



**REGULAR BUSINESS MEETING
WEDNESDAY, JUNE 26, 2013
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON**

AGENDA

- | | |
|--|-------------------|
| 1. EXECUTIVE SESSION / SPECIAL MEETING
6:30 PM Property Acquisition (RCW 42.30.110(1)(b)) | Action |
|
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. PUBLIC COMMENT
7:10 PM | |
|
5. CONSENT AGENDA
7:20 PM | |
| A. Accounts Payable Voucher and Payroll Approval | Consider Approval |
| B. Special/Regular Business Meeting Minutes, May 22, 2013 | Consider Approval |
| C. Special/Regular Study Session Meeting Minutes, June 5, 2013 | Consider Approval |
| D. Resolution No. 2013-12, Comprehensive Emergency Management Plan – Executive | Consider Approval |
| E. Ordinance No. 2013-10, Adopt 2012 Washington State Building Codes and Amend Chapter 15.04BIMC and Building Division 2013 Status Update – Planning | Consider Approval |
| F. Ordinance No. 2013-12, Revisions to the Fire Code – Planning | Consider Approval |
| G. Ordinance No. 2013-14, Bond Refinancing – Finance | Consider Approval |
|
6. UNFINISHED BUSINESS
7:25 PM Sediment and Targeted Storm Event Sampling, Professional Services Agreement, Fremont Analytical Inc., AB 13-081 – Public Works | |
| Consider Approval | |
|
7. NEW BUSINESS
7:35 PM June 30, 2013 Retreat | |
| Discussion | |
|
8. COMMITTEE REPORTS
8:05 PM | |
|
9. REVIEW UPCOMING COUNCIL MEETING AGENDAS
8:10 PM | |
|
10. FOR THE GOOD OF THE ORDER
8:15 PM | |
|
11. ADJOURNMENT
8:20 PM | |

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.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Consent Agenda Items	Date: June 26, 2013
Agenda Item: Consent Agenda	Bill No.: 13-083
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 F: Item A. Accounts Payable Voucher and Payroll Approval, Item B. Special/Regular Business Meeting Minutes, May 22, 2013, Item C. Special/Regular Business Meeting Minutes, June 5, 2013, Item D. Resolution No. 2013-12, Comprehensive Emergency Management Plan, Item E. Ordinance No. 2013-10, Adopt 2012 Washington State Building Codes and Amend Chapter 15.04 BIMC and Building Division 2013 Status Update, Item F. Ordinance No. 2013-12, Revisions to the Fire Code and Item G. Ordinance No. 2013-14, Bond Refinancing.

RECOMMENDED ACTION

Motion:

I move that the City Council approve Consent Agenda items A through F: Item A. Accounts Payable Voucher and Payroll Approval, Item B. Special/Regular Business Meeting Minutes, May 22, 2013, Item C. Special/Regular Business Meeting Minutes, June 5, 2013, Item D. Resolution No. 2013-12, Comprehensive Emergency Management Plan, Item E. Ordinance No. 2013-10, Adopt 2012 Washington State Building Codes and Amend Chapter 15.04 BIMC and Building Division 2013 Status Update, Item F. Ordinance No. 2013-12, Revisions to the Fire Code and Item G. Ordinance No. 2013-14, Bond Refinancing.

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

CHECK RUN: June 10, 2013 - June 24, 2013
CITY COUNCIL: June 12, 2013 - June 26, 2013

Last check from previous run: 333190 dated 6/13/13 issued to Zee Medical Service, Co in the amount of 145.55

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH	N/A	N/A		Ø
EFT	N/A	N/A		Ø
Manual	6/14/13	333191	US Bank/Credit Card Purchases	5,499.68
Manual	6/14/13	333192	LEGAL/Thomas Alpaugh/Public Defender Svc	4,291.67
Manual	6/18/13	333193	PW/Bainbridge Island Electric/Facility Electrical Upgrades	9,846.85
Manual	6/18/13	333194	PW/COBI Retainage Account/BI Electric Retainage	9,846.86
Manual	6/18/13	333195	PW/Waste Management-Columbia Ridge Landfill/Spoils Disposal	35,293.14
Manual	6/18/13	333196	Clerk/Michael Sherry/Refund Hearing Examiner Appeal Fee	530.00
Manual	6/18/13	333197	PCD/Western Washington University/Wetland ID Registration-RE	1,013.66
			Manual Checks, Electronic Disbursements	66,321.86
Regular Run	6/27/13	333198 -333327	Regular Check Run	1,127,339.41

Total Disbursements **1,193,661.27**

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

Prepared and Reviewed by Linda Steinberg Linda Steinberg, Accounts Payable

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

Karl R. Shaw
Karl R. Shaw, Accounting Manager

6-20-2013
Date

Manual

CASH ACCOUNT: 635	111100	CASH
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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
333191	06/14/2013	PRTD	7314 US BANK	184320	05/01/13-BB	05/27/2013		M061313	47.25
				47.25	91011215 542500	GG-C/E-PD-POSTAGE			
				184321	05/14/13-BB	05/27/2013		M061313	37.26
				37.26	53011212 531100	PD-C/E-PATROL SUPPLIES			
				184322	05/20/13-BB	05/27/2013		M061313	93.75
				93.75	91011215 542500	GG-C/E-PD-POSTAGE			
				184323	05/20/13A-BB	05/27/2013		M061313	81.99
				81.99	51011211 531100	PD-C/E-ADM-SUPPLIES			
				184324	05/20/13B-BB	05/27/2013		M061313	460.00
				460.00	55011757 549100	PD-HARBORMASTER-DUES & SUBCR			
				184325	05/22/13-BB	05/27/2013		M061313	35.00
				35.00	51011214 443410	PD-C/E-ADMIN-TRAINING			
				184326	05/06/13-BD	05/27/2013		M061313	910.01
				910.01	54025212 532000	MARINE - FUEL			
				184327	05/17/13-BB	05/27/2013		M061313	351.70
				351.70	54025212 532000	MARINE - FUEL			
				184328	05/21/13-BB	05/27/2013		M061313	61.28
				61.28	54025212 531100	MARINE - SUPPLIES			
				184334	05/03/13-KB	05/27/2013		M061313	25.00
				25.00	33011161 544173	HR-ADV-EE RECRUIT-PW O&M			
				184335	05/04/13-KB	05/27/2013		M061313	25.00
				25.00	33011161 544161	HR-ADV-EE RECRUIT-PCD			
				184336	05/07/13-KB	05/27/2013		M061313	800.00
				800.00	36011143 443410	EXEC-CLERK-C/E-TRAINING			
				184337	05/02/03-SM	05/27/2013		M061313	574.49
				574.49	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
				184338	05/07/13-SM	05/27/2013		M061313	5.29
				5.29	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
				184339	05/10/13-SM	05/27/2013		M061313	149.95
				149.95	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
				184340	05/13/13-KJ	05/27/2013		M061313	33.16
				33.16	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				184341	05/13/13A-KJ	05/27/2013		M061313	52.65
				52.65	41011141 531100	FIN - C/E ADMIN SUPPLIES			
				184342	04/24/13-CJ	05/27/2013		M061313	215.50

06/14/2013 08:16 |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
			215.50	53011212 443410			POLICE - C/E PATROL TRAINING	
184343	04/30/13-DS				05/27/2013		M061313	149.00
149.00	31011134 443410						EXEC - C/E TRAINING	
184344	05/13/13-DS				05/27/2013		M061313	245.00
245.00	11011116 541100						COUNCIL - PROF SERVICES	
184345	05/20/13-DS				05/27/2013		M061313	3.42
3.42	31011131 531100						EXEC - C/E SUPPLIES	
184346	5/21/13-DS				05/27/2013		M061313	27.98
27.98	31011131 531100						EXEC - C/E SUPPLIES	
184347	05/13/13-KG				05/27/2013		M061313	180.00
180.00	71011321 549100						PWADM-C/E-DUES/SUBSCR/MEMBRSH	
184348	05/17/13-KG				05/27/2013		M061313	75.00
75.00	72011324 443410						ENG - C/E - TRAINING	
184349	05/20/13-KG				05/27/2013		M061313	555.00
555.00	72421351 443410						ENG - SEWER TRAINING	
184350	05/25/13-CK				05/27/2013		M061313	46.74
46.74	73637891 531100						OFFICE SUPPLIES	
184351	05/08/13-th				05/27/2013		M061313	109.62
109.62	21011125 531100						COURT - SUPPLIES	
184352	05/19/13-TH				05/27/2013		M061313	16.40
16.40	21011125 443410						COURT - TRAINING	
184353	05/22/13-TH				05/27/2013		M061313	61.23
61.23	21011125 443410						COURT - TRAINING	
184354	05/22/13A-TH				05/27/2013		M061313	12.82
12.82	21011125 443410						COURT - TRAINING	
184355	05/22/13B-TH				05/27/2013		M061313	16.40
16.40	21011125 443410						COURT - TRAINING	
184356	05/22/13C-TH				05/27/2013		M061313	41.79
41.79	21011125 443410						COURT - TRAINING	
					CHECK	333191	TOTAL:	5,499.68

06/14/2013 08:16
lsteinberg

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

|PG 3
|apcshdsb

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 5,499.68

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	5,499.68

*** GRAND TOTAL *** 5,499.68

06/14/2013 08:16 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 4
apcsbdb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2013 6 114									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		4,897.94	
06/14/2013 M061313		061413				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			5,499.68
06/14/2013 M061313		061413				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		555.00	
06/14/2013 M061313		061413				AP CASH DISBURSEMENTS JOURNAL			
APP 631-213000						ACCOUNTS PAYABLE		46.74	
06/14/2013 M061313		061413				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								5,499.68	5,499.68
APP 631-130000						DUE TO/FROM CLEARING		5,452.94	
06/14/2013 M061313		061413							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			4,897.94
06/14/2013 M061313		061413							
APP 402-130000						DUE TO/FROM CLEARING			555.00
06/14/2013 M061313		061413							
SYSTEM GENERATED ENTRIES TOTAL								5,452.94	5,452.94
JOURNAL 2013/06/114 TOTAL								10,952.62	10,952.62

06/14/2013 08:16
lsteinberg

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 5
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2013 6	114	06/14/2013			
001-130000				GENERAL - DUE TO/FROM CLEARING		4,897.94
001-213000				GENERAL - ACCOUNTS PAYABLE	4,897.94	
				FUND TOTAL	4,897.94	4,897.94
402 SEWER OPERATING FUND	2013 6	114	06/14/2013			
402-130000				DUE TO/FROM CLEARING		555.00
402-213000				ACCOUNTS PAYABLE	555.00	
				FUND TOTAL	555.00	555.00
631 CLEARING FUND	2013 6	114	06/14/2013			
631-130000				DUE TO/FROM CLEARING	5,452.94	
631-213000				ACCOUNTS PAYABLE	46.74	
635-111100				CASH		5,499.68
				FUND TOTAL	5,499.68	5,499.68

06/14/2013 08:16
lsteinberg

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 6
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	5,452.94	
001 GENERAL FUND		4,897.94
402 SEWER OPERATING FUND		555.00
TOTAL	5,452.94	5,452.94

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

Manual

06/14/2013 10:41 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 1
apcshdsb

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

INVOICE DTL DESC

333192 06/14/2013 PRD 580 THOMAS S ALPAUGH 184399 06/03/13 06/14/2013 21300000 M061413 4,291.67

Invoice: 06/03/13

PUBLIC DEFENDER

4,291.67 32011281 541113

LGL-C/E-PUBLIC DEF-OUTSIDE ATT

CHECK 333192 TOTAL: 4,291.67

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 4,291.67

COUNT AMOUNT

TOTAL PRINTED CHECKS 1 4,291.67

*** GRAND TOTAL *** 4,291.67

06/14/2013 10:41 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|PG 2
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2013 6 119									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		4,291.67	
06/14/2013 M061413		061413				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			4,291.67
06/14/2013 M061413		061413				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		4,291.67	4,291.67
APP 631-130000						DUE TO/FROM CLEARING		4,291.67	
06/14/2013 M061413		061413							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			4,291.67
06/14/2013 M061413		061413							
						SYSTEM GENERATED ENTRIES TOTAL		4,291.67	4,291.67
						JOURNAL 2013/06/119 TOTAL		8,583.34	8,583.34

06/14/2013 10:41
lsteinberg

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 3
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2013 6	119	06/14/2013			
001-130000				GENERAL - DUE TO/FROM CLEARING		4,291.67
001-213000				GENERAL - ACCOUNTS PAYABLE	4,291.67	
				FUND TOTAL	4,291.67	4,291.67
631 CLEARING FUND	2013 6	119	06/14/2013			
631-130000				DUE TO/FROM CLEARING	4,291.67	
635-111100				CASH		4,291.67
				FUND TOTAL	4,291.67	4,291.67

06/14/2013 10:41
lsteinberg

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 4
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	4,291.67	
001 GENERAL FUND		4,291.67
TOTAL	4,291.67	4,291.67

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

06/20/2013 08:44 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 1
apcsbdsb

MANUAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

WARRANT

NET

INVOICE DTL DESC

333193 06/18/2013 PRTD 50 BAINBRIDGE ISLAND EL 184603 20130067 04/29/2013 21300045 M061813 9,846.85
Invoice: 20130067 FACILITY ELECTRICAL UPGRADES

6,203.52 73011418 66400000553 RCM UPGRADES-LIGHTING
3,249.46 73413434 66300000531 WTR TELEM UPGRD 2012-CONSTR
393.87 73425358 54810000615 WWTP-REPL VAR FREQ DRIVE

CHECK 333193 TOTAL: 9,846.85

333194 06/18/2013 PRTD 102 CITY OF BAINBRIDGE I 184606 20130067RET 04/29/2013 21300046 M061813 9,846.86
Invoice: 20130067RET RET/FACIL ELEC UPGRADES

6,203.52 73011418 66400000553 RCM UPGRADES-LIGHTING
3,249.47 73413434 66300000531 WTR TELEM UPGRD 2012-CONSTR
393.87 73425358 54810000615 WWTP-REPL VAR FREQ DRIVE

CHECK 333194 TOTAL: 9,846.86

333195 06/18/2013 PRTD 4513 WASTE MANAGEMENT 184507 0034688-2588-4 05/01/2013 21300015 M061813 742.25
Invoice: 0034688-2588-4 SPOILS DISPOSAL-2013

742.25 91435838 54790000618 GG-DECANT-SPOILS DISPOSAL

184508 0034766-2588-8 05/15/2013 21300015 M061813 34,550.89

Invoice: 0034766-2588-8

SPOILS DISPOSAL-2013
34,550.89 91435838 54790000618 GG-DECANT-SPOILS DISPOSAL

CHECK 333195 TOTAL: 35,293.14

333196 06/18/2013 PRTD 7754 SHERRY, MICHAEL 184506 06/17/13 06/17/2013 M061813 530.00
Invoice: 06/17/13 CLERK/REFND HEX APPEAL FEE

530.00 47047 345890 OTHER PLANNING/DEVELOPM

CHECK 333196 TOTAL: 530.00

333197 06/18/2013 PRTD 7755 WESTERN WASHINGTON U 184509 06/18/13 06/18/2013 M061813 1,013.66
Invoice: 06/18/13 PCD/WETLAND ID REGISTRAT

1,013.66 63011586 443410 CUR - C/E TRAINING TRAVEL

CHECK 333197 TOTAL: 1,013.66

06/20/2013 08:44
lsteinberg

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 2
apcshdsb

NUMBER OF CHECKS 5 *** CASH ACCOUNT TOTAL *** 56,530.51

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	5	56,530.51

*** GRAND TOTAL *** 56,530.51

06/20/2013 08:44 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

PG 3
apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2013 6 167									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		13,420.70	
06/18/2013	M061813	061813				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			56,530.51
06/18/2013	M061813	061813				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		6,498.93	
06/18/2013	M061813	061813				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		787.74	
06/18/2013	M061813	061813				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		35,293.14	
06/18/2013	M061813	061813				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		530.00	
06/18/2013	M061813	061813				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								56,530.51	56,530.51
APP 631-130000						DUE TO/FROM CLEARING		56,530.51	
06/18/2013	M061813	061813							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			13,420.70
06/18/2013	M061813	061813							
APP 401-130000						DUE TO/FROM CLEARING			6,498.93
06/18/2013	M061813	061813							
APP 402-130000						DUE TO/FROM CLEARING			787.74
06/18/2013	M061813	061813							
APP 403-130000						DUE TO/FROM CLEARING			35,293.14
06/18/2013	M061813	061813							
APP 407-130000						DUE TO/FROM CLEARING			530.00
06/18/2013	M061813	061813							
SYSTEM GENERATED ENTRIES TOTAL								56,530.51	56,530.51
JOURNAL 2013/06/167 TOTAL								113,061.02	113,061.02

06/20/2013 08:44
lsteinberg

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 4
apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2013 6	167	06/18/2013		
001-130000			GENERAL - DUE TO/FROM CLEARING		13,420.70
001-213000			GENERAL - ACCOUNTS PAYABLE	13,420.70	
			FUND TOTAL	13,420.70	13,420.70
401 WATER OPERATING FUND	2013 6	167	06/18/2013		
401-130000			DUE TO/FROM CLEARING		6,498.93
401-213000			ACCOUNTS PAYABLE	6,498.93	
			FUND TOTAL	6,498.93	6,498.93
402 SEWER OPERATING FUND	2013 6	167	06/18/2013		
402-130000			DUE TO/FROM CLEARING		787.74
402-213000			ACCOUNTS PAYABLE	787.74	
			FUND TOTAL	787.74	787.74
403 STORM & SURFACE WATER FUND	2013 6	167	06/18/2013		
403-130000			DUE TO/FROM CLEARING		35,293.14
403-213000			ACCOUNTS PAYABLE	35,293.14	
			FUND TOTAL	35,293.14	35,293.14
407 BUILDING & DEVELOPMENT FUND	2013 6	167	06/18/2013		
407-130000			DUE TO/FROM CLEARING		530.00
407-213000			ACCOUNTS PAYABLE	530.00	
			FUND TOTAL	530.00	530.00
631 CLEARING FUND	2013 6	167	06/18/2013		
631-130000			DUE TO/FROM CLEARING	56,530.51	
635-111100			CASH		56,530.51
			FUND TOTAL	56,530.51	56,530.51

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

JOURNAL ENTRIES TO BE CREATED

|PG 5
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FUND	DUE TO	DUE FROM
631 CLEARING FUND	56,530.51	
001 GENERAL FUND		13,420.70
401 WATER OPERATING FUND		6,498.93
402 SEWER OPERATING FUND		787.74
403 STORM & SURFACE WATER FUND		35,293.14
407 BUILDING & DEVELOPMENT FUND		530.00
TOTAL	56,530.51	56,530.51

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

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PG 1
apcshdsb

Regular

CASH ACCOUNT: 635			111100 CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET	
INVOICE DTL DESC										
333198	06/27/2013	PRTD	5 ACE HARDWARE	184357	24247	05/23/2013		06/23/13	6.69	
Invoice: 24247				6.69	73011183 531100	PW/COVER BOXES X 4 O&M-C/E-CH FAC-SUPPLIES				
				184358	24255	05/24/2013		06/23/13	12.70	
Invoice: 24255				12.70	73011183 531100	PW/AA BATTERIES/FASTENERS O&M-C/E-CH FAC-SUPPLIES				
				184359	24285	05/29/2013		06/23/13	110.64	
Invoice: 24285				110.64	73011189 531100	PW/RAINSUIT/KNEE PDS/BATT O&M - C/E FACIL OFC SUPPLIES				
				184360	24281	05/29/2013		06/23/13	7.15	
Invoice: 24281				7.15	73011183 531100	PW/APPLNC BULB X 2 O&M-C/E-CH FAC-SUPPLIES				
				184361	24283	05/29/2013		06/23/13	6.46	
Invoice: 24283				6.46	73011183 531100	PW/SINGLE CUT KEY O&M-C/E-CH FAC-SUPPLIES				
				184362	24294	05/30/2013		06/23/13	42.42	
Invoice: 24294				42.42	73425358 531100	PW/SPIGET FIX/CLEANOUT O&M-WWTP-SUPPLIES				
				184363	24302	05/31/2013		06/23/13	98.75	
Invoice: 24302				98.75	73111290 531100	PW/MISC PAINTING EQUIP O&M-STREET-MAINT O/H-SUPPLIES				
				184364	24327	06/03/2013		06/23/13	75.49	
Invoice: 24327				75.49	73011215 531100	PW/BATTERY/SINGL CUT KEY O&M-C/E-POLICE FAC-SUPPLIES				
				184365	24328	06/03/2013		06/23/13	13.01	
Invoice: 24328				13.01	73011189 531100	PW/LNG HANDLE BRUSH/SPONGE O&M - C/E FACIL OFC SUPPLIES				
				184366	24330	06/03/2013		06/23/13	5.97	
Invoice: 24330				5.97	73011768 531100	PW/FASTENERS O&M-C/E-PARKS-SUPPLIES				
				184367	24342	06/04/2013		06/23/13	20.38	
Invoice: 24342				20.38	73011215 531100	PW/ANCHORS/FASTENERS O&M-C/E-POLICE FAC-SUPPLIES				
				184368	24345	06/04/2013		06/23/13	1.62	
Invoice: 24345				1.62	73011215 531100	PW/VINYL GRND ADAPTOR O&M-C/E-POLICE FAC-SUPPLIES				
				184369	24351	06/05/2013		06/23/13	24.92	
Invoice: 24351				24.92	73411345 531100	PW/ACID/PAINT PAIL/LID OFFICE SUPPLIES				

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PG 2
 apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
INVOICE DTL DESC									
Invoice: 24357				184370	24357	06/05/2013		06/23/13	36.90
				36.90	73011768 531100	PW/PLUMBG SUPPL/GASKET/FILTR O&M-C/E-PARKS-SUPPLIES			
Invoice: 24355				184371	24355	06/05/2013		06/23/13	36.88
				36.88	73425358 531100	PW/QUICK SNAP/LINK O&M-WWTP-SUPPLIES			
Invoice: 24361				184372	24361	06/05/2013		06/23/13	21.70
				21.70	73425358 531100	PW/BUSHING/CAP ABS O&M-WWTP-SUPPLIES			
Invoice: 24369				184373	24369	06/06/2013		06/23/13	27.11
				27.11	73011768 531100	PW/GRIND STONE/POINTS/MOTO O&M-C/E-PARKS-SUPPLIES			
Invoice: 24375				184374	24375	06/06/2013		06/23/13	42.32
				42.32	73425358 531100	PW/GARDEN HOE O&M-WWTP-SUPPLIES			
Invoice: 24376				184375	24376	06/06/2013		06/23/13	14.10
				14.10	73011215 531100	PW/MASKING TAPE X 2 O&M-C/E-POLICE FAC-SUPPLIES			
Invoice: 24378				184421	24378	06/07/2013		06/23/13	42.32
				42.32	73421355 531100	PW/HYDRAULIC CMNT WIN COLL-SUPPLIES			
Invoice: 24383				184422	24383	06/07/2013		06/23/13	2.70
				2.70	73411345 531100	PW/SILLCOCK T-HANDLE OFFICE SUPPLIES			
Invoice: 24386				184423	24386	06/07/2013		06/23/13	27.62
				27.62	73011215 531100	PW/PAINT SUPPLIES O&M-C/E-POLICE FAC-SUPPLIES			
Invoice: 24392				184424	24392	06/08/2013		06/23/13	103.55
				103.55	73011183 531100	PW/VAR WINDOW CLN SUPPL O&M-C/E-CH FAC-SUPPLIES			
Invoice: 24404				184425	24404	06/10/2013		06/23/13	125.93
				125.93	73011189 531100	PW/NYLON FLAGS X 4 O&M - C/E FACIL OFC SUPPLIES			
Invoice: 24415				184426	24415	06/11/2013		06/23/13	70.58
				70.58	73421355 531100	PW/48"X25" MESH WIN COLL-SUPPLIES			
Invoice: 24424				184427	24424	06/12/2013		06/23/13	16.28
				16.28	73011183 531100	PW/48W HAL BULB O&M-C/E-CH FAC-SUPPLIES			

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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

INVOICE DTL DESC

Invoice: 24425	184428	24425	06/12/2013	06/23/13	14.99
	14.99	73411345 531100	PW/RUBBG ALCOHOL OFFICE SUPPLIES		
Invoice: 24368	184536	24368	06/06/2013	06/23/13	97.71
	97.71	51011215 531100	POL/EXTERIOR FACILITY IMPROVMTS POLICE - C/E FACIL SUPPLIES		
			CHECK	333198 TOTAL:	1,106.89
333199 06/27/2013 PRD Invoice: 21067532	863	INTERSTATE BATTERIES 184429	21067532	05/30/2013	06/23/13
		117.23	53011212 531100	PW/MTP-65,780 VEH198,195,76 PD-C/E-PATROL SUPPLIES	
		117.23	53011212 531100	PD-C/E-PATROL SUPPLIES	
		116.16	72011321 531100	ENG - C/E ADMIN SUPPLIES	
			CHECK	333199 TOTAL:	350.62
333200 06/27/2013 PRD Invoice: 287633895	5907	AMSAN OLYMPIC SUPPLY 184376	287633895	05/07/2013	06/23/13
		126.26	73637948 531100	PW/DISP TOWEL ROLLS X 4 O&M ALLOC-CITY WIDE SUPPLIES	
Invoice: 288086242	184377	288086242		05/14/2013	06/23/13
	71.13	73637948 531100	PW/PROPRITARY TOWLS X 4 O&M ALLOC-CITY WIDE SUPPLIES		71.13
Invoice: 288179385	184378	288179385		05/15/2013	06/23/13
	-120.29	73637948 531100	PW/CREDIT 4 DISP TOWL ROLLS O&M ALLOC-CITY WIDE SUPPLIES		-120.29
			CHECK	333200 TOTAL:	77.10
333201 06/27/2013 PRD Invoice: 3502	5947	ANDERSON TREE SERVIC 184593	3502	06/18/2013	06/23/13
	325.80	73011189 548100	PW/LIMB TRIMNG/PERF ARTS CTR O&M - C/E FACIL REPAIRS		325.80
			CHECK	333201 TOTAL:	325.80
333202 06/27/2013 PRD Invoice: 06/18/13	43	ANS OF WASHINGTON 184484	06/18/13	06/18/2013	06/23/13
	52.95	41011141 531100	FIN/NOTARY RENEWAL/SUPPL FIN - C/E ADMIN SUPPLIES		
	30.00	41011141 549100	FIN-C/E-DUES, SUBS, MEMBERSHIPS		
	50.00	41029476 546000	FIN - INS RISK XFER INSURANCE		
			CHECK	333202 TOTAL:	132.95

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PG 4
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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

333203	06/27/2013	PRTD	4710 ASSOCIATED PETROLEU	184430	0442034-IN	06/11/2013		06/23/13	298.66
Invoice: 0442034-IN						PW/FUEL SAMPLING/WTR/BACTER			
				298.66	73425358 541100			O&M-WWTP-PROF SVCS	

				184431	0443302-IN	06/06/2013		06/23/13	2,197.61
Invoice: 0443302-IN						PW/675 GAL DIESEL			
				2,197.61	73638893 532000			O&M-FUEL USE-ALLOCATION	

				184432	0443306-IN	06/06/2013		06/23/13	2,350.52
Invoice: 0443306-IN						PW/700 GAL ETHANOL			
				2,350.52	73638932 532000			O&M-FUEL ALLOC TO OTH DEPTS	

CHECK	333203 TOTAL:	4,846.79
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333204	06/27/2013	PRTD	2138 ASPECT CONSULTING LL	184400	18106	06/13/2013	21300016	06/23/13	7,410.40
Invoice: 18106						IDDE MONITORING-2013			
				7,410.40	72431832 54110000522			NPDES 2011 GRANT-PROF SVCS	

				184401	18111	06/13/2013	21300016	06/23/13	1,042.82
Invoice: 18111						IDDE MONITORING-2013			
				1,042.82	72431832 54110000522			NPDES 2011 GRANT-PROF SVCS	

CHECK	333204 TOTAL:	8,453.22
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333205	06/27/2013	PRTD	6420 AT&T MOBILITY	184402	287021720932X0528201	05/21/2013		06/23/13	99.77
Invoice: 287021720932X0528201						ENG/DATA CARDS SURVEY EQUIP			
				99.77	91011189 542100			GG-C/E-CITY HALL-PHONE	

CHECK	333205 TOTAL:	99.77
-------	---------------	-------

333206	06/27/2013	PRTD	736 AVAYA INC	184594	2732603242	06/14/2013	21300009	06/23/13	1,484.19
Invoice: 2732603242						IT PHONE SYSTEM MAINTENANCE			
				1,484.19	81011881 548500			IT - C/E COMPUTER SUPPORT	

CHECK	333206 TOTAL:	1,484.19
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333207	06/27/2013	PRTD	47 BAINBRIDGE DISPOSAL	184609	05/30/13	05/30/2013		06/23/13	50.00
Invoice: 05/30/13						PW/VINCENT RD DUMP FEE			
				50.00	91021182 547900			O&M-OPEN SPACE MAINT-GARBAGE	

CHECK	333207 TOTAL:	50.00
-------	---------------	-------

333208	06/27/2013	PRTD	54 BAINBRIDGE RENTAL IN	184433	143315	06/07/2013		06/23/13	111.27
Invoice: 143315						PW/WEED EATER SUPPLIESQ			
				111.27	73431835 531100			OFFICE SUPPLIES	

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PG 5
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CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL DESC			
Invoice: 143316			184434	143316	06/07/2013		06/23/13	108.55
					PW/WEEDEATER REPAIR			
			108.55	73431835 531100	OFFICE SUPPLIES			
Invoice: 143340			184435	143340	06/07/2013		06/23/13	1,153.23
					PW/2 BRUSH CUTTERS			
			1,153.23	73431835 531100	OFFICE SUPPLIES			
Invoice: 143495			184436	143495	06/10/2013		06/23/13	25.90
					PW/NYLON LINE			
			25.90	73431835 531100	OFFICE SUPPLIES			
Invoice: 143523			184437	143523	06/10/2013		06/23/13	4.89
					PW/FILTER COVER			
			4.89	73431835 531100	OFFICE SUPPLIES			
Invoice: 143717			184438	143717	06/13/2013		06/23/13	341.72
					PW/PRUNER ATTACHMNT, BLADES			
			341.72	73431835 531100	OFFICE SUPPLIES			
Invoice: 143735			184439	143735	06/13/2013		06/23/13	93.24
					PW/POLY CUT BLADES			
			93.24	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			
CHECK 333208 TOTAL:								1,838.80
333209	06/27/2013	PRTD 55 BAINBRIDGE ISLAND RE	184455	483909	05/31/2013		06/23/13	94.00
		Invoice: 483909			CLERK/LEGAL-RESOLUTN 2013-07			
			94.00	61011581 544000	PCD - C/E ADMIN ADVERTISING			
Invoice: 487184			184456	487184	06/07/2013		06/23/13	86.00
					PCD/LEGAL AD-COONAN			
			86.00	63470586 544000	CUR - DEV ZONING ADVERTISING			
Invoice: 487186			184457	487186	06/07/2013		06/23/13	136.00
					PCD/LEGAL AD-VISCONSI			
			136.00	63470586 544000	CUR - DEV ZONING ADVERTISING			
Invoice: 487189			184458	487189	06/07/2013		06/23/13	135.00
					PCD/LEGAL AD-ROTARY PRK			
			135.00	63470586 544000	CUR - DEV ZONING ADVERTISING			
Invoice: 487194			184459	487194	06/07/2013		06/23/13	119.00
					PCD/LEGAL AD-LANDSLIDE			
			119.00	63470586 544000	CUR - DEV ZONING ADVERTISING			
Invoice: 486719			184678	486719	06/07/2013		06/23/13	120.00
					HEX/LEGAL AD-NISHI			
			120.00	34470586 544000	HEX - DEV ADVERTISING			

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|PG 6
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME

VOUCHER INVOICE

INV DATE PO

WARRANT

NET

INVOICE DTL DESC

					CHECK	333209 TOTAL:	690.00
333210 06/27/2013 PRTD	57 BAY HAY & FEED	184440	936670	06/13/2013	06/23/13		104.96
Invoice: 936670		104.96	73431835 531100	PW/HAY STRAW/STRING WHT	OFFICE SUPPLIES		
		184461	927795	05/07/2013	06/23/13		138.96
Invoice: 927795		138.96	73638893 589310	SAFETY EQUIP-BOOTS	LAUNDRY SERVICES		
				CHECK	333210 TOTAL:		243.92
333211 06/27/2013 PRTD	314 BAINBRIDGE ISLAND FI	184537	G 5 - 2013	06/06/2013	06/23/13		3,071.27
Invoice: G 5 - 2013		68.81	51011211 532000	POL/817 GALLONS FUEL			
		137.99	52011212 532000	PDADM-C/E-FUEL			
		2,864.47	53011212 532000	PD DET-C/E-FUEL			
				PD-C/E-PATROL-FUEL			
				CHECK	333211 TOTAL:		3,071.27
333212 06/27/2013 PRTD	7613 BLACK, GORDON	184329	31884	06/13/2013	06/23/13		100.00
Invoice: 31884		100.00	411 122100		WATER ACCOUNTS RECEIVABLE		
				CHECK	333212 TOTAL:		100.00
333213 06/27/2013 PRTD	1341 BLUE SKY PRINTING	184701	97072	06/17/2013	06/23/13		59.73
Invoice: 97072		59.73	51011211 531100	POL/BUSINESS CARDS/800			
				PD-C/E-ADM-SUPPLIES			
				CHECK	333213 TOTAL:		59.73
333214 06/27/2013 PRTD	69 BLUMENTHAL UNIFORMS	184538	2447-01	06/06/2013	06/23/13		395.91
Invoice: 2447-01		395.91	51011211 520000	POL/UNIFORMS/800			
		184539	2509	06/06/2013	06/23/13		535.00
Invoice: 2509		535.00	51011211 520000	POL/UNIFORMS/800			
				PD-C/E ADMIN-BENEFITS			
		184540	993992	06/03/2013	06/23/13		470.68
Invoice: 993992		470.68	53011212 520000	POL/JUMPSUIT/816			
				POLICE - C/E PATROL BENEFITS			
				CHECK	333214 TOTAL:		1,401.59

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

VOUCHER INVOICE

INV DATE PO

WARRANT

NET

INVOICE DTL DESC

333215	06/27/2013	PRTD	78 BROWNE ENGINEERING I	184403	6822	06/12/2013	21200115	06/23/13	2,091.82		
Invoice: 6822						YEOMALT DESIGN STUDY					
						2,091.82	72433438	64110000231	ANN DRAIN PRG-CAP P SVCS/DES		
						CHECK	333215	TOTAL:	2,091.82		
333216	06/27/2013	PRTD	4586 CHS, INC.	184462	H92791	06/12/2013		06/23/13	430.35		
Invoice: H92791						PW/50# BAGS SALT X 63					
						430.35	73411345	531100	OFFICE SUPPLIES		
						CHECK	333216	TOTAL:	430.35		
333217	06/27/2013	PRTD	551 CENUTRYLINK	184441	0225JUN13	06/02/2013		06/23/13	71.81		
Invoice: 0225JUN13						O&M FIRE ALARM MONITORING					
						71.81	91011897	542100	GG-C/E-O&M YARD FAC-PHONE		
Invoice: 0754JUN13						FLETCHER BAY WELL TELEMETRY					
						70.95	91411891	542100	GG-WTR-FAC-PHONE		
Invoice: 1745JUN13						CITY HALL ELEVATOR LINE					
						35.25	91011189	542100	GG-C/E-CITY HALL-PHONE		
Invoice: 3271JUN13						O&M DIAL IN EMERGENCY					
						34.34	91011897	542100	GG-C/E-O&M YARD FAC-PHONE		
Invoice: 3542JUN13						POL DIAL IN EMERGENCY					
						34.34	91011215	542100	GG-C/E-PD-PHONE		
Invoice: 3736JUN13						CH FIRE ALARM MONITORING					
						71.81	91011189	542100	GG-C/E-CITY HALL-PHONE		
Invoice: 4110JUN13						CITY HALL DIAL IN EMERGENCY					
						34.34	91011189	542100	GG-C/E-CITY HALL-PHONE		
Invoice: 5100JUN13						POL BACK DOOR LINE					
						45.93	91011215	542100	GG-C/E-PD-PHONE		
Invoice: 5211JUN13						POLICE PHONE SVC					
						128.35	91011215	542100	GG-C/E-PD-PHONE		
						184450	8731JUN13		06/07/2013	06/23/13	35.96

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PG 8
apcshdsb

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

VOUCHER INVOICE

INV DATE PO

WARRANT

NET

INVOICE DTL DESC

Invoice: 8731JUN13

35.96 91011755 542100

COMMONS FIRE ALARM
GG-C/E-COMMONS-PHONE

184451 9136JUN13

06/07/2013

06/23/13

92.28

Invoice: 9136JUN13

92.28 91011189 542100

CITY HALL SECURITY ALARM
GG-C/E-CITY HALL-PHONE

184452 9791JUN13

06/02/2013

06/23/13

137.33

Invoice: 9791JUN13

137.33 91011215 542100

POL T-1 MANDUS TO CENCOM
GG-C/E-PD-PHONE

184453 9840JUN13

06/07/2013

06/23/13

50.35

Invoice: 9840JUN13

50.35 91411891 542100

HEAD OF BAY WILL TELEMETRY
GG-WTR-FAC-PHONE

184454 9858JUN13

06/02/2013

06/23/13

50.35

Invoice: 9858JUN13

50.35 91411891 542100

SANDS AVE WELL TELEMETRY
GG-WTR-FAC-PHONE

CHECK 333217 TOTAL:

893.39

333218 06/27/2013 PRTD
Invoice: 461278688

99 CINTAS CORPORATION # 184463 461278688

05/30/2013 21300073 06/23/13

209.95

UNIFORM MAINTENANCE

9.45 73011189 520000

O&M - C/E FACIL BENEFITS

2.52 73011321 520000

O&M-C/E-ENG VEH WORK-BENEFITS

1.05 73011581 520000

O&M-C/E-PCD VEH WORK-BENEFITS

.63 73011755 520000

O&M-COMMONS BENEFITS

4.83 73011768 520000

O&M-C/E-PARKS-BENEFITS

1.26 73111261 520000

BENEFITS

11.76 73111264 520000

O&M-STREET-TRAF CONTROL-BENEFI

2.31 73111265 520000

BENEFITS

3.78 73111266 520000

BENEFITS

6.09 73111267 520000

BENEFITS

20.78 73111423 520000

BENEFITS

31.28 73111427 520000

O&M-ACCESS RDSIDE BENEFITS

23.30 73411345 520000

BENEFITS

.84 73415345 520000

BENEFITS

15.33 73421355 520000

WIN COLL-BENEFITS

27.71 73425358 520000

O&M-WWTP-BENEFITS

3.36 73426355 520000

O&M-SIS-BENEFITS

35.27 73431835 520000

BENEFITS

5.67 73435838 520000

O&M-DECANT-BENEFITS

1.89 73470595 520000

O&M - DEV FAC/EQ BENEFITS

.84 73471595 520000

O&M - BLDG FAC/EQ BENEFITS

184464 461281741

06/06/2013 21300073 06/23/13

191.34

UNIFORM MAINTENANCE

8.58 73011189 520000

O&M - C/E FACIL BENEFITS

2.30 73011321 520000

O&M-C/E-ENG VEH WORK-BENEFITS

.96 73011581 520000

O&M-C/E-PCD VEH WORK-BENEFITS

.58 73011755 520000

O&M-COMMONS BENEFITS

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

4.40 73011768 520000 O&M-C/E-PARKS-BENEFITS
1.15 73111261 520000 BENEFITS
10.72 73111264 520000 O&M-STREET-TRAF CONTROL-BENEFI
2.11 73111265 520000 BENEFITS
3.44 73111266 520000 BENEFITS
5.55 73111267 520000 BENEFITS
18.94 73111423 520000 BENEFITS
28.51 73111427 520000 O&M-ACCESS RDSIDE BENEFITS
21.24 73411345 520000 BENEFITS
.77 73415345 520000 BENEFITS
13.97 73421355 520000 WIN COLL-BENEFITS
25.26 73425358 520000 O&M-WWTP-BENEFITS
3.06 73426355 520000 O&M-SIS-BENEFITS
32.14 73431835 520000 BENEFITS
5.17 73435838 520000 O&M-DECANT-BENEFITS
1.72 73470595 520000 O&M - DEV FAC/EQ BENEFITS
.77 73471595 520000 O&M - BLDG FAC/EQ BENEFITS

184465 461284823

06/13/2013 21300073 06/23/13

191.34

Invoice: 461284823

UNIFORM MAINTENANCE

8.59 73011189 520000 O&M - C/E FACIL BENEFITS
2.30 73011321 520000 O&M-C/E-ENG VEH WORK-BENEFITS
.96 73011581 520000 O&M-C/E-PCD VEH WORK-BENEFITS
.58 73011755 520000 O&M-COMMONS BENEFITS
4.40 73011768 520000 O&M-C/E-PARKS-BENEFITS
1.15 73111261 520000 BENEFITS
10.72 73111264 520000 O&M-STREET-TRAF CONTROL-BENEFI
2.10 73111265 520000 BENEFITS
3.44 73111266 520000 BENEFITS
5.55 73111267 520000 BENEFITS
18.94 73111423 520000 BENEFITS
28.51 73111427 520000 O&M-ACCESS RDSIDE BENEFITS
21.24 73411345 520000 BENEFITS
.77 73415345 520000 BENEFITS
13.97 73421355 520000 WIN COLL-BENEFITS
25.26 73425358 520000 O&M-WWTP-BENEFITS
3.06 73426355 520000 O&M-SIS-BENEFITS
32.15 73431835 520000 BENEFITS
5.16 73435838 520000 O&M-DECANT-BENEFITS
1.72 73470595 520000 O&M - DEV FAC/EQ BENEFITS
.77 73471595 520000 O&M - BLDG FAC/EQ BENEFITS

CHECK 333218 TOTAL: 592.63

333219 06/27/2013 PRD 634 CITY OF BAINBRIDGE I 184404 DEPOSITREF 13-017
Invoice: DEPOSITREF 13-017

06/11/2013 06/23/13

200.00

POL/REFND NAT MARINA DAY DEP
PARK/DOCK USE DEPOSIT

200.00 62238 386000

CHECK 333219 TOTAL: 200.00

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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

333220	06/27/2013	PRTD	460 CITY OF BI - PETTY C	184405	44859	05/01/2013		06/23/13	9.00
Invoice: 44859						PCD/BRIDGE & PRKNG FEES-JS			

9.00	64011582	443410	LONG - C/E TRAINING TRAVEL
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184406	44860	05/07/2013	06/23/13	3.00
Invoice: 44860				
PW/HILL PARKING				

3.00	72011321	543100	ENG - C/E ADMIN TRAVEL EXPENSE
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184407	44861	05/15/2013	06/23/13	4.48
Invoice: 44861				
USPS POSTAGE				

.48	91011189	542500	GG-C/E-CITY HALL-POSTAGE
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184408	44862	05/15/2013	06/23/13	5.43
Invoice: 44862				
PW/HILL-BAGS FOR EDUC MATTER				

5.43	72431831	531100	ENG - SSWM ADM SUPPLIES
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184409	44863	05/23/2013	06/23/13	8.19
Invoice: 44863				
EOC/LANT/REFRESHMENTS				

8.19	41011256	531100	FIN-C/E-DIS PREP-SUPPLIES
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CHECK	333220 TOTAL:	26.10
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333221	06/27/2013	PRTD	102 CITY OF BAINBRIDGE I	184547	152120A	04/26/2013	21300108	06/23/13	2,812.74
Invoice: 152120A						FIRE SPRINKLER RPR-RET			

1,379.22	73011183	54810000617	FIRE SPRINKLER REPAIRS-CH
1,433.52	73011189	54810000617	FIRE SPRINKLER REPAIRS-PW YARD

CHECK	333221 TOTAL:	2,812.74
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333222	06/27/2013	PRTD	6639 CITY OF FORKS	184702	2013-005	06/01/2013		06/23/13	1,395.00
Invoice: 2013-005						POL/MAY13 PRISONER BOARD			

1,395.00	51011236	551000	POLICE - C/E PRISONER DETENT'N
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CHECK	333222 TOTAL:	1,395.00
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333223	06/27/2013	PRTD	4513 WASTE MANAGEMENT	184466	0034845-2588-0	06/01/2013	21300015	06/23/13	31,208.12
Invoice: 0034845-2588-0						SPOILS DISPOSAL-2013			

31,208.12	91435838	54790000618	GG-DECANT-SPOILS DISPOSAL
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CHECK	333223 TOTAL:	31,208.12
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333224	06/27/2013	PRTD	7746 COONAN, PATRICK	184330	31885	06/13/2013		06/23/13	233.86
Invoice: 31885						WATER ACCOUNTS RECEIVABLE			

233.86	411	122100	
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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

										CHECK	333224	TOTAL:	233.86
333225	06/27/2013	PRTD	145 RICHARD H COURTNEY	184541	12349	06/04/2013	06/23/13	62.95					
Invoice: 12349				62.95	51011211 531100	POL/PARTING GIFT/DICKERSON							
						PD-C/E-ADM-SUPPLIES							
										CHECK	333225	TOTAL:	62.95
333226	06/27/2013	PRTD	7749 CURRY, CHERIS	184333	31888	06/13/2013	06/23/13	92.48					
Invoice: 31888				92.48	411 122100	WATER ACCOUNTS RECEIVABLE							
										CHECK	333226	TOTAL:	92.48
333227	06/27/2013	PRTD	7016 CUSTOM PRINTING	184467	3026	06/13/2013	06/23/13	895.95					
Invoice: 3026				895.95	63470588 531100	PCD/PROPOSD LAND USE SIGNS							
						CUR - DEV DEV PLAN OFC SUPPLY							
										CHECK	333227	TOTAL:	895.95
333228	06/27/2013	PRTD	4469 CYBERNETICS	184595	782246	06/05/2013	06/23/13	1,525.00					
Invoice: 782246				1,525.00	81011881 548500	IT/DATA BCKUP HRDWR AN MAINT							
						IT - C/E COMPUTER SUPPORT							
										CHECK	333228	TOTAL:	1,525.00
333229	06/27/2013	PRTD	7591 DICKERSON, LARRY	184542	06/11/13	06/10/2013	06/23/13	38.71					
Invoice: 06/11/13				38.71	51011211 541100	POL/HOUSING ALLOWANCE FINAL							
						PD-C/E-ADM-PROF SVCS							
										CHECK	333229	TOTAL:	38.71
333230	06/27/2013	PRTD	672 DSC INC	184596	90797	06/10/2013	06/23/13	187.90					
Invoice: 90797				187.90	73011897 531100	PW/PRESS WSHR HOSE/EQP							
						O&M-C/E-PWYD FAC-SUPPLIES							
										CHECK	333230	TOTAL:	187.90
333231	06/27/2013	PRTD	7144 DTMICRO, INC	184410	1657	05/15/2013	06/23/13	135.75					
Invoice: 1657				135.75	91011215 542100	IT/POL ILEADS NETWRK CONN-KC							
						GG-C/E-PD-PHONE							
										CHECK	333231	TOTAL:	135.75

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CASH ACCOUNT: 635	111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
INVOICE DTL DESC									
333232	06/27/2013	PRTD	7750 EDWARDS, PATRICK	184411	0183	06/03/2013		06/23/13	500.00
Invoice: 0183						ENG/STREAM INSECTS GUIDE			
				500.00	72431832 53110000522	NPDES 2011 GRANT-SUPPLIES			
						CHECK	333232	TOTAL:	500.00
333233	06/27/2013	PRTD	4745 EFFICIENCY INC	184412	635613	06/03/2013		06/23/13	837.31
Invoice: 635613						IT/DIG REC SYS-ANN MAINT			
				837.31	81011881 548500	IT - C/E COMPUTER SUPPORT			
						CHECK	333233	TOTAL:	837.31
333234	06/27/2013	PRTD	7510 EXPERIAN	184543	CD1402002883	05/31/2013		06/23/13	92.14
Invoice: CD1402002883						POL/JUNE CREDIT CHECK SERVICE			
				92.14	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
						CHECK	333234	TOTAL:	92.14
333235	06/27/2013	PRTD	5781 EXTERMINATION SERVIC	184413	16278	05/29/2013		06/23/13	248.69
Invoice: 16278						PW/EXTERM SVC-CARPENTER ANTS			
				248.69	73425358 548100	O&M-WWTP-REPAIRS			
						CHECK	333235	TOTAL:	248.69
333236	06/27/2013	PRTD	6940 FREMONT ANALYTICAL	184414	1306006	06/06/2013	21300044	06/23/13	360.00
Invoice: 1306006						2013-ON CALL SERVICES			
				360.00	72431832 54110000522	NPDES 2011 GRANT-PROF SVCS			
						CHECK	333236	TOTAL:	360.00
333237	06/27/2013	PRTD	231 GALLS, AN ARAMARK CO	184544	000685119	06/05/2013		06/23/13	573.69
Invoice: 000685119						POL/PEPPER SPRAY X 30			
				573.69	53011212 531100	PD-C/E-PATROL SUPPLIES			
				184545	000692823	06/07/2013		06/23/13	93.44
Invoice: 000692823						POL/E-Z JIM DOOR OPENER X5			
				93.44	53011212 531100	PD-C/E-PATROL SUPPLIES			
						CHECK	333237	TOTAL:	667.13
333238	06/27/2013	PRTD	4262 GEMPLER'S	184468	1019553005	05/24/2013		06/23/13	606.58
Invoice: 1019553005						PW/LENS/HARDHATS/GLOVES/LIME			
				606.58	73638893 589310	LAUNDRY SERVICES			

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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

				CHECK	333238 TOTAL:				606.58
333239	06/27/2013	PRTD	7703 GOOD NORTHWEST LLC	184420	06/01/13	06/01/2013	21300072	06/23/13	2,080.00
Invoice: 06/01/13				MAPPING SERVICES IDDE PROGRAM					
				2,080.00	72431832	54110000522	NPDES 2011 GRANT-PROF SVCS		
				CHECK	333239 TOTAL:				2,080.00
333240	06/27/2013	PRTD	6765 GREY CHEVROLET	184415	5032828	06/04/2013		06/23/13	603.44
Invoice: 5032828				PW/PIPE/HOSE POL VEH#183					
				603.44	53011212	548100	POLICE - C/E PATROL MAINTENANC		
				CHECK	333240 TOTAL:				603.44
333241	06/27/2013	PRTD	5275 GROUP HEALTH COOPERA	184469	649465-41418	05/24/2013		06/23/13	75.00
Invoice: 649465-41418				PW/OH DOT EXAM-OTTE					
				75.00	73425358	520000	O&M-WWTP-BENEFITS		
				CHECK	333241 TOTAL:				75.00
333242	06/27/2013	PRTD	1517 GUARDIAN SECURITY SY	184550	433149	06/01/2013		06/23/13	42.00
Invoice: 433149				POL/JUL13 ALARM MONITORING					
				42.00	51011215	541100	POLICE - C/E FACIL PROF SVCS		
				184552	433149-B	06/01/2013		06/23/13	195.00
Invoice: 433149-B				POL/3Q FIRE ALARM MONITORING					
				195.00	51011215	541100	POLICE - C/E FACIL PROF SVCS		
				CHECK	333242 TOTAL:				237.00
333243	06/27/2013	PRTD	252 H.D. FOWLER COMPANY	184470	I3376803	05/23/2013		06/23/13	111.86
Invoice: I3376803				PW/ALLENHEAD LONG BOLTS					
				111.86	73431835	531100	OFFICE SUPPLIES		
				CHECK	333243 TOTAL:				111.86
333244	06/27/2013	PRTD	253 HACH COMPANY	184471	8333392	06/07/2013		06/23/13	1,018.30
Invoice: 8333392				PW/ACCUVACS/REFILL VIALS					
				1,018.30	73411345	531100	OFFICE SUPPLIES		
				CHECK	333244 TOTAL:				1,018.30
333245	06/27/2013	PRTD	5226 HATTON MARINE	184597	38927	06/11/2013		06/23/13	329.10
Invoice: 38927				PW/RACOR ELLEMENT-VEH143					
				329.10	73421355	531100	WIN COLL-SUPPLIES		

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

Invoice: 38928	184598	38928	06/11/2013	06/23/13	75.74	
	75.74	73421355 531100	PW/SWITCH/PRESSURE-VEH142			
			WIN COLL-SUPPLIES			
Invoice: 38929	184599	38929	06/11/2013	06/23/13	350.97	
	350.97	73421355 531100	PW/COOLANT PUMP/GASKT-VEH141			
			WIN COLL-SUPPLIES			
			CHECK	333245 TOTAL:	755.81	
333246 06/27/2013 PRTD	4850	HOME DEPOT CREDIT SE 184416	162086	05/24/2013	06/23/13	69.68
Invoice: 162086				PW/19 ROLLS SOD		
	69.68	73421355 531100	WIN COLL-SUPPLIES			
			CHECK	333246 TOTAL:	69.68	
333247 06/27/2013 PRTD	6857	INGERSOLL RAND COMPA 184418	22093062	05/30/2013	06/23/13	261.72
Invoice: 22093062				PW/DRAIN FILTERS/KIT		
	261.72	73425358 531100	O&M-WWTP-SUPPLIES			
			CHECK	333247 TOTAL:	261.72	
333248 06/27/2013 PRTD	277	INSLEE BEST DOEZIE & 184417	192407	05/21/2013	06/23/13	744.00
Invoice: 192407				LEGAL/SERVICES/MCNABB		
	744.00	32011152 54111100184	MCNABB-LITIGATION-OUTSIDE ATTY			
			CHECK	333248 TOTAL:	744.00	
333249 06/27/2013 PRTD	280	INTEGRA CHEMICAL COM 184419	0106994-IN	05/17/2013	06/23/13	2,753.19
Invoice: 0106994-IN				PW/SODIUM FLOURIDE, COARSE		
	2,753.19	73411345 531100	OFFICE SUPPLIES			
			CHECK	333249 TOTAL:	2,753.19	
333250 06/27/2013 PRTD	333	KITSAP COUNTY AUDITO 184474	207626	05/29/2013	06/23/13	149.00
Invoice: 207626				CLERK/REC DOC/OTIS-COBI		
	149.00	36011143 551000	CLERK-RECORDING AT CO AUDITOR			
Invoice: 207933	184475	207933	05/30/2013	06/23/13	75.00	
	75.00	36431143 551000	CLRK/REC DOC/GRACE EPISC COV			
			CLERK-RECORDING AT CO AUDITOR			
			CHECK	333250 TOTAL:	224.00	

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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

333251	06/27/2013	PRTD	2306 KITSAP COUNTY PROSEC	184473	06/07/13	06/07/2013	21300022	06/23/13	7,801.33
Invoice: 06/07/13						2013 PROSECUTION SERVICES			
				7,801.33	32011521	541112	LGL-CRIMINA-OUTSIDE PROSECUTOR		

CHECK	333251	TOTAL:	7,801.33
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333252	06/27/2013	PRTD	7758 KENNEDY, JAMES	184679	06/19/13	06/19/2013		06/23/13	150.00
Invoice: 06/19/13						CRT/PRO TEM-3 HRS			
				150.00	21011125	541210	COURT - JUDGE PRO TEMPORE SVCS		

CHECK	333252	TOTAL:	150.00
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333253	06/27/2013	PRTD	1010 PAUL L KING	184472	40702	06/03/2013		06/23/13	393.24
Invoice: 40702						PW/35 KEYS/5 LA DND			
				393.24	73011183	548100	O&M-C/E-CH FAC-REPAIRS		

Invoice: 40703

184554	40703	06/03/2013	06/23/13	10.84
POL/KEY CO/800				
10.84	51011215	541100	POLICE - C/E FACIL PROF SVCS	

CHECK	333253	TOTAL:	404.08
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333254	06/27/2013	PRTD	315 KITSAP HUMANE SOCIET	184476	653	06/01/2013	21300004	06/23/13	4,828.40
Invoice: 653						ANIMAL CONTROL 2013			
				4,828.40	91011393	541100	FIN - C/E ANIMAL CONTROL FEES		

CHECK	333254	TOTAL:	4,828.40
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333255	06/27/2013	PRTD	309 KITSAP TIRE CENTER I	184477	183238	05/28/2013		06/23/13	18.41
Invoice: 183238						PW/POL CAR FLAT REPR-VEH#185			
				18.41	53011212	548100	POLICE - C/E PATROL MAINTENANC		

CHECK	333255	TOTAL:	18.41
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333256	06/27/2013	PRTD	5011 LEXISNEXIS RISK DATA	184555	20130430	04/30/2013		06/23/13	54.30
Invoice: 20130430						POL/APR13 INFO SERVICES			
				54.30	52011212	549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH		

Invoice: 20130531

184557	20130531	05/30/2013	06/23/13	54.30
POL/MAY13 INFO SERVICES				
54.30	52011212	549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH	

CHECK	333256	TOTAL:	108.60
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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

333257	06/27/2013	PRTD	7753 LYDON-ROCHELLE, MONA	184478	BLD17590SFR	05/14/2013		06/23/13	650.63
Invoice: BLD17590SFR						PCD/REFUND DEP BLD17590SFR			
				650.63	62338	386000	BID/SURETY DEPOSITS CUS		

CHECK 333257 TOTAL: 650.63

333258	06/27/2013	PRTD	7186 MANNINO, DONALD	184479	COD-871	06/10/2013		06/23/13	470.00
Invoice: COD-871						PCD/REFND COD-871 CRIT AREA			
				470.00	62338	386000	BID/SURETY DEPOSITS CUS		

CHECK 333258 TOTAL: 470.00

333259	06/27/2013	PRTD	163 DENNIS MARTIN	184559	06/01/13	06/01/2013		06/23/13	104.90
Invoice: 06/01/13						POL/MEDICAL REIMBURSMENT			
				104.90	91029211	521500	POLICE - INS ADD MEDICAL COSTS		

CHECK 333259 TOTAL: 104.90

333260	06/27/2013	PRTD	6803 MCGRAW HILL CONSTRUC	184481	05/21/13	05/21/2013		06/23/13	87.00
Invoice: 05/21/13						PW/1 YR SUBSCRIPTION			
				87.00	73637891	549100	DUES/SUBSCRIPTIONS		

CHECK 333260 TOTAL: 87.00

333261	06/27/2013	PRTD	381 MICRO DATA BUSINESS	184561	41450	06/12/2013		06/23/13	443.91
Invoice: 41450						POL/CRIMINAL CITATION FORMS X1,100			
				443.91	53011212	531100	PD-C/E-PATROL SUPPLIES		

CHECK 333261 TOTAL: 443.91

333262	06/27/2013	PRTD	493 MODERN COLLISION REB	184482	14673	06/06/2013		06/23/13	298.65
Invoice: 14673						PW/POL CAR DETAIL-VEH#194			
				298.65	51011211	548100	PD-C/E-ADMIN REPAIRS		

184600	14737	06/12/2013	06/23/13	160.62
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Invoice: 14737

160.62	53011212	548100	PW/POLCAR ALLIGNMNT-VEH183	POLICE - C/E PATROL MAINTENANC
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CHECK 333262 TOTAL: 459.27

333263	06/27/2013	PRTD	7038 MOON SECURITY SERVIC	184680	653519	05/31/2013		06/23/13	77.00
Invoice: 653519						CRT/SECURITY SERVICES C9145			
				77.00	21011232	545000	COURT-ELECT HOME DET'N-EQ RENT		

184681	653520	05/31/2013	06/23/13	63.00
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PG 17
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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: 653520				63.00	21011232	545000		CRT/SECURITY SERVICES C9147 COURT-ELECT HOME DET'N-EQ RENT	
							CHECK	333263 TOTAL:	140.00
333264 06/27/2013 PRTD	6208	MSDS ONLINE INC	184480	428184		06/07/2013	06/23/13		1,999.00
Invoice: 428184								PW/1 YR SUBSCR-ONLINE DUES/SUBSCRIPTIONS	
			1,999.00	73637891	549100				
							CHECK	333264 TOTAL:	1,999.00
333265 06/27/2013 PRTD	7757	N-VISION OPTICS	184565	4291346		06/12/2013	06/23/13		191.15
Invoice: 4291346								POL/SWAT HELMET/819 PD-C/E-PATROL SUPPLIES	
			191.15	53011212	531100				
							CHECK	333265 TOTAL:	191.15
333266 06/27/2013 PRTD	2574	NATIONAL BARRICADE C	184601	246837		05/23/2013	06/23/13		692.05
Invoice: 246837								PW/SIGNS/MOUNTING HRDWR O&M-STREET-TRAF CONTROL-SUPPLY MERCHANDISE	
			485.99	73111264	531100				
			206.06	990	141100				
							CHECK	333266 TOTAL:	692.05
333267 06/27/2013 PRTD	7745	NATIONAL RESEARCH CE	184485	06/18/13		06/18/2013	06/23/13		6,300.00
Invoice: 06/18/13								EX/NAT'L CITIZEN SURVEY EXEC - C/E PROF SERVICES	
			6,300.00	31011131	541100				
							CHECK	333267 TOTAL:	6,300.00
333268 06/27/2013 PRTD	4111	OLYMPIC SPRINGS INC	184566	246935		05/31/2013	06/23/13		48.31
Invoice: 246935								POL/PURIFIED WATER POLICE - C/E FACIL SUPPLIES	
			48.31	51011215	531100				
							CHECK	333268 TOTAL:	48.31
333269 06/27/2013 PRTD	5430	HOBO DATA LOGGERS	184486	17352		06/05/2013	06/23/13		725.00
Invoice: 17352								ENG/BOOTS FOR TEMP NPDES 2011 GRANT-SUPPLIES	
			725.00	72431832	53110000522				
							CHECK	333269 TOTAL:	725.00
333270 06/27/2013 PRTD	7170	OPEN WORKS	184487	INV613553		06/01/2013	21300041 06/23/13		2,451.92
Invoice: INV613553								2013-JANITORIAL CONTRACT JANITORIAL CONTRACT-PRO SVCS	
			2,451.92	91011183	54110000269				

