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Plat of Ericksen Urban Cottages Housing Design Demonstration Project SW 1/4, NW 1/4, Sec.26, T.25N., R.2E., W.M. City of Bainbridge Island, Kitsap County, Washington

Acknowledgment

State of Washington
County of Kitsap

I certify that I know or have satisfactory evidence that Ahn Quach is the person who appeared before me, and said person acknowledged that he signed this instrument, on oath stated that he was authorized to execute the instrument and acknowledged it as the managing member of Erickson Urban Cottages, LLC, a Washington limited liability company to be the free and voluntary act of such party for the uses and purposes mentioned in the instrument.

Dated: _____

Notary Public in and for the State of Washington
My appointment expires _____

Legal Description

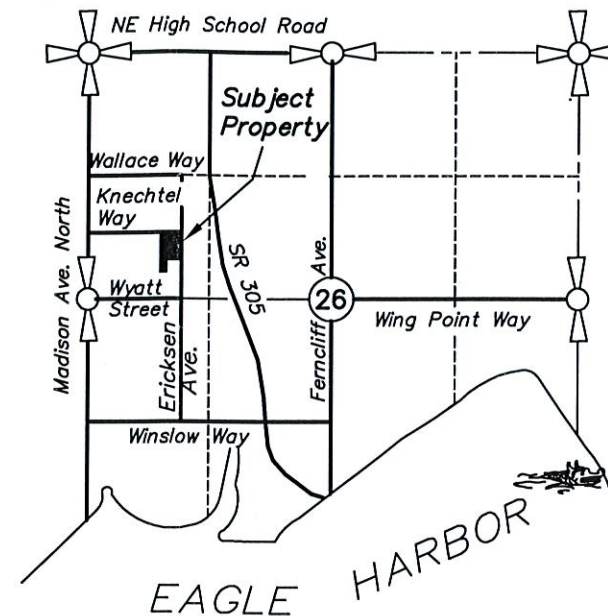
Lots 1 and 4 of the City of Winslow Short Plat recorded under Kitsap County Auditor's File No. 1132486 situate in the Southwest quarter of the Northwest quarter of Section 26, Township 25 North, Range 2 East, W.M., City of Bainbridge Island, Kitsap County, Washington.
EXCEPT Knechtel Way NE.

National Flood Insurance Program Designation

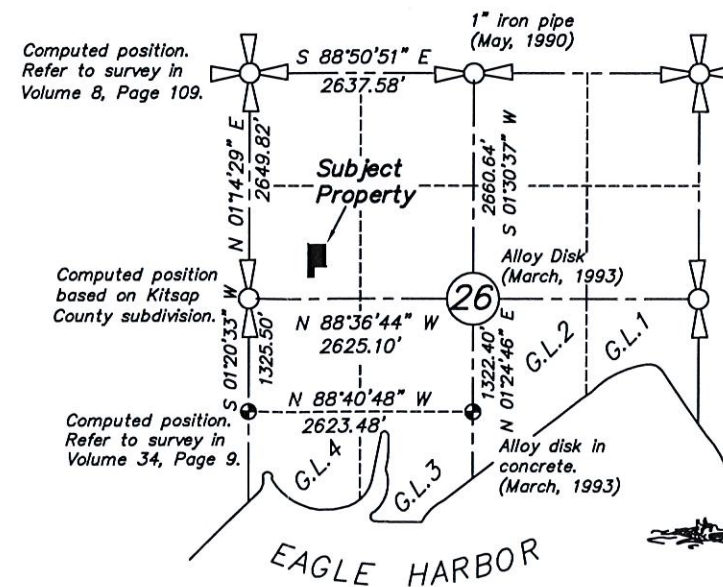
Zone X
Flood Insurance Rate Map 53035C0244D
Effective Date: December 18, 2007

Notes

- 1) This survey was accomplished by field traverse with a three second total station.
- 2) This survey conforms to the minimum field traverse standards for land boundary surveys as listed in WAC 332-130-090.
- 3) Refer to the plat certificate prepared by Pacific Northwest Title under order no. 32124747.



VICINITY MAP
SEC.26, T.25N., R.2E., W.M.
(No scale)



SECTION SUBDIVISION
SEC.26, T.25N., R.2E., W.M.
(No scale)

Owner:	Erickson Urban Cottages, LLC C/O Ahn Quach 190 Harbor Square Loop NE Unit C-225 Bainbridge Island, WA. 98110 206-780-2828
Current use:	Undeveloped
Proposed water service:	City of Bainbridge Island
Proposed sewer service:	City of Bainbridge Island
Assessor's Account Nos.	262502-2-106-2004 262502-2-109-2001
Zoning:	MUTC/ERICK
Comprehensive Plan:	MUTC/ERICK
Compliance with the fire flow requirements of BIMC 20.04 will be by fire flow from the City water system.	
Storm drainage from new site construction will be reduced by low impact development practices, treated and detained through underground detention facilities, and discharged to the City system on Erickson Avenue NE.	
Application File No.	13025C



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DATE 4/1/13 FIELD BOOK --
DRAWING 5111P2 SHEET 2 / 9

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Plat of Ericksen Urban Cottages
Housing Design Demonstration Project
SW 1/4, NW 1/4, Sec.26, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Conditions

1. To avoid impacts to archaeological resources, a contractor is required to stop work and immediately notify the Department of Planning and Community Development and the Washington State Office of Archaeology and Historic Preservation if any historical or archaeological artifacts are uncovered during excavation or construction.
2. Prior to any construction activities, appropriate permits, including but not limited to right of way permits and license agreements, road approach permits, clearing, grading and building permits shall be obtained from the City.
3. If a school impact fee is in effect at the time of building permit issuance, it shall be the responsibility of an applicant constructing the residential unit to pay the school impact fee.
4. At time of building permit application, the applicant shall submit outdoor lighting plans that demonstrate compliance with BIMC 14.34. Freestanding lighting shall have a maximum height of 14 feet including the base and casing.
5. The project must substantially conform to the Housing Design Demonstration Project (HDDP) program criteria for innovative building design as demonstrated in the HDDP evaluation scoring and application for the underlying land use permit, except as otherwise conditioned through this approval. The project must achieve LEED certification for each of the lots/units. Building permit applications, construction and final occupancy shall comply with the certification provisions of BIMC 18.38.040.H.
6. The maximum building height, as defined in BIMC 18.06.130, is 35 feet.
7. The applicant for construction of a residence on each of the lots shall purchase development rights in conformance with BIMC 18.40.040, should the proposed floor area exceed the share of the base floor area depicted on the plat.
8. All buildings shall be subject to the applicable sections of BIMC 18.41.030, Design Guidelines for the Mixed Use Town Center and High School Road Zoning Districts, at time of building permit application.
9. Residential development on Lots 1 – 9 and Lot 16 shall provide at least one parking space/garage on each lot. Parking must meet the dimensional standards of BIMC 18.81.070. A minimum total of 22 onsite parking spaces shall be provided for the project.
10. Significant trees designated for preservation and the area designated for significant tree retention shall be depicted on the final plat drawing, and shall include critical root zones and any additional fringe planting area. No significant tree removal shall be allowed on the site until the significant tree retention plan, and a replanting plan if applicable, have been approved by the Department of Planning and Community Development.

11. Construction activities on Lot 16 shall comply with the following conditions:

- a) Prior to any tree removal along the West boundary, the applicant shall provide field verification that the trunk is completely within the subject property or provide agreement of the neighboring property owner for removal.
 - b) No building, clearing or grading within the critical root zone of a significant tree designated for preservation shall occur without a report from a consulting arborist indicating how the tree will be preserved.
 - c) Prior to any construction activity, construction fencing shall be installed in such a manner as to protect the critical root zone of significant trees designated for retention. Construction activities in the vicinity of the significant tree retention area shall comply with restrictions on grading and prohibition of other activities contained in BIMC 18.85.060.B.c-e.
 - d) If any significant trees are determined to be hazardous by a professional arborist, they may be removed after a replanting plan has been approved by the Department of Planning and Community Development. Trees approved for removal shall be replaced at a 3:1 ratio, evergreen, and at least six feet in height at time of planting.
12. The lots created by this subdivision are subject to conditions of an assurance device held by the City for the completion of certain necessary facilities. Building permits may not be issued and/or occupancy may not be allowed until such necessary facilities are completed and approved by the City of Bainbridge Island. All purchasers shall satisfy themselves as to the status of completion of the necessary facilities.
13. As-built civil construction plans are required to be submitted and approved to the satisfaction of the City Engineer prior to the issuance of a certificate of occupancy.
14. The applicant shall remain responsible for the maintenance of all public storm drainage, sanitary sewer and water, and street facilities within the development, including those within the internal right of way that serves the development, as well as all private common areas constructed to serve the lots of the plat, until such responsibilities have been transferred to and assumed by an operational homeowners' association comprised of the owners of all the lots within the plat.

Minimum Building Separation and Setbacks

Building to building:	0 feet*
Building to subdivision boundary	5 feet*
Building to right of way	10 feet

With the exception of up to 24 inch eaves on Lots 1-15 no portion of the buildings may extend into front setbacks.

*Subject to Building Official and Fire Marshal building permit approval



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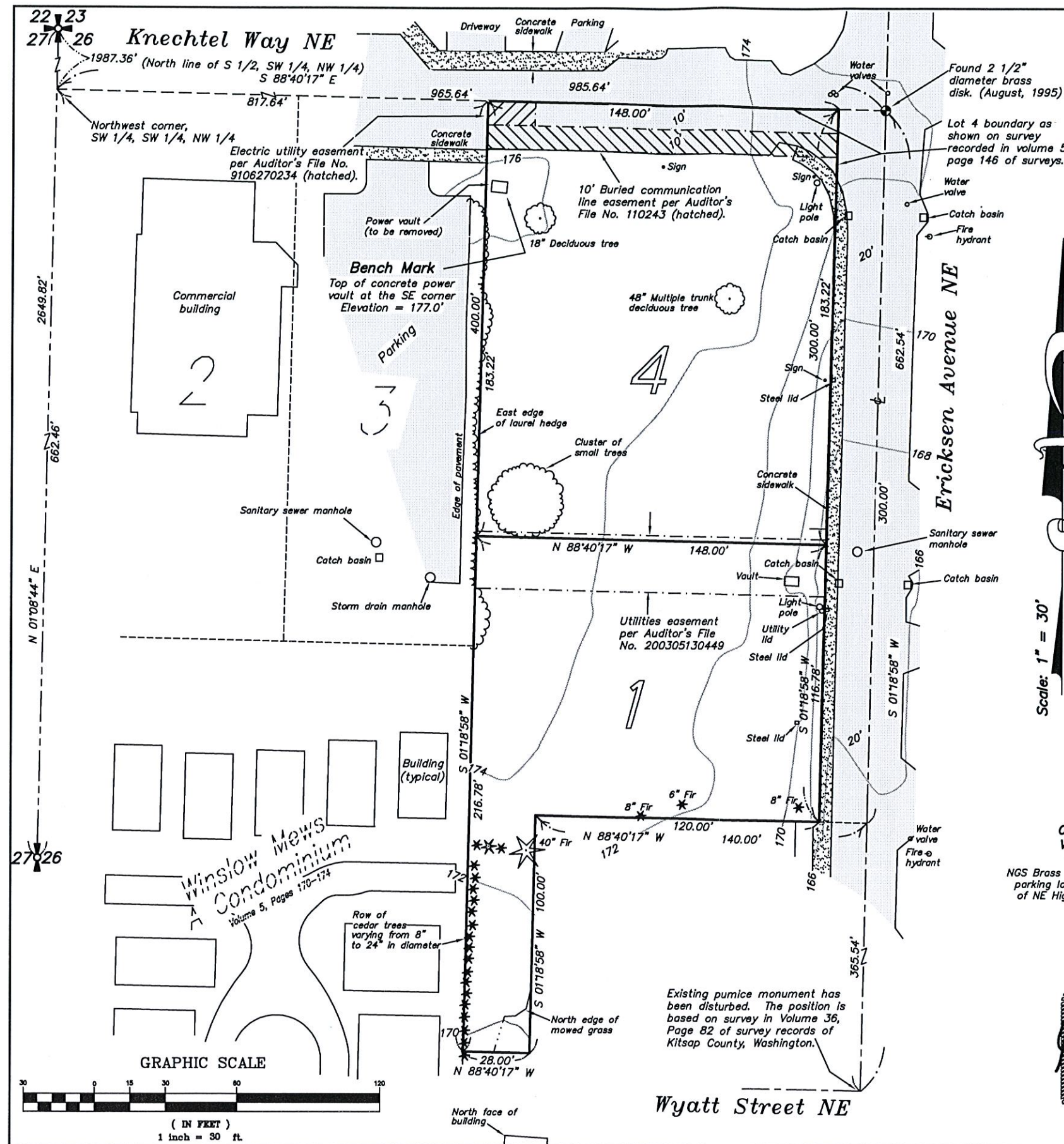
DATE 5/9/13 FIELD BOOK 853, 855
DRAWING 5111P3 SHEET 3 / 9

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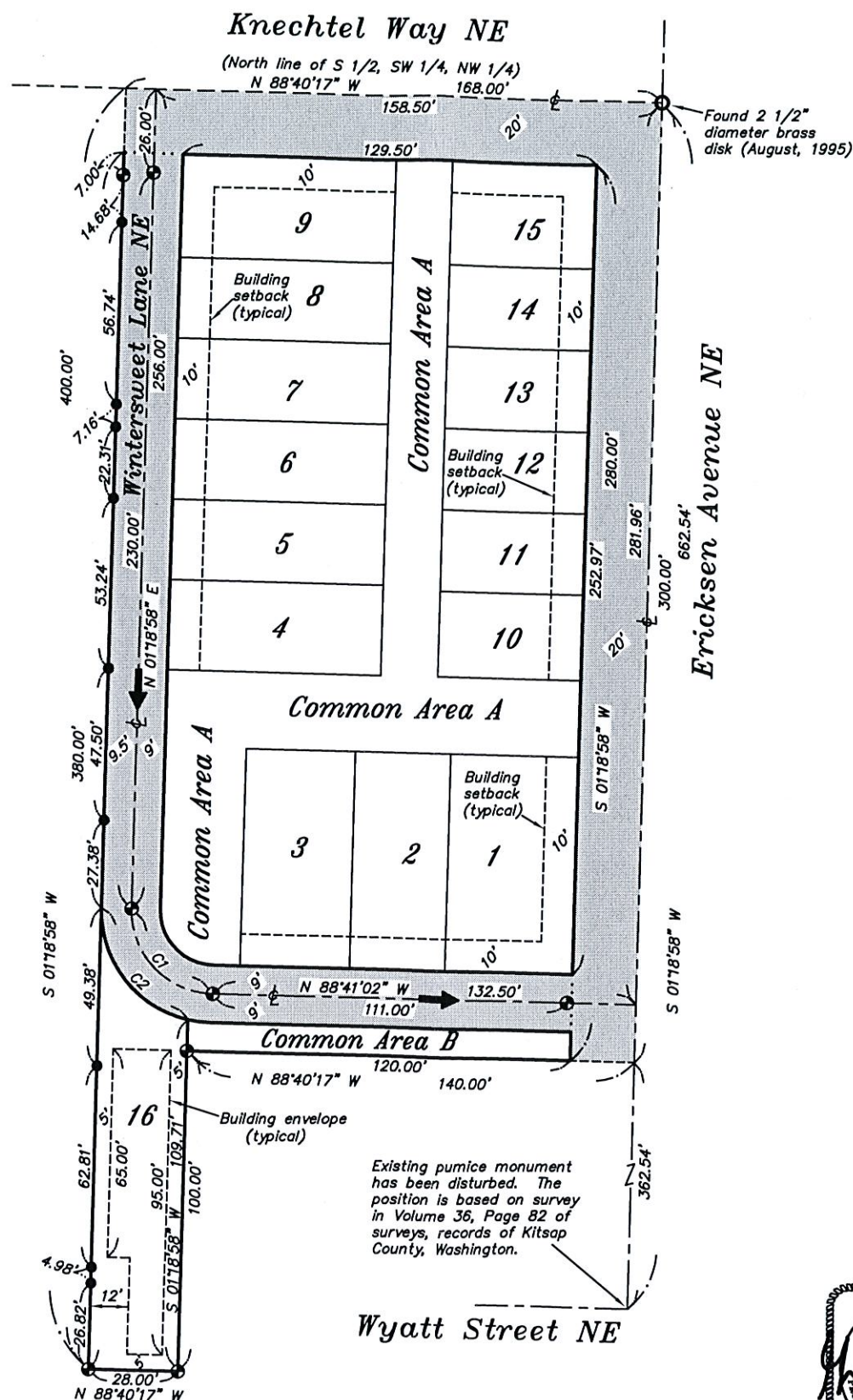
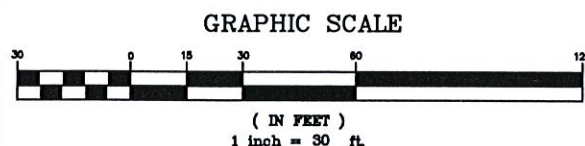
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Scale: 1" = 30'
Assumed

CURVE TABLE			
CURVE	LENGTH	RADIUS	DELTA ANGLE
C1	40.84'	26.00'	90°00'00"
C2	47.93'	35.00'	78°27'51"

Legend

-  = Right of way dedication
-  = Found monument as noted
-  = Set brass disk in concrete
-  = Set 3/4" iron pipe and lot stake



Plat of Ericksen Urban Cottages
Housing Design Demonstration Project
SW 1/4, NW 1/4,
Sec.26, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Areas	
Area prior to Knechtel right of way dedication	47,200 sq. ft.
Area after Knechtel right of way dedication	44,240 sq. ft.
Lot & Common Area	37,096 sq. ft.
Right of Way Area of Wintersweet Lane NE	7,144 sq. ft.



4/2/13

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DRAWING 5111P5 SHEET 5 / 9

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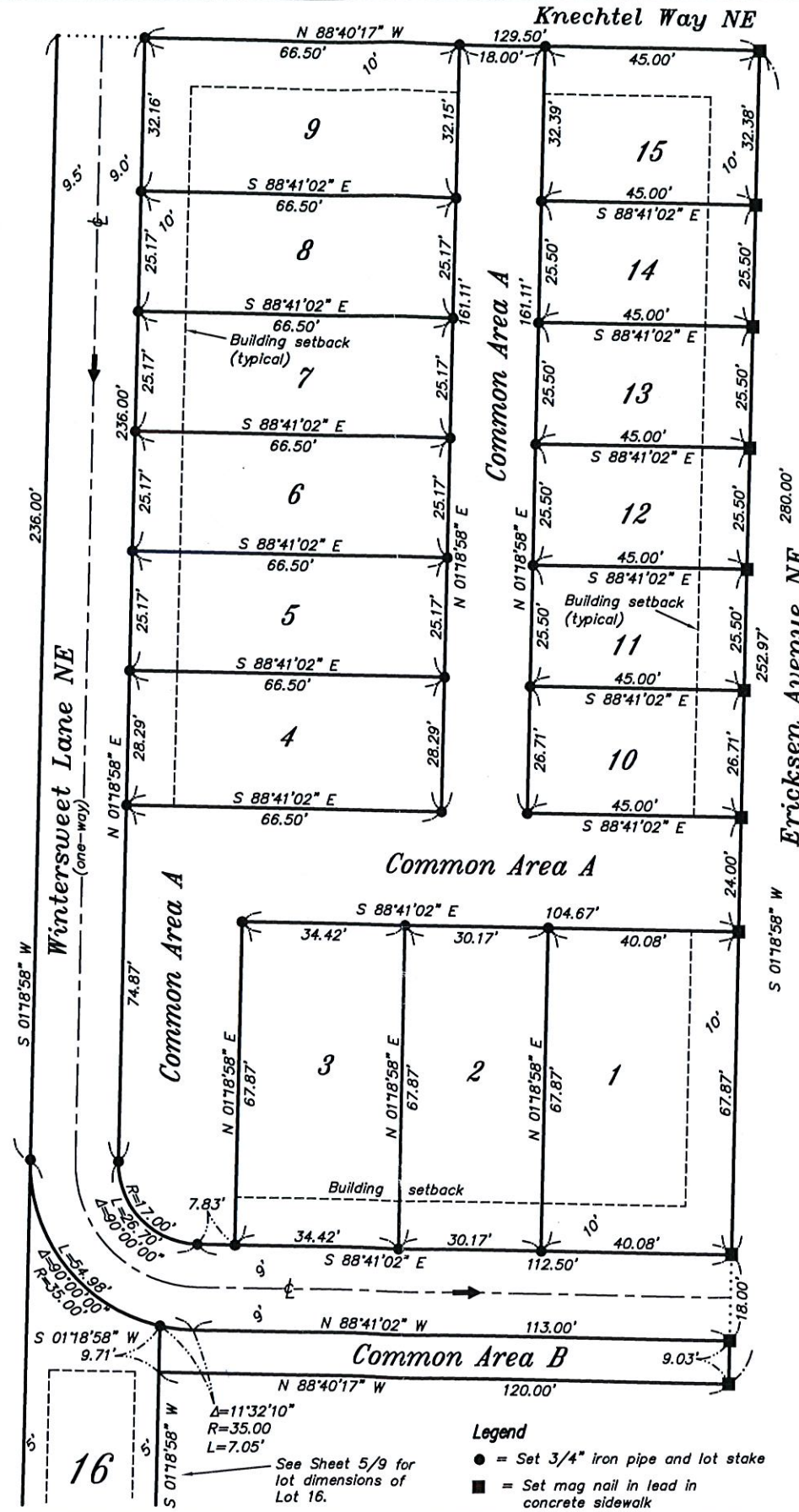
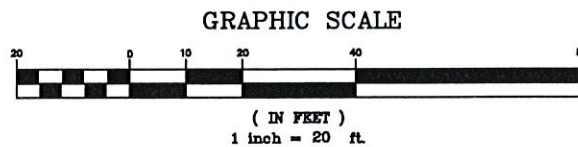
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Scale: 1" = 20'
Assumed

Lot Areas	
Lot 1	2,721 sq. ft.
Lot 2	2,047 sq. ft.
Lot 3	2,336 sq. ft.
Lot 4	1,881 sq. ft.
Lot 5	1,674 sq. ft.
Lot 6	1,674 sq. ft.
Lot 7	1,674 sq. ft.
Lot 8	1,674 sq. ft.
Lot 9	2,138 sq. ft.
Lot 10	1,202 sq. ft.
Lot 11	1,147 sq. ft.
Lot 12	1,147 sq. ft.
Lot 13	1,148 sq. ft.
Lot 14	1,147 sq. ft.
Lot 15	1,458 sq. ft.
Lot 16	3,313 sq. ft.
Common Area A	7,631 sq. ft.
Common Area B	1,084 sq. ft.

Lot Coverage	
Lot	Maximum Footprint
1	1,200 sq. ft.
2	1,100 sq. ft.
3	1,200 sq. ft.
4	1,100 sq. ft.
5	890 sq. ft.
6	890 sq. ft.
7	890 sq. ft.
8	890 sq. ft.
9	890 sq. ft.
10	700 sq. ft.
11	700 sq. ft.
12	700 sq. ft.
13	700 sq. ft.
14	700 sq. ft.
15	700 sq. ft.
16	1,280 sq. ft.
Carport	900 sq. ft.
Possible Gazebo	110 sq. ft.
Total	15,540 sq. ft.

Area including dedicated portion of Knechtel Way and less the flag portion of Lot 16 = 44,400 sq. ft.
Lot Coverage = 35%



Plat of Erickson Urban Cottages
Housing Design Demonstration Project
SW 1/4, NW 1/4,
Sec.26, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington
Lot Details

Proposed Floor Area Ratio (FAR) Distribution			
Lot	Planned Maximum Footprint	Share Percentage	Share of Base FAR
1	1,200 sq. ft.	8.26%	1,100 sq. ft.
2	1,100 sq. ft.	7.57%	1,008 sq. ft.
3	1,200 sq. ft.	8.26%	1,100 sq. ft.
4	1,100 sq. ft.	7.57%	1,008 sq. ft.
5	890 sq. ft.	6.13%	816 sq. ft.
6	890 sq. ft.	6.13%	816 sq. ft.
7	890 sq. ft.	6.13%	816 sq. ft.
8	890 sq. ft.	6.13%	816 sq. ft.
9	890 sq. ft.	6.13%	816 sq. ft.
10	700 sq. ft.	4.82%	642 sq. ft.
11	700 sq. ft.	4.82%	642 sq. ft.
12	700 sq. ft.	4.82%	642 sq. ft.
13	700 sq. ft.	4.82%	642 sq. ft.
14	700 sq. ft.	4.82%	642 sq. ft.
15	700 sq. ft.	4.82%	642 sq. ft.
16	1,280 sq. ft.	8.81%	1,173 sq. ft.
Total	14,530 sq. ft.	100%	13,320 sq. ft.

Area including dedicated portion of Knechtel Way and less the flag portion of Lot 16 = 44,400 sq. ft.
Total Base FAR of 13,320 sq. ft. = 30% of the total area (44,400 sq. ft.)
The Base FAR share distribution shown above is proposed and may be adjusted by the Declarant.

An additional 13,000 sq. ft. of FAR was purchased under Warranty Deed "Severing and Transferring Floor Area Ratio" recorded under Kitsap County Auditor's File No. 201211060108. The Declarant reserves the right to determine the allocation of the purchased FAR among the Lots, and final FAR allocation will be reflected in an amendment to the Covenants to be recorded before the expiration of the Period of Declarant Control under the Covenants.

Note
Common Areas A and B are for the common use of all the Lots; except that the area of the Parking Easements (as shown on sheet 8) are for the exclusive use of the Lots to which each such parking easement is assigned on the face of the Plat and in the Covenants. No residential structures are allowed in Common Area A or B. A covered parking structure is permitted under the Covenants in the area of the above-referenced Parking Easement and a gated trash and recycling enclosure will be constructed in the area of the Trash and Recycling Easement shown on Sheet 8. Common Areas A or B may not otherwise be improved except in accordance with the requirements of the Covenants.

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DATE 4/2/13 FIELD BOOK 853, 855
DRAWING 5111P6 SHEET 6 / 9



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Plat of Ericksen Urban Cottages
Housing Design Demonstration Project
SW 1/4, NW 1/4,
Sec.26, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Tree Retention Plan

Existing Trees		
1	40"	Remove
2	9"	Remove
3	16"	Remove
4	13"	Remove
5	13"	Remove
6	15"	Remove
7	24"	Remove
8	9"	Remove
9	21"	Remove
10	19"	Remove
11	29"	Remove
12	12"	Remove
13	26"	Remove
14	15"	Remove
15	26"	Remove
16	18"	Save
17	12"	Save
18	14"	Save
19	21"	Save
20	15"	Save
21	18"	Remove
22	48"	Remove
23	Cluster	Remove

Existing trees over 10" = 21
Trees to be retained = 5 (24%)

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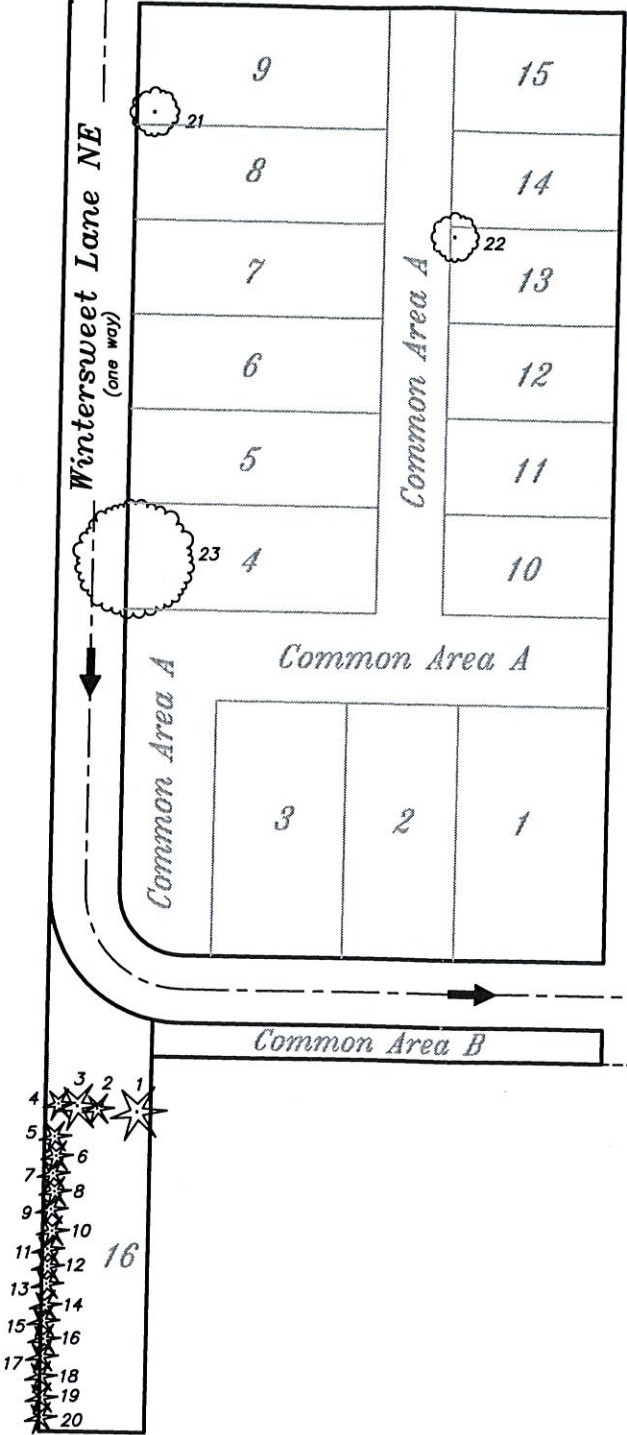
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DRAWING 5111P7 SHEET 7 / 9



Knechtel Way NE

Ericksen Avenue NE

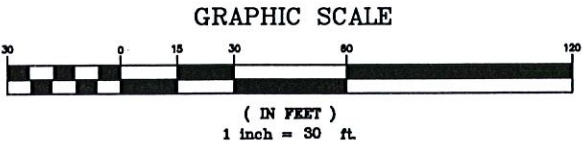
Wintersweet Lane NE
(one way)



Scale: 1" = 30'
Assumed

Note
This plat is subject to significant tree retention area requirements. No building, clearing or grading shall occur in designated significant tree retention areas, or within the root zone of significant trees designated for preservation, without a report from a consulting arborist and approval of the Department of Planning and Community Development. An arborist report, including a hazard tree assessment must be conducted, hazard trees that are removed must be replaced at a 3:1 ratio, trimming and/or removal must be conducted per ISA standards. Significant trees approved for removal shall be replaced by trees of similar species.