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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

					CHECK	333270	TOTAL:	2,451.92
333271	06/27/2013	PRTD	4129 OWEN EQUIPMENT COMPA	184488	00067901	05/22/2013	06/23/13	521.28
Invoice: 00067901					PW/SEGMENT SET			
521.28 73637945 531100					O&M ALLOC-SWEEPER-SUPPLIES			
184489 00067920					05/23/2013	06/23/13	1,631.42	
Invoice: 00067920					PW/KEG CLEANG/NOZZLE			
1,631.42 73421355 531100					WIN COLL-SUPPLIES			
184607 00067940					05/28/2013	06/23/13	9,733.82	
Invoice: 00067940					PW/NOZZLE KITS-NPDES			
9,733.82 72431832 53110000522					NPDES 2011 GRANT-SUPPLIES			
					CHECK	333271	TOTAL:	11,886.52
333272	06/27/2013	PRTD	5977 PAPER PRODUCTS ETC	184490	17989	03/27/2013	06/23/13	6.84
Invoice: 17989					CRT/9 FOLDERS			
6.84 21011125 531100					COURT - SUPPLIES			
184491 501627					05/24/2013	06/23/13	80.49	
Invoice: 501627					PW/NOTEBOOKS			
80.49 73637891 531100					OFFICE SUPPLIES			
184492 501628					05/24/2013	06/23/13	8.80	
Invoice: 501628					PW/3 NOTEBOOKS			
8.80 73637891 531100					OFFICE SUPPLIES			
184493 501644					05/29/2013	06/23/13	89.14	
Invoice: 501644					PW/FLOOR MATS			
89.14 73011183 531100					O&M-C/E-CH FAC-SUPPLIES			
184494 501663					06/03/2013	06/23/13	627.44	
Invoice: 501663					PW/SUPPL & FLOOR MATS X 13			
41.38 73637891 531100					OFFICE SUPPLIES			
586.06 73011183 531100					O&M-C/E-CH FAC-SUPPLIES			
184495 501665					06/03/2013	06/23/13	85.87	
Invoice: 501665					ENG/NOTEPADS			
85.87 72011321 531100					ENG - C/E ADMIN SUPPLIES			
184496 501684					06/05/2013	06/23/13	33.21	
Invoice: 501684					PCD/ASTROBRIGHTS PAPER			
33.21 62471591 531100					BLDG - BLDG OFFICE SUPPLIES			
184497 501705					06/11/2013	06/23/13	89.57	
Invoice: 501705					ENG/PAPER CUTTER			
89.57 72011321 531100					ENG - C/E ADMIN SUPPLIES			

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CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
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			184498	501683		06/07/2013	06/23/13	17.06
Invoice: 501683					ENG/2X2 POST-ITS			
			17.06	72011321	531100	ENG - C/E ADMIN SUPPLIES		
			184567	501743		06/17/2013	06/23/13	55.32
Invoice: 501743					POL/RED EMGY BINDERS X6			
			55.32	51011211	531100	PD-C/E-ADM-SUPPLIES		
			184682	501736		06/14/2013	06/23/13	330.51
Invoice: 501736					CRT/MISC OFFICE SUPPL			
			330.51	21011125	531100	COURT - SUPPLIES		
						CHECK	333272 TOTAL:	1,424.25
333273 06/27/2013 PRTD	5597 PARKTRAK INC		184568	19343		06/01/2013	06/23/13	750.00
Invoice: 19343					POL/1 YR TICKET SYSTEM MAINT			
			375.00	51011215	548500	POLICE - C/E FACIL COMP MAINT		
			375.00	53011212	548500	PD-C/E-PATROL-COMP SPT MAINT		
						CHECK	333273 TOTAL:	750.00
333274 06/27/2013 PRTD	7405 PARR FORD		184510	FOCS282443		05/28/2013	06/23/13	1,465.08
Invoice: FOCS282443					PW/POL CAR GEAR/AXLE-VEH122			
			1,465.08	53011212	548100	POLICE - C/E PATROL MAINTENANC		
						CHECK	333274 TOTAL:	1,465.08
333275 06/27/2013 PRTD	2106 PARTNER CONSTRUCTION	184602	5837			06/11/2013	06/23/13	736.15
Invoice: 5837					PW/SEAL COAT/ASPHALT			
			736.15	73111423	531100	OFFICE SUPPLIES		
						CHECK	333275 TOTAL:	736.15
333276 06/27/2013 PRTD	7658 PATRIOT FIRE PROTECT	184546	152120			04/26/2013	21300107 06/23/13	2,812.74
Invoice: 152120					FIRE SPRINKLER REPAIR			
			1,379.22	73011183	54810000617	FIRE SPRINKLER REPAIRS-CH		
			1,433.52	73011189	54810000617	FIRE SPRINKLER REPAIRS-PW YARD		
						CHECK	333276 TOTAL:	2,812.74
333277 06/27/2013 PRTD	7712 PENDLETON CONSULTING	184512	06/07/13			06/07/2013	21300081 06/23/13	1,912.00
Invoice: 06/07/13					REVIEW OF POLICE DEPARTMENT			
			1,912.00	51011211	541100	PD-C/E-ADM-PROF SVCS		
						CHECK	333277 TOTAL:	1,912.00

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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

333278	06/27/2013	PRTD	458 PENINSULA FIRE INC	184513	05222013JM2	05/22/2013		06/23/13	130.16
Invoice: 05222013JM2						PW/EMERG LIGHTS X 3			
				130.16	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
						CHECK	333278	TOTAL:	130.16

333279	06/27/2013	PRTD	360 PROBUILD COMPANY LLC	184499	1477855	05/14/2013		06/23/13	28.40
Invoice: 1477855						PW/MISC BLDG SUPPLIES			
				28.40	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
Invoice: 1477948						184500 1477948			
				14.68	73011183 531100	05/15/2013		06/23/13	14.68
						PW/1X4 FIR			
				184501	1478282	O&M-C/E-CH FAC-SUPPLIES			
Invoice: 1478282						05/17/2013		06/23/13	5.96
				5.96	73011183 531100	PW/OAK CNTR EDGE			
						O&M-C/E-CH FAC-SUPPLIES			
Invoice: 1478293						184502 1478293			
				48.84	73431835 531100	05/17/2013		06/23/13	48.84
						PW/50# QUICK SET CEMENT			
				184503	1478474	OFFICE SUPPLIES			
Invoice: 1478474						05/20/2013		06/23/13	35.15
				35.15	73011897 531100	PW/10X80 PRO CAB			
						O&M-C/E-PWYD FAC-SUPPLIES			
Invoice: 1479872						184504 1479872			
				32.30	73425358 531100	05/30/2013		06/23/13	32.30
						PW/MISC ELECTR SUPPL			
						O&M-WWTP-SUPPLIES			
						CHECK	333279	TOTAL:	165.33

333280	06/27/2013	PRTD	1205 PUGET SOUND ENERGY	184589	696MAY13	06/01/2013		06/23/13	10.28
Invoice: 696MAY13						BJUNE/WFP BOOTH EL PANEL			
				10.28	91011768 547100	GG-C/E-PARKS-ELECTRIC			
Invoice: 823MAY13						184590 823MAY13			
				10.28	91011768 547100	06/01/2013		06/23/13	10.28
						BRIEN DR N/BOOTH EL PANEL			
				184591	640MAY13	GG-C/E-PARKS-ELECTRIC			
Invoice: 640MAY13						06/01/2013		06/23/13	36.83
				36.83	91011768 547100	BRIEN DRIVE S/BOOTH EL PANEL			
						GG-C/E-PARKS-ELECTRIC			
Invoice: 573MAY13						184592 573MAY13			
				13.13	91411345 547100	06/01/2013		06/23/13	13.13
						COMMODE/HS RESERVOIR			
				184614	093MAY13	GG-WTR-ELECTRIC			
						06/01/2013		06/23/13	201.87

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

VOUCHER INVOICE INV DATE PO WARRANT NET

INVOICE DTL DESC

Invoice: 093MAY13

201.87 91411345 547100

FLETCHER BAY WELL FIELD
GG-WTR-ELECTRIC

184615 256MAY13

06/01/2013

06/23/13

332.61

Invoice: 256MAY13

332.61 91421355 547100

SLS-8 HWY 305/HARBORVIEW
GG-SWR-ELECTRIC

184616 291MAY13

06/01/2013

06/23/13

12.91

Invoice: 291MAY13

12.91 91411345 547100

HEAD OF THE BAY WELL FIELD
GG-WTR-ELECTRIC

184617 031MAY13

06/01/2013

06/23/13

104.16

Invoice: 031MAY13

104.16 91421355 547100

SLS-6 LOVELL LOWER
GG-SWR-ELECTRIC

184618 466MAY13

06/01/2013

06/23/13

10.28

Invoice: 466MAY13

10.28 91111264 547100

MADISON/HS RAINBRINGER
GG-STREET-TRAF CONTROL-UTILITY

184619 893MAY13

06/01/2013

06/23/13

2,992.52

Invoice: 893MAY13

2,992.52 91111263 547100

MUNICIPAL STREET LIGHTING
GG-STRT-STREET LIGHTING-UTIL

184620 143MAY13

06/01/2013

06/23/13

10.28

Invoice: 143MAY13

10.28 91111264 547100

REITAN RD/WELCOME TO BI
GG-STREET-TRAF CONTROL-UTILITY

184621 735MAY13

06/01/2013

06/23/13

37.88

Invoice: 735MAY13

37.88 91011768 547100

SHANNON DRIVE/WFP DOCK
GG-C/E-PARKS-ELECTRIC

184622 736MAY13

06/01/2013

06/23/13

45.68

Invoice: 736MAY13

45.68 91011768 547100

SHANNON DRIVE/WFP RESTRM
GG-C/E-PARKS-ELECTRIC

184623 647MAY13

06/01/2013

06/23/13

27.42

Invoice: 647MAY13

27.42 91111263 547100

STREET LIGHTS TRAFF CONTRL
GG-STRT-STREET LIGHTING-UTIL

184624 021MAY13

06/01/2013

06/23/13

74.66

Invoice: 021MAY13

74.66 91421355 547100

SLS-3 TREATMENT PLANT
GG-SWR-ELECTRIC

184625 710MAY13

06/01/2013

06/23/13

181.07

Invoice: 710MAY13

181.07 91421355 547100

SLS-2 VILLAGE CENTER
GG-SWR-ELECTRIC

184626 168MAY13

06/01/2013

06/23/13

34.84

Invoice: 168MAY13

34.84 91011768 547100

WATERFRONT PARK
GG-C/E-PARKS-ELECTRIC

184627 717MAY13

06/01/2013

06/23/13

303.10

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

VOUCHER INVOICE INV DATE PO WARRANT NET

INVOICE DTL DESC

Invoice: 717MAY13	303.10	91011215	547100	POLICE STATION-METER ONE GG-C/E-PD-ELECTRIC			
	184628	111MAY13		06/01/2013	06/23/13	369.60	
Invoice: 111MAY13	369.60	91011215	547100	POLICE STATION-METER 2 GG-C/E-PD-ELECTRIC			
	184629	520-298MAY13		06/01/2013	06/23/13	274.54	
Invoice: 520-298MAY13	274.54	91421355	547100	SLS-5 WW/SUNDAY COVE GG-SWR-ELECTRIC			
	184630	797MAY13		06/01/2013	06/23/13	134.31	
Invoice: 797MAY13	134.31	91011255	547100	MUNIC COURT-METER E3 GG-C/E-COURT BLDG-ELECTRIC			
	184631	182MAY13		06/01/2013	06/23/13	58.16	
Invoice: 182MAY13	58.16	91011255	547100	MUNIC COURT-METER E6 GG-C/E-COURT BLDG-ELECTRIC			
	184632	520-374MAY13		06/01/2013	06/23/13	57.87	
Invoice: 520-374MAY13	57.87	91111264	547100	SIGNAL AT 108 OLYMPIC DR GG-STREET-TRAF CONTROL-UTILITY			
	184633	973MAY13		06/01/2013	06/23/13	11.52	
Invoice: 973MAY13	11.52	91415345	547100	OC RESERVOIR LID17 PH2 GG-ROCKAWAY BCH-UTILITIES			
	184634	336MAY13		06/01/2013	06/23/13	127.96	
Invoice: 336MAY13	127.96	91421355	547100	SLS-9 ISLAND TERRC-1174 FERN GG-SWR-ELECTRIC			
	184635	461MAY13		06/01/2013	06/23/13	5,840.88	
Invoice: 461MAY13	5,840.88	91425358	547100	WWTP-1220 DONALD PLACE GG-WWTP-ELECTRIC			
	184637	050-58MAY13		06/01/2013	06/23/13	120.37	
Invoice: 050-58MAY13	120.37	91421355	547100	3900 HALLS HILL ROAD PUMP GG-SWR-ELECTRIC			
	184638	444MAY13		06/01/2013	06/23/13	505.26	
Invoice: 444MAY13	505.26	91011755	547100	BI COMMONS - 402 Bjune Drive GG-C/E-COMMONS-ELECTRIC			
	184639	446MAY13		06/01/2013	06/23/13	10.28	
Invoice: 446MAY13	10.28	91011768	547100	WATERFRONT PARK BOOTH - 402 Brien Drive GG-C/E-PARKS-ELECTRIC			
	184640	636MAY13		06/01/2013	06/23/13	75.60	
Invoice: 636MAY13	75.60	91421355	547100	SLS-7 WING POINT WAY - 4296 Wing Point Way GG-SWR-ELECTRIC			
	184641	206MAY13		06/01/2013	06/23/13	325.95	

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

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INVOICE DTL DESC

Invoice: 206MAY13

325.95 91421355 547100

4586 POINT WHITE DRIVE NE
GG-SWR-ELECTRIC

Invoice: 040-75MAY13

184642 040-75MAY13
10.78 91411345 547100

06/01/2013 06/23/13 10.78
520 ERICKSEN AVENUE NE PRV-water system pressure re
GG-WTR-ELECTRIC

Invoice: 828MAY13

184643 828MAY13
137.77 91415345 547100

06/01/2013 06/23/13 137.77
TAYLOR WELLS LID17 PHASE 1 - 6300 Taylor Avenue
GG-ROCKAWAY BCH-UTILITIES

Invoice: 247MAY13

184644 247MAY13
27.22 91435838 547100

06/01/2013 06/23/13 27.22
SSWM/DECANT FACILITY - 6400 Don Palmer Avenue NE
GG-DECANT-ELECTRIC

Invoice: 884MAY13

184645 884MAY13
55.72 91421355 547100

06/01/2013 06/23/13 55.72
SLS FERRY TERMINAL - 692 Klickitat Place NE
GG-SWR-ELECTRIC

Invoice: 520-136MAY13

184646 520-136MAY13
1,849.90 91411345 547100

06/01/2013 06/23/13 1,849.90
HOB BOOSTER PUMP/WELL - 7290 Wyatt Way
GG-WTR-ELECTRIC

Invoice: 900MAY13

184647 900MAY13
27.07 91011897 547100

06/01/2013 06/23/13 27.07
NE HIDDEN COVE - PASS THRU - 7315 Hidden Cove Road
GG-C/E-O&M YARD FAC-ELECTRIC

Invoice: 558MAY13

184648 558MAY13
1,284.03 91011897 547100

06/01/2013 06/23/13 1,284.03
7315 NE HIDDEN COVE ROAD
GG-C/E-O&M YARD FAC-ELECTRIC

Invoice: 058MAY13

184649 058MAY13
40.74 91011897 547100

06/01/2013 06/23/13 40.74
NE HIDDEN COVE - SHOP - 7315 Hidden Cove Road Shop
GG-C/E-O&M YARD FAC-ELECTRIC

Invoice: 040-714MAY13

184650 040-714MAY13
10.28 91021182 547100

06/01/2013 06/23/13 10.28
7573 FLETCHER BAY ROAD-OS
GG-OS-PROP MNGT-ELECTRIC

Invoice: 831MAY13

184651 831MAY13
3,303.09 91411345 547100

06/01/2013 06/23/13 3,303.09
SANDS AVENUE NE WELL FIELD - 8499 Sands Avenue NE
GG-WTR-ELECTRIC

Invoice: 983MAY13

184652 983MAY13
30.60 91111264 547100

06/01/2013 06/23/13 30.60
MILLER ROAD NE BEACON - 8800 1/2 Miller Road
GG-STREET-TRAF CONTROL-UTILITY

Invoice: 888MAY13

184653 888MAY13
173.66 91411345 547100

06/01/2013 06/23/13 173.66
NE HIGH SCHOOL ROAD PUMP - 9330 NE HS Road
GG-WTR-ELECTRIC

184654 067MAY13

06/01/2013 06/23/13

10.28

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

VOUCHER INVOICE INV DATE PO WARRANT NET

INVOICE DTL DESC

Invoice: 067MAY13	10.28	91111263	547100	MADISON PARKING LOT			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: 658MAY13	184655	658MAY13		06/01/2013	06/23/13	50.48	
	50.48	91421355	547100	SLS-4 IRENE/LOWER HAWLEY			
				GG-SWR-ELECTRIC			
Invoice: 682-A-MAY13	184656	682-A-MAY13		06/01/2013	06/23/13	12.92	
	12.92	91111263	547100	MUNICIPAL PARKING LOT - MADISON/MADRONA			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: 682-B-MAY13	184657	682-B-MAY13		06/01/2013	06/23/13	12.92	
	12.92	91111263	547100	MUNICIPAL PARKING LOT - MADISON/MADRONA			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL1MAY13	184658	IL1MAY13		06/01/2013	06/23/13	141.06	
	141.06	91111263	547100	ERCKSN/MDSN/WNSLW/KNCHTL			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL2MAY13	184659	IL2MAY13		06/01/2013	06/23/13	121.60	
	121.60	91111263	547100	FACILITIES DETAIL ON IL1			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL3MAY13	184660	IL3MAY13		06/01/2013	06/23/13	257.00	
	257.00	91111263	547100	ROUNDABOUT HS/MADISON IMPR			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL4MAY13	184661	IL4MAY13		06/01/2013	06/23/13	92.22	
	92.22	91111263	547100	FACILITIES DETAIL ON IL3			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL5MAY13	184662	IL5MAY13		06/01/2013	06/23/13	89.95	
	89.95	91111263	547100	COMMODORE OFF HS @ OLYMPIC			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL6MAY13	184663	IL6MAY13		06/01/2013	06/23/13	75.58	
	75.58	91111263	547100	MADISON PRJ HS TO WINSLOW			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL7MAY13	184664	IL7MAY13		06/01/2013	06/23/13	322.81	
	322.81	91111263	547100	MADISON PRJ HS TO WINSLOW II			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL8MAY13	184665	IL8MAY13		06/01/2013	06/23/13	24.80	
	24.80	91111263	547100	FACILITIES DETAIL ON IL6 AND IL7			
				GG-STRT-STREET LIGHTING-UTIL			
Invoice: IL9MAY13	184666	IL9MAY13		06/01/2013	06/23/13	55.04	
	55.04	91111263	547100	MADISON AVENUE SOUTH			
				GG-STRT-STREET LIGHTING-UTIL			
	184667	IL10MAY13		06/01/2013	06/23/13	74.79	

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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: IL10MAY13

74.79 91111263 547100

FACILITIES DETAIL ON IL9

GG-STRT-STREET LIGHTING-UTIL

184668 285MAY13

06/01/2013

06/23/13

228.29

Invoice: 285MAY13

SPS NORTHTOWN/SPORTSMAN

228.29 91421355 547100

GG-SWR-ELECTRIC

184670 IL11MAY13

06/01/2013

06/23/13

103.02

Invoice: IL11MAY13

STREET LIGHTS WW MAD TO 305

103.02 91111263 547100

GG-STRT-STREET LIGHTING-UTIL

184671 IL12MAY13

06/01/2013

06/23/13

45.12

Invoice: IL12MAY13

STREET LIGHTS WW 305 TO FRNCLFF

45.12 91111263 547100

GG-STRT-STREET LIGHTING-UTIL

184672 IL13MAY13

06/01/2013

06/23/13

43.76

Invoice: IL13MAY13

FACILITIES DETAIL ON IL12

43.76 91111263 547100

GG-STRT-STREET LIGHTING-UTIL

184673 WW-305MAY13

06/01/2013

06/23/13

75.89

Invoice: WW-305MAY13

WINSLOW WAY & 305

75.89 91111264 547100

GG-STREET-TRAF CONTROL-UTILITY

184674 WW-305MAY13A

06/01/2013

06/23/13

87.23

Invoice: WW-305MAY13A

WINSLOW WAY & 305

87.23 91111264 547100

GG-STREET-TRAF CONTROL-UTILITY

184675 WW-305MAY13B

06/01/2013

06/23/13

506.47

Invoice: WW-305MAY13B

WINSLOW WAY & 305

506.47 91111264 547100

GG-STREET-TRAF CONTROL-UTILITY

184677 520-330MAY13

06/01/2013

06/23/13

31.90

Invoice: 520-330MAY13

210 WINSLOW WAY E IRRIGATION

31.90 91011768 547100

GG-C/E-PARKS-ELECTRIC

CHECK 333280 TOTAL: 21,766.09

333281 06/27/2013 PRTD 7751 QUIGG BROTHERS, INC 184514 06/13/13

06/13/2013

06/23/13

55.00

Invoice: 06/13/13

ENG/REFUND RB PLAN SET

55.00 3213324 34169000534

ROCKAWAY BEACH-MAPS/SPECS

CHECK 333281 TOTAL: 55.00

333282 06/27/2013 PRTD 7435 KANMAN INC 184515 13-2178-1188

06/01/2013

06/23/13

180.00

Invoice: 13-2178-1188

PW/JUNE RENTAL-DECANT/SHOP

90.00 73435838 545000

O&M-DECANT-RENTS

90.00 73011897 545000

O&M-C/E-PWYD FAC-RENTS

184516 13-2178-1189

06/01/2013

06/23/13

90.00

Invoice: 13-2178-1189

PW/JUNE RENTAL-PRITCHARD PRK

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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

90.00 73011768 545000

O&M-C/E-PARKS-OP LEASES

CHECK 333282 TOTAL: 270.00

333283 06/27/2013 PRD 5431 RAY PETERSON
Invoice: 517672

184636 517672

06/06/2013

06/23/13

17.37

PW/2 YDS BRUSH DUMP FEE

17.37 91111427 547900

GG-STREET-ROADSIDE-GARBAGE

CHECK 333283 TOTAL: 17.37

333284 06/27/2013 PRD 6394 RECALL SECURE DESTRU 184569 2039765251
Invoice: 2039765251

110.88 51011215 541100

05/25/2013

06/23/13

110.88

POL/MAY SHREDDING SERVICES X2

POLICE - C/E FACIL PROF SVCS

184683 0090607120

05/25/2013

06/23/13

110.88

CRT/MAY13 SHREDDING SERVICES

110.88 21011125 541100

COURT - PROFESSIONAL SERVICES

CHECK 333284 TOTAL: 221.76

333285 06/27/2013 PRD 6685 REGIONAL DISPOSAL CO 184517 013542
Invoice: 013542

3,626.84 91425358 54790100551

05/31/2013 21300040 06/23/13

2013 BIOSOLIDS DISPOSAL

WWTP-BIOSOLIDS WASTE DISPOSAL

3,626.84

184518 013394

04/30/2013 21300040 06/23/13

6,538.64

2013 BIOSOLIDS DISPOSAL

6,538.64 91425358 54790100551 WWTP-BIOSOLIDS WASTE DISPOSAL

CHECK 333285 TOTAL: 10,165.48

333286 06/27/2013 PRD 557 RELIABLE STORAGE BAI 184519 6833
Invoice: 6833

484.00 61470581 545000

06/06/2013

06/23/13

484.00

PCD/JUL13 RENTAL M007,M008

PCD - DEV ADMIN RENTS & LEASES

CHECK 333286 TOTAL: 484.00

333287 06/27/2013 PRD 7527 RIDOLFI INC
Invoice: 2013-5415

184520 2013-5415

05/31/2013 21200111 06/23/13

3,378.80

SHORELINE MONITORING

1,224.75 64011391 54110000340 STRAWBERRY-PROF SVCS

2,154.05 64011391 54110000341 PP E BLUFF-PROF SVCS

CHECK 333287 TOTAL: 3,378.80

333288 06/27/2013 PRD 617 S & B INC
Invoice: SB23326REV

184523 SB23326REV

04/30/2013 21300109 06/23/13

10,327.03

WWTP VFD REPLACEMENT

10,327.03 73425358 54810000615 WWTP-REPL VAR FREQ DRIVE

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

VOUCHER INVOICE

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INVOICE DTL DESC

Invoice: SB-23372	184524 SB-23372	05/20/2013	06/23/13	5,136.31
	5,136.31 73411345 548100	PW/REPR CONTROL UNIT		
		REPAIRS & MAINTENANCE		
		CHECK	333288 TOTAL:	15,463.34
333289 06/27/2013 PRD 7659 SEAMAN, SHANE	184525 06/06/13	06/06/2013	06/23/13	50.00
Invoice: 06/06/13	50.00 21011125 541210	CRT/PRO-TEM 1 HR		
		COURT - JUDGE PRO TEMPORE SVCS		
Invoice: 06/19/13	184684 06/19/13	06/19/2013	06/23/13	125.00
	125.00 21011125 541210	CRT/PRO TEM-2.5 HRS		
		COURT - JUDGE PRO TEMPORE SVCS		
		CHECK	333289 TOTAL:	175.00
333290 06/27/2013 PRD 7385 CHARLES P. SHANE	184526 000446	06/06/2013	06/23/13	186.00
Invoice: 000446	186.00 32011281 541113	CRT/PUBLIC DEFENDER SVC		
		LGL-C/E-PUBLIC DEF-OUTSIDE ATT		
		CHECK	333290 TOTAL:	186.00
333291 06/27/2013 PRD 4689 SITESTAR DONOBI INTE	184608 6307480	06/10/2013 21300008	06/23/13	2,055.00
Invoice: 6307480	2,055.00 81011881 545000	IT/JUL 13 ISP WAN FIBER CONN		
		IT - C/E RENTS & LEASES		
		CHECK	333291 TOTAL:	2,055.00
333292 06/27/2013 PRD 7173 SKILLINGS CONNOLLY I	184527 8397	06/05/2013 21300082	06/23/13	8,902.47
Invoice: 8397	8,902.47 72321951 64110000318	DESIGN SUPPORT SERVICES		
		FORT WARD HILL-DESIGN/ENG		
		CHECK	333292 TOTAL:	8,902.47
333293 06/27/2013 PRD 599 RANDY L RICHARDSON	184528 0603135303	06/03/2013	06/23/13	35.78
Invoice: 0603135303	35.78 73638935 531100	PW/TECH GLOVES		
		OFFICE SUPPLIES		
		CHECK	333293 TOTAL:	35.78
333294 06/27/2013 PRD 601 SOUND REPROGRAPHICS	184529 18988	05/17/2013	06/23/13	95.83
Invoice: 18988	95.83 72321951 64400000534	ENG/PAPER/BINDING/COVERS		
		ROCKAWAY BEACH-ADV CAP		
	184530 19357	06/03/2013	06/23/13	10.32

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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: 19357				10.32	62471591 549100			PCD/PRINTS/DIG PROC BLDG - BLDG DUES/SUBSCRIPTIONS	
						CHECK	333294	TOTAL:	106.15
333295 06/27/2013 PRTD	2467	STAPLES ADVANTAGE	184531	3201560691		06/01/2013	06/23/13		211.77
Invoice: 3201560691				211.77	72011321 531100	ENG/EVOSTAMP PLUS ENG - C/E ADMIN SUPPLIES			
			184532	3201560692		06/01/2013	06/23/13		36.65
Invoice: 3201560692				36.65	72011321 531100	ENG/ENGINEERS PAD ENG - C/E ADMIN SUPPLIES			
			184533	3201560688		06/01/2013	06/23/13		77.24
Invoice: 3201560688				77.24	41011141 531100	FIN/PAPER/BNDR CLIPS FIN - C/E ADMIN SUPPLIES			
			184534	3201560689		06/01/2013	06/23/13		211.23
Invoice: 3201560689				211.23	41011141 531100	FIN/TONER FIN - C/E ADMIN SUPPLIES			
			184535	3201560690		06/01/2013	06/23/13		212.77
Invoice: 3201560690				212.77	41011141 531100	FIN/TONER/PENS/FOLDERS FIN - C/E ADMIN SUPPLIES			
						CHECK	333295	TOTAL:	749.66
333296 06/27/2013 PRTD	5730	SUMMIT LAW GROUP	184548	62158		05/31/2013	06/23/13		2,376.50
Invoice: 62158				2,376.50	32011152 541110	LEGAL/GENERAL LGL-C/E-CIVIL-GEN'L OUTSIDE AT			
			184549	62159		05/31/2013	06/23/13		3,360.10
Invoice: 62159				3,360.10	32011152 54111000274	LEGAL/BARGAINING LABOR NEGOTIATION SVCS			
						CHECK	333296	TOTAL:	5,736.60
333297 06/27/2013 PRTD	7748	SURACI, MIKE & ANDRE	184332	31887		06/13/2013	06/23/13		287.27
Invoice: 31887				287.27	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK	333297	TOTAL:	287.27
333298 06/27/2013 PRTD	4271	JOHN SUTTON	184570	06/05/13 2011		06/05/2013	06/23/13		26.70
Invoice: 06/05/13 2011				26.70	91029211 521500	POL/MEDICAL REIMBURSEMENT POLICE - INS ADD MEDICAL COSTS			
			184572	06/05/13 2012		06/05/2013	06/23/13		94.20

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

VOUCHER INVOICE

INV DATE PO

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INVOICE DTL DESC

Invoice: 06/05/13 2012					POL/MEDICAL REIMBURSEMENT		
	94.20	91029211	521500		POLICE - INS ADD MEDICAL COSTS		
	184573	06/05/13		06/05/2013	06/23/13	80.32	
Invoice: 06/05/13					POL/MEDICAL REIMBURSEMENT		
	80.32	91029211	521500		POLICE - INS ADD MEDICAL COSTS		
				CHECK	333298 TOTAL:	201.22	
333299 06/27/2013 PRTD	3843	EIKO SHIBAYAMA, P.R.	184551	06/27/13	06/27/2013 21300076	06/23/13	6,631.00
Invoice: 06/27/13					2013 2Q LAND PURCHASE INTEREST		
	6,631.00	91021921	783000		FIN-OS INTEREST EXP		
				CHECK	333299 TOTAL:	6,631.00	
333300 06/27/2013 PRTD	6746	SYMBOL ARTS	184574	0191255-IN	06/11/2013	06/23/13	23.90
Invoice: 0191255-IN					POL/UNIFORM NAME PLATE/831		
	23.90	51011211	520000		PD-C/E ADMIN-BENEFITS		
				CHECK	333300 TOTAL:	23.90	
333301 06/27/2013 PRTD	560	TWISS ANALYTICAL INC	184556	13-59703	05/30/2013	06/23/13	77.28
Invoice: 13-59703					PW/WINSLOW WTR TESTING		
	77.28	73411345	541100		PROFESSIONAL SERVICES		
	184558	13-59749		05/30/2013	06/23/13	552.92	
Invoice: 13-59749					PW/FACILITIES TESTING		
	552.92	73431835	541100		PROFESSIONAL SERVICES		
				CHECK	333301 TOTAL:	630.20	
333302 06/27/2013 PRTD	2190	UNITED PARCEL SERVIC	184575	28Y3Y1233	06/08/2013	06/23/13	26.52
Invoice: 28Y3Y1233					POL/SHIP TO TOX LAB, PRINT LAB		
	26.52	91011215	542500		GG-C/E-PD-POSTAGE		
				CHECK	333302 TOTAL:	26.52	
333303 06/27/2013 PRTD	553	UTILITIES UNDERGROUN	184560	3050095	05/31/2013	06/23/13	134.82
Invoice: 3050095					PW/107 EXCAVAT NOTICES		
	134.82	73637893	54110000393		O&M ALLOC-LOCATING SVCS		
				CHECK	333303 TOTAL:	134.82	
333304 06/27/2013 PRTD	1485	VERIZON WIRELESS	184562	9705845309	06/01/2013	06/23/13	2,375.13
Invoice: 9705845309					CITY WIDE CELL PHONE SVC		
	2,375.13	91011189	542100		GG-C/E-CITY HALL-PHONE		

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

INVOICE DTL DESC

					CHECK	333304 TOTAL:	2,375.13
333305	06/27/2013	PRTD	7107 VIEVU LLC	184576 6064	06/12/2013	06/23/13	2,053.71
Invoice: 6064					POL/LE2 BODY CAMERAS X2 W/KITS		
2,053.71 53011212 531100					PD-C/E-PATROL SUPPLIES		
					CHECK	333305 TOTAL:	2,053.71
333306	06/27/2013	PRTD	1945 WA ST DEPT LABOR & I	184613 147447	06/19/2013	06/23/13	114.10
Invoice: 147447					2013 CITY HALL ELEVAT PERMIT		
114.10 73011183 549800					O&M-C/E-CH FAC-PERMIT		
					CHECK	333306 TOTAL:	114.10
333307	06/27/2013	PRTD	167 WA ST DEPT OF ECOLOG	184571 2013-WAR126984	05/30/2013	06/23/13	65.41
Invoice: 2013-WAR126984					ENG/WST WTR DISCHRG PERMIT		
65.41 72321953 64980000318					FORT WARD HILL-PERMIT		
					CHECK	333307 TOTAL:	65.41
333308	06/27/2013	PRTD	969 WA ST DEPT OF LICENS	184685 F155395	05/28/2013	06/23/13	18.00
Invoice: F155395					CPL/F155395/RENEWAL		
18.00 41654860 586000					GUN PERMIT OUT		
184686 F155391					06/04/2013	06/23/13	18.00
Invoice: F155391					CPL/F155391/ORIGINAL + FBI		
18.00 41654860 586000					GUN PERMIT OUT		
184687 F155392					06/04/2013	06/23/13	18.00
Invoice: F155392					CPL/F155392/ORIGINAL + FBI		
18.00 41654860 586000					GUN PERMIT OUT		
184688 F155393					06/06/2013	06/23/13	18.00
Invoice: F155393					CPL/F155393/ORIGINAL + FBI		
18.00 41654860 586000					GUN PERMIT OUT		
184689 F155399					06/11/2013	06/23/13	18.00
Invoice: F155399					CPL/F155399/RENEWAL		
18.00 41654860 586000					GUN PERMIT OUT		
					CHECK	333308 TOTAL:	90.00
333309	06/27/2013	PRTD	4104 WA ST FERRIES	184610 RK209065	05/31/2013	06/23/13	405.05
Invoice: RK209065					MAY 2013 WAVE2GO FERRY CHGS		
16.40 21011125 543100					COURT - TRAVEL EXPENSE		
245.00 51011211 543100					PD-C/E-ADM-TRAVEL		

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CASH ACCOUNT: 635			111100		CASH														
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET										
										INVOICE DTL DESC									
										16.40	61011581	543100	PCD - C/E ADMIN TRAVEL EXPENSE						
										30.80	72011321	543100	ENG - C/E ADMIN TRAVEL EXPENSE						
										96.45	73011189	543100	O&M-FAC-TRAVEL (NOT MEALS/LODG						
										CHECK		333309	TOTAL:		405.05				
333310	06/27/2013	PRTD	952 WA ST PATROL	184586	I13009207	06/05/2013		06/23/13	66.00										
Invoice: I13009207							MAY13 CPL BACKGROUND CHKS												
										66.00	41654861	586100	AGENCY DISBURSEMENTS						
										CHECK		333310	TOTAL:		66.00				
333311	06/27/2013	PRTD	4500 DEPARTMENT OF COMMER	184577	PWTF-60229	06/03/2013		06/23/13	35,901.01										
Invoice: PWTF-60229							LOAN/PW-06-962-004/WWTP UPGR												
										34,855.35	91215141	778000	GG-1995 PWTF-PRIN REDEMPTION						
										1,045.66	91215241	783000	GG-1995PWTF-INT						
										184578	PWTF-90645		06/03/2013		06/23/13	315,350.00			
Invoice: PWTF-90645							LOAN/PW-04-691-002/SIS												
										297,500.00	91422235	778000000279	LID20 MAINT/OPS-FIN-PWTF PRIN						
										17,850.00	91422923	783000000279	LID20 MAINT/OPS-FIN-PWTF INT						
										184579	PWTF-93137		06/03/2013		06/23/13	10,117.75			
Invoice: PWTF-93137							LOAN/PW-04-691-PRE-107/SSWM												
										9,545.05	91432238	778000000176	DECANT FAC-PRINCIPLE PWTF LOAN						
										572.70	91432923	783000000176	DECANT FAC-INTEREST-PWTF LOAN						
										184580	PWTF-93171		06/03/2013		06/23/13	43,833.15			
Invoice: PWTF-93171							LOAN/PW-05-691-001/SSWM FAC												
										41,157.89	91432238	778000000176	DECANT FAC-PRINCIPLE PWTF LOAN						
										2,675.26	91432923	783000000176	DECANT FAC-INTEREST-PWTF LOAN						
										184581	PWTF-93355		06/03/2013		06/23/13	22,352.75			
Invoice: PWTF-93355							LOAN/PW-04-691-PRE-108/WWTP												
										21,087.50	91422235	778000000036	PRIN PYMT PWTF-WWTP PE						
										1,265.25	91422923	783000000036	INTEREST EXP PWTF-WWTP PE						
										184582	PWTF-105287		06/03/2013		06/23/13	35,024.01			
Invoice: PWTF-105287							LOAN/PE08-951-075/COBI												
										23,664.87	91242142	778000	GG-2008PWTF-I/GPRIN-DEC07STORM						
										11,359.14	91242242	783000	GG-2008PWTF-INT-DEC07 STORMS						
										184583	PWTF-180682		06/03/2013		06/23/13	4,893.75			
Invoice: PWTF-180682							LOAN/PR08-951-104/PT MON/LAF												
										4,531.25	91422235	778000000471	BEACH MAIN REPL DES-PWTF PRIN						
										362.50	91422923	783000000471	BEACH MAIN REPL DES-PWTF INT						
										184584	PWTF-156716		06/03/2013		06/23/13	224,313.80			
Invoice: PWTF-156716							LOAN/PW-05-691-002/WWTP UPG												
										210,623.29	91422235	778000000086	WWTP CONSTR-PRIN-PWTF						

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CASH ACCOUNT: 635 111100 CASH

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13,690.51 91422923 78300000086 WWTP 2011 LTGO & 2PWTF INT EXP

Invoice: PWTF-156730

184585	PWTF-156730	06/03/2013	06/23/13	214,008.63
LOAN/PW-06-962-004/WWTP UPG				
200,008.06	91422235	77800000086	WWTP CONSTR-PRIN-PWTF	
14,000.57	91422923	78300000086	WWTP 2011 LTGO & 2PWTF INT EXP	

CHECK 333311 TOTAL: 905,794.85

333312 06/27/2013 PRTD 7747 WAUGH, JANICE
Invoice: 31886

184331	31886	06/13/2013	06/23/13	17.94
17.94	411	122100	WATER ACCOUNTS RECEIVABLE	

CHECK 333312 TOTAL: 17.94

333313 06/27/2013 PRTD 6860 WCI
Invoice: 131511876

184611	131511876	06/01/2013	06/23/13	806.87
MAY13 CITY WIDE PHONE SVC				
806.87	41637891	542100	FIN - ALLOC TELEPHONE	

CHECK 333313 TOTAL: 806.87

333314 06/27/2013 PRTD 5709 WEBCHECK INC
Invoice: 4653

184612	4653	06/02/2013	21300033 06/23/13	150.00
ESCROW PAY OFF FOR UB				
75.00	43411341	541100	FIN - WATER ADMIN PROF SERVICE	
75.00	43421351	541100	FIN - SEWER ADMIN PROF SERVICE	

CHECK 333314 TOTAL: 150.00

333315 06/27/2013 PRTD 499 WESTBAY AUTO PARTS I
Invoice: 854205CM

184690	854205CM	05/10/2013	06/23/13	-97.74
PW/RETURN CORE DEPOSIT				
-97.74	73411345	531100	OFFICE SUPPLIES	

Invoice: 854497

184691	854497	05/17/2013	06/23/13	108.76
PW/OIL/AIR FILTRS/V BELT				
28.37	73638935	531100	OFFICE SUPPLIES	
80.39	990	141100	MERCHANDISE	

Invoice: 856445

184692	856445	05/24/2013	06/23/13	27.45
PW/OIL FILTERS/LAMP				
27.45	990	141100	MERCHANDISE	

Invoice: 857202

184693	857202	05/28/2013	06/23/13	107.20
PW/OIL/FUEL/AIR FILTERS				
69.30	990	141100	MERCHANDISE	
37.90	73638935	531100	OFFICE SUPPLIES	

Invoice: 857725

184694	857725	05/29/2013	06/23/13	91.00
PW/PS PUMP/CORE DEPOS-VEH183				

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

VOUCHER INVOICE

INV DATE PO

WARRANT

NET

INVOICE DTL DESC

91.00 53011212 531100

PD-C/E-PATROL SUPPLIES

184695 857730

05/29/2013

06/23/13

105.99

Invoice: 857730

PW/SERPENTN/DRIV BELT-VEH183

105.99 53011212 531100

PD-C/E-PATROL SUPPLIES

184696 857971

05/30/2013

06/23/13

91.00

Invoice: 857971

PW/RENAN STEER/COR DEP-VEH183

91.00 53011212 531100

PD-C/E-PATROL SUPPLIES

184697 858310

05/31/2013

06/23/13

18.22

Invoice: 858310

PW/NAPAGOLD FUEL FILTER

18.22 73011897 531100

O&M-C/E-PWYD FAC-SUPPLIES

184698 561989

06/12/2013

06/23/13

85.49

Invoice: 561989

PW/HALOGEN BULB

85.49 73638935 531100

OFFICE SUPPLIES

CHECK 333315 TOTAL:

537.37

333316 06/27/2013 PRTD

2607 ZEE MEDICAL SERVICE

184699 68236007

05/30/2013

06/23/13

73.17

Invoice: 68236007

CRT/FIRST AID RESTOCK

73.17 21011125 531100

COURT - SUPPLIES

184700 68236028

06/03/2013

06/23/13

34.59

Invoice: 68236028

PW/FIRST AID RESTOCK

34.59 73011897 531100

O&M-C/E-PWYD FAC-SUPPLIES

CHECK 333316 TOTAL:

107.76

NUMBER OF CHECKS 119

*** CASH ACCOUNT TOTAL ***

1,119,045.05

COUNT

AMOUNT

TOTAL PRINTED CHECKS

119

1,119,045.05

*** GRAND TOTAL ***

1,119,045.05

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PG 34
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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL								
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT
BFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2013 6 169									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			77,804.60	
06/27/2013 06/23/13	062713				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				1,119,045.05
06/27/2013 06/23/13	062713				AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			813,039.21	
06/27/2013 06/23/13	062713				AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			6,931.02	
06/27/2013 06/23/13	062713				AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			16,121.29	
06/27/2013 06/23/13	062713				AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			9,237.95	
06/27/2013 06/23/13	062713				AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			111,980.23	
06/27/2013 06/23/13	062713				AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			2,027.19	
06/27/2013 06/23/13	062713				AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000					ACCOUNTS PAYABLE			1,320.63	
06/27/2013 06/23/13	062713				AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000					ACCOUNTS PAYABLE			383.20	
06/27/2013 06/23/13	062713				AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			9,118.71	
06/27/2013 06/23/13	062713				AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			156.00	
06/27/2013 06/23/13	062713				AP CASH DISBURSEMENTS JOURNAL				
APP 201-213000					ACCOUNTS PAYABLE			70,925.02	
06/27/2013 06/23/13	062713				AP CASH DISBURSEMENTS JOURNAL				
						GENERAL LEDGER TOTAL		1,119,045.05	1,119,045.05
APP 631-130000					DUE TO/FROM CLEARING			1,109,807.10	
06/27/2013 06/23/13	062713								
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				77,804.60
06/27/2013 06/23/13	062713								
APP 402-130000					DUE TO/FROM CLEARING				813,039.21
06/27/2013 06/23/13	062713								
APP 101-130000					STREETS - DUE TO/FROM CLEARING				6,931.02
06/27/2013 06/23/13	062713								
APP 401-130000					DUE TO/FROM CLEARING				16,121.29
06/27/2013 06/23/13	062713								
APP 403-130000					DUE TO/FROM CLEARING				111,980.23
06/27/2013 06/23/13	062713								
APP 407-130000					DUE TO/FROM CLEARING				2,027.19
06/27/2013 06/23/13	062713								
APP 622-130000					DUE TO/FROM CLEARING				1,320.63
06/27/2013 06/23/13	062713								
APP 901-130000					DUE TO/FROM CLEARING				383.20

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JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL								
SRC ACCOUNT					ACCOUNT DESC	T OB	DEBIT	CREDIT	
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
06/27/2013	06/23/13	062713							
APP 301-130000					DUE TO/FROM CLEARING			9,118.71	
06/27/2013	06/23/13	062713							
APP 650-130000					DUE TO/FROM CLEARING			156.00	
06/27/2013	06/23/13	062713							
APP 201-130000					DUE TO/FROM CLEARING			70,925.02	
06/27/2013	06/23/13	062713							
SYSTEM GENERATED ENTRIES TOTAL							1,109,807.10	1,109,807.10	
JOURNAL 2013/06/169 TOTAL							2,228,852.15	2,228,852.15	

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2013 6	169	06/27/2013		
001-130000			GENERAL - DUE TO/FROM CLEARING		77,804.60
001-213000			GENERAL - ACCOUNTS PAYABLE	77,804.60	
			FUND TOTAL	77,804.60	77,804.60
101 STREET FUND	2013 6	169	06/27/2013		
101-130000			STREETS - DUE TO/FROM CLEARING		6,931.02
101-213000			STREETS - ACCOUNTS PAYABLE	6,931.02	
			FUND TOTAL	6,931.02	6,931.02
201 GO BOND FUND	2013 6	169	06/27/2013		
201-130000			DUE TO/FROM CLEARING		70,925.02
201-213000			ACCOUNTS PAYABLE	70,925.02	
			FUND TOTAL	70,925.02	70,925.02
301 CAPITAL CONSTRUCTION FUND	2013 6	169	06/27/2013		
301-130000			DUE TO/FROM CLEARING		9,118.71
301-213000			ACCOUNTS PAYABLE	9,118.71	
			FUND TOTAL	9,118.71	9,118.71
401 WATER OPERATING FUND	2013 6	169	06/27/2013		
401-130000			DUE TO/FROM CLEARING		16,121.29
401-213000			ACCOUNTS PAYABLE	16,121.29	
			FUND TOTAL	16,121.29	16,121.29
402 SEWER OPERATING FUND	2013 6	169	06/27/2013		
402-130000			DUE TO/FROM CLEARING		813,039.21
402-213000			ACCOUNTS PAYABLE	813,039.21	
			FUND TOTAL	813,039.21	813,039.21
403 STORM & SURFACE WATER FUND	2013 6	169	06/27/2013		
403-130000			DUE TO/FROM CLEARING		111,980.23
403-213000			ACCOUNTS PAYABLE	111,980.23	
			FUND TOTAL	111,980.23	111,980.23
407 BUILDING & DEVELOPMENT FUND	2013 6	169	06/27/2013		
407-130000			DUE TO/FROM CLEARING		2,027.19
407-213000			ACCOUNTS PAYABLE	2,027.19	
			FUND TOTAL	2,027.19	2,027.19
622 EXPENDABLE TRUST FUND	2013 6	169	06/27/2013		

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
622-130000				DUE TO/FROM CLEARING		1,320.63
622-213000				ACCOUNTS PAYABLE	1,320.63	
				FUND TOTAL	1,320.63	1,320.63
631 CLEARING FUND	2013 6	169	06/27/2013			
631-130000				DUE TO/FROM CLEARING	1,109,807.10	
631-213000				ACCOUNTS PAYABLE	9,237.95	
635-111100				CASH		1,119,045.05
				FUND TOTAL	1,119,045.05	1,119,045.05
650 AGENCY FUND	2013 6	169	06/27/2013			
650-130000				DUE TO/FROM CLEARING		156.00
650-213000				ACCOUNTS PAYABLE	156.00	
				FUND TOTAL	156.00	156.00
901 GENERAL LONG TERM DEBT	2013 6	169	06/27/2013			
901-130000				DUE TO/FROM CLEARING		383.20
901-213000				ACCOUNTS PAYABLE	383.20	
				FUND TOTAL	383.20	383.20

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	1,109,807.10	
001 GENERAL FUND		77,804.60
402 SEWER OPERATING FUND		813,039.21
101 STREET FUND		6,931.02
401 WATER OPERATING FUND		16,121.29
403 STORM & SURFACE WATER FUND		111,980.23
407 BUILDING & DEVELOPMENT FUND		2,027.19
622 EXPENDABLE TRUST FUND		1,320.63
901 GENERAL LONG TERM DEBT		383.20
301 CAPITAL CONSTRUCTION FUND		9,118.71
650 AGENCY FUND		156.00
201 GO BOND FUND		70,925.02
TOTAL	1,109,807.10	1,109,807.10

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

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|PG 1
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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
333317	06/27/2013	PRTD	4710 ASSOCIATED PETROLEU	184379	0439260-IN	05/28/2013		06/13/13	2,434.75
				2,434.75	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
				184380	0439263-IN	05/28/2013		06/13/13	3,022.31
				3,022.31	73638893 532000	O&M-FUEL USE-ALLOCATION			
						CHECK	333317	TOTAL:	5,457.06
333318	06/27/2013	PRTD	1235 AT&T ONENET SERVICE	184381	1257107689	06/01/2013		06/13/13	12.77
				12.77	91011189 542100	GG-C/E-CITY HALL-PHONE			
				184382	1257116506	06/01/2013		06/13/13	.33
				.33	91011189 542100	GG-C/E-CITY HALL-PHONE			
						CHECK	333318	TOTAL:	13.10
333319	06/27/2013	PRTD	47 BAINBRIDGE DISPOSAL	184383	009521MAY13	06/01/2013		06/13/13	100.90
				100.90	91011755 547900	GG-C/E-COMMONS-GARBAGE			
						CHECK	333319	TOTAL:	100.90
333320	06/27/2013	PRTD	54 BAINBRIDGE RENTAL IN	184386	141629	05/10/2013		06/13/13	72.33
				72.33	73421355 545000	WIN COLL-RENTS			
				184387	142699	05/29/2013		06/13/13	185.02
				185.02	73431835 531100	OFFICE SUPPLIES			
				184388	142742	05/30/2013		06/13/13	576.61
				576.61	73431835 531100	OFFICE SUPPLIES			
				184389	143048	06/03/2013		06/13/13	44.80
				44.80	73111264 548100	O&M-STREET-TRAF CONTROL-R&M			
				184390	143051	06/03/2013		06/13/13	111.81
				111.81	73431835 531100	OFFICE SUPPLIES			
				184391	143239	06/06/2013		06/13/13	69.60
				69.60	73111427 531100	OFFICE SUPPLIES			
						CHECK	333320	TOTAL:	1,060.17
333321	06/27/2013	PRTD	55 BAINBRIDGE ISLAND RE	184385	483585	05/24/2013		06/13/13	92.00
				92.00	34470586 544000	HEX - DEV ADVERTISING			
						CHECK	333321	TOTAL:	92.00

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|PG 2
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	WARRANT	NET
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333322	06/27/2013	PRTD	50 BAINBRIDGE ISLAND EL	184384	20130212	05/28/2013		06/13/13	190.05
				190.05	73011255 548100	O&M-C/E-COURT FAC-REPAIRS			

CHECK	333322 TOTAL:	190.05
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333323	06/27/2013	PRTD	56 THE BANK OF NEW YORK	184392	111-1557481	06/03/2013		06/13/13	301.75
				301.75	91011219 789000	BNY MELLON DEBT ADM FEES			

184393	111-1557482	06/03/2013	06/13/13	301.75
301.75	91011219 789000	BNY MELLON DEBT ADM FEES		

CHECK	333323 TOTAL:	603.50
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333324	06/27/2013	PRTD	7744 BRADLEY, MARILYN & R	184394	06/10/13	06/10/2013		06/13/13	65.00
				65.00	01132 321900	C/E BL INITIAL & RENEWAL			

CHECK	333324 TOTAL:	65.00
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333325	06/27/2013	PRTD	4586 CHS, INC.	184395	H91049	05/17/2013		06/13/13	334.71
				334.71	73411345 531100	OFFICE SUPPLIES			

CHECK	333325 TOTAL:	334.71
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333326	06/27/2013	PRTD	7166 COOK TELECOM, INC	184396	9077847	06/01/2013		06/13/13	72.95
				72.95	73637891 542100	O&M - ALLOC FACIL TELEPHONE			

CHECK	333326 TOTAL:	72.95
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333327	06/27/2013	PRTD	142 COPIERS NORTHWEST IN	184397	INV872756	05/31/2013		06/13/13	228.18
				114.09	31011131 545000	EXEC - C/E RENTS & LEASES			
				114.09	41011141 545000	FIN - C/E ADMIN RENTS & LEASES			

184398	INV872757	05/31/2013	06/13/13	76.74
38.37	31011131 548100	EXEC - C/E MAINT & REPAIRS		
38.37	41011141 548100	FIN - C/E ADMIN REPAIRS/MAINT		

CHECK	333327 TOTAL:	304.92
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

PG 3
apcshdsb

NUMBER OF CHECKS 11 *** CASH ACCOUNT TOTAL *** 8,294.36

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	11	8,294.36

*** GRAND TOTAL *** 8,294.36

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PG 4
apcshdeb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER JNL

SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
2013 6 170									
APP 631-213000						ACCOUNTS PAYABLE		5,530.01	
	06/27/2013	06/13/13	062713			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			8,294.36
	06/27/2013	06/13/13	062713			AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		1,277.47	
	06/27/2013	06/13/13	062713			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		72.33	
	06/27/2013	06/13/13	062713			AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		873.44	
	06/27/2013	06/13/13	062713			AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		114.40	
	06/27/2013	06/13/13	062713			AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		92.00	
	06/27/2013	06/13/13	062713			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		334.71	
	06/27/2013	06/13/13	062713			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								8,294.36	8,294.36
APP 631-130000						DUE TO/FROM CLEARING		2,764.35	
	06/27/2013	06/13/13	062713						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			1,277.47
	06/27/2013	06/13/13	062713						
APP 402-130000						DUE TO/FROM CLEARING			72.33
	06/27/2013	06/13/13	062713						
APP 403-130000						DUE TO/FROM CLEARING			873.44
	06/27/2013	06/13/13	062713						
APP 101-130000						STREETS - DUE TO/FROM CLEARING			114.40
	06/27/2013	06/13/13	062713						
APP 407-130000						DUE TO/FROM CLEARING			92.00
	06/27/2013	06/13/13	062713						
APP 401-130000						DUE TO/FROM CLEARING			334.71
	06/27/2013	06/13/13	062713						
SYSTEM GENERATED ENTRIES TOTAL								2,764.35	2,764.35
JOURNAL 2013/06/170 TOTAL								11,058.71	11,058.71

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

PG 5
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FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2013 6	170	06/27/2013		
001-130000			GENERAL - DUE TO/FROM CLEARING		1,277.47
001-213000			GENERAL - ACCOUNTS PAYABLE	1,277.47	
			FUND TOTAL	1,277.47	1,277.47
101 STREET FUND	2013 6	170	06/27/2013		
101-130000			STREETS - DUE TO/FROM CLEARING		114.40
101-213000			STREETS - ACCOUNTS PAYABLE	114.40	
			FUND TOTAL	114.40	114.40
401 WATER OPERATING FUND	2013 6	170	06/27/2013		
401-130000			DUE TO/FROM CLEARING		334.71
401-213000			ACCOUNTS PAYABLE	334.71	
			FUND TOTAL	334.71	334.71
402 SEWER OPERATING FUND	2013 6	170	06/27/2013		
402-130000			DUE TO/FROM CLEARING		72.33
402-213000			ACCOUNTS PAYABLE	72.33	
			FUND TOTAL	72.33	72.33
403 STORM & SURFACE WATER FUND	2013 6	170	06/27/2013		
403-130000			DUE TO/FROM CLEARING		873.44
403-213000			ACCOUNTS PAYABLE	873.44	
			FUND TOTAL	873.44	873.44
407 BUILDING & DEVELOPMENT FUND	2013 6	170	06/27/2013		
407-130000			DUE TO/FROM CLEARING		92.00
407-213000			ACCOUNTS PAYABLE	92.00	
			FUND TOTAL	92.00	92.00
631 CLEARING FUND	2013 6	170	06/27/2013		
631-130000			DUE TO/FROM CLEARING	2,764.35	
631-213000			ACCOUNTS PAYABLE	5,530.01	
635-111100			CASH		8,294.36
			FUND TOTAL	8,294.36	8,294.36

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

|PG 6
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	DUE TO	DUE FROM
631 CLEARING FUND	2,764.35	
001 GENERAL FUND		1,277.47
402 SEWER OPERATING FUND		72.33
403 STORM & SURFACE WATER FUND		873.44
101 STREET FUND		114.40
407 BUILDING & DEVELOPMENT FUND		92.00
401 WATER OPERATING FUND		334.71
TOTAL	2,764.35	2,764.35

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

PAYROLL

PAYROLL CHECK RUN: 6 - 20 - 13

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	6/20/2013	028012 - 028116	P/R check run - Direct Deposit	223,288.38
Normal	6/20/2013	106248 - 106253	P/R check run - Regular	9,590.77
Vendor	6/20/2013	106254 - 106265	P/R Vendor check run	65,950.73
EFTPS	6/20/2013		Federal Tax Electronic Transfer	90,634.28
			TOTAL:	389,464.16

Prepared and Reviewed by: Deborah Lee Date 6-18-13
 Deborah Lee

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

Karl R. Shaw Date 6-18-2013
 Karl R Shaw, Accounting Manager

**SPECIAL/REGULAR CITY COUNCIL MEETING
MAY 22, 2013**

ITEMS DISCUSSED

1. CALL TO ORDER / EXECUTIVE SESSION: PROPERTY DISPOSITION (RCW 42.30.110(1)(c)), POTENTIAL LITIGATION (RCW 42.30.111(1)(i))
2. PLEDGE OF ALLEGIANCE
3. ADDITIONS AND DELETIONS TO THE AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PRESENTATION: MURDEN COVE WATERSHED PROJECT, SAKAI INTERMEDIATE SCHOOL STUDENTS
5. PUBLIC COMMENT
6. CLOSED RECORD PUBLIC MEETING: RESOLUTION NO. 2013-11, ERICKSEN URBAN COTTAGES, HOUSING DESIGN DEMONSTRATION PROJECT (HDDP), FINAL SUBDIVISION FSUB13025, AB 12-043 [MOVED UP]
10. CONSENT AGENDA [MOVED UP]
 - A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL
 - B. SPECIAL/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, AB 13-057 – PUBLIC WORKS
 - E. DEPARTMENT OF ECOLOGY SUPPLEMENTAL STATEWIDE STORMWATER GRANT APPLICATION FOR THE PROPOSED WATERFRONT PARK PROJECT, AB 13-064 – PUBLIC WORKS
8. ORDINANCES/2ND READING [MOVED UP]
 - A. ORDINANCE NO. 2013-02, BUSINESS AND OCCUPATION TAX ADMINISTRATIVE PROCEDURES, AB 13-046 – FINANCE
 - B. ORDINANCE NO. 2013-05, Q1 2013 BUDGET ADJUSTMENTS, AB 13-024 – FINANCE
 - C. ORDINANCE NO. 2013-09, EMERGENCY MANAGEMENT, AB 13-058 – EXECUTIVE
 - D. ORDINANCE NO. 2013-11, CONFIRMING THE EXEMPTION OF THE POLICE CHIEF POSITION FROM CIVIL SERVICE – EXECUTIVE
9. UNFINISHED BUSINESS [MOVED UP]
 - A. ANNUAL DRAINAGE PROGRAM, PROFESSIONAL SERVICES AGREEMENT, AMENDMENT NO. 1., BROWNE WHEELER ENGINEERS, AB 12-066 – PUBLIC WORKS
11. CITY MANAGER'S REPORT [MOVED UP]
7. PUBLIC HEARING: 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
9. UNFINISHED BUSINESS [CONTINUED/MOVED UP]
 - B. CITIZEN COMMISSIONS AND COMMITTEES
12. COMMITTEE REPORTS
13. REVIEW UPCOMING COUNCIL MEETING AGENDAS
14. FOR THE GOOD OF THE ORDER
15. ADJOURNMENT

1. CALL TO ORDER / EXECUTIVE SESSION: POTENTIAL LITIGATION (RCW 42.30.111(1)(i)), PROPERTY DISPOSITION (RCW 42.30.110(1)(c)) 6:15:51 PM

Mayor Bonkowski called the meeting to order at 6:15 PM. Councilmembers Blossom, Lester Ward and Mayor Bonkowski were present. Councilmember Hytopoulos arrived at 7:23 PM. Councilmembers Blair and Scales were absent and excused. City Clerk Lassoff monitored the recording of the meeting and prepared the minutes. The meeting adjourned to an executive session with legal counsel to discuss property disposition and potential litigation. The recording system was turned off and the door to Council Chambers was posted. The meeting resumed at 7:01:53 PM with aforementioned Councilmembers present. No decisions were made during executive session.

2. PLEDGE OF ALLEGIANCE

Everyone stood for the Pledge of Allegiance.

3. ADDITIONS AND DELETIONS TO THE AGENDA / CONFLICT OF INTEREST DISCLOSURE 7:02:33 PM

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

WARD/LESTER – *Motion carried unanimously, 4-0.*

No conflicts of interest were disclosed.

**SPECIAL/REGULAR CITY COUNCIL MEETING
MAY 22, 2013**

4. PRESENTATION: MURDEN COVE WATERSHED PROJECT, SAKAI INTERMEDIATE SCHOOL STUDENTS 7:03:23 PM

Mayor Bonkowski introduced the item. Sakai Intermediate School students gave a PowerPoint presentation on their project and fielded questions from Council.

5. PUBLIC COMMENT 7:10:30 PM

No one signed up for public comment.

6. CLOSED RECORD PUBLIC MEETING: RESOLUTION NO. 2013-11, ERICKSEN URBAN COTTAGES, HOUSING DESIGN DEMONSTRATION PROJECT (HDDP), FINAL SUBDIVISION FSUB13025, AB 12-043 [MOVED UP] 7:11:27 PM

Mayor Bonkowski read a prepared statement regarding the quasi-judicial nature of the item as well as appearance of fairness laws. He opened the closed record public meeting at 7:13 PM. Planner Tayara introduced the project. Councilmember Blossom recalled Council discussing the project in relation to revisions to the HDDP ordinance. Council concurred that there was no bias.

***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.*

***BLOSSOM/WARD** – Motion carried unanimously, 4-0.*

10. CONSENT AGENDA [MOVED UP] 7:16:58 PM

A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL

Accounts Payable Manual Check Numbers 332983 through 332985, Regular Check Numbers 332986 through 333085 for a total of \$161,795.48. Payroll Direct Deposit Check Numbers 027804 through 027907, Regular Check Numbers 106214 through 106217, Vendor Check Numbers 106218 through 106228 and Federal Tax Electronic Transfer for a total of \$389,697.34.

B. SPECIAL/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, AB 13-057 – PUBLIC WORKS

E. DEPARTMENT OF ECOLOGY SUPPLEMENTAL STATEWIDE STORMWATER GRANT APPLICATION FOR THE PROPOSED WATERFRONT PARK PROJECT, AB 13-064 – PUBLIC WORKS

***MOTION:** Chair, I move to accept Consent Agenda Item A. Accounts Payable Voucher and Payroll Approval; Item B. Special/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 Item E. Department of Ecology Supplemental Statewide Stormwater Grant Application for the Proposed Waterfront Park Project.*

***LESTER/WARD** – Motion carried unanimously, 4-0.*

8. ORDINANCES/2ND READING [MOVED UP]

A. ORDINANCE NO. 2013-02, BUSINESS AND OCCUPATION TAX ADMINISTRATIVE PROCEDURES, AB 13-046 - FINANCE 7:18:23 PM

Finance Director Schroer introduced the ordinance.

***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.*

***LESTER/WARD** – Motion carried unanimously, 4-0.*

B. ORDINANCE NO. 2013-05, Q1 2013 BUDGET ADJUSTMENTS, AB 13-024 – FINANCE 7:19:42 PM

Finance Director Schroer introduced the ordinance. Councilmember Lester requested background information on the \$70,000 decrease in the Water Utility excise tax budget. Finance Director Schroer explained the reduction was made to be in line with expected expenditures.

**SPECIAL/REGULAR CITY COUNCIL MEETING
MAY 22, 2013**

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

BLOSSOM/WARD – Motion carried unanimously, 4-0.

Councilmember Lester asked about unfilled staff positions and what the plan was. City Manager Schulze replied there are several unfilled positions which administration was not planning to fill. He noted staff has projected about \$300,000 in salary savings in 2013. Councilmember Lester asked whether there was a chance that a discussion could be had about reprogramming the funds before the end of the year. City Manager Schulze replied budget discussions are scheduled for June 19.

Councilmember Hytopoulos arrived at 7:23 PM.

C. ORDINANCE NO. 2013-09, EMERGENCY MANAGEMENT, AB 13-058 – EXECUTIVE 7:25:18 PM

City Manager Schulze explained the proposed ordinance repeals Ordinance No. 86-29 and adopts a new Chapter 2.44 of the Bainbridge Island Municipal Code. He explained the Washington State Emergency Management Act requires each political subdivision to establish a local organization for emergency management together with the plan and program. He explained an accompanying piece would be scheduled in the near future regarding an update of the Comprehensive Emergency Management Plan as well as a series of essential service functions. Following brief questions and comments, a motion was made.

7:30:48 PM **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.*

LESTER/BLOSSOM – Motion carried unanimously, 5-0.

D. ORDINANCE NO. 2013-11, CONFIRMING THE EXEMPTION OF THE POLICE CHIEF POSITION FROM CIVIL SERVICE – EXECUTIVE 7:31:15 PM

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 as per RCW ~~41.12.040~~ 41.12.050 (cite corrected).*

WARD/LESTER – Motion as modified carried unanimously, 5-0.

9. UNFINISHED BUSINESS [MOVED UP]

A. ANNUAL DRAINAGE PROGRAM, PROFESSIONAL SERVICES AGREEMENT, AMENDMENT NO. 1., BROWNE WHEELER ENGINEERS, AB 12-066 – PUBLIC WORKS 7:32:58 PM

Councilmember Ward wondered why the item required Council approval since they had already approved it. City Manager Schulze indicated the code requires it since it is an amendment to an existing agreement and there is a change to the scope of work.

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

WARD/LESTER – Motion carried unanimously, 5-0.

11. CITY MANAGER'S REPORT 7:35:59 PM

City Manager Schulze reported on recent shoplifting activities, closure of City Hall on Memorial Day, a missing children press release, Rockaway Beach Road Stabilization project update, Madison Avenue Water Main Reconstruction project and the July 4 parade. Councilmember Lester requested a future update on public safety department issues such as mental health training and a matrix showing how we are implementing the recommendations brought forward.

7. PUBLIC HEARING: 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 7:52:38 PM

Mayor Bonkowski opened the public hearing at 7:52 PM. Planning Director Cook indicated the intent of the proposed ordinance was to spell out how temporary off-site commercial signs are permitted. Councilmember Ward asked if there is anything in the code regarding placing signage on the sidewalk that is, in effect, ADA complaint. Planning Director Cook replied the code states that any signs that are in the public right-of-way cannot be a safety hazard. Councilmember Hytopoulos thought contact information for the owner of the sign should be defined (i.e. contact name/business name/phone number/email). Councilmember Lester requested language be added to Section 2.Q.1 which would read: ... and does not create a vehicular, cyclist, wheelchair,

**SPECIAL/REGULAR CITY COUNCIL MEETING
MAY 22, 2013**

or pedestrian traffic obstruction or hazard... There was a brief discussion regarding the public's access to sign information and their contacting an individual requesting the sign be removed. There was Council consensus with respect to signs containing name and phone number and the addition of the earlier language requested by Councilmember Lester which added cyclist and wheelchair wording. Councilmember Blossom wanted to know if the language would apply to off-site commercial signs. Planning Director Cook replied it would apply to temporary commercial and non-commercial signs.

8:04:26 PM **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 with Council changes as made this evening.*
LESTER/HYTOPOULOS – Motion carried unanimously, 5-0.

Mayor Bonkowski indicated no one had signed up to comment during the public hearing.

9. UNFINISHED BUSINESS [CONTINUED/MOVED UP]

B. CITIZEN COMMISSIONS AND COMMITTEES 8:05:37 PM

City Manager Schulze gave a PowerPoint presentation highlighting the proposed changes. He indicated staff is asking Council whether they want legislation prepared amending the number of members established for various committees and commissions. He explained how the proposed interview process would be done annually (April to fill expired terms and October to fill mid-term vacancies) rather than having rolling interview throughout the year. He shared the information contained in each citizen group draft scope of work. There were brief comments made regarding the intent of term limits and how it should be applied, the nomination and appointment process and unexcused absences language. He reviewed the draft scopes of work, fielded questions regarding staggered terms and shared next steps. Staff will provide updated scopes of work at the June 5 study session. Mayor Bonkowski felt Council should consider adding Economic Development and Information Technology citizen advisory groups. Councilmember Lester recommended adding a Public Art Committee under this same process.

12. COMMITTEE REPORTS 8:48:42 PM

Councilmember Ward reported attending two CENCOM meetings this week. Councilmember Lester reported on a meeting she attended along with Mayor Bonkowski and City Manager Schulze with the Intergovernmental Work Group. She indicated the next meeting would be held in September focusing on coordinating bond measures districts are considering for 2014. Mayor Bonkowski said it was going to be an interesting because it sounded like every organization was going to have a bond measure next year. Councilmember Lester reported the following: the school district would be holding a meeting at the library tomorrow morning regarding school consolidation options, the City collaborating with other districts on a month long community focus of disaster preparedness in the fall, and that planning staff received compliments from IGWG. She asked for Council input by mid-June regarding a citizen appointment on the grant review panel for the Housing Grant Program. She said she had been contacted by Senator Patty Murray's staff requesting a meeting to discuss ferry related and Kitsap County issues which has been scheduled for June 18. Mayor Bonkowski reported on a symposium he attended which involved attracting aerospace and defense businesses to Kitsap County.

8:59:54 PM Council discussed the City Manager's six-month review and the Waterfront Park Community event, which are scheduled on the same day. City Manager Schulze indicated he had spoken with SGR and they would rework their contract for facilitating the review. Councilmember Lester shared a proposal she received for a facilitator who charged much less than SGR. Councilmember Ward suggested using a neutral third party who has not been involved with the City Manager in the past. Councilmember Hytopoulos said the goal is to use a creditable source that does this for a living and understands this form of government and ICMA requirements. She suggested Council give SGR guidelines as to what they want. Councilmember Blossom said she would like to continue working with SGR. Councilmember Ward would like the opportunity to digest the other material and make a decision at the next meeting. Councilmember Hytopoulos asked whether Council could task the City Manager to request SGR pull something together this week. City Manager Schulze thought the two proposals contained separate goals. Councilmember Lester explained why she brought the other proposal forward. Councilmember Ward asked whether either proposal was a response to a scope of work the City provided. City Manager Schulze noted SGR's proposal is based on previous discussions with the Council. Councilmember Lester asked that the City Manager talk with both firms and get back to Council. Mayor Bonkowski supported using SGR's present proposal, retaining the June 30 retreat, and rescheduling the Waterfront Park community event. City Manager Schulze said he would contact SGR to refine the process and reduce some of the costs. Councilmember Ward supported SGR's proposal as long as the City can get an evaluation system in place as one of the desired outcomes. Council briefly discussed strategic planning, revisiting the work plan and going ahead with SGR with a target of

**SPECIAL/REGULAR CITY COUNCIL MEETING
MAY 22, 2013**

improving the proposal financially and make sure that we get something to walk away with at the end. Staff will look into scheduling another time to hold the Waterfront Park community event.

13. REVIEW UPCOMING COUNCIL MEETING AGENDAS 9:32:50 PM

Mayor Bonkowski reviewed the June 5 study session agenda. Councilmember Hytopoulos shared her concern regarding the KPUD ILA item. Council reviewed the upcoming meeting calendar. Councilmember Ward suggested moving the July 3 meeting to either earlier in the week or consider cancelling it which could affect how much is on the agenda before and after. Mayor Bonkowski suggested adding a broad discussion of the 2014 Budget on June 12. City Manager Schulze suggested adding economic development to the June 12 agenda. Councilmember Hytopoulos suggested skipping July 3 and having a meeting on July 31 instead. Councilmember Blossom favored scheduling the budget discussion for June 12 since she will be gone on June 19. City Manager Schulze suggested focusing on the broader discussion of identifying 2014 work plan items Council would like accomplished. Mayor Bonkowski suggested adding, at a summary level, the 2013 work plan for reprogramming the \$300,000. Councilmember Lester said she would like to see the transportation impact fees scheduled on future agendas.

14. FOR THE GOOD OF THE ORDER 9:42:27 PM

Mayor Bonkowski explained why he was suggesting the three-touch rule, in certain circumstances, be modified. Councilmember Hytopoulos felt an agenda item should go through the three-touch rule however it could be a simpler process. Councilmember Lester asked what the goal was in bringing this item up. Mayor Bonkowski said his goal was to get items not needing much discussion off successive agendas. Councilmember Hytopoulos suggested coming up with a process. City Manager Schulze said staff could add something to the agenda bill that would identify such items.

Councilmember Lester announced the following events: May Chamber After Hours, Chorus Line at BPA, Farmers Market at Town Square Saturday and Lynwood Community Market on Sunday. Mayor Bonkowski announced the grand opening of PAWS would be held Friday.

15. ADJOURNMENT 9:51:12 PM

Following a motion to adjourn by Councilmember Ward, Mayor Bonkowski adjourned the meeting at 9:51 PM.

Stephen Bonkowski, Mayor

Rosalind D. Lassoff, City Clerk

ITEMS DISCUSSED

1. CALL TO ORDER / EXECUTIVE SESSION: COLLECTIVE BARGAINING NEGOTIATIONS, ISSUES, OR PROCEEDINGS (RCW 42.30.140)
2. ROLL CALL
3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PRESENTATIONS
 - A. HISTORIC PRESERVATION COMMISSION 3RD ANNUAL BLAKELY AWARDS
 - B. ROAD ENDS COMMITTEE 2013 WORK PLAN, AB 13-073
5. COUNCIL DISCUSSION
 - A. WATER UTILITY MANAGEMENT INTERLOCAL AGREEMENT WITH KITSAP PUBLIC UTILITY DISTRICT (KPUD), AB 13-066
6. STAFF INTENSIVE
 - A. ORDINANCE NO. 2013-12, REVISIONS TO THE FIRE CODE, AB 13-071
 - B. 2013 ROAD STRIPING PROJECT – CONTRACT AWARD, AB 13-074
 - C. ROCKAWAY BEACH ROAD STABILIZATION PROJECT UPDATE
 - D. ORDINANCE NO. 2013-08, RELATING TO CIVIL SERVICE COMMISSION APPOINTMENTS, AB 13-044
 - E. NATIONAL CITIZEN SURVEY, AB 13-075
 - F. HIGH PERFORMANCE ORGANIZATION TRAINING, AB 13-076
 - G. ENVIRONMENTAL TECHNICAL ADVISORY COMMITTEE 2013 WORK PLAN, AB 13-077
7. COUNCIL DISCUSSION (CONT.)
 - B. CITIZEN COMMITTEES AND COMMISSIONS SCOPES OF WORK, AB 13-069
8. COMMITTEE REPORTS
9. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS
10. FOR THE GOOD OF THE ORDER
11. ADJOURNMENT

1. CALL TO ORDER / EXECUTIVE SESSION: COLLECTIVE BARGAINING NEGOTIATIONS, ISSUES OR PROCEEDINGS (RCW 42.30.140). Mayor Pro Tem Lester called the meeting to order at 6:30 PM and immediately adjourned the meeting to executive session with legal counsel to discuss collective bargaining negotiations, issues or proceedings. The recording system was turned off and the door to Council Chambers was posted. Mayor Pro Tem Lester re-convened the meeting at 7:03 PM and reported no action was taken.

2. ROLL CALL. A quorum was present consisting of Councilmembers Blair, Blossom, Hytopoulos, Lester, Ward and Mayor Bonkowski. Councilmember Scales arrived at 7:04 PM. Deputy City Clerk/Paralegal Brown monitored the recording of the meeting and prepared the minutes.

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

***MOTION:** I move to accept the amended agenda.*

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

Councilmember Blossom disclosed that her parents own the South Bainbridge Water System, and she has been advised that it is not a conflict of interest.

4. PRESENTATIONS

A. HISTORIC PRESERVATION COMMISSION 3RD ANNUAL BLAKELY AWARDS. 7:04 PM Councilmember Blair introduced Dave Williams, Chair of the Historic Preservation Commission, to present the 3rd Annual Blakely Awards. He provided background on the award and announced that the Project of Excellence goes to Hey Day Farm for restoring farm and agricultural buildings. He next announced that the Leadership Award goes to Ce-Ann Parker and Howard Block for preserving

Bay Hay & Feed and the parsonage behind.

ACCEPTANCE OR MODIFICATION OF AGENDA [CONTINUED]. Councilmember Hytopoulos asked that the water utility agenda item be delayed to the original time due to an error on the web site. Council discussed the issue. Mayor Bonkowski said the purpose of the change was to allow Council to discuss the issue early in the meeting in order to better focus on the issue. Council agreed to postpone the item to the originally scheduled time, 8:35 pm.

B. ROAD ENDS COMMITTEE 2013 WORK PLAN, AB 13-073. 7:18 PM Councilmember Blair introduced Bitsy Ostenson, Chair of the Road Ends Committee. Ms. Ostenson introduced the committee and provided background on the committee's work. She summarized the committee's work plan for 2013 for the South Beach, Pleasant Beach, Reitan, Fletcher Landing, and NE North road ends, as well as the establishment of a volunteer stewardship corp to maintain the road ends. Council discussed the proposed process for the Fletcher Bay road end. Ms. Ostenson confirmed there is flexibility in the design, and Councilmember Blair confirmed that there is a process which includes community input. In response to Mayor Bonkowski's inquiry, Ms. Ostenson said the committee may need to prioritize their workplan in order to work with the allocated funding.

***MOTION:** I move the City Council accept the Road Ends Committee work plan for 2013.*

***BONKOWSKI/BLAIR** – The motion passed unanimously, 7-0. 7:42*

5. COUNCIL DISCUSSION.

A. WATER UTILITY MANAGEMENT INTERLOCAL AGREEMENT WITH KITSAP PUBLIC UTILITY DISTRICT (KPUD), AB 13-066 [POSTPONED TO 8:35 PM]

6. STAFF INTENSIVE.

A. ORDINANCE NO. 2013-12, REVISIONS TO THE FIRE CODE, AB 13-071. 7:43 PM Fire Marshal Luke Carpenter introduced the ordinance. He said this updates the City fire code to align with state code.

***MOTION:** I move that the City Council schedule Ordinance No. 2013-12 on June 26, 2013.*

***WARD/BLAIR** - The motion carried unanimously, 7-0. 7:44 PM*

Mayor Bonkowski said this is the type of ordinance that does not need three touches. Interim City Attorney Haney confirmed that ordinances can be placed on the consent agenda.

B. 2013 ROAD STRIPING PROJECT – CONTRACT AWARD, AB 13-074. 7:46 PM City Manager Schulze introduced John Cunningham, Interim Public Works Director, who explained the process for bidding the 2013 Road Striping Project. Mayor Pro Tem Lester asked that staff check with the county to see if they could do this work. Interim Public Works Director Cunningham said that staff will be exploring alternative ways to accomplish this work.

***MOTION:** I move that the City Council forward the contract with Stripe Rite Inc. for the 2013 Annual Roads Striping project in the amount of \$101,755.93 to the June 12, 2013 consent agenda.*

***BONKOWSKI/WARD** – The motion carried unanimously, 7-0. 7:50 PM*

C. ROCKAWAY BEACH ROAD STABILIZATION PROJECT UPDATE. City Manager Schulze updated Council on the Rockaway Beach Road Stabilization Project. He reported that he met with City staff and twenty federal and state representatives to try to find a solution. He said that the agencies will support a design for a sheet pile wall. He reported that the City has asked for extension of the fish window to get the project re-designed and re-bid. He added that the agencies have agreed to operate under an expedited process and have accepted the SEPA exemption.

D. ORDINANCE NO. 2013-08, RELATING TO CIVIL SERVICE COMMISSION APPOINTMENTS, AB 13-044. 7:58 PM City Manager Schulze introduced the ordinance. He said the language in the current Code is a holdover from the strong mayor form of government. He said that in most city manager form of government cities, the city manager has this authority.

Councilmember Ward suggested an appointment committee with a guild member, Council member and the City Manager, and Council discussed the issue. Interim City Attorney Haney clarified that in the state statute the person who appoints commissioners is the same person who appoints the police chief, and approval of the legislative body is not required.

MOTION: *I move that the City Council schedule 2nd reading of Ordinance No. 2013-08 relating to the Police Civil Service Commission on June 12, 2013.*

BONKOWSKI/BLAIR – *The motion carried unanimously, 7-0.*

FRIENDLY AMENDMENT: *I'd like to make an amendment to add this to the consent agenda next time.*

SCALES/BLAIR 8:07 PM

E. NATIONAL CITIZEN SURVEY, AB 13-075. 8:07 PM City Manager Schulze introduced the National Citizen Survey. He said the responses from the City's citizens may be compared to other cities, and this is a low cost option. He confirmed the number of citizens who are surveyed is customizable.

MOTION: *I move to authorize the City Manager to enroll the City of Bainbridge Island in the next round of the National Citizen Survey.*

BLAIR/BONKOWSKI – *The motion carried unanimously, 7-0. 8:14 PM*

F. HIGH PERFORMANCE ORGANIZATION TRAINING, AB 13-076. 8:14 PM City Manager Schulze said he looked at options for High Performance Organization training and found an individual who is an expert on this topic. City Manager Schulze said that a class of 30-35 people would participate in three days of training as the initial step. Council discussed the training.

MOTION: *I move to authorize the City Manager to proceed with the HPO training with Anton Gardner as proposed as soon as possible.*

BONKOWSKI/BLOSSOM – *The motion carried unanimously, 7-0. 8:22 PM*

G. ENVIRONMENTAL TECHNICAL ADVISORY COMMITTEE 2013 WORK PLAN, AB 13-077. 8:22 PM City Manager Schulze said he received a request from the Environmental Technical Advisory Committee (ETAC) asking for Council input before they develop their work plan further. He noted that ETAC will work on the General Sewer Plan and will need a Council liaison who is available into 2014. Mayor Bonkowski nominated Councilmember Ward, who accepted. Council asked that Planning staff return with deadlines associated with the proposed work plan items.

7. COUNCIL DISCUSSION (CONTINUED).

A. CITIZEN COMMITTEES AND COMMISSIONS SCOPES OF WORK, AB 13-069. 8:31 PM Mayor Pro Tem Lester provided background on the review of the citizen committee and commission scopes of work and terms of service. Councilmember Blair noted that the Civil Service Commission will now be excluded from this process. Councilmember Blair explained that the terms of office will be standardized to start July 1st and run through June 30th, the positions are numbered, and the positions will have staggered terms. Councilmember Blair showed slides summarizing vacancies on each committee and the next activities. Mayor Pro Tem Lester noted that they are working with the Bainbridge Island Arts & Humanities Council to bring back the Public Art Committee.

MOTION: *I move that City Council authorize the staff to bring back legislation amending the number of members, establishing position numbers and creating staggered terms for the various committees and commissions.*

BLAIR/BLOSSOM – *The motion carried unanimously, 7-0. 8:39 pm*

5. COUNCIL DISCUSSION.

A. WATER UTILITY MANAGEMENT INTERLOCAL AGREEMENT WITH KITSAP PUBLIC UTILITY DISTRICT (KPUD), AB 13-066. 8:40 PM Mayor Pro Tem Lester introduced the topic, and Mayor Bonkowski asked to make

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JUNE 5, 2013

a presentation. Council discussed the process for the discussion. Councilmember Ward called a point of order. Mayor Pro Tem Lester ruled that Mayor Bonkowski could make his presentation. Mayor Bonkowski pointed out his concerns with the work done so far. He went over the water expenses and budget and his forecast for future expenditures. He said that the budget is overstated. He noted that the City does not have an allocation policy. He summarized the cost of employees who charge to the utility. He presented an analysis of the water reserve account and proposed six motions that he would like to discuss further next week.

MOTION: *I move that these six motions be put on the next Council agenda for discussion and possible vote.*

8:56 pm

BONKOWSKI/WARD – *The motion, as amended by the amendments below, carried 4-3 with Councilmembers Blair, Hytopoulos and Scales voting against.* 10:11 pm

Councilmember Scales raised a point of order stating that the topic was not on the agenda and shouldn't be moved forward for a vote. Councilmember Hytopoulos asked to hear the City Manager's presentation on the interlocal agreement and response to the motions. Mayor Pro Tem Lester said that the topic was scheduled for Council discussion. Mayor Bonkowski said his goal is to reduce the cost of the utility as low as possible for the benefit of the ratepayers. Council discussed the issue and the process. Councilmember Blair proposed a motion to not approve the interlocal agreement, but she withdrew it when it was noted that there was another motion on the floor. 9:21 pm

9:28pm Norm Davis provided history on the water utility and advocated for divesting the water and sewer utility to KPUD.

9:32 PM Steve Johnson noted that the KPUD's board is elected throughout the county and the Bainbridge Island representative does not live here.

9:33 PM Dan Mallove spoke against the process used tonight.

9:37 PM Arlene Buetow thanked Mayor Bonkowski for the information and attested to its accuracy.

9:38 Erika Shriner spoke against the process used tonight.

9:41 Dee Dumont spoke against past management of the utility and expressed disappointment with the City Manager's recommendation

9:43 PM. Barry Peters asked Council to follow the council/manager form of government in proceeding with the water utility issue and asked them to take time to look and work in partnership.

9:45 PM Randall Samstag said it not practical to examine these ideas in the next week, but there may be good ideas.

9:47 PM Dick Allen spoke against the city's past management of the water utility.

9:51 PM Bill Knobloch spoke against City management of the water utility.

AMENDMENT: *I move that we remove the phrase "and possible vote" and put a period after "discussion."*

BLAIR/BLOSSOM – *The motion carried unanimously, 7-0.* 10:11 pm

FRIENDLY AMENDMENT: *I propose that we move the six motions to June 19th.*

HYTOPOULOS - *The motion carried unanimously, 7-0.* 10:09 pm

AMENDMENT: *I propose that we include the language to say "I move that the six motions be put on the next Council agenda for discussion with the City Manager about a schedule for review.*

SCALES/HYTOPOULOS – *The motion failed 3-4 with Councilmembers Scales, Hytopoulos and Blossom voting in favor.* 10:08 pm

MOTION: *I move that at the next study session where the motions are discussed that no vote will be taken on any of the six motions.*

SCALES/BLAIR – *The motion failed 3-4 with Councilmember Scales, Hytopoulos and Blair voting in favor.*
10:13 PM

MOTION: – *I move that we cease action developing, negotiating or considering the currently proposed interlocal agreement with Kitsap PUD for operation and management of the City of Bainbridge Island water systems.*

BLAIR/BLOSSOM – *The motion carried 4-3 with Councilmembers Blossom, Hytopoulos, Scales, and Blair voting in favor.*

AMENDMENT: *Pending action on other motions reducing the cost of the water utility.* 10:14 pm
BONKOWSKI/WARD

Councilmember Blair called a point of order stating that the amendment nullifies the motion, and Mayor Bonkowski withdrew his motion.

8. COMMITTEE REPORTS. This item was omitted due to time constraints.

9. REVIEW OF UPCOMING COUNCIL MEETING AGENDAS. This item was omitted due to time constraints.

10. FOR THE GOOD OF THE ORDER. This item was omitted due to time constraints.

11. ADJOURNMENT. On a motion by Councilmember Scales with a second by Councilmember Hytopoulos, Mayor Pro Tem Lester adjourned the meeting at 10:20 PM.

Steven Bonkowski, Mayor

Christine Brown, Deputy City Clerk/Paralegal

RESOLUTION NO. 2013-12

A RESOLUTION of the City Council of Bainbridge Island, Washington, adopting the updated Comprehensive Emergency Management Plan.

WHEREAS, the City periodically reviews and adopts a Comprehensive Emergency Management Plan that establishes the emergency management functions and responsibilities of the City, the Kitsap County Department of Emergency Management (DEM) and public and private organizations that aid in the response and recovery from any hazard that could affect the City; and

WHEREAS, the Comprehensive Emergency Management Plan was last updated in 2007, prior to the City's change in form of government; and

WHEREAS, in conjunction with the DEM, the City has revised the Comprehensive Emergency Management Plan; now, therefore,

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

Section 1. The Comprehensive Emergency Management Plan attached to this resolution is hereby adopted as the emergency management plan of the City of Bainbridge Island.

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

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

By: _____
Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:

By: _____
Rosalind D. Lassoff, CMC
City Clerk

FILED WITH THE CITY CLERK: June 14, 2013
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 2013-12

COMPREHENSIVE EMERGENCY MANAGEMENT PLAN June 2013



CITY OF BAINBRIDGE ISLAND
COMPREHENSIVE EMERGENCY MANAGEMENT PLAN
BASIC PLAN

I. INTRODUCTION

A. Mission

It is the policy of the City of Bainbridge Island's (City) government, in order to protect lives, property, and the economic base of the community and in cooperation with other public and private organizations of the community, to endeavor to mitigate, prepare for, respond to, and recover from all natural and technological emergencies and disasters.

B. Purpose

To establish emergency management functions and responsibilities of the City, Kitsap County Department of Emergency Management (DEM), and public and private organizations that aid in the response and recovery from any hazard that could affect the City.

C. Scope

This Comprehensive Emergency Management Plan (CEMP) considers that emergencies and disasters are likely to occur as described in the *Kitsap County Hazard Identification and Vulnerability Assessment*, and describes:

1. Functions and activities necessary to implement the four phases of emergency management: mitigation, preparedness, response, and recovery.
2. Responsibilities identified in City ordinances and other applicable laws, as deemed appropriate.

D. Organization

1. The City operates under a Council/Manager form of government. The Manager is the executive branch and the Council makes up the legislative branch of City government. The executive and legislative branches of the City are responsible for overall policy direction within the City.
2. The Revised Code of Washington (RCW) Chapter 38.52, Emergency Management empowers local governmental entities to establish a program to deal with emergencies and specifically authorizes two or more entities to

join together to establish such a program. The City along with Kitsap County and the cities of Bremerton, Port Orchard, and Poulsbo formed the Emergency Management Council of Kitsap County and the Emergency Management Organization of Kitsap County in 1986, now known as the Kitsap County Emergency Management Council and the Kitsap County Department of Emergency Management, respectively.

3. DEM's governing body is the Kitsap County Emergency Management Council and is comprised of the following:
 - a) One County Commissioner,
 - b) The Mayors of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo.
4. Local governments are responsible for ensuring that provisions are made for continuity of government during emergencies within their respective jurisdictions.
5. DEM is charged with the responsibility of coordinating disaster mitigation, preparedness, response, and recovery efforts of its member agencies under the direction and control of the Kitsap County Emergency Management Council. DEM's jurisdiction includes all unincorporated Kitsap County and the cities of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo.
6. The Mayors or City Managers, as appropriate, or their designees, are responsible for directing all emergency operations and programs throughout their respective governments and preserving City records.
7. The City is provided fire protection, technical rescue, and emergency medical services by the Bainbridge Island Fire Department (BIFD).
8. City government will retain the authority and ultimate responsibility for direction and control of its own disaster operations, use of resources, and application of mutual aid within its own boundaries.
9. Disaster operations will be in coordination with DEM and conducted by City forces, supplemented as necessary by trained volunteers, by the workforce available within the local area, and with resources obtained at the County and State level with assistance from Federal agencies.
10. The City Council has designated the City Manager as the Emergency Management Coordinator.

11. The EMC oversees and provides policy recommendations to the City Council during emergency and recovery periods and is responsible to ensure the development and maintenance of the CEMP.
12. The City Manager, or designee, and the BIFD Fire Chief have been delegated the responsibility for the development and maintenance of the CEMP and the coordination of emergency preparedness and management activities within the City.
13. This CEMP employs an Emergency Support Function (ESF) approach. This approach identifies sources for direct assistance and operational support through the EOC that the City may need in order to address hazard mitigation, preparedness, response, and recovery from an emergency or disaster.
 - a) The Basic Plan presents the policies and concept of operations that guide how the City will conduct mitigation, preparedness, response, and recovery activities.
 - b) Appendices describe emergency management activities and give details supporting the Basic Plan.
 - c) ESFs describe the mission, policies, concept of operations, and responsibilities of the primary and support agencies involved in implementation of activities.
14. The day-to-day organizational structure of departments will be maintained as much as practical for major emergency and disaster situations. Other public and private organizations, school districts, and volunteer organizations may, under mutual agreement, operate in coordination with this CEMP.

II. POLICIES

A. Authorities

This CEMP is developed under the authority of the following local, State, and Federal statutes and regulations:

1. City of Bainbridge Island
 - a) Ordinance 2013-09, Emergency Management Organization.
 - b) Interlocal Agreement for Emergency Management Services. KC-496-13

2. Local

Kitsap County Code Chapter 2.104, Emergency Management

3. State

a) Revised Code of Washington

- (1) 35.33.081, Emergency Expenditures – Non-debatable Emergencies
- (2) 35.33.101, Emergency Warrants
- (3) 38.52, Emergency Management
- (4) 39.34, Interlocal Cooperation Act
- (5) 43.43, Washington State Patrol - State Fire Services Mobilization Plan
- (6) 49.60.400, Discrimination, Preferential Treatment Prohibited

b) Washington Administrative Code

- (1) 118-04, Emergency Worker Program
- (2) 118-30, Local Emergency Management/Services Organizations, Plans and Programs
- (3) 296-62, General Occupational Health Standards

4. Federal

a) National Response Plan

b) Public Law

- (1) 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
- (2) 96-342, Improved Civil Defense Act of 1980
- (3) 99-499, Superfund Amendments and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know

B. Assignment of Responsibilities

1. This CEMP identifies responsibilities of City departments, agencies, and other organizations. These are listed in Section V, Responsibilities.
2. ESFs establish mitigation, preparedness, response, and recovery activities. There is either one department or agency or joint departments or agencies, with primary responsibility for each ESF. Other agencies and/or organizations may have ESF support roles. ESFs numbered 1 – 12 correspond to the *Washington State Comprehensive Emergency Management Plan* and the *National Response Plan* numbering system. ESFs 13 – 19 are reserved for future ESFs. ESFs 20-24 are used by the City.

C. Limitations

It is the policy of the City that no guarantee is implied by this plan of a perfect response system. As City assets and systems may be overwhelmed, the City can only endeavor to make every reasonable effort to respond based on the situation, information, and resources available at the time.

D. Nondiscrimination

It is the policy of the City that no services will be denied on the basis of race, color, national origin, religion, sex, age, or disability and no special treatment will be extended to any person or group in an emergency or disaster over and above what normally would be expected in the way of City services. Local activities pursuant to the Federal and State Agreement for major disaster recovery will be carried out in accordance with RCW 49.60.400, Discrimination, Preferential Treatment Prohibited and Title 44, CFR 205.16, Nondiscrimination. Federal disaster assistance is conditional upon compliance with this code.

E. Citizens Preparedness Policy

Because of the nature of an emergency or disaster, government may be limited in its response capabilities. It is the policy of the City that citizens are encouraged to be self-sufficient for at least five (5) days should an emergency or disaster occur.

III. PLANNING ASSUMPTIONS

- A. The *Kitsap County Hazard Identification and Vulnerability Assessment (HIVA)*, provides information on potential hazards threatening the City. Disasters have occurred in the City and will occur again, some with warning and others with no warning at all.
- B. It is assumed that any of the noted situations could create significant property damage, injury, loss of life, and disruption of essential services in the City. These situations may also create significant financial, psychological, and sociological impacts on the citizens of the community and the City governmental organization itself.
- C. It is reasonable to assume that, for some incidents such as storms, floods, and acts of terrorism, warnings will be issued to enable some preparation prior to the event. Other disasters will come with no advance warning.
- D. In the event of widespread disaster, there will not likely be any significant assistance from nearby communities, counties, State, or Federal agencies for 72 hours or longer. In this situation, the City will need to rely on available City resources and those of private organizations, businesses, and residents within the City for initial response operations.
- E. The City may receive requests to provide support to other jurisdictions with both resources and sheltering during emergencies and disasters not affecting the City.

IV. CONCEPT OF OPERATIONS

- A. It is the policy of the City to conduct emergency and disaster preparedness and mitigation activities in an effort to reduce and minimize the effects of a major emergency or disaster.
- B. When a major emergency or disaster occurs, management shall use the following general checklist as a basis for managing disaster operations:
 - ☐ Report to the pre-determined site to manage department operations.
 - ☐ Account for personnel.
 - ☐ Assess damages to facilities and resources.
 - ☐ Assess personnel and resources available.
 - ☐ Assess problems and needs.
 - ☐ Report the situation, damages, and capabilities to the EOC.

- ☐ Send designated department representatives to the EOC.
 - ☐ Carry out department responsibilities and assigned tasks.
 - ☐ Continue assessment of and report to the EOC regarding department resources, needs, damages, actions etc.
 - ☐ Keep detailed and accurate records, document actions, costs, situations, etc.
- C. The EOC may be activated by the City Manager, EMC, Police Chief, or designees. Additionally, the EOC may be activated at the request of an outside agency such as DEM, BIFD, or other governmental entity to support their operations subject to approval by the City Manager, EMC, Police Chief, or designees when the level of operations requires it. Designated staff will report to the EOC to coordinate response efforts and support field operations. All or part of the EOC may be activated during an emergency or disaster. The level of activation will be determined by the nature and extent of the emergency or disaster.
- D. Departments are expected to carry out their responsibilities outlined in this CEMP, utilizing their best judgment and in a coordinated manner.
- E. The EMC will act as advisor to the Mayor and City Council in dealing with problems caused by the emergency or disaster.
- F. It is the policy of the City to attempt to provide vital services to the community during emergency conditions while maintaining a concern for the safety of City employees and their families. In the event of a widespread disaster that necessitates the activation of the EOC, the following procedures shall be followed:
1. During non-work hours: All employees are encouraged to ensure the safety and welfare of their families and homes. After making any necessary arrangements, all designated employees are required to report to work pursuant to department standard operating procedures (SOPs).
 2. During work hours: Departments shall make every effort to allow employees to check promptly on the status of their families and homes, provided that doing so does not compromise emergency response functions as defined in this CEMP.
 3. Directors from each department will determine the instances when an allowance for time off for unusual circumstances will be made for any employee.
 4. When a major emergency or disaster occurs, it is anticipated that departments and other responding organizations will organize their areas of responsibilities into manageable units, assess damages, and determine needs.

If agency resources cannot meet the needs created by the disaster, additional assistance may be requested through existing mutual aid or through the EOC. In the event of a Proclamation of a Local Emergency, the deployment of resources will normally be coordinated through the EOC. Resources to support City operations may be placed at staging areas until specific assignment can be made.

5. In the event a situation is, or will become, beyond the capabilities of the resources of the City, the City Manager, EMC, or Police Chief, or designees, may request assistance from DEM.
- G. In the event of communications failure during an emergency or disaster, any City facility or temporarily established site may act as a remote EOC for its local area until coordination can be established from the EOC. Each site may serve as a command post, staging area, triage station, communications center, or in any other functional capacity appropriate for the situation.
- H. The City's primary EOC is located in the Bainbridge Island Fire Department Station 21, 8895 Madison Avenue. Bainbridge Island City Hall located at 280 Madison Avenue North, BIFD Fire Station 23 located at 12985 Phelps Road, the Police Station located at 625 Winslow Way East, and the Public Works Maintenance Facility located at 7305 Hidden Cove Road NE may serve as an alternate EOC location.
- I. All response and recovery activities are detailed in SOPs, and appropriate State and Federal recovery guidelines. The process for collecting and analyzing data, developing objectives and action plans, and documenting critical incident information in the EOC is guided by SOPs.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. General

The following are basic responsibilities for emergency management operations provided by and through City government. Detailed responsibilities and essential activities are found in the appropriate ESFs, and Appendices to this document. Department SOPs detail how individual departments shall perform their responsibilities as delineated in the Basic Plan, ESFs, and Appendices.

Each department has basic responsibilities in the four phases of emergency management: mitigation, preparedness, response, and recovery.

All City Departments:

- a) Ensure that employee work areas are safe, clear of equipment and supplies that may compromise ingress and egress routes, and that no equipment or supplies can injure employees.
- b) Participate in emergency management training, drills, and exercises to test City plans and procedures.
- c) Train department employees on emergency and disaster plans and procedures to ensure operational capabilities to facilitate an effective response.
- d) Develop procedures to re-establish department operations, including notification of critical personnel, assessment of damage and resource, identification of critical department functions, and estimated time to open for business.
- e) Provide department resources (supplies, equipment, services and personnel), as coordinated through the EOC.
- f) Develop procedures to document all costs associated with disaster response and recovery operations.

2. Mitigation and Preparedness

Before the event occurs, the Director of each department, with concurrence of the EMC, or designee, shall:

- a) Establish policies and procedures for department chain of command and succession of authority.
- b) Designate primary and alternate locations from which to establish direction and control of department activities during an emergency or disaster.
- c) Identify and obtain necessary equipment and supplies, which may be needed to manage department activities.
- d) Identify the information needed to manage department activities including how it will be gathered, stored, and accessed.
- e) Decide how department management relates to the EOC and who should report there when an emergency or disaster occurs.

- f) Encourage the development of employee response teams from within their department.
- g) Establish procedures to ensure the ability to activate personnel on a 24-hour basis.
- h) Make staff available, when requested by the EMC or DEM, for appropriate training and emergency assignments, such as EOC activities, damage assessment, and liaisons with other agencies and organizations. All costs for these activities shall be the responsibility of the respective department.
- i) Maintain an updated inventory of key department personnel, facilities, and equipment resources.
- j) Maintain an updated listing of all critical facilities on Bainbridge Island to be utilized by field damage assessment teams and City departments.

3. Response

During the event, the Director of each department, with concurrence of the EMC, shall:

- a) Assess the impact of the event on department personnel, facilities, equipment, and capabilities.
- b) Report any observed damage through the respective department's chain of command to the EOC on a continuing basis.
- c) Keep complete records of costs, expenditures, overtime, repairs, and other disaster-related expenditures.

4. Recovery

Following the event, the Director of each department, with the concurrence of the EMC, shall:

- a) Continue to report any observed damage and assess community needs.
- b) Prioritize recovery projects and assign functions accordingly.
- c) Coordinate recovery efforts and logistical needs with supporting agencies and organizations.

- d) Prepare documentation of the event, including the event log, cost analysis, and estimated recovery costs.
- e) Assist in establishing disaster assistance offices to aid private businesses and citizens with individual recovery.
- f) Assess special community needs and provide information and assistance, as deemed appropriate.

B. Local

1. American Red Cross

- a) Activate, manage, and support public mass care shelters.
- b) Provide additional mass care services to both disaster victims and relief workers in the form of fixed and mobile feeding sites and to victims in the form of blankets, first aid, disaster welfare inquiry, and disaster-related mental health services.

2. Bainbridge Island Fire Department

- a) Provide and/or coordinate all fire suppression, hazardous materials incident response, technical rescue, and emergency medical services in the City, as deemed appropriate.
- b) Assist in providing communications and warning support.
- c) Provide the EOC location at the main fire station on Madison Avenue.

3. Bainbridge Island School District

- a) Provide public shelters through agreements with the American Red Cross (ARC).
- b) Conduct damage assessments on school-owned facilities and provide situation reports to the County and/or City EOC.
- c) Assist in citywide damage assessment, if requested and as resources allow.
- d) Assist with transportation, if requested and as resources allow.
- e) Provide representation to the EOC, if requested and as resources allow.

4. Kitsap County Coroner's Office

Coordinate and provide emergency mortuary services.

5. Kitsap County Department of Emergency Management

a) Coordinate all emergency management activities in the County, protect lives and property, and preserve the environment.

b) Take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of an emergency or disaster.

6. Kitsap County Public Health District

a) Coordinate and provide environmental health services.

b) Coordinate and provide emergency health services, including communicable disease control, immunizations, and quarantine procedures.

c) Advise on public health matters, if requested.

d) Provide staff and resources as the lead agency in Kitsap County for Bio-Terrorism Planning.

e) Provide a representative to the County and/or City EOC, if requested and as resources allow.

f) Supervise the food and water quality control program.

7. Kitsap County Sheriff's Office

Provide assistance with crime prevention and detection programs, crowd and traffic control, search and rescue operations, and other law enforcement activities, if requested and as resources allow.

8. Kitsap Transit

Provide assistance with transportation, if requested.

C. State

Emergency Management Division

1. Through the Washington State CEMP and the EOC, coordinate all emergency management activities of the State to protect lives and property and to preserve the environment.
2. Take appropriate actions to mitigate the effects of, prepare for, respond to, and recover from the impacts of emergencies or disasters.
3. Provide various services such as specialized skills, equipment, and resources in support of State and local government emergency operations.

D. Federal

Federal Emergency Management Agency

1. Provide assistance to save lives and protect property, the economy, and the environment.
2. Facilitate the delivery of all types of Federal response assistance to state and local governments.
3. Assist states in recovering from an emergency or disaster.

VI. REFERENCES

- A. *City of Bainbridge Island – Ordinance 2013-09, Emergency Management Organization*
- B. *City of Bainbridge Island –Interlocal Agreement for Emergency Management Services, KC-496-13*
- C. *City of Bainbridge Island Emergency Operations Center Manual*
- D. *Kitsap County Code, Chapter 2.104 Emergency Management*
- E. *Kitsap County Hazard Identification and Vulnerability Assessment*
- F. *Kitsap County Comprehensive Emergency Management Plan*
- G. *RCW 35.33.081, Emergency Expenditures- Non-debatable Emergencies*
- H. *RCW 35.33.101, Emergency Warrants*

APPENDIX 1

DIRECTION AND CONTROL

I. PURPOSE

- A. To provide for the effective direction, control, and coordination of emergency management activities undertaken in accordance with the *City of Bainbridge Island (City) Comprehensive Emergency Management Plan (CEMP)*.
- B. To ensure continued operation and continuity of City government and its functions during and after an emergency or disaster.
- C. To ensure the preservation of public and private records essential to the continued operations of government and the private sector.

II. POLICIES

- A. The City Council extends the provisions of RCW 42.14, the Continuity of Government Act, for the continuation of local government due to incapacitation because of an emergency or disaster.
- B. The City will coordinate its activities with surrounding cities, counties, State, Federal, and Tribal governments and with other jurisdictions within the County.
- C. The City Manager has executive authority for the direction and control of emergency operations.

III. PLANNING ASSUMPTIONS

- A. The City will continue to be exposed to the hazards noted in the *Kitsap County Hazard Identification and Vulnerability Assessment (HIVA)* and following a hazardous event, may sustain sufficient damage, including loss of life and destruction of infrastructure that may overwhelm traditional emergency services.
- B. Activation of the Emergency Operations Center (EOC), with appropriate staff and resources, can facilitate coordination of disaster response and recovery activities thereby reducing personal injury and damage to property and the environment.
- C. The effects of an emergency or disaster on personnel and infrastructure, as well as family responsibilities, may cause delays before the EOC can be fully activated.

IV. CONCEPT OF OPERATIONS

A. General

1. Direction, control, and coordination are conducted along the general guidelines shown in Attachment A, Emergency Management Organization Chart, Attachment B, Emergency Operations Center Organization and Responsibility Chart, and Attachment C, Functional Responsibility Matrix.
2. Continuity of government is ensured through leadership succession, backup communications systems, alternate operational locations, and preservation of essential records.

B. Direction and Control

1. Emergency management in the City is established by State law, RCW 38.52, Emergency Management. Other City, County, and State laws and ordinances provide guidance for how the City conducts business during an emergency or disaster. (See Appendix 3, References.)
2. Once an emergency or disaster has been proclaimed, direction and control is usually delegated to the Emergency Management Coordinator (EMC) in cooperation with the fire district, local jurisdictions, volunteer organizations, and the private sector, as deemed appropriate.
3. Directors from each department, or their designees, and other key individuals may operate during emergencies and disasters from the primary EOC, or any other site designated as an alternate EOC by the City.
4. Direction and control can be conducted using the existing communications systems that are part of emergency management or communications that have been specifically established for emergency management operations (See Emergency Support Function 2, Communications and Warning.)

C. Coordination

The EOC provides the means for coordinating resources and assets necessary to alleviate emergency or disaster impacts on residents and public entities. Coordination occurs with Federal, State, and local jurisdictions, as well as other special purpose districts, volunteer agencies, and private businesses.

D. Continuity of Government

1. City Council and Mayor

RCW 42.14, the Continuity of Government Act, establishes provisions for the continuation of government in the event its leadership is incapacitated.

RCW 42.12, Vacancies, provides for the filling of vacant elective offices by the City Council. The line of succession for elected City officials shall be the Mayor and then the Mayor Pro Tem. Further lines of succession shall be determined by the City Council as absences or vacancies occur.

The City Manager is the executive head of the City. The City Council has designated the City Manager, or designee, to the position of the EMC as identified in Section V, Responsibilities.

2. Essential Records Preservation

All departments shall identify records essential for continuity and preservation of government and provide for their protection as required by RCW 40.10.010, Essential Records – Designation – List-Security and Protection – Reproduction and as outlined by the State Archivist.

E. Emergency Operations Center

The City will coordinate emergency and disaster activities from a central location, referred to as the Emergency Operations Center (EOC), which has communications capabilities to conduct such activities. The primary EOC is located at the Bainbridge Island Fire District headquarters at 8895 Madison Avenue North, Bainbridge Island. The Bainbridge Island City Hall located at 280 Madison Avenue North, the BIFD Fire Station 23 located at 12985 Phelps Road, the Police Station located at 625 Winslow Way E, and the Public Works Maintenance Facility located at 7305 Hidden Cove Road NE may serve as an alternate EOC or may be used in coordination with the primary EOC if conditions warrant.

The purpose of the EOC is to be the focal point of the City's response to an emergency or disaster and to be a central support and coordination point for City departments. The EOC will:

1. Collect, record, analyze, display, and distribute information.
2. Coordinate public information and warning.
3. Coordinate City government emergency activities.

The EOC may be activated to whatever level is deemed appropriate for the specific circumstances. Initial activation of the EOC is the responsibility of the EMC, City Manager, or their designees. City-wide and interagency coordination of information, resources, and plans will take place in the EOC.

V. RESPONSIBILITIES

A. General

General responsibilities for City departments are identified in the Basic Plan under Section V, Responsibilities. Attachment C, the Functional Responsibility Matrix, identifies lead and support departments, agencies, and other responders as they relate to the emergency support functions identified by this CEMP.

Policy decisions affecting the City are made by the City Council. The City Council may choose to convene a group of advisors or may make decisions based on information gathered by others. The EOC will be informed of all policy decisions. The City Council will deal primarily with the policy issues brought about by the circumstances of the emergency or disaster.

Department directors will oversee their own department's field operations and coordinate them with other departments from the EOC.

Overall direction and control of department resources and operations rests with the department directors. Overall, coordination of information, resources, and preparation of the incident action plan rests with the EMC.

Each department shall have a pre-designated location from which to establish direction and control of its respective activities in an emergency or disaster. Department directors are responsible for documenting staff activities and maintaining communication and coordination with the EOC regarding event status, resource needs, and action plans. Department directors shall appoint necessary representative(s) to report to the EOC.

Because of the complexity of emergencies and disasters, departments may be responsible for functions or operations that do not normally fall within their scope of responsibility and will find that they must work closely with other public, volunteer, and private agencies to ensure success.

Major decisions made at the department level will be transmitted to the EOC. Other agencies or departments may be impacted or may have similar issues to address.

Personnel in the EOC handle coordination issues or operational decisions that significantly affect more than one department. The City Manager and/or EMC will inform the City Council of major events and decisions in regards to the

emergency or disaster. In return, the City Council will inform the EOC of all policy decisions concerning the event.

B. City of Bainbridge Island

The City Council is responsible for citywide policy and budget decisions as they pertain to emergency preparedness, mitigation, response, and especially recovery.

The department directors provide policy recommendations to the City Council through the EMC. The EMC shall be responsible to the City Council for coordinating the emergency management program for the City. The EMC shall coordinate the activities of organizations for emergency management within the City, maintain liaison with and cooperate with emergency management organizations of other cities, counties, State, Federal, and Tribal governments, and shall have such additional authority, duties, and responsibilities as prescribed by the City Council.

RCW 42.14, the Continuity of Government Act, allows local governments to conduct the affairs of the jurisdiction outside the territorial limits of the jurisdiction in the event it is impossible or impractical to continue operations at the usual locations. Decisions to relocate local government shall be the responsibility of the City Manager and may be based upon the circumstances of the emergency or disaster.

1. City Administration

a) City Manager - Police Chief

- (1) Ensure emergency preparedness, mitigation, response, and recovery activities are carried out within the City.
- (2) Ensure training programs and emergency operations drills are carried out within the City.
- (3) Coordinate with local, State, Federal, private, and volunteer organizations before, during, and after an incident.
- (4) Serve as the point of contact for agency representatives from assisting organizations and agencies outside of City government.
- (5) Establish and maintain communications with the elected officials, the Public Information Officer, various outside agencies, and EOC Section Chiefs.

- (6) Manage EOC operations during activation and approve all decisions and actions by City personnel.
- (7) Assess the incident situation, work in progress, resources, and estimate incident duration.
- (8) Establish command structure and implement the National Incident Management System, as appropriate.
- (9) Establish immediate priorities.
- (10) Develop and implement strategic goals and tactical objectives based upon the situation and priorities established.
- (11) Ensure planning meetings and briefings are scheduled and conducted with elected officials and EOC personnel and approve all press releases.
- (12) Approve and authorize the implementation of the Incident Action Plan (IAP).
- (13) Provide interviews to the media, as arranged by the Public Information Officer.
- (14) Implement the city-wide recovery plan.
- (15) Maintain and ensure all EOC personnel maintain an Individual Activity Log Sheet.
- (16) Approve plan for demobilization of resources.
- (17) Prepare the after action report.

b) City Attorney

- (1) Provide legal advice to elected officials, the City Manager, the EMC, and City departments, as it pertains to emergency response or disaster recovery.
- (2) Review contracts for emergency work and procurement.
- (3) Provide legal review of emergency plans and supporting documents to ensure compliance with local, State, and Federal laws.

- (4) Prepare a Proclamation of a Local Emergency, if appropriate.
- (5) Obtain City Council signatures and ratification for a Proclamation of a Local Emergency.

c) Human Resources

- (1) Provide a representative to assist in the Finance and Administration Section in the EOC.
- (2) Develop plans for employee notification and support during disaster activities.
- (3) Develop, in coordination with DEM, procedures and coordinate the registration of temporary emergency workers and volunteers on behalf of the City.
- (4) Monitor and process time sheets, rosters, and overtime requests.
- (5) Maintain staff sign-in sheet and ensure that all staff members sign in and out with the date and time.
- (6) Manage the compensation for injury and claims process arising from the disaster.
- (7) Document emergency-related activities and costs.

d) City Manager

- (1) Preserve the continuity of the executive branch of government.
- (2) Provide for the implementation of plans, including drills and exercise, for the preparedness of persons and property within the City in the event of an emergency or disaster.
- (3) Maintain communications with the EMC during an emergency or disaster.
- (4) Implement policies established by the City Council.
- (5) Provide direction through the EMC and monitor emergency operations.

- (6) Assist in the preparation of and issue a Proclamation of a Local Emergency, if appropriate
- (7) Provide visible leadership to the community.
- (8) Host and accompany VIP's and governmental officials on tours of the emergency/disaster area.
- (9) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.
- (10) Assign appropriate personnel as requested by the EMC.
- (11) Develop plans and coordinate emergency feeding and shelter for City staff during disaster activities.
- (12) Develop plans for managing influx of goods and services donated to support EOC activities and assist victims of the disaster

2. City Council

- a) Establish policy.
- b) Adopt and enact ordinances and resolutions and appropriate revenue to meet emergency needs before, during, and after an emergency or disaster serving as the Policy Review Committee.
- c) Provide for the continuity of the legislative branch and temporarily fill any vacancy of an elected position by appointment.
- d) Upon request of the City Manager or the EMC, host and accompany VIPs and governmental officials on tours of the emergency or disaster area.

3. City Employees

- a) Develop an individual and family plan for use during an event.
- b) Be prepared to respond, as needed, whether given a pre-designated assignment or not.
- c) Respond to a designated area with proper clothing and equipment, as directed.

- d) Be prepared to assist in traffic control, evacuation, triage activities, evacuation center activities, or as plotters, runners, telephone operators, or other related duties.

4. Department Directors

- a) Oversee and provide policy recommendations to the EMC before, during, and after an emergency or disaster.
- b) Work with the Finance Director to document all expenses.
- c) Assist the City Clerk in identification and preservation of essential department records.
- d) Assist in the development, maintenance, and implementation of the CEMP.
- e) Develop and maintain policies and SOPs for the department's disaster responsibilities.
- f) Document emergency-related activities and costs.
- g) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.

5. Executive Department

a) City Clerk

- (1) Provide information and direction to departments on requirements for the identification and preservation of essential records.
- (2) Maintain official records of the EMC and elected officials actions and proceedings.
- (3) File, maintain, and store all incident documents for the official history of the emergency or disaster.

b) Information Technology Department

- (1) Provide City departments with guidance and direction for the protection of computer hardware, software, data, and telephone systems.

- (2) Provide telecommunications (telephones, faxes, cellular phones, radios) and computer support to the EOC and other City departments.
- (3) Assist in the coordination of amateur radios (HAM) and other alternate communications during EOC activation.
- (4) Provide liaison for coordination with telephone service providers for the re-establishment of telephone service to the City government.
- (5) Provide a representative to serve as the Communication Coordinator, if requested.

6. Finance and Administrative Services Department

- a) Provide a representative to serve as the Finance and Administration Section Chief.
- b) Advise City officials on financial matters.
- c) Supervise and maintain the financial systems and records of the City.
- d) Establish all necessary special accounts for the receipt of donations and cost reimbursements filed under local, State, and Federal laws.
- e) Assist in identifying sources of disaster funds if department budgets are exceeded.
- f) Ensure disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.
- g) Responsible for all financial, cost analysis, and cost recovery aspects of the disaster.
- h) Assist in the activation and coordination of mass-care shelters at sites selected in coordination with the EMC, American Red Cross, or DEM.

7. Municipal Court

- a) Provide a representative(s) to the EOC, if requested.
- b) Provide for continuity of court operations, as feasible.

- c) Continue to operate the Municipal Court as efficiently as possible in order to maintain due process of law in civil and criminal justice matters.
- d) Develop plans and procedures to relocate courtroom to continue minimum required court operations, during EOC activation.
- e) Document emergency-related activities and costs.
- f) Report to the EOC any damage of department occupied facilities, equipment, or resources.
- g) Support response and recovery activities, as appropriate.

8. Police Department

- a) Provide a representative to serve as the Operations Section Chief, if appropriate.
- b) Provide a representative to serve as the Transportation Coordinator, if appropriate.
- c) Maintain law and order and provide physical security in and around the affected area within the City.
- d) Provide command and control for field operations through established command posts, as appropriate.
- e) Issue and monitor all Emergency Operations Center badges for emergency responders.
- f) Participate in initial city-wide damage assessment, as appropriate.
- g) Provide emergency traffic and crowd control.
- h) Provide direction and control for evacuation efforts, as appropriate.
- i) Provide for waterfront reconnaissance of disaster-impacted areas and other emergency missions.
- j) The marine unit will activate its plan to pick up employees that live “off-island” at designated pick up locations as identified in department standard operating procedures.
- k) Provide support to the Kitsap County Coroner’s Office, if requested and as resources allow.

- l) Assist the Kitsap County Coroner's Office with temporary morgue management and security, if requested and as resources allow.
- m) Provide support to the EMC and the designated Public Information Officer in the dissemination of emergency warning information to the public.
- n) Develop emergency and evacuation plans for facilities under department management.
- o) Harbor Master
 - (1) Advise the EOC on marine transport matters.
 - (2) Develop plans and procedures to ensure continued operations of docks and assist in the coordination of marine transportation.

9. Planning and Community Development Department

- a) Provide a representative to serve as the Planning Section Chief.
- b) Provide support to city-wide evacuation planning and assist in evacuation efforts, as appropriate.
- c) Coordinate and compile initial damage assessment and safety evaluation of essential city-wide facilities.
- d) Establish a centralized location where the community impacted by the emergency/disaster can receive information, direction, and assistance directly related to rebuilding and recovery efforts.
- e) Provide direction and leadership to department staff while fulfilling emergency management responsibilities.
- f) Collect and evaluate information about the incident and forward to the EOC.
- g) Develop policies, procedures, and permitting process for the rapid rebuilding of the community and resumption of business following the emergency/disaster.
- h) Provide post-event serviceability of facilities and structures.

- i) Provide support to the BIFD in the safety evaluation of structures during rescue operations.
- j) Provide post-event serviceability of facilities and structures.
- k) Coordinate inspections of buildings and bridges.
- l) Enforce City ordinances and State laws regulating construction during new or reconstruction efforts prior to and after an emergency or disaster.
- m) Work with the Kitsap County Health District to identify and address public health issues.
- n) Provide support to the Public Works Department regarding the stability of slopes and sensitive areas during recovery efforts.

10. Public Works Department

a) Administration

- (1) Provide a representative to serve as the Logistics Section Chief.
- (2) Develop policies and procedures to acquire supplies and services during an emergency or disaster, in conjunction with the Finance Department.
- (3) Maintain a list of all vendors used or that could potentially be used by the City.
- (4) Procure equipment, materials, supplies, contractual services, and equipment maintenance and negotiate lease for grounds, offices, or space required by the City.
- (5) Develop policies and procedures to ensure an effective communications system, in conjunction with the Information Technology Department.
- (6) Coordinate and manage the Message Control Center.
 - (a) Ensure appropriate staff (telephone operators, radio operators, and runners) are present to effectively manage the Message Control Center.

- (b) Maintain message logs to facilitate tracking of transmitted and received message traffic using the message control log.
- (c) Deliver messages to the appropriate person or section(s) by use of runners.
- (d) Post information on status boards, as appropriate.

b) Engineering

- (1) Provide damage assessment, emergency protective measures, emergency and temporary repairs and/or construction for water, wastewater, streets, and surface water infrastructure.
- (2) Provide support to the BIFD in hazardous materials incident response to City streets, wastewater collection, and surface water conveyance systems.
- (3) Provide expertise and recommendation for reconstruction, demolition, and mitigation during recovery period.

c) Operation and Maintenance

(1) *Roads*

- (a) Provide support to city-wide evacuation planning and assist in evacuation efforts, as appropriate. Install, maintain, and operate all parking and traffic control devices and assist with access and traffic control measures.
- (b) Provide assessment of transportation routes, identify alternate routes, and provide temporary thoroughfares and bridges for emergency vehicles.
- (c) Develop plans and recommendations for effective motor vehicle and pedestrian traffic flow and safety during, and after a disaster.
- (d) Provide emergency debris removal.

(2) *Utilities*

- (a) Develop policies and SOPs for providing and maintaining the sanitary sewer system, storm drainage system, wastewater treatment plant and lift stations, and a safe and continuous water supply.
- (b) Coordinate and prioritize public utility restoration.
- (c) Coordinate with private utilities the restoration of private utilities to critical and essential facilities.
- (d) Assist the BIFD with rescue operations, if requested and as resources and training allow.