Legend
★ = Evergreen tree
○ = Deciduous tree

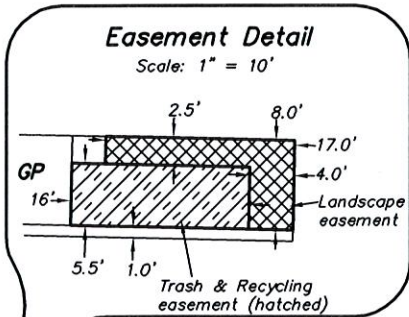
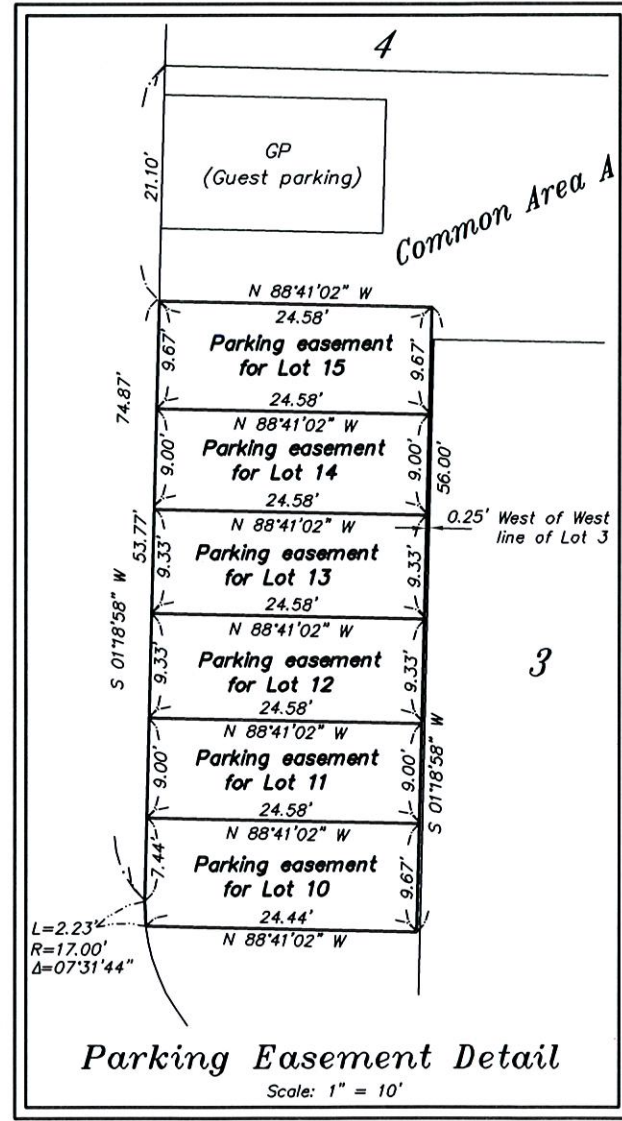
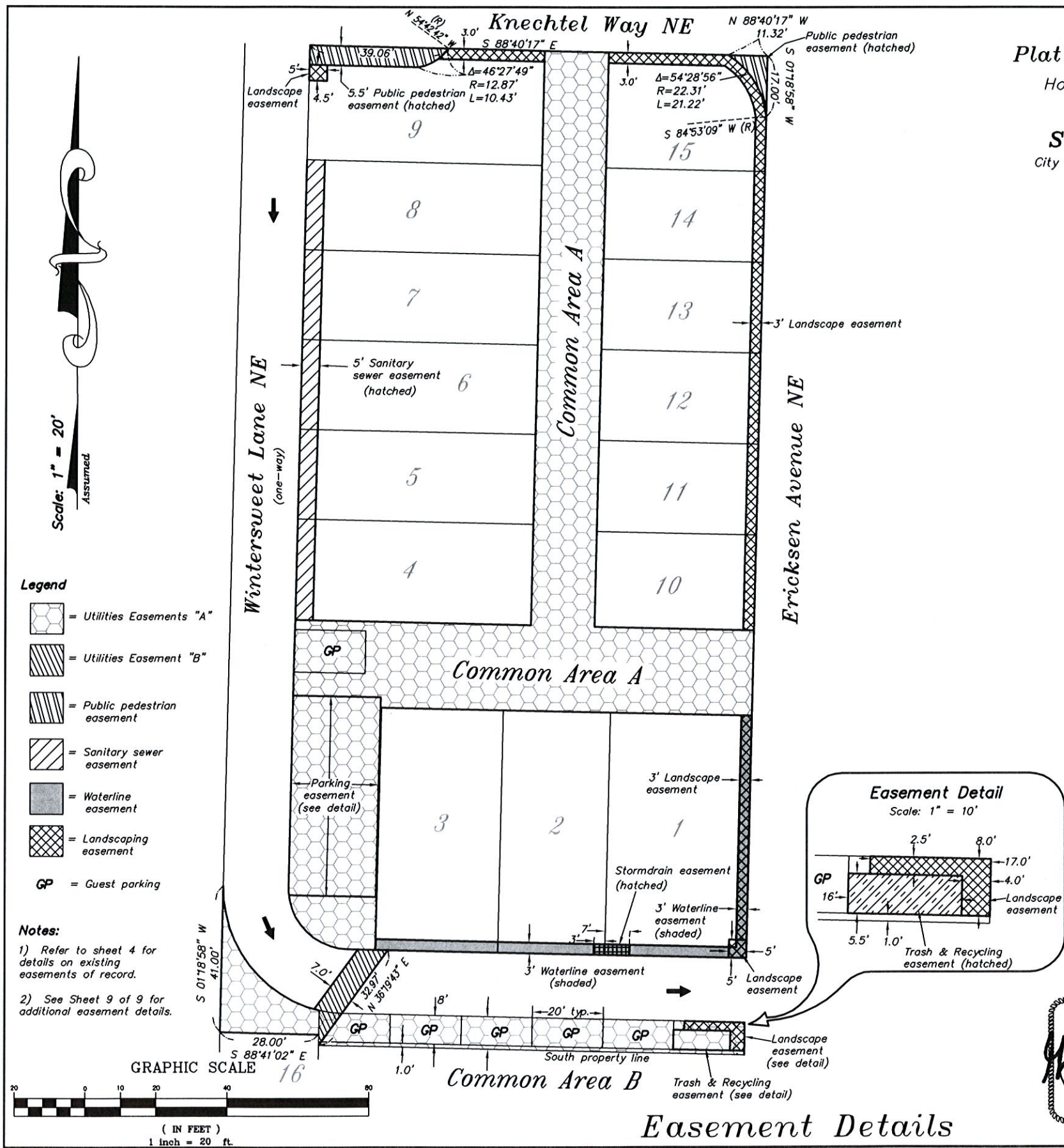


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Plat of Ericksen Urban Cottages
Housing Design Demonstration Project
SW 1/4, NW 1/4,
Sec.26, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington



Easement Details



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Housing Design Demonstration Project
SW 1/4, NW 1/4,
Sec.26, T.25N., R.2E., W.M.
City of Bainbridge Island, Kitsap County, Washington

Easement Details

Line Table		
L1	N 01°18'58" E	1.75'
L2	S 88°41'02" E	6.50'
L3	N 01°18'58" E	1.75'
L4	S 88°41'02" E	1.75'
L5	N 01°18'58" E	6.50'
L6	S 88°41'02" E	1.75'
L7	N 01°18'58" E	6.00'
L8	N 88°40'17" W	13.00'
L9	N 01°18'58" E	6.00'
L10	S 88°41'02" E	0.75'
L11	S 01°18'58" W	6.50'
L12	S 88°41'02" E	0.75'

Legend
 = Utilities easement "C"

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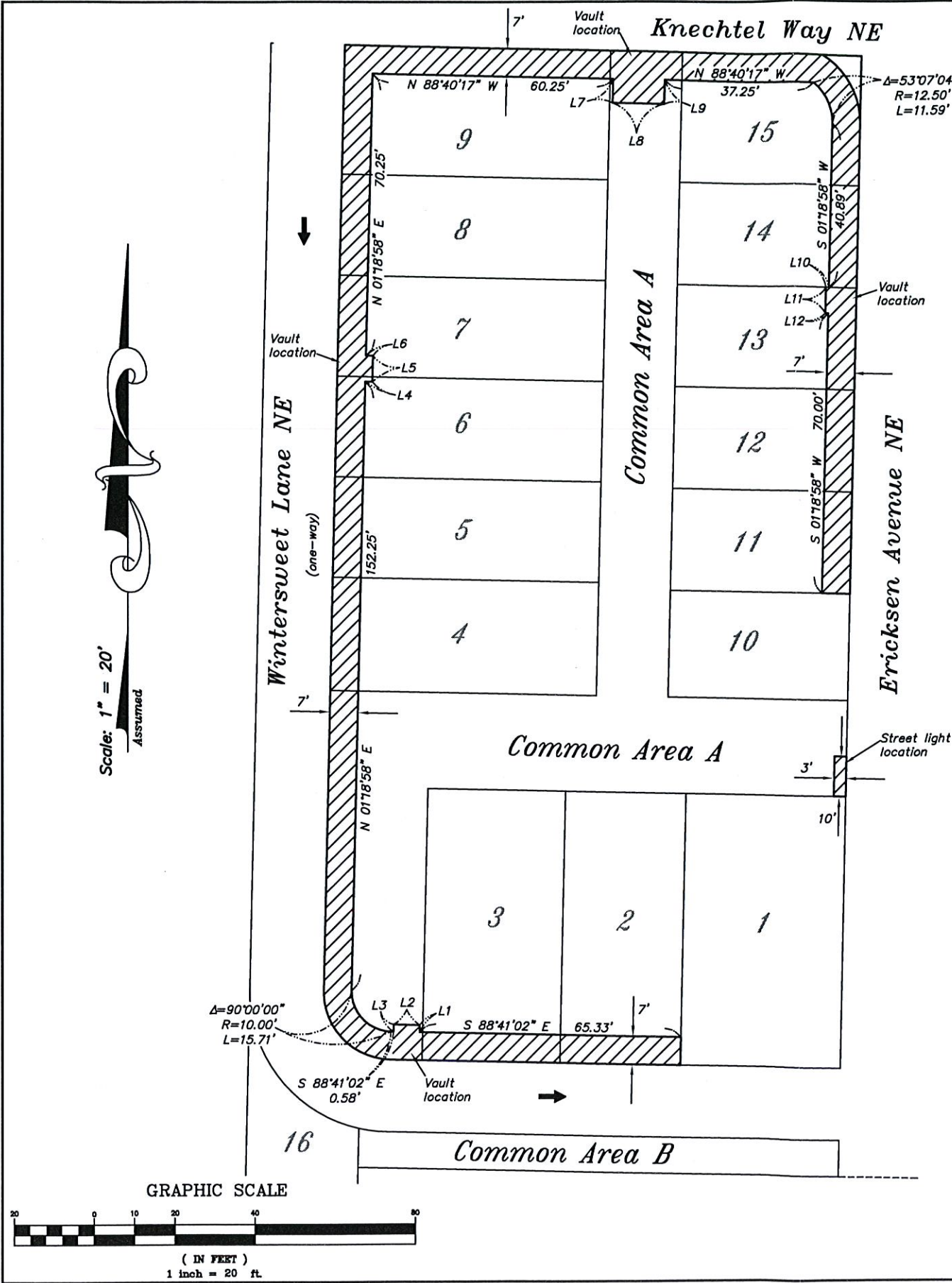
DATE 4/2/13 FIELD BOOK 853, 855
DRAWING 5111P9 SHEET 9 / 9



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CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance No. 2013-06, Revisions to Off-Site / Right-of-Way Signs and Resolution No. 2013-07 amending the Fee Schedule	Date: May 22, 2013
Agenda Item: Ordinances, Second Reading/Public Hearing	Bill No.: 13-030
Proposed By: Planning Director Kathy Cook	Referral(s):

BUDGET INFORMATION

Department: Planning & Community Development	Fund: n/a	Munis Contract # n/a
Expenditure Req: n/a	Budgeted? ☐ Yes ☒ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

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

DESCRIPTION/SUMMARY

Action Item:

Conduct 2nd Reading/Public Hearing on Ordinance No. 2013-06 relating to commercial sign placement off-site and / or in the right-of-way; amending Chapter 15.08, *Sign Code*, of the Bainbridge Island Municipal Code and consider approval of Resolution No. 2013-07 amending the sign permit fee in the City's Fee Schedule.

History:

The City of Bainbridge Island allows limited sign placement within rights-of-way. The proposed amendment will require commercial signs to obtain the abutting property owner's permission, ensuring the requirements are consistent for political and commercial signs in the rights-of-way. As proposed, only small (18 inches by 24 inches) freestanding signs and sandwich board signs (2 feet by 3 feet) would be allowed for a maximum of 36 days per 12 month period. No limit on the number of signs is proposed. Additionally, the sign permit fee will be adjusted to a flat fee and a temporary sign permit fee established.

City Council discussed the proposed revisions at study sessions on March 6 and April 3, 2013. First Reading was conducted on April 24, and the Council scheduled Second Reading/Public Hearing for May 22, 2013. As requested by the City Council at first reading, the ordinance has been amended to require that temporary commercial/non-commercial signs include the owner's contact information.

RECOMMENDED ACTION

Motion:

I move that the City Council approve (1) Ordinance No. 2013-06 relating to commercial sign placement off-site and / or in the right-of-way and amending Chapter 15.08 of the Bainbridge Island Municipal Code and (2) Resolution No. 2013-07 amending the sign permit fee in the City's Fee Schedule.

DESCRIPTION/SUMMARY – Page 2 –

Schedule/Next Activities:

If approved, staff will notify businesses and organizations that have previously obtained sign permits of the change and ensure that future applicants are aware of the requirement.

City of Bainbridge Island
PLANNING & COMMUNITY DEVELOPMENT



MEMORANDUM

TO: Councilmembers
Doug Schulze, City Manager

FROM: Kathy Cook, Planning Director

DATE: April 19, 2013

RE: Ordinance 2013-06: Revising Regulations for Off-Site / Right-of-Way Signs
Second Reading/Public Hearing, May 22, 2013

Background

Ordinance 2013-06 amends various sections of Chapter 15.08, *Sign Code*, of the Bainbridge Island Municipal Code, in order to revise regulations related to placement of commercial signs off-site and/or in the right-of-way. Key provisions of the ordinance include:

- A permit is required, identifying contact information and dates/ location of placement.
- Signs are required to be maintained and removed.
- No limit on the number of signs each event or organization is allowed.
- Signs are limited to 36 days per 12 months.
- Signs will continue to be prohibited on trees, public buildings, utility poles and where they present a traffic hazard (such as the medians or roundabout).
- Signs must obtain the property owner's permission/abutting property owner's permission.
- Signs are limited in size to 18 inches by 24 inches for freestanding signs and 2 feet by 3 feet for sandwich board signs
- Off-site signs in violation are subject to immediate removal and disposal.

The proposed 36 days will allow businesses to place signs one weekend per month (Friday – Sunday) or one day per week for 70% of the year or for just over one month to raise awareness for an event.

Please contact me if you have questions or would like further information.

ORDINANCE NO. 2013-06

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the placement of commercial signs off-site and/ or within the right-of-way and amending Sections 15.08.010, 15.08.030, 15.08.040, 15.08.115, 15.08.120, 15.08.130 and 15.08.150 of the Bainbridge Island Municipal Code.

WHEREAS, the City desires to allow limited placement of commercial signs off-site; and

WHEREAS, the City desires to allow limited placement of commercial signs within the right-of-way; and

WHEREAS, the City wishes to have consistent requirements for all signs placed within the right-of-way; and

WHEREAS, the City wishes to require that the permission of the adjacent/abutting property owner be obtained before signs are placed in the right-of-way; and

WHEREAS, timely notice was given to the Department of Commerce in conformance with RCW 36.70A.106; and

WHEREAS, the City held a public hearing on the proposed amendments on May 22, 2013; and

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

Section 1. Section 5.08.010 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

15.08.010 Purpose.

The purpose of this chapter is as follows:

- A. To promote and protect the public welfare, health and safety.
- B. To encourage the installation of signs which harmonize with building design, natural settings and other geographical characteristics of the locations in which they are erected.
- C. To create a more attractive economic and business climate.

D. To reduce distractions and obstructions from signs which would adversely affect traffic safety and reduce hazards that may be caused by signs overhanging or projecting over or within public rights-of-way.

Section 2. Section 5.08.030 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

15.08.030 Signs not requiring a permit.

The following signs shall not require a permit:

A. Signs erected or posted and maintained for public safety and welfare or pursuant to any law or regulation;

B. Bulletin boards, either one or two sided, with no face exceeding 20 square feet in display area, associated with any church, museum, library, school, or similar use; provided, that the top of such signs shall be less than eight feet high and such signs shall meet all other provisions of this chapter;

C. Directional signs solely indicating ingress or egress, the display area not exceeding three square feet;

D. Signs relating to trespassing and hunting, not exceeding two square feet of area;

E. Signs displaying address numbers only, not exceeding two square feet of area;

F. Culturally, historically or architecturally significant signs, existing at the time of passage of the ordinance codified in this chapter and officially recognized by the city. Designation of culturally, historically or architecturally significant signs will be adopted by separate resolution;

G. Any window sign four square feet or less in size; provided, that no single sign or combination of signs shall exceed 25 percent of an individual window area;

H. Agricultural products signs advertising products grown on or produced at the subject property. The signs shall be allowed at each street frontage, and shall be temporary, erected for a period not exceeding 10 days prior to the availability of the products for sale, and removed when the products are no longer available for purchase. The maximum sign area shall not exceed 10 square feet for each face of a single or two faced sign;

I. Single signs, not exceeding 24 square feet in area, mounted at a height not exceeding 20 feet above grade, displaying the name of a farm. The farm shall meet the standards as defined in BIMC 16.20.020;

J. Banners, not exceeding 30 square feet in area, displayed by a nonprofit or civic organization. The banners and flags are not required to be displayed on the premises of the organization, and may be displayed for a maximum of two periods not exceeding 14 days total within any calendar year;

K. Bannerets, not exceeding 12 square feet in area, displayed by a city council-designated civic organization. Bannerets shall not advertise or promote any individual business or the sale of any product or commodity, and shall only be erected on city-approved standards and in approved locations within the Mixed Use Town Center zone. The city council may delegate the authority to manage and coordinate the erection and removal of bannerets to a civic organization;

L. Construction signs, not exceeding one per construction site, and not exceeding 12 square feet in area, when erected in connection with a building permit. The sign shall be removed within 30 days of the occupancy of the structure. Public works projects are authorized to install signs at the ends of a project which shall not exceed 32 square feet in area;

M. For sale/rent or lease signs on the property being sold, rented or leased. One sign, not exceeding six square feet in area, shall be allowed on each street frontage;

N. Political signs in accordance with BIMC 15.08.095;

O. On-site Signs, intended to be temporary, either the same sign or different sign, may be displayed for a maximum of two periods not exceeding 14 days total within any calendar year. Signs must conform to size and location limitations of this chapter.

P. Public right-of-way signs shall conform to the current Manual on Uniform Traffic Control Devices (MUTCD), as modified, and in developments, shall be installed by and at the applicant's expense.

Q. Off-site non-commercial signs, intended to be temporary, in accordance with the following:

1. Located on private property must obtain the permission of the property owner. Posted within public right-of-way only if the sign does not interfere with sight distances and does not create a vehicular or pedestrian traffic obstruction or hazard, and permission to place the sign in the right-of-way has been obtained from the abutting property owner. Contact information for the owner of the sign must be included on all signs.

2. Freestanding (under 18 inches in height and 24 inches wide) or sandwich board signs (meeting the size requirements of BIMC 15.08.090.E).

3. Regularly inspected to ensure that they have not been damaged or destroyed by natural forces or vandalism. Damaged or destroyed signs shall be immediately removed or repaired so as to avoid threats to public health and safety or the accumulation of unclaimed refuse upon the public rights-of-way.

Section 3. Section 5.08.040 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

15.08.040 Prohibited signs.

The following signs are prohibited:

A. Billboards, streamers, pennants, ribbons, spinners or other similar devices.

B. Flashing signs, roof signs, signs containing moving parts or appearing to move, and signs which sparkle or twinkle in the sunlight.

C. Signs advertising or identifying a business or organization which is defunct.

D. Signs, except for traffic, regulatory, or informational signs, using the words “stop,” “caution,” or “danger,” or incorporating red, amber, or green lights resembling traffic signals, or resembling “stop” or “yield” signs in shape or color.

E. Signs advertising a business or organization not located on the parcel containing the business or organization except signs erected by the state of Washington.

F. Signs erected within the public rights-of-way, access corridors or easements, except the following: signs erected by the city or state; those

signs projecting/hanging over the public sidewalk, erected in compliance with the Mixed Use Town Center design guidelines; ~~and~~ political signs displayed in compliance with BIMC 15.08.095; and temporary signs in compliance with BIMC 15.08.115 or BIMC 15.08.030(Q).

G. Signs with content or subject matter that constitutes obscenity as defined by law.

H. Portable reader boards and signs mounted on stationary, unlicensed vehicles.

I. Illuminated features, on the exterior of a building that call attention to the building or product sold within the building.

J. Any window sign(s) exceeding four square feet in area or exceeding 25 percent of an individual window area.

K. Neon facade signs except as permitted in BIMC 15.08.080.C.6.

L. On-premises signs in the natural, conservancy, aquatic conservancy and aquatic shoreline environments, except for navigation aids and public information.

M. Signs placed on trees or other natural features.

N. Signs on any utility pole, traffic control device, lamp post, or any other public building or structure.

O.. Any sign placed without the necessary permit or not in accordance with the size place and manner limitations provided in this chapter.

Section 4. Section 5.08.115 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

~~15.08.115 Freestanding or sandwich board~~ Temporary off-site commercial signs.

A. Off-site signs, intended to be temporary, either the same sign or different sign, may be displayed for a maximum of 36 days within a twelve-month period. Temporary off-site signs located on private property must obtain the permission of the property owner. Temporary off-site signs may be posted within public right-of-way only if the sign does not interfere with sight distances and does not create a vehicular or pedestrian traffic obstruction or hazard, and permission to place the sign in the right-of-way has been obtained from the abutting property owner.

Contact information for the owner of the sign must be included on all signs.

B. All temporary off-site signs relating to a specific meeting, event, or occurrence shall be removed immediately following the conclusion of the meeting, event, or occurrence to which they relate.

C. Temporary off-site signs shall be freestanding (under 18 inches in height and 24 inches wide) or sandwich board signs (meeting the size requirements of BIMC 15.08.090.E).

D. Temporary off-site signs shall be regularly inspected to ensure that they have not been damaged or destroyed by natural forces or vandalism. Damaged or destroyed signs shall be immediately removed or repaired so as to avoid threats to public health and safety or the accumulation of unclaimed refuse upon the public rights-of-way.

E. Temporary off-site signs are exempt from BIMC 15.08.030.C, 15.08.040.E, and 15.08.090.B.1.

F. A permit in accordance with BIMC 15.08.120 and identifying the dates the signs will be displayed shall be obtained for each twelve-month period.

G. All signs visible from Highway 305 must be in conformance with the standards of the Scenic Vistas Act (RCW 47.42 and WAC 468-66) that is incorporated herein by this reference as well as the related Washington State Department of Transportation ("WSDOT") rules, regulations, and noncompliance penalties; provided that all signs within the city shall also be subject to any additional restrictions as provided in this chapter. In the case of conflict between the requirements of the Scenic Vistas Act and this chapter, the more restrictive requirement shall apply.

~~A. Home Occupations. Up to 10 freestanding signs (under 18 inches in height and 24 inches wide) or sandwich board signs (meeting the size requirements of BIMC 15.08.090.E), advertising on-site sales at home occupations, as regulated under BIMC 18.09.030.I.2 and I.3, may be placed off of the parcel upon which the home occupation is located with permission of the parcel owner, or within the public right of way located as far as possible from the street or road so as not to create a traffic hazard or obstruction, for a maximum of 21 days. These signs are exempt from BIMC 15.08.030.C and O, 15.08.040.E and F, and 15.08.090.B.1. The home occupation business owner shall obtain a permit for all signs from the planning and community development department. The permit shall~~

~~describe the size, content, and location of the signs and the days on which the signs will be displayed. There shall be no fee for the permit.~~

~~B. Events and Tours. Freestanding (under 18 inches in height and 24 inches wide) or sandwich board signs (meeting the size requirements of BIMC 15.08.090.E), advertising community events or self-guided tours of city residences and places, may be placed for a maximum of 21 days off of the parcel upon which the event or tour is located with permission of the parcel owner, or within the public right-of-way located as far as possible from the street or road so as not to create a traffic hazard or obstruction. These signs are exempt from BIMC 15.08.030.C and O, 15.08.040.E and F, and 15.08.090.B.1. The event or tour sponsor shall obtain a permit for all signs from the planning and community development department. The permit shall describe the size, content, and location of the signs and the days on which the signs will be displayed. There shall be no fee for the permit.~~

Section 5. Section 5.08.120 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

15.08.120 Permits required.

A. No signs, except those described in BIMC 15.08.030 and 15.08.100(C), shall be erected without a valid sign permit.

B. Permit application requirements shall be determined by the director and shall include a site plan showing the location of the signs, the position of buildings and landscaped areas, the elevations of the signs and the configuration and size of the signs.

C. A valid sign permit is required before altering an existing sign or repairing a sign where the repair exceeds 50 percent of the replacement cost.

D. Legally established signs that include changeable copy are exempt from permit requirements for altering the changeable copy.

Section 6. Section 5.08.130 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

15.08.130 Permit fees.

~~A. Plan check fees, p~~Permit fees ~~and inspection fees~~ shall be as established by the city council by resolution.

~~B. Until January 1, 2000, permit fees shall be waived for signs replacing nonconforming signs.~~

Section 7. Section 5.08.150 of the Bainbridge Island Municipal Code is hereby amended to read as follows:

15.08.150 Enforcement and penalties.

A. Anyone violating or failing to comply with the provisions of this chapter shall, upon conviction thereof, be punishable by fine of not more than \$500.00, or by imprisonment for not more than six months, or by both fine and imprisonment, and each day's violation or failure to comply shall constitute a separate offense.

B. In addition to any other sanction or remedial procedure which may be available, any person failing to comply with a notice of violation or order issued by the building official, or failing to comply with any other provision of this chapter, shall be subject to cumulative civil penalty in the amount of \$500.00 per day from the date set for compliance until compliance with such violation or order.

C. In addition to instituting criminal prosecution for violation of any of the provisions of this chapter, the city, through the city attorney, may institute civil proceeding in the Bainbridge Island municipal court or the superior court of the county to obtain a temporary restraining order or injunction prohibiting violation of this chapter and to collect any fines, fees or penalties due under the provisions of this chapter.

D. The city may remove and dispose of signs that it determines are a threat to public safety and recover costs from the owner of the property on which the sign is located or the sign owner. Within 10 days of removal of a sign, and upon payment of the costs of removal, the owner may recover a sign. Any temporary off-site sign posted in the public right-of-way in violation of the regulations set forth in BIMC 15.08.115 constitutes a trespass upon public property and is declared to be a public nuisance. Such signs shall be subject to immediate abatement by removal and confiscation.

Section 8. 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 _____, 2013.

APPROVED BY THE MAYOR this _____ day of _____, 2013.

Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoﬀ, CMC, City Clerk

FILED WITH THE CITY CLERK:	March 29, 2013
PASSED BY THE CITY COUNCIL:	
PUBLISHED:	
EFFECTIVE DATE:	
ORDINANCE NUMBER:	2013-06

RESOLUTION NO. 2013-07

A RESOLUTION of the City of Bainbridge Island, Washington, amending Section 9 of the City's fee schedule relating to building and planning fees to amend the sign permit fee.

WHEREAS, the City wishes to be consistent in the application of its fees; and

WHEREAS, the City wishes to have a flat fee for sign permit applications; and

WHEREAS, the City identified the average fee for a sign permit application has been approximately \$50.00; and

WHEREAS, the City wishes to add a fee for temporary sign permit applications; and

WHEREAS, the City wishes to have a reduced fee for temporary sign permit applications; and

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

Section 1. Section 9 of the City's fee schedule setting building and planning fees charged by the City is amended to add the following:

SIGN PERMIT (Resolution No. 2007-05)	Calculated from 1997 UAC Table 3-A, using valuation data provided by applicant <u>\$50.00</u>
<u>TEMPORARY SIGN PERMIT</u>	<u>\$10.00</u>

PASSED BY THE CITY COUNCIL this _____ day of May, 2013.

APPROVED BY THE MAYOR this _____ day of May, 2013.

Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoﬀ, CMC, City Clerk

FILED WITH THE CITY CLERK: March 28, 2013

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance No. 2013-02 relating to Business and Occupation Tax Administrative Procedures	Date: May 22, 2013
Agenda Item: Ordinances/2 nd Reading	Bill No.: 13-046
Proposed By: Finance Director Schroer	Referral(s):

BUDGET INFORMATION

Department: Finance	Fund:	Munis Contract #
Expenditure Req:	Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

Study Session April 17, 2013	Recommendation: Forward to 2 nd Reading
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

2nd reading of Ordinance No. 2013-02 relating to business and occupation tax administrative procedures and amending Chapter 5.06 of the Bainbridge Island Municipal Code.

History:

In December 2012, City Council adopted the updated model business and occupation tax ordinance recommended by the Association of Washington Cities (AWC). Similarly, the City needs to adopt the adopted model business and occupation tax administrative provisions. Attached is an ordinance that would conform the City's business and occupation tax administrative provisions to the model ordinance.

The AWC's explanation of the changes is available on their web site: <http://www.awcnet.org/LegislativeAdvocacy/Legislativeissues/MunicipalBO.aspx>.

RECOMMENDED ACTION

Motion:

I move that the City Council approve Ordinance No. 2013-02 relating to business and occupation tax administrative provisions and amending Chapter 5.06 of the Bainbridge Island Municipal Code.

ORDINANCE NO. 2013-02

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the City's business and occupation tax administrative procedures, and amending Chapter 5.06 of the Bainbridge Island Municipal Code.

WHEREAS, RCW 35.21.710 authorizes cities to levy and collect a tax not to exceed two-tenths of one percent (.2%) on the gross income of persons doing business within the city; and

WHEREAS, in accordance with State law requirements, the City adopted the model business and occupation tax administrative procedures ordinance on October 27, 2004 pursuant to Ordinance No. 2004-17; and

WHEREAS, the model ordinance was amended in 2008, but the City did not adopt the changes; and

WHEREAS, during the summer of 2012, a workgroup of cities, in consultation with the business community, again revised the model ordinance to include changes to RCW 35.102 and to reflect other changes made to state law since 2008; and

WHEREAS, all cities with local business and occupation taxes have to adopt the mandatory portions of the changes to the model ordinance;

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

Section 1. A new Section 5.06.021 is inserted to read as follows:

5.06.021 Definitions – References to Chapter 82.32 RCW

Where provisions of Chapter 82.32 are incorporated in BIMC 5.06.090 of this Title, "Department" as used in the RCW shall refer to the "director" as defined in BIMC 5.06.020, and "warrant" as used in the RCW shall mean "citation or criminal complaint."

Section 2. Section 5.06.040 is amended to read as follows:

5.06.040 When due and payable – Reporting periods – Annual returns – Threshold provisions or relief from filing requirements – Computing time periods – Failure to file returns.

A. For purposes of the tax imposed by Chapter 5.05 BIMC, any person whose value of products, gross proceeds of sales, or gross income of the

business, subject to tax after all allowable deductions, is greater than or equal to \$100,000 in the current calendar year shall file a return, submit the return to the director and shall pay the correlating business and occupation tax on such products, gross proceeds of sales and/or gross income of the business as set forth in this chapter and Chapter 5.05 BIMC. {A person whose value of products, gross proceeds of sales, or gross income of the business, subject to tax after all allowable deductions, is less than \$100,000 in the current calendar year shall file a return, declare that no tax is due on that person's return, and submit the return to the director.} {The gross receipts and deduction amounts shall be entered on the tax return regardless of whether any tax may be due}.

B. Any person whose value of products, gross proceeds of sales, or gross income of the business, subject to tax after all allowable deductions, is less than \$100,000 in the current calendar year is not required to file a return but is required to certify the total gross income of the business on the business license renewal required by Chapter 5.04 BIMC.

C. A taxpayer that commences to engage in business activity in the city shall file a return and pay the tax or fee for the portion of the reporting period during which the taxpayer is engaged in such business activity.

D. Except as otherwise specifically provided by any other provision of this chapter, in computing any period of days prescribed by this chapter the day of the act or event from which the designated period of time runs shall not be included. The last day of the period shall be included unless it is a Saturday, Sunday, or city or federal legal holiday, in which case the last day of such period shall be the next succeeding day which is neither a Saturday, Sunday, or city or federal legal holiday.

E. If any taxpayer fails, neglects or refuses to make a return as and when required in this chapter, the director is authorized to determine the amount of the tax or fees payable by obtaining facts and information upon which to base the director's estimate of the tax or fees due. Such assessment shall be deemed prima facie correct and shall be the amount of tax owed to the city by the taxpayer. The director shall notify the taxpayer by mail of the amount of tax so determined, together with any penalty, interest, and fees due; the total of such amounts shall thereupon become immediately due and payable.

Section 3. Section 5.06.090 is amended to read as follows:

5.06.090 Underpayment of tax, interest, or penalty – Interest.

A. If, upon examination of any returns, or from other information obtained by the director, it appears that a tax or penalty less than that properly due has been paid, the director shall assess the additional amount found to be due and shall add thereto interest on the tax only. The director shall notify the person by mail of the additional amount, which shall become due and shall be paid within 30 days from the date of the notice, or within such time as the director may provide in writing.

B. For the purposes of this section:

1. The rate of interest to be charged to the taxpayer for taxes on the taxable gross receipts prior to January 1, 2005, shall be one percent per month.

2. ~~Interest imposed as of January 1, 2005, and thereafter shall be computed from the last day of the month following the end of the reporting period and will continue to accrue until payment is made. In case of an audit the interest shall be computed from the first day of the month following each calendar year or portion thereof included in the audit period~~ For tax periods after December 31, 2004, the director shall compute interest in accordance with RCW 82.32.050 as it now exists or as it may be amended.

3. ~~The rate of interest to be charged to the taxpayer for taxes on the taxable gross receipts as of January 2005 and thereafter shall be an average of the federal short term rate as defined in 26 U.S.C. Section 1274(d) plus two percentage points. The rate shall be computed by taking an arithmetical average to the nearest percentage point of the federal short term rate, compounded annually. That average shall be calculated using the rates from four months: January, April, and July of the calendar year immediately preceding the new year, and October of the previous preceding year. The rate shall be adjusted on the first day of January of each year for use in computing interest for that calendar year~~ If BIMC 5.06.090.B.2 is held to be invalid, then the provisions of RCW 82.32.050 existing at the effective date of this ordinance shall apply.

Section 4. Section 5.06.100 is amended to read as follows:

5.06.100 Overpayment of tax, penalty, or interest – Credit or refund – Interest rate – Statute of limitations.

A. If, upon receipt of an application for a refund, or during an audit or examination of the taxpayer's records and tax returns, the director determines that the amount of tax, penalty, or interest paid is in excess of that properly due, the excess amount shall be credited to the taxpayer's account or shall be refunded to the taxpayer, in the director's discretion. Except as provided in subsection B of this section, no refund or credit shall be made for taxes, penalties, or interest paid more than four years prior to the beginning of the calendar year in which the refund application is made or examination of records is completed.

B. The execution of a written waiver shall extend the time for applying for, or making a refund or credit of any taxes paid during, or attributable to, the years covered by the waiver if, prior to the expiration of the waiver period, an application for refund of such taxes is made by the taxpayer or the director discovers that a refund or credit is due.

C. Refunds shall be made by means of vouchers approved by the director and by the issuance of a city check or warrants drawn upon and payable from such funds as the city may provide.

D. Any final judgment for which a recovery is granted by any court of competent jurisdiction for tax, penalties, interest, or costs paid by any person shall be paid in the same manner as provided in subsection C of this section, upon the filing with the director a certified copy of the order or judgment of the court.

E. No interest shall be paid on overpayments of taxes for periods ending on or before December 31, 2004. ~~Interest on overpayments of taxes for periods beginning on or after January 1, 2005, shall be the average federal short term interest rate as outlined for assessments under BIMC 5.06.090.B.3 plus two percentage points.~~

F. For tax periods after December 31, 2004, the director shall compute interest on refunds or credits of amounts paid or other recovery allowed a taxpayer in accordance with RCW 82.32.060 as it now exists or as it may be amended.

G. If BIMC 5.06.100.F is held to be invalid, then the provisions of RCW 82.32.060 existing at the effective date of this ordinance shall apply.

Section 5. Section 5.06.110 is amended to read as follows:

5.06.110 Late payment – Disregard of written instructions – Evasion – Penalties.

A. If payment of any tax due on a return to be filed by a taxpayer is not received by the director by the due date, the director shall add a penalty equal to five percent of the amount of the tax; and if the tax is not received on or before the last day of the month following the due date, the director shall add a total penalty equal to 15 percent of the amount of the tax; and if the tax is not received on or before the last day of the second month following the due date, the director shall add a total penalty equal to 25 percent of the amount of the tax. No penalty assessed herein shall be less than \$5.00 in accordance with RCW 82.32.090(1), as it now exists or as it may be amended.

B. If a tax deficiency is assessed by the director, there shall be added a penalty equal to five percent of the amount of the deficiency. If payment of any tax deficiency assessed by the director is not received by the due date specified in the notice, or any extension thereof, the director shall assess a penalty equal to 15 percent of the amount of the additional tax found due. If payment of any tax deficiency assessed by the director is not received on or before the thirtieth day following the due date specified in the notice, or any extension thereof, the director shall assess a penalty equal to 25 percent of the amount of additional tax found due. No penalty added shall be less than \$5.00. If the director determines that any tax has been substantially underpaid as defined in RCW 82.32.090(2), there shall be added a penalty in accordance with RCW 82.32.090(2), as it now exists or as it may be amended.

C. If a citation or criminal complaint is issued by the director for the collection of taxes, fees, assessments, interest or penalties, there shall be added thereto a penalty of 10 percent of the amount due, but not less than \$10.00 in accordance with RCW 82.32.090(3), as it now exists or as it may be amended.

D. If the director finds that a person has engaged in any business or performed any act upon which a tax is imposed under this title and that person has not obtained from the director a license as required by Chapter 5.04 BIMC, the director shall impose a penalty of five percent of the amount of tax due from that person for the period that the person was not licensed in accordance with RCW 82.32.090(4), as it now exists or as it may be amended. No penalty shall be imposed under this subsection if the person who has engaged in business without a license obtains a license prior to being notified by the director of the need to be licensed.

E. If the director determines that all or any part of a deficiency resulted from the taxpayer's failure to follow specific written tax reporting instructions, there shall be assessed a penalty ~~of 10 percent of the amount of the additional tax due~~ in accordance with RCW 82.32.090(5), as it now exists or as it may be amended.

~~1. A taxpayer fails to follow specific written tax reporting instructions when the director has informed the taxpayer in writing of the taxpayer's tax obligations and the taxpayer fails to act in accordance with those instructions unless the director has not issued final instructions because the matter is under appeal pursuant to this chapter. The director shall not assess the penalty under this subsection E upon any taxpayer that has made a good faith effort to comply with the specific written instructions provided by the director to that taxpayer.~~

~~2. Specific written instructions may be given as a part of a tax assessment, audit, determination or closing agreement; provided, that such specific written instructions shall apply only to the taxpayer addressed or referenced on such documents.~~

~~3. Any specific written instructions by the director shall be clearly identified as such and shall inform the taxpayer that failure to follow the instructions may subject the taxpayer to the penalties imposed by this subsection.~~

F. If the director finds that all or any part of the deficiency resulted from an intent to evade the tax payable, the director shall assess a penalty ~~of 50 percent of the additional tax found to be due~~ in accordance with RCW 82.32.090(6), as it now exists or as it may be amended.

G. The director ~~may impose the penalties authorized~~ imposed under subsections A through E of this section can each be imposed on the same tax found to be due ~~or anytime thereafter~~. This subsection does not prohibit or restrict the application of other penalties authorized by law.

H. ~~The director shall assess the penalties authorized by subsections E and F of this section in accordance with the provisions of this chapter governing assessment of tax deficiencies.~~ The director shall not impose both the evasion penalty and the penalty for disregarding specific written instructions on the same tax found to be due.

I. For the purposes of this section, "return" means any document a person is required by the city to file to satisfy or establish a tax or fee obligation that is administered or collected by the city, and that has a statutorily defined due date.

J. If incorporation into the City of Bainbridge Island code of future changes to RCW 82.32.090 is deemed invalid, then the provisions of RCW 82.32.090 existing at the time this ordinance is effective shall apply.

Section 6. Section 5.06.120 is amended to read as follows:

5.06.120 Cancellation of penalties.

A. The director may cancel any penalties imposed under BIMC 5.06.110.A if the taxpayer shows that its failure to timely file or pay the tax was due to reasonable cause and not willful neglect. Willful neglect is presumed unless the taxpayer shows that it exercised ordinary business care and prudence in making arrangements to file the return and pay the tax but was, nevertheless, due to circumstances beyond the taxpayer's control, unable to file or pay by the due date. The director has no authority to cancel any other penalties or to cancel penalties for any other reason except as provided in subsection C of this section.

B. A request for cancellation of penalties must be received by the director within 30 days after the date the department of finance and administrative services mails the notice that the penalties are due. The request must be in writing and contain competent proof of all pertinent facts supporting a reasonable cause determination. In all cases the burden of proving the facts rests upon the taxpayer.

C. The director may ~~waive~~ cancel the penalties in BIMC 5.06.110.A one time if a person:

1. Is not currently licensed and filing returns;
2. Was unaware of its responsibility to file and pay tax; and
3. Obtained business licenses and filed past due tax returns within 30 days after being notified by the department of finance and administrative service of the violation.

D. The director shall not cancel any interest charged upon amounts due.

Section 7. Section 5.06.140 is amended to read as follows:

5.06.140 Administrative appeal.

A. Except to the extent that such appeal may be barred pursuant to BIMC 5.06.060.B, any person aggrieved by the amount of the fee or tax determined by the director to be required under the provisions of this

chapter, or any other determination by the director pursuant to this chapter, may, upon paying the amount determined by the director to be due, appeal such determination to the city ~~{hearing examiner/council or a committee of the city council}~~.

B. The appeal shall be in writing and shall contain the following:

1. The name and address of the taxpayer appealing the director's decision;
2. A statement identifying the determination of the director from which the appeal is taken;
3. A statement setting forth the grounds upon which the appeal is taken and identifying the specific errors that the director is alleged to have made in making the determination;
4. A statement identifying the requested relief from the determination being appealed; and
5. The appeal fee as provided by city council resolution.

C. The appeal must be filed with the city clerk within 30 days from the date written notice of the amount determined to be due, or other notice of the director's determination, is mailed to the taxpayer.

D. The ~~{city council or a committee of the city council/}~~hearing examiner} shall, as soon as practical, fix a time and place for the hearing of such appeal, and shall cause a notice of the time and place thereof to be delivered or mailed to the parties.

~~{The hearing examiner shall conduct an appeal hearing in accordance with the applicable hearing procedures set forth in BIMC 2.16.100, and} {to be used if hearing examiner only}~~ the taxpayer and the director or designee shall have the opportunity to be heard and to introduce evidence relevant to the subject of the appeal. ~~{The hearing examiner shall establish rules for such hearings consistent with the provisions of this section} {to be used if hearing examiner only}~~.

F. The ~~{hearing examiner/city council or committee of the city council}~~ shall give substantial weight to the director's decision.

G. Following the hearing, the ~~{hearing examiner/city council or committee of the city council}~~ shall render a decision on the appeal, and shall enter written findings and conclusions of law in support thereof. A copy of the findings, conclusion and

decision shall be mailed to the taxpayer and the director. The decision shall state the correct amount of tax owing as determined by the {hearing examiner/city council or committee of the city council}, and/or any other information relevant to the hearing examiner's decision.

Section 8. Section 5.06.150 is amended to read as follows:

5.06.150 Judicial review of administrative appeal decision.

The taxpayer or the city may obtain judicial review of the {hearing examiner's/city council's or committee of the city council's} decision by appealing the decision to the Kitsap County superior court within 21 days from the date of such decision, in accordance with the procedure set forth in Chapter 7.16 RCW, other applicable law, and court rules state law. The City shall have the same right of review from the administrative decision as does a taxpayer.

Section 9. Section 5.06.200 is amended to read as follows:

5.06.200 Public disclosure – Confidentiality – Information sharing.

A. For purposes of this section, unless a different meaning is clearly established by context, the following definitions apply:

1. "Disclose" means to make known to any person in any manner whatever a return or tax information.
2. "Tax information" means:
 - a. A taxpayer's identity;
 - b. The nature, source, or amount of the taxpayer's income, payments, receipts, deductions, exemption, credits, assets, liability, net worth, tax liability deficiencies, over assessments, or tax payments, whether taken from the taxpayer's books and records or any other source;
 - c. Whether the taxpayer's return was, is being, or will be examined or subject to other investigation or processing; or
 - d. Other data received by, recorded by, prepared by, or provided to the ~~director~~ city with respect to the determination or the existence, or possible existence, of liability, or the amount thereof, of a person under Chapter 5.05 BIMC for a tax, penalty, interest, fine, forfeiture, or other imposition, or offense. However, a taxpayer;

~~provided, that tax information shall not include~~ data, material, or documents that do not disclose information related to a specific or identifiable taxpayer do not constitute tax information under this section. Nothing in this chapter requires any person possessing data, material, or documents made confidential and privileged by this section to delete information from such data, material or documents so as to permit its disclosure.

3. “City agency” means every city office, department, division, bureau, board, commission, or other city agency.

4. “Taxpayer identity” means the taxpayer’s name, address, telephone number, registration number, or any combination thereof, or any other information disclosing the identity of the taxpayer.

B. Returns and tax information are confidential and privileged, and except as authorized by this section, neither the director nor any other person may disclose any return or tax information.

C. This section does not prohibit the director from:

1. Disclosing such return or tax information in a civil or criminal judicial proceeding or an administrative proceeding:

(a) In respect of any tax imposed under Chapter 5.05 BIMC if the taxpayer or its officer or other person liable under this title is a party in the proceeding; or

(b) In which the taxpayer about whom such return or tax information is sought and another state agency are adverse parties in the proceeding.

2. Disclosing, subject to such requirements and conditions as the director prescribes by rules adopted pursuant to BIMC 5.06.160, such return or tax information regarding a taxpayer to such taxpayer or to such person or persons as that taxpayer may designate in a request for, or consent to, such disclosure, or to any other person, at the taxpayer’s request, to the extent necessary to comply with a request for information or assistance made by the taxpayer to such other person. However, tax information not received from the taxpayer must not be so disclosed if the director determines that such disclosure would compromise any investigation or litigation by any federal, state, or local government agency in connection with the civil or criminal liability of the taxpayer or another person, or that such disclosure

would identify a confidential informant, or that such disclosure is contrary to any agreement entered into by the department that provides for the reciprocal exchange of information with other government agencies which agreement requires confidentiality with respect to such information unless such information is required to be disclosed to the taxpayer by the order of any court.

3. Publishing statistics so classified as to prevent the identification of particular returns or reports or items thereof;

4. Disclosing such return or tax information, for official purposes only, to the mayor or city attorney, or to any city agency, or to any member of the city council, or their authorized designees dealing with matters of taxation, revenue, trade, commerce, the control of industry or the professions;

5. Permitting the city's records to be audited and examined by the proper state officer, his or her agents and employees;

6. Disclosing any such return or tax information to a peace officer as defined in RCW 9A.04.110 or county prosecuting attorney, for official purposes. The disclosure may be made only in response to a search warrant, subpoena, or other court order, unless the disclosure is for the purpose of criminal tax enforcement. A peace officer or county prosecuting attorney who receives the return or tax information may disclose that return or tax information only for use in the investigation and a related court proceeding, or in the court proceeding for which the return or tax information originally was sought or where otherwise allowed to be disclosed under this section;

7. Disclosing any such return or tax information to the proper officer of the internal revenue service of the United States, the Canadian government or provincial governments of Canada, or to the proper officer of the tax department of any state or city or town or county, for official purposes, but only if the statutes of the United States, Canada or its provincial governments, or of such other state or city or town or county, as the case may be, grants substantially similar privileges to the proper officers of the city;

8. Disclosing any such return or tax information to the United States department of justice, including the bureau of alcohol, tobacco, firearms and explosives, the department of defense, the immigration and customs enforcement and the customs and border protection agencies of the United

States department of homeland security, the United States coast guard, the alcohol and tobacco tax and trade bureau of the United States department of the treasury, and the United States department of transportation, or any authorized representative of these federal agencies or their successors, for official purposes;

9. Publishing or otherwise disclosing the text of a written determination designated by the director as a precedent pursuant to RCW 82.32.410;

10. Disclosing in a manner that is not associated with other tax information, the taxpayer name, entity type, business address, mailing address, revenue tax registration numbers and the active/closed status of such registrations, state or local business license registration identification and the active/closed status and effective dates of such licenses, reseller permit numbers and the expiration date and status of such permits, North American industry classification system or standard industrial classification code of a taxpayer, and the dates of opening and closing of business. Except that this subsection may not be construed as giving authority to the city or any recipient to give, sell, or provide access to any list of taxpayers for any commercial purpose;

11. Disclosing such return or tax information that is also maintained by another Washington state or local governmental agency as a public record available for inspection and copying under the provisions of chapter 42.56 RCW or is a document maintained by a court of record and is not otherwise prohibited from disclosure;

12. Disclosing such return or tax information to the United States department of agriculture, or successor department or agency, for the limited purpose of investigating food stamp fraud by retailers;

13. Disclosing to a financial institution, escrow company, or title company, in connection with specific real property that is the subject of a real estate transaction, current amounts due the City for a filed tax warrant, judgment, or lien against the real property;

14. Disclosing to a person against whom the department has asserted liability as a successor under section 5.06.130 return or tax information pertaining to the specific business of the taxpayer to which the person has succeeded;

15. Disclosing real estate excise tax affidavit forms in the possession of the city, including real estate excise tax affidavit forms for transactions exempt or otherwise not subject to tax;

16. Disclosing such return or tax information to the court or hearing examiner in respect to the city's application for a subpoena if there is probable cause to believe that the records in possession of a third party will aid the director in connection with its official duties under this title or a civil or criminal investigation.

- D. 1. The director may disclose return or taxpayer information to a person under investigation or during any court or administrative proceeding against a person under investigation as provided in this subsection D. The disclosure must be in connection with the department's official duties under this Title, or a civil or criminal investigation. The disclosure may occur only when the person under investigation and the person in possession of data, materials, or documents are parties to the return or tax information to be disclosed. The department may disclose return or tax information such invoices, contracts, bills, statements, resale or exemption certificates, or checks. However, the department may not disclose general ledgers, sales or cash receipt journals, check registers, accounts receivables/payable ledgers, general journals, financial statements, expert's workpapers, income tax returns, state tax returns, tax return workpapers, or other similar data, materials, or documents.
2. Before disclosure of any tax return or tax information under this subsection D, the director must, through written correspondence, inform the person in possession of the data, materials, or documents to be disclosed. The correspondence must clearly identify the data, materials, or documents to be disclosed. The director may not disclose any tax return or tax information under this subsection D until the time period allowed in 3 of this subsection has expired or until the court has ruled on any challenge brought under 3 of this subsection.
3. The person in possession of the data, materials, or documents to be disclosed by the department has twenty days from the receipt of the written request required under 2 of this subsection to petition the superior court of the county in which the petitioner resides for injunctive relief. The court must limit or deny the request of the director if the court determines that:

a. The data, materials, or documents sought for disclosure are cumulative or duplicative, or are obtainable from some other source that is more convenient, less burdensome, or less expensive;

b. The production of the data, materials, or documents sought would be unduly burdensome or expensive, taking into account the needs of the department, the amount in controversy, limitations on the petitioner's resources, and the importance of the issues at stake;
or

c. The data, materials, or documents sought for disclosure contain trade secret information that, if disclosed, could harm the petitioner.

4. The director must reimburse reasonable expenses for the production of data, materials, or documents incurred by the person in possession of the data, materials, or documents to be disclosed.

5. Requesting information under 2 of this subsection that may indicate that a taxpayer is under investigation does not constitute a disclosure of tax return or tax information under this section.

E. Service of a subpoena issued by the court does not constitute a disclosure of return or tax information under this section. Notwithstanding anything else to the contrary in this section, a person served with a subpoena issued by the court may disclose the existence or content of the subpoena to that person's legal counsel.

F. Any person acquiring knowledge of any return or tax information in the course of his or her employment with the City and any person acquiring knowledge of any return or tax information as provided under subsection C (4), (5), (6), (7), (8), (9), or (11) of this section, who discloses any such return or tax information to another person not entitled to knowledge of such return or tax information under the provisions of this section, is guilty of a misdemeanor. If the person guilty of such violation is an officer or employee of the city, such person must forfeit such office or employment and is incapable of holding any public office or employment in this city for a period of two years thereafter.

~~B. Tax returns and information may be "public records" as that term is defined in RCW 42.17.020. The director shall not disclose tax information if disclosure would violate Chapter 42.17 RCW or any other law prohibiting disclosure.~~

~~C. Reserved.~~

~~D. Tax information may be disclosed to the following:~~

- ~~1. The city manager, members of the city council, city attorney, city clerk, or their authorized designees, for official purposes;~~
- ~~2. Any agency or officer of the United States of America, the state of Washington, or a tax department of any state, county, city or town; provided, that the agency or officer grants substantially similar privileges to the city; and further provided, that the agency or officer shall not further disclose the tax information except as authorized in this section;~~
- ~~3. The taxpayer to whom it pertains or to such person or persons as the taxpayer may designate in writing as the taxpayer's designee; except that tax information not received from the taxpayer shall not be so disclosed if the director determines that such disclosure would compromise any investigation or litigation by any federal, state, or local government agency in connection with the civil or criminal liability of the taxpayer or another person, or that such disclosure would identify a confidential informant, or that such disclosure is contrary to any agreement entered into by the director that provides for the reciprocal exchange of information with other government agencies, which agreement requires confidentiality with respect to such information unless such information is required to be disclosed to the taxpayer by the order of any court.~~

~~E. Nothing in this section shall prevent the use of tax information by the director or any other agency in any civil or criminal action involving any license, tax, interest, or penalty.~~

~~F. A person disclosing tax information to a person not entitled to receive that information under this section is guilty of a misdemeanor, and if the person violating this privacy requirement is an officer or employee of the city, such person may be required to forfeit their office or employment.~~

Section 10. 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 _____, 2013.

APPROVED BY THE MAYOR this ____ day of _____, 2013.

Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	April 12, 2013
PASSED BY THE CITY COUNCIL:	_____, 2013
PUBLISHED:	_____, 2013
EFFECTIVE DATE:	_____, 2013
ORDINANCE NUMBER:	2013-02

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance No. 2013-05, 2013 Budget Amendments	Date: May 22, 2013
Agenda Item: Ordinances/2 nd Reading	Bill No.: 13-024
Proposed By: Ellen Schroer, Finance Director	Referral(s):

BUDGET INFORMATION

Department:	Fund:	Munis Contract #
Expenditure Req:	Budgeted? ☐ Yes ☒ No	Budget Amend. Req? ☒ Yes ☐ No

REFERRALS/REVIEW

Study Session: May 1, 2013	Recommendation: Schedule 2 nd Reading May 22, 2013
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

2nd reading of Ordinance No. 2013-05 amending the 2013 Budget of the City and providing for uses not foreseen at the time the 2013 budget was adopted.

History:

Each quarter, staff provides detail on budget adjustments for Council approval. Attached for Council's consideration is an ordinance with first quarter budget amendments.

RECOMMENDED ACTION

Motion:

I move that the City Council approve Ordinance No. 2013-05 amending the 2013 Budget of the City.

ORDINANCE NO. 2013-05

AN ORDINANCE of the City of Bainbridge Island, Washington amending the 2013 Budget of the City and providing for uses not foreseen at the time the 2013 budget was adopted.

WHEREAS, on December 12, 2012, the City Council adopted the budget for 2013 by Ordinance No. 2012-18; and

WHEREAS, a number of situations have occurred during 2013 which require the City to expend money on items, projects and categories not included in the 2013 Budget; now, therefore,

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

Section 1. Ordinance No. 2012-18 and the 2013 budget are each amended as shown on the attached Exhibit A.

Section 2. The City's Finance Director is authorized and directed by this ordinance to make the necessary changes to the 2013 Budget. The Finance Director is further directed to make sufficient interfund equity transfers from the appropriate funds to cover the added amounts authorized by this ordinance.

Section 3. The Finance Director is authorized and directed to properly account for the Building and Development Services activities of the City and to transfer such expenditures as are appropriate under Generally Accepted Accounting Principles from the General Fund to the Building and Development Services Fund provided that such transfers do not authorize an increase in expenditures.

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

PASSED by the City Council this ____ day of ____, 2013.

APPROVED by the Mayor this ____ day of ____, 2013.

Steven Bonkowski, Mayor

ATTEST / AUTHENTICATE:

Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK:	April 26, 2013
PASSED BY THE CITY COUNCIL:	_____, 2013
PUBLISHED:	_____, 2013
EFFECTIVE DATE:	_____, 2013
ORDINANCE NO:	2013-05

2013 BUDGET AMENDMENTS

presented to City Council May 22, 2013

approved on __ __, 2013

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation
Council Retreat	This item authorizes additional funds for the 2013 Council retreat led by SGR. This funding will come from the Contingency Reserve.	General / Council	\$ 8,000	Increase. Source: General Fund (Contingency)
Police Department Assessment	This item authorizes funds for the assessment by Michael Pendleton of the Police Department. This funding will come from the Contingency Reserve.	General / Public Safety	\$ 12,000	Increase. Source: General Fund (Contingency)
Seasonal Maintenance	This item authorizes funds for seasonal Winslow Way maintenance and provides authority to hire a temporary employee for this purpose. This funding will come from the Contingency Reserve.	General / Executive	\$ 6,000	Increase. Source: General Fund (Contingency)
Safer Boating Grant	This item authorizes receipt of funds through the Washington State Parks & Recreation Safer Boating Program Grant. The funds support activities such as boat inspections and life preserver checks.	General / Public Safety	\$ 11,723	Increase. Source: Grant
Suquamish Tribe Grant	This item authorizes funds received from the Suquamish Tribe for mitigation. The funds will support the department's officer training and equipment procurement.	General / Public Safety	\$ 16,500	Increase. Source: Grant
Waterfront Park Community Center	This item recognizes an additional contribution received from the Bainbridge Island Senior Citizens for the Waterfront Park Community Center construction and increases the budget for the project by an equivalent amount.	Capital Construction / Public Works	\$ 30,000	Increase. Source: Donation
Wing Point Way	This item authorizes a local match to the non-motorized grant for improvements including sidewalks, roadway resurfacing and stormwater drainage improvements for Wing Point Way.	Capital Construction / Public Works; General / Finance	\$ 58,000	Increase. Source: Capital Construction Fund, supported by General Fund transfer
Water Main	This item provides supplemental funding to the Annual Water Program for the installation and replacement of the water main on Madison Avenue.	Water / Public Works	\$ 40,000	Increase. Source: Water Fund

SUBJECT	DESCRIPTION	FUND / Department	AMOUNT	Change to Appropriation
Well Monitoring at Waypoint site	This item authorizes funds for ongoing well monitoring at the Waypoint. Annual monitoring was agreed to by Kitsap Transit and the City of Bainbridge Island, co-owners of the property.	General / Public Works	\$ 10,000	Increase. Source: General Fund
Kitsap Conservation District	This item recognizes a policy decision to change the funding supporting Kitsap Conservation District (KCD) Interlocal Agreement. This item moves 25% (\$10,200) of the annual funding (\$40,800) from SSWM to the General Fund to recognize the functional distribution of KCD activities.	From: SSWM / General Government (reduction of \$10,200) To: General / General Government (increase of \$10,200)	\$ -	Transfer
Water Utility Excise Tax Budget	This item reduces the budget appropriation for excise tax paid by the Water Utility to the Washington State Department of Revenue. This reduction recognizes the lower level of revenue and resulting excise tax after a rate decrease in 2012.	Water / General Government	\$ (70,000)	Decrease. Source: Water Fund

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance No. 2013-09 relating to Emergency Management; repealing Ordinance No. 86-29, and adopting a new Chapter 2.44 of the Bainbridge Island Municipal Code	Date: May 22, 2013
Agenda Item: Ordinances/2 nd Reading	Bill No.: 13-058
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

Study Session May 1, 2013	Recommendation: Forwarded to 2 nd reading
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

2nd Reading of Ordinance No. 2013-09 relating to emergency management; repealing Ordinance No. 86-29, and adopting a new Chapter 2.44 of the Bainbridge Island Municipal Code.

History:

The Washington Emergency Management Act, Chapter 38.52 RCW, requires each political subdivision of the state to establish a local organization for emergency management, together with a plan and program for emergency management, and to obtain certification of consistency with the state comprehensive emergency management plan. The City does not have a current emergency ordinance. Each local organization for emergency management is also required to have a director appointed pursuant to state law.

The attached emergency management ordinance appoints the City Manager as director and clarifies the authority and powers of the City's officers in emergency or disaster situations of local, regional, and national scope to ensure that emergency management functions are coordinated to the maximum extent possible with local, regional, and national agencies so that the most effective preparation and use may be made of the City's resources in dealing with any emergency or disaster.

RECOMMENDED ACTION

Motion:

I move that the City Council approve Ordinance No. 2013-09 relating to emergency management; repealing Ordinance No. 86-29, and adopting a new Chapter 2.44 of the Bainbridge Island Municipal Code.

ORDINANCE NO. 2013-09

AN ORDINANCE of the City of Bainbridge Island relating to emergency management; repealing and replacing Ordinance No. 86-29, dated November 20, 1986, and adopting a new Chapter 2.44 of the Bainbridge Island Municipal Code.

WHEREAS, the Washington Emergency Management Act, Chapter 38.52 RCW, requires each political subdivision of the state to establish a local organization for emergency management, together with a plan and program for emergency management, and to obtain certification of consistency with the state comprehensive emergency management plan; and

WHEREAS, the City of Bainbridge Island does not have a current emergency management ordinance; and

WHEREAS, Washington State Constitution, article 11, section 11, grants cities the same police power as is granted to the state itself, except as restricted by statute; and

WHEREAS, each local organization for emergency management is required to have a director appointed pursuant to state law; and

WHEREAS, RCW 38.52.010(8), designates the city manager as the executive head in those cities and towns operating under the council-manager form of government; and

WHEREAS, it is in the best interest of the citizens of the City of Bainbridge Island that its emergency management ordinance be revised to clarify the authority and powers of its officers in emergency or disaster situations of local, regional, and national scope and to ensure that emergency management functions are coordinated to the maximum extent possible with local, regional, and national agencies so that the most effective preparation and use may be made of the City's resources in dealing with any emergency or disaster that may occur.

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

Section 1. Ordinance No. 86-29, dated November 20, 1986, is hereby repealed.

Section 2. A new emergency management ordinance is hereby adopted to be codified as Chapter 2.44 of the Bainbridge Island Municipal Code to read as follows:

EMERGENCY MANAGEMENT

Sections:

- | | |
|-----------------|--|
| 2.44.010 | Purpose. |
| 2.44.020 | Emergency management policy. |
| 2.44.030 | Definitions. |
| 2.44.040 | Emergency management organization. |
| 2.44.050 | Designation of the city manager as executive head for emergency |

- services of the city.
- 2.44.060 Comprehensive Emergency Management Plan.**
- 2.44.070 Continuity of government.**
- 2.44.080 Proclamation of emergency.**
- 2.44.090 Notice of proclamations of emergency and emergency orders.**
- 2.44.100 Authorized emergency orders.**
- 2.44.110 Emergency procurements.**
- 2.44.120 Emergency powers under governor's proclamation of emergency or disaster.**
- 2.44.130 Penalties.**
- 2.44.140 Private liability.**
- 2.44.150 Continuance of existing agreements.**
- 2.44.160 General duty only.**

2.44.010 Purpose.

The purpose of this chapter is to establish a local emergency management organization and set out and clarify the authority of the city and of its officers with regard to local, regional and national emergency and disaster situations. It is intended, in conformity with Article 11, Section 11 of the Washington State Constitution and with Chapter 38.52 RCW, to grant the broadest power permitted by constitutional and statutory authority to preserve the public health, safety and welfare.

2.44.020 Emergency management policy.

It is the policy of the city to make effective preparation and use of staffing, resources, and facilities for dealing with any emergency or disaster that may occur. Emergencies and disasters, by their very nature, may disrupt or destroy existing systems and the capability of the city to respond to protect life, public health and property. Therefore, citizens are advised to be prepared to be without public services or utilities for up to a minimum of 72 hours should an emergency or disaster occur.

2.44.030 Definitions.

When used in this chapter, the following words, terms and phrases, and their derivations, shall have the meanings ascribed to them in Chapter 38.52 RCW and this section, except where the context clearly indicates a different meaning:

- A. "Disaster" shall mean an incident, expected or unexpected, in which a community's available, pertinent resources are exhausted, or the need for resources exceeds availability, and in which a community undergoes severe damage, incurring losses so that the social or economic structure of the community is disrupted and the fulfillment of some or all of the community's essential functions are prevented.
- B. "Emergency" shall mean a sudden, usually unexpected event that does or could do harm to people, resources, property, or the environment. Emergencies can range from single to localized incidents, natural or technological, that damage, or threaten to damage, local operations. An emergency is an incident "which

requires emergency assistance to save lives and protect public health and safety or to avert or lessen the threat of a major disaster.” (Public Law 92-288)

- C. "Emergency management" shall mean the preparation for the carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid victims suffering from injury or damage resulting from disasters caused by all hazards, whether natural or manmade, and to provide support for search and rescue operations for persons and property in distress.
- D. "Emergency or disaster" as used in this chapter shall mean an event or set of circumstances which: (1) demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken area within the city overtaken by such occurrences, or (2) reaches such a dimension or degree of destructiveness as to warrant the city manager proclaiming the existence of a disaster or the governor proclaiming a state of emergency in accordance with appropriate local ordinances and state statute.

2.44.040 Emergency management organization.

- A. There is hereby created, in accordance with Chapter 38.52 RCW, an emergency management organization. The purpose of the local organization is to perform local emergency management functions. The organization shall represent only the City of Bainbridge Island and exercise emergency authority only within the city.
- B. The emergency management director shall be appointed by the city manager and have direct responsibility for the organization, administration and operation of the emergency management program for the city.
- C. The emergency management organization of the city shall consist of the officers and employees of the city designated by the city manager as well as all volunteer emergency workers per RCW 38.52.010(4). The functions and duties of this organization shall be distributed among such divisions, services and staff as prescribed by the city manager. Any plan prescribed by the city manager shall set forth the form of the organization, establish and designate divisions and services, assign function, duties and powers, and designate officers and employees to carry out the provisions of this chapter according to an established line of succession. Insofar as possible, the form of the organization, titles and terminology shall conform to the recommendations of the federal government and the state of Washington Military Department, Emergency Management Division.

2.44.050 Designation of the city manager as executive head for emergency services of the city.

The city manager shall serve as the executive head of the city for purposes of emergency management pursuant to Chapter 38.52 RCW.

2.44.060 Comprehensive Emergency Management Plan.

The Comprehensive Emergency Management Plan, prepared under the direction of the emergency management director, is the official emergency management plan of the City of Bainbridge Island. The emergency management plan shall be available from the office of the city clerk.

2.44.070 Continuity of government.

In the event the city manager is unavailable to exercise the powers and discharge the duties described in this chapter, a line of succession, to be prepared by the city manager, shall be used to determine the interim executive head subject to the city council's confirmation, modification, or rejection as soon as practicable. In the event that the city manager and all successors are unable to discharge the duties in this chapter, the mayor shall act as the interim executive head subject to the city council's confirmation, modification, or rejection as soon as practicable.