(3) *Facilities/Fleet*

- (a) Provide damage assessment and emergency repairs for city-owned vehicles and equipment.
- (b) Coordinate fuel-dispensing services for emergency equipment and vehicles.

C. Local

1. American Red Cross

- a) For incidents confined to the City's jurisdiction, the American Red Cross (ARC) may assign a representative to the EOC, if appropriate. In multi-jurisdictional incidents, the ARC representative will be assigned to the County EOC.
- b) Activate, manage, and support public mass care shelters at sites selected in coordination with the EMC or DEM.
- c) Provide additional mass care services to both disaster victims and relief workers in the form of fixed and mobile feeding sites and to victims in the form of blankets, first aid, disaster welfare inquiry, and disaster-related mental health services. The ARC can also provide individual assistance to victims in the form of emergency grants for disaster-caused emergency needs related to food, clothing, shelter, and health.
- d) Coordinate mental health counseling for disaster victims.
- e) Provide training for mass care shelter support staff.

D. Others

1. Bainbridge Island Fire Department

- a) Assist the City in developing emergency and evacuation plans.
- b) Provide EOC.
- c) Document disaster-related activities and costs associated with the City.
- d) Provide emergency medical services with transportation to hospitals.
- e) Provide fire suppression and control.
- f) Provide assistance for search and rescue operations, if requested and as resources allow.
- g) Provide light and limited heavy and technical rescue, if requested and as resources allow.
- h) Assist the Kitsap County Coroner's Office, if requested and as resources allow.
- i) Provide initial hazardous materials incident response. Coordinate with outside agencies, as deemed appropriate.
- j) Provide support to the City in citywide structural damage assessment, traffic control, emergency warnings, road closure, and protection of property, if requested and as resources allow.
- k) Support evacuation efforts, as deemed appropriate.
- l) Provide support to the City's Public Information Officer in the dissemination of emergency warning information to the public.

1. Bainbridge Island School District

- a) Provide public shelters through agreements with the ARC.
- b) Provide buses for transportation, if requested and as resources allow.
- c) Provide school situation reports to the EOC.

- d) Provide damage assessment reports to the EOC from field observations of bus drivers and other personnel, if requested and as resources allow.
 - e) Provide a representative to the EOC, if requested and as resources allow.
- 2. Kitsap County Coroner's Office
 - a) Coordinate and provide emergency mortuary services.
 - b) Provide coordination with other agencies and State and Federal authorities regarding emergency mortuary activities.
- 3. Kitsap County Department of Emergency Management
 - a) Coordinate emergency activities of local agencies in preparing for and responding to an emergency or disaster.
 - b) Provide communications coordination for response agencies during a disaster.
 - c) Act as the sole contact point for requesting disaster assistance from other governmental agencies, except mutual aid.
 - d) Prepare damage assessment and analysis reports, as deemed appropriate.
 - e) Assist the City in warning the public of an impending emergency or disaster and provide adequate instructions before, during, and after an emergency or disaster.
 - f) Provide public information and education as it pertains to disaster preparedness and response.
 - g) Coordinate the use of all available resources.
 - h) Maintain current SOPs for DEM.
 - i) Develop procedures for and coordinate the registration of temporary emergency workers and volunteers on behalf of the City.

4. Kitsap Public Health District

Provide or coordinate health and environmental health services and activities including:

- a) Coordination of public information programs dealing with personal health and hygiene such as disease control operations, sanitation activities, and potable water supply.
- b) Identification and coordination of activation of additional mental health professionals, as deemed necessary.
- c) Organization and mobilization of public health services during an emergency or disaster.
- d) Detection and identification of possible sources of contamination dangerous to the general public health of the community.
- e) Surveillance, identification, and control of communicable disease.
- f) Coordination of preventive medical and health services.
- g) Representation at the County EOC for coordination of public health services.
- h) Inoculation of individuals if deemed necessary due to a threat of disease, if appropriate.
- i) Coordination of health and sanitation services at mass care facilities.

5. Kitsap County Sheriff's Office

- a) Provide assistance for crime prevention and detection programs and the apprehension of criminals, if requested and as resources allow.
- b) Provide assistance for crowd and traffic control, emergency first aid, and safety programs, if requested and as resources allow.
- c) Provide for search and rescue operations, if requested and as resources allow.

6. Kitsap Transit

- a) For incidents confined to the City's jurisdiction, Kitsap Transit will coordinate directly with the EOC. In multi-jurisdictional incidents, Kitsap Transit coordination will be through the Kitsap County EOC.
- b) Coordinate public transportation resources, if requested.
- c) Advise on public transportation issues.

7. Utilities - Private

Electrical - Puget Sound Energy

- a) Provide power outage and distribution advice.
- b) Provide power outage impact predictions.

E. State

1. Emergency Management Division

- a) Coordinate emergency activities of State agencies in preparing for and responding to an emergency or disaster.
- b) Assist in coordinating communication for responding agencies during an emergency or disaster.
- c) Act as a contact point for requesting disaster assistance from other governmental agencies, except mutual aid.
- d) Prepare damage assessment and analysis reports, as necessary.
- e) Assist in warning the public of an impending emergency or disaster and provide instructions before, during, and after emergencies, as deemed appropriate and as feasible.
- f) Provide public information and education as it pertains to emergency or disaster preparedness and response.
- g) Coordinate the use of all available State resources.

2. Washington State Patrol
 - a) Provide assistance for crime prevention and detection programs and the apprehension of criminals, if requested and as resources allow.
 - b) Provide assistance for crowd and traffic control, emergency first aid, and safety programs, if requested and as resources allow.
 - c) Provide a representative to serve as the Incident Commander for hazardous materials incidents, if requested or if the incident is located on a State highway.

VI. REFERENCES

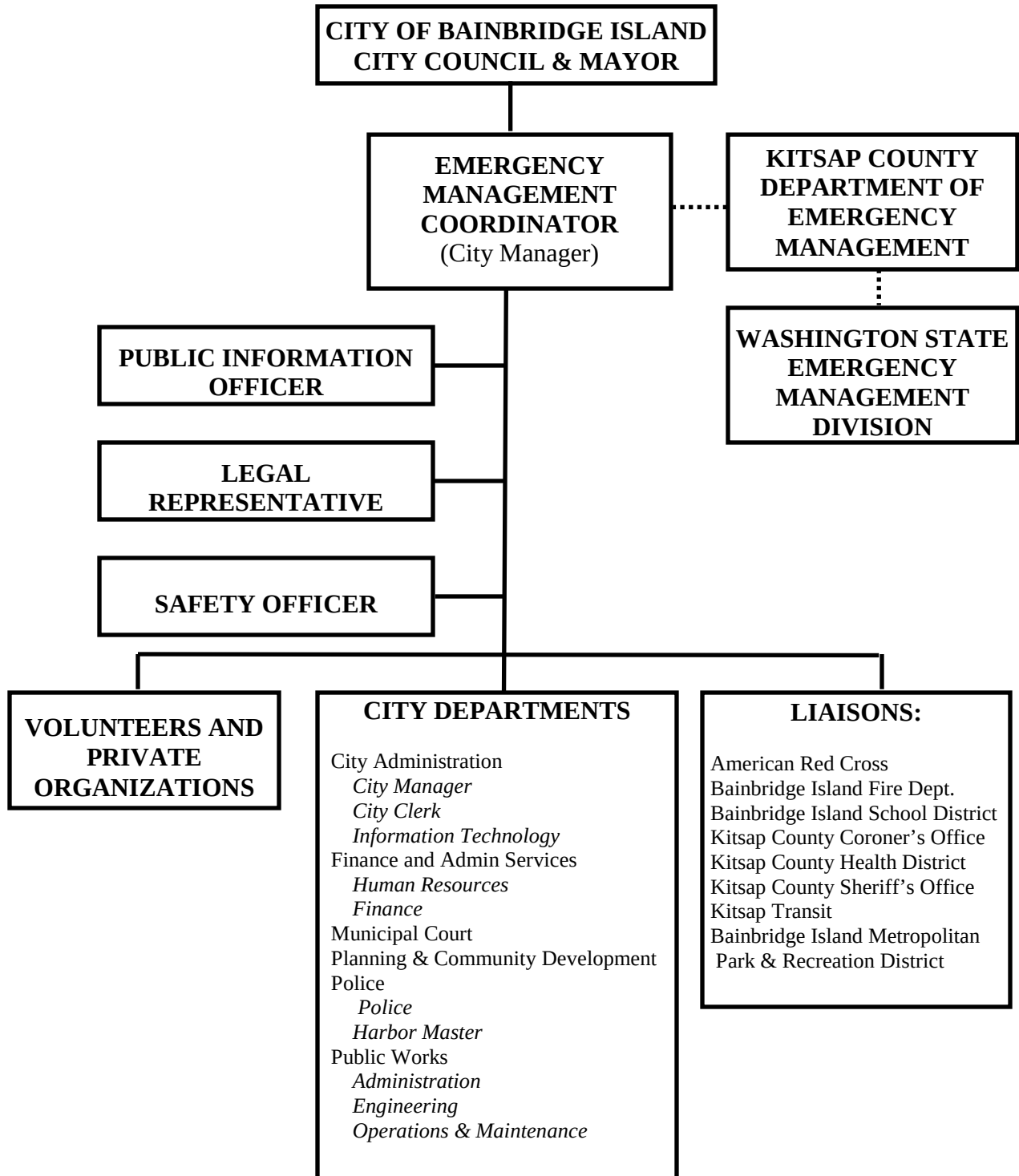
- A. *City of Bainbridge Island Emergency Operations Center Manual*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Emergency Operations Center Manual*
- D. *Kitsap County Hazard Identification and Vulnerability Assessment*
- E. *RCW 38.52, Emergency Management*
- F. *RCW 40.10.010, Essential Records – Designation-List – Security and Protection – Reproduction*
- G. *RCW 42.12, Vacancies*
- H. *RCW 42.14, Continuity of Government Act*
- I. *Washington State Comprehensive Emergency Management Plan*
- J. *National Response Plan*

VII. ATTACHMENTS

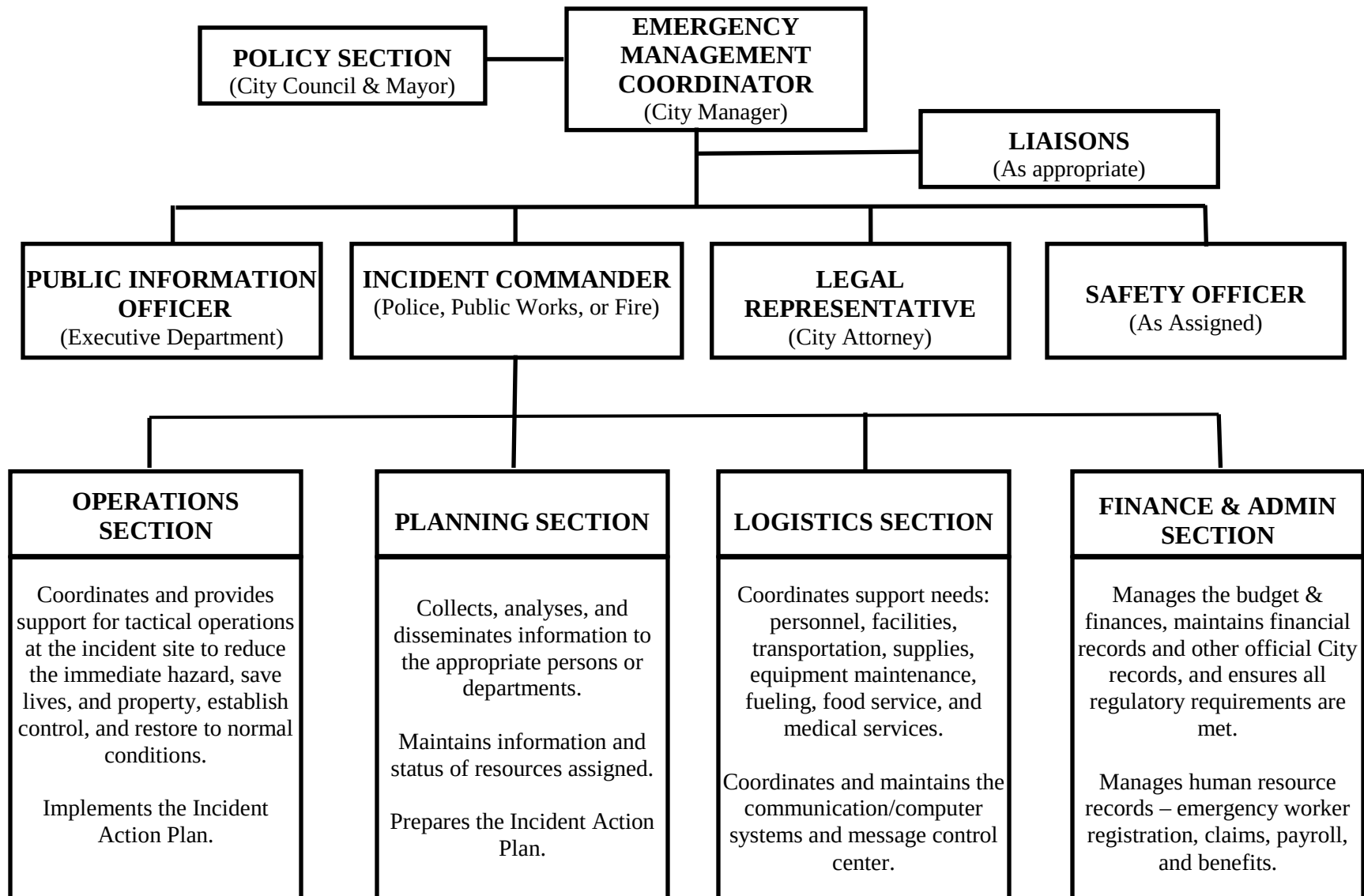
- A. Attachment A, Emergency Management Organization Chart
- B. Attachment B, Emergency Operations Center Organization and Responsibility Chart
- C. Attachment C, Functional Responsibility Matrix

**APPENDIX 1
DIRECTION AND CONTROL**

**ATTACHMENT A
EMERGENCY MANAGEMENT
ORGANIZATION CHART**



**APPENDIX 1 - DIRECTION AND CONTROL
ATTACHMENT B
EMERGENCY OPERATIONS CENTER
ORGANIZATION AND RESPONSIBILITY CHART**



**APPENDIX 1
ADMINISTRATIVE
ATTACHMENT C
FUNCTIONAL RESPONSIBILITY MATRIX**

L - Lead Department/Agency
S – Support Department/Agency

	American Red Cross	BIFD & other fire agencies	Bainbridge Island School District	CENCOM & KCACS	City Manager - EMC	Human Resources	City Council, Mayor, & Attorney	City Clerk	Finance & Admin Services Dept	Information Technology Dept	Hospitals /Medical Facilities	KC Assessor	KC Cooperative Extension	KC Coroner	KC Dept of Emergency Mngt.	KC Health District	KC Sheriff's Office/Other Law	Kitsap Mental Health Services	Kitsap Transit	Municipal Court	Planning & Community Dev Dept	Police Harbor Master	Police Department	Public Works Department	Salvation Army	Search & Rescue Units	State & Federal Departments	Utility Providers - Others
Basic Plan	S	L	S		L	S	S	S	S	S				S	S	S	S		S	S	S	S	L	S			S	S
Appendix 1, Direction & Control	S	L	S		L	S	S	S	S	S				S	S	S	S		S	S	S	S	L	S			S	S
Appendix 2, Public Information					L	S	S	L	S	S					S					S	S	S	S	S			S	
Appendix 5, Administration and Finance					L	S	S	S	L	S					S					S	S	S	S	S				
Appendix 6, Training, Drills, & Education		L			S	S	S	S	S	S					L					S	S	S	L	S				
ESF 1, Transportation			S		S										S		S		S		S	S	L	L			S	
ESF 2, Communications & Warnings		S		S	L	S	S	S	L	L					S		S			S	S	S	L	S			S	
ESF 3, Public Works & Engineering		S			S			S	S						S						L		S	L			S	
ESF 4, Firefighting		L			S										S						S		S	S				
ESF 5, Information Analysis & Planning					S	S	S	S	S	S										S	L	S	S	S				
ESF 6, Sheltering & Mass Care	L								S						S			S			S		S	S	S			
ESF 7, Resource Management					S	S	S	S	S	S					S					S	S	S	S	L			S	
ESF 8, Health, Medical & Mortuary Services		L			S				S		L			L	S	L							S	S			S	
ESF 9, Search & Rescue		S													S		S						L	S		S	S	
ESF 10, Hazardous Materials		L		S	S				S						S	S	S						S	S			L	
ESF 11, Food, Water, & Donated Goods	L				S								S		S	S							S	L	S		S	S
ESF 12, Energy															S								S	L			S	S
ESF 13 – 19, Reserved for Future Use																												
ESF 20, Military Support to Civil Authorities					L										S												S	
ESF 21, Recovery & Restoration	S				L	S	S	S	S	S		S			S	S	S			S	S		S	S			S	
ESF 22, Law Enforcement															S		S				S		L	S			S	
ESF 23, Damage Assessment	S	S	S		S			S	S		S	S			S						L	S	S	S			S	
ESF 24, Evacuation & Movement	S	S	S		S										S		S		S		S	S	L	S			S	

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APPENDIX 2 PUBLIC INFORMATION

I. PURPOSE

To ensure effective dissemination of prompt and accurate information and instructions to the public and media during an emergency or disaster.

II. POLICIES

It is essential that accurate, timely, and consistent information be disseminated to the public. The City will coordinate the development and dissemination of all disaster-related public information through the Public Information Officer (PIO).

III. PLANNING ASSUMPTIONS

- A. The Emergency Management Coordinator (EMC) appoints a PIO to act as the official for coordinating the dissemination of emergency public information as approved and authorized by the EMC.
- B. Emergency public information shall be coordinated by the PIO with prior approval from the EMC.
- C. The EMC may appoint an Assistant PIO when media briefings are required from multiple locations or the situation requires it.
- D. Media briefings will normally take place at City Hall. In the event that this location is not functional or communications are inadequate, alternate locations will be identified by the EMC and announced by the PIO.
- E. The PIO shall utilize the PIO Emergency Checklist and PIO Press Release Worksheet for guidance during emergency and disaster situations requiring the dissemination of emergency public information.
- F. Any or all of the following methods may be utilized to relay emergency information to the public:
 - Print, radio, social media and television media
 - City and County websites
 - Printed education/information materials
 - City and amateur radio systems
 - Public address systems
 - Emergency Alert System (EAS) - KIRO 710 AM & KOMO 1000 AM

- G. The EAS is activated for immediate life-threatening situations and only when time limitations or incident severity prohibit the information from being distributed to the media through normal channels.
- H. Activation of the EAS is authorized by the Kitsap County Department of Emergency Management (DEM) and is activated by the Kitsap County Central Communications Center (CENCOM).
- I. It is anticipated that in some circumstances emergency public information may need to be released from field command posts. In this event, the individual in charge at the location shall notify the EOC in a timely manner and provide detailed information regarding information released.
- J. The City can post emergency public information to the City's website as well as DEM's website, and a regional governmental website called GOVLINK. The PIO will coordinate the information posted to all websites. GOVLINK is a shared Internet website that posts headlines of information releases. When users click on the headline, they are routed directly to the sponsoring agency's website where they can view the complete public information statement.
- K. In an emergency, people will first turn to traditional sources of information. It is important to ensure the same message is given to all "traditional" sources.

IV. CONCEPT OF OPERATIONS

A. Overview

The PIO, as authorized by the EMC, will coordinate release of information and instructions to the public and may coordinate with other PIOs, if appropriate.

B. Objectives

The public information objectives during an emergency or disaster are:

- To inform the public and City employees of the presence of a hazardous situation, its effects, and proper counter measures.
- To coordinate the City's release of public information to the media.
- To inform the public on protective measures that can be taken during an emergency.
- To control rumors and re-assure the public.
- To provide ongoing information about emergency operations and services.

- To instruct the public on disaster assistance and recovery services and procedures.

C. Dissemination

1. Methods for dissemination of local emergency information and instructions will be determined by the PIO, with authorization of the EMC, depending on available means as appropriate to the emergency including radio, newspapers, television, electronic communications, mobile public address systems, and door-to-door contact.
2. Information will also be disseminated to the City Council, Mayor, emergency personnel in the field, and other City employees so they know what information and guidance is being released to the public.
3. Dissemination of public information regarding City activities and services relating to an emergency should be reviewed and coordinated with the PIO.
4. A Joint Information Center (JIC) may be established by DEM to coordinate emergency public information where multiple jurisdictions are involved in the emergency response. This facility would be in direct contact with the EOC, may include PIOs from other jurisdictions, and may be in conjunction with State and Federal information efforts. The location of the JIC will be determined on a case-by-case basis.
5. Up-to-date distribution lists will be maintained by the PIO.

D. Special Groups and Instructions

1. There may be non-English speaking persons in the City. In the event that public information needs to be translated, interpreters will be coordinated through DEM.
2. Special instructions and provisions may be made for hospitals, nursing homes, schools, or other groups.

V. RESPONSIBILITIES

A. City Manager - Emergency Management Coordinator

1. Establish policies and procedures pertaining to the release of emergency information and instructions.
2. Represent the City at press conferences, public hearings, and other public events, as appropriate.

3. Appoint a PIO to coordinate the dissemination of emergency public information.
4. Approve all press releases and briefings.
5. Support the PIO in coordinating all press releases and briefings.

B. All City Departments

1. Provide pertinent and timely information (e.g. road closures, emergency instructions, available assistance, place of contact for missing relatives, restricted areas, etc.) to the EOC regarding field activities and emergency public information.
2. Coordinate requests for assistance through the EOC.
3. Notify the designated PIO of rumors and misinformation so that corrections can be prepared immediately.

C. Finance & Administrative Services

1. Represent the City at press conference, public hearings, and other public events, as directed by the EMC.
2. Receive EMC approval for all press releases and briefings.
3. Coordinate with DEM and other local jurisdictions when information is to be released on the EAS, GOVLINK, or other shared information systems.
4. Gather and coordinate emergency public information for timely release to the public.
5. Notify appropriate agencies to assist in the dissemination of emergency public information.
6. Give regular information briefings to City officials, news media, and the public, as authorized by the EMC.
7. Provide information to City departments that may dispense information so that everyone is given the same message.
8. Provide pre-printed emergency public information brochures for distribution to the public.
9. Recommend appropriate location(s) for public official and media briefings to the EMC.

10. Monitor media coverage and public reaction and perceptions and identify rumors and misinformation as soon as possible. Prepare correction, if applicable.

D. Local

Kitsap County Department of Emergency Management

Throughout the emergency or disaster, the DEM PIO will coordinate with City and State PIOs to develop and disseminate emergency public information.

E. State

1. Throughout the emergency, public information staff from the State EOC will work with the Governor's press secretary to develop and disseminate information regarding the emergency and State response efforts. State EOC staff will also be available to assist local officials in disseminating emergency instructions to affected communities.
2. Coordinates with local and Federal agencies on the release of emergency information and instructions.

F. Federal

The Federal Emergency Management Agency provides for the assignment and establishment of Public Information operations at the Joint State/Federal Disaster Field Office after a Presidential Disaster Declaration.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Center Manual*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Emergency Operations Center Manual*
- D. *Washington State Comprehensive Emergency Management Plan*
- E. *National Response Plan*

VII. ATTACHMENTS

None

APPENDIX 3 REFERENCES

This Appendix is a compilation of references used in the completion of this version of the City of Bainbridge Island's Comprehensive Emergency Management Plan. References include: City, County, State, and Federal codes and regulations as well as plans and widely used standards.

CODES AND REGULATIONS

City of Bainbridge Island

Ordinance 2013-09, Emergency Management Organization
Interlocal Agreement for Emergency Management Services, KC-496-13

Kitsap County

Kitsap County Code, Chapter 2.104 Emergency Management

Washington State

RCW 10.93, Washington Mutual Aid Peace Officers Power Act
RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies
RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing
RCW 35.33.101, Emergency Warrants
RCW 35.33.111, Forms – Accounting –Supervision by state
RCW 35A.38, Emergency Services
RCW 38.52, Emergency Management
RCW 38.52.020, Declaration of policy and purpose
RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment,
Operation- Emergency Powers, Procedures
RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry
RCW 39.34, Interlocal Cooperation Act
RCW 40.10.010, Essential Records – Designation – List-Security and Protection – Reproduction
RCW 42.12, Vacancies
RCW 42.14, Continuity of Government Act
RCW 43.21 G, Energy Supply- Emergencies and Alerts
RCW 43.43, Washington State Patrol - State Fire Service Mobilization Plan
RCW 47.68.380, Search and Rescue
RCW 49.60.400, Discrimination, Preferential Treatment Prohibited
RCW 68.50.010, Coroner's Jurisdiction over Remains
Section 7 of Article VIII of Washington State Constitution
WAC 118-04, Emergency Worker Program
WAC 118-30, Local Emergency Management/Services Organizations, Plans, & Programs
WAC 296-62, General Occupational Health Standards

Federal

Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act
Public Law 96-342, Improved Civil Defense Act of 1980, as amended.
Public Law 99-499, Superfund Amendments & Reauthorization Act (SARA) of 1986, Title III, Emergency Planning and Community Right to Know
Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)
Title 44, CFR, Section 205.16 – Nondiscrimination

PLANS

Bainbridge Island Fire Department – Standard Operating Procedures
City of Bainbridge Island Emergency Operations Center Manual
American Red Cross Disaster Plan
American Red Cross Disaster Services Regulations and Procedures: Survey/Damage Assessment
Interstate Mutual Aid Compact
Kitsap County Alternate Communication System Plan
Kitsap County Communications Plan
Kitsap County Comprehensive Emergency Management Plan
Kitsap County Coroner’s Emergency Operations Plan
Kitsap County Disaster Recovery Plan
Kitsap County Emergency Alert System Plan
Kitsap County Emergency Medical Services Patient Care Protocols
Kitsap County Emergency Operations Center Manual
Kitsap County Fire Chiefs Association’s Mass Casualty Incident Plan
Kitsap County Fire Resource Plan
Kitsap County Generator Refueling Plan
Kitsap County Hazard Identification and Vulnerability Assessment
Kitsap County Health District Emergency Response Plan
Kitsap County Public Information Officer’s Manual
Kitsap County Sheriff’s Office Standard Operating Policies and Procedures Manuals
Kitsap Transit Emergency Operations Plan
Military Support to Civil Authorities Plan, Headquarters I Corps and Fort Lewis
National Response Plan
National Search and Rescue Plan
South Puget Sound Region Fire Defense Mobilization Plan
Washington State Comprehensive Emergency Management Plan
Washington State Department of Health – Sizing Guidelines for Water Systems
Washington State Department of Transportation Disaster Plan
Washington State Emergency Communication Development Plan
Washington State Emergency Management Disaster Assistance Guide for Local Governments

APPENDIX 4 DEFINITIONS AND ACRONYMS

DEFINITIONS

ACCESS (A Central Computerized Enforcement Service System) - Statewide law enforcement data network controlled and administered by the Washington State Patrol. Provides capability to send warning and notification of emergencies from state to local jurisdictions.

Access control point – Road or highway control point staffed primarily by State or County law enforcement, augmented as necessary by the National Guard and/or designated response agencies to facilitate the exit from and deny the entry of unauthorized personnel into an area of risk. Access control is an enforcement function involving the deployment of vehicles, barricades, or other devices around the perimeter of the risk area, to deny access into the area.

Air Force Rescue Coordination Center (AFRCC) - The Rescue Coordination Center (RCC) operated by the U.S. Air Force at Langley Air Force Base, Virginia, which coordinates the federal response in search and rescue (SAR) operations within the Inland Search and Rescue Region. This Region is defined as the 48 contiguous states (see RCC definition).

Air search and rescue - Search and rescue operations for aircraft in distress, missing, or presumed down are conducted by the Washington State Department of Transportation, Aviation Division, under authority of Revised Code of Washington (RCW) 47.68 and Washington Administrative Code (WAC) 468.200. Related land SAR operations, including the rescue and/or recovery of victims of a downed aircraft incident, are the responsibility of the chief law enforcement officer in whose jurisdiction the incident site is located. Air search and rescue does not include air support of land search and rescue operations conducted under authority of Chapter 38.52 RCW. See also SEARCH AND RESCUE.

Comprehensive Emergency Management Network (CEMNET) - Dedicated 2-way Very High Frequency (VHF) low-band radio system. Provides direction and control capability for state and local jurisdictions for administrative use, and during an emergency or disaster. This is an emergency management net belonging to and managed by the Washington State Military Department, Emergency Management Division.

Damage assessment – Estimation of damages made after a disaster has occurred which serves as the basis of the Mayor's proclamation of emergency.

Disaster analysis – The collection, reporting and analysis of disaster-related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

Direction and control exercise - An activity in which emergency management officials respond to a simulated incident from their command and control centers. It mobilizes emergency management and communications organizations and officials. Field response organizations are not normally involved.

Disaster - An event expected or unexpected, in which a community's available, pertinent resources are expended, or the need for resources exceeds availability, and in which a community undergoes severe danger, 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.

Disaster analysis – The collection, reporting and analysis of disaster related damages to determine the impact of the damage and to facilitate emergency management of resources and services to the impacted area.

Disaster assessment – Estimation of damages made after a disaster has occurred which serves as the basis of a Proclamation of a Local Emergency.

Disaster Field Office (DFO) - The office established in or near the designated area to support federal and state response and recovery operations. The Disaster Field Office houses the Federal Coordinating Officer (FCO) and the Emergency Response Team (ERT) and where possible, the State Coordinating Officer (SCO) and support staff.

Disaster Recovery Center (DRC) - A temporary facility where, under one roof, representatives of federal agencies, local and state governments, and voluntary relief organizations can explain the disaster recovery programs and process applications from businesses.

Disaster Recovery Manager (DRM) - This is a function, rather than position, to which the Federal Emergency Management Agency Regional Director delegates the authority to administer the Federal Emergency Management Agency response and recovery programs. The function oversees the physical obligation from the President's Disaster Relief Fund.

Disaster search and rescue - Large-scale search and rescue operations conducted as a result of a natural or technological (human-caused) emergency, disaster, or catastrophe.

Emergency - "Any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other catastrophe 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)

Emergency Alert System (EAS) - Established to enable the President, federal, state, and local jurisdiction authorities to disseminate emergency information to the public via the Commercial Broadcast System. Composed of amplitude modulation (AM), frequency modulation (FM), television broadcasters, and the cable industry. Formerly known as the Emergency Broadcast System (EBS).

Emergency Management or Comprehensive Emergency Management - The preparation for and 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, to aid victims suffering from injury or damage resulting from disasters caused by all

hazards, whether natural or technological, and to provide support for search and rescue operations for persons and property in distress.

Emergency Operations Center (EOC) - A designated site from which government officials can coordinate emergency operations in support of on-scene responders.

Emergency Operations Plan (EOP) – Those Plans prepared by county and municipal government in advance and in anticipation of disasters for the purpose of assuring effective management and delivery of aid to disaster victims, and providing for disaster prevention, warning, emergency response, and recovery.

Emergency protective measures – Those efforts to protect life and property against anticipated and occurring effects of a disaster. These activities generally take place after disaster warning, if any, and throughout the incident period.

Emergency Support Function (ESF) – The functional approach that groups the types of assistance that a state is most likely to need, (e.g. mass care, health and medical services) as well as the kinds of federal operations support necessary to sustain state response actions (e.g., transportation, communications). ESFs are expected to support one another in carrying out their respective missions.

Emergency worker - Emergency worker means any person including but not limited to an architect registered under Chapter 18.08 RCW or a professional engineer registered under Chapter 18.43 RCW, who is registered with a local emergency management organization or the department and holds an identification card issued by the local emergency management director or the department for the purpose of engaging in authorized emergency management activities or is an employee of the state of Washington or any political subdivision thereof who is called upon to perform emergency management activities.

Engineer - Any person registered under Chapter 38.52 RCW as an emergency worker who is an architect or professional engineer as registered under Chapters 18.08 and 18.43 RCW respectively.

Evacuation – A protective action which involves leaving an area of risk until the hazard has passed.

Federal Emergency Management Agency (FEMA) - Agency created in 1979 to provide a single point of accountability for all federal activities related to disaster mitigation and emergency preparedness, response, and recovery. Federal Emergency Management Agency manages the President's Disaster Relief Fund and coordinates the disaster assistance activities of all federal agencies in the event of a Presidential Disaster Declaration.

Federal Radiological Monitoring and Assessment Plan (FRMAP) - (formerly known as the Interagency Radiological Assistance Plan) - A plan developed, coordinated and maintained by the U.S. Department of Energy for provision of federal radiological monitoring and assessment support during a response to a nuclear emergency.

Federal radiological emergency response plan - The plan that describes the Federal response to the radiological and on-site technical aspects of an emergency in the United States and identifies the lead federal agency for an event. The events include one involving the Nuclear Regulatory Commission or state licensee, the U.S. Department of Energy or the U.S. Department of Defense property, a space launch, occurrence outside the United States but affecting the United States, and one involving radium or accelerator-produced material. Transportation events are included in those involving the U.S. Nuclear Regulatory Commission, state licensee, U.S. Department of Energy, or U.S. Department of Defense.

Field Assessment Team (FAST) - A designated team of technical experts from federal, state, and local emergency management organizations that are alerted and deployed to a disaster to augment or supplement state and local jurisdiction assessment capabilities.

Forest fire - The uncontrolled destruction of forested lands by wildfires caused by natural or human-made events. Wildfires occur primarily in undeveloped areas characterized by forestlands.

Incident - An occurrence or event, either human-caused or natural phenomena, that requires action by emergency services personnel to prevent or minimize loss of life or damage to property and/or the environment.

Incident Command System (ICS)

- a. An all-hazards, on-scene functional management system that establishes common standards in organization, terminology, and procedures, provides a means (unified command) for the establishment of a common set of incident objectives and strategies during multi-agency/multi-jurisdiction operations while maintaining individual agency/jurisdiction authority, responsibility, and accountability, and which is a component of the National Interagency Incident Management Systems (NIMS).
- b. An equivalent and compatible all-hazards, on-scene, functional management system.

Individual Assistance (IA) - Supplementary federal assistance available under the Stafford Act to individuals, families, and businesses which includes disaster housing assistance, unemployment assistance, grants, loans, legal services, crisis counseling, tax relief, and other services or relief programs (see Individual and Family Grant Program below).

Individual & Family Grant Program (IFG) - The program authorized under Section 411 of the Robert T. Stafford Disaster Relief and Emergency Assistance Act for the purpose of making grants to individuals and families whose disaster-related serious needs or necessary expenses cannot be satisfied by any other federal, state, or volunteer program. The grant program is normally seventy-five percent federally funded and twenty-five percent state funded. The state administers the program.

Joint Information Center (JIC) - A facility that may be used by affected utilities, state agencies, counties, local jurisdictions, and/or federal agencies to jointly coordinate the public information function during all hazards incidents.

Local Emergency Planning Committee (LEPC) - The planning body designated by the Superfund Amendments and Reauthorization Act, Title III legislation as the planning body for preparing local hazardous materials plans.

Major disaster - As defined in federal law, is any hurricane, tornado, storm, flood, high water, wind-driven water, tidal wave, tsunami, earthquake, volcanic eruption, landslide, mudslide, snowstorm, drought, fire, explosion, or other technological or human caused catastrophe in any part of the United States which, in the determination of the President, causes damage of sufficient severity and magnitude to warrant major disaster assistance in alleviating the damage, loss, hardship, or suffering caused thereby.

Military Department - Refers to the Emergency Management Division, the Army and Air National Guard, and Support Services.

Mitigation - Actions taken to eliminate or reduce the degree of long-term risk to human life, property, and the environment from natural and technological hazards. Mitigation assumes our communities are exposed to risks whether or not an emergency occurs. Mitigation measures include but are not limited to: building codes, disaster insurance, hazard information systems, land use management, hazard analysis, land acquisition, monitoring and inspection, public education, research, relocation, risk mapping, safety codes, statutes and ordinances, tax incentives and disincentives, equipment or computer tie downs, and stockpiling emergency supplies.

National Contingency Plan (NCP) - “The National Oil and Hazardous Substances Pollution Contingency Plan” (40 CFR Part 300) prepared by the Environmental Protection Agency to put into effect the response powers and responsibilities created by the Comprehensive Environmental Response, Compensation and Liability Act, and the authorities established by Section 311 of the Clean Water Act.

National Incident Management System (NIMS) – A concept that provides for a total approach to all risk incident management; NIMS addresses the Incident Command System (ICS), training, qualifications and certification, publications management, and supporting technology. NIMS outlines a standard incident management organization called Incident Command System (ICS) that establishes five functional areas--command, operations, planning, logistics, and finance/administration--for management of all major incidents. To ensure further coordination and during incidents involving multiple jurisdictions or agencies, the principle of unified command has been universally incorporated into NIMS. This unified command not only coordinates the efforts of many jurisdictions, but provides for and assures joint decisions on objectives, strategies, plans, priorities, and public communications.

National Response Center (NRC) - A communications center for activities related to hazardous materials response actions at Coast Guard headquarters in Washington D.C. The center receives

and relays notices of discharges or releases to the appropriate on-scene coordinator, disseminates on-scene coordinator and Regional Response Team reports to the National Response Team when appropriate, and provides facilities for the National Response Team to use in coordinating national response action when required.

National Response Plan (NRP) - The plan that establishes the basis for the provision of federal assistance to a state and the local jurisdiction impacted by a catastrophic or significant disaster or emergency that result in a requirement for federal response assistance.

National Search and Rescue Plan (NSRP) - A U.S. interagency agreement providing a national plan for the coordination of Search and Rescue services to meet domestic needs and international commitments.

National Warning System (NAWAS) - The federal portion of the Civil Defense Warning System, used for the dissemination of warnings and other emergency information from the Federal Emergency Management Agency National or Regional Warning Centers to Warning Points in each state. Also used by the State Warning Points to disseminate information to local Primary Warning Points. Provides warning information to state and local jurisdictions concerning severe weather, earthquake, flooding, and other activities affecting public safety.

Preliminary Damage Assessment (PDA) - The joint local, state, and federal analysis of damage that has occurred during a disaster and which may result in a Presidential declaration of disaster. The PDA is documented through surveys, photographs, and other written information.

Preliminary damage assessment team - An ad hoc group that comes together after a disaster whose main purpose is to determine the level of disaster declaration that is warranted. The team usually consists of federal, state, and local representatives to do an initial damage evaluation to sites damaged.

Preparedness - Actions taken in advance of an emergency to develop operational capabilities and facilitate an effective response in the event an emergency occurs. Preparedness measures include but are not limited to continuity of government, emergency alert systems, emergency communications, emergency operations centers, emergency operations plans, emergency public information materials, exercise of plans, mutual aid agreements, resource management, training response personnel, and warning systems.

Presidential declaration - Formal declaration by the President that an Emergency or Major Disaster exists based upon the request for such a declaration by the Governor and with the verification of Federal Emergency Management Agency preliminary damage assessments.

Primary agency - A state agency or agency assigned primary responsibility to manage and coordinate a specific ESF. Primary agencies are designated based on who has the most authorities, resources, capabilities, or expertise relative to accomplishment of the specific Emergency Support Function (ESF) with assistance, if requested, from the state EOC. An example of a primary agency is the Department of Transportation for ESF 1, Transportation.

Project worksheet – Detailed record of an on-site inspection of disaster damage caused to property of the state and local jurisdictions.

Protection - Any means by which an individual protects their body. Measures include masks, self-contained breathing apparatuses, clothing, structures such as buildings, and vehicles.

Public Assistance (PA) - Supplementary federal assistance provided under the Stafford Act to state and local jurisdictions, special purpose districts, Native Americans, or eligible private, nonprofit organizations.

Public Assistance Officer (PAO) - A member of the Federal Emergency Management Agency Regional Director's staff who is responsible for management of the Public Assistance Program.

Radio Amateur Civil Emergency Services (RACES) - Licensed amateur radio operators who support state and local jurisdictions during emergencies or disasters.

Radiological Response Team (RRT) - A community-based radiological defense cadre consisting of members from the community emergency services, vital facilities, and essential services. This cadre, trained and exercised on an on-going basis, forms a baseline radiological defense capability, which can be used for surge training and to assist in the rapid build up of community radiological defense capability during an increased readiness period. The Radiological Response Team may be used to respond to peacetime radiological accidents such as transportation and nuclear power plant accidents.

Recovery

- a. Activity to return vital life support systems to minimum operating standards and long-term activity designed to return life to normal or improved levels, including some form of economic viability. Recovery measures include, but are not limited to, crisis counseling, damage assessment, debris clearance, decontamination, disaster application centers, disaster insurance payments, disaster loans and grants, disaster unemployment assistance, public information, reassessment of emergency plans, reconstruction, temporary housing, and full-scale business resumption.
- b. The extrication, packaging, and transport of the body of a person killed in a search and rescue incident.

Response - Actions taken immediately before, during, or directly after an emergency occurs, to save lives, minimize damage to property and the environment, and enhance the effectiveness of recovery. Response measures include, but are not limited to, emergency plan activation, emergency alert system activation, emergency instructions to the public, emergency medical assistance, staffing the emergency operations center, public official alerting, reception and care, shelter and evacuation, search and rescue, resource mobilization, and warning systems activation.

Robert T. Stafford Disaster Relief and Emergency Assistance Act - (Public Law 93-288, as amended) - The act that authorizes the greatest single source of federal disaster assistance. It authorizes coordination of the activities of federal, state, and volunteer agencies operating under

their own authorities in providing disaster assistance, provision of direct federal assistance as necessary, and provision of financial grants to state and local jurisdictions as well as a separate program of financial grants to individuals and families. This act is commonly referred to as the Stafford Act.

Search and Rescue (SAR) - The act of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural or human-caused event, including instances of searching for downed aircraft when ground personnel are used. Includes DISASTER, URBAN, and WILDLAND SEARCH AND RESCUE. Also referred to as LAND SEARCH AND RESCUE to differentiate from AIR SEARCH AND RESCUE.

Shelter in place – A protective action that involves taking cover in a building that can be made relatively airtight. Generally, any building suitable for winter habitation will provide some protection with windows and doors closed and heating, ventilation, and air conditioning system turned off. Increased effectiveness can be obtained in sheltering by methods such as using an interior room or basement, taping windows and doors, and other more elaborate systems to limit natural ventilation. To be used as a protective action, sheltering requires the ability to communicate to the public when it is safe and/or necessary to emerge from the shelter.

Spill response - All actions taken in carrying out the Washington State Department of Ecology's responsibilities to spills of hazardous materials, e.g. receiving and making notifications, information gathering and technical advisory phone calls, preparation for and travel to and from spill sites, direction of clean-up activities, damage assessment, report writing, enforcement investigations and actions, cost recovery, and program development.

SPORE - A reproductive form some microorganisms can take to become resistant to environmental conditions, such as extreme heat or cold, while in a "resting stage".

State and Regional Disaster Airlift Plan (SARDA) - A plan prepared by Washington State Department of Transportation, Aviation Division, which provides overall policy and guidance for aviation support in time of emergency.

Support agency - An agency designated to assist a specific primary or joint primary agency with available resources, capabilities, or expertise in support of Emergency Support Function (ESF) activities under the coordination of the primary or joint primary agency. An example of a support agency is the Department of Agriculture for ESF 8 - Health and Medical Services.

Tabletop exercise - An activity in which officials and key staff or others with emergency responsibilities are gathered together informally to discuss simulated emergency situations. It is designed to elicit constructive discussion by the participants without time constraints. Participants evaluate plans and procedures and resolve questions of coordination and assignment of responsibilities in a non-threatening format under minimum stress.

Terrorism - The unlawful use of force or violence committed by an individual or group against persons or property in order to intimidate or coerce a government, the civilian population, or any segment thereof in furtherance of political or social objectives.

Title III - Public Law 99-499, Superfund Amendment and Reauthorization Act (SARA) of 1986, Title III, Emergency Planning Community Right-to-Know Act (EPCRA), requires the establishment of state and local planning organizations, State Emergency Response Commission (SERC) - a subcommittee of the Emergency Management Council -, and Local Emergency Planning Committees (LEPCs) to conduct emergency planning for hazardous materials incidents. It requires (1) site-specific planning for extremely hazardous substances, (2) participation in the planning process by facilities storing or using hazardous substances, and (3) notifications to the commission or committee of releases of specified hazardous substances. It also provides for mechanisms to provide information on hazardous chemicals and emergency plans for hazardous chemical events to the public.

Urban Fire - Fire that is primarily found within the boundaries or limits of a city.

Urban Search and Rescue (USAR) - Locating, extricating, and providing for the immediate medical treatment of victims trapped in collapsed or damaged structures.

Urban search and rescue task force - A 62 member organization sponsored by the Federal Emergency Management Agency in support of Emergency Support Function 9. The task force is trained and equipped to conduct heavy urban search and rescue and is capable of being deployed to any disaster site nationwide.

Weapon of Mass Destruction (WMD) (Title 18, USC, Section 2332a) - Any weapon or device that is intended or has the capability to cause death or serious bodily injury to a significant number of people through the release, dissemination, or impact of toxic or poisonous chemicals or their precursors; a disease organism; or radiation or radioactivity. Any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, minor device similar to the above; poison gas; any weapon that is designed to release radiation or radioactivity at a level dangerous to life.

Wildland - An area in which development is essentially non-existent except for roads, railroads, power lines, and similar transportation facilities. Used in place of WILDERNESS, which frequently refers to specifically designated federal lands intended to remain in their natural state to the greatest extent possible.

Wildland fire - Fire that occurs in wildland areas made up of sagebrush, grasses, or other similar flammable vegetation.

Wildland search and rescue - Search and rescue conducted in wildland areas. Due to the increasing wildland urban interface, wildland search and rescue strategy and tactics may also be employed for subjects lost or missing in urban or suburban areas. See SEARCH AND RESCUE, DISASTER SEARCH AND RESCUE, and URBAN SEARCH AND RESCUE.

ACRONYMS

ACCESS	A Central Computerized Enforcement Service System
AFRCC	Air Force Rescue Coordination Center
ALS	Advanced Life Support
ARC	American Red Cross
ARES	Alternate Radio Emergency Services
BIFD	Bainbridge Island Fire Department
BLS	Basic Life Support
CEMP	Comprehensive Emergency Management Plan
CENCOM	Kitsap County Central Communications Center
CFR	Code of Federal Regulation
CISD	Critical Incident Stress Debriefing
COMVAN	Communications Van
DCD	Department of Community Development
DCTED	Washington State Department of Community Trade & Economic Development
DEM	Kitsap County Department of Emergency Management
DFO	Disaster Field Office
DOE	Department of Energy
DNR	Washington State Department of Natural Resources
DOD	United States Department of Defense
DOH	Department of Health
DOL	Department of Labor
DOT	Department of Transportation
DRAC	Disaster Resource Assistance Center
DRC	Disaster Recovery Center
DSHS	Department of Social and Health Services
DSR	Disaster Survey Report
EAS	Emergency Alert System
EBS	Emergency Broadcasting System
EIDL	Economic Injury Disaster Loans
EMD	Washington State Emergency Management Division
EMS	Emergency Medical Services
EOC	Emergency Operations Center
EOP	Emergency Operating Procedures
EPA	Environmental Protection Agency
EPCRA	Emergency Planning Community Right-to-Know Act
ESF	Emergency Support Function
FAA	Federal Aviation Administration
FAST	Federal Agency Support Team

FBI	Federal Bureau of Investigation
FEMA	Federal Emergency Management Agency
FHA	Farmers Home Administration
FRMAP	Federal Radiological Monitoring and Assessment Plan
HIVA	Hazard Identification and Vulnerability Assessment
IC	Incident Commander
ICS	Incident Command System
ICP	Incident Command Post
ICS	Incident Command System
IFGP	Individual & Family Grant Program
JIC	Joint Information Center
KCACS	Kitsap County Alternative Communications System
KCSO	Kitsap County Sheriff's Office
LEPC	Local Emergency Planning Committee
MRC	Medical Reserve Corp
MSCA	Military Support to Civil Authorities
NAWAS	National Warning System
NCP	National Contingency Plan
NIMS	National Incident Management System
NMFS	National Marine & Fisheries Services
NOAA	National Oceanic Atmospheric Administration
NRC	Nuclear Regulatory Commission
NRC	National Response Center
NRP	National Response Plan
NRT	National Response Team
NWACP	Northwest Area Contingency Plan
PDA	Preliminary Damage Assessment
PIO	Public Information Officer
PL	Public Law
PSAP	Public Safety Answering Point
RACES	Radio Amateur Civil Emergency Services
RCW	Revised Code of Washington
RRT	Radiological Response Team
RRT	Regional Response Team
SAR	Search and Rescue
SARA	Superfund Amendment and Reauthorization Act

SBA	Small Business Association
SOP	Standard Operating Procedures
SSA	Social Security Administration
UC	Unified Command
UHF	Ultra High Frequency
USCG	United States Coast Guard
USDA	United States Department of Agriculture
USFS	United States Forest Service
USFWS	United States Fish and Wildlife Service
US&R	Urban Search and Rescue
VHF	Very High Frequency
WAC	Washington Administrative Code
WMD	Weapons of Mass Destruction
WSDOT	Washington State Department of Transportation
WSP	Washington State Patrol

APPENDIX 5 ADMINISTRATION AND FINANCE

I. PURPOSE

To provide guidelines for fiscal and administrative functions in support of the City of Bainbridge Island's (City) emergency services during an emergency or disaster.

II. POLICIES

- A. Political subdivisions have the power to enter into contracts and incur obligations without regard to time-consuming procedures and formalities prescribed by law (except mandatory constitutional requirements) including, but not limited to, budget law limitations and the appropriation and expenditure of public funds as identified in the Revised Code of Washington (RCW) 35.33.081, Emergency Expenditures – Non-debatable Emergencies.
- B. Expenditures necessary for the immediate survival of persons endangered by an emergency or that may be incurred by a disaster may not exceed the legal limitations of the budget unless the City Council passes a resolution authorizing the budget extension.
- C. The emergency or disaster response capabilities of the City will be built upon the capabilities of existing departments, augmented by volunteers and reassignment of regular personnel to duties that are more urgent during an emergency period.

III. PLANNING ASSUMPTIONS

- A. An emergency or disaster may require the expenditure of large sums of money by the City.
- B. Financial operations will be carried out under compressed schedules and intense public pressures, necessitating expeditious (non-routine) procedures, but with no lessened requirement for sound financial management and accountability.
- C. A Presidential Disaster Declaration will permit funding from the Federal Disaster Relief Fund under the provisions of Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act.
- D. Actions, decisions, conditions, and expenses must be documented in an emergency or disaster to recover Federal and State funds and to provide for legal documentation.
- E. Sufficient administrative personnel will be available to perform support tasks.

IV. CONCEPT OF OPERATIONS

A. Authorization of Emergency Expenditures

1. Emergency expenditures are not normally integrated into the budgeting process. Nevertheless, disasters occur on a periodic basis requiring substantial and necessary unanticipated obligations and expenditures.
2. Local political subdivisions will incur disaster related obligations and expenditures per the provisions of RCW 38.52.070(2) as follows:

“In carrying out the provisions of this chapter each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public fund.”

3. The City Council is authorized to proclaim a local emergency and to make the expenditures necessary to meet such emergencies without further notice of hearing as provided by RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies:

“Upon the happening of any emergency caused by violence of nature, casualty, riot, insurrection, war, or other unanticipated occurrence requiring the immediate preservation of order or public health, or for the restoration to a condition of usefulness of any public property which has been damaged or destroyed by accident, or for public relief from calamity, or in settlement of approved claims for personal injuries or property damages, or to meet mandatory expenditures required by laws enacted since the last annual budget was adopted, or to cover expenses incident to preparing for or establishing a new form of government authorized or assumed after adoption of the current budget, including any expenses incident to selection of additional or new officials required thereby, or incident to employee recruitment at any time, the city or town legislative body, upon the adoption of an ordinance, by the vote of one more than the majority of all members of the legislative body, stating the facts

constituting the emergency and the estimated amount required to meet it, may make the expenditures therefore without notice or hearing.”

The payment of emergency warrants is covered under RCW 35.33.101, Emergency Warrants:

“All expenditures for emergency purposes as provided in this chapter shall be paid by warrants from any available money in the fund properly chargeable with such expenditures. If, at any time, there is insufficient money on hand in a fund with which to pay such warrants as presented, the warrants shall be registered, bear interest and be called in the same manner as other registered warrants as prescribed in RCW 35.33.111.”

B. Record Keeping

The City, when expending resources in response to a proclaimed emergency or disaster, will maintain detailed records during such emergencies or disasters to meet the financial and accounting requirements of the Federal or State funding agency. Records will be kept in such a manner that emergency or disaster related expenditures and obligations of local departments and agencies can be broken out and identified separate from regular or general programs and activities.

Complete and accurate records are necessary to:

1. Document requests for assistance and ensure maximum eligible reimbursement.
2. Facilitate reimbursement under approved applications pertaining to proclaimed local emergencies.
3. Audit reports and records. Detailed records will be kept from the onset of the emergency or disaster, including but not limited to:
 - a) Appropriate extracts from payrolls, with any cross-references needed to locate original documents.
 - b) A schedule of City equipment used or copies of invoices for rented equipment.
 - c) Invoices, warrants, and checks issued and paid for materials and supplies used on the job.
 - d) Copies of contracts for all work performed by an outside agency.

C. Federal and State Reimbursement

Emergency or disaster related expenditures and obligations of local political subdivisions may be reimbursed under a number of Federal or State programs. Reimbursement of approved costs for work performed in the restoration of certain public facilities may be authorized by the Federal or State government after a major disaster declaration by the President or under the statutory authority of certain Federal agencies.

Other agencies besides the Federal Emergency Management Agency (FEMA) Public Assistance include:

- Washington State Department of Energy – FCAAP Grants
- U. S. Department of Transportation – Trans Aid
- U. S. Fish and Wildlife
- FEMA Mitigation Program
- U. S. Corps of Engineers

1. Before a Presidential Disaster Declaration

After an occurrence that may result in a declared major disaster or emergency, the County will assess the situation and prepare an estimate of labor and damage costs. These estimates will be forwarded to the Washington State Emergency Management Division (EMD). If local and State resources have been exceeded, the governor will request either a Presidential “Emergency Disaster Declaration” or a “Major Disaster Declaration.”

2. After a Presidential Disaster Declaration

Once an emergency or major disaster is declared by the President, a Disaster Field Office (DFO) is opened to accommodate a FEMA financial management unit from which extensive Federal and State assistance can be provided. Disaster Resource Assistance Centers (DRAC) are opened and private assistance moneys are made available. Emergency telephone centers are also opened to assist in applications. Public agency assistance briefings are conducted and moneys made available.

D. Audits of Disaster-Related Expenditures and Obligations

Audits of local disaster-related emergency expenditures will be conducted during the normal audit period. Federal disaster assistance projects will be audited after the completion of the work.

E. Fiscal Procedures

1. Each City department shall designate personnel to be responsible for documentation of emergency or disaster-related expenses within their department.
2. Emergency or disaster expenditures will come from currently appropriated local funds in accordance with RCW 35.33.081, Emergency Expenditures – Non-debatable Emergencies and RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing.
3. The Finance Director, or designee, will be responsible for identifying sources of funds to meet emergency or disaster-related expenses that are incurred.
4. Regular "normal" approval procedures for expenditures may be modified to accommodate the circumstances associated with the emergency or disaster.
5. Records shall be kept in a manner that distinguishes between day-to-day operations and emergency or disaster expenses.
6. The Finance Director shall appoint staff to coordinate documentation of citywide financial records and expenditures resulting from an emergency or disaster.
7. Alternate methods of payment and payroll processing shall be established in case of system failure.

F. Administrative Procedures

1. Each City department shall designate personnel to be responsible for the documentation of emergency operations within their respective department.
2. During emergency operations, non-essential administrative activities may be suspended. Personnel not assigned to essential duties may be assigned to other departments in order to provide support services.

3. Records of disaster operational activities shall be kept in a manner that distinguishes them from day-to-day operational reports, service work requests, and payroll records.
4. When appropriate, disaster reports and expenditures shall be coordinated, and documentation for State and/or Federal reimbursement and/or assistance programs shall be prepared and submitted to the appropriate State and Federal agencies.
5. Emergency workers used during emergencies and disaster operations shall be registered with the City through DEM as outlined in the Washington Administrative Code (WAC) 118-04, Emergency Worker Program. Registration shall include an Emergency Worker Registration Number, arrival time, duration of work, departure time, and any information relative to the service of emergency workers. Documentation shall also be retained regarding injuries, lost or damaged equipment, and other costs.
6. City departments may streamline permit processes based on the circumstances created by the emergency or disaster.
7. City departments shall identify and prepare plans for alternate processing methods of essential documents in case of computer or automation system failure.

G. Electronic Information Management

The Information Technology Department (IT) is responsible for the protection and restoration of electronic and computer hardware, software, connectivity, and data. IT will identify mission-critical equipment with redundancy for emergency operations.

H. Records Preservation and Retention

1. The City Clerk is responsible for establishing and publishing policy for essential record preservation to ensure continuity of City government.
2. Directors of each department are responsible for records preservation in their departments.

V. RESPONSIBILITIES

A. City Administration

1. City Manager - Emergency Management Coordinator

Provide overall coordination of the emergency or disaster documentation process and assist in the preparation of emergency or disaster-related reports to the appropriate State and Federal agencies.

2. Human Resources

- a) Identify emergency management staff and field support personnel.
- b) Coordinate with other departments for the provision of emergency management staff and field support throughout the response and recovery phases.
- c) Coordinate the hiring of emergency personnel.

3. City Manager

- a) The City Manager, or designee, may accept the necessary emergency funds, equipment, etc., offered to the City by county, State, or Federal governments.
- b) The City Manager, or designee, will work with the Finance Director, or designee, to identify funding sources to meet emergency or disaster-related expenses.

4. City Clerk

- a) Coordinate with each City department and assist in the identification of essential department records that are necessary for the resumption of normal operations.
- b) Provide direction to City departments regarding the preservation of essential records and assist with planning to protect or recreate records.
- c) Designate a procurement coordinator who will work with the Emergency Operations Center (EOC) in filling the material and equipment needs of the City during an emergency or disaster.

5. Information Technology

Provide mainframe, network, and computers to support administrative and finance responsibilities.

B. All City Departments

1. Prepare emergency fiscal procedures for the operation of their respective departments.
2. Designate personnel responsible for documenting emergency or disaster-related expenses at the department level.
3. Coordinate with the Finance and Administrative Services Department in preparation and submittal of documentation for reimbursement or assistance from Federal or State agencies.
4. Identify all non-time critical repair and recovery actions and coordinate these actions through the appropriate agency for resolution as time allows.
5. Maintain documentation regarding injuries and lost or damaged equipment caused by the emergency or disaster and provide this information to the Finance Department upon request.

C. Finance & Administrative Services

1. Recommend to the City Council sources of funds from current appropriations or elsewhere to meet emergency or disaster-related expenses.
2. Coordinate the compilation of disaster response and recovery-related labor, equipment, materials, and service cost for post-disaster reporting purposes.
3. Modify regular approval procedures for expenditures for use during an emergency or disaster.
4. Designate staff to properly and adequately review department submittals of disaster-related expenses.
5. Arrange for emergency cash management and banking services.
6. Coordinate receipt of and processing of disaster-recovery funds.
7. Develop alternate methods of payroll and vendor payments in case of general system failure during an emergency or disaster.

8. Act as the City’s agent for recovering disaster funds and grants.

D. Department of Planning & Community Development

1. When appropriate, waive or orally approve environmental review requirements and permits where emergency work is required to protect lives or property during an emergency or disaster.
2. Streamline, as necessary, the permit process for damage recovery following an emergency or disaster.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Center Manual*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Emergency Operations Center Manual*
- D. *RCW 38.52, Emergency Management*
- E. *RCW 35.33.081, Emergency Expenditures- Non-debatable Emergencies*
- F. *RCW 35.33.091, Emergency Expenditures – Other Emergencies - Hearing*
- G. *RCW 35.33.101, Emergency Warrants*
- H. *RCW 35.33.111, Forms – Accounting –Supervision by State*
- I. *WAC 118-04, Emergency Worker Program*
- J. *Washington State Comprehensive Emergency Management Plan*
- K. *Public Law 93-288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act*
- L. *National Response Plan*

VII. ATTACHMENTS

None

APPENDIX 6 TRAINING AND EXERCISES

I. PURPOSE

To identify and establish methods of meeting the training and educational needs of City of Bainbridge Island (City) employees responsible for responding to emergencies and for community-wide educational programs geared at self-preparedness.

II. CONCEPT OF OPERATIONS

- A. The Emergency Management Coordinator (EMC), in coordination with the Kitsap County Department of Emergency Management (DEM) and the Bainbridge Island Fire Department (BIFD), will be responsible for ensuring that City staff receives training in specific emergency management skills and professional development.
- B. Public Education programs will be made available upon request and as resources permit to all segments of the community designed to increase awareness of hazards, explain how best to safely respond, and promote self-preparedness. DEM will develop and offer the following programs:
 - 1. Schools: Information on local hazards and how to prepare for and respond to their effects will be provided to students, faculties, and school administrators. The development and practice of emergency plans (such as the Earthquake Safety Program for Schools) will be encouraged.
 - 2. Community Groups: Information on local hazards and how to prepare for and respond to their effects will be provided to neighborhood and community groups. Those groups will be encouraged to organize in such a way as to be able to lend support to households within the group in times of a large-scale emergency.
 - 3. Businesses: Information on local hazards and how to prepare for and respond to their effects will be provided to the corporate community. The corporate community will be encouraged to engage in business resumption and contingency planning.
 - 4. City Employees: Information on local hazards and how to prepare for their effects will be provided to City employees.
- C. The City will utilize the full-range of exercise types including both tabletop and full-scale exercises.
- D. The City will strive to exercise this Comprehensive Emergency Management Plan (CEMP) on an annual basis and review, update, and submit any revisions to

Kitsap County Department of Emergency Management (DEM) and the Washington State Emergency Management Division (EMD) every four years.