2.44.080 Proclamation of emergency.

- A. Whenever an emergency or disaster, or the imminent threat thereof, occurs in the city and results in, or threatens to result in the death or injury of persons or the destruction of or damage to property to such extent as to require, in the judgment of the executive head, extraordinary and immediate measures to protect the public health, safety and welfare, the executive head shall forthwith:
 - 1. If the city council is in session, request the council to proclaim the existence or threatened existence of an emergency; or
 - 2. If the city council is not in session, issue such proclamation, subject to council ratification and confirmation, modification or rejection as soon as practicable.
 - 3. Proclamations of emergency issued by the executive head shall be presented as soon as practical to the city council for ratification and confirmation, modification or rejection. Proclamations which are rejected shall, after vote, be void. Proclamations shall be considered in full force and effect until the council shall act.
- B. Such proclamation of emergency may be in addition to or as an alternative to the proclamation of state of emergency by the governor.
- C. The executive head shall terminate the proclamation of emergency when order has been restored in the affected area of the city.

2.44. 090 Notice of proclamations of emergency and emergency orders.

When practical, the executive head shall consult with the emergency management director on the need for and development of the proclamation of emergency or emergency order. The executive head shall cause any proclamation of emergency or emergency order issued pursuant to the authority of this chapter to be delivered to the

emergency management director, state emergency management, the governor, the public, and news media within the general area of the city. The executive head shall use available means as shall be necessary in his or her judgment to give notice of such proclamations. Such proclamations and orders shall be filed with the city clerk as soon as practical.

2.44.100 Authorized emergency orders.

- A. Upon the proclamation of an emergency, and during the existence of such emergency, the executive head, may make and proclaim any or all of the following orders and delegate enforcement authority therefore to law enforcement officers and designated emergency personnel:
1. Order imposing a general curfew applicable to the city as a whole, or to such geographical area or areas of the city and during such hours, as it deems necessary, and from time to time to modify the hours such curfew will be in effect and the area or areas to which it will apply;
 2. Order requiring any or all business establishments to close and remain closed until further order;
 3. Order requiring the discontinuance of the sale, distribution or giving away of gasoline or other liquid flammable or combustible products in any container other than a gasoline tank properly affixed to a motor vehicle;
 4. Order closing to the public any or all public places including streets, alleys, public ways, schools, parks, beaches, amusement areas, and public buildings;
 5. Order prohibiting undue inflationary pricing of goods and services with the intent of maximizing profits as a result of the declared emergency;
 6. Order utilizing existing services and facilities to the maximum extent practicable notwithstanding any other provision of law, in the event of a disaster, after proclamation by the governor of the existence of such disaster, to have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed; provided that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by Chapter 38.52 RCW and federal and state emergency management regulations for registered emergency workers;
 7. Such other orders as are imminently necessary for the protection of life and property.
- B. Emergency orders shall be presented as soon as practicable to the city council for ratification and confirmation, modification or rejection. Orders which are rejected

shall, after vote, be void. Emergency orders shall be considered in full force and effect until the city council shall act.

2.44.110 Emergency procurements.

- A. Upon proclamation of an emergency, and during the existence of such emergency, the executive head, alternates as defined in BIMC 2.44.070, or the finance director, is authorized to make emergency procurements where the city may suffer a substantial loss or damage to property, bodily injury, or loss of life by reason of the time required for following the regular purchasing procedures.
- B. Such authorization for emergency procurement shall be presented to the city council for ratification and confirmation, modification or rejection. Emergency procurements shall be considered in full force and effect until the city council acts.

2.44.120 Emergency powers under governor's proclamation of emergency or disaster.

In addition to or as an alternative to those emergency powers prescribed by this chapter upon the proclamation of an emergency, the executive head shall have, upon proclamation of a state of emergency or disaster by the governor pursuant to Chapters 43.06 RCW and 38.52 RCW, the authority to exercise in behalf of the city all emergency powers set forth in RCW 38.52.070(2), including without limitation:

- A. To accept and receive, with the consent of the governor, in behalf of the city, offers from the federal government of services, equipment, supplies, materials, or funds by way of gift, grant, or loan, for purposes of emergency management.
- B. In cases where there is damage to the equipment borrowed from other jurisdictions under a mutual aid agreement, to receive the filing of claims for such damage within 60 days after the damage is incurred.
- C. To utilize existing services and facilities to the maximum extent practicable notwithstanding any other provision of law, in the event of a disaster, after proclamation by the governor of the existence of such disaster, to have the power to command the service and equipment of as many citizens as considered necessary in the light of the disaster proclaimed; provided that citizens so commandeered shall be entitled during the period of such service to all privileges, benefits and immunities as are provided by Chapter 38.52 RCW and federal and state emergency management regulations for registered emergency workers.

2.44.130 Penalties.

A violation of this chapter shall constitute a misdemeanor and shall be punishable as such; provided that whenever any person shall commit a second offense hereunder, the same shall constitute a gross misdemeanor and shall be punishable as such. It shall be a violation of this chapter to:

- A. Willfully obstruct, hinder, or delay any law enforcement officer or designated emergency management personnel organization in the enforcement of any lawful rule or regulation issued pursuant to this chapter or in the performance of any duty imposed upon such member by virtue of this chapter;
- B. Violate a proclamation of emergency issued pursuant to BIMC 2.36.090 or of a subsequent emergency order issued pursuant to Chapter 35.33 RCW;
- C. Wear, carry or display, without authority, any means of identification specified by the emergency management organization of the city.

2.44.140 Private liability.

No individual, firm, association, corporation or other party owning, maintaining or controlling any building or premises, who voluntarily and without compensation grants to the city a license or privilege or otherwise permits said city to inspect, designate and use the whole or any part or parts of such building or premises for the purpose of sheltering persons during an actual, impending, mock or practice emergency or disaster, or their successors in interest, or the agents or employees of any of them, shall be subject to liability for injuries sustained by any person while in or upon said building or premises as a result of any act or omission in connection with the upkeep or maintenance thereof, except a willful act of negligence, when such a person has entered or gone into or upon said building or premises for the purpose of seeking refuge therein during an emergency or disaster or an attack by enemies of the United States or during a disaster drill, exercise or test ordered by a lawful authority.

2.44.150 Continuance of existing agreements.

Nothing in this ordinance shall be deemed to affect any existing interlocal agreements entered into by the city or other cities and towns of the State of Washington pursuant to Chapter 38.52 RCW regarding emergency planning and the giving of mutual aid; provided that for the purposes of such agreements, the city manager shall exercise all powers as executive head of the city under such agreements in conformity with RCW 38.52.070.

2.44.160 General public duty created.

- A. It is expressly the purpose of this ordinance to provide for and promote the health, safety and welfare of the general public and not to create or otherwise establish or designate any particular class or group of persons or individual who will or should be especially protected or benefited by the terms of this ordinance.
- B. Nothing contained in this ordinance is intended nor shall be construed to create or form the basis of any liability on the part of the city, or its officers, employees or agents, for any injury or damage resulting from any action or inaction on the part of the city related in any manner to the enforcement of this ordinance by its officers, employees or agents.

Section 3. 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 _____, 2013.

APPROVED BY THE MAYOR this _____ day of _____, 2013.

Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK: April 26, 2013

PASSED BY THE CITY COUNCIL:

PUBLISHED:

EFFECTIVE DATE:

ORDINANCE NUMBER: 2013-09

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Ordinance No. 2013-11 confirming the exemption of the police chief position from civil service and recognizing the authority of the police chief to exempt additional positions	Date: May 22, 2013
Agenda Item: Ordinances/2nd Reading	Bill No.: 13-067
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

Study Session May 15, 2013	Recommendation: Forward to 2 nd reading
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

2nd Reading of Ordinance No. 2013-11 confirming the exemption of the police chief position from civil service and recognizing the authority of the police chief to exempt additional positions.

History:

RCW 41.12.050 authorizes the exemption of the police chief position from civil service. The statute further provides that an exempt police chief may designate certain other positions as the unclassified service and thereby exempt them from civil service as well. The attached ordinance will confirm that the position of chief of police is exempt from civil service and recognize the authority given an exempt police chief by the statute.

RECOMMENDED ACTION

Motion:

I move that the City Council approve Ordinance No. 2013-11 confirming the exemption of the police chief position from civil service and recognizing the authority of the police chief to exempt additional positions.

ORDINANCE NO. 2013-11

AN ORDINANCE of the City of Bainbridge Island confirming the exemption of the police chief position from civil service and recognizing the authority of the police chief to exempt additional positions; amending Sections 2.28.020, 2.28.050, and 2.28.060 of the Bainbridge Island Municipal Code; and establishing an effective date.

WHEREAS, RCW 41.12.050 authorizes exempting the police chief position from civil service; and

WHEREAS, the statute further provides that an exempt police chief may designate certain other positions as the unclassified service and thereby exempt them from civil service; and

WHEREAS, the Bainbridge Island City Council desires to confirm that the position of chief of police is exempt from civil service and to recognize the authority given an exempt police chief by the statute.

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

Section 1. Sections 2.28.020, 2.28.050, and 2.28.060 of the Bainbridge Island Municipal Code are hereby amended to read as follows:

2.28.020 Applicability.

The provisions of this chapter shall be applicable to ~~only~~ all full-time employees of the police department employed by the city after the effective date of ~~the~~ Ordinance No. codified in this chapter. 76-15, except for the following:

- A. The position of police chief shall be exempt from the provisions of this chapter; and
- B. Pursuant to RCW 41.12.050, the police chief shall be entitled to designate a certain number of additional positions, to be known as the unclassified service, as exempt from the provisions of this chapter. In designating such positions as exempt, the police chief shall follow the procedures set forth in RCW 41.12.050.

2.28.050 Employment, advancement and vacancy filling in the police department.

All applicants for employment with, advancement in, or the filling of a vacancy in, any position in the police department of the city covered by civil service shall be required to have specified qualifications, have tenure of office, and be subject to removal, as provided in the civil service regulations adopted by the commission

consistent with the law of the state, except that in the employment, advancement and filling of vacancies in the department, the commission shall certify to the appointing power the names of the three persons highest on the eligible list for the class (or the list held appropriate for such class) to which the vacant position has been allocated, or willing to accept employment, the appointing power shall select one of the three persons to be appointed to the available position.

2.28.060 Appointing power.

~~The appointing power for the position of the chief of police shall be the city manager.~~ All other appointments to positions in the police department covered by civil service shall be ~~appointed~~ made by the chief of police but only with the concurrence of the city manager of the city.

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 _____, 2013.

APPROVED BY THE MAYOR this _____ day of _____, 2013.

Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK: May 10, 2013
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: 2013-11

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Annual Drainage Professional Services Agreement Amendment No. 1	Date: May 22, 2013
Agenda Item: Unfinished Business	Bill No.: AB 12-066
Proposed By: Lance Newkirk, Public Works Director	

BUDGET INFORMATION

Dept/Fund: Public Works – 2012 Annual Drainage		
Expenditure Req: (\$1,972.00)	Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session:	Recommendation:	
City Manager: ☒ Yes ☐ No	Legal: ☒ Yes ☐ No	Finance: ☒ Yes ☐ No

DESCRIPTION/SUMMARY

Action Item:

Consider approving Amendment No. 1 to the 2012 Annual Drainage Design Professional Services Agreement with Browne Wheeler Engineering, Inc.

Background:

The Annual Drainage Upgrade program provides design and construction services for maintenance and upgrades to storm water facilities and conveyances. The original agreement provides for preliminary design to develop alternatives to address drainage problems in vicinity of Yeomalt Point, Phelps Road (East end), Mountain View Drive (North-Central), and South Beach Drive (West end). This amendment deletes the South Beach area decreasing the Agreement by \$1,972.00 and extending the term of the Agreement to September 30, 2013.

RECOMMENDED ACTION

Motion:

I move that the City Council approve Amendment No. 1 to Professional Services Agreement with Browne Wheeler Engineering, Inc. for the 2012 Annual Drainage program.

**AMENDMENT NO. 1 TO
AGREEMENT FOR PROFESSIONAL SERVICES**

This Amendment No. 1 to the Agreement for Professional Services, dated as of the date written below (this "Amendment"), between the City of Bainbridge Island ("City") and Browne Wheeler Engineers, Inc. ("Consultant") amends that certain Agreement for Professional Services, dated June 27, 2012, between the City and Consultant (the "Agreement").

WHEREAS, City and Consultant entered into the Agreement to provide engineering services for the preliminary design of drainage improvements at areas described in the Scope of Services, Attachment A to the Agreement; and

WHEREAS, City desires to amend the services provided under the Agreement and decrease the maximum amount payable under the Agreement;

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

1. Section 2(A) is amended to read as follows:

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

☒ Hourly, plus actual expenses, in accordance with Attachment A, but not more than a total of ~~Fifty Thousand Nine Hundred~~ Forty-Eight Thousand Nine Hundred Twenty-Eight Dollars (\$~~50,900~~ \$48,928);

☐ Fixed Sum: a total amount of \$_____;

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

2. Section 6(A) is amended to read as follows:

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until ~~December 31, 2012~~, September 30, 2013, unless sooner terminated by either party as provided below.

3. The description of tasks on page 1 of Attachment A is amended to read as follows:

This project includes drainage planning and preliminary design of stormwater facilities in ~~four~~ three areas of Bainbridge Island. The goal of the work is to identify specific issues to be resolved, to determine the best approach to solving the issues, and to prepare a preliminary design to allow for estimation of costs, permitting, and right-of-way acquisition.

Separate tasks will be designated for each of the ~~four~~ three areas.

Task 1 - Description Area 1

Project Name: Yeomalt Point Spot Drainage Improvements

The Yeomalt Point area is approximately 90 acres. Existing drainage infrastructure is not well planned and the City desires to upgrade conveyances. Specific problem areas include flooding near the outfall on Yeomalt Point and drainage of the Park/Alder/Dingley area.

Task 2 – Description Area 2

Project Name: Phelps Road Drainage Assessment

Drainage basins along Phelps Road south of Spargur Loop will be evaluated to determine if City improvements are warranted. Some information and preliminary alternatives have been identified by City staff.

Task 3 – Description Area 3

Project Name: Logg Road & Mountain View Drainage Improvements

The City would like to make improvements due to the proximity to bluff properties with a history of instability. Improvements may relate to future reconstruction of Valley Road.

Task 4 – Description Area 4

Project Name: ~~South Beach Waterfall & Outfall~~

~~The City desires to provide more reliable conveyance for this drainage course. The existing culvert is a continuing maintenance problem and occasionally plugs with sediment eroded from upstream thus overtopping the road.~~

The scope of services description for each of the areas is identical although the fee estimate will vary depending on the complexity of probable issues in each area. For each of the above projects/tasks, the following scope of services will be accomplished:

4. Attachment A, Assumptions, is amended to read as follows:

Assumptions

The scope of services includes analysis of each basin and determination of specific issues to be addressed. The number of issues to be addressed will directly affect the amount of time required to complete the analyses. Our fee estimate assumes that the following number of issues will be addressed in each task. If it appears that the identified issues exceed the level of effort assumed, the Engineer will notify the City.

Task 1 – Yeomalt Point	4 drainage issues
Task 2 – Phelps Road	2 drainage issues
Task 3 – Logg Road/Mountainview	3 drainage issues
Task 4 – South Beach	1 drainage issue

5. Attachment A, Fee Estimate, is amended to read as follows:

We will perform this work on a time and materials basis using the following billing rates.

Sr. Engineer \$110 / hour

Engineer \$94 / hour

Estimated fees for the work are presented in the following table. We will not exceed the total estimate without prior written approval from the City.

<u>Task</u>	<u>1-Yeomalt</u>	<u>2-Phelps</u>	<u>3-Logg Rd</u>	<u>4-S. Beach</u>	
x.1 Inventory	\$4,400	\$2,100	\$3,465	\$2,100	
x.2 Alternatives	\$5,800	\$3,900	\$5,800	\$3,500	
x.3 30% Design	\$5,800	\$3,600	\$6,200	\$2,600	
Total Labor	\$16,000	\$9,900	\$15,700	\$8,200	\$49,800
Reimbursables			\$6,600		\$1,100
Total Estimate					\$50,900

<u>Task</u>	<u>1-Yeomalt</u>	<u>2-Phelps</u>	<u>3-Logg Rd</u>	<u>Total</u>
x.1 Inventory	\$8,660	\$2,100	\$3,465	
x.2 Alternatives	\$8,000	\$5,410	\$7,793	
x.3 30% Design	\$6,200		\$6,200	
Total Labor	\$22,860	\$7,510	\$17,458	\$47,828
Reimbursables			\$1,100	\$1,100
Total Estimate	\$22,860	\$7,510	\$18,558	\$48,928

Reimbursable expenses will be invoiced at cost plus 10% markup.

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

IN WITNESS WHEREOF, the parties have executed this Amendment as of May ____, 2013.

BROWNE WHEELER ENGINEERS, INC.

CITY OF BAINBRIDGE ISLAND

By: 
Name: David W. Browne
Title: President

By: _____
Douglas Schulze, City Manager

CITY OF BAINBRIDGE ISLAND CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Consent Agenda Items	Date: May 22, 2013
Agenda Item: Consent Agenda	Bill No.: 13-070
Proposed By: Executive	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 Consent Agenda items A through E: A. Accounts Payable Voucher and Payroll Approval; B. Regular Business Meeting Minutes, April 24, 2013; C. Regular Study Session Meeting Minutes, May 1, 2013; D. Interlocal Agreement with the City of Bremerton for Traffic Signals Repair and Maintenance and E. Department of Ecology Supplemental Statewide Stormwater Grant Application for the Proposed Waterfront Park Project.

RECOMMENDED ACTION

Motion:

I move that the City Council approve Consent Agenda items A through E: A. Accounts Payable Voucher and Payroll Approval; B. Regular Business Meeting Minutes, April 24, 2013; C. Regular Study Session Meeting Minutes, May 1, 2013; D. Interlocal Agreement with the City of Bremerton for Traffic Signals Repair and Maintenance and E. Department of Ecology Supplemental Statewide Stormwater Grant Application for the Proposed Waterfront Park Project.

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

CHECK RUN: May 6, 2013 - May 20, 2013
 CITY COUNCIL: May 8, 2013 - May 22, 2013

Last check from previous run: 332982 dated 5/9/13 issued to Zee Medical Service in the amount of 76.52

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH	N/A	N/A		Ø
EFT	N/A	N/A		Ø
Manual	5/8/13	332983	PW/Toshiba Financial Services/ES3530C Copier Lease	427.88
Manual	5/8/13	332984	US Bank/Credit Card Purchases	7,808.54
Manual	5/8/13	332985	PW/WA St Dept of Ecology/2012 Invoice Late Fee	11.00
			Manual Checks, Electronic Disbursements	8,247.42
Regular Run	5/23/13	332986 - 333085	Regular Check Run	161,548.06

Total Disbursements **169,795.48**

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

Prepared and Reviewed by  Lara Lant, 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.

 5-16-2013
 Karl R. Shaw, Accounting Manager Date

Manual

05/08/2013 10:50 |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
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INVOICE DTL DESC

332983	05/08/2013	PRTD	6714 TOSHIBA FINANCIAL SE	183789	226993194	04/21/2013		M05813	427.88
Invoice: 226993194						PW/ES3530C COPIER LEASE			
				427.88	73637891 545000	RENTS & LEASES - OPERATING			
						CHECK	332983	TOTAL:	427.88

332984	05/08/2013	PRTD	7314 US BANK	183791	03/25/13A-BB	04/25/2013		M05813	116.87
Invoice: 03/25/13A-BB						POL/ENZIAN INN/CONF-DG			
				116.87	53011212 443410	POLICE - C/E PATROL TRAINING			

			Invoice: 032813-BB	183792	032813-BB	04/25/2013		M05813	300.00
				300.00	55011757 443410	POL/PCC HARBORMASTERS REG-TA			
						PD-HARBORMASTER-TRAINING			

			Invoice: 04/05/13-BS	183793	04/05/13-BS	04/25/2013		M05813	378.43
				378.43	54025212 532000	POL/PT OF BROWNSVILLE/FUEL			
						MARINE - FUEL			

			Invoice: 04/18/13-TH	183794	04/18/13-TH	04/25/2013		M05813	141.50
				141.50	21011125 549100	CRT/SUNCADIA/ROOM/CONF-KC			
						COURT-DUES/SUBSCR/MEMBERSHIPS			

			Invoice: 03/29/13-KB	183795	03/29/13-KB	04/25/2013		M05813	50.00
				50.00	11011116 545000	EX/BI PARKS/HALL RES-CNCL MTG			
						COUNCIL-OPER RENTS & LEASES			

			Invoice: 04/01/13-KB	183796	04/01/13-KB	04/25/2013		M05813	25.00
				25.00	33011161 544141	HR/CRAIGSLIST/AD/FISCAL SPEC			
						HR-ADV-EE RECRUIT-FINANCE			

			Invoice: 04/04/13-KB	183797	04/04/13-KB	04/25/2013		M05813	16.21
				16.21	33011161 544151	EX/TWN &CNTRY/POL CHIEF MEET			
						HR-ADV-EE RECRUIT-POLICE			

			Invoice: 04/06/13-KB	183798	04/06/13-KB	04/25/2013		M05813	170.32
				170.32	33011161 544151	EX/BEST WESTRN/CHIEF CAND-HG			
						HR-ADV-EE RECRUIT-POLICE			

			Invoice: 04/06/13A-KB	183799	04/06/13A-KB	04/25/2013		M05813	170.32
				170.32	33011161 544151	EX/BEST WESTRN/CHIEF CAND-BJ			
						HR-ADV-EE RECRUIT-POLICE			

			Invoice: 04/06/13B-KB	183800	04/06/13B-KB	04/25/2013		M05813	170.32
				170.32	33011161 544151	EX/BEST WESTRN/CHIEF CAND-MH			
						HR-ADV-EE RECRUIT-POLICE			

			Invoice: 04/06/13C-KB	183801	04/06/13C-KB	04/25/2013		M05813	170.32
				170.32	33011161 544151	EX/BEST WESTRN/CHIEF CAND-RG			
						HR-ADV-EE RECRUIT-POLICE			

				183802	04/06/13D-KB	04/25/2013		M05813	50.00
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05/08/2013 10:50 |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
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INVOICE DTL DESC

Invoice: 04/06/13D-KB

50.00 33011161 544161

HR/WABO/AD-BLDG INSPECTR
HR-ADV-EE RECRUIT-PCD

183803 04/09/13-KB

04/25/2013

M05813

18.48

Invoice: 04/09/13-KB

EX/AMAZON/BOOK-PERF MNGMT
HR-C/E-SUPPLIES

18.48 33011161 531100

183804 04/09/13A-KB

04/25/2013

M05813

25.00

Invoice: 04/09/13A-KB

HR/CRAIGSLIST/AD-BLDG INSPECT
HR-ADV-EE RECRUIT-PCD

25.00 33011161 544161

183805 03/28/13-SM

04/25/2013

M05813

147.00

Invoice: 03/28/13-SM

IT/BUY.COM/HIGH SPD HRD DRV
IT - C/E COMPUTER PARTS & EQ

147.00 81011881 535500

183806 04/17/13-KJ

04/25/2013

M05813

4,125.00

Invoice: 04/17/13-KJ

FIN/BAINBRIDGE STORAGE RENT
RECORDS MNGT - C/E - RENTS

4,125.00 44011143 545000

183807 03/24/13-CJ

04/25/2013

M05813

295.00

Invoice: 03/24/13-CJ

POL/WSCPA/TRAINING CONF-CS
POLICE - C/E PATROL TRAINING

295.00 53011212 443410

183808 04/07/13-CJ

04/25/2013

M05813

436.20

Invoice: 04/07/13-CJ

POL/COMF INN/SGT ACADEMY-DJ
POLICE - C/E PATROL TRAINING

436.20 53011212 443410

183809 04/22/13-CJ

04/25/2013

M05813

299.00

Invoice: 04/22/13-CJ

POL/WHITEHEAD ASSO/TRAINING-SC
POLICE - C/E PATROL TRAINING

299.00 53011212 443410

183810 04/16/13-DS

04/25/2013

M05813

13.15

Invoice: 04/16/13-DS

EX/WSF FARE/ICMA CONF
EXEC-C/E-TRAVEL (NOT MEALS/LODG)

13.15 31011131 543100

183811 04/17/13-DS

04/25/2013

M05813

25.62

Invoice: 04/17/13-DS

EX/TAQUERIA/MEAL-CONF
HR-C/E-TRAVEL

25.62 33011161 543100

183812 04/17/13A-DS

04/25/2013

M05813

26.88

Invoice: 04/17/13A-DS

EX/TAXI CAB/ICMA CONF
HR-C/E-TRAVEL

26.88 33011161 543100

183813 04/19/13-DS

04/25/2013

M05813

54.41

Invoice: 04/19/13-DS

EX/WALLY PARK/ICMA CONF
HR-C/E-TRAVEL

54.41 33011161 543100

183814 04/19/13A-DS

04/25/2013

M05813

13.15

Invoice: 04/19/13A-DS

EX/WSF FARE/ICMA CONF
EXEC-C/E-TRAVEL (NOT MEALS/LODG)

13.15 31011131 543100

183815 04/20/13-DS

04/25/2013

M05813

262.36

05/08/2013 10:50 |CITY OF BAINBRIDGE ISLAND
lateinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 3
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CASH ACCOUNT: 635 111100 CASH

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

Invoice: 04/20/13-DS				262.36	31011131 543500	EX/MARRIOTT LV/ICMA CONF EXEC-C/E-TRAVEL MEALS/LODGING			
				183816	04/09/13-KG	04/25/2013		M05813	57.00
Invoice: 04/09/13-KG				57.00	72011321 531100	ENG/APWA/PW POSTERSX4 ENG - C/E ADMIN SUPPLIES			
				183817	04/09/13A-KG	04/25/2013		M05813	95.00
Invoice: 04/09/13A-KG				95.00	72011321 531100	ENG/NASPO SURVY/PURCHAS LAWS ENG - C/E ADMIN SUPPLIES			
				183818	04/10/13-CK	04/25/2013		M05813	10.50
Invoice: 04/10/13-CK				10.50	73637891 443410	PW/AWC SAFETY TRAING/PARKG O&M-ALLOC ADM-TRAINING EXP			
				183819	04/09/13-LN	04/25/2013		M05813	150.00
Invoice: 04/09/13-LN				150.00	72411341 443410	ENG/EVERGRN RURAL WTR/TRAING ENG - WATER TRAINING			
				183821	04/09/13A	04/25/2013		M05813	-4.50
Invoice: 04/09/13A				-4.50	36011143 443410	EX/HOTEL MURANO CREDIT-RL EXEC-CLERK-C/E-TRAINING			
						CHECK	332984	TOTAL:	7,808.54

332985 05/08/2013 PRD	167 WA ST DEPT OF ECOLOG	183790	1T0001774-70	11/30/2012		M05813			11.00
Invoice: 1T0001774-70				PW/2012 INVOICE LATE FEE					
				11.00	73435838 54110000261	VINCENT RD DUMP-GRND WTR MONIT			
						CHECK	332985	TOTAL:	11.00

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 8,247.42

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	8,247.42

*** GRAND TOTAL *** 8,247.42

05/08/2013 10:50 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|PG 4
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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2013	5	74							
APP 631-213000						ACCOUNTS PAYABLE		438.38	
	05/08/2013	M05813	050813			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			8,247.42
	05/08/2013	M05813	050813			AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		7,648.04	
	05/08/2013	M05813	050813			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		150.00	
	05/08/2013	M05813	050813			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		11.00	
	05/08/2013	M05813	050813			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		8,247.42	8,247.42
APP 631-130000						DUE TO/FROM CLEARING		7,809.04	
	05/08/2013	M05813	050813						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			7,648.04
	05/08/2013	M05813	050813						
APP 401-130000						DUE TO/FROM CLEARING			150.00
	05/08/2013	M05813	050813						
APP 403-130000						DUE TO/FROM CLEARING			11.00
	05/08/2013	M05813	050813						
						SYSTEM GENERATED ENTRIES TOTAL		7,809.04	7,809.04
						JOURNAL 2013/05/74	TOTAL	16,056.46	16,056.46

05/08/2013 10:50
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 5
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF	DATE	DEBIT	CREDIT
ACCOUNT					ACCOUNT DESCRIPTION		
001 GENERAL FUND	2013	5	74	05/08/2013			
001-130000					GENERAL - DUE TO/FROM CLEARING		7,648.04
001-213000					GENERAL - ACCOUNTS PAYABLE	7,648.04	
					FUND TOTAL	7,648.04	7,648.04
401 WATER OPERATING FUND	2013	5	74	05/08/2013			
401-130000					DUE TO/FROM CLEARING		150.00
401-213000					ACCOUNTS PAYABLE	150.00	
					FUND TOTAL	150.00	150.00
403 STORM & SURFACE WATER FUND	2013	5	74	05/08/2013			
403-130000					DUE TO/FROM CLEARING		11.00
403-213000					ACCOUNTS PAYABLE	11.00	
					FUND TOTAL	11.00	11.00
631 CLEARING FUND	2013	5	74	05/08/2013			
631-130000					DUE TO/FROM CLEARING	7,809.04	
631-213000					ACCOUNTS PAYABLE	438.38	
635-111100					CASH		8,247.42
					FUND TOTAL	8,247.42	8,247.42

05/08/2013 10:50
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 6
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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	7,809.04	
001 GENERAL FUND		7,648.04
401 WATER OPERATING FUND		150.00
403 STORM & SURFACE WATER FUND		11.00
TOTAL	7,809.04	7,809.04

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

REGULAR

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

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

332986 05/23/2013 PRD	7588 A WORKSAFE SERVICE INC	184065 04/30/2013	05/19/13	52.00
Invoice: 175393		HR/PRE EMPL DRUG TEST-RG		
	52.00 46011161 541100	FIN HR-C/E-PRO SVCS		
		CHECK	332986 TOTAL:	52.00
332987 05/23/2013 PRD	5 ACE HARDWARE	183822 04/23/2013	05/19/13	12.99
Invoice: 23978		PW/RUBBNG ALCOHOL X 4		
	12.99 73411345 531100	OFFICE SUPPLIES		
Invoice: 24041	ACE HARDWARE	183823 05/01/2013	05/19/13	.98
	.98 73421355 531100	PW/FASTENERS		
		WIN COLL-SUPPLIES		
Invoice: 24073	ACE HARDWARE	183824 05/05/2013	05/19/13	97.35
	97.35 73011768 531100	PW/MISC PAINTING SUPPL		
		O&M-C/E-PARKS-SUPPLIES		
Invoice: 24077	ACE HARDWARE	183825 05/06/2013	05/19/13	89.55
	89.55 73431835 531100	PW/BATTERY/ROPE/SHOVEL		
		OFFICE SUPPLIES		
Invoice: 24078	ACE HARDWARE	183826 05/06/2013	05/19/13	20.58
	20.58 73011768 531100	PW/TAPE/WET PAINT SIGNS		
		O&M-C/E-PARKS-SUPPLIES		
Invoice: 24083	ACE HARDWARE	183827 05/06/2013	05/19/13	23.87
	23.87 73011768 531100	PW/GRAFITTI REMOVER		
		O&M-C/E-PARKS-SUPPLIES		
Invoice: 24082	ACE HARDWARE	183882 05/06/2013	05/19/13	33.66
	33.66 72413434 63110000628	ENG/PLYMTH ENTRY LOCK		
		FLETCHER WELLHOUSE RPR-SUPL		
Invoice: 24099	ACE HARDWARE	183883 05/08/2013	05/19/13	12.79
	12.79 73011768 531100	PW/NYLON ROPE/BOLT		
		O&M-C/E-PARKS-SUPPLIES		
Invoice: 24046	ACE HARDWARE	184026 05/01/2013	05/19/13	18.44
	18.44 72111951 63110000621	ENG/WHITE STRIPING PAINT		
		2013 ISL WIDE ASPHALT R&M-SUPL		
Invoice: 24096	ACE HARDWARE	184046 05/07/2013	05/19/13	8.67
	8.67 73421355 531100	PW/ROOF CEMENT		
		WIN COLL-SUPPLIES		
Invoice: 24097	ACE HARDWARE	184047 05/07/2013	05/19/13	4.88
	4.88 72413434 63110000628	ENG/MAGNETIC KEY HIDER		
		FLETCHER WELLHOUSE RPR-SUPL		

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PG 2
apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

				CHECK	332987 TOTAL:	323.76
332988	05/23/2013	PRTD	5907 AMSAN OLYMPIC SUPPLY	183828 04/23/2013	05/19/13	870.74
Invoice: 286754080				PW/TISSUES/TOWELLS/LINER		
870.74 73637948 531100				O&M ALLOC-CITY WIDE SUPPLIES		
				CHECK	332988 TOTAL:	870.74
332989	05/23/2013	PRTD	4710 ASSOCIATED PETROLEUM PRODUCTS	183829 04/22/2013	05/19/13	2,680.24
Invoice: 0426768-IN				PW/806 GAL ETHANOL		
2,680.24 73638932 532000				O&M-FUEL ALLOC TO OTH DEPTS		
				ASSOCIATED PETROLEUM PRODUCTS		
Invoice: 0426770-IN				183830 04/22/2013	05/19/13	2,241.06
2,241.06 73638893 532000				PW/680 GAL DIESEL		
				O&M-FUEL USE-ALLOCATION		
				ASSOCIATED PETROLEUM PRODUCTS		
Invoice: 0431014-IN				184027 05/02/2013	05/19/13	3,151.67
3,151.67 73638932 532000				PW/903 GAL ETHANOL		
				O&M-FUEL ALLOC TO OTH DEPTS		
				ASSOCIATED PETROLEUM PRODUCTS		
Invoice: 0431016-IN				184028 05/02/2013	05/19/13	1,981.46
1,981.46 73638893 532000				PW/600 GAL DIESEL		
				O&M-FUEL USE-ALLOCATION		
				CHECK	332989 TOTAL:	10,054.43
332990	05/23/2013	PRTD	6852 CENTRAL LAKE ARMOR EXPRESS INC	183989 05/10/2013	05/19/13	751.51
Invoice: 0049193-IN				POL/BODY ARMOR/816		
751.51 53011212 520000				POLICE - C/E PATROL BENEFITS		
				CHECK	332990 TOTAL:	751.51
332991	05/23/2013	PRTD	2922 ARXCIS INC	183831 04/30/2013	05/19/13	650.00
Invoice: 0996482				PW/FORKLIFT TRAINING		
650.00 73011189 443410				O&M-C/E-FAC-TRAINING		
				CHECK	332991 TOTAL:	650.00
332992	05/23/2013	PRTD	2138 ASPECT CONSULTING LLC	183902 03/08/2013	21200134 05/19/13	2,410.00
Invoice: 17724				ON CALL GEOTECH SERVICES		
2,410.00 72011322 54110000206				MISC ENG SVCS-C/E-PRO SVCS		
				CHECK	332992 TOTAL:	2,410.00

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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PG 3
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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

332993 05/23/2013 PRD 6420 AT&T MOBILITY

Invoice: 0932APR13

99.77 91011189 542100

183832 04/21/2013 05/19/13

ENG/DATA CARDS SURVEY EQUIP

GG-C/E-CITY HALL-PHONE

99.77

CHECK 332993 TOTAL: 99.77

332994 05/23/2013 PRD 1235 AT&T ONENET SERVICE

Invoice: 125690 1125

14.12 91011189 542100

184006 05/01/2013 05/19/13

FIN/FAX LONG DISTANCE

GG-C/E-CITY HALL-PHONE

14.12

AT&T ONENET SERVICE

Invoice: 1256909961

33 91011189 542100

184007 05/01/2013 05/19/13

PCD/FAX LONG DISTANCE

GG-C/E-CITY HALL-PHONE

33

CHECK 332994 TOTAL: 14.45

332995 05/23/2013 PRD 736 AVAYA INC

Invoice: 2732553544

1,484.19 81011881 548500

184008 05/08/2013 21300009 05/19/13

IT PHONE SYSTEM MAINTENANCE

IT - C/E COMPUTER SUPPORT

1,484.19

CHECK 332995 TOTAL: 1,484.19

332996 05/23/2013 PRD 762 ASSOCIATION OF WASHINGTON CITIES

Invoice: IVC001668

3,159.07 91011176 520000
659.73 91111176 520000
229.11 91411176 520000
402.99 91421176 520000
555.16 91431176 520000
414.02 91470176 520000
370.64 91471176 520000

184070 05/06/2013 05/19/13

WORKER'S COMP RETRO SVC FEE

GG-C/E-WORKERS COMP SVC-ADMIN
GG-STRT-WORKERS COMP SVC-ADMIN
GG-WTR-WORKERS COMP SVC-ADMIN
GG-SWR-WORKERS COMP SVC-ADMIN
GG-SSWM-WORKERS COMP SVC-ADMIN
GG-DEV-WORKERS COMP SVC-ADMIN
GG-BLDG-WORKERS COMP SVC-ADMIN

5,790.72

CHECK 332996 TOTAL: 5,790.72

332997 05/23/2013 PRD 7729 BAGWELL, KENNETH

Invoice: 05/06/13

75.00 21011125 541210

183833 05/06/2013 05/19/13

CRT/PRO TEM 1.5 HRS

COURT - JUDGE PRO TEMPORE SVCS

75.00

CHECK 332997 TOTAL: 75.00

332998 05/23/2013 PRD 47 BAINBRIDGE DISPOSAL

Invoice: 010963APR13

85.35 91011215 547900
282.99 91011768 547900
377.01 91425358 547900
608.14 91011897 547900

183834 04/30/2013 05/19/13

APR13 CITYWIDE DISPOSAL SVC

GG-C/E-PD-GARBAGE
GG-C/E-PARKS-GARBAGE
GG-WWTP-GARBAGE (NOT BIOSOLIDS)
GG-C/E-O&M YARD FAC-GARBAGE

1,353.49

05/15/2013 14:08 | CITY OF BAINBRIDGE ISLAND
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PG 4
 apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

Invoice: 015003APR13	BAINBRIDGE DISPOSAL	183835 04/30/2013	05/19/13	170.70
	170.70 91011189 547900	APR13 CITY HALL DISPOSAL SVC		
		GG-C/E-CITY HALL-GARBAGE		
Invoice: 009521APR13	BAINBRIDGE DISPOSAL	183836 04/30/2013	05/19/13	100.90
	100.90 91011755 547900	APR13 SENIOR CENTER/COMMONS		
		GG-C/E-COMMONS-GARBAGE		
		CHECK 332998 TOTAL:		1,625.09
332999 05/23/2013 PRD	54 BAINBRIDGE RENTAL INC	183841 02/25/2013	05/19/13	175.88
Invoice: 137244		PW/HL KM CUTTING HEAD		
	175.88 73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY		
Invoice: N53583	BAINBRIDGE RENTAL INC	184029 05/10/2013	05/19/13	72.33
	72.33 73421355 545000	PW/SOD CUTTER		
		WIN COLL-RENTS		
		CHECK 332999 TOTAL:		248.21
333000 05/23/2013 PRD	55 BAINBRIDGE ISLAND REVIEW	183843 04/26/2013	05/19/13	123.00
Invoice: 475063		PCD/LEGAL AD-CAMPBELL NOA		
	123.00 63470586 544000	CUR - DEV ZONING ADVERTISING		
Invoice: 475067	BAINBRIDGE ISLAND REVIEW	183844 04/26/2013	05/19/13	119.00
	119.00 63470586 544000	PCD/LEGAL AD-BENNET		
		CUR - DEV ZONING ADVERTISING		
Invoice: 475071	BAINBRIDGE ISLAND REVIEW	183845 04/26/2013	05/19/13	93.00
	93.00 63470586 544000	PCD/LEGAL AD-REAM VAR		
		CUR - DEV ZONING ADVERTISING		
Invoice: 475073	BAINBRIDGE ISLAND REVIEW	183846 04/26/2013	05/19/13	89.00
	89.00 63470586 544000	PCD/LEGAL AD-SANDS		
		CUR - DEV ZONING ADVERTISING		
Invoice: 475527	BAINBRIDGE ISLAND REVIEW	183847 04/26/2013	05/19/13	400.00
	400.00 64011317 54400000289	PCD/LEGA ADL-COBI SMP		
		SMP UPDATE-ADVERTISING		
Invoice: 475531	BAINBRIDGE ISLAND REVIEW	183848 04/26/2013	05/19/13	140.00
	140.00 63470586 544000	PCD/LEGAL AD-WINSLW WHRF MAR		
		CUR - DEV ZONING ADVERTISING		
Invoice: 475534A	BAINBRIDGE ISLAND REVIEW	183849 04/26/2013	05/19/13	83.00
	83.00 62471596 544000	PCD/LEGAL AD-OTIS		
		BLDG - BLDG PERMITS ADVERTIS'G		
		183850 04/30/2013	05/19/13	141.85

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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PG 5
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

Invoice: 767351		PCD/CLASSIFIED/PLEASANT BCH			
	141.85 63470586 544000	CUR - DEV ZONING ADVERTISING			
	BAINBRIDGE ISLAND REVIEW	183884 04/26/2013	05/19/13		42.00
Invoice: 475195		ENG/LEGAL AD-MANITOU BCH			
	42.00 72433438 64400000582	YAQUINA/MANITOU BCH-ADV			
	BAINBRIDGE ISLAND REVIEW	183885 04/26/2013	05/19/13		41.00
Invoice: 475199		ENG/LEGAL AD-WINSLOW WAY			
	41.00 72011951 64400000325	WW-CAP ADV			
	BAINBRIDGE ISLAND REVIEW	183886 04/26/2013	05/19/13		185.00
Invoice: 475644		ENG/LEGAL AD-ROAD STRIPING			
	185.00 73111264 54400000235	ROAD STRIPING-ADVERTISING			
	BAINBRIDGE ISLAND REVIEW	184048 04/30/2013	05/19/13		51.03
Invoice: 777346		HR/CLASSIFIED AD/FISC SPEC			
	51.03 33011161 544141	HR-ADV-EE RECRUIT-FINANCE			
	BAINBRIDGE ISLAND REVIEW	184049 04/30/2013	05/19/13		51.03
Invoice: 777622		HR/CLASSIFIED AD-BLDG INSP			
	51.03 33011161 544161	HR-ADV-EE RECRUIT-PCD			
		CHECK	333000 TOTAL:		1,558.91
333001 05/23/2013 PRD	57 BAY HAY & FEED	183851 04/26/2013	05/19/13		14.44
Invoice: 924891		PW/BULK PROPANE			
	14.44 73431835 531100	OFFICE SUPPLIES			
		CHECK	333001 TOTAL:		14.44
333002 05/23/2013 PRD	1076 BEN MEADOWS COMPANY INC	183852 04/18/2013	05/19/13		326.17
Invoice: 1019478292		PW/GRND SRCH METAL DETECTOR			
	326.17 73421355 531100	WIN COLL-SUPPLIES			
		CHECK	333002 TOTAL:		326.17
333003 05/23/2013 PRD	50 BAINBRIDGE ISLAND ELECTRIC	183837 04/26/2013	05/19/13		387.98
Invoice: 20130090		PW/TROUBLSHT CAR WASH PUMPS			
	387.98 73011897 548100	O&M-C/E-PWYD FAC-REPAIRS			
	BAINBRIDGE ISLAND ELECTRIC	183838 04/26/2013	05/19/13		515.85
Invoice: 20130144		PW/VFD FOSTER RD PUMP STAT			
	515.85 73411345 548100	REPAIRS & MAINTENANCE			
	BAINBRIDGE ISLAND ELECTRIC	183839 04/26/2013	05/19/13		583.19
Invoice: 20130161		PW/WWTP FLOW METERS			
	583.19 73425358 548100	O&M-WWTP-REPAIRS			

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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PG 6
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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

Invoice: 20130166	BAINBRIDGE ISLAND ELECTRIC	183840 04/26/2013	05/19/13	205.60
		PW/INSTALL WTRFRT PARK GFCI		
	205.60 73011768 548100	O&M-C/E-PARKS-R&M		
		CHECK 333003 TOTAL:		1,692.62
333004 05/23/2013 PRTD	314 BAINBRIDGE ISLAND FIRE DEPT	183990 05/03/2013	05/19/13	337.12
Invoice: T 6 - 2013		POL/RADIO TRANSMITTER SUBLET		
	337.12 51011211 545000	PD-C/E-ADMIN RENTS/LEASE		
Invoice: G 4 - 2013	BAINBRIDGE ISLAND FIRE DEPT	183991 05/02/2013	05/19/13	2,130.77
		POL/598.3 GALLONS GASOLINE		
	90.10 52011212 532000	PD DET-C/E-FUEL		
	2,040.67 53011212 532000	PD-C/E-PATROL-FUEL		
		CHECK 333004 TOTAL:		2,467.89
333005 05/23/2013 PRTD	2250 BLACKBIRD BAKERY	184050 05/09/2013	05/19/13	12.00
Invoice: 830		HR/COFFEE/CHIEF INTERVIEWS		
	12.00 31011131 531100	EXEC - C/E SUPPLIES		
		CHECK 333005 TOTAL:		12.00
333006 05/23/2013 PRTD	1820 CDW GOVERNMENT INC	184009 05/03/2013	05/19/13	188.73
Invoice: CB78448		IT/TONER-HP PRINTER		
	188.73 81011881 535500	IT - C/E COMPUTER PARTS & EQ		
		CHECK 333006 TOTAL:		188.73
333007 05/23/2013 PRTD	4586 CHS, INC.	183853 04/26/2013	05/19/13	334.71
Invoice: G34394		PW/50# BAGS SALT X 49		
	334.71 73411345 531100	OFFICE SUPPLIES		
		CHECK 333007 TOTAL:		334.71
333008 05/23/2013 PRTD	551 CENUTRYLINK	184010 05/02/2013	05/19/13	71.81
Invoice: 0225MAY13		O&M FIRE ALARM MONITORING		
	71.81 91011897 542100	GG-C/E-O&M YARD FAC-PHONE		
Invoice: 0754MAY13	CENUTRYLINK	184011 05/02/2013	05/19/13	70.95
		FLETCHER BAY WELL TELEMETRY		
	70.95 91411891 542100	GG-WTR-FAC-PHONE		
Invoice: 1745MAY13	CENUTRYLINK	184012 05/02/2013	05/19/13	35.25
		CITY HALL ELEVATOR LINE		
	35.25 91011189 542100	GG-C/E-CITY HALL-PHONE		

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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PG 7
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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

Invoice: 3271MAY13	CENUTRYLINK	184013 05/02/2013 05/19/13 34.34	O&M DIAL IN EMERGENCY
	34.34 91011897 542100	GG-C/E-O&M YARD FAC-PHONE	
Invoice: 3542MAY13	CENUTRYLINK	184014 05/02/2013 05/19/13 34.34	POLICE DIAL IN EMERGENCY
	34.34 91011215 542100	GG-C/E-PD-PHONE	
Invoice: 3736MAY13	CENUTRYLINK	184015 05/02/2013 05/19/13 71.81	CITY HALL FIRE ALARM MONITRG
	71.81 91011189 542100	GG-C/E-CITY HALL-PHONE	
Invoice: 4110MAY13	CENUTRYLINK	184016 05/02/2013 05/19/13 34.34	CITY HALL DIAL IN EMERGENCY
	34.34 91011189 542100	GG-C/E-CITY HALL-PHONE	
Invoice: 5211MAY13	CENUTRYLINK	184017 05/02/2013 05/19/13 128.35	POLICE PHONE SERVICE
	128.35 91011215 542100	GG-C/E-PD-PHONE	
Invoice: 8731MAY13	CENUTRYLINK	184018 05/02/2013 05/19/13 44.85	COMMONS FIRE ALARM
	44.85 91011755 542100	GG-C/E-COMMONS-PHONE	
Invoice: 5100MAY13	CENUTRYLINK	184019 05/02/2013 05/19/13 45.93	POLICE BACK DOOR LINE
	45.93 91011215 542100	GG-C/E-PD-PHONE	
Invoice: 9136MAY13	CENUTRYLINK	184020 05/02/2013 05/19/13 92.28	CITY HALL SECURITY ALARM
	92.28 91011189 542100	GG-C/E-CITY HALL-PHONE	
Invoice: 9791MAY13	CENUTRYLINK	184021 05/02/2013 05/19/13 137.33	POLICE T1 MANDUS-CENCOM
	137.33 91011215 542100	GG-C/E-PD-PHONE	
Invoice: 9840MAY13	CENUTRYLINK	184022 05/02/2013 05/19/13 50.35	HEAD OF BAY WELL TELEMETRY
	50.35 91411891 542100	GG-WTR-FAC-PHONE	
Invoice: 9858MAY13	CENUTRYLINK	184023 05/02/2013 05/19/13 50.35	SANDS AVE WELL TELEMETRY
	50.35 91411891 542100	GG-WTR-FAC-PHONE	
		CHECK 333008 TOTAL:	902.28
333009 05/23/2013 PRD	104 CITY OF BREMERTON	184051 05/01/2013 21300023 05/19/13 2,500.00	ACCESS TELEVISION SERVICES
Invoice: BKAT000204		2,500.00 91011572 54242000297 GG-C/E-OUTREACH TELEVISED	

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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PG 8
apcshdsb

CASH ACCOUNT: 635 111100 CASH

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VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

			CHECK	333009 TOTAL:	2,500.00
333010 05/23/2013 PRD	460 CITY OF BI - PETTY CASH	183854 04/22/2013	05/19/13	5.60	
Invoice: 44858A		PCD/USPS POSTAGE			
	5.60 91011189 542500	GG-C/E-CITY HALL-POSTAGE			
		CHECK	333010 TOTAL:	5.60	
333011 05/23/2013 PRD	7166 COOK TELECOM, INC	183855 05/01/2013	05/19/13	72.95	
Invoice: 9047292		PW/MAY13 PAGER RENT			
	72.95 73637891 542100	O&M - ALLOC FACIL TELEPHONE			
		CHECK	333011 TOTAL:	72.95	
333012 05/23/2013 PRD	142 COPIERS NORTHWEST INC	183856 05/02/2013	05/19/13	228.18	
Invoice: INV858003		FIN/EX/IR6075 COPIER LEASE			
	114.09 31011131 545000	EXEC - C/E RENTS & LEASES			
	114.09 41011141 545000	FIN - C/E ADMIN RENTS & LEASES			
		COPIERS NORTHWEST INC			
Invoice: INV858004		183857 05/02/2013	05/19/13	118.71	
		FIN/EX/IR6075 COPIER MAINT			
	59.35 31011131 548100	EXEC - C/E MAINT & REPAIRS			
	59.36 41011141 548100	FIN - C/E ADMIN REPAIRS/MAINT			
		COPIERS NORTHWEST INC			
Invoice: 2915		184052 05/08/2013	05/19/13	44.40	
		EX/BUSINESS CARDS-SB			
	44.40 11011116 531100	COUNCIL - SUPPLIES			
		CHECK	333012 TOTAL:	391.29	
333013 05/23/2013 PRD	152 DAILY JOURNAL OF COMMERCE	183887 05/01/2013	05/19/13	201.40	
Invoice: 3274613		ENG/PUB AD-ROCKAWAY BCH RD			
	201.40 72011951 64400000534	ROCKAWAY BEACH-ADV			
		CHECK	333013 TOTAL:	201.40	
333014 05/23/2013 PRD	154 DANSKO INDUSTRIAL SUPPLY INC	183888 05/07/2013	05/19/13	520.93	
Invoice: 26017		PW/BUE & GRN MARKING PAINT			
	520.93 73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
		CHECK	333014 TOTAL:	520.93	
333015 05/23/2013 PRD	7731 ENERGY TRANSFER TECHNOLOGY, INC.	184030 05/06/2013	05/19/13	300.00	
Invoice: 13248		PW/EQ TROUBLESHTG CLASS-INCH			
	300.00 73111423 443410	TRAINING TRAVEL EXPENSE			

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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|PG 9
|apcshdsb

CASH ACCOUNT: 635 111100 CASH
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VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

			CHECK	333015 TOTAL:	300.00
333016 05/23/2013 PRD	7510 EXPERIAN	183992 04/26/2013	05/19/13	92.14	
Invoice: CD1401002856		POL/MAY CREDIT CHECK SERVICE			
	92.14 52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
		CHECK	333016 TOTAL:	92.14	
333017 05/23/2013 PRD	2677 FASTSIGNS	184031 05/02/2013	05/19/13	28.55	
Invoice: 230 26717		PW/VEHIC VINYL GRAPHICS			
	28.55 73637948 531100	O&M ALLOC-CITY WIDE SUPPLIES			
		CHECK	333017 TOTAL:	28.55	
333018 05/23/2013 PRD	216 FEDERAL EXPRESS CORPORATION	183889 04/26/2013	05/19/13	3.20	
Invoice: 2-253-86973		ENG/GRNG SHIP-B KNIGHT			
	3.20 72413434 64950000606	MAD WATER MAIN UPG-COPIES			
		CHECK	333018 TOTAL:	3.20	
333019 05/23/2013 PRD	6940 FREMONT ANALYTICAL	183890 05/06/2013 21300044	05/19/13	728.00	
Invoice: 1304233		2013-ON CALL SERVICES			
	728.00 72431832 54110000522	NPDES 2011 GRANT-PROF SVCS			
	FREMONT ANALYTICAL	183891 05/02/2013 21300044	05/19/13	120.00	
Invoice: 1304234		2013-ON CALL SERVICES			
	120.00 72431832 54110000522	NPDES 2011 GRANT-PROF SVCS			
	FREMONT ANALYTICAL	183892 05/02/2013 21300044	05/19/13	300.00	
Invoice: 1304235		2013-ON CALL SERVICES			
	300.00 72431832 54110000522	NPDES 2011 GRANT-PROF SVCS			
	FREMONT ANALYTICAL	183893 05/08/2013 21300044	05/19/13	784.50	
Invoice: 1305010		2013-ON CALL SERVICES			
	784.50 72431832 54110000522	NPDES 2011 GRANT-PROF SVCS			
	FREMONT ANALYTICAL	183894 05/08/2013 21300044	05/19/13	600.00	
Invoice: 1305021		2013-ON CALL SERVICES			
	600.00 72431832 54110000522	NPDES 2011 GRANT-PROF SVCS			
		CHECK	333019 TOTAL:	2,532.50	
333020 05/23/2013 PRD	231 GALLS, AN ARAMARK CO LLC	183993 05/03/2013	05/19/13	72.46	
Invoice: 595094		POL/BELTS, BELT KEEPER/813			
	72.46 53011212 531100	PD-C/E-PATROL SUPPLIES			

05/15/2013 14:08 | CITY OF BAINBRIDGE ISLAND
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PG 10
apcshdsb

CASH ACCOUNT: 635 111100 CASH

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VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

					CHECK	333020 TOTAL:	72.46	
333021	05/23/2013	PRTD	7703 GOOD NORTHWEST LLC	183895	05/06/2013	21300072	05/19/13	2,420.00
Invoice: 1002				MAPPING SERVICES IDDE PROGRAM				
2,420.00				72431832	54110000522	NPDES 2011 GRANT-PROF SVCS		
					CHECK	333021 TOTAL:	2,420.00	
333022	05/23/2013	PRTD	7451 GOOD TO GO!	184024	05/14/2013		05/19/13	12.00
Invoice: TB-132786418				POL/PAY BY MAIL BRIDGE TOLL				
12.00				53011212	443410	POLICE - C/E PATROL TRAINING		
GOOD TO GO!				184025	05/14/2013		05/19/13	12.00
Invoice: TB-132785564				POL/PAY BY MAIL BRIDGE TOLL				
12.00				53011212	443410	POLICE - C/E PATROL TRAINING		
					CHECK	333022 TOTAL:	24.00	
333023	05/23/2013	PRTD	6765 GREY CHEVROLET	183858	04/26/2013		05/19/13	55.19
Invoice: 5031682				PW/N HANDLE/VEH #5				
55.19				73421355	531100	WIN COLL-SUPPLIES		
GREY CHEVROLET				183859	04/30/2013		05/19/13	22.65
Invoice: 5031750				PW/N HANDLE-VEH #5				
22.65				73421355	531100	WIN COLL-SUPPLIES		
GREY CHEVROLET				183860	05/03/2013		05/19/13	148.67
Invoice: 5031879				PW/PUMP KIT-POL CAR #183				
148.67				53011212	531100	PD-C/E-PATROL SUPPLIES		
					CHECK	333023 TOTAL:	226.51	
333024	05/23/2013	PRTD	1517 GUARDIAN SECURITY SYSTEMS	183994	05/01/2013		05/19/13	42.00
Invoice: 426600				POL/JUN13 ALARM MONITORING				
42.00				51011215	541100	POLICE - C/E FACIL PROF SVCS		
					CHECK	333024 TOTAL:	42.00	
333025	05/23/2013	PRTD	252 H.D. FOWLER COMPANY	183896	05/02/2013		05/19/13	27.81
Invoice: I3358048				PW/ADAPTOR HUB/DRAIN PLUG				
27.81				73111427	531100	OFFICE SUPPLIES		
					CHECK	333025 TOTAL:	27.81	

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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PG 11
apcshdsb

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

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

333026 05/23/2013 PRD 1885 ISLAND CENTER AUTO 184032 05/09/2013 05/19/13 727.62
Invoice: 85208 727.62 73011215 548100 PW/AC HOSE TO COMPRES-VEH112
O&M-C/E-POLICE FAC-REPAIRS

CHECK 333026 TOTAL: 727.62

333027 05/23/2013 PRD 7482 JUDGE PLUMBING COMPANY 183861 05/03/2013 05/19/13 521.28
Invoice: 50313211 521.28 73011183 548100 PW/ROUND-A-BOUT STARTUP
O&M-C/E-CH FAC-REPAIRS

CHECK 333027 TOTAL: 521.28

333028 05/23/2013 PRD 318 KC ALCOHOLISM SPECIAL FUND 183862 05/06/2013 05/19/13 1,167.39
Invoice: 05/06/13 1,167.39 91011660 553000 1Q 2013 ALCOHOLISM SERVICES
EXEC - C/E DETOX

CHECK 333028 TOTAL: 1,167.39

333029 05/23/2013 PRD 4740 KITSAP COUNTY PUBLIC WORKS 183863 04/23/2013 05/19/13 172.29
Invoice: 04/23/13 172.29 91011897 547900 DISPOSAL MOD RISK WASTE
GG-C/E-O&M YARD FAC-GARBAGE

CHECK 333029 TOTAL: 172.29

333030 05/23/2013 PRD 338 KITSAP COUNTY SHERIFF'S OFFICE JAIL 183998 04/26/2013 05/19/13 1,804.13
Invoice: 04/26/13 1,804.13 51011236 551000 POL/MAR13 PRISONER BOARD
POLICE - C/E PRISONER DETENT'N

CHECK 333030 TOTAL: 1,804.13

333031 05/23/2013 PRD 4168 KITSAP COUNTY SHERIFF'S OFFICE 183997 05/07/2013 05/19/13 2,500.00
Invoice: 05/07/13 2,500.00 53011217 551000 POL/TRAFFIC SAFETY SUPPORT 2013
PD-C/E-TRAF PATROL-INTERGOVERN

CHECK 333031 TOTAL: 2,500.00

333032 05/23/2013 PRD 339 KITSAP COUNTY - CENCOM 183996 05/01/2013 05/19/13 7,626.50
Invoice: BIPD2013-05 5,338.55 53011286 551000 POL/MAY2013 CENCOM SERVICE
2,287.95 52011286 551000 POLICE - C/E PATROL CENCOM
POLICE - C/E - INVEST CENCOM

CHECK 333032 TOTAL: 7,626.50

05/15/2013 14:08 CITY OF BAINBRIDGE ISLAND
llant A/P CASH DISBURSEMENTS JOURNAL

PG 12
apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

333033 05/23/2013 PRD 1505 KITSAP COUNTY TREASURER 183865 05/03/2013 05/19/13 251.60
Invoice: 05/03/13
230.60 41612860 586000 MAR/APR13 OUT COURT REMIT
21.00 41613860 586000 CRIME VICTIMS-OUT
COUNTY LAW LIB - DISB OUT

CHECK 333033 TOTAL: 251.60

333034 05/23/2013 PRD 1971 KELLEY IMAGING SYSTEMS 183995 05/08/2013 05/19/13 2,472.82
Invoice: 103805
2,472.82 51011215 548500 POL/1 YEAR COPIER MAINTENANCE
POLICE - C/E FACIL COMP MAINT

Invoice: 102437
KELLEY IMAGING SYSTEMS 184033 04/08/2013 05/19/13 957.65
PW/COPIER 3530C MAINT
RENTS & LEASES - OPERATING
957.65 73637891 545000

CHECK 333034 TOTAL: 3,430.47

333035 05/23/2013 PRD 315 KITSAP HUMANE SOCIETY 184053 05/01/2013 21300004 05/19/13 4,828.40
Invoice: 615
4,828.40 91011393 541100 ANIMAL CONTROL 2013
FIN - C/E ANIMAL CONTROL FEES

CHECK 333035 TOTAL: 4,828.40

333036 05/23/2013 PRD 579 KITSAP SUN 183897 04/28/2013 05/19/13 254.68
Invoice: 290155
254.68 72011951 64400000534 ENG/BID AD-ROCKAWAY BCH
ROCKAWAY BEACH-ADV

CHECK 333036 TOTAL: 254.68

333037 05/23/2013 PRD 1884 KITSAP SUN 183864 05/08/2013 05/19/13 108.00
Invoice: 05/08/13
108.00 21011125 549100 CRT/24 WK SUB 2013
COURT-DUES/SUBSCR/MEMBERSHIPS

Invoice: 05/10/13
KITSAP SUN 183898 05/10/2013 05/19/13 209.00
ENG/52 W2013 SUB
104.50 72011321 549100 ENG - C/E ADMIN MISCELLEANEOUS
104.50 71011321 549100 PWADM-C/E-DUES/SUBSCR/MEMBRSHIP

CHECK 333037 TOTAL: 317.00

333038 05/23/2013 PRD 7015 LEXIPOL LLC 183999 05/01/2013 05/19/13 2,450.00
Invoice: 8817
2,450.00 51011215 548500 POL/SUBSCRIPTION THRU MAY 2014
POLICE - C/E FACIL COMP MAINT

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
llant |A/P CASH DISBURSEMENTS JOURNAL

|PG 13
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

				CHECK	333038	TOTAL:	2,450.00
333039	05/23/2013	PRTD	163 DENNIS MARTIN	184000	05/01/2013	05/19/13	104.90
	Invoice: 05/01/13			POL/MEDICAL REIMBURSEMENT			
			104.90 91029211 521500	POLICE - INS ADD MEDICAL COSTS			
				CHECK	333039	TOTAL:	104.90
333040	05/23/2013	PRTD	6709 MED-TECH RESOURCE LLC	184001	04/25/2013	05/19/13	130.74
	Invoice: 114486			POL/FLASHLIGHT SL-20L DC CHRGR			
			130.74 53011212 531100	PD-C/E-PATROL SUPPLIES			
				CHECK	333040	TOTAL:	130.74
333041	05/23/2013	PRTD	493 MODERN COLLISION REBUILD	184034	05/09/2013	05/19/13	452.68
	Invoice: 14518			PW/CAMBER BOLT KIT-VEH118			
			452.68 73011215 548100	O&M-C/E-POLICE FAC-REPAIRS			
				CHECK	333041	TOTAL:	452.68
333042	05/23/2013	PRTD	7723 MODERN MACHINERY, INC	183899	05/02/2013	05/19/13	429.56
	Invoice: 1879865 PS			PW/GASKET/SEAL/FLANGE-VEH24			
			429.56 73111423 531100	OFFICE SUPPLIES			
				CHECK	333042	TOTAL:	429.56
333043	05/23/2013	PRTD	7038 MOON SECURITY SERVICES INC	183866	04/30/2013	05/19/13	330.00
	Invoice: 648724			CRT/SECURITY SERVICES C9145			
			330.00 21011232 545000	COURT-ELECT HOME DET'N-EQ RENT			
				183867	04/30/2013	05/19/13	11.00
	Invoice: 648725			CRT/SECURITY SERVICES C9280			
			11.00 21011232 545000	COURT-ELECT HOME DET'N-EQ RENT			
				183868	04/30/2013	05/19/13	253.00
	Invoice: 6458726			CRT/SECURITY SERVICES C20668102			
			253.00 21011232 545000	COURT-ELECT HOME DET'N-EQ RENT			
				183869	04/30/2013	05/19/13	135.00
	Invoice: 648727			CRT/SECURITY SERVICES C9150			
			135.00 21011232 545000	COURT-ELECT HOME DET'N-EQ RENT			
				183870	04/30/2013	05/19/13	270.00
	Invoice: 648728			CRT/SECURITY SERVICES C9147			
			270.00 21011232 545000	COURT-ELECT HOME DET'N-EQ RENT			

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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PG 14
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