- E. Each City department is responsible for ensuring that their employees are trained in the concepts of the CEMP and in the department-specific standard operating procedures (SOPs).
- F. The City will use outside resources to provide specialized training, if appropriate.
- G. The EMC, in coordination with DEM, is responsible for ensuring that drills and exercises are conducted to evaluate the effectiveness of the CEMP and to determine future training needs.
- H. The Police Chief and/or the Emergency Management Coordinator, with assistance from DEM and the Bainbridge Island Fire Department, is responsible for coordinating and implementing drills and exercise for City employees and for the development and maintenance of the CEMP.

III. RESPONSIBILITIES

A. City of Bainbridge Island

1. All City Departments

- a) Develop SOPs that define employees' operational responsibilities during an emergency or disaster.
- b) Provide necessary training to enable employees to carry out those responsibilities in coordination with the EMC, DEM and/or the Bainbridge Island Fire Department.

2. Police

In coordination with the EMC, DEM, and the Bainbridge Island Fire Department, design, conduct, and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and employee's level of training.

B. Local

1. Bainbridge Island Fire Department

Provide assistance to the EMC and DEM in the design, conducting, and evaluating drills and exercises to determine the effectiveness of the City's emergency management programs and the employee's level of training.

2. Kitsap County Department of Emergency Management

- a) In coordination with the City, design and deliver the preparedness education programs to members of the community (schools, businesses, churches, service clubs, neighborhood groups, etc.).
- b) In coordination with the City, coordinate training in all hazard self-preparedness for City employees.
- c) Make available, as resources permit, training to elected officials on emergency responsibilities, hazards review, and the need for comprehensive emergency planning, as well as skills development in emergency procedures and crisis decision making.
- d) In coordination with the EMC and the Bainbridge Island Fire Department, design, conduct, and evaluate drills and exercises to determine the effectiveness of the City's emergency management programs and the employee's level of training.

3. All other support agencies

Participate in training and exercises, if requested and as resources allow.

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APPENDIX 7

DISTRIBUTION LIST

NAME	DEPARTMENT OR AGENCY	PLAN #
Douglas Schulze	City Administration – City Manager - Emergency Management Coordinator	1
	City Administration – Human Resources	2
Steve Miller	City Administration – Information Technology	3
	City Attorney	4
Rosalind Lassoff	City Administration – City Clerk	5
	City of Bremerton	6
	City of Port Orchard	7
	City of Poulsbo	8
Steve Bonkowski	Council Member	9
David Ward	Council Member	10
Sarah Blossom	Council Member	11
Anne Blair	Council Member	12
Debbi Lester	Council Member	13
Kirsten Hytopoulos	Council Member	14
Bob Scales	Council Member	15
	Emergency Operations Center	16
	Emergency Operations Center – Alternate	17
Ellen Schroer	Finance and Administrative Services – Finance	18
	Fire Department – Station 21	19
	Fire Department – Station 22	20
	Fire Department – Station 23	21
	KC Department of Emergency Management	22
Telma Hauth	Municipal Court	23
Kathy Cook	Planning & Community Development	24
	Planning & Community Development	25
	Planning & Community Development	26
	Planning & Community Development	27
	Planning & Community Development	28
Matthew Hamner	Police Chief	29
	Police	30
Tami Allen	Police – Harbor Master	31
	Public Works – Administration	32
	Public Works – Engineering	33
	Public Works – Operation & Maintenance	34
	Washington State Emergency Management Division	35

EMERGENCY SUPPORT FUNCTION 1 TRANSPORTATION

LEAD:	City:	Police Department Public Works Department Department of Planning & Community Development
	SUPPORT:	
	Local:	Bainbridge Island School District Kitsap County Department of Emergency Management Kitsap County Sheriff's Office Kitsap Transit
	State:	Emergency Management Division
	Federal:	Federal Emergency Management Agency Department of Defense

I. INTRODUCTION

A. Purpose

1. To provide guidance and direction to ensure effective coordination and utilization of the transportation system during emergency situations.
2. To provide identification of emergency transportation routes for the movement of people and materials.
3. To provide for and coordinate transportation restoration.

B. Scope

This Emergency Support Function (ESF) addresses emergency transportation issues including capabilities, routes, and resources needed for the ability to deliver relief services, supplies, and the ability to move people. It also supports transportation infrastructure restoration in the short and long term recovery plan.

II. POLICIES

The Transportation Coordinator in the Emergency Operations Center (EOC), with assistance from Kitsap Transit and the Bainbridge Island School District, has primary responsibility for emergency transportation activities within the City of Bainbridge Island (City).

III. PLANNING ASSUMPTIONS

- A. The Police Department shall provide a representative to serve as the Transportation Coordinator in the EOC during an emergency or disaster. During the infrastructure restoration phase, ESF coordination may shift to the Public Works Director or representative.
- B. The Transportation Coordinator coordinates transportation activities within the City.
- C. Transportation infrastructure may sustain significant damage in a disaster. The damage, dependent upon the transportation network, will influence the means and accessibility level for relief services and supplies.
- D. Disaster responses, which require transportation capacity, may be difficult to coordinate effectively immediately following an emergency or disaster.
- E. The requirement for transportation capacity during the immediate lifesaving response phase may exceed the availability of the City or readily obtained assets.
- F. Where the local ground, water, or air transportation systems have been severely disabled, local political subdivisions (cities and counties) will act to restore transportation systems and equipment on a priority basis.
- G. Kitsap Transit and the Bainbridge Island School District may, subject to the conditions of the disaster and availability of operators and equipment, support emergency operations with buses or vans upon request of the City.

IV. CONCEPT OF OPERATIONS

- A. The Planning and Community Development and Public Works Departments shall provide damage assessment of streets, overpasses, pedestrian/bicycle routes, traffic signals, and other transportation facilities. The Public Works Department shall provide for emergency repair and restoration of city-owned transportation facilities and coordinate the repair of facilities owned by other agencies that are essential to the functioning of the City's transportation network.
- B. As the extent and the transportation needs of an emergency or disaster are identified, the Police, Planning and Community Development, and the Public Works Departments will identify the most efficient and effective method of operating the transportation system to appropriately respond to the emergency or disaster.

- C. If local capabilities in meeting transportation needs are exceeded, additional resources or assistance may be obtained through existing mutual aid agreements and/or contracts through private contracts. Requests for additional assistance should be coordinated through the Transportation Coordinator in the EOC.
- D. During transportation infrastructure restoration, the ESF Coordinator will coordinate activities with State and Federal entities as well as local transit authorities.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. All City Departments

a) Before the Event

- (1) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
- (2) Train personnel to the appropriate level for their required response.
- (3) Participate in emergency response exercises, drills, and training.

b) During the Event

- (1) Designated representatives report to the EOC.
- (2) Alert personnel with emergency transportation responsibilities of the need to respond or to be available to respond.
- (3) Implement SOPs.
- (4) Notify the Public Works Department of observed or reported damage to the transportation system.
- (5) Provide transportation resources and support, as requested and available.

c) After the Event

- (1) Support recovery efforts as identified in the SOPs.

- (2) Support appropriate local, state, and federal agencies as conditions warrant and within the realm of local plans and procedures.
- (3) Provide situation and status reports, as requested.
- (4) Participate in debriefing and critiquing organized by the EMC and/or DEM.

2. Department of Planning & Community Development

a) During an Event

- (1) Assist with the emergency transport of people and supplies and traffic control, as requested and as resources allow.
- (2) Assist in the identification and development of emergency transportation routes within the City.
- (3) Take immediate action to protect the public from unsafe conditions and implement detours and/or road closures, as deemed necessary.

3. Police Department

a) Before the Event

- (1) Develop policies and procedures to ensure delivery of adequate fuel sources during an event.
- (2) Develop plans and coordinate with the Bainbridge Island School District and Kitsap Transit for the use of buses during evacuation operations.
- (3) Coordinate with the Public Works Department on identification and mitigation of high-hazard accident locations and safety concerns.
- (4) Coordinate with the Public Works Department on identification of emergency routes and alternative methods of transportation to be used during an emergency.
- (5) Develop inventories of transportation resources by location, category, NIMS Typing.

- (6) Establish a system for the dispatching of vehicles and equipment.

b) During the Event

- (1) Provide a representative to serve as the Transportation Coordinator.
- (2) Coordinate operational strategies with the Kitsap County Sheriff's Office, the Washington State Patrol, and other cities through DEM to ensure an integrated transportation system operating effectively.
- (3) Provide support for traffic control and identification and assessment of the transportation systems operation.
- (4) Notify appropriate departments of transportation system deficiencies as soon as possible and make recommendations for mitigation of impacts.
- (5) Request the placement of signs, barricades, and traffic control devices to affect orderly traffic flow.
- (6) Coordinate with the Bainbridge Island School District and Kitsap Transit for the use of buses for evacuation operations, if requested by the EMC.
- (7) Arrange for delivery of emergency fuel sources.

c) After the Event

Assist in returning transportation to normal operations.

4. Public Works Department

a) Before the Event

- (1) Identify and develop emergency transportation routes within the City.
- (2) Maintain a list of transportation resources.
- (3) Maintain an inventory of equipment (signs, barricades, paint, etc.) that are readily available to be used to respond to road closures and detour route marking in the case of an emergency or disaster.

b) During the Event

- (1) Coordinate assessment of damage to streets, bridges, and other transportation routes.
- (2) Take immediate action to protect the public from unsafe conditions and implement detours and/or road closures, as deemed necessary.
- (3) Immediately notify the EOC of routes affected by partial or total road closures and detours.
- (4) Select detour routes and make appropriate changes to traffic control devices to improve the safety and efficiency of the transportation network.
- (5) Provide for the safe and effective operation of streets and walkways through the removal of debris.
- (6) Conduct minor street and structure repair whenever it has been decided to perform such services in-house or whenever immediate restoration is critical and possible.
- (7) Through close coordination with the EOC and DEM, decide when to reopen roads that have been closed and coordinate activities required to accomplish this task.
- (8) Maintain a current inventory of equipment (signs, barricades, paint, etc.) readily available to be used to respond to road closures and detour route marking in the case of an emergency or disaster. To the extent possible, deliver this equipment to the site in a timely manner.
- (9) Request additional resources or assistance through existing mutual aid agreements, contracts with private contractors and businesses, or DEM.
- (10) Arrange for vehicle maintenance and support.
- (11) Coordinate with the Finance Director to maintain accurate records to define the cost relating to the incident for reimbursement purposes.

c) After the Event

- (1) Conduct detailed assessment of all streets, bridges, and other transportation routes.
- (2) Develop a list of all damaged facilities, establish priorities, and estimate costs to repair.
- (3) Coordinate with State and Federal Transportation officials as well as local transit authorities
- (4) Submit recommendation of needed repairs to the appropriate department and/or agencies.

B. Local

1. Bainbridge Island School District

- a) Provide a representative to the EOC, if requested and as resources allow.
- b) Coordinate with the EOC for the provision of school district transportation assets to assist in meeting emergency transportation needs.

2. Kitsap County Department of Emergency Management

Coordinate transportation issues on a regional basis.

3. Kitsap County Sheriff's Office

Assist with the emergency transport of people and supplies and traffic control, as requested and as resources allow.

4. Kitsap Transit

- a) Coordinate the emergency transport of people and supplies, as requested by DEM.
- b) Coordinate transportation availability and use with applicable public and private resource providers.

C. State

Emergency Management Division

Coordinate state and federal response for transportation assistance, if requested by local government.

D. Federal

1. Federal Emergency Management Agency

Supplement local transportation requirements after disasters, as needed.

2. Department of Defense

Provide air transport and rescue services for known subjects in time-critical situations under existing military assistance to safety and traffic procedures.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Plan*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Emergency Operations Plan*
- D. *Kitsap Transit Emergency Operations Plan*
- E. *Washington State Comprehensive Emergency Management Plan*
- F. *Washington State Department of Transportation Disaster Plan*
- G. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 2 COMMUNICATIONS

COMMUNICATIONS LEAD:

City: Executive Department – Information Technology

WARNING LEAD:

City: Public Information Officer
Police Department

Local: Bainbridge Island Fire Department

SUPPORT:

Local: Kitsap County Alternate Communications Systems
Kitsap County Central Communications Center (CENCOM)
Kitsap County Department of Emergency Management
Kitsap County Sheriff's Office

I. INTRODUCTION

A. Purpose

1. To provide for and maintain a communications system for the efficient flow of information during emergency or disaster operations in the City of Bainbridge Island (City).
2. To provide or supplement alerting and warning to key officials and the public of an impending or occurring emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses all communication and warning assets available to the City, which include radio, 9-1-1, voice and data links, telephone and cellular systems, National Warning System (NAWAS), Emergency Alert System (EAS), National Oceanic Atmospheric Administration (NOAA) Weather Alert Radio, Amateur Radio Emergency Services (ARES), and Radio Amateur Civil Emergency Services (RACES).

II. POLICIES

- A. The City relies on the hazard warning capabilities of County, State, and Federal governments, industry, and the media. Citizens are expected to be aware of a hazardous situation for which there is significant media attention, such as severe weather or flooding. When there is a demonstrated need, particularly if timeliness is crucial to protect life and property, the City may supplement existing warning systems. Supplemental measures will depend on the nature of the hazard, the

quality and quantity of information available, resources available, media attention, and other situational factors. Supplemental measures will focus on enhancing or amplifying the information being provided through existing sources and, to the extent practicable, upon participatory systems activated at the neighborhood or community level.

- B. In accordance with RCW 38.52.110, Use of Existing Services and Facilities – Impressment of Citizenry, in responding to an emergency or disaster, or the threat of an emergency or disaster, “the governor and the executive heads of the political subdivisions of the State are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the State, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi-municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the State upon request notwithstanding any other provision of law.”

III. PLANNING ASSUMPTIONS

- A. Reliable communication capabilities are necessary at all levels of government for day-to-day communication, warning of an impending emergency or disaster, disaster-response and recovery operations, search and rescue operations, and coordination between the local, State, and Federal governments and response agencies.
- B. Routine day-to-day modes of communication will continue to be utilized to the degree that they survive the disaster.
- C. City government may request assistance by contacting Kitsap County Department of Emergency Management (DEM), if deemed necessary.
- D. The City is subject to a variety of emergency or disastrous events requiring rapid dissemination of warning and/or other emergency information to local officials and/or the public. Emergency or disaster warnings may originate from any level of government; however, most disaster-forecasting resources are located within the Federal government.
- E. NAWAS, established by the Federal government, is the primary means of receiving and disseminating warning(s) to State and local officials within Washington State. The Washington State Warning Point is operated 24 hours a day by the Washington State Emergency Management Division (EMD), with operation assistance provided by the Washington State Patrol. The City’s NAWAS receiving point is the Kitsap County Central Communications Center (CENCOM), a 24-hour facility.

- F. Notification of a threatening situation may also come from the National Weather Service, via NOAA Weather Radio or the media, the amateur communications community, or the public.
- G. Initially, the City will focus on coordinating lifesaving activities and re-establishing communications and control in the disaster area.
- H. Initial reports of damage will be fragmented and provide an incomplete picture of the extent of damage to telecommunication facilities.
- I. Weather, damage to roads and bridges, and other factors may restrict entry of emergency communication nodes into the area.
- J. Tests of local warning systems will be conducted periodically to familiarize government and the public with their use.
- K. In the event that public instructions need to be translated, the provision for interpreters will be coordinated through DEM.

IV. CONCEPT OF OPERATIONS

A. Communications

1. City of Bainbridge Island

The City's Emergency Operations Center (EOC) is located at the main fire station on Madison Avenue and shall be the focal point for coordinating the emergency communications system of the City during an emergency or disaster situation.

- a) The EOC is equipped with both an emergency generator and with an uninterrupted power supply (UPS). The UPS batteries supply emergency power to the EOC. The generator is dependent upon fuel being delivered to the site.
- b) The City has no fixed civil defense sirens or public address systems. Warning of imminent or existing danger can be accomplished by Fire, Police, and Public Works vehicles using mobile sirens and/or P.A. speakers.
- c) Non-public safety City departments may establish secondary communications control centers to coordinate the response of their own resources during an emergency situation. However, coordination with the EOC will be critical to the City's ability to effectively coordinate and respond to an event.

- d) Communication operations in the EOC may consist of the following positions and tasks:
 - (1) Message Center Telephone Operators - Assigned to the telephone banks to receive phone calls and pass information on to the appropriate person. The telephone operators shall keep a log of telephone calls.
 - (2) Radio Operator - Assigned to the base radios to receive communications, dispatch appropriate equipment and personnel, and maintain a log of all radio communications.
 - (3) Message Center Coordinator - Receive information from various sources (radio operator, telephone operator, department heads, etc.) and either distribute, post, or catalog said information.
 - (4) Message Center Runners - Receive written messages from either the Message Center Coordinator, Emergency Management Coordinator (EMC), and/or department representatives and hand deliver those messages to the appropriate person(s) or department(s).

2. Kitsap County Central Communication Center (CENCOM)

- a) CENCOM is located in Bremerton and functions as the countywide 9-1-1 Public Safety Answering Point (PSAP). CENCOM provides dispatch services for various law enforcement, fire, and emergency medical agencies. CENCOM also serves as the initial communications, alert, and warning point for Kitsap County Department of Emergency Management (DEM).
- b) Once activated, emergency communication is also provided through the County EOC.
- c) The EAS is a communication and warning tool that operates through designated radio and television stations. It is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions, and warning in the event of an emergency or disaster.
- d) The EAS is managed and activated by CENCOM and authorized through DEM.
- e) The EAS radio stations for the City are:

- o KIRO, Seattle, 710 AM
- o KOMO, Seattle, 1000 AM

3. The communication capabilities presently available to the City include:

- a) 9-1-1- Public Safety Answering Point
- b) Commercial telephone (regular, cellular, fax, e-mail, and wireless telephone, pagers)
- c) Two-way radio
- d) NAWAS: land line-voice; intrastate land line voice; located in CENCOM
- e) EAS relay network public safety radio and the broadcast industry
- f) CEMNET state radio direction and control
- g) NOAA Weather Alert Radio
- h) Kitsap County Alternate Communications System (KCACS) including Amateur Radio Emergency Services (ARES) and Radio Amateur Civil Emergency Services (RACES), 2-way radio and/or teletype/packet system via ham frequency bands.

B. Warning

1. Whenever City officials are alerted to the threat or occurrence of a hazardous event that could lead to or has resulted in a disaster, the EOC will be activated at the appropriate level and the situation monitored. Depending on the circumstances, monitoring could be a prolonged activity or result in the immediate activation of the local information and warning system.
2. Monitoring may consist of the accumulation, display, and evaluation of relevant information, release of appropriate public-information advisories, and alerting response agencies and organizations of the situation.
3. As soon as it is apparent that the public must take some action to prepare or protect itself, the local warning system will be activated, as deemed appropriate and as time and resources allow. Warning could take the form of one or more of the following: activation of the NOAA Weather Alert Radio to alert citizens to turn on their radio or television and listen to instructions, activation of the EAS to disseminate urgent information, and Fire and Law Enforcement apparatus' providing warnings along specific routes using public-address systems and sirens, activation of volunteer

resources, posting of signs, activating a call response center in the EOC, providing local warning information to regional television and radio stations, or other mechanisms, as deemed appropriate.

4. Public information, advisories, and warnings will be updated as necessary until the hazard has subsided.
5. The EAS operates through local radio stations and is intended to provide local officials with the means to disseminate prompt, reliable emergency information, instructions, and warnings in the event of an emergency or disaster.
6. Notification of citizens regarding emergency information and instructions may be handled through the EAS, door-to-door by uniformed City personnel, mobile public-address systems, or any other means available to the command agency at the time.
7. The Public Information Officers for the City and DEM may send emergency public safety information through conventional methods such as e-mail and broadcast fax to local media broadcasters.
8. DEM will notify the Emergency Management Coordinator (EMC) of any time the nature of the warning would indicate a need to increase staffing levels.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. Public Information Officer
 - a) Prepare an initial information summary as soon as possible after arrival.
 - b) Prepare and coordinate all press releases and briefings between the media and City officials.
 - c) Obtain prior approval and authorization from the EMC on all press releases and briefings.
 - (1) Provide press releases to DEM prior to releasing information, if appropriate and if time allows.
 - (2) Coordinate with affected jurisdictions to ensure the public receives accurate and consistent information.

- (3) Coordinate with the County PIO and Joint Information Center
- (4) Assist the EMC in the preparation of briefings to the City Council, public officials, and EOC staff.
- (5) Respond to media and citizens' information calls.
- (6) Establish a rumor control hotline, if deemed appropriate.

2. All City Departments

a) Before the Event

Train personnel in proper radio protocol, including limiting communications during emergencies and yielding to EOC communications.

b) During the Event

- (1) Designated representatives report to the EOC.
- (2) Implement Standard Operating Procedures (SOPs).

c) After the Event

- (1) Support recovery efforts as identified in SOPs.
- (2) Participate in debriefing and critiquing organized by the EMC and/or DEM.

3. Emergency Management Coordinator

a) Before the Event

- (1) Confirm the EOC is maintained in a configuration to support the warning system and efficient and effective communications.
- (2) Include communications and warning as part of the citywide emergency management training program.
- (3) Develop appropriate notification lists and procedures for activating the information and warning system. Include consideration of special populations such as the handicapped, the elderly and infirm, schools, daycare centers, and nursing homes.

b) During the Event

- (1) Coordinate public information and warnings with the Public Information Officer, surrounding cities, and DEM, as appropriate.
- (2) Request activation of the volunteer amateur radio networks, through the DEM, when necessary.

4. Executive Department - Information Technology

a) Before the Event

- (1) Maintain EOC communications equipment, supplies, and back-up systems owned or used by the City.
- (2) Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of emergency communication systems within the City.
- (3) Conduct tests and exercises of the communication and warning system.
- (4) Develop EOC procedures for gathering, displaying and evaluating relevant information.

b) During the Event

- (1) Establish restoration priorities for emergency telephone, radio systems, and computer systems.
- (2) Recommend relocation or redistribution of radio resources used by City departments as necessary to most effectively maintain adequate communications in emergency situations.
- (3) Advise the EOC on status and capability of emergency communications system.
- (4) Assist with the dissemination of information and warnings, as requested by the EMC.
- (5) Relay utility information to the appropriate agencies and/or departments.

- (6) Coordinate repair and restoration of telephone and/or computer systems.
- (7) Coordinate use and distribution of loaned cell phones during disasters.

5. Police Department

a) Before the Event

- (1) In coordination with the EMC, develop and maintain procedures to provide communications and warning support and services when requested from the EOC.
- (2) In coordination with the EMC, train personnel in proper warning methods.
- (3) When requested, as feasible, and without jeopardizing their primary mission, make search and rescue units and volunteers available to the EOC to assist in the warning effort.

b) During the Event

Make personnel and volunteers available to the EOC to assist in the warning effort, when requested and as feasible without jeopardizing their primary mission.

B. Local

1. Kitsap County Alternative Communications System

- a) Provide auxiliary communication support to government agencies and serve as net control for the calling frequency.
- b) Define and assign frequencies to be utilized for specific purposes.

2. Kitsap County Central Communications Center (CENCOM)

- a) Function as the countywide 9-1-1 Public Safety Answering Point (PSAP).
- b) Provide efficient communications and dispatch services to law enforcement, fire, EMS, and other agencies.

- c) Provide citizen access and 24-hour answering of emergencies through the 9-1-1 reporting system for the safety of life and protection of property.
 - d) Provide direct access via the 9-1-1 emergency number for the speech and hearing impaired, using the teletype (TTY) for the deaf and hard of hearing.
 - e) Serve as the initial communications, alert, and warning point for DEM.
 - f) Activate the EAS, when requested.
3. Kitsap County Department of Emergency Management
- a) Authorize the activation of the EAS, when appropriate.
 - b) Develop and maintain appropriate plans and procedures to ensure, to the extent practicable, the integrity of emergency communications systems in Kitsap County.
 - c) Conduct countywide tests and exercises of the communication and warning systems.
 - d) Develop appropriate notification lists and procedures for activating the information and warning system in Kitsap County. Include consideration for special populations such as the handicapped, the elderly and infirm, schools, daycare centers, and nursing homes.
 - e) Disseminate warning information received through NAWAS, EAS, the National Weather Service, etc. to local emergency officials in accordance with SOPs.
4. Kitsap County Sheriff's Office
- a) In coordination with the EMC, develop and maintain procedures to provide communications and warning support and services, if requested and as resources allow.
 - b) In coordination with the EMC and/or DEM, train personnel in proper warning methods.
 - c) In coordination with the EMC, DEM, and/or CENCOM, develop and maintain warning procedures to be used in the City.

5. Bainbridge Island Fire Department

- a) Develop and maintain procedures to provide communications and warning support and services, if requested and as resources allow.
- b) Train personnel in proper warning methods.
- c) In coordination with the EMC, develop and maintain procedures to provide communications and warning support and services, when requested and as resources allow.
- d) In cooperation with the City, DEM, and/or CENCOM, develop and maintain warning procedures to be used in the City.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Plan*
- B. *Kitsap County Emergency Alert System Plan*
- C. *Kitsap County Communications Plan*
- D. *Kitsap County Comprehensive Emergency Management Plan*
- E. *Kitsap County Emergency Operations Plan*
- F. *Kitsap County Alternate Communication System Plan*
- G. *RCW 38.52.110, Use of Existing Services and Facilities - Impressments of Citizenry*
- H. *Washington State Comprehensive Emergency Management Plan*
- I. *Washington State Emergency Communication Development Plan*
- J. *National Response Framework*

VII. ATTACHMENTS

None

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EMERGENCY SUPPORT FUNCTION 3 PUBLIC WORKS AND ENGINEERING

LEAD: City: Public Works Department
Department of Planning & Community Development

SUPPORT: City: Public Information Officer
Police Department

Local: Kitsap County Department of Emergency Management
Bainbridge Island Fire Department

State: Emergency Management Division

Federal: Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

1. To provide for effective coordination and operation of utilities required to meet essential needs during major emergencies and disasters and to provide for the orderly restoration of utilities affected by an emergency or disaster.
2. To address technical advice and evaluations, engineering services, construction management and inspection, emergency contracting, emergency repair of water and wastewater facilities and transportation infrastructure, and provisions for potable water and emergency power.

B. Scope

This Emergency Support Function (ESF) addresses activities including:

1. Participation in mitigation and preparedness activities and in needs and damage assessment immediately following the event.
2. Emergency clearance of debris to allow for reconnaissance of the damaged areas and passage of emergency personnel and equipment for lifesaving, life protecting, and health and safety purposes during response activities.
3. Temporary repair or replacement of emergency access routes. Routes include damaged streets, roads, bridges, ports, waterways, and any other facilities necessary for passage of rescue personnel.

4. Emergency restoration of critical public facilities including temporary restoration of water supply and wastewater treatment systems.
5. Emergency demolition or stabilization of damaged structures and facilities. These damaged structures are designated by State and local jurisdictions as immediate hazards to the public health and safety, or as necessary to facilitate the accomplishment of life saving operations.
6. Emergency contracting to support public health and safety.
7. Technical assistance including structural inspection of private residences, commercial buildings, and structures, as resources permit.

II. POLICIES

- A. The City of Bainbridge Island (City) has the right to collect for any costs incurred by its authorized representatives, contractors, and sub-contractors in carrying out any necessary work on private property, including debris removal, demolition of unsafe or abandoned structures, removal of debris and wreckage, and administration costs.
- B. Permitting fees and normal inspection procedures will stay in effect following a disaster unless otherwise directed by the City Council.
- C. It is the policy of the City to provide public works services to lands and facilities under the City's jurisdiction. Other services, such as debris collection or fee adjustments, may be established by the City Council, if deemed necessary.

III. PLANNING ASSUMPTIONS

- A. A major emergency or disaster may cause extensive damage to property and the infrastructure. Structures may be destroyed or severely weakened. Homes, public buildings, bridges, and other facilities may have to be reinforced or demolished to ensure safety. Debris may make streets and highways impassable. Public utilities may be damaged or be partially or fully inoperable.
- B. Access to the disaster areas may be dependent upon the re-establishment of ground routes. In many locations, debris clearance and emergency-road repairs will be given top priority to support immediate lifesaving emergency response activities.
- C. Rapid damage assessment of the disaster area will be required to determine potential workload.
- D. The City shall be responsible for its own emergency repairs and restoration of services. All requests for assistance will be forwarded to the Emergency

Management Coordinator (EMC), who will coordinate with Kitsap County Department of Emergency Management (DEM).

- E. Assistance from the Federal government may be needed to clear debris, perform damage assessments, structural evaluations, make emergency repairs to essential public facilities, reduce hazards by stabilizing or demolishing structures, and provide emergency water for human health needs and firefighting.
- F. Significant numbers of personnel with engineering and construction skills along with construction equipment and materials may be required from outside the disaster area.
- G. Following an earthquake, aftershocks will require re-evaluation of previously assessed structures and damages.

IV. CONCEPT OF OPERATIONS

- A. City of Bainbridge Island
 - 1. The Public Works Director, or designee, will serve as the primary coordinator of public works functions for the City.
 - 2. The City Engineer, or designee, will serve as the primary coordinator for engineering functions for the City.
 - 3. The Public Works Department shall provide damage assessment of public utility facilities and provide for emergency repair and restoration of all city-owned utility facilities.
 - 4. The Department of Planning & Community Development shall provide damage assessment of city-owned facilities and provide for emergency repair and restoration of all city-owned facilities.
 - 5. Priority shall be given to utilities and facilities that provide critical and essential services.
 - 6. Additional assistance may be obtained through existing mutual aid agreements, contracts with public and private agencies and/or through DEM.

7. Utility Systems - The following utility systems operate within the City:

<u>Public – City owned/operated</u>	<u>Private</u>
Water	Water
Wastewater	Electric Power
Storm Water	Cable Services
	Telephone (fixed & cellular)
	Fiber Optic Services

These systems, with the exception of cellular telephone and solid waste, generally have the following aspects in common:

- They provide services to individual properties, both public and private.
- Most systems have a trunk or trunks from which distribution or collection branches service each property.
- All or substantial portions of each system reside underground.

8. Buildings and Facilities

- a) The Department of Planning & Community Development shall provide damage assessment of city-owned buildings and facilities.
- b) Time permitting and resources allowing, the Department of Planning & Community Development may provide damage assessment for other public buildings and facilities.
- c) The Department of Planning & Community Development responds in the following phases:
 - (1) Phase I
 - (a) Rapid Damage Assessment.
 - (b) Assign personnel to conduct “windshield” screening of critical infrastructure and buildings.
 - (c) Report damage to the City EOC and County per the County Damage Assessment Plan.

(2) Phase II –Damage Assessment

- (a) Evaluate damages and assist application process for federal disaster declaration.
- (b) Conduct emergent repairs to support life safety measures, critical transportation routing, and mass care.

(3) Phase III – Building Inspections

- (a) Assist Federal and State Inspectors in conducting thorough damage assessments.
- (b) Issue permits and permit construction.
- (c) Support private residence inspections and tagging for life safety.
- (d) Legal process.

B. Local

Kitsap County Department of Emergency Management

- 1. Alert appropriate agencies of the possible requirements for emergency engineering services, coordinate County assets, and request State assistance to support local emergency engineering efforts.
- 2. Provide engineering services primarily to lands and facilities under its jurisdiction and may lend support to City government, if requested and as circumstances allow. Supplemental assistance may be requested from the Washington State Emergency Management Division (EMD).

C. State

Emergency Management Division

- 1. Alert appropriate State agencies of the possible requirements for emergency engineering services, coordinate State assets, and request Federal assistance to support local emergency engineering efforts. State departments/agencies that support emergency engineering efforts are identified in the Washington State Comprehensive Emergency Management Plan, ESF 3, Public Works and Engineering.

2. Provide engineering services primarily to lands and facilities under its jurisdiction and lend support to local government, if requested and as circumstances allow. Supplemental assistance may be requested through local and State emergency management channels.

D. Federal

1. The Federal Response Plan, ESF 3, Public Works and Engineering provides for the Federal response and support to assist State and local government. The primary Federal agencies are the Department of Defense (DOD) and the U.S. Army Corps of Engineers for planning, preparedness, and response with assistance to be provided by other branches as needed. In the event of Federal activation, Kitsap County will coordinate with other local, State, and Federal agencies.
2. If direct Federal assistance has been authorized by the President under a Presidential Disaster Declaration, FEMA may issue a mission assignment to those Federal agencies possessing the needed expertise or assets, only when it is verified to be beyond the capability of the affected State and local governments.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. City Departments

a) Before the Event

- (1) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
- (2) Train personnel to the appropriate level for their required response.
- (3) Participate in emergency response exercises, drills, and training.

b) During the Event

- (1) Designated representative(s) reports to the EOC.
- (2) Alert personnel with emergency response functions.
- (3) Implement SOPs.

- (4) Provide resources and support, if requested and as resources allow.
 - c) After the Event
 - (1) Support recovery efforts as identified in department SOPs.
 - (2) Support appropriate local, State, and Federal agencies as conditions warrant and within the realm of City plans and procedures.
 - (3) Provide situation and status reports, as requested.
 - (4) Participate in debriefing and critiquing organized by the EMC and/or DEM.
- 2. Department of Planning & Community Development
 - a) Provide post-event serviceability of facilities and structures.
 - b) Provide support to the Bainbridge Island Fire Department in the safety evaluation of structures during rescue operations.
 - c) Expedite permitting and required inspections, as appropriate and as resources allow.
 - d) Coordinate damage assessment and post-disaster safety inspections of city-owned buildings and facilities.
 - e) Coordinate with local engineering firms for additional assistance with inspections.
 - f) Coordinate damage assessment and post-disaster safety inspections of public assembly buildings (i.e. schools, major food chains), if requested and as resources allow.
 - g) Enforce City ordinances and State law regulating construction during new or reconstruction efforts prior to and after an emergency or disaster.
 - h) Provide for the demolition of damaged and/or abandoned structures posing a threat to human safety.

3. Police Department
 - a) Provide assistance in implementing street closures and detours.
 - b) Provide perimeter control due to unsafe conditions, if requested and as resources allow.
4. Public Information Officer
 - (a) Obtain prior approval and authorization from the EMC on all press releases and briefings.
 - (b) Prepare and coordinate all press releases and briefings.
 - (c) Provide press releases to DEM prior to releasing information, if appropriate.
 - (d) Coordinate with affected jurisdictions to ensure the public receives accurate and consistent information.
 - (e) Assist in the preparation of briefings to the City Council, public officials, and EOC Staff.
 - (f) Respond to media and citizens' information calls.
 - (g) Establish a rumor control hotline, if necessary.
5. Public Works Department
 - a) Engineering
 - (1) Document damages and costs relating to damage sustained during the emergency or disaster.
 - (2) Assess environmental damage to streams, shorelines, and steep slopes and make recommendations for repair and/or mitigation.
 - (3) Coordinate with the EOC and PIO on public information.
 - (4) Assist the Department of Planning and Community Development with damage assessment of buildings and facilities, as directed by the EMC.

b) Utilities

(1) Water

- (a) Conduct damage assessment of city-owned water facilities.
- (b) Maintain operation of public water storage, pumping, and distribution systems.
- (c) Provide for priority restoration of critical facilities.
- (d) Provide temporary repair of damaged water infrastructure.
- (e) Issue “boil water” notice, if circumstance warrant.

(2) Wastewater

- (a) Determine operational status of the wastewater treatment plant.
- (b) Provide damage assessment of city-owned wastewater collections system to determine damage.
- (c) Maintain operation of the wastewater collection and pumping systems, assist in meeting public sanitation needs, and control wastewater pollution to the environment.
- (d) Provide for priority restoration of critical facilities.
- (e) Provide temporary repair of damaged wastewater infrastructure.

(3) Solid Waste

Coordinate for removal of debris with the contracted service provider for solid waste.

(4) Storm Water System

- (a) Provide damage assessment of city-owned storm water systems to determine damage.

- (b) Maintain operation of the public storm water collection systems.
 - (c) Provide for priority restoration of critical facilities.
 - (d) Provide temporary repair of damaged storm water infrastructure.
 - (e) Monitor rainfall and flood warning system to determine if citizen warning and/or evacuation are necessary due to potential flooding and coordinate with the EOC for implementation.
- c) Operations & Maintenance
 - (1) General Facilities and Fleet Maintenance
 - (a) Provide damage assessment and emergency repairs for all city-owned equipment and vehicles.
 - (b) Coordinate fuel-dispensing services for city-owned equipment and vehicles.
 - (c) Provide vehicles to transport debris and wreckage.
 - (2) Streets
 - (a) Provide debris removal, emergency protective measures, emergency temporary repair, and/or construction to maintain passable vehicular circulation of priority routes.
 - (b) Provide damage assessment of streets and bridges to the EOC.
 - (c) Provide for priority restoration of essential streets.
 - (d) Designate usable roads and bridges.
 - (e) Establish and maintain evacuation routes as directed by the EMC or the Police Department.
 - (f) Coordinate road closures through the EOC.
 - (g) Provide temporary repair of damaged City roads and bridges, if possible.

- (h) Provide road blocks, barricades, signs or flaggers, as requested.

B. Local

1. Kitsap County Department of Emergency Management

- a) Coordinate County EOC activation and call out of essential representatives.
- b) Coordinate county-wide roads, facility and infrastructure recovery efforts.
- c) Coordinate requests from cities for outside labor, equipment, and technical experts.
- d) Issue warnings to the public and coordinate public information.
- e) Authorize the activation of the Emergency Alert System (EAS), as necessary.

2. Bainbridge Island Fire Department

- a) Provide support in debris removal, emergency protective measures, and utility restoration, if requested and as resources allow.
- b) Provide support in establishing on-scene command posts.
- c) Provide support in evacuating citizens from potential flood or environmental hazard areas, as appropriate.

C. State

Emergency Management Division

- 1. Coordinate State EOC activation and call-out of essential representatives.
- 2. Coordinate statewide roads, facility, and infrastructure recovery efforts.
- 3. Coordinate requests from counties and cities for outside labor, equipment, and technical experts.
- 4. Issue warnings to the public.

D. Federal

Federal Emergency Management Agency

Coordinate requests from States for outside labor, equipment, and technical experts.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Center Manual*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Emergency Operations Manual*
- D. *Washington State Comprehensive Emergency Management Plan*
- E. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 4 FIREFIGHTING

LEAD:	Local:	Bainbridge Island Fire Department
SUPPORT:	City:	Police Department Public Works Department
	Local:	American Red Cross Kitsap County Department of Emergency Management Kitsap County Fire Marshall's Office Other Fire Agencies
	State:	Department of Corrections Department of Natural Resources Emergency Management Division
	Federal:	Department of Agriculture, US Forest Service Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

To provide an organizational framework that will effectively utilize all available fire fighting apparatus and personnel within the Fire District control the dispatching of such equipment and manpower to localities where needed, and provide for effective operations at the scene during an emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses all fire fighting activities including the detection and suppression of wildland, rural, and suburban/urban fires occurring separately or coincidentally with a significant natural or technological disaster. The scope of this section will not attempt to address details regarding mutual aid and regional fire mobilization responsibilities and procedures that are contained in other documents.

II. POLICIES

- A. The National Incident Management System (NIMS) is used by first responders and local jurisdictions in the State of Washington to manage an emergency incident. NIMS is required by SARA Title III to manage any hazardous material incident. The purpose of NIMS is to establish a command with a system that is recognized by all responders, using the same organization, and the same

nomenclature. The ranking member of the first arriving response unit assumes command until relieved. An Incident Command Post (ICP) is established as the focal point for all emergency operations.

- B. During emergency situations, the Bainbridge Island Fire Department mobilizes all available apparatus and personnel required to cope with the situation. Mutual Aid Agreements, as outlined in RCW 39.34.030, are activated when initial resources are inadequate. When local mutual aid resources are exhausted, then the provisions for Regional and/or State Fire Services Mobilization Plans apply.
- C. Each local, State, or Federal agency assume the full cost of protection of the lands within its respective boundaries unless other arrangements are made. Fire protection agencies should not incur costs in jurisdictions outside their area without reimbursement unless there is a local mutual aid agreement between those jurisdictions. It is essential that the issue of financial limitation be clarified through proper official channels for efficient execution of fire support.
- D. Upon the occurrence of an emergency or disaster, the Bainbridge Island Fire Department conducts an initial assessment of its personnel, apparatus, equipment, and facilities and reports the information to the City and/or County Emergency Operations Center (EOC).
- E. Priority shall be given to saving lives and protecting property, in that order.
- F. The emergency medical capabilities and responsibilities of the Bainbridge Island Fire Department are covered in ESF 8, Public Health and Medical Services. The hazardous materials capabilities and responsibilities are covered in ESF 10 – Oil and Hazardous Materials Response.

III. PLANNING ASSUMPTIONS

- A. Suburban/urban, rural, and wildland fires will occur within the City. In the event of an earthquake or other significant event, large, damaging fires could be common.
- B. In an emergency or disaster, some fire fighting resources will become scarce or damaged. State, Federal, and other resources may be called upon if local resources are or are about to be exhausted.
- C. Some interface fires or fires resulting from civil disturbances may be of such a magnitude that all threatened structures cannot be saved. After evaluating the situation, incident command may decide to cease fire fighting efforts on one building in order to save another when the benefit of saving one building is greater than that of another, when continued efforts would likely not affect the outcome, or when concerns relating to firefighter safety arise.

- D. Wheeled-vehicle access may be hampered by bridge failures, landslides, etc., making conventional travel to the fire locations extremely difficult or impossible. Aerial attack by air tankers, helicopters, and smoke jumpers may be essential in these situations. Helicopters will be scarce resources and usable airports congested.
- D. Efficient and effective mutual aid among the various local, County, State, and Federal fire agencies requires the use of the NIMS together with compatible fire fighting equipment and communications.
- E. Availability of fire service personnel may be limited due to injury, personal concerns/needs, or limited access to work locations.

IV. CONCEPT OF OPERATIONS

- A. The Bainbridge Island Fire Department is the lead agency for fire suppression operations within the City.
- B. The Fire Chief, or designee, shall provide direction and control over Bainbridge Island Fire Department resources and coordination through the EOC, if appropriate.
- C. The coordination of resources and requests for assistance will normally be through the EOC to the City and/or County EOC.
- D. An Area Command Center (ACC) may be established for the coordination of field operations.
- E. The County EOC shall coordinate the distribution of incoming fire resources in major emergencies involving areas greater than a single area.
- F. Fire suppression is divided into two distinct response categories:
 - 1. Suburban/Urban and Rural Fires
 - a) Local fire protection districts and municipal fire departments have the primary responsibility for the suppression and control of fires within their respective fire protection jurisdictions. For those incidents requiring additional support, mutual aid agreements may be executed.
 - b) In 1992, the State Legislature directed the creation of the *State Fire Services Mobilization Plan* to deal with the growing problem of urban/wildland interface fires. This action also called for the establishment of the State Fire Defense Board, made up of representatives from nine fire defense regions throughout the State. As part of the South Puget Sound Region, Kitsap County has

developed a companion plan to the Regional and State documents that address situations exceeding mutual aid agreements.

- c) Fire suppression and control assistance may, in some instances, be provided on a limited basis by Federal agencies and the military by pre-established mutual aid agreements.
- d) If a suburban/urban fire threatens or is likely to become a fire of major magnitude, assistance may be available from the Federal government under an emergency declaration by the President. Requests for such assistance are handled through normal emergency management channels.

2. Forest Fires

- (a) The Washington State Department of Natural Resources (DNR) and all supporting agencies, per the Washington State Fire Services Mobilization Plan, take action on all wildfires, regardless of land ownership, which jeopardize DNR protected lands outside incorporated cities and towns and on adjacent U.S. Forest Service and Department of the Interior protected areas.
- (b) In those instances when a fire or fires threaten such destruction as would constitute a major disaster, Federal fire suppression assistance may be made available under Public Law 93-288, Section 417, as defined in the Washington State Comprehensive Emergency Management Plan.
- (c) A fire protection district may take immediate action on DNR (State) protected lands outside of its jurisdictional boundaries per established agreements and/or contracts.

- G. Fire agencies, in addition to having 24-hour operational capability, have two-way radio communication links between their respective mobile units and CENCOM.
- H. Fire units, with the use of their sirens and public address systems, are a valuable resource for disseminating warning and emergency information, and will do so when requested by the EOC unless otherwise involved.
- I. Fire Agencies may request activation, through Kitsap County Department of Emergency Management (DEM), of the Communications Van (COMVAN) or the KCSO Mobile Emergency Command Post. Both vehicles may be made available providing it is not committed to another incident site.
- J. Fire agencies may request activation of other local agency resources, such as search and rescue units or dive teams. These resources will be made available if not otherwise occupied. All non-traditional resource requests should be submitted

to DEM or the County EOC, if activated. Most resources are available through 911.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. All City Departments

a) Before the Event

- (1) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
- (2) Train personnel to the appropriate level for their required response. Specifically, all personnel will be NIMS compliant.
- (3) Participate in emergency response exercises, drills, and training.

b) During the Event

- (1) Designated representative(s) report to the EOC, when activated.
- (2) Alert personnel with emergency response functions.
- (3) Implement SOPs.
- (4) Provide resources and support, as requested and as resources allow.

c) After the Event

- (1) Support recovery efforts as identified in department SOPs.
- (2) Support appropriate local, State, and Federal agencies as conditions warrant and within the realm of City plans and procedures.
- (3) Provide situation and status reports, as requested.
- (4) Participate in debriefing and critiquing organized by the EMC or DEM.

2. Emergency Management Coordinator

- a) Provide initial coordination and notification of outside agencies providing operational support, if requested or appropriate.
- b) If warranted, activate the City EOC to support firefighting efforts.
- c) Assist with alert and warning of persons located in affected areas as outlined in ESF 2, Communications.
- d) Provide capabilities for coordinating City response, resources, and assets.

3. Police Department

Provide incident scene security, traffic control, and evacuation, if requested and as resources allow.

4. Public Works Department

- a) Provide regular maintenance to hydrants located in the City.
- b) Ensure adequate water pressure to hydrants located within the City, as resources allow.
- c) Ensure sufficient quantity of water is available for fire protection, as resources allow.
- d) Provide operational support with equipment, staff trained in the use of the equipment, traffic control, and control of utilities during an emergency or disaster.

A. Local

1. Bainbridge Island Fire Department

- a) Before the Event
 - (1) Develop, maintain, and review department SOPs for use during an emergency or disaster.
 - (2) Assess equipment and training needs.
 - (3) Establish procedures for coordinating all public information releases through City and/or County Public Information Officer(s).

- (4) Develop a list of resources, which includes apparatus, equipment, personnel, and supply sources.
 - (5) Make provisions for relocating fire operations in the event present facilities must be evacuated.
 - (6) Establish communication links with law enforcement agencies for coordination of warning and evacuation confirmation functions.
 - (7) Establish mutual aid agreements to maximize utilization of resources.
 - (8) Mitigate fire hazards through fire prevention programs.
- b) During the Event
- (1) Activate SOPs.
 - (2) Activate ACC.
 - (3) Provide a representative to the EOC to assist in the prioritization and coordination of county-wide fire resources if requested and appropriate.
 - (4) Notify key staff.
 - (5) Provide regular status reports and information regarding operational and resource needs to the EOC, if activated.
 - (6) Provide fire suppression and control, and immediate life-safety services within the City and support other fire protection agencies if signatory to a mutual aid agreement.
 - (7) Relocate fire apparatus as conditions warrant.
 - (8) Provide support for urban search and rescue operations as appropriate to the level of training and available equipment, if requested and as resources allow.
 - (9) Assist in warning the public of evacuations, traffic routing, and/or traffic control, if requested and as resources allow.
 - (10) Support evacuation efforts, if requested and as resources allow.

- (11) Provide the initial response for hazardous materials incidents. The response will be within the boundaries of the incident command structure and contingent upon the level of training and available equipment. (See ESF 10, Hazardous Materials for additional information)
- (12) Provide temporary power and emergency lighting at emergency scenes, if requested and as resources allow.
- (13) Participate in the implementation of the Kitsap County, Puget Sound Region, and the State Fire Services Mobilization Plan, if appropriate.

c) After the Event

- (1) Re-activate stations for normal operations.
- (2) Return apparatus and equipment to regularly assigned locations.
- (3) Assist the public in recovery operations, as resources allow.
- (4) Support other recovery efforts, if requested and as resources allow.
- (5) Provide critical payroll and other financial information to the appropriate agency, as appropriate.

2. American Red Cross

Coordinate the provision of basic human needs and shelters for persons who are displaced due to residences being uninhabitable due to fire damage.

3. Kitsap County Department of Emergency Management

a) Before the Event

- (1) Organize and coordinate the preparation of plans.
- (2) Develop and maintain a primary and alternate EOC to be used during an emergency or disaster.
- (3) Identify equipment resources.
- (4) Coordinate training to fire response personnel, if requested.

b) During the Event

- (1) Activate the EOC or alternate EOCs, if appropriate.
- (2) In coordination with the City, issue emergency warning(s) for persons located in affected areas.
- (3) Authorize the activation of the Emergency Alert System (EAS), if appropriate. (See ESF 2, Communications for additional information)
- (4) Serve as liaison between local jurisdictions and response agencies and the State for requesting resources when the capabilities of local response agencies are exceeded.
- (5) Request temporary air space restrictions through the Washington State Emergency Management Division (EMD), if appropriate.
- (6) Coordinate training to fire response personnel, if requested.
- (7) Provide capabilities for coordinating response, resources, and assets.

c) After the Event

Update plans and procedures based on critiques and lessons learned during the event.

4. Kitsap County Fire Marshal

Conduct fire investigations in support of, or independent of, fire districts and/or departments.

C. State

1. Department of Natural Resources

- a) Coordinate all fire suppression efforts and provide resources to control wildland fires in the State on DNR protected lands. May provide resources for non-DNR protected lands, if available, at a reasonable cost.
- b) Assess damage as a member of the Federal Agency Support Team (FAST).

- c) Provide for overhead resources when the event is a wildland or wildland interface fire, as requested.

2. Emergency Management Division

Coordinate assistance to local government for fire activities and mobilization resources in accordance with the provisions of the Washington State Fire Services Resource Mobilization Procedures.

D. Federal

Limited fire suppression and control assistance is available from Federal agencies and the military by pre-established agreement.

1. Department of Agriculture, US Forest Service

- a) Act as the Principal Advisor to the FEMA Regional Director to assist in the administration of the terms of the Federal/State Agreement for Fire Suppression.
- b) Provide protection in National Forests and assist in control of fires that threaten to spread from nearby lands into National Forests.

2. Federal Emergency Management Agency

- a) Administer fire suppression assistance to the State pursuant to PL 93-288 of the Disaster Relief Act of 1974, Section 417, when a fire destruction threat would constitute a major disaster.
- b) Provide training for fire suppression and hazardous materials control to local fire jurisdictions through the National Fire Academy in Emmitsburg, Maryland.

VI. REFERENCES

- A. *Bainbridge Island Fire Department – Standard Operating Guidelines*
- B. *City of Bainbridge Island Emergency Operations Plan*
- C. *Kitsap County Comprehensive Emergency Management Plan*
- D. *Kitsap County Emergency Operations Plan*
- E. *Kitsap County Fire Resource Plan*
- F. *South Puget Sound Region Fire Defense Mobilization Plan*

- G. *RCW 39.34, Interlocal Cooperation Act*
- H. *RCW 43.43, Washington State Patrol - State Fire Services Mobilization Plan*
- I. *Washington State Comprehensive Emergency Management Plan*
- J. *Washington State Department of Health – Sizing Guidelines for Water Systems*
- K. *Public Law 93.288, Disaster Relief Act of 1974, as amended by Public Law 100-707, the Robert T. Stafford Disaster Relief and Emergency Assistance Act*
- L. *National Response Framework*
- M. *Interstate Mutual Aid Compact*

VI. ATTACHMENTS

None

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EMERGENCY SUPPORT FUNCTION 5 EMERGENCY MANAGEMENT

LEAD: City: Executive Department

SUPPORT: City: All City Departments

Local: Kitsap County Department of Emergency Management
Bainbridge Island Fire Department

I. INTRODUCTION

A. Purpose

1. To collect, process, analyze, disseminate, and use information about a potential or actual emergency or disaster situation
2. Operation of the City Emergency Operations Center in response to city emergencies
3. Manage the City Emergency Operations Center and personnel in accordance with the National Incident Management System (NIMS)

B. Scope

This Emergency Support Function (ESF) sets forth the coordination of incident management and response efforts during a city emergency. It defines the documentation and systems responsible for the coordination of human and capital resources of the city. Additionally, it defines the system used to support EOC operations for effective response. This ESF will be implemented in concert with ESF 2, Communication, and ESF 23, Damage Assessment.

II. POLICIES

It is the policy of the City of Bainbridge Island (City) to activate the Emergency Operation Center (EOC) dependent on the size and complexity of a city emergency. The EOC will be used to disseminate current and accurate information and request the same from outside agencies and volunteer organizations during times of EOC activations. The EOC will support the incident commander in the field, providing resources and other support to save lives, stabilize the event, and preserve the economy and environment of the City. The analysis of this information and planning for anticipated resources will occur in support of emergency or disaster response and recovery activities.

III. PLANNING ASSUMPTIONS

- A. To identify urgent response requirements during a disaster, or the threat of one, and to plan for continuing response, recovery and mitigation activities, there will

be an immediate and continuing need to collect, process, and disseminate situational information.

- B. Information will be provided by field personnel, responders, volunteers, the public, the media, and others.
- C. Information collection may be hampered due to many factors including: damage to the communication systems, communications system overload, damage to the transportation infrastructure, effects of weather, smoke, and other environmental factors.
- D. Urgent response requirements during an emergency or disaster, or the threat of one, and the plan for continued response and recovery activities, necessitates the immediate and continuing collection, processing, and dissemination of situational information.
- E. Information, particularly initial information, may be ambiguous, conflict with information from other sources or with previous information from the same source, or be limited in detail.

IV. CONCEPT OF OPERATIONS

- A. Whenever any part of the City is threatened by a hazard that could lead to an emergency or disaster, or when an emergency or disaster situation exists, the EOC will be activated at the appropriate level to assess the situation.
 - 1. The Planning Section will:
 - a) Collect, record, and disseminate information to the appropriate staff and facilitate the dissemination of information to appropriate field personnel and responders.
 - b) Display and analyze information for future response and recovery needs.
 - 2. The Operations Section will:

Display and analyze information for immediate response needs.
- B. Information analysis will include, as appropriate:
 - 1. Assessment and display of the hazard's impact, including the boundaries of the affected area and the distribution, type, and magnitude of damage.
 - 2. Maintaining a current status of emergency response activities, resource needs, and requests, and the status of critical facilities.

3. Establishing priorities in the event of a scarcity of resources.
 4. Consolidation of information into logs and reports to keep others informed and to document relevant activities.
- C. Planning will include, as appropriate:
1. Using the analyzed information to identify trends and determine courses of action for responding to a hazard or its effects. Planning will focus on response strategies and resource requirements beyond those needed for immediate response, attempting to anticipate future actions and needs. The planning horizon may be the next hour, 24 hours, or weeks, depending on the scenario and situation.
 2. Planning information will be shared with Kitsap County Department of Emergency Management (DEM) and other EOC functional positions and incorporated in appropriate displays.
 3. The planning staff, in coordination with the operations staff, will recommend courses of action for immediate and future activity, including the need for specific resources identified as part of the planning process.
 4. Once a planning cycle has ended, the planning staff will immediately commence planning for the next cycle.
- D. Whenever information is lacking, contains insufficient detail, is ambiguous, or is conflicting, recommendations or decisions will be made on the best analysis possible under the circumstances using the combined talents of the staff then assembled.
- E. Analysis and planning will continue until the EOC is deactivated. The analysis and planning functions may be transferred to individual City departments following deactivation.

V. RESPONSIBILITIES

- A. City of Bainbridge Island
1. All City Departments

Report observed damage information to the EOC in accordance with ESF 23, Damage Assessment and continue to provide disaster-related information to the EOC as it becomes known.
 2. Department of Planning & Community Development

Lead department for coordinating information management flow, recording, dissemination, display, analysis, use, and reporting.

3. Executive Department -Information Technology

Provide telecommunications (telephones, faxes, cellular phones, radios) and computer support to the EOC and other City departments.

4. Emergency Management Coordinator

- a) Develop EOC procedures for coordinating information management, including flow, recording, dissemination, display, analysis, use, and reporting.
- b) Develop EOC procedures for information analysis and planning.
- c) Maintain the EOC in a configuration to support the analysis and planning function.
- d) Include analysis and planning as part of the citywide emergency management training program.
- e) Develop policies and procedures to assist the EOC with obtaining appropriately trained personnel to support EOC functions.

5. Finance & Administrative Services - Human Resources

Develop policies and procedures to assist the EOC with obtaining appropriately trained personnel to support EOC functions.

6. Public Works Department – Engineering

- a) Provide mapping and plotting services.
- b) Assist the Planning and Community Development Department with coordinating information management flow, recording, dissemination, display, analysis, use, and reporting.

B. Local

1. Kitsap County Department of Emergency Management

- a) Assist with information analysis and planning, as requested and as resources allow.

- b) Assist in developing plans and procedures for the City's EOC.
- c) Include the City's EOC in the Training and Exercise program for Kitsap County DEM.

2. Bainbridge Island Fire Department

Provide a facility for the City's EOC. Maintain the facility to support EOC operations.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Plan*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Emergency Operations Plan*
- D. *Washington State Comprehensive Emergency Management Plan*
- E. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 6 SHELTERING AND MASS CARE

LEAD:	Local:	American Red Cross
SUPPORT:	City:	Police Department Public Works Department
	Local	Kitsap County Department of Emergency Management Kitsap Mental Health Services Salvation Army Bainbridge Island Metropolitan Park & Recreation District

I. INTRODUCTION

A. Purpose

To coordinate the provision of mass care, shelter, and individual assistance for residents impacted by an emergency or disaster who are unable to care for themselves.

B. Scope

This Emergency Support Function (ESF) addresses the sheltering needs in the City of Bainbridge Island (City) during a major emergency or disaster and the coordination of the opening of shelters through the Emergency Operations Center (EOC) in coordination with Kitsap County Department of Emergency Management (DEM) and the American Red Cross (ARC).

II. POLICIES

American Red Cross Disaster Plan

III. PLANNING ASSUMPTIONS

- A. Mass care requirements during an emergency or disaster may overwhelm social service agencies.
- B. The opening of American Red Cross (ARC) shelters in the City will be coordinated through DEM or the County EOC.

- C. The Emergency Management Coordinator (EMC), in cooperation with DEM, shall coordinate City resources and services necessary for disaster relief in the Bainbridge Island community.

IV. CONCEPT OF OPERATIONS

- A. Mass care provides for the immediate survival needs of victims through group services and facilities.
- B. Mass care will normally be carried out during and immediately after an emergency or disaster, until individual services can be provided. Mass care services are usually provided for less than a week, coordinated, and managed by the ARC, in cooperation with local government.
- C. The impacts of a disaster may necessitate the provision of emergency food, water, shelter, clothing, childcare, health, and mental-health care for disaster victims, as well as crisis support and training for City staff and volunteers.
- D. DEM will coordinate the delivery of the appropriate services with the ARC, Salvation Army, Washington Volunteer Organizations Active in Disasters (WAVOAD), and local church and service groups.
- E. Mass care includes such basic human needs as emergency medical care, emergency shelter, and emergency provisions of food, water, and medicine.
- F. The EOC shall coordinate with the ARC through the County EOC to identify safe areas of the City, inspect potential facilities for building safety, identify safe routes of travel, determine the appropriate number and location of shelters, duration of use, etc.
- G. The City, DEM, and ARC will share and coordinate all lists of victims and disaster assistance inquiries, and act together as one voice for public press releases.
- H. Public information regarding shelter availability and locations shall be coordinated through the City's designated Public Information Officer (PIO) and other PIOs using the County EOC Joint Information Center, if appropriate.
- I. The range of services needed by disaster victims will depend on the emergency, and could include temporary housing, furniture, building and repair supplies, and occupational and mental health services.
- J. Individual assistance to disaster victims will be provided primarily by insurance companies, local human service organizations, and various City, County, and State government agencies.

- K. In the event of a Presidential Disaster Declaration, additional assistance may become available to eligible individuals. This may include low-interest loans, housing grants, food stamps, disaster counseling, and unemployment benefits.
- L. Individuals or families arriving at shelters or mass care facilities in recreational vehicles may use their vehicle, supplemented by shelter resources, or utilize the shelters provided. Facilities are generally selected with adequate parking areas.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. City Administration – City Manager

- a) Serve or appoint a representative to serve as the Public Information Officer and coordinate the dissemination of public information concerning mass care and individual assistance with DEM or the County EOC.
- b) Develop plans for and coordinate the utilization of City facilities for use as reception centers, staging areas, or shelters with the EMC, in coordination with DEM.

2. Police Department

- a) Establish security and crime prevention at the shelters located within the City.
- b) Provide crowd and traffic control at public shelters located within the City, if requested and as resources allow.
- c) In coordination with the Public Works Department, assist in identifying safe routes to shelters.

3. Public Works Department

- a) Engineering
Provide building safety inspections of shelters, if requested and as resources allow.
- b) Operations & Maintenance
 - (1) Assist in crowd-control operations with temporary traffic control measures and barricades.

- (2) Make vehicles available to transport donated mass care supplies to shelters, feeding or service center sites when requested.
- (3) In coordination with the Police Department, identify safe routes to shelters.

c) Utility Operations

- (1) Coordinate disposal of solid waste from shelters.
- (2) Ensure the availability of water to shelters.