				CHECK	333043 TOTAL:	999.00	
333044	05/23/2013	PRTD	677 NORTH COAST ELECTRIC COMPANY	183900	12/03/2012	05/19/13	10.04
	Invoice: S4877798.001A				PW/DIFF ON SALES TAX		
			10.04 73011897 531100		O&M-C/E-PWYD FAC-SUPPLIES		
			NORTH COAST ELECTRIC COMPANY	183901	01/16/2013	05/19/13	16.18
	Invoice: S4947936.002A				PW/DIFF ON SYL/ECO DULUX		
			16.18 73011189 531100		O&M - C/E FACIL OFC SUPPLIES		
				CHECK	333044 TOTAL:	26.22	
333045	05/23/2013	PRTD	2430 OGDEN MURPHY WALLACE	183871	04/22/2013	05/19/13	1,800.00
	Invoice: 04/22/13				WIRES CONSORTIUM BUY-IN FEE		
			1,800.00 32011152 54111100633		CINGULAR WIRELESS CLAIM-LITIGA		
				CHECK	333045 TOTAL:	1,800.00	
333046	05/23/2013	PRTD	4111 OLYMPIC SPRINGS INC	184002	04/30/2013	05/19/13	40.81
	Invoice: 245766				POL/PURIFIED WATER		
			40.81 51011215 531100		POLICE - C/E FACIL SUPPLIES		
				CHECK	333046 TOTAL:	40.81	
333047	05/23/2013	PRTD	5977 PAPER PRODUCTS ETC	183872	05/06/2013	05/19/13	223.31
	Invoice: 501514				PCD/2 BX SMEAD VERT BLNK END		
			223.31 63470588 531100		CUR - DEV DEV PLAN OFC SUPPLY		
			PAPER PRODUCTS ETC	183903	05/06/2013	05/19/13	41.32
	Invoice: 501504				ENG/ENVELOPES/NON-LAMINATE		
			41.32 72011321 531100		ENG - C/E ADMIN SUPPLIES		
			PAPER PRODUCTS ETC	184035	05/10/2013	05/19/13	180.50
	Invoice: 501557				PW/MISC OFF SUPPLIES		
			180.50 73637891 531100		OFFICE SUPPLIES		
			PAPER PRODUCTS ETC	184071	05/09/2013	05/19/13	219.91
	Invoice: 501546				EX/FIN/COPY PAPER X 6 BX		
			109.96 31011131 531100		EXEC - C/E SUPPLIES		
			109.95 41011141 531100		FIN - C/E ADMIN SUPPLIES		
				CHECK	333047 TOTAL:	665.04	
333048	05/23/2013	PRTD	7712 PENDLETON CONSULTING, LLC	184054	04/30/2013	21300081 05/19/13	5,099.50
	Invoice: 04/30/13				REVIEW OF POLICE DEPARTMENT		
			5,099.50 51011211 541100		PD-C/E-ADM-PROF SVCS		

05/15/2013 14:08 | CITY OF BAINBRIDGE ISLAND
llant | A/P CASH DISBURSEMENTS JOURNAL

PG 15
apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

				CHECK	333048	TOTAL:	5,099.50
333049	05/23/2013	PRTD	644 US POSTMASTER	183881	05/02/2013	05/19/13	60.00
Invoice: 05/02/13				CRT/ANNUAL PO BOX RENTAL			
60.00 91011255 542500				GG-C/E-COURT BLDG-POSTAGE			
				CHECK	333049	TOTAL:	60.00
333050	05/23/2013	PRTD	5600 THE PRINTER WORKS	183878	04/25/2013	05/19/13	57.96
Invoice: 13-59028				PW/WINSLOW WTR TESTING			
57.96 73411345 54110000391				LAB SVCS-WATER			
				CHECK	333050	TOTAL:	57.96
333051	05/23/2013	PRTD	1249 PROGRESSIVE BUSINESS	184074	05/01/2013	05/19/13	230.00
Invoice: 161196803-2013				FIN/SUBSCRIPTION RENEWAL-PR			
230.00 41011141 549100				FIN-C/E-DUES, SUBS, MEMBERSHIPS			
				CHECK	333051	TOTAL:	230.00
333052	05/23/2013	PRTD	4112 PROTHMAN COMPANY	184066	04/02/2013	21300027 05/19/13	7,266.65
Invoice: 2013-3848				INTERIM PUBLIC SAFETY DIRECTOR			
7,266.65 51011211 541100				PD-C/E-ADM-PROF SVCS			
				184067	04/16/2013	21300027 05/19/13	8,579.90
Invoice: 2013-3871				INTERIM PUBLIC SAFETY DIRECTOR			
8,579.90 51011211 541100				PD-C/E-ADM-PROF SVCS			
				184068	04/30/2013	21300027 05/19/13	7,704.40
Invoice: 2013-3889				INTERIM PUBLIC SAFETY DIRECTOR			
7,704.40 51011211 541100				PD-C/E-ADM-PROF SVCS			
				CHECK	333052	TOTAL:	23,550.95
333053	05/23/2013	PRTD	7435 KANMAN INC	183904	03/03/2013	05/19/13	90.00
Invoice: 13-2178-143				MAR13 RENTAL PRITCHARD			
90.00 73011768 545000				O&M-C/E-PARKS-OP LEASES			
				183905	03/03/2013	05/19/13	180.00
Invoice: 13-2178-142				MAR13 RENTAL DECANT/SHOP			
90.00 73435838 545000				O&M-DECANT-RENTS			
90.00 73011897 545000				O&M-C/E-PWYD FAC-RENTS			
				183906	04/25/2013	05/19/13	180.00
Invoice: 13-2178-545				MAY13 RENTAL DECANT/SHOP			
90.00 73435838 545000				O&M-DECANT-RENTS			
90.00 73011897 545000				O&M-C/E-PWYD FAC-RENTS			

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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PG 16
apcshdsb

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

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

Invoice: 13-2178-546	KANMAN INC	183907 04/25/2013	05/19/13	90.00
		MAY13 RENTAL PRITCHARD		
	90.00 73011768 545000	O&M-C/E-PARKS-OP LEASES		
		CHECK 333053 TOTAL:		540.00
333054 05/23/2013 PRD	5431 RAY PETERSON	184036 05/10/2013	05/19/13	38.28
Invoice: 517660		PW/PICK UP 3/4 YD FOR COMPOST		
	38.28 73421355 531100	WIN COLL-SUPPLIES		
		CHECK 333054 TOTAL:		38.28
333055 05/23/2013 PRD	6394 RECALL SECURE DESTRUCTION SVCS INC	184003 04/27/2013	05/19/13	55.44
Invoice: 2039794490		POL/MOBILE SHREDDING SVC		
	55.44 51011211 541100	PD-C/E-ADM-PROF SVCS		
		CHECK 333055 TOTAL:		55.44
333056 05/23/2013 PRD	394 RED'S ELECTRIC MOTORS INC	184037 04/30/2013	05/19/13	2,367.24
Invoice: 29219		PW/REPAIR SEWER PUMP		
	2,367.24 73421355 548100	WIN COLL-R&M		
		CHECK 333056 TOTAL:		2,367.24
333057 05/23/2013 PRD	557 RELIABLE STORAGE BAINBRIDGE	183873 05/06/2013	05/19/13	390.00
Invoice: 6522		PCD/MAY13 RENT M007, M008		
	390.00 61470581 545000	PCD - DEV ADMIN RENTS & LEASES		
		CHECK 333057 TOTAL:		390.00
333058 05/23/2013 PRD	408 ROLLING BAY COMMERCIAL PROPERTIES	183874 05/09/2013 21300013	05/19/13	2,320.50
Invoice: 2013-6		JUN13 MUNICIPAL CRT BLDG LEASE		
	2,320.50 91011255 545000	GG-C/E-COURT BLDG-RENT		
		CHECK 333058 TOTAL:		2,320.50
333059 05/23/2013 PRD	1670 SEATTLE PUMP & EQUIPMENT CO.	183908 05/06/2013	05/19/13	894.17
Invoice: 13-1375		PW/COMET PUMP		
	894.17 73011897 531100	O&M-C/E-PWYD FAC-SUPPLIES		
		CHECK 333059 TOTAL:		894.17

05/15/2013 14:08 | CITY OF BAINBRIDGE ISLAND
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PG 17
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

333060 05/23/2013 PRD 7385 CHARLES P. SHANE 183875 05/07/2013 05/19/13 56.25
Invoice: 000437 CRT/PUBLIC DEFENDER SVCS
56.25 32011281 541113 LGL-C/E-PUBLIC DEF-OUTSIDE ATT
CHECK 333060 TOTAL: 56.25

333061 05/23/2013 PRD 4689 SITESTAR DONOBI INTERNET 184038 05/13/2013 05/19/13 2,055.00
Invoice: 6288739 IT/JUN13 ISP WAN FIBER CONNECT
2,055.00 81011881 545000 IT - C/E RENTS & LEASES
CHECK 333061 TOTAL: 2,055.00

333062 05/23/2013 PRD 2035 SIX ROBBLEES INC 183876 04/16/2013 05/19/13 218.61
Invoice: 2-531598-1 PW/UNIVERSAL FINE PADX3
218.61 73011483 531100 O&M-C/E-MECHANICAL SHOP-SUPPLY
CHECK 333062 TOTAL: 218.61

333063 05/23/2013 PRD 601 SOUND REPROGRAPHICS 183877 05/06/2013 05/19/13 9.71
Invoice: 18733 PCD/VARIOUS BOND PAPER
9.71 62471591 549100 BLDG - BLDG DUES/SUBSCRIPTIONS
SOUND REPROGRAPHICS 183909 04/30/2013 05/19/13 204.33
Invoice: 18544 ENG/PAPER/BINDING/COVER
204.33 72011951 64400000534 ROCKAWAY BEACH-ADV
SOUND REPROGRAPHICS 183910 04/30/2013 05/19/13 218.03
Invoice: 18573 ENG/PAPER/BINDING/COVER
218.03 73111264 54400000235 ROAD STRIPING-ADVERTISING
CHECK 333063 TOTAL: 432.07

333064 05/23/2013 PRD 2467 STAPLES ADVANTAGE 184072 04/17/2013 05/19/13 92.49
Invoice: 3199403028 FIN/PAPER/KLEENEX/POST-ITS
92.49 41011141 531100 FIN - C/E ADMIN SUPPLIES
CHECK 333064 TOTAL: 92.49

333065 05/23/2013 PRD 4271 JOHN SUTTON 184004 04/25/2013 05/19/13 179.69
Invoice: 04/25/13 POL/LEOFF 1 MED REIMBURSEMENT
179.69 91029211 521500 POLICE - INS ADD MEDICAL COSTS
CHECK 333065 TOTAL: 179.69

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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PG 18
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

333066	05/23/2013	PRTD	558 TOWN & COUNTRY MARKET	184056	04/05/2013	05/19/13	237.73
Invoice: 04/05/13				HR/BOX LUNCHES/CHIEF INTERVW			
237.73 33011161 544151				HR-ADV-EE RECRUIT-POLICE			
CHECK 333066 TOTAL:							237.73
333067	05/23/2013	PRTD	560 TWISS ANALYTICAL INC	184039	05/01/2013	05/19/13	57.96
Invoice: 13-59157				PW/WINSLOW WTR TESTING			
57.96 73411345 54110000391				LAB SVCS-WATER			
CHECK 333067 TOTAL:							57.96
333068	05/23/2013	PRTD	2425 THE UPS STORE #1265	183880	04/30/2013	05/19/13	9.50
Invoice: 2496				CRT/GOUND SHIP-ROCHE			
9.50 91011255 542500				GG-C/E-COURT BLDG-POSTAGE			
CHECK 333068 TOTAL:							9.50
333069	05/23/2013	PRTD	7687 US WATER SERVICES, INC	183911	04/30/2013	05/19/13	876.40
Invoice: INV099371				PW/CH 1Q WTR TESTING			
876.40 73011183 541100				O&M-C/E-CH FAC-PROF SVCS			
CHECK 333069 TOTAL:							876.40
333070	05/23/2013	PRTD	553 UTILITIES UNDERGROUND LOCATION CTR	183879	04/30/2013	05/19/13	148.68
Invoice: 3040094				PW/EXCAVATION NOTIC X 118			
148.68 73637893 54110000393				O&M ALLOC-LOCATING SVCS			
CHECK 333070 TOTAL:							148.68
333071	05/23/2013	PRTD	1485 VERIZON WIRELESS	183912	05/01/2013	05/19/13	3,124.36
Invoice: 9704181539				CITY WIDE CELL PHONE SVC			
3,124.36 91011189 542100				GG-C/E-CITY HALL-PHONE			
CHECK 333071 TOTAL:							3,124.36
333072	05/23/2013	PRTD	759 VIRGINIA MASON MEDICAL CENTER	184005	04/03/2013	05/19/13	207.71
Invoice: 04/03/13				POL/VACCINATIONS/835			
207.71 51011211 541100				PD-C/E-ADM-PROF SVCS			
CHECK 333072 TOTAL:							207.71

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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PG 19
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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

333073 05/23/2013 PRTD 938 WA ST DEPT OF HEALTH

Invoice: 73450 7-2013

296.86 73415345 549800

183915 05/07/2013 05/19/13

PUBLIC WTR SYS CERT FEE RCKWY
PERMITS-COBI OR OUTSIDE AGENCY

296.86

CHECK 333073 TOTAL: 296.86

333074 05/23/2013 PRTD 7420 WA ST DEPT OF ENTERPRISE SVCS

Invoice: 18160380

500.00 41011141 549100

184073 04/01/2013 05/19/13

2013 2Q COOP MEMBERSHIP
FIN-C/E-DUES, SUBS, MEMBERSHIPS

500.00

CHECK 333074 TOTAL: 500.00

333075 05/23/2013 PRTD 969 WA ST DEPT OF LICENSING

Invoice: F155379

18.00 41654860 586000

184059 04/30/2013 05/19/13

CPL/F155379/ORIGINAL + FBI
GUN PERMIT OUT

18.00

WA ST DEPT OF LICENSING

Invoice: F155380

18.00 41654860 586000

184060 04/30/2013 05/19/13

CPL/F155380/ORIGINAL + FBI
GUN PERMIT OUT

18.00

WA ST DEPT OF LICENSING

Invoice: F155383

18.00 41654860 586000

184061 05/03/2013 05/19/13

CPL/F155383/ORIGINAL + FBI
GUN PERMIT OUT

18.00

WA ST DEPT OF LICENSING

Invoice: F155386

18.00 41654860 586000

184062 05/07/2013 05/19/13

CPL/F155386/ORIGINAL + FBI
GUN PERMIT OUT

18.00

WA ST DEPT OF LICENSING

Invoice: F155377

18.00 41654860 586000

184063 05/09/2013 05/19/13

CPL/F155377/ORIGINAL + FBI
GUN PERMIT OUT

18.00

CHECK 333075 TOTAL: 90.00

333076 05/23/2013 PRTD 4104 WA ST FERRIES

Invoice: RK207130

214.90 51011211 543100

13.15 61011581 543100

20.85 72011321 543100

118.35 73011189 543100

183916 04/30/2013 05/19/13

APR13 WAVE TO GO FERRY CHGS
PD-C/E-ADM-TRAVEL
PCD - C/E ADMIN TRAVEL EXPENSE
ENG - C/E ADMIN TRAVEL EXPENSE
O&M-FAC-TRAVEL (NOT MEALS/LODG)

367.25

CHECK 333076 TOTAL: 367.25

333077 05/23/2013 PRTD 952 WA ST PATROL

Invoice: I13008353

198.00 41654861 586100

183914 05/02/2013 05/19/13

APR13 CPL BACKGROUND CHECKS
AGENCY DISBURSEMENTS

198.00

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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PG 20
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CASH ACCOUNT: 635 111100 CASH
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VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

CHECK 333077 TOTAL: 198.00

333078 05/23/2013 PRD 2251 WA ST TREASURER
Invoice: 05/03/13-SBCC

297.00 65238 386000

183917 05/03/2013 05/19/13 297.00
MAR/APR13 BUILDING SURCHARG
SBCC - SBCC FEE

WA ST TREASURER

Invoice: 05/03/13

5,559.65 41611860 586000
2,953.82 41610860 586000
134.74 41619860 586000
982.10 41616860 586000
192.43 41616860 586000
2,102.77 41614860 586000
13.34 41615860 586000
75.60 41615860 586000
173.98 41617860 586000
505.10 41618860 586000
91.73 41618860 586000
57.82 41618860 586000
327.61 41618860 586000

183918 05/03/2013 05/19/13 13,170.69
MAR/APR13 OUT COURT REMIT
PSEA 60% OUT
PSEA 30% OUT
PSEA 3 - STATE DISB OUT
THEFT PRV&TR BRAIN INJ-OUT
THEFT PRV&TR BRAIN INJ-OUT
JUDICIAL INFO SYST.-OUT
BREATH TEST-CUSTODIAL
BREATH TEST-CUSTODIAL
SCHOOL SAFETY ZONE-OUT
TRAUMA CARE-OUT
TRAUMA CARE-OUT
TRAUMA CARE-OUT
TRAUMA CARE-OUT

CHECK 333078 TOTAL: 13,467.69

333079 05/23/2013 PRD 4010 WA ASSOC OF SHERIFFS & POL CHIEFS
Invoice: INV024904

5,234.73 51011211 541100

184069 04/01/2013 05/19/13 5,234.73
LEMAT/POLICE DEPT REVIEW
PD-C/E-ADM-PROF SVCS

CHECK 333079 TOTAL: 5,234.73

333080 05/23/2013 PRD 6860 WCI
Invoice: 131201876

798.43 41637891 542100

183919 05/01/2013 05/19/13 798.43
CITY WIDE PHONE SERVICE
FIN - ALLOC TELEPHONE

CHECK 333080 TOTAL: 798.43

333081 05/23/2013 PRD 5709 WEBCHECK INC
Invoice: 4633

142.50 43411341 541100
142.50 43421351 541100

183920 05/01/2013 21300033 05/19/13 285.00
ESCROW PAY OFF FOR UB
FIN - WATER ADMIN PROF SERVICE
FIN - SEWER ADMIN PROF SERVICE

CHECK 333081 TOTAL: 285.00

333082 05/23/2013 PRD 4819 THOMSON WEST
Invoice: 827158767

366.42 32011152 549100

184064 04/30/2013 05/19/13 366.42
LEGAL/INFORMATION CHARGES
LEGAL-C/E-DUES & SUBSCR SVCS

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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PG 21
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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHE INV DATE PO

WARRANT

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INVOICE DTL DESC

CHECK 333082 TOTAL: 366.42

333083 05/23/2013 PRD 499 WESTBAY AUTO PARTS INC 184040 04/30/2013 05/19/13 336.51
Invoice: 848888 336.51 73411345 531100 PW/BRAKE PADS/CALIPER
OFFICE SUPPLIES

WESTBAY AUTO PARTS INC 184041 05/01/2013 05/19/13 59.62
Invoice: 849286 59.62 73638935 531100 PW/SYN GREASE
OFFICE SUPPLIES

WESTBAY AUTO PARTS INC 184042 05/01/2013 05/19/13 94.21
Invoice: 849321 94.21 990 141100 PW/OIL/AIR/FUEL FILTERS
MERCHANDISE

WESTBAY AUTO PARTS INC 184043 05/02/2013 05/19/13 27.14
Invoice: 849591 27.14 53011212 531100 PW/POL CAR FLR MAT-VEH112
PD-C/E-PATROL SUPPLIES

WESTBAY AUTO PARTS INC 184044 05/02/2013 05/19/13 51.15
Invoice: 849777 30.28 73638935 531100 PW/GLOVES/OIL/FILTERS
OFFICE SUPPLIES
20.87 990 141100 MERCHANDISE

WESTBAY AUTO PARTS INC 184045 05/10/2013 05/19/13 68.24
Invoice: 852152 45.59 73638935 531100 PW/SWITCH/SOLVNT/FILTERS
OFFICE SUPPLIES
22.65 990 141100 MERCHANDISE

CHECK 333083 TOTAL: 636.87

333084 05/23/2013 PRD 522 WA ST DEPT OF TRANSPORTATION 183913 05/08/2013 05/19/13 100.00
Invoice: 02228CN 100.00 72111436 443410 ENG/MOD CHIP SEAL CLASS-LW
ENG - ACCESS TRANS TRAINING

WA ST DEPT OF TRANSPORTATION 184057 05/08/2013 05/19/13 100.00
Invoice: 02228CN-B 100.00 72111436 443410 ENG/MOD CHIP SEAL CLASS-CH
ENG - ACCESS TRANS TRAINING

CHECK 333084 TOTAL: 200.00

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

|PG 22
|apcshdsb

NUMBER OF CHECKS 99 *** CASH ACCOUNT TOTAL *** 137,851.01

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	99	137,851.01

*** GRAND TOTAL *** 137,851.01

05/15/2013 14:08 |CITY OF BAINBRIDGE ISLAND
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PG 23
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JOURNAL ENTRIES TO BE CREATED

CLERK: llant

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT									
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2013 5 174									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			93,097.97	
05/23/2013	05/19/13	052313			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				137,851.01
05/23/2013	05/19/13	052313			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			2,197.84	
05/23/2013	05/19/13	052313			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			4,397.20	
05/23/2013	05/19/13	052313			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			5,833.65	
05/23/2013	05/19/13	052313			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			2,735.38	
05/23/2013	05/19/13	052313			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			13,247.42	
05/23/2013	05/19/13	052313			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			2,196.53	
05/23/2013	05/19/13	052313			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			14,007.29	
05/23/2013	05/19/13	052313			AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000					ACCOUNTS PAYABLE			137.73	
05/23/2013	05/19/13	052313			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								137,851.01	137,851.01
APP 631-130000					DUE TO/FROM CLEARING			124,603.59	
05/23/2013	05/19/13	052313							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				93,097.97
05/23/2013	05/19/13	052313							
APP 401-130000					DUE TO/FROM CLEARING				2,197.84
05/23/2013	05/19/13	052313							
APP 402-130000					DUE TO/FROM CLEARING				4,397.20
05/23/2013	05/19/13	052313							
APP 403-130000					DUE TO/FROM CLEARING				5,833.65
05/23/2013	05/19/13	052313							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				2,735.38
05/23/2013	05/19/13	052313							
APP 407-130000					DUE TO/FROM CLEARING				2,196.53
05/23/2013	05/19/13	052313							
APP 650-130000					DUE TO/FROM CLEARING				14,007.29
05/23/2013	05/19/13	052313							
APP 901-130000					DUE TO/FROM CLEARING				137.73
05/23/2013	05/19/13	052313							
SYSTEM GENERATED ENTRIES TOTAL								124,603.59	124,603.59
JOURNAL 2013/05/174 TOTAL								262,454.60	262,454.60

05/15/2013 14:08
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 24
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2013 5	174	05/23/2013		
001-130000			GENERAL - DUE TO/FROM CLEARING		93,097.97
001-213000			GENERAL - ACCOUNTS PAYABLE	93,097.97	
			FUND TOTAL	93,097.97	93,097.97
101 STREET FUND	2013 5	174	05/23/2013		
101-130000			STREETS - DUE TO/FROM CLEARING		2,735.38
101-213000			STREETS - ACCOUNTS PAYABLE	2,735.38	
			FUND TOTAL	2,735.38	2,735.38
401 WATER OPERATING FUND	2013 5	174	05/23/2013		
401-130000			DUE TO/FROM CLEARING		2,197.84
401-213000			ACCOUNTS PAYABLE	2,197.84	
			FUND TOTAL	2,197.84	2,197.84
402 SEWER OPERATING FUND	2013 5	174	05/23/2013		
402-130000			DUE TO/FROM CLEARING		4,397.20
402-213000			ACCOUNTS PAYABLE	4,397.20	
			FUND TOTAL	4,397.20	4,397.20
403 STORM & SURFACE WATER FUND	2013 5	174	05/23/2013		
403-130000			DUE TO/FROM CLEARING		5,833.65
403-213000			ACCOUNTS PAYABLE	5,833.65	
			FUND TOTAL	5,833.65	5,833.65
407 BUILDING & DEVELOPMENT FUND	2013 5	174	05/23/2013		
407-130000			DUE TO/FROM CLEARING		2,196.53
407-213000			ACCOUNTS PAYABLE	2,196.53	
			FUND TOTAL	2,196.53	2,196.53
631 CLEARING FUND	2013 5	174	05/23/2013		
631-130000			DUE TO/FROM CLEARING	124,603.59	
631-213000			ACCOUNTS PAYABLE	13,247.42	
635-111100			CASH		137,851.01
			FUND TOTAL	137,851.01	137,851.01
650 AGENCY FUND	2013 5	174	05/23/2013		
650-130000			DUE TO/FROM CLEARING		14,007.29
650-213000			ACCOUNTS PAYABLE	14,007.29	
			FUND TOTAL	14,007.29	14,007.29

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

|PG 25
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
901 GENERAL LONG TERM DEBT	2013 5	174	05/23/2013		
901-130000			DUE TO/FROM CLEARING		137.73
901-213000			ACCOUNTS PAYABLE	137.73	
			FUND TOTAL	137.73	137.73

05/15/2013 14:08

|CITY OF BAINBRIDGE ISLAND

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|A/P CASH DISBURSEMENTS JOURNAL

|PG 26

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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	124,603.59	
001 GENERAL FUND		93,097.97
401 WATER OPERATING FUND		2,197.84
402 SEWER OPERATING FUND		4,397.20
403 STORM & SURFACE WATER FUND		5,833.65
101 STREET FUND		2,735.38
407 BUILDING & DEVELOPMENT FUND		2,196.53
650 AGENCY FUND		14,007.29
901 GENERAL LONG TERM DEBT		137.73
TOTAL	124,603.59	124,603.59

** END OF REPORT - Generated by Lara N. Lant **

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05/15/2013 14:11 | CITY OF BAINBRIDGE ISLAND
 llant | A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

333085	05/23/2013	PRTD	1205	PUGET SOUND ENERGY	183921	05/02/2013	051913	10.28
Invoice: 696APR13								
			10.28	91011768 547100	BJUNE/WFP BOOTH EL PANEL			
					GG-C/E-PARKS-ELECTRIC			
					183922	05/02/2013	051913	10.28
Invoice: 823APR13								
			10.28	91011768 547100	BRIEN DRIVE N/BOOTH EL PANEL			
					GG-C/E-PARKS-ELECTRIC			
					183923	05/02/2013	051913	35.37
Invoice: 640APR13								
			35.37	91011768 547100	BRIEN DRIVE S/BOOTH EL PANEL			
					GG-C/E-PARKS-ELECTRIC			
					183924	05/02/2013	051913	1,560.42
Invoice: 093APR13								
			1,560.42	91411345 547100	FLETCHER BAY WELL FIELD			
					GG-WTR-ELECTRIC			
					183925	05/02/2013	051913	393.09
Invoice: 256APR13								
			393.09	91421355 547100	SLS-8 HWY 305/HARBORVIEW			
					GG-SWR-ELECTRIC			
					183926	05/02/2013	051913	12.91
Invoice: 291APR13								
			12.91	91411345 547100	HEAD OF THE BAY WELL FIELD			
					GG-WTR-ELECTRIC			
					183927	05/02/2013	051913	118.83
Invoice: 031APR13								
			118.83	91421355 547100	SLS-6 LOVELL LOWER			
					GG-SWR-ELECTRIC			
					183928	05/02/2013	051913	11.25
Invoice: 466APR13								
			11.25	91111264 547100	MADISON/HS RAINBRINGER			
					GG-STREET-TRAF CONTROL-UTILITY			
					183929	05/02/2013	051913	2,992.45
Invoice: 893APR13								
			2,992.45	91111263 547100	MUNICIPAL STREET LIGHTING			
					GG-STRT-STREET LIGHTING-UTIL			
					183930	05/02/2013	051913	12.62
Invoice: 143APR13								
			12.62	91111264 547100	REITAIN ROAD/WELCOME TO BI			
					GG-STREET-TRAF CONTROL-UTILITY			
					183931	05/02/2013	051913	47.16
Invoice: 735APR13								
			47.16	91011768 547100	SHANNON DRIVE/WFP DOCK			
					GG-C/E-PARKS-ELECTRIC			
					183932	05/02/2013	051913	48.24
Invoice: 736APR13								
			48.24	91011768 547100	SHANNON DRIVE/WFP RESTROOM			
					GG-C/E-PARKS-ELECTRIC			
					183933	05/02/2013	051913	31.94
Invoice: 647APR13								
			31.94	91111263 547100	STREET LIGHTS/TRAFFIC CONTROL			
					GG-STRT-STREET LIGHTING-UTIL			

05/15/2013 14:11 |CITY OF BAINBRIDGE ISLAND
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PG 2
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CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME VOUCHE INV DATE PO WARRANT NET

INVOICE DTL DESC

Invoice: 021APR13	PUGET SOUND ENERGY	183934 05/02/2013	051913	81.75
		SLS-3 TREATMENT PLANT		
	81.75 91421355 547100	GG-SWR-ELECTRIC		
Invoice: 710APR13	PUGET SOUND ENERGY	183935 05/02/2013	051913	219.85
		SLS-2 VILLAGE CENTER		
	219.85 91421355 547100	GG-SWR-ELECTRIC		
Invoice: 168APR13	PUGET SOUND ENERGY	183936 05/02/2013	051913	42.78
		WATERFRONT PARK		
	42.78 91011768 547100	GG-C/E-PARKS-ELECTRIC		
Invoice: 717APR13	PUGET SOUND ENERGY	183937 05/02/2013	051913	312.07
		POLICE STATION - METER ONE (ORIGINAL METER)		
	312.07 91011215 547100	GG-C/E-PD-ELECTRIC		
Invoice: 111APR13	PUGET SOUND ENERGY	183938 05/02/2013	051913	446.16
		POLICE STATION - METER TWO (NEW METER/BUILDING REM		
	446.16 91011215 547100	GG-C/E-PD-ELECTRIC		
Invoice: 520-298APR13	PUGET SOUND ENERGY	183939 05/02/2013	051913	296.46
		SLS-5 WW/SUNDAY COVE		
	296.46 91421355 547100	GG-SWR-ELECTRIC		
Invoice: 797APR13	PUGET SOUND ENERGY	183940 05/02/2013	051913	191.13
		MUNICIPAL COURT - METER E3 - 10255 NE Valley Road		
	191.13 91011255 547100	GG-C/E-COURT BLDG-ELECTRIC		
Invoice: 182APR13	PUGET SOUND ENERGY	183941 05/02/2013	051913	66.11
		MUNICIPAL COURT - METER E6 - 10255 NE Valley Road		
	66.11 91011255 547100	GG-C/E-COURT BLDG-ELECTRIC		
Invoice: 520-374APR13	PUGET SOUND ENERGY	183942 05/02/2013	051913	69.82
		SIGNAL AT 108 OLYMPIC DRIVE SE		
	69.82 91111264 547100	GG-STREET-TRAF CONTROL-UTILITY		
Invoice: 973APR13	PUGET SOUND ENERGY	183943 05/02/2013	051913	57.23
		OC RESERVOIR LID17 PHASE 2 - 1100 Old Creosote Rd		
	57.23 91415345 547100	GG-ROCKAWAY BCH-UTILITIES		
Invoice: 336APR13	PUGET SOUND ENERGY	183944 05/02/2013	051913	140.30
		SLS-9 ISLAND TERRACE - 1174 Ferncliff Avenue NE		
	140.30 91421355 547100	GG-SWR-ELECTRIC		
Invoice: 461APR13	PUGET SOUND ENERGY	183945 05/02/2013	051913	6,703.98
		WWTP - 1220 DONALD PLACE		
	6,703.98 91425358 547100	GG-WWTP-ELECTRIC		
Invoice: 040-581APR13	PUGET SOUND ENERGY	183946 05/02/2013	051913	134.33
		3900 HALLS HILL ROAD PUMP		
	134.33 91421355 547100	GG-SWR-ELECTRIC		

05/15/2013 14:11 |CITY OF BAINBRIDGE ISLAND
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PG 3
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CASH ACCOUNT: 635 111100 CASH
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INVOICE DTL DESC

Invoice: 444APR13	PUGET SOUND ENERGY	183947 05/02/2013 051913 658.33	BI COMMONS - 402 Bjune Drive GG-C/E-COMMONS-ELECTRIC
	658.33 91011755 547100		
Invoice: 446APR13	PUGET SOUND ENERGY	183948 05/02/2013 051913 10.28	WATERFRONT PARK BOOTH - 402 Brien Drive GG-C/E-PARKS-ELECTRIC
	10.28 91011768 547100		
Invoice: 636APR13	PUGET SOUND ENERGY	183949 05/02/2013 051913 98.33	SLS-7 WING POINT WAY - 4296 Wing Point Way GG-SWR-ELECTRIC
	98.33 91421355 547100		
Invoice: 206APR13	PUGET SOUND ENERGY	183950 05/02/2013 051913 357.96	4586 POINT WHITE DRIVE NE GG-SWR-ELECTRIC
	357.96 91421355 547100		
Invoice: 040-751APR13	PUGET SOUND ENERGY	183951 05/02/2013 051913 10.97	520 ERICKSEN AVENUE NE PRV-water system pressure re GG-WTR-ELECTRIC
	10.97 91411345 547100		
Invoice: 828APR13	PUGET SOUND ENERGY	183952 05/02/2013 051913 112.68	TAYLOR WELLS LID17 PHASE 1 - 6300 Taylor Avenue GG-ROCKAWAY BCH-UTILITIES
	112.68 91415345 547100		
Invoice: 247APR13	PUGET SOUND ENERGY	183953 05/02/2013 051913 50.44	SSWM/DECANT FACILITY - 6400 Don Palmer Avenue NE GG-DECANT-ELECTRIC
	50.44 91435838 547100		
Invoice: 884APR13	PUGET SOUND ENERGY	183954 05/02/2013 051913 71.98	SLS FERRY TERMINAL - 692 Klickitat Place NE GG-SWR-ELECTRIC
	71.98 91421355 547100		
Invoice: 520-136APR13	PUGET SOUND ENERGY	183955 05/02/2013 051913 246.98	HOB BOOSTER PUMP/WELL - 7290 Wyatt Way GG-WTR-ELECTRIC
	246.98 91411345 547100		
Invoice: 900APR13	PUGET SOUND ENERGY	183956 05/02/2013 051913 27.09	NE HIDDEN COVE - PASS THRU - 7315 Hidden Cove Road GG-C/E-O&M YARD FAC-ELECTRIC
	27.09 91011897 547100		
Invoice: 558APR13	PUGET SOUND ENERGY	183957 05/02/2013 051913 1,648.75	7315 NE HIDDEN COVE ROAD GG-C/E-O&M YARD FAC-ELECTRIC
	1,648.75 91011897 547100		
Invoice: 058APR13	PUGET SOUND ENERGY	183958 05/02/2013 051913 46.65	7315 NE HIDDEN COVE ROAD GG-C/E-O&M YARD FAC-ELECTRIC
	46.65 91011897 547100		
Invoice: 040-714APR13	PUGET SOUND ENERGY	183959 05/02/2013 051913 10.28	7573 FLETCHER BAY ROAD-OS property next to Johnson GG-OS-PROP MNGT-ELECTRIC
	10.28 91021182 547100		

05/15/2013 14:11 |CITY OF BAINBRIDGE ISLAND
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|PG 4
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CASH ACCOUNT: 635 111100 CASH
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INVOICE DTL DESC

Invoice: 831APR13	PUGET SOUND ENERGY	183960 05/02/2013	051913	3,550.34
	3,550.34 91411345 547100	SANDS AVENUE NE WELL FIELD - 8499 Sands Avenue NE		
		GG-WTR-ELECTRIC		
Invoice: 983APR13	PUGET SOUND ENERGY	183961 05/02/2013	051913	33.66
	33.66 91111264 547100	MILLER ROAD NE BEACON - 8800 1/2 Miller Road		
		GG-STREET-TRAF CONTROL-UTILITY		
Invoice: 888APR13	PUGET SOUND ENERGY	183962 05/02/2013	051913	192.03
	192.03 91411345 547100	NE HIGH SCHOOL ROAD PUMP - 9330 NE HS Road		
		GG-WTR-ELECTRIC		
Invoice: 067APR13	PUGET SOUND ENERGY	183963 05/02/2013	051913	10.28
	10.28 91111263 547100	MADISON PARKING LOT		
		GG-STRT-STREET LIGHTING-UTIL		
Invoice: 658APR13	PUGET SOUND ENERGY	183967 05/02/2013	051913	68.97
	68.97 91421355 547100	SLS-4 IRENE/LOWER HAWLEY		
		GG-SWR-ELECTRIC		
Invoice: 682-A-APR13	PUGET SOUND ENERGY	183968 05/02/2013	051913	15.07
	15.07 91111263 547100	MUNICIPAL PARKING LOT - MADISON/MADRONA		
		GG-STRT-STREET LIGHTING-UTIL		
Invoice: 6382-B-APR13	PUGET SOUND ENERGY	183969 05/02/2013	051913	15.07
	15.07 91111263 547100	MUNICIPAL PARKING LOT - MADISON/MADRONA		
		GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL1APR13	PUGET SOUND ENERGY	183970 05/02/2013	051913	141.05
	141.05 91111263 547100	ERCKSN/MDSN/WNSLW/KNCHTL		
		GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL2APR13	PUGET SOUND ENERGY	183971 05/02/2013	051913	121.60
	121.60 91111263 547100	FACILITIES DETAIL ON IL1		
		GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL3APR13	PUGET SOUND ENERGY	183972 05/02/2013	051913	256.99
	256.99 91111263 547100	ROUNABOUT HS/MADISON IMPR		
		GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL4APR13	PUGET SOUND ENERGY	183973 05/02/2013	051913	92.22
	92.22 91111263 547100	FACILITIES DETAIL ON IL3		
		GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL5APR13	PUGET SOUND ENERGY	183974 05/02/2013	051913	89.95
	89.95 91111263 547100	COMMODORE OFF HS @ OLYMPIC		
		GG-STRT-STREET LIGHTING-UTIL		
Invoice: IL6APR13	PUGET SOUND ENERGY	183975 05/02/2013	051913	75.58
	75.58 91111263 547100	MADISON PRJ HS TO WINSLOW		
		GG-STRT-STREET LIGHTING-UTIL		

05/15/2013 14:11 |CITY OF BAINBRIDGE ISLAND
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|PG 5
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CASH ACCOUNT: 635 111100 CASH
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				VOUCHE	INV DATE	PO	WARRANT	NET
				INVOICE DTL DESC				
Invoice: IL7APR13	PUGET SOUND ENERGY			183976	05/02/2013		051913	322.80
	322.80 91111263 547100			MADISON PRJ HS TO WINSLOW II GG-STRT-STREET LIGHTING-UTIL				
Invoice: IL8APR13	PUGET SOUND ENERGY			183977	05/02/2013		051913	24.80
	24.80 91111263 547100			FACILITIES DETAIL ON IL6 AND IL7 GG-STRT-STREET LIGHTING-UTIL				
Invoice: IL9APR13	PUGET SOUND ENERGY			183978	05/02/2013		051913	55.04
	55.04 91111263 547100			MADISON AVENUE SOUTH GG-STRT-STREET LIGHTING-UTIL				
Invoice: IL10APR13	PUGET SOUND ENERGY			183979	05/02/2013		051913	74.79
	74.79 91111263 547100			FACILITIES DETAIL ON IL9 GG-STRT-STREET LIGHTING-UTIL				
Invoice: 285APR13	PUGET SOUND ENERGY			183980	05/02/2013		051913	260.76
	260.76 91421355 547100			SPS NORTHTOWN/SPORTSMAN GG-SWR-ELECTRIC				
Invoice: IL11APR13	PUGET SOUND ENERGY			183981	05/02/2013		051913	103.02
	103.02 91111263 547100			STREET LIGHTS WW MAD TO 305 GG-STRT-STREET LIGHTING-UTIL				
Invoice: IL12APR13	PUGET SOUND ENERGY			183982	05/02/2013		051913	45.12
	45.12 91111263 547100			STREET LIGHTS WW 305 TO FRNCLFF GG-STRT-STREET LIGHTING-UTIL				
Invoice: IL13APR13	PUGET SOUND ENERGY			183983	05/02/2013		051913	43.76
	43.76 91111263 547100			FACILITIES DETAIL ON IL12 GG-STRT-STREET LIGHTING-UTIL				
Invoice: WW-305APR13	PUGET SOUND ENERGY			183984	05/02/2013		051913	75.89
	75.89 91111264 547100			WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY				
Invoice: WW-305APR13A	PUGET SOUND ENERGY			183985	05/02/2013		051913	87.22
	87.22 91111264 547100			WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY				
Invoice: WW-305APR13B	PUGET SOUND ENERGY			183986	05/02/2013		051913	506.47
	506.47 91111264 547100			WINSLOW WAY & 305 GG-STREET-TRAF CONTROL-UTILITY				
Invoice: 520-330APR13	PUGET SOUND ENERGY			183987	05/02/2013		051913	23.84
	23.84 91011768 547100			210 WINSLOW WAY E IRRIGATION GG-C/E-PARKS-ELECTRIC				
Invoice: 573APR13	PUGET SOUND ENERGY			183988	05/02/2013		051913	13.20
	13.20 91411345 547100			COMMODORE/HS RESERVOIR GG-WTR-ELECTRIC				

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CITY OF BAINBRIDGE ISLAND
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PG 6
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CHECK 333085 TOTAL: 23,697.05

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 23,697.05

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	23,697.05

*** GRAND TOTAL *** 23,697.05

05/15/2013 14:11 |CITY OF BAINBRIDGE ISLAND
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PG 7
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JOURNAL ENTRIES TO BE CREATED

CLERK: llant

YEAR PER JNL

SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2013 5 175									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		3,634.80	
	05/23/2013	051913	052313			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			23,697.05
	05/23/2013	051913	052313			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		5,756.76	
	05/23/2013	051913	052313			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		8,946.59	
	05/23/2013	051913	052313			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		5,308.46	
	05/23/2013	051913	052313			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		50.44	
	05/23/2013	051913	052313			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		23,697.05	23,697.05
APP 631-130000						DUE TO/FROM CLEARING		23,697.05	
	05/23/2013	051913	052313						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			3,634.80
	05/23/2013	051913	052313						
APP 401-130000						DUE TO/FROM CLEARING			5,756.76
	05/23/2013	051913	052313						
APP 402-130000						DUE TO/FROM CLEARING			8,946.59
	05/23/2013	051913	052313						
APP 101-130000						STREETS - DUE TO/FROM CLEARING			5,308.46
	05/23/2013	051913	052313						
APP 403-130000						DUE TO/FROM CLEARING			50.44
	05/23/2013	051913	052313						
						SYSTEM GENERATED ENTRIES TOTAL		23,697.05	23,697.05
						JOURNAL 2013/05/175 TOTAL		47,394.10	47,394.10

05/15/2013 14:11
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 8
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2013 5	175	05/23/2013			
001-130000				GENERAL - DUE TO/FROM CLEARING		3,634.80
001-213000				GENERAL - ACCOUNTS PAYABLE	3,634.80	
				FUND TOTAL	3,634.80	3,634.80
101 STREET FUND	2013 5	175	05/23/2013			
101-130000				STREETS - DUE TO/FROM CLEARING		5,308.46
101-213000				STREETS - ACCOUNTS PAYABLE	5,308.46	
				FUND TOTAL	5,308.46	5,308.46
401 WATER OPERATING FUND	2013 5	175	05/23/2013			
401-130000				DUE TO/FROM CLEARING		5,756.76
401-213000				ACCOUNTS PAYABLE	5,756.76	
				FUND TOTAL	5,756.76	5,756.76
402 SEWER OPERATING FUND	2013 5	175	05/23/2013			
402-130000				DUE TO/FROM CLEARING		8,946.59
402-213000				ACCOUNTS PAYABLE	8,946.59	
				FUND TOTAL	8,946.59	8,946.59
403 STORM & SURFACE WATER FUND	2013 5	175	05/23/2013			
403-130000				DUE TO/FROM CLEARING		50.44
403-213000				ACCOUNTS PAYABLE	50.44	
				FUND TOTAL	50.44	50.44
631 CLEARING FUND	2013 5	175	05/23/2013			
631-130000				DUE TO/FROM CLEARING	23,697.05	
635-111100				CASH		23,697.05
				FUND TOTAL	23,697.05	23,697.05

PAYROLL

PAYROLL CHECK RUN: 5 - 20 - 13

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	5/20/2013	027804 - 027907	P/R check run - Direct Deposit	221,172.62
Normal	5/20/2013	106214 - 106217	P/R check run - Regular	12,456.08
Vendor	5/20/2013	106218 - 106228	P/R Vendor check run	64,161.72
EFTPS	5/20/2013		Federal Tax Electronic Transfer	91,906.92
			TOTAL:	389,697.34

Prepared and Reviewed by:


Deborah Lee

Date

5/16/13

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.



Date

5-16-2013

Karl R Shaw, Accounting Manager

05/15/2013 14:11
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 9
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JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	23,697.05	
001 GENERAL FUND		3,634.80
401 WATER OPERATING FUND		5,756.76
402 SEWER OPERATING FUND		8,946.59
101 STREET FUND		5,308.46
403 STORM & SURFACE WATER FUND		50.44
TOTAL	23,697.05	23,697.05

** END OF REPORT - Generated by Lara N. Lant **

ITEMS DISCUSSED

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
3. PRESENTATIONS
 - A. NATIONAL POETRY MONTH, BAINBRIDGE ISLAND ARTS AND HUMANITIES COUNCIL POETRY READING, JOHN NEWLAND-THOMPSON, POET
 - B. POTENTIAL REFUNDING OF VOTER-APPROVED BONDS, DAVE TRAGESER, FINANCIAL ADVISOR, D.A. DAVIDSON & CO.
4. PUBLIC COMMENT
5. ORDINANCES 1ST READING: ORDINANCE NO. 2013-06, REVISIONS TO OFF-SITE / RIGHT-OF-WAY SIGNS, AB 13-030 – PLANNING
6. NEW BUSINESS
 - A. BUSINESS LICENSES FOR INTERNET-BASED AND DIGITAL SERVICES – FINANCE
 - B. RESOLUTION NO. 2013-09, DELEGATING AUTHORITY TO CITY MANAGER FOR LICENSE AGREEMENTS, AB 13-052 – EXECUTIVE
 - C. NOMINATION OF MAYOR PRO TEM FOR MAY THROUGH AUGUST, 2013
 - D. WING POINT WAY NON-MOTORIZED STP GRANT APPLICATION AND BUDGET AMENDMENT REQUEST, AB 13-056 – PUBLIC WORKS [ADDED]
7. UNFINISHED BUSINESS: MADISON AVENUE WATER MAIN CONSTRUCTION AWARD, LIDEN LAND DEVELOPMENT AND EXCAVATION, AB 13-045 – PUBLIC WORKS
8. CONSENT AGENDA
 - A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL
 - B. REGULAR BUSINESS MEETING MINUTES, MARCH 27, 2013
 - C. SPECIAL/REGULAR BUSINESS STUDY SESSION MEETING, APRIL 3, 2013
 - D. LICENSE AGREEMENT WITH KITSAP PUBLIC UTILITY DISTRICT, MEIGS FARM WELL WATER MONITORING, AB 13-047 – PUBLIC WORKS
 - E. CONTRACT AMENDMENT RELATING TO ENERGY EFFICIENCY CONSERVATION BLOCK GRANT CONTRACT, AB 09-024 – EXECUTIVE
 - F. SPORTSMAN CLUB NON-MOTORIZED IMPROVEMENTS CONSTRUCTION AWARD, LAKESIDE INDUSTRIES, AB 13-050 – PUBLIC WORKS
 - G. RESOLUTION NO. 2013-08, LYNWOOD CENTER STORMWATER OUTFALL PROJECT, SOLE SOURCE PURCHASE OF CHECK VALVE, AB 13-048 – PUBLIC WORKS
9. CITY MANAGER'S REPORT: 2ND QUARTER 2013 REPORT
10. COMMITTEE REPORTS
11. REVIEW UPCOMING COUNCIL MEETING AGENDAS
12. FOR THE GOOD OF THE ORDER
13. ADJOURNMENT

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE 6:59:46 PM

Mayor Bonkowski called the meeting to order at 6:59 pm. A quorum was present consisting of Councilmembers Blair, Blossom, Hytopoulos, Lester, Ward, and Mayor Bonkowski. Everyone stood for the Pledge of Allegiance. Councilmember Scales arrived at 7:17 pm.

2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE 7:00:42 PM

Councilmember Ward proposed adding Item 7D, Wing Point Non-Motorized STP grant application and budget amendment request. *Councilmember Blair moved to accept the agenda as amended which was seconded by Councilmember Lester and carried unanimously, 6-0.* There were no conflicts of interest disclosed.

3. PRESENTATIONS

A. NATIONAL POETRY MONTH, BAINBRIDGE ISLAND ARTS AND HUMANITIES COUNCIL POETRY READING, JOHN NEWLAND-THOMPSON, POET 7:02:08 PM

John Newland-Thompson read his poem entitled, Spirit of the Grand Forest.

B. POTENTIAL REFUNDING OF VOTER-APPROVED BONDS, DAVE TRAGESER, FINANCIAL ADVISOR, D.A. DAVIDSON & CO. 7:03:34 PM

Mr. Trageser gave a PowerPoint[®] presentation on potential future bond alternatives as well as debt service bond refinancing options. He noted the bonds under consideration include both the 2002 and 2004 UTGO bonds which were issued for open space purchases. He explained if the City chose to refinance those bonds, the savings would go back to the tax payers in a lower

levy each year. He noted the annual estimated savings would be over 13 percent. He explained it would take appropriately three months to complete the process and shared next steps. Following brief comments and questions, Council asked that staff go forward with the proposed refinancing opportunity.

4. PUBLIC COMMENT 7:24:38 PM

There was no public comment.

5. ORDINANCES 1ST READING: ORDINANCE NO. 2013-06, REVISIONS TO OFF-SITE / RIGHT-OF-WAY SIGNS, AB 13-030 – PLANNING 7:24:54 PM

Councilmember Hytopoulos said she did not see language proposed regarding having contact information on every sign. Planning Director Cook said she would review what the discussion was at the previous meetings and add that in before second reading on May 22.

7:26:19 PM **MOTION:** *I move that we schedule Ordinance 2013-06 relating to off-site signs for a second reading/public hearing on May 22, 2013 with the provision we've just discussed included.*
BLAIR/WARD – Motion carried unanimously, 7-0.

6. NEW BUSINESS

A. BUSINESS LICENSES FOR INTERNET-BASED AND DIGITAL SERVICES – FINANCE 7:26:48 PM

Councilmember Lester asked that the language internet-based and digital services be added to the list. Councilmember Ward requested that homeowner and condominium associations be removed from the list. Finance Director Schroer explained how the list is part of the Association of Washington Cities model ordinance the City adopted last year and staff would need to find out whether the City could amend it. Interim City Attorney Haney explained how these businesses were covered under the current language although not explicitly called out.

7:38:25 PM **MOTION:** *I move that we add internet-based and digital services to our list of business required to have a business license on Bainbridge Island.*
LESTER/WARD – Motion carried 5-2 with Councilmembers Blair, Blossom, Bonkowski, Lester and Ward voting in favor. Councilmembers Hytopoulos and Scales voted against.

7:39:05 PM **MOTION:** *I move that we specifically make a note in the business license language that excludes homeowner's associations and condo owners associations from the business license requirement.*
WARD/BLOSSOM

Following comments and questions regarding the motion, it was suggested the issue be scheduled for a future meeting and that staff prepare recommendations on whether or not it is typical to require homeowner and condo associations to have a business license. Councilmember Ward withdrew his motion.

B. RESOLUTION NO. 2013-09, DELEGATING AUTHORITY TO CITY MANAGER FOR LICENSE AGREEMENTS, AB 13-052 – EXECUTIVE 7:52:01 PM

City Manager Schulze explained the item was a follow-up discussion from previous meetings. He said the resolution would provide the City Manager the authority to handle license agreements administratively rather than having them come to the Council for approval. Mayor Bonkowski added he had brought this item forward in an effort to streamline what the Council needs to deal with. He added if there were right-of-ways associated with the streets that exclude non-motorized, he thought it would be appropriate for the Council to understand why. Councilmember Lester thought it was important that the Non-Motorized Transportation Committee review the documents to make sure potential opportunities were not being lost.

7:56:40 PM **MOTION:** *Then I move that the City Council approve Resolution No. 2013-09 delegating authority to the City Manager to approve licenses, permits, and agreements for the use of the City right-of-way with consideration for the Non-Motorized Transportation Plan.*
BLAIR/LESTER – Motion carried unanimously, 7-0.

C. NOMINATION OF MAYOR PRO TEM FOR MAY THROUGH AUGUST, 2013 7:57:17 PM

MOTION: *I nominate Councilmember Debbi Lester be elected as Mayor Pro Tem for the next four months.*
BLAIR/BLOSSOM – Motion carried unanimously, 7-0.

D. WING POINT WAY NON-MOTORIZED STP GRANT APPLICATION AND BUDGET AMENDMENT REQUEST, AB 13-056 – PUBLIC WORKS [ADDED] 7:58:56 PM

Public Works Director Newkirk explained the Kitsap Regional Coordinating Council has reviewed the competitiveness of our contingency projects in relation to other county projects to receive available federal grant funding. He explained the City could obligate before August 1 on this project primarily for design and right-of-way work. Staff and Council discussed how the applying for the grant would fit in with the chip-seal project.

8:11:17 PM **MOTION:** *I move that the City Council secure funding for the Wing Point Way Non-Motorized project and authorize a budget amendment of \$57,477.00 in the Capital Construction Fund and also provide appropriation for the matching operating transfer from the General Fund.*
LESTER/WARD – Motion carried unanimously, 7-0.

7. UNFINISHED BUSINESS: MADISON AVENUE WATER MAIN CONSTRUCTION AWARD, LIDEN LAND DEVELOPMENT AND EXCAVATION, AB 13-045 – PUBLIC WORKS 8:12:15 PM

Public Works Director Newkirk gave a PowerPoint® presentation. Council and staff discussed the pros and cons of the project. There was an in depth discussion regarding growth paying for growth. The topic will be added to a future meeting.

8:46:37 PM **MOTION:** *I move that the City Council approve the contract with Liden Land Development and Excavation for the Madison Avenue Water Main project in the amount of \$227,724.14 and authorize a budget amendment of \$40,000 from the Water Utility Fund.*
LESTER/BLAIR – Motion carried unanimously, 6-0. Councilmember Ward recused himself since he owns a condominium in the area.

8. CONSENT AGENDA 8:49:58 PM

A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL

Accounts Payable Manual Void Check Number 330996, Manual Checks 332775 through 332782 and Regular Check Run Numbers 332783 through 332881 for a total of \$228,266.27. Retainage Release Check Number 101 through 102 for a total \$1,712.39. Payroll Miscellaneous Check Number 106170, Direct Deposit Check Numbers 027595 through 027698, Regular Run Check Numbers 106171 through 106175, Miscellaneous Check Numbers 106176 through 106181, Payroll Vendor Check Numbers 106182 through 106193 and Federal Tax Electronic Transfer for a total of \$417,636.63.

B. REGULAR BUSINESS MEETING MINUTES, MARCH 27, 2013

C. SPECIAL/REGULAR BUSINESS STUDY SESSION MEETING, APRIL 3, 2013

D. LICENSE AGREEMENT WITH KITSAP PUBLIC UTILITY DISTRICT, MEIGS FARM WELL WATER MONITORING, AB 13-047 – PUBLIC WORKS

E. CONTRACT AMENDMENT RELATING TO ENERGY EFFICIENCY CONSERVATION BLOCK GRANT CONTRACT, AB 09-024 – EXECUTIVE

F. SPORTSMAN CLUB NON-MOTORIZED IMPROVEMENTS CONSTRUCTION AWARD, LAKESIDE INDUSTRIES, AB 13-050 – PUBLIC WORKS

G. RESOLUTION NO. 2013-08, LYNWOOD CENTER STORMWATER OUTFALL PROJECT, SOLE SOURCE PURCHASE OF CHECK VALVE, AB 13-048 – PUBLIC WORKS

Item G was pulled by Councilmember Blossom regarding a concern raised regarding sand from the tides building up in front of the valves. Public Works Director Newkirk indicated staff has evaluated and there should be enough head pressure behind it.

8:52:40 PM **MOTION:** *I move that we approve Item A. Accounts Payable Voucher and Payroll Approval, Item B. Special/Regular Business Meeting Minutes, March 27, 2013, Item C. Special/Regular Study Session Meeting Minutes, April 3, 2013, License Agreement with Kitsap Public Utility District Meigs Farm Well Water Monitoring AB 13-047, Item E. Contract Amendment Relating to Energy Efficiency Conservation Block Grant Contract AB 09-024, Item F. Sportsman Club Non-Motorized Improvements Construction Award, Lakeside Industries AB 13-050 and Item G. Resolution No. 2013-08, Lynwood Center Stormwater Outfall Project, Sole Source Purchase of Check Valve AB 13-048.*
WARD/BLAIR – Items A through F carried unanimously, 7-0. Item G carried unanimously 6-0 with Councilmember Blossom recusing herself from the vote.

9. CITY MANAGER'S REPORT: 2ND QUARTER 2013 REPORT 8:54:22 PM

City Manager Schulze reported that a group from South Africa would be visiting City Hall on Saturday to learn more about municipal government practices. He shared that Ron Carr, Public Works Department, was retiring after 21 years with the City. He highlighted the following items from the work plan: Police Chief hiring; City Attorney vacancy, water utility management

proposal, BITV Broadcasting, communications and public relations plan, increasing connectivity island wide, improving the permit process, Comcast franchise agreement, dais reconfiguration, professional development, Kitsap County ILA for cooperative services, Police Guild contract negotiations, software upgrades, 2013 Budget, Business & Occupation ordinance, credit card acceptance, comprehensive analysis of the stormwater utility, comprehensive plan amendments, complete street's ordinance, HDDP evaluation, SMP update, impact fee evaluation, Suzuki property, wireless facilities ordinance update, sign code amendments, temporary business on City property and use of the sidewalk on Winslow Way, business licenses for non-profits, Waterfront Park development, Police management/organizational study, CENCOM contract, Juvenile Detention Services contract, Eagle Harbor Beach Main project, Rockaway Beach Bluff Stabilization project and General Sewer Plan update). He also gave a brief update on the peer City review, initiating a performance measurement system, and level of service information and would check on when the sewer plan policies would be scheduled.

10. COMMITTEE REPORTS 9:16:23 PM

Councilmember Ward reported on a CENCOM planning retreat he attended last week. Councilmember Blair reported Kitsap Transit is preparing for the state-mandated on environmentally sound fuels and they will be taking a field trip on Friday to learn more about electric and propane powered transit buses. She reported she would be representing Bainbridge at the Puget Sound Regional Coordinating Council's annual meeting tomorrow evening. Councilmember Lester reported attending a Washington State Department of Transportation briefing along with Councilmember Blair and Mayor Bonkowski regarding design options for SR 305 and Suquamish Way and that a roundabout has been proposed for that location. Councilmember Lester gave a brief report on the Housing Advisory Team working through the granting process and how to improve the intake for the consolidated grant process and the composition/make up/appointment to the committee. Mayor Bonkowski asked whether Council would be willing to endorse Environment Washington's campaign to get more solar energy in our state to which the Council concurred.

11. REVIEW UPCOMING COUNCIL MEETING AGENDAS 9:26:11 PM

Following comments regarding the process, format and scheduling of the Shoreline Master Plan public hearing, a motion was made.

MOTION: *I think that this should be three hours for three minutes each.*
HYTOPOULOS/SCALES

Councilmembers commented on the motion. There was a friendly amendment make to allow for one person to seed their time.

The motion passed unanimously, 7-0.

The public hearing was scheduled from 7:00 to 10:00 pm. Councilmembers continued to discuss the SMP. It was suggested that Council come prepared on May 15 to propose changes and if changes weren't made, then a vote could be taken that night. Council agreed if changes were made, that a vote would be scheduled for a future meeting.

There were no changes made to the May 1, 2013 study session agenda. Mayor Bonkowski suggested changing the May 15 study session SMP action language to read consider approval and that no public comment would be taken. The internet-based and digital services business license item was added to the May 15 agenda. City Manager Schulze shared that a code amendment is scheduled to specifically exempt the Police Chief position from civil service on May 15 and 22 respectfully. Councilmember Blair suggested changing the agenda wording for the Prothman contract amendment to Interim Public Safety Director Dickerson.

12. FOR THE GOOD OF THE ORDER 9:53:53 PM

Councilmember Lester reported on recent earthquakes in the area, that an earthquake drill was being held tomorrow, reminded citizens to run for City Council, Farmer's Market weekend (Saturday at Town Square and Sunday Lynwood Community Market). Councilmembers thanked Councilmember Ward for his service as Mayor Pro Tem during the last four months.

13. ADJOURNMENT 9:58:01 PM

The special/regular meeting adjourned at 9:58 pm.

Steven Bonkowski, Mayor

Rosalind D. Lassoff, City Clerk

ITEMS DISCUSSED

1. CALL TO ORDER / ROLL CALL
2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
3. PRESENTATIONS
 - A. FRIENDS OF THE FARMS
 - B. UPDATE ON TRANSFER OF PARK PROPERTIES TO BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT
 - C. HARBOR COMMISSION 2013 WORK PLAN
 - D. UTILITY ADVISORY COMMITTEE 2013 WORK PLAN
4. STAFF INTENSIVE
 - A. AMENDMENT TO THE CITY'S SHORELINE MASTER PROGRAM GRANT FROM THE DEPARTMENT OF ECOLOGY
 - B. AD HOC COMMITTEE'S RECOMMENDATIONS TO REVISE THE HOUSING DESIGN DEMONSTRATION PROGRAM (HDDP), AB 13-059
 - C. ROCKAWAY BEACH ROAD STABILIZATION PROJECT, AB 11-061
 - D. INTERLOCAL AGREEMENT FOR TRAFFIC SIGNAL REPAIR AND MAINTENANCE, AB 13-057
 - E. ORDINANCE NO. 2013-05, FIRST QUARTER 2013 BUDGET AMENDMENTS, AB 13-024
 - F. BUDGET PROCESS
 - G. ORDINANCE NO. 2013-09, EMERGENCY MANAGEMENT, AB 13-058
5. COUNCIL DISCUSSION
 - A. PROCLAMATION PROCLAIMING MAY, 2013 "PUGET SOUND STARTS HERE MONTH" AB 13-055
6. COMMITTEE REPORTS
7. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS
8. FOR THE GOOD OF THE ORDER
9. ADJOURNMENT

1. CALL TO ORDER / ROLL CALL. Mayor Bonkowski called the meeting to order at 7:00 pm. A quorum was present consisting of Councilmembers Blair, Blossom, Hytopoulos, Ward and Mayor Bonkowski. Councilmember Scales arrived at 7:18:51 PM. Councilmember Lester was absent and excused. Deputy City Clerk/Paralegal Brown monitored the recording of the meeting and prepared the minutes.

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

MOTION: *I move that we accept the agenda as presented.*

BLAIR/WARD – *The motion carried unanimously, 5 -0. 7:00 PM*

There were no conflict of interest disclosures.

3. PRESENTATIONS

A. FRIENDS OF THE FARMS. 7:01:00 PM Wendy Tyner, Executive Director of Friends of the Farms, introduced Bobbie Morgan, President of the Board of Directors of Friends of the Farms, and Ryan Vancil, counsel for Friends of the Farms. Ms. Tyner provided background on the organization and their programs. She reported on the capital projects, the budget and the projected income for 2013. She provided information on each property, and the status of an agricultural survey. Ryan Vancil, counsel for Friends of the Farms, spoke about the implementation of the lease and the formation of a community task force to assist in the implementation of the lease. He said that the work of the task force has included drafting the form of sublease, developing farmer selection criteria and forming governance procedures for the site committees for each property. He said an additional task is an annual review of the goals, policies and practices for each property, and they have proposed edits to the versions attached to the lease.

7:29:33 PM Patti Dusbabek spoke about her concerns with the arrangement with Friends of the Farms.

B. UPDATE ON TRANSFER OF PARK PROPERTIES TO BAINBRIDGE ISLAND METROPOLITAN PARK & RECREATION DISTRICT. 7:34:18 PM Ryan Vancil, counsel for the Bainbridge Island Metropolitan Park & Recreation District ("Park District") provided a short update to Council on each property. He proposed an interlocal agreement that would address the transfer of the remaining properties. Council discussed the process. The City Manager said he would discuss the benefits of an interlocal agreement with Ryan Vancil.

7:58:33 PM Jerry Elfendahl spoke about Strawberry Plant Park and moving forward with plans for the park.

8:03:19 PM Doug Hatfield spoke about the process to transfer Strawberry Plant Park and the permit for a pier.

8:07 PM Terry Lande, Director of the Park District, said there are no funds set aside for a pier at this time.

Planning Director Cook advised that Council could request a one-year extension to the permit for a pier at Strawberry Plant Park. Council's consensus was to extend the permit and address the funding at a later date.

C. HARBOR COMMISSION 2013 WORK PLAN, AB 13-051. 8:13:30 PM Mark Leese, Chair of the Harbor Commission, presented the Harbor Commission's 2013 work plan. He said the primary task is to promote the redevelopment of the City dock. He noted that Councilmember Blair has asked for a correction to the work plan relating to the allocation of funds to both the dock and Waterfront Park. He said the Commission will work with the Department of Natural Resources (DNR) and the Recreation and Conservation Office (RCO) to extend the City dock lease. They will also pursue grants for the dock project and liaise with stakeholders interested in the extension of the boat launching ramp. He described the important role of harbor stewards, and asked Council to consider Code revisions relating to the waters of Bainbridge Island. He said they are involved in providing review of navigation and safety issues for docks in the pre-application process. He noted they have five commissioners and need two new commissioners. He described the difficulties in finding dock hosts. He said they are coordinating with Sustainable Bainbridge on emergency preparedness. Councilmember Blair suggested a clarification to indicate that the Harbor Commission works only with publicly-owned waterfront development. Council discussed the dock host volunteer position and asked the City Manager to look at a policy. City Manager Schulze said that Heather Beckmann will take the lead on the public process for Waterfront Park.

8:39:00 PM Terry Lande asked for clarification on the funding for Waterfront Park which will be for both Waterfront Park and the dock.

8:40:36 PM Jerry Elfendahl spoke about obtaining additional public input on the dock.

MOTION: *I move that the City Council accept the 2013 work plan from the Harbor Commission, with the amendments as discussed.*

BLAIR/WARD – *The motion passed unanimously, 6-0.* 8:48:12 PM

D. UTILITY ADVISORY COMMITTEE 2013 WORK PLAN, AB 13-054. 8:48:25 PM Arlene Buetow, Chair of the Utility Advisory Committee (UAC), presented the 2013 work plan. She said they are involved in reviewing the Eagle Harbor Beach Main project, the General Sewer Plan and related policy decisions and capital projects, an annual financial review of all utilities, and a benchmark analysis for the water utility of the City's ability to perform within the budget criteria established by the rate reduction. She asked Council to consider establishing a policy of sending the preliminary budget and Capital Improvement Plan (CIP) to the committee for input. She spoke about the review of the Storm and Surface Water Management (SSWM) program and the utility tax issue.