B. Local

1. American Red Cross

- a) The Act of Congress constituting the ARC Charter requires the ARC to undertake relief activities for the purpose of mitigating suffering caused by a disaster and obligates the ARC to develop and carry out measures to prevent suffering.
- b) Act as the lead agency for emergency shelter operations and mass care facilities.
- c) Provide disaster victims with food, clothing, shelter, first aid, and supplementary medical or nursing care and meet other urgent needs, if requested and as resources allow.
- d) The opening of shelters or aid stations is a function of the ARC. Upon request for, or in coordination with DEM, the ARC will open, staff, and fund its shelters or aid stations. The location of the shelters or feeding stations to be opened will depend on the affected area, accessibility, security, and staff and supply considerations.
- e) Assess equipment and training needs.
- f) Maintain and update shelter agreements.

2. Kitsap County Department of Emergency Management

- a) Coordinate the activities of local agencies charged in local plans for the provision of emergency mass care shelters. Stand up ESF 6 at the County EOC to coordinate county-wide mass care resources.

- b) Inform the ARC of the need for shelters and/or feeding stations, areas to be evacuated, and when possible, the approximate number of evacuees.
 - c) Coordinate and maintain liaison with private providers of mass care resources and services.
 - d) Coordinate with the EOC for mass care resources and facility support and mutual aid.
- 3. Kitsap Mental Health Services

In coordination with DEM, respond to the humanitarian and personal needs of disaster victims by referring them to appropriate agencies, organizations, or individuals.
- 4. Salvation Army

Assist the ARC, as requested by the EMC and as resources allow.
- 5. Bainbridge Island Metropolitan Park & Recreation District

Develop plans for and coordinate the utilization of Park District facilities and park sites for use as reception centers, staging areas, or shelters with the EMC, in coordination with DEM.

VI. REFERENCES

- A. *American Red Cross Disaster Plan*
- B. *City of Bainbridge Island Emergency Operations Plan*
- C. *Kitsap County Comprehensive Emergency Management Plan*
- D. *Kitsap County Emergency Operations Plan*
- E. *Washington State Comprehensive Emergency Management Plan*
- F. *National Response Framework*

VII. ATTACHMENTS

None

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EMERGENCY SUPPORT FUNCTION 7 RESOURCE MANAGEMENT

LEAD: City: Department of Planning and Community Development
Finance & Administrative Services Department - Human Resources

SUPPORT: City: City Council
City Manager
All City Departments
Emergency Management Coordinator

Local: Kitsap County Department of Emergency Management
Support Agencies

I. INTRODUCTION

A. Purpose

To provide for the best coordination of resources in order to effectively respond to an emergency.

B. Scope

This Emergency Support Function (ESF) involves coordinating the provision of resources to the City of Bainbridge Island (City) departments during the immediate response to an emergency or disaster and to subsequent response and recovery operations. Coordination includes the effort and activity necessary to evaluate, locate, procure, and provide facilities, material, services, and personnel.

II. POLICIES

A. In accordance with Section 7 of Article VIII of the Washington State Constitution, “no county, city, town, or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company, or corporation, except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.”

B. In accordance with RCW 38.52.070 (2), “each political subdivision, in which any disaster as described in RCW 38.52.020 occurs, shall have the power to enter into contracts and incur obligations necessary to combat such disaster, protecting the health and safety of persons and property, and providing emergency assistance to the victims of such disaster. Each political subdivision is authorized to exercise the powers vested under this section in the light of the exigencies of an extreme

emergency situation without regard to time-consuming procedures and formalities prescribed by law (excepting mandatory constitutional requirements), including, but not limited to, budget law limitations, requirements of competitive bidding and publication of notices, provisions pertaining to the performance of public work, entering into contracts, the incurring of obligations, the employment of temporary workers, the rental of equipment, the purchase of supplies and materials, the levying of taxes, and the appropriation and expenditures of public funds.”

- C. In accordance with RCW 38.52.110 (1), in responding to a disaster, “the governor and the executive heads of the political subdivisions of the State are directed to utilize the services, equipment, supplies, and facilities of existing departments, offices, and agencies of the State, political subdivisions, and all other municipal corporations thereof including but not limited to districts and quasi municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities to the governor and to the emergency management organizations of the State upon request notwithstanding any other provision of law.”
- D. In accordance with RCW 38.52.110 (2), “the chief executive of counties, cities and towns and the emergency management directors of local political subdivisions appointed in accordance with this chapter, in the event of a disaster, after proclamation by the governor of the existence of such disaster, shall 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 this chapter and Federal and State emergency management regulations for registered emergency workers.”

III. PLANNING ASSUMPTIONS

- A. The City will not have all of the resources, either in type or quantity that may be required to combat the effects of all potential emergencies or disasters.
- B. The Emergency Management Coordinator (EMC) has designated the Planning and Community Development Department to be responsible for inventories, utilization and conservation of resources necessary to respond to and recover from an emergency or disaster, and for the procurement of equipment, materials, supplies, contractual services, and equipment maintenance.
- C. The EMC has designated the Finance & Administrative Services Department to be responsible for all human resource management activities.

- D. Weather conditions, damage to transportation routes, or other factors may restrict access to a disaster site or to a storage area and hence affect the availability and distribution of resources.
- E. The Emergency Operations Center (EOC) will have available or immediate access to, resources and vendor lists for the most commonly used or anticipated resources used during an emergency or disaster.

IV. CONCEPT OF OPERATIONS

- A. During an emergency or disaster, or the threat of one, the EOC may be activated to coordinate the response of City departments and to support City departments with evaluation, planning, information, and resource management.
- B. During urgent preparedness or response activities, resources will only be provided upon the request of recognized field command personnel, such as an Incident Commander, or upon the direction of the EMC.
- C. The EOC will be activated on a case-by-case basis to support the resource needs of the restoration and recovery effort. As resource needs diminish, staff may provide coordination services without EOC activation.
- D. During restoration and recovery activities, resource requests are to be made to the EMC through the EOC.
- E. To the maximum extent possible, the continued operation of a free market economy using existing distribution systems will be utilized.
- F. Mandatory controls on the allocation, utilization, or conservation of resources can be used when necessary for the continued protection of public health, safety, and welfare. Whenever possible, voluntary controls are preferred.
- G. Pre-existing inventories of the community's resources and procedures regarding their use contribute significantly to the successful and efficient response to and recovery from major emergencies or disasters.
- H. Close coordination will be maintained with Federal, State, and County officials, and other volunteer organizations. The priority of tasks will be determined by the EMC.
- I. The resources of the City will be used to the extent practicable and in accordance with the provisions of RCW 38.52.110 (1). City departments will retain sufficient quantities of applicable resources in reserve to meet City needs, as appropriate. Should City resources be insufficient, additional resources may be procured or requested through the following, listed in priority order:
 - 1. Mutual Aid and Interlocal Agreements.

2. Private sector purchase.
 3. Kitsap County Department of Emergency Management Resource Request.
 4. If the Governor has proclaimed the existence of a disaster, private sector resources in accordance with the provisions of RCW 38.52.110, Use of Existing Services and Facilities – Impressments of Citizenry.
- J. Ensuring adequate staff to respond during an emergency or disaster is essential.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. City Council

Issue the Proclamation of a Local Emergency, when appropriate.
2. City Manager
 - a) Serve or appoint a representative to serve as the Public Information Officer.
 - b) Coordinate information with the EMC and communicate appropriately with the public and media.
3. All City Departments
 - a) Inventory personnel, major equipment, supplies, and provide a listing to the EOC prior to and during an emergency or disaster.
 - b) Coordinate resource use under emergency conditions through the EOC.
4. Department of Planning and Community Development
 - a) Before an Event
 - (1) Prepare and update listing of all city-owned resources.
 - (2) Develop Standard Operating Procedures (SOPs) for resource management.
 - (3) Develop and maintain policies and procedures to acquire equipment, materials, supplies, contractual services, and equipment maintenance during an emergency or disaster.

b) During an Event

- (1) Implement Standard Operating Procedures (SOPs).
- (2) Assess impact of emergency on available resources and identify repair, maintenance, and replenishment needs.
- (3) Coordinate the allocation, utilization, and/or conservation of resources.
- (4) Identify resource distribution and storage areas.
- (5) Ensure local resources are exhausted, or about to be, prior to requesting the EMC request additional resources from the County EOC. Resources held in reserve to meet constituent needs are to be considered utilized.
- (6) Provide food and beverages for EOC staff and all City emergency personnel.
- (7) Provide for the registration of emergency workers in the field, as appropriate.

5. Emergency Management Coordinator

- a) Responsible for coordination of City resources through use of the EOC or other coordination point during an emergency or disaster.
- b) Responsible for ensuring that City resources are inventoried and that the inventory list is updated on an annual basis.
- c) Responsible for coordinating request for out-of-area resources to DEM or the County EOC.

6. Finance & Administrative Services

- a) Establish all necessary special accounts for the receipt of donations and cost reimbursements filed under local, State, and Federal law.
- b) Assist in identifying sources of disaster funds if departmental budgets are exceeded.
- c) Ensure disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.

- d) Establish “Emergency Purchasing Agreements” with local businesses for use during emergency or disaster operations.

7. Executive Department

- a) Develop plans for managing influx of goods and services donated to support EOC activities and assist victims of the emergency or disaster.
- b) Develop plans for employee notification during an emergency or disaster.
- c) Develop procedures and coordinate the registration of temporary emergency workers and volunteers on behalf of the City, in coordination with DEM.
- d) Ensure there are adequate personnel to carry out support activities, including personnel for staffing additional EOC shifts and other sections.
- e) Provide telecommunications (telephones, faxes, cellular phones, radios) and computer support to the EOC and other City departments.
- f) Manage the compensation for injury and claims process arising from the emergency or disaster

8. Police Department

- a) In coordination with the Public Works Department, identify passable routes for transport of goods and people.
- b) Provide security and mobile radio communication at distribution centers, if requested and as resources allow.
- c) Provide security personnel to be posted at the entrance(s) to the EOC to control access and log in and out all personnel who enter and exit the EOC.

9. Public Works Department

- a) In coordination with the Police Department, identify passable routes for transport of goods and people.
- b) Assist in the transport of people and goods, if requested and as resources allow.

- c) Procure equipment, materials, supplies, contractual services, and equipment maintenance, and negotiate lease for grounds, offices, or space required by the City, as directed by the EMC.
 - d) Coordinate for fuel-dispensing services for emergency equipment and vehicles.
- B. Local
 - 1. Kitsap County Department of Emergency Management
 - a) Maintain liaison with support agencies, the business community, volunteer organizations, and the Washington State Emergency Management Division (EMD).
 - b) Train and exercise applicable City EOC staff in resource management activities.
 - c) Develop and maintain a communications process for rapid contact of key City EOC staff and support agency personnel.
 - d) Develop a procedure for field personnel to register emergency workers at a disaster site.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Plan*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Disaster Recovery Plan*
- D. *Kitsap County Emergency Operations Plan*
- E. *RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures*
- F. *RCW 38.52.110, Use of Existing Services and Facilities – Impressments of Citizenry*
- G. *Washington State Comprehensive Emergency Management Plan*
- H. *Section 7 of Article VIII of Washington State Constitution*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 8 PUBLIC HEALTH AND MEDICAL SERVICES

LEAD:	Local:	Bainbridge Island Fire Department
	Local:	Kitsap County Coroner's Office Kitsap Public Health District
SUPPORT:	City:	City Administration – City Manager Emergency Management Coordinator Police Department Public Works Department
	Local:	Kitsap County Department of Emergency Management
	State:	Department of Agriculture Department of Health Department of Health and Human Services Emergency Management Division
	Federal:	Federal Bureau of Investigation Federal Emergency Management Agency Military

I. INTRODUCTION

A. Purpose

1. To coordinate the organization and mobilization of health, medical, and mortuary services in the City of Bainbridge Island (City) during an emergency or disaster using the National Incident Management System (NIMS).
2. To provide a format for the City to manage a health, medical, or mortuary services emergency in partnership with the Kitsap County Coroner's Office, and/or the Kitsap Public Health District by establishing Incident or Unified Command depending on the type, severity, and needs of the specific incident.
3. To identify the City's, Kitsap County Coroner Office's, and the Kitsap Public Health District's response activities relating to an incident involving health, medical, or mortuary services within the City.

B. Scope

This Emergency Support Function (ESF) addresses the identification and coordination of the City's health, medical, and mortuary needs during an emergency or disaster. This assistance includes the following:

- Assessment of medical and health needs
- Health surveillance and communicable disease response
- Medical care personnel
- Medical and health equipment and supplies
- Patient evacuation
- In-hospital care
- Mental health
- Public health information
- Vector control (rats, pests, etc.)
- Potable water and wastewater and sanitation
- Solid waste disposal
- Mortuary services and victim identification
- Hazardous materials (spills & releases)

II. POLICIES

- A. The City will assist the Kitsap Public Health District and the Kitsap County Coroner's Office regarding health, medical, and mortuary services in the City.
- B. Bainbridge Island Fire Department first responders, emergency medical technicians (EMTs) and paramedics who provide emergency medical services (EMS) in Kitsap County operate under the *Kitsap County Emergency Medical Services Patient Care Protocols*.
- C. The Kitsap Public Health District provides guidance to the City, County, other agencies, and individuals on basic public health principles involving safe drinking water, food sanitation, personal hygiene, and proper disposal of human waste, garbage, infectious or hazardous waste, and communicable diseases.
- D. The Kitsap Public Health Officer, or designee, may implement quarantine policies and/or a health order when required due to incidents of mass communicable disease exposure, or contamination of food, water, and environmental resources.
- E. Kitsap Mental Health Services, after meeting its responsibilities to clients, may permit, to the extent of its ability and upon request by the American Red Cross (ARC), the use of its physical facilities by the ARC and in conjunction with Kitsap Mental Health Services staff, as a mass care shelter for the "special needs" victims of a major disaster.

- F. Representatives from the Kitsap Public Health District, EMS responders, and the Kitsap County Coroner's Office will coordinate medical, health, and mortuary resources at the City or County Emergency Operations Center (EOC) during an emergency or disaster.
- G. Unified Command will be used in all incidents relating to health, medical, and mortuary services that are criminal in nature or that require a police investigation be conducted.

III. PLANNING ASSUMPTIONS

- A. A significant natural or technological disaster or terrorist event could overwhelm local medical facilities and services requiring emergency coordination of casualties.
- B. Kitsap County hospitals, clinics, nursing homes, pharmacies, and other medical and health care facilities may suffer severe structural damage, be destroyed, or be rendered unusable.
- C. A major emergency or disaster could pose public health threats to food, water, and personal health.
- D. Damaged manufacturing facilities, waste processing and disposal facilities, sewer lines, and water distribution systems and secondary hazards such as fires could result in toxic environmental and public health hazards to the surviving population and response personnel.
- E. The damage and destruction of a catastrophic disaster will produce urgent needs for mental health crisis counseling for disaster victims and response personnel.
- F. Disruption of sanitation services and facilities, loss of power, and massing of people in shelters may increase the potential for disease and injury.

IV. CONCEPT OF OPERATIONS

A. Public Health

Kitsap Public Health District

- 1. Provide or coordinate health and environmental health services and activities within the City, including:
 - a) Identification of health hazards.

- b) Implementation of disease control measures, including examination, testing, treatment, vaccination, isolation, or quarantine, when appropriate.
 - c) Coordinate with Department of Ecology to access the public health risk from a hazardous materials spill.
- 2. Report to the elected officials and the public regarding health conditions, warnings, and public information through the City and County EOCs.
- 3. Provide limited medical support and sanitation services (identifying health hazards and making recommendations) to mass care facilities when activated.
- 4. Provide the medical support and mechanism for distribution of prophylaxes to the public and emergency personnel, if warranted by threat of disease.
- 5. Provide oversight of potable water supplies. City residents obtain their drinking water from either individual water sources, the City's public water supply or other public or private water systems.

B. Emergency Medical Services

- 1. The primary objective of EMS in an emergency or disaster is to ensure that basic and advanced life support systems are organized and coordinated to provide prompt, adequate, and continuous emergency care to disaster victims. These will include, but are not limited to:
 - a) Identification and coordination of medical resources.
 - b) Identification of potential sites and support staff for temporary emergency clinics.
 - c) Emergency care at shelters and congregate care facilities.
 - d) Coordination of medical transportation resources.
- 2. Local Mass Casualty Incident Plans will detail operational concepts and responsibilities to assure that EMS existing in the area will be capable of providing mass casualty emergency medical services during an emergency or disaster.
- 3. The provision of basic and advanced life support services shall be provided by the Bainbridge Island Fire Department. Mutual aid between and among EMS providers shall be utilized to make maximum efficient

use of existing local, regional, or inter-regional assets, resources and services. Response requirements may exceed the capabilities of the local EMS system and can be augmented by services and assets provided under mutual aid if available.

4. Hospitals and other medical providers and facilities will respond according to their established emergency response plans.

C. Mortuary Services

1. The Kitsap County Coroner has jurisdiction over bodies of all deceased (RCW 68.50.010). (Procedures may vary if an incident falls under the jurisdiction of the FAA, State, or the military.)
2. The Kitsap County Coroner's Office, in coordination with DEM, will coordinate support of local mortuary services, as needed. The local funeral directors may assist in emergency mortuary services, if requested and at the discretion of the Kitsap County Coroner.
3. If local resources for mortuary services are exceeded, the State and/or Federal government may provide supplemental assistance. The Coroner may make a request for such assistance to DEM or to the Washington State Department of Health through the County EOC.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. Before the Event
 - a) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
 - b) Train personnel to the appropriate level for their required response.
 - c) Participate in emergency response exercises, drills, and training.
2. During the Event
 - a) Designated representative(s) report to the EOC, if activated.
 - b) Alert personnel with emergency response functions.
 - c) Implement SOPs.
 - d) Provide resources and support, if requested and as resources allow.

3. After the Event

- a) Support recovery efforts as identified in department SOPs.
- b) Support appropriate local, State, and Federal agencies, as conditions warrant and within the realm of City plans and procedures.
- c) Provide situation and status reports, as requested.
- d) Participate in debriefing and critiquing organized by the EMC or DEM.

B. Public Health Services

1. City of Bainbridge Island

- a) City Administration – City Manager

Serve or appoint a representative to serve as the Public Information Officer and coordinate all public information and instructions and media relations as defined in ESF 2, Communications and Warning.

- b) Emergency Management Coordinator

- (1) Activate the EOC and establish Incident or Unified Command, as appropriate.
- (2) Serve as liaison and coordinate response and recovery efforts between City departments, outside agencies, and the County EOC, if appropriate.

2. Local

- a) Kitsap County Department of Emergency Management

Provide overall coordination of resources to support public health activities and function as the liaison between local agencies and Washington State Emergency Management Division (EMD).

- b) Kitsap County Health District

- (1) Organize and mobilize public health services during an emergency or disaster.

- (2) Identify and coordinate activation of additional health professionals, when appropriate.

3. State

Emergency Management Division

Coordinate requested supplemental emergency medical and logistics support as requested by the Kitsap County EOC.

4. Federal

a) Department of Agriculture

Under guidelines of the Food and Drug Administration, work with State and local governments in establishing public health controls for the proper disposal of contaminated food and drugs.

b) Department of Health and Human Services

Has the prime responsibility for Federal activities associated with health hazards resulting from emergencies?

- 1) Assist State and local communities in taking protective and remedial measures for ensuring sanitary food and potable water supplies, adequate sanitary systems, rodent, insect and pest control, care of the sick and injured, and control of communicable diseases.

- 2) Assign professional and technical personnel to augment State and local forces.

c) Federal Emergency Management Agency

When local, State, and volunteer agencies' capabilities to provide public health services are exceeded, FEMA may assign Federal agencies under mission assignment to supplement State and local public health efforts.

C. Emergency Medical Services

1. City of Bainbridge Island

a) City Administration – City Manager

Serve or appoint a representative to serve as the Public Information Officer and coordinate all public information and instructions and media relations as defined in ESF 2, Communications.

b) Emergency Management Coordinator

- (1) Activate the EOC and establish Incident or Unified Command, as appropriate.
- (2) Serve as liaison and coordinate response and recovery efforts between City departments, outside agencies, and the County EOC, if appropriate.

c) Police Department

- (1) Provide crowd and traffic control, law enforcement operations, and crime scene investigations, if requested and as resources allow.
- (2) Coordinate additional security support for local hospitals and clinics, if requested and as resources allow.
- (3) Coordinate quarantine enforcement with the Kitsap County Health District, if requested and as resources allow.
- (4) Assist in the contacting and transporting of critical hospital personnel, if requested and as resources allow.

2. Local

a) Kitsap County Department of Emergency Management

Provide logistical and other support to EMS providers upon request from the Incident Commander or the EOC EMS Representative.

b) Bainbridge Island Fire Department

- (1) Coordinate all aspects of medical care and transportation of patients at a specific scene, including but not limited to

triage, treatment, transportation, and set-up of an initial morgue area.

- (2) Provide incident status and operational needs to the EOC at regular intervals.

3. State

Emergency Management Division

Coordinate requested supplemental emergency medical and logistics support, as requested by the County EOC.

4. Federal

Federal Emergency Management Agency

When local, State, and volunteer agencies' capabilities to provide mass care or essential needs are exceeded, FEMA may assign Federal agencies under mission assignment to supplement State and local emergency medical efforts.

- D. Mortuary Services

1. City of Bainbridge Island

- a) City Administration – City Manager

Serve or appoint a representative to serve as the Public Information Officer and coordinate all public information and instructions and media relations as defined in ESF 2, Communications.

- b) Emergency Management Coordinator

- (1) Activate the EOC and establish Incident or Unified Command, as appropriate.

- (2) Serve as liaison and coordinate response and recovery efforts between City departments, outside agencies, and the County EOC, if appropriate.

- c) Police Department

Provide assistance to the Kitsap County Coroner, including but not limited to security for field morgue operations and facilities, and

perimeter control at incident scenes, if requested and as resources allow.

d) Public Works Department

- (1) Assist with establishing temporary morgue facilities, if requested and as resources allow.
- (2) Conduct safety evaluation of buildings to be used for mortuary services, if requested and as resources allow.

2. Local

a) Kitsap County Coroner's Office

- (1) Assume overall responsibility for emergency mortuary services, including but not limited to selection of suitable facilities for emergency morgues and ensuring qualified personnel are assigned to operate them.
- (2) Keep all necessary records and furnish the EMC with a periodically updated status report and casualty list.
- (3) Provide a representative to the County EOC, if requested and as resources allow.

b) Kitsap County Department of Emergency Management

Coordinate local support for mortuary services and function as the liaison between local agencies and EMD.

3. State

a) Department of Health

Provide for the recording and preservation of death certificates.

b) Emergency Management Division

In conjunction with the Department of Health, coordinate supplemental assistance to support local mortuary services.

4. Federal

a) Federal Bureau of Investigation

Assist in victim identification services, if requested.

b) Federal Emergency Management Agency

Coordinate Federal assistance to supplement local emergency mortuary services.

c) Military

Provide manpower, equipment, and facilities to support emergency mortuary services.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Plan*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Coroner's Emergency Operations Plan*
- D. *Kitsap County Emergency Operations Plan*
- E. *Kitsap County Fire Chiefs Association's Mass Casualty Incident Plan*
- F. *Kitsap County Health District Emergency Response Plan*
- G. *RCW 68.50.010, Coroner's Jurisdiction over Remains*
- H. *Washington State Comprehensive Emergency Management Plan*
- I. *National Response Framework*

VII. ATTACHMENTS

None

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EMERGENCY SUPPORT FUNCTION 9 SEARCH AND RESCUE

LEAD:	City:	Police Department
SUPPORT:	City:	Public Works Department
	Local:	Bainbridge Island Fire Department
	County:	Kitsap County Department of Emergency Management Kitsap County Sheriff's Office Search and Rescue Units
	State:	Department of Transportation – Division of Aeronautics Emergency Management Division
	Federal:	Federal Emergency Management Agency United States Air Force - Rescue Coordination Center United States Coast Guard

I. INTRODUCTION

A. Purpose

To provide for the effective utilization of search and rescue (SAR) resources and provide for the control and coordination of various types of SAR operations involving persons in distress.

B. Scope

This Emergency Support Function (ESF) addresses wilderness, suburban/urban, and structural SAR operations, and includes search and rescues on the ground, in the air, or in the water.

II. POLICIES

A. "Search and rescue means the acts of searching for, rescuing, or recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological, or human caused disaster, including instances involving searches for downed aircraft when ground personnel are used. Nothing in this section shall affect appropriate activity by the department of transportation under Chapter 47.68 RCW." (RCW 38.52.010)

B. "The chief law enforcement officer of each political subdivision shall be responsible for local search and rescue activities. Operation of search and rescue activities shall be in accordance with State and local operations plans adopted by

the elected governing body of each local political subdivision. These State and local plans must specify the use of the incident command system for multiagency/multi-jurisdiction search and rescue operations. The local emergency management director shall notify the department of all search and rescue missions. The local director of emergency management shall work in a coordinating capacity directly supporting all search and rescue activities in that political subdivision and in registering emergency search and rescue workers for employee status. The chief law enforcement officer of each political subdivision may restrict access to a specific search and rescue area to personnel authorized by him. Access shall be restricted only for the period of time necessary to accomplish the search and rescue mission. No unauthorized person shall interfere with a search and rescue mission.” (RCW 38.52.400)

- C. The Police Chief is responsible for SAR operations in the City of Bainbridge Island (City).
- D. Pursuant to Interlocal Agreement for Emergency Management Services, KC-496-13, Kitsap County Department of Emergency Management (DEM) provides emergency management services to the City, including services relating to SAR operations.
- E. DEM is the agency responsible for coordinating administrative services for all SAR activities in Kitsap County.
- F. Local jurisdictions have the responsibility to establish criteria and standards for volunteer emergency workers whom they register. DEM, in concurrence with the City, has established criteria and standards for emergency workers and is responsible for implementing and monitoring the emergency worker program. (WAC 118-04-180)
- G. The Kitsap County Sheriff’s Office (KCSO), in coordination with DEM, activates and coordinates all volunteer SAR units in Kitsap County.
- H. During emergencies and the County EOC is activated, the EOC will coordinate and assign all SAR resources.

III. PLANNING ASSUMPTIONS

- A. People will become lost, injured, or killed while outdoors, requiring SAR activities in the City of Bainbridge Island.
- B. An emergency or disaster may cause building collapse, leaving persons in life-threatening situations requiring prompt response by structural technical rescue teams and medical care. This may be referred to as structural SAR.

- C. Large numbers of local residents and volunteers will initiate activities to assist SAR activities and will require coordination and direction within the incident command structure.
- D. Access to damaged sites and/or wilderness locations may be limited. Some sites may be initially accessible by only air or water.

IV. CONCEPT OF OPERATIONS

- A. The Emergency Operations Center (EOC) may be activated to provide coordination and technical and administrative support to SAR operations. Similar provisions may be made from the County and State EOC to support local efforts.
- B. The Police Chief, or designee, is the Incident Commander of SAR operations in the City.
- C. The Incident Commander may request the KCSO SAR Coordinator activate and coordinate volunteer SAR Units depending on the magnitude and scope of the incident.
- D. If volunteer SAR Units are activated, the KCSO SAR Coordinator or DEM will obtain a mission number from the Washington State Emergency Management Division (EMD).
- E. Specialty rescue teams including water, confined space, high angle, and heavy rescue are available through mutual aid. Requests for rescue personnel from outside the area would be submitted to DEM.
- F. Coordination from the incident scene or local EOC to the County or State EOC will be through the normal radio and telephone capabilities, augmented by back-up direction and control systems. Local SAR field operations will utilize whatever communications means necessary to carry out effective SAR operations.
- G. An adequate number of volunteers can be recruited for most wilderness and suburban/urban SAR purposes from within the Kitsap County SAR volunteer organizations. However, neither Kitsap County nor the volunteers can provide all necessary equipment or manpower to cope with all types of SAR missions. Mobile support units must be available upon request from adjoining political subdivisions, or from EMD, to ensure and support maximum SAR efforts. All requests for outside resources will be made through normal emergency management channels.
- H. Ground Search and Rescue
 - 1. EMD, upon receiving requests for assistance from appropriate local authorities, will coordinate the resources of other political subdivisions and/or State and Federal agencies in support of the requesting agency.

2. Air support or reconnaissance to assist the ground team may be requested through DEM, as needed.
3. EMD will issue mission numbers to local authorities in response to downed or missing aircraft for ground search only and will coordinate these missions with the Washington State Department of Transportation, Division of Aeronautics (WSDOT).
4. Local law enforcement may participate in a search for a missing person based on the activation of a personal locator beacon (PLB) when there is a reasonable likelihood that a person is located within their jurisdiction. Upon location of the missing person, the incident becomes a ground SAR operation under the direction and control of the chief local law enforcement officer.

I. Marine Search and Rescue

1. The United States Coast Guard (USCG) directs all SAR operations on or above navigable waters (waters where the Coast Guard maintains navigational aids and/or where there is commercial shipping and navigation).
2. Upon notification of a possible boating accident or possible drowning, the Kitsap County Central Communications Center (CENCOM) will notify the Kitsap County Department of Emergency Management and the Fire and Police Department.
3. Underwater evidence searches will be coordinated by a KCSO SAR Coordinator who will obtain an evidence mission number using the proper procedures.

J. Air Search and Rescue

1. WSDOT “is responsible for the conduct and management of all aerial SAR within the State. This includes SAR efforts involving aircraft and airships. WSDOT is also responsible for SAR activities involving electronic emergency signaling devices such as emergency locator transmitters (ELT's) and emergency position indicating radio beacons (EPIRB's).” (RCW 47.68.380) At the request of WSDOT or the U. S. Coast Guard, local law enforcement agencies may assist in these SAR operations.
2. The United States Air Force directs search operations for downed or missing military aircraft, aircraft carrying people or things of national significance, or aircraft of international origin.

3. Local law enforcement may participate in a search for downed or missing aircraft when there is a reasonable likelihood that a craft is located within their jurisdiction. These activities will be coordinated with WSDOT. Upon location of the downed aircraft, the incident becomes a ground SAR operation under the direction and control of the chief local law enforcement officer.
4. Upon notification of the possibility of a downed aircraft in Kitsap County, CENCOM will notify the local law enforcement, DEM, and the SAR Coordinator, if appropriate.
5. The DEM Duty Officer will request a SAR mission number from EMD using proper procedures and assist in activating other SAR units, if requested.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. Police Department
 - a) Establish Incident or Unified Command, as appropriate.
 - b) Coordinate SAR operations.
 - c) Request KCSO activate and coordinate volunteer SAR units, if appropriate.
 - d) Conduct and document all investigative activities.
 - e) Provide on-site security, if appropriate.
2. Public Works Department
 - a) Provide technical expertise in the evaluation of damaged structures, if requested and as resources allow.
 - b) Coordinate heavy equipment procurement and operation, if requested and as resources allow.
 - c) Provide resources and staff, if requested and as resources allow.

B. Local

1. Kitsap County Department of Emergency Management
 - a) Before the Event

- (1) Register volunteers involved in SAR, in coordination with the City and KCSO.
- (2) Maintain EOC standard operating procedures (SOP's) for SAR operations.
- (3) Maintain a SAR personnel list.
- (4) Promote survival and emergency preparedness education programs in consultation with local officials, volunteer, and civic service organizations to help minimize SAR incidents.

b) During the Event

- (1) Coordinate SAR administration functions and serve as a administrative advisor to the local SAR units.
- (2) Obtain SAR mission number from EMD, upon request.
- (3) Activate EOC, if appropriate, and/or establish necessary communications support.
- (4) Coordinate local SAR resources, as necessary.
- (5) Submit request to EMD for additional resources when local capabilities are exceeded.
- (6) Support SAR operations as requested by the Incident Commander and/or the SAR Coordinator.
- (7) Registers volunteers involved in SAR activities.

c) After the Event

- (1) Upon receiving notification from the SAR Coordinator that the mission is terminated, notify EMD to terminate the mission number, allowing adequate time for volunteers to return home, if requested.
- (2) File SAR reports (Forms: DEM-77 and DEM-78) with EMD within 15 days of operation/mission termination.
- (3) Function as the administrative arm for SAR activities in Kitsap County. Oversee quality assurance in partnership with the KCSO and conduct audits.

- (4) Keep and maintain SAR mission records, and forward appropriate records and reimbursement requests to EMD.
- (5) Process compensation claims for Emergency Workers (volunteers) resulting from SAR missions, as necessary.

2. Kitsap County Sheriff's Office

a) Before the Event

- (1) Appoint a SAR Coordinator who will coordinate and serve as advisor to all local SAR units.
- (2) Maintain SAR Unit Call-Out list and procedures for activating SAR Units.
- (3) Assist in the recruitment and training of volunteers in SAR skills, in coordination with DEM.
- (4) Coordinate SAR activities and training with SAR volunteer organizations.
- (5) Identify the emergency needs for equipment and supplies and coordinate with the City Police Department to ensure that it is available in convenient locations for responses within the City's jurisdiction.
- (6) Inform DEM of needed resources to be requested from EMD.

b) During the Event

- (1) Report to an incident site and receive briefing from the Incident Commander.
- (2) Ensure a mission number has been obtained from EMD.
- (3) Notify appropriate SAR units of activation. May request DEM to assist with this function.
- (4) Request additional resources, as needed. Requests for County, State, or Federal resources should be submitted to DEM.
- (5) Maintain a detailed log of SAR activities during the mission.

c) After the Event

- (1) Notify or request DEM notify EMD to terminate the mission, allowing adequate time for volunteers to return home.
- (2) Submit appropriate forms and reports to DEM within 10 working days after the operation/mission is terminated.
- (3) Arrange for a critique of the mission, as appropriate, for the purpose of determining strengths and weaknesses in mission response and ways of improving future effectiveness for all responders.

3. Search and Rescue Units

a) Before the Event

- (1) Assist with the recruiting and training of SAR volunteers.
- (2) Train and prepare for SAR activities within the scope of the assignment.
- (3) Develop and implement local SAR programs in coordination with KCSO.
- (4) Develop and maintain SOPs for SAR activities.
- (5) Maintain personnel and equipment resource lists.
- (6) Maintain an updated call-out list with procedures for implementation.
- (7) Assess equipment and ensure that equipment is in proper working order.
- (8) Assess training needs and ensure response personnel retain proper certification to meet State and local requirements.

b) During the Event

- (1) Provide manpower for SAR activities under the direction and control of the SAR Coordinator.
- (2) Continue SAR mission until subject(s) has/have been located and/or the SAR Coordinator terminates the mission.

c) After the Event

- (1) Submit appropriate forms and reports to the SAR Coordinator within 5 working days of operation/mission termination.
- (2) Restore equipment, vehicles, forms, etc., to a state of operational readiness.
- (3) Attend critique of SAR mission, as requested by the SAR Coordinator.

4. Bainbridge Island Fire Department

Conduct rescue operations, commensurate with the availability of equipment and the degree of specialized training to include:

- a) Extrication of trapped person(s).
- b) Rendering of essential medical aid at time of release and/or prior to removal.
- c) Accomplishing other tasks commensurate with the situation and capabilities.
- d) Representation in the Incident Command for structural SAR, if appropriate.

C. State

1. Department of Transportation – Division of Aeronautics

Support SAR operations, as requested by the SAR Coordinator and/or EMD.

2. Emergency Management Division

- a) Provide for the coordination of State and local SAR resources.
- b) Request Federal urban SAR assistance, as requested by the DEM.

D. Federal

1. Federal Emergency Management Agency

Task Federal agencies to perform SAR activities if a Presidential Disaster Declaration has been issued.

2. United States Air Force - Rescue Coordination Center

Coordinate Federal resources providing SAR assistance to states during non-disaster times (reference National SAR Plan)

3. United States Coast Guard

Direct all SAR operations on or above navigable waters.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Plan*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Emergency Operations Plan*
- D. *Kitsap County Sheriff's Office Standard Operating Procedures*
- E. *RCW 38.52.400, Search and Rescue Activities – Powers and Duties of Local Officials*
- F. *RCW 47.68.380, Search and Rescue*
- G. *WAC 118-04, Emergency Worker Program*
- H. *Washington State Comprehensive Emergency Management Plan*
- I. *National Response Framework*
- J. *National Search and Rescue Plan*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 10 OIL AND HAZARDOUS MATERIALS RESPONSE

LEAD:	Local:	Bainbridge Island Fire Department
	State:	Washington State Patrol
SUPPORT:	City:	Emergency Management Coordinator Police Department Public Information Officer Public Works Department
	Local:	Kitsap County Central Communications Center (CENCOM) Kitsap County Department of Emergency Management Kitsap County Health District Kitsap County Sheriff's Office
	State:	Department of Ecology Department of Health Department of Labor and Industries Emergency Management Division
	Federal:	Federal Emergency Management Agency United States Coast Guard United States Environmental Protection Agency

I. INTRODUCTION

A. Purpose

1. To provide for the effective and coordinated response by the City of Bainbridge Island (City) and other local responders to protect emergency workers and the public from adverse effects of a hazardous materials incident.
2. To provide the format to manage a hazardous materials incident in partnership with CENCOM, Kitsap Public Health District (KCHD), Kitsap County Sheriff's Office (KCSO), and/or the Washington State Patrol (WSP) by establishing Incident or Unified Command depending on the type, severity, and needs of the specific incident.
3. To identify the City's, CENCOM's, KCHD's, KCSO's, and WSP's response activities relating to a hazardous materials incident within the City.

B. Scope

This Emergency Support Function (ESF) addresses the City's, CENCOM's, KCHD's, KCSO's, and WSP's activities relating to a hazardous materials incident.

II. POLICIES

- A. Federal and State regulations require that local jurisdictions form Local Emergency Planning Committees (LEPC). It is the responsibility of each LEPC to develop a Hazardous Materials Response Plan (HMRP). Planning may include coordination with outside agencies, recognition procedures, safe distance for places of refuge, site security, control procedures, evacuation routes and procedures, and a list of required personal protective equipment. The City is a member of the Kitsap County LEPC.
- B. The City has designated WSP as the Incident Command Agency for all hazardous materials incidents within the City.
- C. Unified Command will be used in all hazardous materials incidents that are criminal in nature or that require a police investigation be conducted.

III. PLANNING ASSUMPTIONS

- A. Hazardous material or oil spill incidents can occur anywhere at any time as identified in the *Kitsap County Hazard Identification and Vulnerability Assessment*, and may develop slowly or may occur suddenly and without warning.
- B. The possible effects of an emergency could range from a small cleanup problem to the evacuation of residences, businesses, and special facilities.
- C. Properly trained and equipped local emergency responders can handle most hazardous materials incidents.
- D. Protective actions that may be necessary for the public in the affected area may include sheltering, evacuation, and the protection of animals, water and food supplies. The choice of protective actions will depend on many factors including the magnitude, severity and urgency of the situation, the characteristics of the area, population affected, weather and road conditions.
- E. A natural or technological disaster could result in a single or numerous situations in which hazardous materials are released into the environment.
- F. Emergency exemptions may be needed for disposal of contaminated material.

IV. CONCEPT OF OPERATIONS

- A. WSP, using the National Incident Management System (NIMS), shall be responsible to coordinate command, control, and mitigate hazardous materials incident response activities in the City except when it is necessary for law enforcement to conduct an investigation, in which, Unified Command will be used.
- B. The Bainbridge Island Fire Department will assist the WSP in hazardous materials incidents, as appropriate.
- C. The emergency response operations of a hazardous materials incident may require multi-disciplinary response. Respondents may include fire services, law enforcement, environmental containment and cleanup specialists, fish and wildlife experts, emergency medical services, environmental health, and other agencies.
- D. NIMS will be used in all hazardous materials incidents from start to finish, in accordance with local, State, and Federal laws.
- E. Any department, agency, or private business becoming aware of a hazardous materials incident shall immediately notify the Kitsap County Central Communications Center (CENCOM) for dispatch of appropriate emergency response personnel.
- F. Kitsap County Department of Emergency Management (DEM) will notify the Washington State Emergency Management Division (EMD) and submit requests for assistance, if appropriate.
- G. State agencies will respond to hazardous materials incidents according to appropriate State and Federal laws, regulations, and other agency plans.
- H. Federal agencies and resources will be utilized if local and State capabilities have been exceeded and/or if Federal response is required under Federal laws, regulations, and plans.

V. RESPONSIBILITIES

The structure of the local agency on-scene management will depend on the size and scope of the incident. The Incident Commander will be responsible for the coordination and management of the on-scene response. For the purpose of this Comprehensive Emergency Management Plan, the Incident Commander will be the senior on-scene official from the first response agency until relieved by a higher authority.

A. All Response Agencies and Departments

1. Maintain standard operating procedures (SOP) for responding to a hazardous materials incident.
2. Train all personnel on the use of NIMS.
3. Participate in emergency response exercises, drills, and training.
4. Train personnel to the appropriate level for their response.
5. Maintain and share current internal plans, SOPs, and checklists detailing status of resources with other supporting agencies.
6. Provide situation and status reports, upon request, to the EMC, Incident Commander, DEM, and/or other regulatory agencies.
7. Activate SOPs or respond as directed by the Incident Commander.
8. Support recovery efforts as identified in SOPs and/or as directed by Incident Commander, Emergency Management Coordinator (EMC), and/or the EOC.
9. Support appropriate State and Federal agencies as conditions warrant and within the realm of local plans and procedures.
10. Participate in debriefing and critiquing.

B. City of Bainbridge Island

1. Emergency Management Coordinator

Function as liaison between local responders and City officials and staff members.
2. Police Department
 - a) Ensure officers are trained and familiar with NIMS using both Incident and Unified Command.
 - b) Provide a representative to participate in Unified Command for incidents that require a police investigation.

- c) Maintain emergency contingency plans and resources to ensure continuation of service.
- d) Ensure that law enforcement personnel are familiar with procedures for the identification and movement of essential personnel during an incident.
- e) Maintain a list of available resources.
- f) Assist with perimeter control at hazardous materials incident scenes, if requested and as resources allow.
- g) At the direction of the Incident Commander, assist in the implementation of the community warning system identified in Emergency Support Function 2, Communications and Warning.
- h) Provide for traffic control and maintenance of evacuation during a hazardous materials incident.

3. Public Information Officer

Coordinate all public information and instructions and media relations as defined in ESF 2, Communications.

4. Public Works Department

- a) Provide current 24-hour contact numbers to CENCOM.
- b) Provide equipment and personnel to assist in the containment of a hazardous materials release, as appropriate.
- c) Provide assistance to law enforcement with regard to traffic control on evacuation routes and at the incident scene.
- d) Implement protection measures to ensure the safety of the water supply and water/sewer and surface water system.

C. Local

1. Kitsap County Central Communications Center (CENCOM)

Provide a single point of notification and coordination of a hazardous materials incident through CENCOM's 24-hour capability.

2. Kitsap County Department of Emergency Management

- a) Participate in the development of training and exercise programs with the first response community.
- b) Coordinate agency response for routine hazardous material spill response.
- c) Act as the coordinator for the various local emergency organizations and as the local liaison to EMD.
- d) Assist the Incident Commander in determining need for evacuation or shelter-in-place. Activate the EAS is requested and warranted per EAS protocols.
- e) Request activation of emergency shelter(s), if requested.
- f) Support recovery efforts as identified in emergency response procedures and/or as requested by Incident Commander.

3. Kitsap Public Health District

Coordinate with the Washington State Department of Ecology to assess the public health risk from hazardous materials spills.

4. Kitsap County Sheriff's Office

- a) Assist with perimeter control at hazardous materials incident scenes, if requested and as resources allow.
- b) Assist in the implementation of the community warning system identified in Emergency Support Function 2, Communications, if requested and as resources allow.
- c) Provide for traffic control and maintenance of evacuation during a hazardous materials incident.

5. Bainbridge Island Fire Department

- a) Participate in the development of training and exercise programs with other first responders in the community.
- b) Ensure responders are trained and familiar with NIMS using both Incident and Unified Command.

- c) Provide a representative to participate in Unified Command for incidents, if appropriate.
- d) Make necessary initial protective action decisions for the public and emergency workers.

D. State

1. Department of Ecology

- a) Provide on-scene coordination, technical information containment, cleanup, disposal and recovery, environmental damage, assessment, chemical analysis and evidence collection for enforcement actions for non-radioactive hazardous materials incidents.
- b) Maintain a list of cleanup contractors, equipment, and technical and scientific personnel for non-radioactive hazardous materials.
- c) Coordinate damage assessments of moderate and major spills by activating the State Natural Resource Damage Assessment Team, when appropriate.

2. Department of Health

- a) Lead agency in Unified Command for incidents involving radioactive materials.
- b) Provide technical personnel and equipment for use with radioactive materials.
- c) Provide advice and guidance regarding the health hazards relating to hazardous materials.
- d) Provide technical assistance, sample collection, laboratory analysis, risk assessment, and control information relative to incidents involving hazardous materials.

3. Emergency Management Division

Coordinate the procurement of State resources for use by the on-scene Incident Commander or as requested by DEM or other designated local or State response agencies.

4. Washington State Patrol
 - a) Provide a representative to serve as Incident Commander or participate in Unified Command, as appropriate.
 - b) Investigate all incidents involving hazardous materials.
 - c) Make necessary protective action decisions for the public and emergency workers.
- E. Federal
 1. Federal Emergency Management Agency

Lead coordination role for Federal offsite planning and response coordination for all types of radiological emergencies.
 2. United States Coast Guard
 - a) Provide advice and assistance to users of the system by accessing computer data files that list hazardous substance characteristics.
 - b) Function as the Federal on-scene coordinator for incidents involving coastal (navigable) waters.
 3. United States Environmental Protection Agency
 - a) Provide emergency response team support for hazardous materials contingencies.
 - b) Respond with advice and technical resources to protect the environment from all types of hazardous materials incidents.
 - c) Act as the Federal on-scene coordinator for incidents involving inland waters.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Plan*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Emergency Operations Plan*
- D. *Bainbridge Island Fire Department – Standard Operating Procedures*

- E. *Washington State Comprehensive Emergency Management Plan*
- F. *National Response Framework*
- G. *Superfund Amendments and Re-Authorization Act of 1986 (SARA Title III)*

ATTACHMENTS – None

EMERGENCY SUPPORT FUNCTION 11 AGRICULTURE AND NATURAL RESOURCES

LEAD:	City:	Public Works Department
	Local:	Bainbridge Island Metropolitan Park & Recreation District American Red Cross Salvation Army
SUPPORT:	City:	Emergency Management Coordinator Police Department Public Information Officer
	Local	Kitsap County Cooperative Extension Agent Kitsap County Department of Emergency Management Kitsap County Health District
	State:	Emergency Management Division Department of Health Other State Response Agencies
	Federal:	Department of Agriculture

I. INTRODUCTION

A. Purpose

To coordinate efforts to provide safe handling of food, water, and donated goods, following a major emergency or disaster, to persons unable to provide for themselves.

B. Scope

This Emergency Support Function (ESF) provides for the management, safe handling, and distribution of food stocks, water, and donated goods for the needs in the City of Bainbridge Island (City) during a major emergency or disaster.

II. POLICIES

American Red Cross Disaster Plan

III. PLANNING ASSUMPTIONS

A. Under emergency or disaster conditions, the American Red Cross (ARC) and the

Salvation Army are the agencies that have the ability to coordinate mass care.

- B. The City will work with all community, humanitarian, and social service organizations to assist in the coordination of this activity.
- C. The Kitsap Public Health District will provide guidance to City and County agencies and individuals to ensure the safety of food, water, and donated goods to the public.
- D. The City should not routinely accept unprocessed donated goods during an emergency or disaster.
- E. The distribution of food, water, and donated goods needs to be a community-wide effort to include City government.
- F. Distribution of food, water, and donated goods will tax government, humanitarian, and social service agencies.
- G. The City has limited experience in coordinating the distribution of food, water, and donated goods in a catastrophic event.
- H. If not handled properly, food, water, and donated goods can become vehicles for illness and disease transmission, which must be avoided.

IV. CONCEPT OF OPERATIONS

- A. General
 - 1. It is the policy of the City to educate its citizens, businesses, and staff regarding their responsibility to provide for their own food and water for a minimum of 5-7 days, following a natural or technological disaster.
 - 2. During an emergency or disaster, the City will coordinate with local agencies, churches, institutions, commercial facilities, volunteer organizations, and distributors of drinking water for the management of food, water, and donated goods.
 - 3. Management and procurement of food and water in the City for disaster victims and workers shall be coordinated by the Logistics Section in the Emergency Operations Center (EOC) in conjunction with the American Red Cross.
 - 4. The EOC, in conjunction with Kitsap County Department of Emergency Management (DEM), will coordinate County, State, and Federal services needed in providing food and water to Bainbridge Island residents on a long-term basis.

5. The Kitsap Public Health District and the Kitsap County Extension Agent (agricultural agent) will provide information on preventative measures to be taken to reduce contamination of food, water, crops, and livestock, as well as information/recommendations for the safe storage and distribution of emergency food. Information will be disseminated as described in ESF 15, External Affairs.

B. Food

1. In the event of a countywide emergency or disaster, the cooperation of the food sector is essential to execute emergency plans for allocation of food resources to meet emergency demands.
2. The Logistics Section in the EOC will coordinate City food resources with assistance from the American Red Cross, as appropriate.
3. Emergency food stocks will be purchased or procured under the provisions of RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation – Emergency Powers, Procedures.

C. Water

1. City residents obtain their drinking water from either the City's water system, individual wells and/or public or private water systems.
2. The Water Resource Manager, or designee, in the EOC will coordinate City water resources.
3. Water supplies will be severely impacted both during flooding, severe winter storms (frozen and ruptured pipes), and earthquakes (total disruption, cracks, pipeline failures, etc.).
4. The Public Works Department is not prepared to deal with severely impacted water systems after a major emergency or disaster and may need outside assistance to recover from the event.
5. Following an earthquake, water may be considered contaminated because of pipeline breaks. A "boil water" notice may be issued, if circumstances warrant.
6. The Logistics Section in the EOC will coordinate water resources with assistance from the American Red Cross, as appropriate.

D. Donated Goods

1. During a disaster, the public and major corporations become very generous in both donating monies and goods to the disaster area. This generous outpouring of goodwill often severely impacts and overwhelms local government and social agencies trying to manage the donated goods.
2. The Logistics Section in the EOC will coordinate donated goods and resources.
3. In a region-wide earthquake, the management of donated goods will not only tax government and social agencies but the donated goods could be so generous that many will never be used and will require disposal.
4. City government will coordinate all "nationally donated goods" through the County EOC.
5. The Logistics Section in the EOC will assure all donated goods are evenly distributed based on need to all areas of the City.
6. Donated goods are categorized into two sections; solicited goods and unsolicited goods.
 - a) Solicited Goods - The impacted community has identified a specific need and requested specific items from either the general public and/or the community at large. Usually the request is for cash to the ARC and/or Salvation Amy providing the major relief efforts to the affected community.
 - b) Unsolicited Goods - The public sees or hears of the disaster through the media and is motivated to send a donation and/or donated goods to the impacted area whether it is needed or not.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. Executive Department
 - a) Coordinate potential sites with Bainbridge Island Metropolitan Park & Recreation District for holding donated goods, food, and water supplies.
 - b) Assist in coordinating with City departments and relief agencies regarding transportation and distribution of food and water to City staff and citizens.

- c) Act as liaison with public and private agencies for potential holding areas.

2. Emergency Management Coordinator

- a) In coordination with DEM, coordinate the activities of those local agencies charged in local plans for the provision of and management of food, water, and donated goods.
- b) Inform assigned agencies of the need to coordinate food, water, and donated goods.
- c) Coordinate and maintain liaison with private providers of mass care resources and services.
- d) Coordinate with all appropriate departments and agencies to ensure operational readiness.
- e) Maintain an operational EOC with necessary standard operating procedures (SOPs).
- f) In coordination with DEM and the Public Information Officer (PIO), coordinate emergency public information regarding food resources.
- g) Ensure notification of the local food bank of the possible need to activate and coordinate food and water distribution.

3. Police Department

Provide or coordinate for security at food storage areas and crowd control at distribution sites, if requested and as resources allow.

4. Public Information Officer

Coordinate the release of public information and instructions with DEM, ARC, and the Kitsap County Health District regarding issues related to food and water, as authorized by the EMC.

5. Public Works Department

- a) Develop and maintain SOPs to ensure potable water during an event.

- b) Conduct timely damage assessment and provide situation reports to the EOC with current water resource information.
- B. Local
- 1. American Red Cross
 - a) Coordinate with the City of Bainbridge Island to provide disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care and meet other urgent immediate needs.
 - b) Assess equipment and training needs.
 - c) Provide liaison to the County EOC.
 - 2. Kitsap County Cooperative Extension

Provide information on food safety.
 - 3. Kitsap County Department of Emergency Management
 - a) Request the assistance of County agencies and private organizations having emergency mass care capabilities, when requested by local governments.
 - b) Provide overall logistical support of nationally donated goods by managing the County EOC following its activation.
 - c) Alert those County and local agencies that have the expertise needed with managing food (Department of Agriculture), water (Kitsap County Health District), and donated goods (Government Surplus Administration).
 - d) Coordinate all public information and instruction, and media relations as defined in the Kitsap County Comprehensive Emergency Management Plan, Appendix 2, Public Information.
 - 4. Kitsap Public Health District
 - a) Analyze water samples from sources suspected of contamination and make appropriate recommendations.
 - b) Develop procedures to notify the residents of Kitsap County how to treat contaminated food and water.

5. Bainbridge Island Water – Public Works Department

Assist in ensuring water service to the City, if requested and as resources allow.

6. Salvation Army

- a) Provide mobile canteen services.
- b) Provide emergency feeding services.
- c) Collect and distribute food, clothing, and other supplies.
- d) Maintain a resource listing of equipment, supplies, and facilities and their availability and provide a copy to DEM, upon request.
- e) Assess equipment and training needs.
- f) Coordinate activities with the County EOC.

7. Bainbridge Island Metropolitan Park & Recreation District

- a) Coordinate potential sites with City for holding donated goods, food, and water supplies.
- b) Assist in coordinating with City departments and relief agencies regarding transportation and distribution of food and water to City staff and citizens.
- c) Act as liaison with public and private agencies for potential holding areas.

C. State

1. Department of Health

- a) Supplement local health agencies in the regulation and inspection of consumable foods at the point of preparation.
- b) If available, coordinate and inspect appropriate response with all Group A water purveyors (15 or more homes or serves 25 people per day for more than 60 days).

2. Emergency Management Division

- a) Request the assistance of State agencies and private organizations having emergency mass care capabilities when requested by local governments.
- b) Provide overall logistical support of nationally donated goods by managing the State's Logistic Center 72 hours following its activation.
- c) Alert those State and local agencies that have the expertise needed with managing food (Agriculture), water (Department of Health), and donated goods (Government Surplus Administration).

3. All other State Agencies

- a) The State Emergency Management Council provides for local mass care and feeding through its local member units.
- b) Assess equipment and supply needs.
- c) Recruit and supervise volunteers to staff local logistics center, as requested and feasible.
- d) Respond as identified in the Washington State Comprehensive Emergency Management Plan.

D. Federal

Department of Agriculture

Assist in the inspection of donated foods and other goods.

VI. REFERENCES

- A. *American Red Cross Disaster Plan*
- B. *City of Bainbridge Island Emergency Operations Plan*
- C. *Kitsap County Comprehensive Emergency Management Plan*
- D. *Kitsap County Emergency Operations Plan*
- E. *RCW 38.52.070, Local Organization and Joint Local Organizations Authorized – Establishment, Operation- Emergency Powers, Procedures*

- F. *Washington State Comprehensive Emergency Management Plan*
- G. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 12

ENERGY

LEAD: City: Public Works Department

SUPPORT: City: Police Department

Local: Kitsap County Department of Emergency Management
Puget Sound Energy

State: Emergency Management Division

Federal: Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

1. To provide for the effective utilization of available electric power, propane and petroleum products, as required to meet essential needs of the City of Bainbridge Island (City) during emergency or disaster situations.
2. To assign coordination with private utilities required to meet essential needs during an emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses:

1. Assessing energy systems and infrastructure damage, supply, demand, and requirements to restore such systems.
2. Assisting City departments and agencies in obtaining fuel for transportation, communication, emergency operations, and other critical facilities.
3. Helping energy suppliers in obtaining equipment, specialized labor, and transportation to repair or restore service to pre-disaster levels.

II. POLICIES

The priority of the City shall be to protect lives and property, including critical energy and utility lifelines, and the environment.

III. PLANNING ASSUMPTIONS

- A. Puget Sound Energy (PSE) provides electric power to the Bainbridge Island community.
- B. Under ordinary conditions, requests for service from PSE are routed to their Customer Call Centers. Those agencies have also shared with the City the telephone numbers dedicated to public safety agencies for emergency response information. The EOC also maintains emergency contact information for PSE's EOCs.
- C. The Public Information Officer (PIO) will coordinate information regarding electricity with PSE's media relations team members.
- D. A severe natural disaster or other significant event can sever key energy and utility lifelines, constraining supply in impacted areas, or in areas with supply links to impacted areas, and also affect fire fighting, transportation, communication, and other lifelines needed for public health and safety.
- E. There may be widespread and/or prolonged electric power failure. Communications, water, wastewater, and solid waste disposal systems will be affected and traffic signals may not operate.
- F. There may be panic hoarding of fuel in some areas served by severed pipelines, or by individuals from neighboring jurisdictions where shortages have occurred.
- G. City departments, under Emergency Proclamation, may need the authority to go on private property to evaluate and repair utilities that jeopardize public and private property or threaten public health or the environment.

IV. CONCEPT OF OPERATIONS

- A. The occurrence of a major disaster could destroy or disrupt all or a portion of the City's energy systems.
 - 1. The electrical power industry within Washington is organized into a network of public and private generation and distribution facilities which form the Northwest Power Pool. Through such networks, the electrical power industry has developed a capability to provide power under even the most extreme circumstances.
 - 2. The Washington State Department of Transportation (WSDOT) can access local petroleum suppliers and major oil companies to facilitate the delivery

of adequate amounts of emergency petroleum fuel supplies and may be requested through local emergency management channels.

- B. To the maximum extent possible during a disaster, energy systems will continue to provide services through their normal means.
- C. Energy resources will be used to meet immediate local needs. If shortages exist, requests to meet needs will be submitted through normal emergency management channels. Actions may be taken to curtail use of energy until normal levels of service can be restored or supplemented. These resources, when curtailed, will be used to meet immediate and essential emergency needs (e.g. hospitals, etc.).
- D. Energy information will be furnished to emergency government officials at all levels to inform the public on proper use of services.
- E. As needed or requested, energy representatives will compile post-emergency damage assessment reports and transmit them to the Kitsap County Department of Emergency Management (DEM).
- F. “The governor shall make a reasonable, good faith effort to provide the committee with notice when the governor is considering declaring a condition of energy supply alert or energy emergency. The governor shall immediately transmit the declaration of a condition of energy supply alert or energy emergency and the findings upon which the declaration is based and any orders issued under the powers granted in this chapter to the committee. The governor shall provide the committee with at least fourteen days' notice when requesting an extension of a condition of energy supply alert or energy emergency, unless such notice is waived by the committee.” (RCW 43.21G.040)
- G. “To protect the public welfare during a condition of energy supply alert or energy emergency, the executive authority of each state or local governmental agency is hereby authorized and directed to take action to carry out the orders issued by the governor pursuant to this chapter as now or hereafter amended. A local governmental agency shall not be liable for any lawful actions consistent with RCW 43.21G.030 as now or hereafter amended taken in good faith in accordance with such orders issued by the Governor.” (RCW 43.21G.050)

V. RESPONSIBILITIES

- A. City of Bainbridge Island
 - 1. Police Department

- a) Before the Event
 - (1) Develop and maintain current SOPs to be used during an emergency/disaster.
 - (2) Train personnel to the appropriate level for their required response.
 - (3) Participate in emergency response exercises, drills, and training.
- b) During the Event
 - (1) Designated representative report to the EOC.
 - (2) Implement SOPs.
 - (3) Alert personnel with emergency response functions.
 - (4) Provide support in securing areas where electrical incidents pose a danger to the public.
 - (5) Provide assistance in implementing road closures and detours for roadways.
 - (6) Provide support in field operations, as appropriate.
- c) After the Event
 - (1) Support recovery efforts as identified in the SOPs.
 - (2) Support appropriate local, state, and federal agencies, as conditions warrant and within the realm of City plans and procedures.
 - (3) Participate in debriefing and critiquing organized by the Emergency Management Coordinator (EMC) or DEM.

2. Public Works Department

- a) Before the Event
 - (1) Support and maintain franchise agreements, letters of understanding, contracts, etc. with private utilities responsible for electricity and fuel transport to ensure

response and recovery operations are conducted in an orderly manner and in citywide priority sequence to the greatest extent possible.

- (2) Develop and maintain current Standard Operating Procedures (SOPs) to be used during an emergency or disaster.
- (3) Train personnel to the appropriate level for their required response.
- (4) Participate in emergency response exercises, drills, and training.
- (5) Maintain close liaison with local energy providers and identify 24-hour emergency numbers and contact personnel.
- (6) In coordination with DEM and energy providers, coordinate emergency public information regarding loss or disruption of energy.
- (7) Place generators in areas that require emergency power for critical functions or services, as resources allow.

b) During the Event

- (1) In conjunction with DEM, assist in determining priorities among users if an adequate energy supply is not available to meet all essential needs.
- (2) Coordinate all public information and instructions and media relations as defined in ESF 15, External Affairs.
- (3) Coordinate fuel needs for transportation, communications, emergency operations, and other critical facilities.

c) After the Event

- (1) Support recovery efforts as identified in SOPs.
- (2) Support appropriate local, state, and federal agencies, as conditions warrant and within the realm of City plans and procedures.
- (3) Provide situation and status reports, as requested.

- (4) Prepare appropriate disaster assistance forms for submittal to appropriate local, state, and federal agencies.
- (5) Participate in debriefing and critiquing organized by the EMC or DEM.

B. Local

1. Energy Providers

- a) Continue to operate in the tradition of self-help and interservice mutual aid before calling for area, regional, or state assistance.
- b) Comply with the prevailing priority systems relating to curtailment of customer demands or loads, restoration of services, and provision of emergency services for other utilities and systems.
- c) In coordination with the EOC, determine priorities among users if adequate supply is not available to meet all essential needs.
- d) Provide information necessary for compiling damage and operational capability.

2. Kitsap County Department of Emergency Management

- a) Maintain a liaison contact with the Emergency Response Manager of Puget Sound Energy.
- b) Request representation of providers in the County EOC, if appropriate.
- c) Coordinate regional emergency response and recovery operations within Kitsap County.

C. State

Emergency Management Division

- 1. Alert appropriate state agencies of the possible requirement to supplement local energy needs.
- 2. Coordinate with the Utilities and Transportation Commission to provide supplemental assistance to local government.

D. Federal

Federal Emergency Management Agency

Coordinate activities of Federal agencies having supplemental energy and utility resource capabilities during a Presidential-declared emergency or disaster.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Plan*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Emergency Operations Plan*
- D. *RCW 43.21 G, Energy Supply- Emergencies and Alerts*
- E. *Washington State Comprehensive Emergency Management Plan*
- F. *National Response Framework*

VII. ATTACHMENTS

None

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EMERGENCY SUPPORT FUNCTION 13

Public Safety and Security

LEAD: City: Police Department

SUPPORT: City: Public Works Department

Local: Kitsap County Department of Emergency Management
Kitsap County Sheriff's Office
Other Local Law Enforcement Agencies

State: Emergency Management Division
Washington State Patrol

I. INTRODUCTION

A. Purpose

1. To provide for the effective coordination of law enforcement operations within the City of Bainbridge Island (City) during an emergency or disaster.
2. To provide support for local and State law enforcement operations.
3. To utilize local law enforcement communications resources to support emergency operations.
4. To support public safety and security support to include access, traffic, crowd control, and technical resource assistance

B. Scope

This Emergency Support Function (ESF) addresses all law enforcement activities within the City. The scope of this section will not attempt to address details regarding mutual aid and regional law enforcement responsibilities and procedures that are contained in other documents.

II. POLICIES

- A. Under emergency or disaster conditions, law enforcement activities are the responsibility of the local law enforcement agency within the jurisdiction.

- B. Law enforcement units supplied by other levels of government will remain under the command of their parent agency but will operate under the direction and control of the Incident Commander.
- C. The Police Department will maintain normal policies and procedures whenever possible, but may make adjustments when necessary to protect life, property, and the environment.

III. PLANNING ASSUMPTIONS

- A. General Law Enforcement problems are compounded by disaster-related community disruption.
- B. The capabilities of local law enforcement may be strained or exceeded. Supplemental assistance may be requested through the Kitsap County Department of Emergency Management (DEM).
- C. Kitsap County Sheriff's Office (KCSO) may provide assistance in coordination of ground and water search and rescue operations, if requested and as resources allow.

IV. CONCEPT OF OPERATIONS

- A. The Police Chief or his/her successor will designate a representative to coordinate field operations and resources from the Emergency Operations Center (EOC).

On-scene management of multi-agency emergencies will follow the National Incident Management System (NIMS).
- B. Field communications posts may be established whenever the emergency requires the response of multiple public units and coordination of police activities in the field.
- C. The on-scene Incident Commander shall provide regular status reports and coordinate all requests for additional resources through the EOC. Co-location of command posts will be the preferred method of field operations when multiple departments or agencies have command posts established.
- D. The Washington Mutual Aid Peace Officers Powers Act, RCW 10.93, provides law enforcement with mutual assistance capabilities between jurisdictions. Mutual aid agreements exist with local law enforcement agencies. Letters of mutual support exist with various law enforcement agencies. Supplemental law enforcement assistance should be requested through the EOC, when activated.
- E. The Police Chief or his/her designee will coordinate activities with the on-scene military commander in the event military troops are utilized to maintain order.

- F. If an emergency occurs within the City limits, the Police Department will exercise overall authority for law enforcement activities and responsibilities.
- G. The Police Department will coordinate with DEM whenever air space restrictions are necessary during emergency response or recovery activities.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. City Administration – City Manager

- a) Serve, or appoint someone to serve, as the Public Information Officer.
- b) Coordinate all public information and instructions, and media relations as defined in Appendix 2, Public Information

2. Police Department

- a) Before the Event
 - (1) Develop and maintain current standard operating procedures (SOPs) to be used during an emergency or disaster.
 - (2) Train personnel to the appropriate level for their required response.
 - (3) Participate in emergency response exercises, drills, and training.
- b) During the Event
 - (1) Provide law enforcement activities within the City, which include the enforcement of any special emergency orders issued by the Emergency Management Coordinator (EMC) and/or City Council.
 - (2) Provide emergency traffic control, damage survey, coordinate waterfront reconnaissance of impacted areas, and assist with initial city-wide damage assessment as appropriate.

- (3) Recommend the evacuation of endangered population. Inform the public of evacuation orders including, but not limited to: door-to-door notification of persons in affected area, and warning the public through the use of mobile public address systems. Provide security to the evacuated property, if necessary and as resources allow.
 - (4) Provide security and perimeter control at incident scenes and the EOC during activation when appropriate.
 - (5) Develop and maintain resource lists for equipment, personnel, supply resources, and department standard operating procedures for use during major emergencies and disasters.
 - (6) Provide support to the Kitsap County Coroner in the investigation, identification, recovery, and management of deceased persons.
 - (7) Provide support to the EMC in the dissemination of emergency warning information to the public.
 - (8) Request Washington State Emergency Management Division (EMD), through DEM, to coordinate temporary air space restrictions, when necessary.
- c) After the Event
- (1) Support recovery efforts as identified in SOPs.
 - (2) Support appropriate local, State, and Federal agencies, as conditions warrant and within the realm of City plans and procedures.
 - (3) Provide situation and status reports, as requested.
 - (4) Participate in debriefing and critiquing organized by the EMC or DEM.
3. Public Works Department
- a) Assist with traffic/crowd control and perimeter security, as requested, by providing:
 - (1) Personnel, including but not limited to certified flaggers.

- (2) Traffic control signage.
- (3) Barricades.
- (4) Cones.

B. Local

1. Kitsap County Department of Emergency Management

- a) Activate EOC, if appropriate.
- b) Provide means for coordinating capabilities, resources, and assets necessary to alleviate disaster impacts on citizens and public entities caused by an emergency or disaster.
- c) Coordinate documentation of emergency activities and recovery of funds.
- d) Serve as the central point of contact for local government requests for specific local, State, and Federal disaster resources and services.

2. Other local law enforcement agencies

Support recovery operations as defined in existing mutual aid agreements or as requested by DEM by:

- a) Maintaining post-emergency or disaster security patrols.
- b) Controlling re-entry.
- c) Assisting in damage assessment activities, if appropriate.

C. State

1. Emergency Management Division

Serve as the central point of contact for local government requests for specific State and Federal disaster resources and services.

2. Washington State Patrol

- a) Assist DEM, KCSO, and City police departments in law enforcement operations.

- b) Coordinate and maintain liaison with the appropriate State departments, as identified in the *Washington State Comprehensive Emergency Management Plan, Emergency Support Function 22, Law Enforcement*.
- c) Provide warning and communication support.

D. Federal

See Emergency Support Function 20, Military Support to Civilian Authorities.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Plan*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Emergency Operations Plan*
- D. *Kitsap County Sheriff's Office Standard Operating Procedures*
- E. *RCW 10.93, Washington Mutual Aid Peace Officers Powers Act*
- F. *Washington State Comprehensive Emergency Management Plan*
- G. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 14 LONG-TERM COMMUNITY RECOVERY

LEAD: City: Emergency Management Coordinator
Emergency Operations Center - Operations and Planning Sections

SUPPORT: City: All Departments

Local: American Red Cross
Kitsap County Assessor
Kitsap County Department of Emergency Management
Kitsap Public Health District
Kitsap County Public Works
Kitsap County Sheriff's Office
Bainbridge Island Metropolitan Park & Recreation District

State: Emergency Management Division

Federal: Federal Emergency Management Agency

I. INTRODUCTION

A. Purpose

To provide a standardized system to collect, report, and evaluate information related to an emergency or disaster and the response necessary to facilitate the community's transition from an emergency situation to the resumption of normal activities.

B. Scope

This Emergency Support Function (ESF) addresses roles and responsibilities of all City of Bainbridge Island (City) departments regarding recovery and restoration efforts and addresses disaster-related assistance and services provided by government and volunteer agencies following an emergency. This ESF will be implemented in concert with ESF 7, Resource Management and ESF 23, Damage Assessment.

II. POLICIES

- A. The recovery effort for the City in large disasters will be coordinated from the Emergency Operations Center (EOC) under the direction of the Emergency Management Coordinator (EMC)/Disaster Manager, or designee.
- B. The Kitsap County Department of Emergency Management (DEM) coordinates the collection of damage assessment information for both public losses and uninsured private losses from local jurisdictions, public entities, and tribes, and forward the information to Washington State Emergency Management Division (EMD) for a determination of whether the County, including the City, will be recommended for Federal individual assistance, public assistance, or both.
- C. Whenever Kitsap County qualifies for State and/or Federal individual disaster assistance, individuals, families, and businesses will be referred to applicable State and Federal programs or to volunteer agencies.
- D. When individuals, families, and businesses do not qualify for State or Federal assistance, or whenever Kitsap County proclaims a local emergency, which is not followed by a State or Federal declaration, assistance may be provided in accordance with existing City and County policy and programs or by volunteer agencies.
- E. Public damage and response costs will be borne by the incurring organization. Reimbursement will be provided through State and Federal programs, as available.

III. PLANNING ASSUMPTIONS

- A. The capability to recover from any emergency or disaster is dependent upon the timely receipt of accurate information. This information is used to determine priorities based on needs and the availability of resources.
- B. There may be an immediate and urgent need for medical attention, sanitation facilities, food, water, clothing, and transportation following an emergency or disaster.
- C. To the extent practicable, immediate basic needs will be the responsibility of the individual, benefited by their individual disaster preparedness measures.
- D. Needs not met by individual responsibility will be referred to established public or private programs consistent with individual qualifications, organizational priorities, and resource availability.

- E. Organizations or agencies providing utility services, whether public or private, will have in place and implement plans to ensure continued service during the recovery and restoration periods.
- F. All City departments are responsible for the preparation of damage assessment forms for their department and ensuring the forms are forwarded to the EOC, or designated department.

IV. CONCEPT OF OPERATIONS

- A. Following the initial response to an event, the EOC will remain activated to coordinate initial recovery and restoration activities. The EOC may remain activated until its coordinating functions are no longer needed. The EOC may be reactivated on a temporary basis to meet developing needs.
- B. Depending on the nature of the emergency, the EOC may be activated to coordinate the City's recovery and restoration activities, including mitigation.
- C. EOC staff will support citywide activities. Liaison and coordination will be maintained with County, State, and Federal officials, the American Red Cross (ARC) and other volunteer organizations. The priority of tasks will be determined by the EMC/Disaster Manager.
- D. During the response phase, EOC staff will document reported damage throughout the City, evaluate community needs, and commence planning for recovery and restoration. Resources and services will be arranged, as necessary, for meeting urgent community needs.
- E. The resources and services of the City will be used to the extent practicable. Additional services or resources, or those not normally part of the City inventory, may be procured from private sources, requested through DEM, or provided by the community.
- F. Individuals, families, and the business community seeking financial or housing assistance will be referred to County, State, Federal, and/or volunteer program coordinators, as applicable.
- G. The City will determine the need for taking advantage of any Post-Disaster Mitigation Funds as part of long term recovery.
- H. An ongoing assessment of the social and economic impacts of a disaster will be maintained until such time as the City has returned to normalcy.

V. RESPONSIBILITIES

- A. City of Bainbridge Island

1. All City Departments

- a) Include recovery and restoration activities in organizational training programs and participate in City and County-wide drills and exercises to evaluate recovery and restoration activities and procedures.
- b) Implement recovery and restoration procedures following an emergency or disaster, as appropriate.
- c) Provide the EMC/Disaster Manager and/or the Public Information Officer (PIO) with relevant information for distribution to the public.
- d) Provide a liaison to coordinate with State and Federal assessors for the development and tracking of Disaster Survey Reports.
- e) Support and assist those organizations with specific recovery and restoration responsibilities, as requested.

2. City Administration – City Manager

Serve, or appoint someone to serve, as the Public Information Officer.

3. Department of Planning & Community Development

- a) Assist and advise the public with relevant recovery activities, including building and safety inspections, land use and zoning information, and permit assistance.
- b) Provide expertise and recommendation for reconstruction, demolition, and structural mitigation during the recovery and restoration period.
- c) Review development standards and building codes as a result of lessons learned from a disaster, as appropriate.
- d) Assist in recovery and restoration efforts, as directed and as resources allow.

4. Executive Department

- a) City Clerk

Ensure accurate records are maintained throughout the emergency or disaster.

b) Information Technology

Ensure telecommunications (telephones, faxes, cellular phones, radios) and computers are operational for the EOC and all City departments.

5. Emergency Management Coordinator

a) Develop and maintain active liaison with private non-profit groups and the business community to facilitate the provision of recovery and restoration resources and services.

b) In coordination with DEM, arrange for establishment of a Disaster Recovery Assistance Center when requested by County, State, or Federal emergency management personnel.

c) Implement EOC procedures for coordinating recovery and restoration activities and public information. Coordinate content and distribution of recovery information with County, State, and Federal emergency management agencies.

d) In coordination with the PIO, inform the public of available services and assistance programs.

e) Recommend policy and provide direction on emergent issues not otherwise addressed or those for which there is a disagreement or confusion regarding responsibility, scope, duration, coordination, or procedure.

f) Coordinate a review of the Comprehensive Emergency Management Plan after activation to incorporate lessons learned.

6. Finance & Administrative Services Department

a) Finance Division

(1) Document all expenditures relating to disaster recovery and restoration efforts.

(2) Ensure disaster-related expenditures are made in accordance with applicable laws, regulations, and accounting procedures.

- (3) Assist City departments with documenting all disaster-related expenditures.
 - (4) Responsible for all financial, cost analysis, and cost recovery aspects of the emergency or disaster.
 - (5) Assist in identifying internal and external funding sources for disaster-related expenditures if department budgets are exceeded.
 - (6) Maintain all official records relating to the event.
 - (7) Manage the compensation for injury and claims process arising from the emergency or disaster.
- b) Human Resources
- (1) In conjunction with DEM, register emergency workers for recovery and restoration activities.
 - (2) In conjunction with DEM, coordinate recovery and restoration activities of emergent volunteers not otherwise qualified for registration as emergency workers.
 - (3) Obtain appropriately trained personnel to assist with recovery and restoration activities as directed by the EMC.

7. Public Works Department

- a) In coordination with Kitsap County Public Works and the provider of waste management services, implement procedures for the collection and disposal of disaster debris from public and private property, including the pick-up and disposal of hazardous material.
- b) Determine and direct the scope and timing of City involvement in collection, receipt, and disposal of disaster-related debris.
- c) Remove debris from rights-of-ways and repair and restore roads and bridges damaged during an emergency or disaster. Initial focus should be on major or critical routes.
- d) In coordination with outside agencies, develop policies and procedures to segregate disaster debris into recyclable and non-recyclable components, including the recycling of applicable components.

- e) Ensure adequate resources and trained personnel are identified to conduct debris removal activities. Develop plans and procedures to register and use resources of other jurisdictions, professional organizations, the business community, and volunteers.
- f) In coordination with the EOC, identify temporary storage locations for disaster-related debris.
- g) Develop policies and procedures for addressing storm water, surface water, and drainage issues on public and private property.

B. Local

1. American Red Cross

- a) Activate mass-care facilities and individual assistance programs as the need is identified by the ARC staff or upon request from DEM or the EOC.
- b) Coordinate mass care and individual assistance with the EMC and/or EOC, if requested.

2. Kitsap County Assessor

Process citizen requests for property re-assessment, or reduction of assessments due, as a result of losses or damages caused by a disaster.

3. Kitsap County Department of Emergency Management

- a) Activate the Kitsap County Recovery Plan
- b) Develop and maintain active liaison with private non-profit groups and the business community to facilitate the provision of recovery and restoration resources and services.
- c) Arrange for establishment of a Disaster Recovery Center when requested by City, State, or Federal emergency management personnel.
- d) Maintain files of disaster-related recovery and restoration information provided during previous disasters, including that of City, State, and Federal agencies, and other jurisdictions.
- e) Develop EOC procedures for coordinating regional recovery and restoration activities and public information; coordinate content

and distribution of recovery information with City, State, and Federal emergency management agencies.

- f) Develop and maintain a system for registering emergency workers for recovery and restoration activities.
- g) Develop and maintain a system for coordinating emergent volunteers, not otherwise qualified for registration as emergency workers for recovery and restoration activities.
- h) In coordination with the PIO, inform the public of available services and assistance programs.
- i) Assist other organizations in identifying recovery and restoration activities and training opportunities.
- j) Include recovery and restoration coordination as part of the city-wide emergency management training program.
- k) Recommend policy and provide direction on emergent issues not otherwise addressed or those for which there is a disagreement or confusion regarding responsibility, scope, duration, coordination, or procedure.
- l) Coordinate a review of the Comprehensive Emergency Management Plan after activation to incorporate lessons learned.

4. Kitsap Public Health District

- a) Advise the public, through the PIO, of pertinent public health and environmental health issues and concerns such as inspection of on-site sewage systems and wells, sanitation and disinfection, food and water safety, and disease.
- b) Ensure adequate resources and trained personnel are identified to conduct Public and Environmental Health activities. Develop plans and procedures to register and use resources of other jurisdictions, professional organizations, the business and medical communities, and volunteers.

5. Kitsap County Public Works

Implement policies and procedures, in coordination with the Kitsap Public Health District, for the collection and disposal of disaster debris from public and private property, including the pick-up and disposal of hazardous material.

6. Kitsap County Sheriff's Office

Provide inmate crews to assist City departments with recovery and restoration activities, if requested and as resources allow.

7. Bainbridge Island Metropolitan Park & Recreation District

- a) In coordination with the DEM and if directed by the EMC, arrange for facilities, furnishings, and equipment to support a Disaster Recovery Center.
- b) In coordination with the EOC, DEM, and the ARC, identify sites for temporary campgrounds to accommodate displaced families and individuals, assuring sufficient space for emergency sanitation and staging of support infrastructure such as field kitchens, generators, mobile hospitals, and administrative facilities.

C. State and Federal

Emergency Management Division and Federal Emergency Management Agency

- 1. Dispatch assessment teams to document or verify public and private damage.
- 2. If "Individual Assistance" is authorized, establish a local Disaster Recovery Center to assist qualified citizens with filing claims for financial or housing assistance.
- 3. If "Public Assistance" is authorized, dispatch assessors to develop, in coordination with local representatives, Disaster Survey Reports for public damage and response costs.
- 4. Provide technical assistance and advice on recovery and mitigation activities to both citizens and public agencies, as appropriate.
- 5. Coordinate public information and assistance activities with the City and County PIOs.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Plan*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Disaster Recovery Plan*

- D. *Kitsap County Emergency Operations Plan*
- E. *Washington State Comprehensive Emergency Management Plan*
- F. *Washington State Emergency Management Disaster Assistance Guide for Local Governments*
- G. *National Response Framework*

EMERGENCY SUPPORT FUNCTION 22 MILITARY SUPPORT TO CIVIL AUTHORITIES

LEAD: City: City Manager and/or Emergency Management Coordinator

SUPPORT: Local: Kitsap County Department of Emergency Management

State: Washington Military Department

I. INTRODUCTION

A. Purpose

1. To describe the circumstances and conditions under which units of the Washington State National Guard and the Department of Defense (DOD) can provide military support to civil authorities (MSCA).
2. To describe the procedures used to obtain military support.

B. Scope

This Emergency Support Function (ESF) addresses all requests for military support originated by the City of Bainbridge Island (City) through the Kitsap County Department of Emergency Management (DEM) following a Proclamation of a Local Emergency.

II. POLICIES

None

III. PLANNING ASSUMPTIONS

- A. The City Council has authorized the City Manager and/or the Emergency Management Coordinator to request military assistance, if necessary.
- B. The military is capable of providing a wide range of support to local governments during an emergency or disaster.
- C. Military assistance is considered supplemental to local efforts and will not be requested unless and until applicable local responses have been, or will imminently be, exhausted.

- D. All requests for military assistance, except requests during imminently serious situations as described herein, will be submitted to the Washington State Emergency Management Division (EMD) through DEM.
- E. Military support may be delayed until a state of emergency is proclaimed by the Governor or a Presidential Disaster Declaration has been issued.
- F. It may take 48 hours or longer to receive military assistance.
- G. When deployed to provide MSCA, military forces will work under the direction of local authority, but will retain their unit integrity and military chain of command.

IV. CONCEPT OF OPERATIONS

- 1. If the City has submitted a resource request to DEM and they are unable to accommodate the request using County or private assets, a resource request may be made to the State EOC as part of routine resource management activities.
- 2. It will be up to the State to determine the appropriate means of meeting the County's request, including the use of military assets.
- 3. If DEM is aware of a specific resource owned by the military and needed by the City, the specific resource may be identified in the request sent to the State EOC.
- 4. In an imminently serious situation, the City, through DEM, may request assistance from the military. An imminently serious situation is one in which there is an imminent threat to life and/or to property which will cause human suffering. A military unit commander can respond to direct requests for assistance, if:
 - a) An imminently serious situation exists.
 - b) The military unit is capable of providing the type of support requested without degrading its primary national defense commitments.
 - c) The military unit is the only source of help available including the private sector, or the only source of help including the private sector that can respond in time to support the City and/or County in alleviating the situation.
 - d) The City Council, the Board of County Commissioners, and/or the Director of the Kitsap County Department of Emergency Management have issued a Proclamation of a Local Emergency.
 - e) The City, County, or State government is willing to certify to military authorities that conditions a, c, and d exist.

- f) The City and/or County agree to assume the costs incurred by the military unit to provide the requested support.
- 5. The base commander of a military installation has the authority to respond to immediate life-threatening emergencies. Requests made under these circumstances may be made directly to the local installation. Assistance from the U.S. Coast Guard and the Military Assistance to Safety and Traffic (MAST-Fort Lewis) may be requested through EMD. All other requests for military assistance must be submitted to EMD through DEM.
- 6. The National Guard may be available following an activation by the Governor. Requesting National Guard assistance must be submitted to EMD through DEM.
- 7. To obtain National Guard assistance, the City must demonstrate that the need is beyond its capability or that a special capability provided only by the military is immediately required.
- 8. Under the Posse Comitatus Act, Federal military forces with the exception of the U.S. Coast Guard, cannot engage in direct law enforcement activities, such as arresting individuals or conducting surveillance. However, they are allowed to provide indirect support, such as loaning equipment or providing technical assistance to civilian law enforcement agencies.

V. RESPONSIBILITIES

- A. City Manager and/or Emergency Management Coordinator
 - 1. Determine if and when a recommendation will be submitted to DEM to request military assistance.
 - 2. Transmit all requests to DEM.
 - 3. Identify suitable staging areas and coordinate logistic support with the responding unit, as appropriate.
 - 4. Coordinate activities to ensure efficient use of requested assets.
- B. Kitsap County Department of Emergency Management
 - 1. Receive requests for military support from the City and determine whether to request military assistance.
 - 2. Prepare requests for military assistance for routine requests or for imminently serious situation requests.
 - 3. Transmit all requests to EMD.

4. Coordinate activities to ensure efficient use of requested assets.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Plan*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Emergency Operations Plan*
- D. *Washington State Comprehensive Emergency Management Plan*
- E. *Military Support to Civil Authorities Plan, Headquarters I Corps and Fort Lewis*
- F. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 23 DAMAGE ASSESSMENT

LEAD:	City:	Department of Planning & Community Development Public Works Department
	Local:	Bainbridge Island Fire Department
SUPPORT:	City:	All Departments
	Local:	American Red Cross Bainbridge Island School District Hospitals and other Medical Providers and Facilities Kitsap County Department of Emergency Management

I. INTRODUCTION

A. Purpose

To provide for the effective implementation and coordination of damage assessment activities within the City of Bainbridge Island (City).

B. Scope

This Emergency Support Function (ESF) addresses damage assessment activities in the City resulting from natural, technological, and human-caused emergencies or disasters.

II. POLICIES

- A. Directors for each department are responsible for establishing policies and procedures for assessing and reporting any observed damage to their department facilities and services and providing that information to the Community Development Department and/or the Emergency Operations Center (EOC).
- B. The Planning and Community Development Department is responsible for damage assessment in the City.

III. PLANNING ASSUMPTIONS

- A. There are three types of damage assessment:

1. **Rapid Assessment** for what has happened citywide to prioritize initial response activities and determine the immediate need for outside assistance.
 2. **Detailed damage assessment**, to document the magnitude of private and public damage for planning recovery activities and to justify requests for local, State, and Federal assistance.
 3. **Building Inspections**, to assess the detailed damage of individual structure and infrastructure in support of a Presidential Declaration of Disaster and determine the safe occupancy of structures.
- B. Initial reports may be fragmented and provide an incomplete picture of the extent and magnitude of damage to the community.
- C. There may be a shortage of individuals qualified to assess the damage.
- D. The Department of Planning & Community Development, with the assistance of the Bainbridge Island Fire Department and the Public Works Department, will complete detailed damage assessment reports and forward those reports to the Emergency Management Coordinator (EMC) who will forward them to the Kitsap County Department of Emergency Management (DEM), as time allows.
- E. Depending on the nature of the hazard and availability of resources, the City may conduct structural inspections of privately-owned structures and businesses to determine whether they are safe to enter or to occupy. Subsequent engineering evaluations to determine corrective action needed or to appeal the City's action will be the responsibility of the property owner or occupant.
- F. The America Red Cross (ARC) may be the first to conduct detailed damage assessment of residential and business structures. That information will be forwarded to DEM who will forward the information to the Washington State Emergency Management Division (EMD) for determination of whether Kitsap County qualifies for State and/or Federal assistance for individuals, families, and businesses.

IV. CONCEPT OF OPERATIONS

- A. Immediately following an emergency or disaster, the City will begin assessing the extent of damage to the City using the County's Damage Assessment Plan and Procedures. The assessment process will be in two phases.
1. Rapid Damage Assessment
 - a) An urgent damage assessment is needed to provide the EOC and first responders with an immediate sense of the types and

magnitude of damage and of the condition of the transportation and communications infrastructure. This type of assessment is sometimes referred to as a “windshield assessment”.

- b) Rapid damage assessment will generally begin during the event, such as a flood or windstorm, or immediately following, such as after an earthquake, and continue until the EOC has developed a picture of the types and magnitude of damage throughout the City.
- c) Rapid urgent damage assessment reports may be provided by City employees, the media, or the public. Damage reports from City employees should be as concise, yet informative, as possible. Reports of damage should not be delayed to gather detailed information. As a minimum, urgent damage assessment reports should contain a location, type of damage, magnitude of damage, whether personal injury or death is involved, and whether immediate assistance is needed to save lives.
- d) Damage assessment reports will be forwarded to the EOC by the most expeditious means under the circumstances.
- e) Although difficult to contemplate, it may be prudent to bypass an apparently urgent situation to continue damage assessment activities. There may be an even more urgent need down the road.
- f) Following urgent damage assessment, responders will establish response priorities, attending to the needs of the public in a way that provides maximum lifesaving potential. If local resources are insufficient to respond to all urgent needs in a timely manner, additional resources will be requested through mutual aid agreements or through the EOC.
- g) EOC staff will analyze the information received, develop citywide response priorities, and coordinate resources accordingly.
- h) EOC staff and the Public Information Officer, at the direction of the EMC, may disseminate damage information to appropriate government officials, the media, and the public.

2. Detailed Damage Assessment

- a) A detailed damage assessment is needed to document the magnitude of private and public damage for planning recovery activities, to justify requests for State and Federal assistance, and to meet the information needs of the public.

- b) Detailed damage assessment will generally begin following the completion of response activities to protect life and property. Depending on the nature and magnitude of damage, detailed assessment could last for several weeks.
 - c) Detailed damage assessment of city-owned facilities may be conducted by the Department of Planning & Community Development with assistance from the Bainbridge Island Fire Department and Public Works Department. Specialized assistance will be requested from appropriate organizations or private sources, as appropriate.
 - d) The Department of Planning & Community Development will document the damage on preliminary damage assessment forms available from the EOC or DEM.
 - e) Completed preliminary damage assessment forms will be returned to the EOC and forwarded to DEM. DEM will compile the information and forward it to Washington State Emergency Management Division (EMD) for a determination of whether Kitsap County qualifies for State and Federal public assistance.
 - f) Generally, preliminary damage assessment forms must be provided to the State before any determination is made as to the availability of public assistance.
 - g) EOC staff and the Public Information Officer, at the direction of the EMC, may disseminate damage information to appropriate government officials, the media, and the public.
- B. There is no City department that is capable of completing an assessment of damage throughout the entire City, therefore this must be a cooperative effort among all departments capable of contributing to the effort.
- C. The Police Department personnel have been trained in area (zone) searches and police officers are equipped with an emergency operations map of the City so that they can conduct windshield surveys and report damage to the EOC.
- D. The Department of Planning & Community Development will coordinate and compile damage assessment information supplied by all departments, which employ field crews and oversee department-managed facilities (i.e., Police, Public Works, etc.). The City Engineer, or designee, will designate an EOC representative to coordinate this information.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. City Departments

a) Before the Event

- (1) Develop a listing of all department critical facilities and services to be included in the EOC Manual. Critical facilities are those needed for continuity of government and public safety such as disaster management direction and control facilities, shelters, fire houses, correctional facilities, utility facilities, and medical facilities.
- (2) Develop and maintain procedures for reporting observed damage for their respective department facilities.
- (3) Include damage assessment activities in organizational training programs and participate in city-wide drills and exercises to evaluate procedures and to maintain or refine damage assessment skills.

b) During the Event

- (1) Assess the situation in your immediate area and implement life safety measures, if necessary.
- (2) Implement damage assessment procedures following an emergency or disaster, as appropriate.
- (3) Communicate observed damage to the EOC.
- (4) Provide resources and personnel to support safety evaluation operations, if requested and as resources allow.
- (5) Direct relocation activities of department staff and coordinate with the EOC to obtain the necessary resources to reestablish operations, if appropriate.

c) After the Event

Continue to support recovery and restoration efforts as directed by the EMC or department head.

2. Department of Planning & Community Development

- a) Develop and implement procedures for conducting urgent and detailed damage assessment and post-disaster safety inspections of:
 - (1) City-owned buildings and facilities.
 - (2) Public and privately-owned buildings and facilities, if directed by the EMC and as resources allow.
- b) Provide a representative to serve as the Planning Section Chief who will compile the damage assessment information and make recommendations to the EMC and the Operations Section.

3. Emergency Management Coordinator

- a) Before the Event
 - (1) Develop procedures for soliciting, receiving, recording, evaluating, and disseminating damage assessment information.
 - (2) Include damage assessment administration and reporting as part of the citywide training program on emergency management.
 - (3) Develop plans and procedures to register and use resources of governmental agencies, professional and educational organizations, and volunteers.
 - (4) Coordinate training of personnel in building safety evaluation techniques.
 - (5) Develop a list of essential privately-owned facilities requiring the highest priority for safety evaluation and approval of any required repair work.
- b) During the Event
 - (1) Coordinate the building safety evaluation function after preliminary damage assessment.
 - (2) Exchange appropriate damage assessment information with the American Red Cross through the EOC.

c) After the Event

Continue or assist with the coordination of recovery and restoration activities.

4. Executive Department – Information Technology

Provide damage assessments of communications and computer systems in all City facilities, and begin restoration service for any disabled systems.

5. Police Department

Implement procedures for field officers to conduct urgent damage assessment by surveying their patrol areas immediately following an event.

6. Public Works Department

a) Develop and implement procedures for conducting urgent and detailed damage assessment and post-disaster safety inspections of city-owned:

1) Transportation systems, including streets and bridges

2) Storm, wastewater, and water facilities and equipment

b) Provide debris clearance to aid in damage assessment activities, as requested and as resources allow.

c) Provide a representative in the EOC who will compile the damage assessment information and make recommendations to the EMC and Operations Section.

A. Local

1. American Red Cross

Implement detailed damage assessment as identified in ARC procedures and forward information to the County EOC.

2. Bainbridge Island School District

Provide damage assessment of school-owned facilities to the EOC.

3. Hospitals and other Medical Providers and Facilities

Provide damage assessment of medical facilities and capabilities.

4. Kitsap County Department of Emergency Management
 - a) Activate the Damage Assessment Plan
 - b) Collect, assess, and disseminate information on public and private damage
 - c) Coordinate registration for volunteer inspectors.
 - d) Coordinate the dispatching of volunteer engineers for inspection services, if requested and as resources allow.
5. Bainbridge Island Fire Department
 - a) Develop and maintain procedures to support urgent damage assessment by surveying the City immediately following an event and report that information to the EOC.
 - b) Implement procedures for fire fighters to conduct urgent damage assessment by surveying their surrounding areas immediately following an event.

VI. REFERENCES

- A. *American Red Cross Disaster Services Regulations and Procedures: Survey/Damage Assessment*
- B. *City of Bainbridge Island Emergency Operations Plan*
- C. *Kitsap County Comprehensive Emergency Management Plan*
- D. *Kitsap County Emergency Operations Plan*
- E. *Kitsap County Damage Assessment Plan*
- F. *Washington State Comprehensive Emergency Management Plan*
- G. *Washington State Emergency Management Disaster Assistance Guide for Local Governments.*
- H. *National Response Framework*

VII. ATTACHMENTS

None

EMERGENCY SUPPORT FUNCTION 24 EVACUATION AND MOVEMENT

LEAD:	City:	Police Department Public Works Department
SUPPORT:	City:	City Administration – City Manager Emergency Management Coordinator
	Local	American Red Cross Bainbridge Island School District Kitsap County Department of Emergency Management Kitsap Transit Other Local Law Enforcement Agencies Bainbridge Island Fire Department

I. INTRODUCTION

A. Purpose

To provide for and/or assist in the evacuation of all or part of the population of the City of Bainbridge Island (City) from any area stricken or threatened by a natural, technological, or man-made emergency or disaster.

B. Scope

This Emergency Support Function (ESF) addresses emergency evacuation resources, including buses, vans, aircraft as necessary for relief services, and supplies and further addresses the authorization, direction, routing, and relocation of people from their homes, schools, and places of business.

II. POLICIES

- A. Primary emergency transportation responsibilities will be divided among the Public Works Department, the Police Department, and Kitsap Transit. Coordination with Kitsap Transit will be through Kitsap County Department of Emergency Management (DEM) or directly through the Emergency Operations Center (EOC). Normally, Kitsap Transit will coordinate for all people movement and the Public Works Department will coordinate for all other resource movement.
- B. In accordance with RCW 38.52.110 (1), in responding to a disaster, the City Council is “directed to utilize the services, equipment, supplies and facilities of existing departments, offices, and agencies of the State, political subdivision, and all other municipal corporations thereof including but not limited to districts and

quasi-municipal corporations organized under the laws of the State of Washington to the maximum extent practicable, and the officers and personnel of all such departments, offices, and agencies are directed to cooperate with and extend such services and facilities upon request notwithstanding any other provision of law.”

III. PLANNING ASSUMPTIONS

- A. All city-owned vehicles (not otherwise involved in the emergency response) will be available for use by the Emergency Operations Center (EOC).
- B. Transportation infrastructure may sustain significant damage in a disaster. The damage, dependent upon the transportation network, will influence the means and accessibility level for relief services and supplies.
- C. Disaster responses that require transportation capabilities may be difficult to coordinate effectively during the immediate post-disaster period.
- D. The requirement for transportation capacity during the immediate lifesaving response phase may exceed the availability of the City.

IV. CONCEPT OF OPERATIONS

- A. In the event of an incident requiring the evacuation of all or any portion of the City, the evacuation order may be issued by the Emergency Management Coordinator (EMC).
- B. The on-scene Incident Commanders may issue evacuation orders to mitigate dangerous and/or life-threatening situations.
- C. For radiological events, the City lead or on-scene Incident Commander should work directly with radiological leadership to minimize the spread of contamination.
- D. The evacuation of people from areas of risk in the City may involve the emergency responses of more than one government jurisdiction. The movement of people may be across jurisdictional boundaries and on public streets, roads and highways (and possibly waterways) under the supervision and control of one or more jurisdictions including cities, counties, and the State.
- E. City officials will provide direction and control for the movement of people within the City. Coordination with other jurisdictions and authorities involved in the evacuation and/or reception of victims shall be through the EOC to the County EOC.
- F. Direction and control of on-scene evacuation activities shall be performed by uniformed personnel, whenever possible.

- G. Provisions for the evacuation of individuals with special needs and use of mass transit for the relocation of affected individuals will be handled on a case-by-case basis according to the specifics of the situation.
- H. Information related to the evacuation of individuals into or from the City will be shared with the general public and the media through the Public Information Officer (PIO) and coordinated with DEM.
- I. Some of the population may not follow instructions to evacuate and may choose to remain in homes or places of business which may create additional risks. The City has no authority to force people to evacuate.
- J. Some people can be expected to evacuate a risk area to places of their choice prior to receiving official evacuation instructions.

V. RESPONSIBILITIES

A. City of Bainbridge Island

1. City Council

Issue Proclamation of a Local Emergency.

2. City Administration – City Manager

- a) Serve as, or appoint a representative to serve as the Public Information Officer and provide information on emergency services including staging areas, public shelters, evacuation routes, and instructions to the media and public.
- b) Issue evacuation orders, when appropriate.

3. Emergency Management Coordinator

- a) Determine when, where, and how long the evacuation is necessary.
- b) Direct and control evacuation activities.
- c) Activate the EOC and provide for coordination of resources for involved agencies.
- d) Communicate and coordinate with nearby jurisdictions including Kitsap County and the State regarding emergency activities such as evacuation routes, destination areas, and reception centers.

- e) Collect evacuation and people movement intelligence and advise the City Council of the situation.
- f) Coordinate resources and information for shelter, evacuation routes, and transportation of people who lack private means.
- g) Coordinate with the PIO to keep the population advised of evacuation routes, conditions, changes, and plans through the use of radio, the newspaper, and television.

4. Police Department

- a) Communicate and coordinate with nearby jurisdictions including Kitsap County and the State regarding emergency activities such as evacuation routes, destination area, and reception centers.
- b) Coordinate public transportation resources planned for use in an evacuation and coordinate with outside resources, including Kitsap Transit, Bainbridge Island School District, etc., through the EOC.
- c) In coordination with the Public Works Department, identify and establish evacuation routes.
- d) Provide direction and control for evacuation efforts.
- e) Provide internal and perimeter security of evacuation zone.
- f) Provide emergency traffic control in and around the evacuation zone.
- g) Coordinate evacuation activities with police from adjacent jurisdictions, through DEM.

5. Public Works Department

- a) Provide assessment of transportation routes, identify alternate routes, and provide temporary traffic control measures/devices and operational control of traffic signals.
- b) Provide for removal of debris and vehicles abandoned or having mechanical problems from evacuation routes, when requested.
- c) Provide for the relocation of essential resources (personnel, critical supplies, equipment, etc.) to reception areas when requested.

B. Local

1. American Red Cross

- a) Coordinate emergency shelter operations and mass care facilities for use during an evacuation.
- b) Provide disaster victims with food, clothing, shelter, first aid, and supplementary medical/nursing care and meet other urgent needs as requested.
- c) Maintain and update shelter agreements.

2. Bainbridge Island School District

- a) Provide a representative to the EOC, if requested and as resources allow.
- b) Coordinate with the EOC for the provision of school-district transportation assets to assist in meeting emergency transportation needs.

3. Kitsap County Department of Emergency Management

- a) Assist the City in coordinating the evacuation and movement of people in the City, if requested and as appropriate.
- b) Provide support to the EOC in dissemination of evacuation information to the public, if requested and as appropriate.
- c) Coordinate State and Federal response agencies.

4. Kitsap Transit

Coordinate the use of public and private mass-transportation resources for the movement of people who lack transportation or have special needs, as requested by DEM.

5. Other Local Law Enforcement Agencies

Assist with evacuation efforts, if requested and as resources allow.

6. Bainbridge Island Fire Department

- a) Provide support to the EOC in dissemination of evacuation information to the public.

- b) Provide support in evacuation efforts affecting the City.

VI. REFERENCES

- A. *City of Bainbridge Island Emergency Operations Plan*
- B. *Kitsap County Comprehensive Emergency Management Plan*
- C. *Kitsap County Emergency Operations Plan*
- D. *Kitsap County Generator Refueling Plan*
- E. *RCW 38.52.110, Use of Existing Services and Facilities, Impressment of Citizenry.*
- F. *Washington State Comprehensive Emergency Management Plan*
- G. *Washington State Department of Transportation Disaster Plan*
- H. *National Response Framework*

VII. ATTACHMENTS

None

ORDINANCE NO. 2013-10

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the City's building codes and regulations, amending Sections 15.04.020, 15.04.021, 15.04.023 and 15.04.050 of BIMC Chapter 15.04.

WHEREAS, the State Building Code Council amended and adopted the 2012 International Building Code, the 2012 International Residential Code, the 2012 International Mechanical Code published by the International Code Council, as well as the 2012 Uniform Plumbing Code published by the International Association of Plumbing and Mechanical Officials and the 2012 Washington State Energy Code; and

WHEREAS, the City of Bainbridge Island is required by RCW 19.27.031 to adopt provisions of certain uniform codes of technical building and related regulations as adopted by the Washington State Building Code Council ("WSBCC"); and

WHEREAS, pursuant to WAC 51-50, these new codes become effective July 1, 2013; and

WHEREAS, the City wishes to be consistent with other jurisdictions and internally consistent with the application of the after-the-fact permit fees; and

WHEREAS, Washington statutes require all jurisdictions in the state to adopt by reference and enforce the same building code throughout Washington; now, therefore,

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

Section 1. Section 15.04.020 of the Bainbridge Island Municipal Code is amended to read as follows:

Section 15.04.020 Codes adopted by reference.

The following codes are adopted by reference subject to the amendments set forth in BIMC 15.04.021 through 15.04.070 and Resolution 99-31:

A. The International Building Code, ~~2009~~ 2012 Edition, published by the International Code Council, and amended by the State Building Code Council in Chapter 51-50 WAC, together with ICC A117.1-~~2003~~—2009, Appendix C (Agricultural Buildings), Appendix E (Supplementary Accessibility Requirements), ~~and~~ Appendix J (Grading), and the 2012 International Existing Building Code;

B. The International Residential Code, ~~2009~~ 2012 Edition, published by the International Code Council, and amended by the State Building Code Council in Chapter 51-51 WAC together with Appendix F (Radon Control Measures), and Appendix G (Swimming Pools, Spas and Hot Tubs), ~~and Appendix R (Dwelling Unit Fire Sprinkler Systems)~~;

C. The Uniform Plumbing Code, ~~2009~~ 2012 Edition, published by the International Association of Plumbing and Mechanical Officials, and as amended by the State Building Code Council in Chapters 51-56 and 51-57 WAC including Appendices A, B and I;

D. The International Mechanical Code, ~~2009~~ 2012 Edition, published by the International Code Council, and as amended by the State Building Code except that the standards for handling liquefied petroleum gas installations shall be NFPA 58 (Liquefied Petroleum Gas Code) and NFPA 54 (National Fuel Gas Code);

E. The Uniform Code for the Abatement of Dangerous Buildings, 1997 Edition, as published by the International Conference of Building Officials;

F. The Washington State Energy Code, ~~2009~~ 2012 Edition, published by the State Building Code Council, including Appendices A, B, & C, and amended in Chapter ~~51-11 WAC~~ 51-11C WAC and Chapter 51-11R WAC;

G. The Uniform Administrative Code, 1997 Edition, published by the International Conference of Building Officials;

H. The International Fuel Gas Code, ~~2009~~ 2012 Edition, published by the International Code Council;

I. The Uniform Building Code, 1997 Edition, Table 1-A only, published by the International Conference of Building Officials.

In case of conflict among the BIMC and codes adopted in subsections A, B, C, D, E, F, G, H, and I of this section, the BIMC shall govern.

Section 2. Section 15.04.021 of the Bainbridge Island Municipal Code is amended to read as follows:

Section 15.04.021 Design Requirements

IRC Table R301.2(1) is amended by filling in the blanks of the table as follows:

~~Roof~~ Snow Load: 25 psf
Wind Speed: 85 mph
Seismic Category: D2
Weathering: Moderate
Frost Line Depth: 12 inches
Termite: Slight to Moderate
Decay: Slight to Moderate
Winter Design Temp: 27 degrees F
Ice Shield Underlayment Required: No
Flood Hazards: Per BIMC 15.16
Air Freezing Index: 113
Mean Annual Temp: 53 degrees F

Section 3. Section 15.04.023 of the Bainbridge Island Municipal Code is amended to read as follows:

15.04.023 International Building Code, Section 104.6 and International Residential Code, Section R104.6 amended – Right of Entry; International Building Code, Section 114 and International Residential Code, Section R113 amended – Violations; International Building Code, Section 114 and International Residential Code, Section R114 amended – Stop Work Order.

Section 104.6 Right of Entry. The right of entry for the building official shall be as set forth in BIMC 1.26.020.

Section R104.6 Right of Entry. The right of entry for the building official shall be as set forth in BIMC 1.26.020.

Section 114 Violations. The building official may order discontinuance or vacation of a use, structure, building or equipment in accordance with Chapter 1.26 BIMC.

Section R1134 Violations. The building official may order discontinuance or vacation of a use, structure, building or equipment in accordance with Chapter 1.26 BIMC.

Section 115 Stop Work Orders. The building official may order work stopped in accordance with Chapter 1.26 BIMC.

Section R114 Stop Work Orders. The building official may order work stopped in accordance with Chapter 1.26 BIMC.

Section 4. Section 15.04.050 of the Bainbridge Island Municipal Code is amended to read as follows:

Section 15.05.050 International Building Code, Section 108.2 and International Residential Code, Section R108.2 amended - Fees.

A. Permit Fees. The fee for each permit shall be calculated from the 1997 Uniform Administrative Code, which is adopted by reference, and using the most current building valuation data supplied by the International Code Council times a factor of 1.41. When building valuation data is updated by the International Code Council, the city's fees shall be adjusted as of the first of the month at least 30 days after release of the updated figures from the International Code Council. The calculated fees may be reduced by a percentage discount as determined by resolution of the city council. In no case shall the fees charged for building permits exceed the cost to the city of the building permit regulatory function.

B. Plan Review Fees. When a plan or other data is required to be submitted, a plan review fee shall be paid at the time of submitting plans and specifications for review. Said plan review fee shall be 65 percent of the building permit fee calculated in subsection A of this section. Where plans are incomplete or changed so as to require additional plan review, an additional plan review fee shall be charged.

C. Investigation Fees – Work Without a Permit. Whenever any work for which a permit is required by this code has been commenced without first obtaining said permit, a special investigation shall be made before a permit may be issued for such work. An investigation fee, in addition to the permit fee, shall be collected whether a permit is then or subsequently issued. If a permit is not issued, the investigation fee shall be due to the City within sixty (60) days from the date of notification the fee is due. The investigation fee shall be equal to the total permit cost, except the SBCC fee. ~~based on the actual time spent on the investigation.~~ The payment of such investigation fee shall not exempt any person

from compliance with all other provisions of this chapter or from any penalty prescribed by law.

D. Renewal Fees. Fees for renewals shall be one-half the amount required for a new permit for the work. Such fee may be waived by the building official following written request for same upon showing that circumstances beyond the control of the applicant prevented work from commencing or action from being taken.

E. Fee Refunds.

1. The building official may authorize the refunding of any fee paid hereunder which was erroneously paid or collected.

2. The building official may authorize the refunding of not more than 80 percent of the permit fee paid when no work has been done under a permit issued in accordance with this code.

3. The building official may authorize the refunding of not more than 80 percent of the plan review fee paid when an application for a permit for which a plan review fee has been paid is withdrawn or canceled before any plan reviewing is done. The building official shall not authorize the refunding of any fee paid except upon written application filed by the original permittee not later than 180 days after the date of fee payment.

F. Planning Review of Building Permits. When a plan or other data is required to be reviewed for conformity with the environmental or zoning chapters of the Bainbridge Island Municipal Code, a review fee shall be charged in the amount established by the city by resolution. Where plans are incomplete or changed so as to require additional environmental or zoning review, an additional review fee shall be charged.

Section 5. If any section, subsection, paragraph, sentence, clause or phrase of this ordinance is declared invalid or unconstitutional for any reason, such decision shall not affect the validity of the remaining portions of this ordinance.

Section 6. 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 June, 2013.

APPROVED by the Mayor this ____ day of June, 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:	June __, 2013
PUBLISHED:	June __, 2013
EFFECTIVE DATE:	June __, 2013
ORDINANCE NO.:	2013-10

ORDINANCE NO. 2013-12

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to the fire code; amending Sections 20.04.010, 20.04.040, 20.04.080, 20.04.090 and 20.04.100 of the Bainbridge Island Municipal Code (BIMC) to reflect changes made in the International Fire Code, 2012 Edition.

WHEREAS, City Council desires to amend the City's fire code provisions in BIMC Chapter 20.04 to reflect changes made in the International Fire Code, 2012 Edition,

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

Section 1. The section headings for Chapter 20.04 are amended to read as follows:

Sections:

- 20.04.010 Code adopted by reference.
- 20.04.020 Amendments to Section 101.1.
- 20.04.030 Amendments to Section 108.
- 20.04.040 Amendments to Section 109.
- 20.04.050 Amendments to Section 111.4.
- 20.04.060 Amendments to Section 307.1.
- 20.04.070 Amendments to Section 501.1.
- 20.04.080 Amendments to Section 503.
- 20.04.090 Amendments to Section ~~508.3~~ 507.3.
- 20.04.100 Amendments to Section 903.
- 20.04.110 Amendments to Appendix B Section B105.1.
- 20.04.120 Amendments to Appendix C.
- 20.04.130 Amendments to Appendix D.

Section 2. Section 20.04.010 of BIMC Chapter 20.04 is hereby amended to read as follows:

20.04.010 Code adopted by reference.

The following codes are adopted by reference subject to the amendments set forth in BIMC 20.04.010 through 20.04.130:

- A. The International Fire Code, ~~2009~~ 2012 Edition, published by the International Code Council, and as amended as set forth in Chapter 51-54A WAC, and adopted by the State Building Code Council, with the addition of the following appendices: Appendix B (Fire Flow Requirements) as amended in BIMC 20.04.110, Appendix C (Fire Hydrant Locations and Distribution) as amended in

BIMC 20.04.120, Appendix D (Fire Apparatus Access Roads) as amended in BIMC 20.04.130, Appendix E (Hazard Categories), Appendix F (Hazard Ranking), Appendix G (Cryogenic Fluids – Weight and Volume Equivalents), and Appendix H (Hazardous Materials Management Plan (HMMP) and Hazardous Materials Inventory Statement (HMIS) Instructions) (the “International Fire Code”).

Section 3. Section 20.04.040 of BIMC Chapter 20.04 is hereby amended to read as follows:

20.04.040 Amendments to Section 109.

Section 109 of the International Fire Code is amended to read as follows:

SECTION 109

VIOLATIONS

109.1 Unlawful acts. It shall be unlawful for a person, firm or corporation to erect, construct, alter, repair, remove, demolish or utilize a building, occupancy, premises or system regulated by this code, or cause same to be done, in conflict with or in violation of any of the provisions of the city fire code.

109.2 Owner/Occupant Responsibility. Correction and abatement of violations of this code shall be the responsibility of the owner. If an occupant creates, or allows to be created, hazardous conditions in violation of this code, the occupant shall be held responsible for the abatement of such hazardous conditions.

~~109.2~~ 109.3 Notice of violation. When the fire code official (or designee) finds a building, premises, vehicle, storage facility or outdoor area that is in violation of the city fire code, the fire code official (or designee) is authorized to prepare a written notice of violation describing the conditions deemed unsafe and specifying a time for reinspection.

~~109.2.1~~ 109.3.1 Service. A notice of violation issued pursuant to this code shall be served upon the owner, operator, occupant, or other person responsible for the condition or violation, either by personal service, mail, or by delivering the same to, and leaving it with, some person of responsibility upon the premises. For unattended or abandoned locations, a copy of such notice of violation shall be posted on the premises in a conspicuous place and the notice of violation shall be mailed by certified

mail with return receipt requested or a certificate of mailing, to the last known address of the owner, occupant or both.

~~109.2.2~~ 109.3.2 Compliance with orders and notices. A notice of violation issued or served as provided by this code shall be complied with by the owner, operator, occupant or other person responsible for the condition or violation to which the notice of violation pertains.

~~109.2.3~~ 109.3.3 Prosecution of violations. If the notice of violation is not complied with promptly, the fire code official is authorized to request the city code enforcement official or prosecutor to institute the appropriate legal proceedings at law or in equity to restrain, correct or abate such violation or to require removal or termination of the unlawful occupancy of the structure in violation of the provisions of the city fire code or of the order or direction made pursuant hereto.

~~109.2.4~~ 109.3.4 Unauthorized tampering. Signs, tags or seals posted or affixed by the fire code official shall not be mutilated, destroyed or tampered with or removed without authorization from the fire code official. Any mutilation, destruction, tampering or removal of said signs, tags, and/or seals is unlawful and a violation of the city fire code.

~~109.3~~ 109.4 Violation penalties.

A. Civil Infraction. Except as provided in subsection B of this section, conduct made unlawful by the city fire code shall constitute a civil infraction and is subject to enforcement and fines as provided in BIMC 1.26.035, including payment of a fine of not more than five hundred dollars (\$500.00) per violation for each day of noncompliance and payment of court costs. A civil infraction under this section shall be processed in the manner set forth in BIMC Chapter 1.26. Enforcement of this code and the imposition of penalties for violations of this code shall be by the Fire Code Official as provided for in BIMC Chapter 1.26.

B. Misdemeanor. Any person who again violates this section within twelve (12) months after receiving a notice of infraction pursuant to subsection A of this section, commits a misdemeanor and any person who is convicted thereof shall be punished as provided in BIMC 1.24.010.A.

C. Civil penalty. In addition to any civil infraction fine, criminal penalty, and or other available, sanction or remedial procedure, any person engaging in conduct made unlawful by the city fire code shall be subject to a cumulative civil penalty in the amount of \$1,000 per day for each

violation from the date set for compliance until the date of compliance. Any such civil penalty shall be collected in accordance with BIMC 1.26.090.

D. Additional Remedies. In addition to any other remedy provided by this chapter or under the Bainbridge Island Municipal Code, the city may initiate injunction or abatement proceedings or any other appropriate action in courts against any person who violates or fails to comply with any provision of this chapter to prevent, enjoin, abate, and/or terminate violations of this chapter and/or to restore a condition which existed prior to the violation. In any such proceeding, the person violating and/or failing to comply with any provisions of the city building code shall be liable for the costs and reasonable attorney's fees incurred by the city in bringing, maintaining and/or prosecuting such action.

E. In the event and to the extent the language of this section conflicts with language of the codes and/or appendices adopted by reference in BIMC 20.04.010, the language of this section shall prevail over the language it conflicts with in any said code and/or appendix.

~~109.3.1~~ 109.4.1 Abatement of violation. In addition to the imposition of the penalties herein described, the fire code official is authorized to institute appropriate action to prevent unlawful construction or to restrain, correct or abate a violation; or to prevent illegal occupancy of a structure or premises; or to stop an illegal act, conduct of business or occupancy of a structure on or about any premises.

Section 4. Section 20.04.080 of BIMC Chapter 20.04 is hereby amended to read as follows:

20.04.080 Amendments to Section 503.

Section 503 of the International Fire Code is hereby amended to read as follows:

SECTION 503

FIRE APPARATUS ACCESS ROADS

503.1 Where required. Fire apparatus access roads shall be provided and maintained in accordance with Sections 503.1.1 through 503.1.3.

503.1.1 Buildings and facilities. Approved fire apparatus access roads shall be provided for every facility, building or portion of a building hereafter constructed or moved into or within the jurisdiction. The fire

apparatus access road shall comply with the requirements of this section and shall extend to within 150 feet (~~45,720 mm~~) of all portions of the facility and all portions of the exterior walls of the first story of the building as measured by an approved route around the exterior of the building or facility.

Exception: The fire code official is authorized to increase the dimension of 150 feet (~~45,720 mm~~) where:

1. The building is equipped throughout with an approved automatic sprinkler system installed in accordance with Section 903.3.1.1, 903.3.1.2 or 903.3.1.3.
2. Fire apparatus access roads cannot be installed because of location on property, topography, waterways, nonnegotiable grades or other similar conditions, and an approved alternative means of fire protection is provided.
3. There are not more than two Group R-3 or Group U occupancies.

503.1.2 Additional access. The fire code official is authorized to require more than one fire apparatus access road based on the potential for impairment of a single road by vehicle congestion, condition of terrain, climatic conditions or other factors that could limit access.

503.1.3 High-piled storage. Fire department vehicle access to buildings used for high-piled combustible storage shall comply with the applicable provisions of Chapter 23.

503.2 Specifications. Fire apparatus access roads shall be installed and arranged in accordance with Sections 503.2.1 through 503.2.8.

503.2.1 Dimensions. Fire apparatus access roads shall have an unobstructed width of not less than 20 feet (~~6096 mm~~), except for approved security gates in accordance with Section 503.6, and an unobstructed vertical clearance of not less than 13 feet 6 inches (~~4115 mm~~), unless otherwise approved by the fire marshal of the Bainbridge Island Fire Department.

Exceptions:

1. The width may be reduced in residential areas consisting of only single-family homes, providing the width is consistent with public works street standards and not less than a 12 foot wide drivable surface.

2. Public streets shall be in accordance with Public Works Department street standards.

503.2.2 Authority. The fire code official shall have the authority to require an increase in the minimum access widths where they are inadequate for fire or rescue operations.

503.2.3 Surface. Fire apparatus access roads shall be designed and maintained to support the imposed loads of fire apparatus and shall be surfaced so as to provide all-weather driving capabilities. (See also Appendix D Section D102.1.)

503.2.4 Turning radius. The required turning radius of a fire apparatus access road shall be determined by the fire code official.

503.2.5 Dead ends. Dead-end fire apparatus access roads in excess of 150 feet (~~45,720 mm~~) in length shall be provided with an approved area for turning around fire apparatus.

503.2.6 Bridges and elevated surfaces. Where a bridge or an elevated surface is part of a fire apparatus access road, the bridge shall be constructed and maintained in accordance with AASHTO Standard Specification for Highway Bridges HB-17. Bridges and elevated surfaces shall be designed for a live load sufficient to carry the imposed loads of fire apparatus. Vehicle load limits shall be posted at both entrances to bridges when required by the fire code official. Where elevated surfaces designed for emergency vehicle use are adjacent to surfaces which are not designed for such use, approved barriers, approved signs or both shall be installed and maintained when required by the fire code official.

503.2.7 Grade. The grade of the fire apparatus access road shall be based on the fire department apparatus and be within the limits established in 503.2.7.1 through 503.2.7.2 by the fire code official.

503.2.7.1 Public Fire Apparatus Access Roadways. The grade of public fire apparatus access roads shall be in accordance with Public Works Department Standards but shall not exceed the limits set forth in 503.2.7.2.

503.2.7.2 Private Fire Apparatus Access Roadways. The grade of existing private fire apparatus access roads shall not exceed 12%.

Exception: Private fire apparatus access roads where grades are greater than 12% but not exceeding 15% shall be paved, or in lieu of paving, shall have an automatic fire sprinkler system installed in any new structure. Grades exceeding 15% will require the fire apparatus access road to be paved, all new structures to be equipped with automatic fire sprinkler systems, and special approval by the fire code official.

503.2.8 Angles of Approach and Departure. The angles of approach and departure for fire apparatus access roads shall be within the limits established by the fire code official based on the department's apparatus.

503.3 Marking. Where required by the fire code official, approved signs or other approved notices or markings that include the words NO PARKING – FIRE LANE – TOW AWAY ZONE shall be provided for fire apparatus access roads to identify such roads or prohibit the obstruction thereof. The means by which fire lanes are designated shall be maintained in a clean and legible condition at all times and shall be replaced or repaired when necessary to provide adequate visibility. The property owner(s) of the designated fire lane shall have sole responsibility to install and maintain the required signs and markings. Where required, signs shall be 12 inches by 18 inches in size with white background and red lettering, securely attached to a fixed object or post. Signs shall be placed not less than four feet nor more than six feet above grade level. Where required, curbs shall be painted red on the sides and top with white lettering not less than four inches high at 30-foot intervals and read “No Parking - Fire Lane – Tow Away Zone” if signs are not provided.

503.4 Obstruction of fire apparatus access roads. Fire apparatus access roads shall not be obstructed in any manner, including the parking of vehicles. The minimum widths and clearances established in Section 503.2.1 shall be maintained at all times.

503.5 Required gates or barricades. The fire code official is authorized to require the installation and maintenance of gates or other approved barricades across fire apparatus access roads, trails or other accessways, not including public streets, alleys or highways. Electric gate operators, where provided, shall be listed in accordance with UL325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.

503.5.1 Secured gates and barricades. When required, gates and barricades shall be secured in an approved manner. Roads, trails and other accessways that have been closed and obstructed in the manner prescribed by Section 503.5 shall not be trespassed on or used unless authorized by the owner and the fire code official.

Exception: The restriction on use shall not apply to public officers acting within the scope of duty.

503.6 Security gates. The installation of security gates across a fire apparatus access road shall be approved by the fire chief. Where security gates are installed, they shall have an approved means of emergency operation. The security gates and the emergency operation shall be maintained operational at all times. Electric gate operators, where provided, shall be listed in accordance with UL325. Gates intended for automatic operation shall be designed, constructed and installed to comply with the requirements of ASTM F 2200.

Section 5. Section 20.04.090 of BIMC Chapter 20.04 is hereby amended to read as follows:

20.04.090 Amendments to Section ~~508.3~~ 507.3

Section ~~508.3~~ 507.3 of the International Fire Code is hereby amended to read as follows:

~~508.3~~ 507.3 Fire flow. Fire flow requirements for buildings or portions of buildings and facilities shall be determined by an approved method and shall be in accordance with Appendix B as amended.