MOTION: *I move that the City Council accept the 2013 work plan from the UAC.*

WARD/BLOSSOM – *The motion passed unanimously, 6-0.* 8:57:41 PM

4. STAFF INTENSIVE.

A. AMENDMENT TO THE CITY'S SHORELINE MASTER PROGRAM GRANT FROM THE DEPARTMENT OF ECOLOGY, AB 09-097. 8:57:48 PM Planning Director Cook introduced the amendment to the City's grant to support the City's Shoreline Master Program Update (SMP). She said the grant will be increased by \$30,000 and explained the parameters of the grant. She proposed they apply some of the funds to a consistency analysis of the SMP.

***MOTION:** I move that the City Council approve a \$30,000 increase to the City's grant from the Washington State Department of Ecology, for a new total grant amount of \$240,000 for the City's SMP update; and authorize the City Manager to sign the grant amendment; and approve a budget amendment to reflect these changes in the City's 2013-2014 Budget.*

***BLAIR/WARD** – The motion carried unanimously, 6-0.*

B. AD HOC COMMITTEE RECOMMENDATIONS TO REVISE THE HOUSING DESIGN DEMONSTRATION PROGRAM (HDDP), AB 13-059. 9:00:59 PM Planning Director Cook provided background on the program and the ad hoc committee's process for review. She went over the recommendations for the review process, definitions, and changes to Tier One, Two, Three and Four projects. She said the committee recommends creating a cottage housing ordinance and green building incentive for commercial /institutional projects as future work plan options. Council also discussed developing a green building ordinance for residential construction in the future.

***MOTION:** I move that the City Council forward the HDDP Committee's recommendations to the Planning Commission for further review and development of an implementing ordinance.*

***WARD/BLAIR** – The motion carried unanimously, 6-0. 9:16:00 PM*

C. ROCKAWAY BEACH ROAD STABILIZATION PROJECT, AB 11-061. 9:16:30 PM City Manager Schulze updated Council on the Rockaway Beach Road Stabilization Project and said they are awaiting permits. He added that they received approval to move forward with bid advertisement but need the permits to proceed further. He said the Suquamish Tribe has submitted comments and asked for extensions. Council discussed funding issues and the emergency declaration. City Manager Schulze said he will keep Council updated through the next week as they continue their discussions with the permit consultant and the Army Corps of Engineers.

D. INTERLOCAL AGREEMENT WITH THE CITY OF BREMERTON FOR TRAFFIC SIGNAL REPAIR AND MAINTENANCE, AB 13-057. 9:24:56 PM City Manager Schulze introduced the Interlocal Agreement for maintenance and repair of the traffic signals. He noted the City also had discussions with Kitsap County, and Bremerton was able to do this work for less.

***MOTION:** I move that the City Council forward the Interlocal Agreement with the City of Bremerton for traffic signal maintenance to the next City Council business meeting consent agenda.*

***WARD/BLAIR** – The motion carried unanimously, 6-0.*

E. ORDINANCE NO. 2013-05, FIRST QUARTER 2013 BUDGET ADJUSTMENTS, AB 13-024. 9:26:23 PM Finance Director Schroer introduced the ordinance and budget amendments.

***MOTION:** I move that the City Council forward Ordinance No. 2013-05 relating to 2013 Budget amendments to second reading on May 22, 2013.*

***BLOSSOM/BLAIR** – The motion passed unanimously, 6-0. 9:27:26 PM*

F. BUDGET PROCESS. 9:27:32 PM City Manager Schulze discussed the biannual budget process. He said the 2013 budget was approved with the understanding that the City Manager would review and come back with suggestions for modifications after becoming more familiar with the organization. He noted that Council has suggested a number of significant changes that will require modifications to the budget. He said there are a number of key personnel vacancies and major policy

decisions coming before Council that will have significant impacts on the organization. He said he doesn't believe the City has the capacity to take on a major budget overhaul in 2013. He said the implementation of the High Performance Organization (HPO) training and systems implementation will be major events. He recommended they focus their efforts this year on the water utility, cost allocation model, the SSWM utility and sewer utility. Finance Director Schroer updated Council on budget development and presented a proposed timeline. She explained what is needed to update the budget framework, and explained the information that will be provided in the mid-year report. Council asked to schedule a discussion of budget priorities in June.

G. ORDINANCE NO. 2013-09, EMERGENCY MANAGEMENT, AB 13-058. 9:37:51 PM City Manager Schulze said this ordinance will meet the state requirement that the City establish an emergency management organization. He added that the comprehensive emergency management plan will come to Council in June, and it is an interagency agreement.

***MOTION:** I move that the City Council schedule 2nd reading of Ordinance No. 2013-09 relating to emergency management on May 22, 2013.*

***BLAIR/WARD** - The motion carried unanimously, 6-0. 9:43:02 PM*

5. COUNCIL DISCUSSION. 9:43:07 PM

A. PROCLAIMING MAY, 2013 AS "PUGET SOUND STARTS HERE" MONTH, AB 13-055. 9:43:20 PM Mayor Bonkowski read the proclamation.

***MOTION:** I move that the City Council authorize Mayor Steve Bonkowski to sign the proclamation declaring May, 2013 as "Puget Sound Starts Here" month.*

***WARD/BLAIR** - The motion carried unanimously, 6-0.*

6. COMMITTEE REPORTS. 9:46:05 PM There were no committee reports.

7. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS. 9:46:14 PM Council reviewed the agenda for May 8, 2013. The consensus was to move the consent agenda to the beginning of the meeting and have the remainder of the meeting devoted to the SMP public hearing. Council reviewed the May 15, 2013 agenda and noted that they may need to extend the time for the SMP discussion.

8. FOR THE GOOD OF THE ORDER. 9:55:06 PM There were no comments for the good of the order.

9. ADJOURNMENT. Mayor Bonkowski adjourned the meeting at 9:55:19 PM.

Steven Bonkowski, Mayor

Christine Brown, Deputy City Clerk/Paralegal

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Interlocal Agreement with the City of Bremerton for Traffic Signals Repair & Maintenance	Date: May 22, 2013
Agenda Item: Consent Agenda	Bill No.: 13-057
Proposed By: Lance Newkirk, Public Works Director	

BUDGET INFORMATION

Depart/Fund: Public Works - Streets

Estimated Expenditure	2013 - \$8,800.00	2014 - \$4,000.00	2015 - \$4,000.00
Budgeted?	☒ Yes ☐ No	Budget Amend. Req?	☐ Yes ☒ No

REFERRALS/REVIEW

Study Session: May 1, 2013	Recommendation: Forward to May 22, 2013 Consent Agenda		
City Manager: ☒ Yes ☐ No	Legal: ☒ Yes ☐ No	Finance: ☒ Yes ☐ No	

DESCRIPTION/SUMMARY

Action Item:

Consider awarding the Traffic Signal Interlocal Agreement (ILA) with the City of Bremerton.

Background:

The City is responsible for maintaining five traffic signals on the Island that includes both yellow and red flashing lights; see attached scope of work for the various locations. This type of work requires certified signal technicians. The City of Bremerton has certified signal technicians on staff and performs this function under similar agreements with other local governmental agencies.

The proposed interlocal agreement is for a period of three years. The scope of work is comprised of three sections 1) initial repairs, 2) annual preventative maintenance, and 3) emergency and scheduled repairs. The initial repairs are needed to bring the infrastructure up to industry standards and are estimated to cost \$8,800.00. Once the initial repairs are completed, the annual preventative maintenance is estimated to cost \$4,000.00 annually. See attached scope of work (exhibit A to the Agreement) for further details.

RECOMMENDED ACTION

INTERLOCAL AGREEMENT FOR TRAFFIC SIGNAL MAINTENANCE

THIS INTERLOCAL AGREEMENT (this “Agreement”) is made and entered into by and between the City of Bainbridge Island, a municipal corporation of the State of Washington (“Bainbridge”) and the City of Bremerton, a municipal corporation of the State of Washington (“Bremerton”) for the purpose of providing traffic signal maintenance services.

WHEREAS, Bainbridge has five flashing red or yellow warning lights that require annual maintenance and repairs; and

WHEREAS, Bremerton provides traffic signal maintenance services for Bremerton and also possesses the ability to provide those services to Bainbridge; and

WHEREAS, Bainbridge desires to enter into an Agreement with Bremerton under which Bremerton will perform traffic signal maintenance services within the boundaries of Bainbridge; and

WHEREAS, Bremerton is willing to provide traffic signal maintenance services on the terms and conditions contained in this Agreement; and

WHEREAS, Chapter 39.34 RCW provides that local jurisdictions may enter into cooperative agreements for their mutual benefit;

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

1. SERVICES

A. Bremerton shall provide the traffic signal maintenance services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as Exhibit A (the “Services”).

B. The Bremerton Public Works Director and Bainbridge Public Works Director are authorized to act on behalf of Bremerton and Bainbridge, respectively, and shall develop working procedures associated with any of the activities comprising the Services. No separate legal or administrative entity is created under this Agreement.

C. By entering into this Agreement, the parties intend to have Bremerton provide Services to Bainbridge. Bremerton does not intend to assume, nor does Bainbridge expect Bremerton to gain, any greater responsibility and/or liability that it would normally have imposed upon it by law for the performance of traffic signal maintenance services generally for the citizens of Bremerton.

D. Bremerton is acting as an independent contractor so that control of personnel, standards of performance, discipline, and all other aspects of performance shall be governed entirely by Bremerton.

2. PERFORMANCE OF TRAFFIC SIGNAL MAINTENANCE SERVICES

A. For the purposes of performing Services under this Agreement, Bremerton shall furnish and supply all necessary labor, supervision, machinery, equipment, materials, and supplies except to the extent machinery, equipment, and/or materials are supplied by Bainbridge as agreed to by Bremerton in writing. Both parties agree that they and their officers and agents shall cooperate in the carrying out of said functions and that Bremerton shall have full authority, possession and necessary control of the work with the full assistance when necessary from the staff of Bainbridge.

B. For the purpose of facilitating the performance of the Services under this Agreement, it is agreed that Bainbridge, upon reasonable request in writing by Bremerton, or its duly authorized representative, will allow the temporary closing to traffic of all streets, or portions thereof, necessary to be closed before any work is commenced. Bainbridge will be responsible for furnishing the materials and labor needed to temporarily close a street or streets during the period maintenance is being performed.

C. The Services performed by Bremerton under this Agreement shall be pursued with care and diligence to appropriate Bainbridge standards, making every effort to recognize pertinent schedules of Bainbridge. Bremerton shall notify Bainbridge of a hardship or other inability to perform under this Agreement, including postponement of requested work due to a street light issue of higher priority.

D. All maintenance and repair work performed by Bremerton under this Agreement, and all materials, equipment, and supplies incorporated by Bremerton into Bainbridge's traffic signals in connection with the Services, shall become the sole property of Bainbridge upon completion and acceptance of the work. No jointly-owned property or equipment will be acquired under this Agreement.

3. WORK ORDER REQUESTS

A. Bremerton shall respond to work order requests for emergency and scheduled repairs in writing. If in the affirmative, Bremerton shall include an estimate of time and costs to complete the work. Charges shall be in accordance with Section 4 of this Agreement.

B. Upon receipt of Bremerton's estimate, Bainbridge may either issue a written notice to proceed which authorizes Bremerton to perform the requested work or a written notice rejecting Bremerton's estimate. The issuance of a notice to proceed shall constitute a representation by Bainbridge that the schedule of charges and basis of payment are acceptable and sufficient funds are appropriated to cover the cost of the requested work.

C. The scope of requested work may be amended in writing at any time with the consent of both parties.

4. PAYMENT

A. Bremerton shall submit quarterly invoices by the fifteenth day of the month following the end of the previous quarter for services performed in a previous quarter in a format acceptable to Bainbridge.

Each project and each task within a project shall be the subject of a separate invoice. Bremerton shall maintain time and expense records and provide them to Bainbridge upon request.

B. All invoices shall be paid by mailing a city check within sixty (60) days of receipt of a proper invoice.

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

5. RECORDS

Each party hereto agrees to maintain record keeping for a period of three years after completion of work.

6. FACILITIES TO BE PROVIDED BY BAINBRIDGE

Bainbridge grants to Bremerton permission to enter Bainbridge rights-of-way for the purposes of providing the Services.

7. HOLD HARMLESS AND INDEMNIFICATION

A. Each party agrees to indemnify and hold harmless the other party, its officers, elected and appointed officials, employees, and agents from all claims, lawsuits, penalties, losses, damages, or costs of any kind whatsoever to the extent such a claim arises or is caused by the indemnifying party's own negligence or that of its officers, elected or appointed officials, agents, or employees in performance of this Agreement.

B. Bainbridge is a member of the Washington Cities Insurance Authority (WCIA), which is a self-insured pool of over 99 municipal corporations in the State of Washington. WCIA has at least \$1 million per occurrence combined single limit of liability coverage in its self insured layer that may be applicable in the event an incident occurs that is deemed to be attributed to the negligence of a member.

C. Bremerton is self-insured and has the insurance described in Exhibit C attached to this Agreement.

8. TERM AND TERMINATION

A. This Agreement shall be effective upon execution by all of the parties and shall remain in effect, unless other terminated as provided below, for a term of three (3) years.

B. Either party may terminate this Agreement at any time, with or without cause, upon not less than thirty (30) days' written notice to the other party. The indemnity provisions of Section 7 of this Agreement will survive termination for any claim, lawsuit, penalty, loss, damage or cost arising out of the acts, errors or omissions of the parties prior to the effective date of the termination.

9. EXTENT OF AGREEMENT/MODIFICATION

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

10. LEGAL REQUIREMENTS

Each party shall comply with all applicable federal, state, and local laws, rules and regulations in performing this Agreement.

11. SEVERABILITY

Should any clause, phrase, sentence, or paragraph of this Agreement be declared invalid or void, the remaining provisions of this Agreement shall remain in full force and effect.

12. WRITTEN NOTICES

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

To Bainbridge:

City of Bainbridge Island
Operations & Maintenance
7305 Hidden Cove Road
Bainbridge Island, WA 98110
Phone: (206) 842-1212
Email: pwom@bainbridgewa.gov

To Bremerton:

City of Bremerton
Public Works & Utilities
100 Oyster Bay Ave. North
Bremerton, WA 98312
Phone: (360) 473-5359
Email: Jim.orton@ci.bremerton.wa.us

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

13. GOVERNING LAW

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

14. VENUE

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

15. RECORDING

This Agreement shall be recorded by Bainbridge with the Kitsap County Auditor.

IN WITNESS WHEREOF, the parties have signed this Agreement, effective on the date indicated below.

CITY OF BREMERTON

CITY OF BAINBRIDGE ISLAND

By: _____
Patty Lent, Mayor

By: _____
Douglas Schulze, City Manager

DATE: _____

DATE: _____

EXHIBIT A

TRAFFIC SIGNAL MAINTENANCE SERVICES

Bainbridge has five intersections, as more fully described in Exhibit B (the “Signals”), with flashing red or yellow warning lights that require annual maintenance and repairs. Traffic signal maintenance services covered by this Agreement consist of the following initial repairs, preventative maintenance and emergency and scheduled repairs.

Initial Repairs. Bremerton shall provide the initial repairs at the following intersections as described below:

Blakely Avenue and Baker Hill

- Install refurbished crosswalk signal provided by the City of Bremerton
- Install heavy duty span wire
- Rewire flasher to control box
- Replace flasher unit in control box with 5 conductor IMSA cable
- Install new stainless steel hardware
- Install four new LED flasher heads and lamps
- Install crosswalk signal provided by the City of Bremerton

High School Road and Sportsmans Club Road

- Clean up service
- Rewire flasher to service
- Install stainless steel hardware
- Replace rusted components
- Paint
- Remove glass lenses
- Install existing LED lamps properly
- Install new visors where needed

New Brooklyn Road and Sportsmans Club Road

- Clean up service
- Rewire flasher to service
- Install stainless steel hardware
- Replace rusted components
- Paint
- Remove glass lenses
- Install existing LED lamps properly
- Install new visors where needed

Fletcher Bay/Miller Road/New Brooklyn

- Replace pad locks
- Paint
- Install LEDs
- Install stainless steel tie wraps
- Clean up wiring

Bucklin Hill/Blakely Avenue/Lynwood Center

- Install LED lamps
- Install new visors
- Replace flasher unit
- Clean up control cabinet
- Install stainless steel tie wraps
- Install new stainless steel hardware
- Rewire inside of head for access
- Paint
- Assess service and repair if necessary

It is anticipated that the initial repairs will take two people up to five working days to complete. Costs will be charged on a time and materials basis as follows:

Labor: 80 hours maximum at \$50/hour = \$4,000

Equipment: 1 vehicles, 5 days each at \$160 per day = \$800

Parts/Materials: maximum of \$4,000.

Annual Preventative Maintenance Tasks. The following preventative maintenance tasks will be conducted annually on the Signals in accordance with a mutually agreed upon schedule:

- Clean all signals including signal lens
- Clean all controller cabinets and breaker panels
- Refocus all signal lights and align with traffic as needed
- Check all cables, bolts, mounting hardware and safety chain
- Replace or repair cable or safety chain as needed
- Visually inspect all overhead splices, in pull boxes and in pole bases
- Test, clean and lubricate all controllers, solid state components electronic parts and check all relays
- Replace bulbs as required but no less than every three years.
- Email summary report of the work completed and a list of necessary scheduled repairs

Annual Preventative Maintenance Costs will be charged on a time and material basis as described above and are estimated to be \$4,000.

Labor: \$50/hour per person during normal working hours and \$75/hour per person in overtime status.

Equipment: 1 vehicle at \$160 per day.

Parts/Materials: Billed at costs.

Should circumstances dictate and as mutually agreed upon for each occurrence, Bremerton may conduct the work or continue the work in an overtime status for the most efficient use overall of staff and equipment resources.

Emergency and Scheduled Repairs

Bainbridge shall authorize all replacement and repairs recommended by the work crew by work order in accordance with Section 3(B) of the Agreement. Repairs that do not impact safety shall be scheduled on a mutually agreeable date and time. Bainbridge shall pay for time and materials for scheduled work. Emergency repairs shall be prioritized if traffic is impeded or safety is compromised. Bainbridge and the work crew shall work together to repair emergency situations as soon as reasonable. Bainbridge may be required to pay overtime rates if the work is performed outside normal business hours.

Scheduled Repairs shall be billed at \$50 per hour per person, plus materials and equipment rental costs.

Emergency Repairs shall be billed at \$75 per hour per person, plus materials and equipment rental costs. Bainbridge will pay for a minimum of 2.5 hours of labor for any emergency repair.

Qualifications

The work crew shall have a minimum of one International Municipal Signal Association Level II technician onsite at all times.

EXHIBIT B

FLASHING TRAFFIC SIGNAL INVENTORY

Intersection/Cross Street	Equipment	Description	Quantity*
Blakely Ave/Baker Hill	Yellow Flashing Traffic Lights (crosswalk) and Econolite controller	Two yellow flashing warning lights on Blakely Ave in either direction used in coordination with Blakely Elementary student ingress and egress.	4
High School/Sportsman Club	Red Flashing Traffic Lights	Four way red flashing traffic warning lights at a four way stop.	4
New Brooklyn/Sportsman Club	Red Flashing Traffic Lights	Four way red flashing traffic warning lights at a four way stop.	4
Fletcher Bay/Miller/New Brooklyn	Red Flashing Traffic Lights	Four way red flashing traffic warning lights at a four way stop.	4
Bucklin Hill/Blakely Ave/Lynnwood Center	Yellow and Red Flashing Traffic Lights	Two yellow flashing warning lights on Bucklin Hill and Blakely Ave and a one red flashing warning light on Lynnwood Center	3

*Note: The quantity refers to a single traffic signal lens and in most cases one intersection may have four traffic signal lenses.

EXHIBIT C

Insurance against claims for injuries to persons or damage to property arising out of or in connection with the performance of this Agreement by Bremerton, its officers, employees and agents:

A. Automobile Liability Insurance with limits no less than \$1,000,000.00 combined single limit per accident for bodily injury and property damage.

B. Commercial General Liability Insurance written on an occurrence basis with limits no less than \$1,000,000.00 combined single limit per occurrence and \$2,000,000.00 aggregate for personal injury, bodily injury and property damage. Coverage shall include, but not be limited to blanket contractual; products/completed operations; broad form property damage; explosion, collapse and underground (XCU) if applicable; and employer's liability.

C. Professional Liability Insurance with limits no less than \$1,000,000.00 limit per occurrence.

Before commencing work and services, Bremerton shall provide to Bainbridge a Certificate of Insurance evidencing the required insurance. Bainbridge reserves the right to request and receive a certified copy of all required insurance policies.

Any payment of deductible or self-insured retention shall be the sole responsibility of Bremerton. Bainbridge shall be named as an additional insured on the Commercial General Liability Insurance Policy, with regard to work and services performed by or on behalf of Bremerton, and a copy of the endorsement naming Bainbridge as an additional insured shall be attached to the Certificate of Insurance.

The insurance policies (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to Bainbridge; and (3) shall state that Bainbridge will be given at least 30 days' prior written notice of any cancellation, suspension or material change in coverage.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Department of Ecology Supplemental Statewide Stormwater Grant Application for the Proposed Waterfront Park Project	Date: May 22, 2013
Agenda Item: Consent Agenda	Bill No.: 13-064
Proposed By: Engineering Manager Chris Hammer	Referral(s):

BUDGET INFORMATION

Department/Fund: Proposed 2014 Budget

Expenditure Req: \$42,500 Budgeted? ☐ Yes ☐ No Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

Study Session: May 15, 2013 Recommendation: Forward to May 22, 2013 Consent Agenda

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

DESCRIPTION/SUMMARY

Action Item:

Consider authorizing staff to move forward with the DOE Supplemental Statewide Stormwater grant application for the stormwater portion of the proposed Waterfront Park project.

Background:

In 2012, the State Legislature provided \$67M through appropriation provisions for statewide stormwater construction projects. The Department of Ecology (DOE) is providing the unobligated funds in a new competitive funding cycle with the remaining \$7M via the Supplemental Statewide Stormwater Grant Program. Eligible applicants for this funding opportunity are cities, counties, etc. covered by the NPDES Municipal Stormwater General Permit. Applications are due June 14th and projects are expected to complete by June 30, 2015. See attached memo for more information.

Budget:

Estimated \$170,000 for project with a 25% local match of \$42,500. Requesting funding from the proposed 2014 budget.

RECOMMENDED ACTION

Motion:

**City of Bainbridge Island
PUBLIC WORKS DEPARTMENT**



MEMORANDUM

TO: City Council
Doug Schulze - City Manager

FROM: Chris Hammer P.E. PMP - Engineering Manager

DATE: For May 15, 2013

RE: Department of Ecology Statewide Stormwater Grant Application Consideration

Background

The DOE is supplementing the 2012 stormwater grant program with an additional \$7,027,000. In 2012 the City received a grant under this grant program for stormwater improvements at Lynwood Center. Applications are due June 14, 2013. Projects are to be completed by June 30, 2015.

The existing storm water outfall at Shannon Drive is in need of retrofit improvements in order to improve water quality. The existing stormwater system conveys much of the area below Winslow Way, east of Madison, and west of Bjune and outfalls in the vicinity of the Waterfront Park Dock. The existing outfall is the remnant of the old combined sewer and storm water system and is located in deep water below the intertidal zone. When DNR permits expire they propose new practices or reconfigurations as necessary. The Department of Natural Resources (DNR) lease has expired (May 22, 2004) for this outfall and requested the City reconfigure the outfall.

Proposal

The City Council has embarked on a community effort to improve the Waterfront Park. Council may desire to address the outfall deficiency and provide water quality improvements in coordination with other proposed park improvements. The Statewide Stormwater Grant is a possibility for addressing this work and at a reduced cost.

A proposed project scope is as follows:

- Provide a new outfall to the shoreline and abandonment of the old outfall.
- Provide a new water quality structure.

The proposed scope of work assumes that the outfall can be abandoned in place, the existing pipe conveyances in the park are adequate, and that cultural resource impacts can be avoided.

The work will include design, permitting, and construction. Given the timing and current workload staff has not prepared a detailed scope and estimate. A cost opinion has been derived

using analogous estimating plus a 35% contingency. The preliminary cost opinion to deliver the design, permitting, and construction is \$170,000.

If awarded, seventy-five percent (75%) of these improvements would be funded by the Grant and twenty-five percent (25%) of the improvements would need to be budgeted and funded by the City. As annual stormwater funds for 2013, are needed to meet preservation needs, Staff recommends that Council fund the local match for the improvements using funding appropriated for the park project, by allocating additional stormwater funds above what is currently budgeted, or from contingency.

Summary

We ask that council consider authorizing the City to apply for a DOE Statewide Stormwater Grant to fund a storm water element of the Waterfront Park project and commit to budget for the local match not to exceed \$42,500.

Supplemental Statewide Stormwater Grant Program

NEW! UPDATE - April 9, 2013:

The 2012 State Legislature provided \$67M through appropriation provisions for statewide stormwater construction projects. Funding offers were made on May 1, 2012 to 117 grant applicants. For varying reasons, a portion of the funding offers were declined or deobligated. Ecology is providing the declined/deobligated funds in a new competitive funding opportunity: Supplemental Statewide Stormwater Grant Program.

The amount available for the Supplemental Statewide Stormwater Grant Program is \$7.027M. Ecology is developing the stormwater grant program guidance and application materials based on the FY2012 stormwater funding criteria and the FY2012 Supplemental Capital Budget language. Projects are expected to complete by June 30, 2015.

Eligible applicants for this funding opportunity are cities, towns, counties, and ports covered by one of the following NPDES Municipal Stormwater General Permits:

- Phase I Municipal Stormwater Permit
- Phase II Eastern Washington Municipal Stormwater Permit
- Phase II Western Washington Municipal Stormwater Permit

Following is the tentative Schedule for this funding opportunity. Ecology will also email the permit holder staff contacts with this information.

SCHEDULE

May 1	Application period begins (Application and Guidance available below on this date)
June 14	Applications DUE at Ecology Headquarters in Lacey, no later than 5pm
June 15 - July 26	Review, Rate and Rank Proposals
August 2	Final Offer and Applicant List available, Offer letters mailed
August 2 - Dec. 1	Grant start date, Negotiate agreements
June 30, 2015	Project completion

If you have questions regarding this funding program, please contact:

Patricia Brommer
Department of Ecology
Water Quality Program
PO Box 47600
Olympia, WA 98504-7600
(360) 407-6566
patricia.brommer@ecy.wa.gov

LINKS

- [Program Guidelines](#)
- [Funding Application](#)
- Applicant List (Not Yet Available)
- Final Offer and Applicant List (Not Yet Available)



Mr. Doug Schulze
City Manager
City of Bainbridge Island, WA

May 2, 2013

Dear Doug:

I am pleased to submit this proposal to provide facilitation of the City Manager's annual performance review process assistance to you and the City of Bainbridge Island. Primary services under this agreement will be provided on behalf of SGR by Ron Holifield and/or Tom Muehlenbeck.

The key strategies to be followed in this performance review facilitation process include:

1. Advance interactive development of a performance evaluation instrument that is mutually agreed to by the Mayor and City Council and the City Manager.
2. Preparation of a goal achievement report by the City Manager based on previously established Council goals and the accountability agreement.
3. Provision of the goals report to the Mayor and Council in advance of their completion of the performance evaluation instrument.
4. Advance completion of the performance evaluation instrument by the Mayor and each City Council member.
5. Compilation of aggregate evaluation results and development of a performance evaluation report.
6. Review of ICMA Credentialing 360 process.
7. Advance discussion of the evaluation results with the City Manager to provide an opportunity to be prepared for Council discussion.
8. On site one on one interview with the Mayor and each City Council member to discuss the draft report and results.
9. Facilitated executive session discussion regarding consensus performance evaluation results and action steps by the City Manager to meet City Council expectations in the coming year.

Summary Overview of Cost of Services

- Advance preparation of a performance instrument including all review, revisions, phone conferences, etc. to develop a mutually agreed upon document - **\$2500.**
- Preparation of the goals report by the City Manager and provision to the Mayor and Council, including format reviews and suggestions – included.
- Advance completion of evaluation instrument by the Mayor and Council – included.
- Review of ICMA Credentialing process 360 reviews. – included.
- Compilation of aggregate performance evaluation results, and development of a summary performance evaluation report - **\$2,000.**
- Advance phone conferences with City Manager to understand results and to allow opportunity for the City Manager to be prepared for the Council discussions - **\$500.**
- On site one on one conference with the Mayor and each Council member to review the aggregate results and allow an opportunity for refinement of the report before the formal review occurs - \$275 per interview x 7 = **\$1775.**
- On site conference with the City Manager regarding the evaluation results - **\$500.**
- Facilitated executive session to provide for a joint discussion of consensus performance evaluation results and development of action steps to ensure consensus Council expectations are met in the coming year - **\$3,000.**
- **Grand total - \$10,275** plus travel expenses.
- Travel Expenses will be billed at the actual airfare and rental car costs, plus \$150 per diem for hotel and \$45 per day or partial day per diem for meals.

This agreement may be cancelled at any time without notice, cause or penalty. Nothing herein obligates the City to utilize any of the specific services detailed should the City in their sole discretion determine such to not be in their best interests. In such case that not all services are utilized, the City shall only be billed for and obligated to pay for those services actually delivered by SGR.

If this letter of understanding is an accurate reflection of the terms and conditions under which the City desires to retain the services of SGR for City Manager annual performance evaluation assistance, please execute one copy of this agreement, scan and email it back to me, and we will do the same and return a final executed copy to you.

Approved and Agreed to this the 6th day of May, 2013 by and between:



Doug Schulze
City Manager
City of Bainbridge Island, WA



Ron Holifield
CEO
Strategic Government Resources

City of Bainbridge Island

2013

City Manager Performance Review Process

Proposed Approach:

Pre Retreat

1. SGR provides a draft performance evaluation instrument to the City for review and agreement on May 5. Modifications to the instrument to be completed by May 13 based on feedback provided.
2. City Manager to prepare a goal achievement report based on previously established Council goals and the accountability agreement. Goal Achievement Report to be provided to SGR by May 13 to assist in developing advance interview questions for Council.
3. City Manager to provide goal achievement report to the Mayor and Council by May 13 for their review and preparation for completion of the performance evaluation form and advance interviews with SGR.
4. SGR to provide the mutually agreed upon performance evaluation instrument to the City Manager and Mayor and Council by May 20.
5. Mayor and Council to return the completed evaluation instrument to SGR by June 3.
6. City Manager to provide SGR with the ICMA Credentialing Report 360 Review process by June 3.
7. SGR will conduct advance phone interviews of the Mayor and Council by June 10. The questions will be open ended and designed to solicit insight into perceptions regarding the performance of the City Manager, his attainment of Council established goals, and opportunities for improvement, followed by a discussion of desired future directions.
8. SGR will compile aggregate evaluation results and development of a performance evaluation report to guide discussion at the retreat and discuss the evaluation response results with the City Manager by phone by June 17. This will allow the City Manager an opportunity to be appropriately prepared for the Council discussion.
9. Ron Holifield will meet with the Mayor and each Council member as well as the City Manager on site on Friday, June 28 and Saturday, June 29 preceding the retreat to do final preparation and clarify any issues of concern. Phone interviews can be conducted earlier in the week with Council members whose schedule does not work for a personal meeting on that Friday or Saturday.

Workshop:

1. We will begin with a presentation by the City Manager of his summary report of the status of Council Goals and Priorities, as well as of the status of items in his performance agreement.
2. SGR will present a summary overview of the Council performance evaluation forms for the City Manager, which will have been previously provided to the City Manager so he can respond.
3. SGR will facilitate a discussion regarding consensus items identified by the Council as opportunities for improvement and establishment of performance agreement items for the coming year.

Article 6: CITY ADMINISTRATION

6.1 The Three Touch Rule

Decision-makers and citizens at all levels of the City should have adequate time to thoughtfully consider the issues prior to final decisions. It is the intent of the Council that the Council and Administration should abide by the “Three Touch Rule” whenever possible (unless an exception applies). The following procedural guidelines are designed to avoid “surprises” to the Council, citizens and administrative personnel.

Any pending request or proposal for adopting or changing public policy, ordinances, resolutions or directives which will require a decision of the City Council or Administration should normally “***touch***” (oral, written or any combination thereof) the decision makers at least ***three separate times***. Quasi-judicial matters and any subject discussed in executive sessions are excluded from application of the “Three Touch Rule.”

It is recognized that the hands of decision-makers should not be tied unnecessarily. Unexpected circumstances may arise wherein observance of the "Three Touch Rule" is impractical. However, when unusual circumstances arise which justify a “first discussion” decision, the persons requesting the expedited decision should also explain the timing need. The Three Touch Rule excludes staff reports and other general communications not requiring a future Council decision.