Section 6. Section 20.04.100 of BIMC Chapter 20.04 is hereby amended to read as follows:

20.04.100 Amendments to Section 903.

Section 903 of the International Fire Code is hereby amended to read as follows:

~~903.2.143~~ Other automatic sprinkler system requirements. Buildings within the city used for assembly, educational, industrial, institutional, mercantile, storage, office and multifamily dwelling purposes shall be equipped with fire protection systems. The plans for all such systems must be approved in advance of construction by the fire marshal. All sprinkler systems must meet the following minimum requirements:

A. Sprinkler Systems Required.

1. A fully automatic sprinkler system designed, installed and tested pursuant to the current edition of NFPA 13, NFPA 13R, or NFPA 13D, as determined by the fire marshal, shall be installed in all new buildings in excess of 5,000 square feet total floor area.

2. A fully automatic sprinkler system meeting the standards set forth in subsection A.1 of this section may be required by the chief of the fire district for any new building in the city, when, in the judgment of the chief ~~or officer~~, any of the following conditions exist: hazardous operations, hazardous contents, critical exposure problems, limited accessibility to the buildings, or other items which may contribute to definite fire hazards.

3. All sprinkler systems installed after the effective date of the ordinance codified in this subsection shall be equipped with a leak detector meter which includes a double check valve assembly.

B. Conflicts. In the event that any provision of this section conflicts with any provision of the Building Code or the Fire Code as adopted by the city, the more stringent (greatest protection) provision shall apply.

C. Exceptions. The chief of the fire district and the city building official shall have the authority to grant exceptions to the provisions of this section. All such exceptions must be in writing and shall be granted only where the required installation of a sprinkler system or hose station would create a safety hazard or cause damage to the building's contents.

D. Existing Buildings.

1. Existing fully sprinklered buildings, when remodeled or added onto, shall retain the feature of being sprinklered in the remodeled or added on portion.

2. If, by expanding an existing building, the resulting total structure falls within the coverage of subsection A of this section, the entire structure shall be fully sprinklered as required in subsection A.1 or A.2 of this section, whichever may apply.

3. If a building permit is required in the remodeling of an structure of 5,000 or more square feet total floor area as described in 903.2.14, the entire structure shall be fully sprinklered as required in subsection A.1 or A.2 of this section, whichever may apply.

Section 7. This ordinance shall take effect and be in force five (5) days after its passage, approval and publication as provided 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 30, 2013

PASSED BY THE CITY COUNCIL:

PUBLICATION DATE:

EFFECTIVE DATE:

ORDINANCE NO. 2013-12

CITY OF BAINBRIDGE ISLAND, WASHINGTON

ORDINANCE NO. 2013-14

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to contracting indebtedness; providing for the issuance, sale and delivery of not to exceed \$5,900,000 aggregate principal amount of unlimited tax general obligation refunding bonds to provide funds necessary to carry out the refunding of certain outstanding unlimited tax general obligation bonds of the City and to pay the costs of issuance and sale of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds and to take certain other actions with respect to carrying out the refundings and issuance of the bonds; and providing for other related matters.

Passed [June 26, 2013]

This document prepared by:

*Foster Pepper PLLC
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Seattle, Washington 98101
(206) 447-4400*

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**The cover page, table of contents and section headings of this ordinance are for convenience of reference only, and shall not be used to resolve any question of interpretation of this ordinance.*

CITY OF BAINBRIDGE ISLAND, WASHINGTON

ORDINANCE NO. 2013-14

AN ORDINANCE of the City of Bainbridge Island, Washington, relating to contracting indebtedness; providing for the issuance, sale and delivery of not to exceed \$5,900,000 aggregate principal amount of unlimited tax general obligation refunding bonds to provide funds necessary to carry out the refunding of certain outstanding unlimited tax general obligation bonds of the City and to pay the costs of issuance and sale of the bonds; fixing or setting parameters with respect to certain terms and covenants of the bonds; appointing the City's designated representative to approve the final terms of the sale of the bonds and to take certain other actions with respect to carrying out the refundings and issuance of the bonds; and providing for other related matters.

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

Section 1. Definitions. As used in this ordinance, the following capitalized terms shall have the following meanings:

(a) “*2002 Bond Ordinance*” means Ordinance No. 2002-40 authorizing the issuance of the 2002 Bonds.

(b) “*2002 Bonds*” means the Unlimited Tax General Obligation Bonds, 2002, issued by the City pursuant to the 2002 Bond Ordinance.

(c) “*2002 Refunded Bonds*” means the 2002 Refunding Candidates selected by the Designated Representative to be Refunded Bonds.

(d) “*2002 Refunding Candidates*” means the outstanding 2002 Bonds maturing in the years 2013 through 2022, inclusive, the refunding of which has been provided for by this ordinance.

(e) “*2004 Bond Ordinance*” means Ordinance No. 2004-15 authorizing the issuance of the 2004 Bonds.

(f) “*2004 Bonds*” means the Unlimited Tax General Obligation Bonds, 2004, issued by the City pursuant to the 2004 Bond Ordinance.

(g) “*2004 Refunded Bonds*” means the 2004 Refunding Candidates selected by the Designated Representative to be Refunded Bonds.

(h) “*2004 Refunding Candidates*” means the outstanding 2004 Bonds maturing in the years 2015 through 2023, inclusive, the refunding of which has been provided for by this ordinance.

(i) “*Acquired Obligations*” means those Government Obligations (as defined in the applicable ordinance authorizing the Refunded Bonds) purchased to carry out the Refunding Plan.

(j) “*Authorized Denomination*” means \$5,000 or any integral multiple thereof within a maturity of a Series.

(k) “*Beneficial Owner*” means, with respect to a Bond, the owner of any beneficial interest in that Bond.

(l) “*Bond*” means each bond issued pursuant to and for the purposes provided in this ordinance.

(m) “*Bond Counsel*” means the firm of Foster Pepper PLLC, its successor, or any other attorney or firm of attorneys selected by the City with a nationally recognized standing as bond counsel in the field of municipal finance.

(n) “*Bond Fund*” means the Unlimited Tax General Obligation Refunding Bond Fund, 2013, of the City created for the payment of the principal of and interest on the Bonds.

(o) “*Bond Purchase Agreement*” means an offer to purchase a Series of the Bonds, setting forth certain terms and conditions of the issuance, sale and delivery of those Bonds, which offer is authorized to be accepted by the Designated Representative on behalf of the City, if consistent with this ordinance.

(p) “*Bond Register*” means the books or records maintained by the Bond Registrar for the purpose of identifying ownership of the each Bond.

(q) “*Bond Registrar*” means the Fiscal Agent, or any successor bond registrar selected by the City.

(r) “*City*” means the City of Bainbridge Island, Washington, a municipal corporation duly organized and existing under the laws of the State.

(s) “*City Contribution*” means legally available money of the City, in addition to proceeds of the Bonds, necessary or advisable to accomplish the Refunding Plan, as determined by the Designated Representative.

(t) “*City Council*” means the legislative authority of the City, as duly and regularly constituted from time to time.

(u) “*Code*” means the United States Internal Revenue Code of 1986, as amended, and applicable rules and regulations promulgated thereunder.

(v) “*Designated Representative*” means the officer of the City appointed in Section 4 of this ordinance to serve as the City’s designated representative in accordance with RCW 39.46.040(2).

(w) “*DTC*” means The Depository Trust Company, New York, New York, or its nominee.

(x) “*Final Terms*” means the terms and conditions for the sale of a Series of the Bonds including the amount, date or dates, denominations, interest rate or rates (or mechanism for determining interest rate or rates), payment dates, final maturity, redemption rights, price, and other terms or covenants, including minimum savings for refunding bonds (if the refunding bonds are issued for savings purposes).

(y) “*Financial Advisor*” means D.A. Davidson & Co., of Seattle, Washington, or any other Financial Advisor then appointed and acting as financial advisor to the City.

(z) “*Finance Officer*” means the Director of Finance and Administrative Services or such other officer of the City who succeeds to substantially all of the responsibilities of that office.

(aa) “*Fiscal Agent*” means the fiscal agent of the State, as the same may be designated by the State from time to time.

(bb) “*Government Obligations*” has the meaning given in RCW 39.53.010, as now in effect or as may hereafter be amended.

(cc) “*Issue Date*” means, with respect to a Bond, the date of initial issuance and delivery of that Bond to the Purchaser in exchange for the purchase price of that Bond.

(dd) “*Letter of Representations*” means the Blanket Issuer Letter of Representations between the City and DTC, dated December 10, 1998.

(ee) “*MSRB*” means the Municipal Securities Rulemaking Board.

(ff) “*Owner*” means, without distinction, the Registered Owner and the Beneficial Owner.

(gg) “*Purchaser*” means the corporation, firm, association, partnership, trust, or other legal entity or group of entities selected by the Designated Representative to serve as underwriter for a negotiated sale of any Series of the Bonds.

(hh) “*Rating Agency*” means any nationally recognized rating agency then maintaining a rating on the Bonds at the request of the City.

(ii) “*Record Date*” means the Bond Registrar’s close of business on the 15th day of the month preceding an interest payment date. With respect to redemption of a Bond prior to its maturity, the Record Date shall mean the Bond Registrar’s close of business on the date on which the Bond Registrar sends the notice of redemption in accordance with Section 9.

(jj) “*Redemption Date*” means, with respect to the 2002 Refunded Bonds, a date selected by the Designated Representative that is not less than 30 days or more than 60 days after the Issue Date, and with respect to the 2004 Refunded Bonds, December 1, 2014.

(kk) “*Refunded Bonds*” means all or a portion of the Refunding Candidates selected by the Designated Representative to be refunded with the proceeds of a Series of the Bonds.

(ll) “*Refunded Bond Ordinances*” means, together, the 2002 Bond Ordinance and the 2004 Bond Ordinance.

(mm) “*Refunding Candidates*” means, together, the 2002 Refunding Candidates and the 2004 Refunding Candidates.

(nn) “*Refunding Plan*” means (as further described in the applicable Refunding Trust Agreement):

(i) the deposit with the Refunding Trustee of an amount of proceeds of a Series of the Bonds sufficient (together with the City Contribution, if necessary) to acquire the Acquired Obligations to be held by the Refunding Trustee with cash, if necessary;

(ii) the application of the principal of and interest on the Acquired Obligations (and any other cash balance) to the payment of interest on the Refunded Bonds when due and the call, payment and redemption of the specified Refunded Bonds on the applicable Redemption Date at a price of par plus any accrued interest; and

(iii) the payment of costs of issuing the Series of the Bonds and the costs of carrying out the foregoing elements of the Refunding Plan.

(oo) “*Refunding Trust Agreement*” means a refunding trust or escrow agreement between the City and the Refunding Trustee, dated as of the Issue Date of each Series of the Bonds, providing for the safekeeping of bond proceeds and the refunding certain Refunded Bonds.

(pp) “*Refunding Trustee*” means U.S. Bank National Association serving as Refunding Trustee or any successor thereto.

(qq) “*Registered Owner*” means, with respect to a Bond, the person in whose name that Bond is registered on the Bond Register. For so long as the City utilizes the book-entry only system for the Bonds under the Letter of Representations, Registered Owner shall mean the Securities Depository.

(rr) “*Rule 15c2-12*” means Rule 15c2-12 promulgated by the SEC under the Securities Exchange Act of 1934, as amended.

(ss) “*SEC*” means the United States Securities and Exchange Commission.

(tt) “*Securities Depository*” means DTC, any successor thereto, any substitute securities depository selected by the City that is qualified under applicable laws and regulations to provide the services proposed to be provided by it, or the nominee of any of the foregoing.

(uu) “*Series of the Bonds*” or “*Series*” means a series of the Bonds issued pursuant to this ordinance.

(vv) “*State*” means the State of Washington.

(ww) “*System of Registration*” means the system of registration for the City’s bonds and other obligations set forth in Ordinance No. 83-10 of the City.

(xx) “*Term Bond*” means each Bond designated as a Term Bond and subject to mandatory redemption in the years and amounts set forth in the Bond Purchase Agreement.

(yy) “*Undertaking*” means the undertaking to provide continuing disclosure entered into pursuant to Section 16 of this ordinance.

Section 2. Findings and Determinations. The City takes note of the following facts and makes the following findings and determinations:

(a) *Issuance of the 2002 Bonds.* Pursuant to the 2002 Bond Ordinance, the City issued the 2002 Bonds for the purpose of acquiring forested areas, open space, wildlife habitat, farms and agricultural lands and to create new trails and passive parks, and reserved the right to redeem the 2002 Bonds maturing on and after December 1, 2013, prior to their maturity on or after December 1, 2012, at a price equal to the stated principal amount outstanding plus accrued interest to the date fixed for redemption. There are presently outstanding \$3,285,000 principal amount of 2002 Bonds maturing on December 1 of each of the years 2013 through 2022, inclusive, and bearing various interest rates from 4.00% to 4.70%.

(b) *Issuance of the 2004 Bonds.* Pursuant to the 2004 Bond Ordinance, the City issued the 2004 Bonds for the purpose of acquiring forested areas, open space, wildlife habitat, farms and agricultural lands and to create new trails and passive parks, and reserved the right to redeem the 2004 Bonds maturing on and after December 1, 2015, prior to their maturity on or after December 1, 2014, at a price equal to the stated principal amount outstanding plus accrued interest to the date fixed for redemption. There are presently outstanding \$2,145,000 principal amount of 2004 Bonds maturing on December 1 of each of the years 2015 through 2023, inclusive, and bearing various interest rates from 4.00% to 4.65%.

(c) *The Refundings.* After due consideration, it appears to the City Council that all or a portion of the Refunding Candidates may be refunded by the issuance and sale of the unlimited tax general obligation refunding bonds authorized herein so that a savings will be effected by the difference between the principal and interest cost over the life of the applicable Series of the Bonds and the principal and interest cost over the life of the applicable Refunded Bonds but for such refunding, which refunding will be effected by carrying out the Refunding Plan.

(d) *The Bonds.* For the purpose of providing the funds necessary to carry out the Refunding Plan and to pay the costs of issuance and sale of the Bonds, the City Council finds that it is in the best interests of the City and its taxpayers to issue and sell the Bonds to the Purchaser, pursuant to the terms set forth in the Bond Purchase Agreement as approved by the City’s Designated Representative consistent with this ordinance.

Section 3. Authorization of Bonds. The City is authorized to borrow money on the credit of the City and issue negotiable unlimited tax general obligation refunding bonds

evidencing indebtedness in the amount of not to exceed \$5,900,000 to provide funds necessary to carry out the Refunding Plan and to pay the costs of issuance and sale of the Bonds.

Section 4. Description of the Bonds; Appointment of Designated Representative. The City Manager and the Finance Officer are each appointed as the Designated Representative, both with the individual authority to conduct the sale of the Bonds in the manner and upon the terms deemed most advantageous to the City, and to approve the Final Terms of the Bonds, with such additional terms and covenants as the Designated Representative deems advisable, within the parameters set forth in Exhibit A, which is attached to this ordinance and incorporated by this reference.

To the extent the principal amount of any Series of the Bonds exceeds the principal amount of the Refunded Bonds being refunded within the parameters set forth in Exhibit A, such excess shall constitute nonvoted general obligation debt of the City for purposes of calculating debt capacity and shall be allocated, by the Designated Representative, to the earliest maturing principal of the Bonds of such Series. The Designated Representative shall allocate the Series of the Bonds to the corresponding Refunded Bonds in such manner as will comply with applicable requirements of the Code, meet restrictions of State law concerning such refunding, and effectuate any other allocation deemed necessary or advisable for accounting and debt administration.

Section 5. Bond Registrar; Registration and Transfer of Bonds.

(a) *Registration of Bonds.* Each Bond shall be issued only in registered form as to both principal and interest and the ownership of each Bond shall be recorded on the Bond Register.

(b) *Bond Registrar; Duties.* The Fiscal Agent is appointed as initial Bond Registrar. The Bond Registrar shall keep, or cause to be kept, sufficient books for the registration and transfer of the Bonds, which shall be open to inspection by the City at all times. The Bond Registrar is authorized, on behalf of the City, to authenticate and deliver Bonds transferred or exchanged in accordance with the provisions of the Bonds and this ordinance, to serve as the City's paying agent for the Bonds and to carry out all of the Bond Registrar's powers and duties under this ordinance and the System of Registration. The Bond Registrar shall be responsible for its representations contained in the Bond Registrar's Certificate of Authentication on each Bond. The Bond Registrar may become an Owner with the same rights it would have if it were not the Bond Registrar and, to the extent permitted by law, may act as depository for and permit any of its officers or directors to act as members of, or in any other capacity with respect to, any committee formed to protect the rights of Owners.

(c) *Bond Register; Transfer and Exchange.* The Bond Register shall contain the name and mailing address of each Registered Owner and the principal amount and number of each Bond held by each Registered Owner. A Bond surrendered to the Bond Registrar may be exchanged for a Bond or Bonds in any Authorized Denomination of an equal aggregate principal amount and of the same Series, interest rate and maturity. A Bond may be transferred only if endorsed in the manner provided thereon and surrendered to the Bond Registrar. Any exchange or transfer shall be without cost to the Owner or transferee. The Bond Registrar shall not be

obligated to exchange any Bond or transfer registered ownership during the period between the applicable Record Date and the next upcoming interest payment or redemption date.

(d) *Securities Depository; Book-Entry Only Form.* DTC is appointed as initial Securities Depository. Each Bond initially shall be registered in the name of Cede & Co., as the nominee of DTC. Each Bond registered in the name of the Securities Depository shall be held fully immobilized in book-entry only form by the Securities Depository in accordance with the provisions of the Letter of Representations. Registered ownership of any Bond registered in the name of the Securities Depository may not be transferred except: (i) to any successor Securities Depository; (ii) to any substitute Securities Depository appointed by the City; or (iii) to any person if the Bond is no longer to be held in book-entry only form. Upon the resignation of the Securities Depository, or upon a termination of the services of the Securities Depository by the City, the City may appoint a substitute Securities Depository. If (i) the Securities Depository resigns and the City does not appoint a substitute Securities Depository, or (ii) the City terminates the services of the Securities Depository, the Bonds no longer shall be held in book-entry only form and the registered ownership of each Bond may be transferred to any person as provided in this ordinance.

Neither the City nor the Bond Registrar shall have any obligation to participants of any Securities Depository or the persons for whom they act as nominees regarding accuracy of any records maintained by the Securities Depository or its participants. Neither the City nor the Bond Registrar shall be responsible for any notice that is permitted or required to be given to a Registered Owner except such notice as is required to be given by the Bond Registrar to the Securities Depository.

Section 6. Form and Execution of Bonds.

(a) *Form of Bonds; Signatures and Seal.* Each Bond shall be prepared in a form consistent with the provisions of this ordinance and State law. Each Bond shall be signed by the Mayor and the City Clerk, either or both of whose signatures may be manual or in facsimile, and the seal of the City or a facsimile reproduction thereof shall be impressed or printed thereon. If any officer whose manual or facsimile signature appears on a Bond ceases to be an officer of the City authorized to sign bonds before the Bond bearing his or her manual or facsimile signature is authenticated by the Bond Registrar, or issued or delivered by the City, that Bond nevertheless may be authenticated, issued and delivered and, when authenticated, issued and delivered, shall be as binding on the City as though that person had continued to be an officer of the City authorized to sign bonds. Any Bond also may be signed on behalf of the City by any person who, on the actual date of signing of the Bond, is an officer of the City authorized to sign bonds, although he or she did not hold the required office on its Issue Date.

(b) *Authentication.* Only a Bond bearing a Certificate of Authentication in substantially the following form, manually signed by the Bond Registrar, shall be valid or obligatory for any purpose or entitled to the benefits of this ordinance: "Certificate of Authentication. This Bond is one of the fully registered City of Bainbridge Island, Washington, Unlimited Tax General Obligation Refunding Bonds, 2013." The authorized signing of a Certificate of Authentication shall be conclusive evidence that the Bond so authenticated has been duly executed, authenticated and delivered and is entitled to the benefits of this ordinance.

Section 7. Payment of Bonds. Principal of and interest on each Bond shall be payable in lawful money of the United States of America. Principal of and interest on each Bond registered in the name of the Securities Depository is payable in the manner set forth in the Letter of Representations. Interest on each other Bond not registered in the name of the Securities Depository is payable by electronic transfer on the interest payment date, or by check or draft of the Bond Registrar mailed on the interest payment date to the Registered Owner at the address appearing on the Bond Register on the Record Date. However, the City is not required to make electronic transfers except pursuant to a request by a Registered Owner in writing received on or prior to the Record Date and at the sole expense of the Registered Owner. Principal of each other Bond not registered in the name of the Securities Depository is payable upon presentation and surrender of the Bond by the Registered Owner to the Bond Registrar. The Bonds are not subject to acceleration under any circumstances.

Section 8. Bond Fund. The Bond Fund is created as a special fund of the City for the sole purpose of paying principal of and interest on the Bonds. Any Bond proceeds in excess of the amounts needed to pay the costs of the Refunding Plan and the costs of issuance of the Bonds, shall be deposited into the Bond Fund. All amounts allocated to the payment of the principal of and interest on the Bonds shall be deposited in the Bond Fund as necessary for the timely payment of amounts due with respect to the Bonds. The principal of and interest on the Bonds shall be paid out of the Bond Fund. Until needed for that purpose, the City may invest money in the Bond Fund temporarily in any legal investment, and the investment earnings shall be retained in the Bond Fund and used for the purposes of that fund.

Section 9. Redemption Provisions and Purchase of Bonds.

(a) *Optional Redemption.* The Bonds shall be subject to redemption at the option of the City on terms acceptable to the Designated Representative, as set forth in the Bond Purchase Agreement, consistent with the parameters set forth in Exhibit A.

(b) *Mandatory Redemption.* Each Bond that is designated as a Term Bond in the Bond Purchase Agreement, consistent with the parameters set forth in Exhibit A, if not previously redeemed under any optional redemption provisions or purchased and surrendered for cancellation under the provisions set forth below, shall be called for redemption at a price equal to the stated principal amount to be redeemed, plus accrued interest, on the dates and in the amounts as set forth in the Bond Purchase Agreement. If a Term Bond is redeemed under the optional redemption provisions, defeased or purchased by the City and surrendered for cancellation, the principal amount of the Term Bond so redeemed, defeased or purchased (irrespective of its actual redemption or purchase prices) shall be credited against one or more scheduled mandatory redemption installments for that Term Bond. The City shall determine the manner in which the credit is to be allocated and shall notify the Bond Registrar in writing of its allocation prior to the earliest mandatory redemption date for that Term Bond for which notice of redemption has not already been given.

(c) *Selection of Bonds for Redemption; Partial Redemption.* If fewer than all of the outstanding Bonds are to be redeemed at the option of the City, the City shall select the Series and maturities to be redeemed. If fewer than all of the outstanding Bonds of a maturity of a Series are to be redeemed, the Securities Depository shall select Bonds registered in the name of

the Securities Depository to be redeemed in accordance with the Letter of Representations, and the Bond Registrar shall select all other Bonds to be redeemed randomly in such manner as the Bond Registrar shall determine. All or a portion of the principal amount of any Bond that is to be redeemed may be redeemed in any Authorized Denomination. If less than all of the outstanding principal amount of any Bond is redeemed, upon surrender of that Bond to the Bond Registrar, there shall be issued to the Registered Owner, without charge, a new Bond (or Bonds, at the option of the Registered Owner) of the same Series, maturity and interest rate in any Authorized Denomination in the aggregate principal amount to remain outstanding.

(d) *Notice of Redemption.* Notice of redemption of each Bond registered in the name of the Securities Depository shall be given in accordance with the Letter of Representations. Notice of redemption of each other Bond, unless waived by the Registered Owner, shall be given by the Bond Registrar not less than 20 nor more than 60 days prior to the date fixed for redemption by first-class mail, postage prepaid, to the Registered Owner at the address appearing on the Bond Register on the Record Date. The requirements of the preceding sentence shall be satisfied when notice has been mailed as so provided, whether or not it is actually received by an Owner. In addition, the redemption notice shall be mailed or sent electronically within the same period to the MSRB (if required under the Undertaking), to each Rating Agency, and to such other persons and with such additional information as the Finance Officer shall determine, but these additional mailings shall not be a condition precedent to the redemption of any Bond.

(e) *Rescission of Optional Redemption Notice.* In the case of an optional redemption, the notice of redemption may state that the City retains the right to rescind the redemption notice and the redemption by giving a notice of rescission to the affected Registered Owners at any time on or prior to the date fixed for redemption. Any notice of optional redemption that is so rescinded shall be of no effect, and each Bond for which a notice of redemption has been rescinded shall remain outstanding.

(f) *Effect of Redemption.* Interest on each Bond called for redemption shall cease to accrue on the date fixed for redemption, unless either the notice of optional redemption is rescinded as set forth above, or money sufficient to effect such redemption is not on deposit in the Bond Fund or in a trust account established to refund or defease the Bond.

(g) *Purchase of Bonds.* The City reserves the right to purchase any or all of the Bonds offered to the City at any time at any price acceptable to the City plus accrued interest to the date of purchase.

Section 10. Failure To Pay Bonds. If the principal of any Bond is not paid when the Bond is properly presented at its maturity date or date fixed for redemption, the City shall be obligated to pay interest on that Bond at the same rate provided in the Bond from and after its maturity or date fixed for redemption until that Bond, both principal and interest, is paid in full or until sufficient money for its payment in full is on deposit in the Bond Fund, or in a trust account established to refund or defease the Bond, and the Bond has been called for payment by giving notice of that call to the Registered Owner.

Section 11. Pledge of Taxes. The Bonds constitute a general indebtedness of the City and are payable from tax revenues of the City and such other money as is lawfully available and

pledged by the City for the payment of principal of and interest on the Bonds. For as long as any of the Bonds are outstanding, the City irrevocably pledges that it shall, in the manner provided by law without limitation as to rate or amount, include in its annual property tax levy amounts sufficient, together with other money that is lawfully available, to pay principal of and interest on the Bonds as the same become due. The full faith, credit and resources of the City are pledged irrevocably for the prompt payment of the principal of and interest on the Bonds and such pledge shall be enforceable in mandamus against the City.

Section 12. Tax Covenants; Designation of Bonds as “Qualified Tax-Exempt Obligations.”

(a) *Preservation of Tax Exemption for Interest on Bonds.* The City covenants that it will take all actions necessary to prevent interest on the Bonds from being included in gross income for federal income tax purposes, and it will neither take any action nor make or permit any use of proceeds of the Bonds or other funds of the City treated as proceeds of the Bonds that will cause interest on the Bonds to be included in gross income for federal income tax purposes. The City also covenants that it will, to the extent the arbitrage rebate requirements of Section 148 of the Code are applicable to the Bonds, take all actions necessary to comply (or to be treated as having complied) with those requirements in connection with the Bonds.

(b) *Post-Issuance Compliance.* The Finance Officer is authorized and directed to adopt and implement the City’s written procedures to facilitate compliance by the City with the covenants in this ordinance and the applicable requirements of the Code that must be satisfied after the Issue Date to prevent interest on the maintain the tax treatment of the Bonds and the receipt of interest thereon.

(c) *Designation of Bonds as “Qualified Tax-Exempt Obligations.”* The Designated Representative may designate the Bonds as “qualified tax-exempt obligations” for the purposes of Section 265(b)(3) of the Code, if the following conditions are met:

(i) the Bonds are not “private activity bonds” within the meaning of Section 141 of the Code;

(ii) the reasonably anticipated amount of tax-exempt obligations (other than private activity bonds and other obligations not required to be included in such calculation) that the City and any entity subordinate to the City (including any entity that the City controls, that derives its authority to issue tax-exempt obligations from the City, or that issues tax-exempt obligations on behalf of the City) will issue during the calendar year in which the Bonds are issued will not exceed \$10,000,000; and

(iii) the amount of tax-exempt obligations, including the Bonds, designated by the City as “qualified tax-exempt obligations” for the purposes of Section 265(b)(3) of the Code during the calendar year in which the Bonds are issued does not exceed \$10,000,000.

Section 13. Refunding or Defeasance of the Bonds. The City may issue refunding bonds pursuant to State law or use money available from any other lawful source to carry out a refunding or defeasance plan, which may include (a) paying when due the principal of and interest on any or all of the Bonds (the “defeased Bonds”); (b) redeeming the defeased Bonds

prior to their maturity; and (c) paying the costs of the refunding or defeasance. If the City sets aside in a special trust fund or escrow account irrevocably pledged to that redemption or defeasance (the "trust account"), money and/or Government Obligations maturing at a time or times and bearing interest in amounts sufficient to redeem, refund or defease the defeased Bonds in accordance with their terms, then all right and interest of the Owners of the defeased Bonds in the covenants of this ordinance and in the funds and accounts obligated to the payment of the defeased Bonds shall cease and become void. Thereafter, the Owners of defeased Bonds shall have the right to receive payment of the principal of and interest on the defeased Bonds solely from the trust account and the defeased Bonds shall be deemed no longer outstanding. In that event, the City may apply money remaining in any fund or account (other than the trust account) established for the payment or redemption of the defeased Bonds to any lawful purpose.

Unless otherwise specified by the City in a refunding or defeasance plan, notice of refunding or defeasance shall be give, and selection of Bonds for any partial refunding or defeasance shall be conducted, in the manner prescribed in this ordinance for the redemption of Bonds.

Section 14. Deposit of Bond Proceeds; Refunding of the Refunded Bonds.

(a) *Appointment of the Refunding Trustee.* Pursuant to RCW 39.53.070, the Refunding Trustee is hereby appointed to serve as trustee to oversee the safekeeping and application of the Bond proceeds delivered to it.

(b) *Selection of Refunded Bonds and Redemption Date.* The Designated Representative is authorized to select the Refunding Candidates to be refunded by each Series of the Bonds. The Designated Representative may choose to refund fewer than all of the Refunding Candidates. The Designated Representative shall select the Redemption Date for the 2002 Refunded Bonds. The Refunded Bonds and the Redemption Date for the 2002 Refunded Bonds, as selected by the Designated Representative, shall be identified in the applicable Bond Purchase Agreement and/or the applicable Refunding Trust Agreement.

(c) *Deposit of Bond Proceeds; Purchase of Acquired Obligations.* Proceeds from the sale of each Series of the Bonds in the amount sufficient to carrying out the applicable Refunding Plan shall be deposited immediately upon the receipt thereof with the Refunding Trustee and used to discharge the obligations of the City relating to the applicable Refunded Bonds under the Refunded Bond Ordinances by providing for the payment of the amounts required to be paid by the Refunding Plan. The Designated Representative is authorized for each Series of Bonds to direct the Refunding Trustee to discharge such obligations by holding proceeds from the sale of each Series of Bonds uninvested, or by the Refunding Trustee's simultaneous purchase of Acquired Obligations, bearing such interest and maturing as to principal and interest in such amounts and at such times so as to provide, together with a beginning cash balance, if necessary, for the payment of the amounts required to be paid by the Refunding Plan. The Acquired Obligations shall be listed and more particularly described in the Refunding Trust Agreement, but are subject to substitution as set forth below. The Designated Representative is authorized and directed to approve the Acquired Obligations to be purchased. The Finance Officer is authorized to cause the City to transfer to the Refunding Trustee the City Contribution, if any, immediately preceding the Issue Date. Any Bond proceeds or other money deposited with the

Refunding Trustee not needed to carry out the Refunding Plan and pay the costs of issuing and selling the Bonds shall be returned to the City as soon as reasonably practicable following the Issue Date. Any Bond proceeds not needed to carry out the Refunding Plan and pay the costs of issuance of the Bonds shall be deposited in the Bond Fund and used to pay interest on the applicable Series of the Bonds on the first interest payment date.

(d) *Substitution of Acquired Obligations.* Prior to the purchase of any Acquired Obligations, the City reserves the right to substitute other noncallable, nonprepayable direct obligations of the United States of America (“Substitute Obligations”) for any of such Acquired Obligations if, (i) in the opinion of Bond Counsel the interest on the Bonds and the Refunded Bonds will remain excluded from gross income for federal income tax purposes under Sections 103, 148 and 149(d) of the Code, and (ii) such substitution will not impair the timely payment of the amounts required to be paid by the Refunding Plan, as verified by a nationally recognized independent certified public accounting firm. The City may use any savings created by the foregoing substitution to pay interest on the Bonds on the first interest payment date.

After the purchase of Acquired Obligations by the Refunding Trustee, the City reserves the right to substitute therefor money and/or Substitute Obligations subject to the conditions that such money or Substitute Obligations held by the Refunding Trustee will be sufficient to carry out the Refunding Plan, that such substitution will not cause the Bonds and the Refunded Bonds to be arbitrage bonds within the meaning of Section 148 of the Code and regulations thereunder in effect on the date of such substitution and applicable to obligations issued on the Issue Date, and that the City obtains, at its expense: (i) a verification by a nationally recognized independent certified public accounting firm confirming that the payments of principal of and interest on the Substitute Obligations, if paid when due, and any other money held by the Refunding Trustee will be sufficient to carry out the Refunding Plan; and (ii) an opinion from Bond Counsel to the effect that the disposition and substitution or purchase of such Substitute Obligations, under the statutes, rules and regulations then in force and applicable to the Bonds or the Refunded Bonds, will not cause the interest on the Bonds or the Refunded Bonds to be included in gross income for federal income tax purposes and that such disposition and substitution or purchase is in compliance with the statutes and regulations applicable to the Bonds or the Refunded Bonds. Any surplus money resulting from the sale, transfer, other disposition or redemption of the Acquired Obligations and the substitutions therefor shall be released from the trust estate and transferred to the City to be used to pay debt service on the Bonds.

(e) *Administration of Refunding Plan.* The Refunding Trustee is authorized and directed to purchase the Acquired Obligations (or Substitute Obligations) and to make the payments required to be made pursuant to the Refunding Plan from the Acquired Obligations (or Substitute Obligations) and money deposited with the Refunding Trustee pursuant to this ordinance and the Refunding Plan. All Acquired Obligations (or Substitute Obligations) and money deposited with the Refunding Trustee and any income therefrom shall be held irrevocably, invested and applied in accordance with the provisions of the Refunded Bond Ordinances, this ordinance, chapter 39.53 RCW and other applicable laws of the State and the Refunding Trust Agreement. All necessary and proper fees, compensation and expenses of the Refunding Trustee and all other costs incidental to the setting up of the escrow to accomplish the Refunding Plan and costs related to the issuance, sale and delivery of the Bonds, including bond

printing, rating service fees, verification fees, Bond Counsel's fees and other related expenses, shall be paid out of the proceeds of the Bonds.

(f) *Authorization for Refunding Trust Agreement.* To carry out the Refunding Plan, the Designated Representative is authorized and directed to execute and deliver to the Refunding Trustee the Refunding Trust Agreement setting forth the duties, obligations and responsibilities of the Refunding Trustee in connection with the payment, redemption and retirement of the Refunded Bonds as provided herein and stating that the provisions for payment of the fees, compensation and expenses of the Refunding Trustee set forth therein are satisfactory to it.

(g) *Call for Redemption of the Refunded Bonds.* Effective upon the Issue Date, the City calls for redemption all of the Refunded Bonds on the applicable Redemption Date, at a price equal to the stated principal amount outstanding plus interest accrued to the Redemption Date. The call for redemption shall be irrevocable after the delivery of the Bonds to the Purchaser. The date on which the 2002 Refunded Bonds are herein called for redemption shall be the first date after the Issue Date, as determined by the Designated Representative, on which it is practicable to redeem the Refunded Bonds pursuant to the 2002 Bond Ordinance. The date on which the 2004 Refunded Bonds are herein called for redemption is the first date on which the Refunded Bonds may be called. The Refunding Trustee is authorized and directed to give or cause to be given such notices as required, at the times and in the manner required, pursuant to the Refunded Bond Ordinances and the Refunding Trust Agreement in order to effect the redemption of the Refunded Bonds prior to their stated maturity dates.

(h) *Additional Findings.* Prior to the execution of any Bond Purchase Agreement, the Designated Representative must determine, on behalf of the City, that the issuance, sale and delivery of that particular Series of the Bonds will effect a net present value savings to the City and its taxpayers as set forth in paragraph (i)(3) of Appendix A attached hereto. The City Council finds and determines that such net present value savings is a substantial savings and that achieving such net present value savings by issuing Bonds is in the best interest of the City and in the public interest. In making the finding and determination that the issuance, sale and delivery of a Series of the Bonds will effect the foregoing net present value savings, the Designated Representative shall give consideration to the fixed maturities of the Bonds of that Series and the Refunded Bonds to be refunded by such Series, the costs related to the issuance, sale and delivery of such Series and the known earned income from the investment of the proceeds of the issuance and sale of such Series and the City Contribution, if any, used in the Refunding Plan pending payment and redemption of the Refunded Bonds to be redeemed.

The Designated Representative further must find and determine that the money to be deposited with the Refunding Trustee to carry out the Refunding Plan will discharge and satisfy the obligations of the City under the Refunded Bond Ordinances with respect to the Refunded Bonds, and the pledges, charges, trusts, covenants and agreements of the City therein made or provided for as to the Refunded Bonds, and that the Refunded Bonds shall no longer be deemed to be outstanding under the Refunded Bond Ordinances immediately upon the deposit of such money with the Refunding Trustee.

Section 15. Sale and Delivery of the Bonds.

(a) *Sale of Bonds.* The Designated Representative shall negotiate the sale of the Bonds pursuant to a Bond Purchase Agreement for each Series of the Bonds setting forth the Final Terms. The Designated Representative is authorized to execute the Bond Purchase Agreement on behalf of the City, so long as the terms provided therein are consistent with the terms of this ordinance.

(b) *Preparation, Execution and Delivery of the Bonds.* The Bonds will be prepared at City expense and will be delivered to the Purchaser in accordance with the Bond Purchase Agreement, together with the approving legal opinion of Bond Counsel regarding the Bonds.

Section 16. Official Statement; Continuing Disclosure.

(a) *Preliminary Official Statement Deemed Final.* The Designated Representative shall review the form of the preliminary official statement prepared in connection with each sale of a Series of the Bonds to the public. For the sole purpose of the Purchaser's compliance with paragraph (b)(1) of Rule 15c2-12, the Designated Representative is authorized to deem that preliminary official statement final as of its date, except for the omission of information permitted to be omitted by Rule 15c2-12. The City approves the distribution to potential purchasers of the Bonds of a preliminary official statement that has been deemed final in accordance with this subsection.

(b) *Approval of Final Official Statement.* The City approves the preparation of a final official statement for each Series of the Bonds to be sold to the public in the form of the preliminary official statement, with such modifications and amendments as the Designated Representative deems necessary or desirable, and further authorizes the Designated Representative to execute and deliver such final official statement to the Purchaser. The City authorizes and approves the distribution by the Purchaser of that final official statement to purchasers and potential purchasers of the Bonds.

(c) *Undertaking to Provide Continuing Disclosure.* To meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the Bonds, the Designated Representative is authorized to execute a written undertaking to provide continuing disclosure for the benefit of holders of the Bonds in substantially the form attached as Exhibit B.

Section 17. Supplemental and Amendatory Ordinances. The City may supplement or amend this ordinance for any one or more of the following purposes without the consent of any Owners of the Bonds:

(a) To add covenants and agreements that do not materially adversely affect the interests of Owners, or to surrender any right or power reserved to or conferred upon the City.

(b) To cure any ambiguities, or to cure, correct or supplement any defective provision contained in this ordinance in a manner that does not materially adversely affect the interest of the Beneficial Owners of the Bonds.

Section 18. General Authorization and Ratification. The Designated Representative and other appropriate officers of the City are severally authorized to take such actions and to execute such documents as in their judgment may be necessary or desirable to carry out the transactions contemplated in connection with this ordinance, and to do everything necessary for the prompt delivery of the Bonds to the Purchaser and for the proper application, use and investment of the proceeds of the Bonds. All actions taken prior to the effective date of this ordinance in furtherance of the purposes described in this ordinance and not inconsistent with the terms of this ordinance are ratified and confirmed in all respects.

Section 19. Severability. The provisions of this ordinance are declared to be separate and severable. If a court of competent jurisdiction, all appeals having been exhausted or all appeal periods having run, finds any provision of this ordinance to be invalid or unenforceable as to any person or circumstance, such offending provision shall, if feasible, be deemed to be modified to be within the limits of enforceability or validity. However, if the offending provision cannot be so modified, it shall be null and void with respect to the particular person or circumstance, and all other provisions of this ordinance in all other respects, and the offending provision with respect to all other persons and all other circumstances, shall remain valid and enforceable.

Section 20. Effective Date of Ordinance. This ordinance shall take effect and be in force from and after its passage and five days following its publication as required by law.

PASSED by the City Council and APPROVED by the Mayor of the City of Bainbridge Island, Washington, at an open public meeting thereof, this [26th day of June, 2013].

Steven Bonkowski, Mayor

ATTEST:

Rosalind D. Lassoff, CMC, City Clerk

APPROVED AS TO FORM:

Bond Counsel

PARAMETERS FOR FINAL TERMS OF THE BONDS

- (a) Principal Amount. The Bonds may be issued in one or more Series and shall not exceed the aggregate principal amount of \$5,900,000. The principal amount of any Series of the Bonds (i) may exceed the principal amount of the Refunded Bonds being refunded by an amount deemed reasonably required to effect the Refunding Plan pertaining to such Series of the Bonds, or (ii) may be equal to or less than the principal amount of the Refunded Bonds being refunded, so long as the proceeds of any Series of the Bonds (together with the City Contribution, if any) are sufficient to effect the Refunding Plan pertaining to such Series of the Bonds.
- (b) Date or Dates. Each Bond shall be dated the Issue Date, which date may not be later than December 31, 2014.
- (c) Denominations, Name, etc. The Bonds shall be issued in Authorized Denominations and shall be numbered separately in the manner and shall bear any name and additional designation as deemed necessary or appropriate by the Designated Representative.
- (d) Interest Rates. Each Bond shall bear interest at a fixed rate per annum (computed on the basis of a 360-day year of twelve 30-day months) from the Issue Date or from the most recent date for which interest has been paid or duly provided for, whichever is later. One or more rates of interest may be fixed for the Bonds. No rate of interest for any Bond may exceed 5.50%, and the true interest cost to the City for each Series of the Bonds may not exceed 2.75%.
- (e) Payment Dates. Interest shall be payable at fixed rates semiannually on dates acceptable to the Designated Representative, commencing no later than one year following the Issue Date. Principal payments shall commence on a date acceptable to the Designated Representative and shall be payable at maturity or in mandatory redemption installments on dates acceptable to the Designated Representative.
- (f) Final Maturity. The Bonds allocated to refunding the 2002 Refunded Bonds shall mature no later than December 1, 2022 and the Bonds allocated to refunding the 2004 Refunded Bonds shall mature no later than December 1, 2023.

(g) Redemption Rights.

The Designated Representative may approve in the Bond Purchase Agreement provisions for the optional and mandatory redemption of Bonds, subject to the following:

(1) Optional Redemption. Any Bond may be designated as being (A) subject to redemption at the option of the City prior to its maturity date on the dates and at the prices set forth in the Bond Purchase Agreement; or (B) not subject to redemption prior to its maturity date. If a Bond is subject to optional redemption prior to its maturity, it must be subject to such redemption on one or more dates occurring not more than 10½ years after the Issue Date.

(2) Mandatory Redemption. Any Bond may be designated as a Term Bond, subject to mandatory redemption prior to its maturity on the dates and in the amounts set forth in the Bond Purchase Agreement.

(h) Price.

The purchase price for each Series of the Bonds may not be less than 98% or more than 125% of the stated principal amount of that Series.

(i) Annual Debt Service

The aggregate annual principal and interest payments on each Series of the Bonds shall not exceed the respective annual principal and interest requirements of the applicable Refunded Bonds in a manner that is not consistent with RCW 39.53.090.

(i) Other Terms and Conditions.

(1) A Series of the Bonds may not be issued if it would cause the indebtedness of the City to exceed the City's legal debt capacity on the Issue Date.

(2) The Designated Representative may determine whether it is in the City's best interest to provide for bond insurance or other credit enhancement; and may accept such additional terms, conditions and covenants as he or she may determine are in the best interests of the City, consistent with this ordinance.

(3) Each Series of the Bonds shall produce a minimum net present value savings to the City and its taxpayers of 5.0% (as a percentage of the Refunded Bonds refunded by such Series). Net present value savings means the aggregate difference between (i) annual debt service on the Refunded Bonds to be refunded, less (ii) annual debt service on the corresponding Series of the Bonds

(including expenses related to costs of issuance of that Series of the Bonds) discounted to the Issue Date using the yield on that Series of the Bonds as the discount rate, plus (iii) excess cash, if any, distributed to the City on the Issue Date, and less (iv) the amount of the City Contribution, if any, made on such Issue Date.

[Form of]
UNDERTAKING TO PROVIDE CONTINUING DISCLOSURE

City of Bainbridge Island, Washington
Unlimited Tax General Obligation Refunding Bonds, 2013

To meet the requirements of paragraph (b)(5) of Rule 15c2-12, as applicable to a participating underwriter for the above-referenced bonds (the “Bonds”), the City makes the following written Undertaking for the benefit of holders of the Bonds:

(a) Undertaking to Provide Annual Financial Information and Notice of Listed Events. The City undertakes to provide or cause to be provided, either directly or through a designated agent, to the MSRB, in an electronic format as prescribed by the MSRB, accompanied by identifying information as prescribed by the MSRB:

- (i) Annual financial information and operating data of the type included in the final official statement for the Bonds and described in paragraph (b) (“annual financial information”);
- (ii) Timely notice (not in excess of 10 business days after the occurrence of the event) of the occurrence of any of the following events with respect to the Bonds: (1) principal and interest payment delinquencies; (2) non-payment related defaults, if material; (3) unscheduled draws on debt service reserves reflecting financial difficulties; (4) unscheduled draws on credit enhancements reflecting financial difficulties; (5) substitution of credit or liquidity providers, or their failure to perform; (6) adverse tax opinions, the issuance by the Internal Revenue Service of proposed or final determinations of taxability, Notice of Proposed Issue (IRS Form 5701 – TEB) or other material notices or determinations with respect to the tax status of the Bonds; (7) modifications to rights of holders of the Bonds, if material; (8) bond calls (other than scheduled mandatory redemptions of Term Bonds), if material, and tender offers; (9) defeasances; (10) release, substitution, or sale of property securing repayment of the Bonds, if material; (11) rating changes; (12) bankruptcy, insolvency, receivership or similar event of the City, as such “Bankruptcy Events” are defined in Rule 15c2-12; (13) the consummation of a merger, consolidation, or acquisition involving the City or the sale of all or substantially all of the assets of the City other than in the ordinary course of business, the entry into a definitive agreement to undertake such an action or the termination of a definitive agreement relating to any such actions, other than pursuant to its terms, if material; and (14) appointment of a successor or additional trustee or the change of name of a trustee, if material.
- (iii) Timely notice of a failure by the City to provide required annual financial information on or before the date specified in paragraph (b).

(b) Type of Annual Financial Information Undertaken to be Provided. The annual financial information that the City undertakes to provide in paragraph (a):

- (i) Shall consist of (1) annual financial statements prepared (except as noted in the financial statements) in accordance with generally accepted accounting principles applicable to local governmental units of the State such as the City, as such principles may be changed from time to time, which statements may be unaudited, provided, that if and when audited financial statements are prepared and available they will be provided; (2) principal amount of general obligation indebtedness outstanding at the end of the applicable fiscal year; (3) assessed valuation for that fiscal year; and (4) *ad valorem* property tax levy amounts and rates for that fiscal year;
- (ii) Shall be provided not later than the last day of the ninth month after the end of each fiscal year of the City (currently, a fiscal year ending December 31), as such fiscal year may be changed as required or permitted by State law, commencing with the City's fiscal year ending December 31, 2013; and
- (iii) May be provided in a single or multiple documents, and may be incorporated by specific reference to documents available to the public on the Internet website of the MSRB or filed with the SEC.

(c) Amendment of Undertaking. This Undertaking is subject to amendment after the primary offering of the Bonds without the consent of any holder of any Bond, or of any broker, dealer, municipal securities dealer, participating underwriter, Rating Agency or the MSRB, under the circumstances and in the manner permitted by Rule 15c2-12. The City will give notice to the MSRB of the substance (or provide a copy) of any amendment to the Undertaking and a brief statement of the reasons for the amendment. If the amendment changes the type of annual financial information to be provided, the annual financial information containing the amended financial information will include a narrative explanation of the effect of that change on the type of information to be provided.

(d) Beneficiaries. This Undertaking shall inure to the benefit of the City and the holder of each Bond, and shall not inure to the benefit of or create any rights in any other person.

(e) Termination of Undertaking. The City's obligations under this Undertaking shall terminate upon the legal defeasance of all of the Bonds. In addition, the City's obligations under this Undertaking shall terminate if the provisions of Rule 15c2-12 that require the City to comply with this Undertaking become legally inapplicable in respect of the Bonds for any reason, as confirmed by an opinion of Bond Counsel delivered to the City, and the City provides timely notice of such termination to the MSRB.

(f) Remedy for Failure to Comply with Undertaking. As soon as practicable after the City learns of any failure to comply with this Undertaking, the City will proceed with due diligence to cause such noncompliance to be corrected. No failure by the City or other obligated person to comply with this Undertaking shall constitute a default in respect of the Bonds. The sole remedy of any holder of a Bond shall be to take action to compel the City or other obligated person to comply with this Undertaking, including seeking an order of specific performance from an appropriate court.

(g) Designation of Official Responsible to Administer Undertaking. The Finance Officer or his or her designee is authorized to take such further actions as may be necessary, appropriate or convenient to carry out this Undertaking in accordance with Rule 15c2-12, including the following actions:

- (i) Preparing and filing the annual financial information undertaken to be provided;
- (ii) Determining whether any event specified in paragraph (a) has occurred, assessing its materiality, where necessary, with respect to the Bonds, and preparing and disseminating any required notice of its occurrence;
- (iii) Determining whether any person other than the City is an “obligated person” within the meaning of Rule 15c2-12 with respect to the Bonds, and obtaining from such person an undertaking to provide any annual financial information and notice of listed events for that person required under Rule 15c2-12;
- (iv) Selecting, engaging and compensating designated agents and consultants, including financial advisors and legal counsel, to assist and advise the City in carrying out this Undertaking; and
- (v) Effecting any necessary amendment of this Undertaking.

CERTIFICATION

I, the undersigned, City Clerk of the City of Bainbridge Island, Washington (the "City"), hereby certify as follows:

1. The attached copy of Ordinance No. ____ (the "Ordinance") is a full, true and correct copy of an ordinance duly passed at a regular meeting of the City Council of the City held at the regular meeting place thereof on [June 26, 2013], as that ordinance appears on the minute book of the City.

2. The Ordinance will be in full force and effect five days after publication in the City's official newspaper, which publication date is _____, 2013.

3. A quorum of the members of the City Council was present throughout the meeting and a majority of the members voted in the proper manner for the passage of the Ordinance.

Dated: June 26, 2013.

CITY OF BAINBRIDGE ISLAND,
WASHINGTON

Rosalind D. Lassoff, City Clerk

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Professional Services Agreement for Sediment & Targeted Storm Event Sampling with Fremont Analytical Inc.	Date: June 26, 2013
Agenda Item: Unfinished Business	Bill No.: 13-081
Proposed By: Interim Public Works Director John Cunningham	

BUDGET INFORMATION

Depart/Fund: 2013 Budget		
Expenditure Req: \$29,900.00	Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session: 06/19/2013	Recommendation: Forward to next business meeting	
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

Consideration and action on the Sediment & Targeted Storm Event Sampling professional services agreement with Fremont Analytical Inc.

Background:

The City conducts sediment and targeted storm event sampling on a 5-year cycle. The last sediment sampling event occurred in 2008, and the last targeted storm event sampling occurred in 2007 - 2008. Therefore, these activities are scheduled for 2013 and accounted for in the 2013 adopted budget (see attached map for proposed sampling locations).

The Fremont Analytical Inc. professional services agreement provides for laboratory analysis of both sediment and water (targeted storm event) samples. See attached professional services agreement including scope of work for more information.

— Continued to Page 2 —

RECOMMENDED ACTION

Motion:

I move that the City council approve the Professional Services Agreement with Fremont Analytical Inc. in the amount of \$29,900.00 for Sediment & Targeted Storm Event Sampling.

DESCRIPTION/SUMMARY – Background — continued

At their June 19, 2013 study session, Council asked staff to provide additional information on the following items:

1. The cost of the Sediment & Targeted Storm Event Sampling analytical work completed in the 2007 - 2008 round of sampling;
2. Confirmation that the sampling results from the 2013 round of Sediment & Targeted Storm Event Sampling analytical work, and the locations where the sampling data will be gathered, are coordinated with and will be able to be utilized in conjunction with the monitoring to be accomplished in the City's Shoreline Master Program; and
3. Additional information regarding how the sampling/monitoring program to be "taken over" by Ecology at the end of 2013 at a cost to the City of approximately \$17,000 compares with the City's current Water Quality and Flow Monitoring Program.

At the time of publication of this Agenda Bill, staff was still gathering information required to be able to respond to the above additional information; therefore, this information will be provided to the City Council at the June 26, 2013 City Council Business meeting.

Water Quality & Flow Monitoring Program

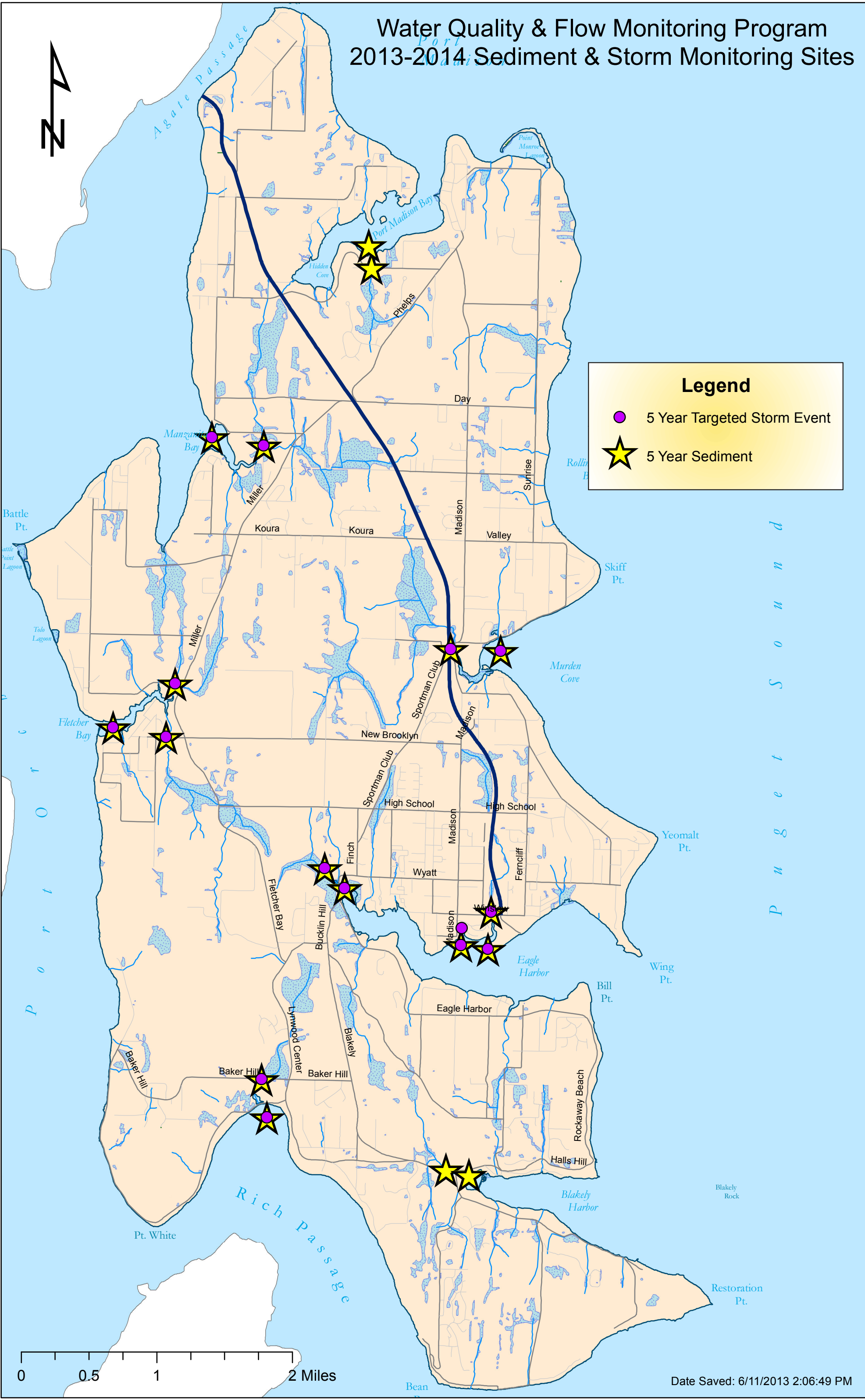
2013-2014 Sediment & Storm Monitoring Sites



Legend

5 Year Targeted Storm Event

5 Year Sediment



AGREEMENT FOR PROFESSIONAL SERVICES

THIS AGREEMENT FOR PROFESSIONAL SERVICES (this “Agreement”) is entered into as of the date written below between the City of Bainbridge Island, a Washington state municipal corporation (the “City”) and Fremont Analytical, Inc. (the “Consultant”).

WHEREAS, the City desires to contract with the Consultant to provide analytical services and technical support on an on-call basis in support of the Water Quality and Flow Monitoring Program’s 2013 sediment and targeted storm event sampling as directed by the City; and

WHEREAS, the Consultant has the expertise and experience to provide said services and is willing to do so in accordance with the terms and conditions of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants, conditions, promises, and agreements set forth herein, it is agreed by and between the City and the Consultant as follows:

1. SERVICES BY CONSULTANT

The Consultant shall provide the professional services as defined in this Agreement and as necessary to accomplish the scope of work attached hereto as Attachment A and incorporated herein by this reference as if set forth in full. The Consultant shall furnish all services, labor and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement.

2. PAYMENT

A. The Consultant shall provide services on an on-call basis as directed by the City. The City shall pay the Consultant for such services in accordance with Attachment A, but not more than a total of Twenty-Nine Thousand Nine Hundred Dollars (\$29,900). Fees for services will be paid in accordance with the Schedule of Fees attached as part of Attachment A.

B. The Consultant shall submit monthly invoices for services performed in a previous calendar month in a format acceptable to the City. Each project and each task within a project shall be the subject of a separate invoice. The Consultant shall maintain time and expense records and provide them to the City upon request.

C. All invoices shall be paid by mailing a city check within sixty (60) days of receipt of a proper invoice.

D. If the services rendered do not meet the requirements of this Agreement, the Consultant shall correct or modify the work to comply with this Agreement. The City may withhold payment for such work until it meets the requirements of this Agreement.

3. INSPECTION AND AUDIT

The Consultant shall maintain all books, records, documents and other evidence pertaining to the costs and expenses allowable under this Agreement in accordance with generally accepted accounting practices. All such books and records required to be maintained by this Agreement shall be subject to inspection and audit by representatives of the City and/or the Washington State Auditor at all reasonable times, and the Consultant shall afford the proper facilities for such inspection and audit. Representatives of the City and/or the Washington State Auditor may copy such books, accounts and records where necessary to conduct or document an audit. The Consultant shall preserve and make available all such books of account and records for a period of three (3) years after final payment under this Agreement. In the event that any audit or inspection identifies any discrepancy in such financial records, the Consultant shall provide the City with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

4. INDEPENDENT CONTRACTOR

A. The Consultant and the City understand and expressly agree that the Consultant is an independent contractor in the performance of each and every part of this Agreement. The Consultant expressly represents, warrants and agrees that the Consultant's status as an independent contractor in the performance of the work and services required under this Agreement is consistent with and meets the six-part independent contractor test set forth in RCW 51.08.195. The Consultant, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Consultant shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

B. The Consultant shall be solely responsible for paying all taxes, deductions, and assessments, including but not limited to federal income tax, FICA, social security tax, assessments for unemployment and industrial injury, and other deductions from income which may be required by law or assessed against either party as a result of this Agreement. In the event the City is assessed a tax or assessment as a result of this Agreement, the Consultant shall pay the same before it becomes due.

C. The City may, during the term of this Agreement, engage other independent contractors to perform the same or similar work that the Consultant performs hereunder.

D. The Consultant shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

5. DISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Consultant agrees not to discriminate against any employee or applicant for employment or any other person in the performance of this Agreement because of race, creed, color, national origin, marital status, sex, sexual orientation, age, disability, or other circumstance prohibited by federal, state or local law or ordinance, except for a bona fide occupational qualification.

B. The Consultant shall comply with all federal, state and local laws and ordinances applicable to the work to be done under this Agreement.

C. Violation of this Section 5 shall be a material breach of this Agreement and grounds for cancellation, termination or suspension by the City, in whole or in part, and may result in ineligibility for further work for the City.

6. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until January 31, 2014, unless sooner terminated by either party as provided below.

B. This Agreement may be terminated by either party without cause upon thirty (30) days' written notice to the other party. In the event of termination, all finished or unfinished documents, reports, or other material or work of the Consultant pursuant to this Agreement shall be submitted to the City, and the Consultant shall be entitled to just and equitable compensation at the rate set forth in Section 2 for any satisfactory work completed prior to the date of termination.

7. OWNERSHIP OF WORK PRODUCT

All data, materials, reports, memoranda and other documents developed under this Agreement whether finished or not shall become the property of the City, shall be forwarded to the City in hard copy and in digital format that is compatible with the City's computer software programs.

8. GENERAL ADMINISTRATION AND MANAGEMENT

The City Manager of the City, or designee, shall be the City's representative, and shall oversee and approve all services to be performed, coordinate all communications, and review and approve all invoices, under this Agreement.

9. HOLD HARMLESS AND INDEMNIFICATION

A. The Consultant agrees to protect, defend, indemnify, and hold harmless the City, its elected officials, officers, employees and agents from any and all claims, demands, losses, liens, liabilities, penalties, fines, lawsuits, and other proceedings and all judgments, awards, costs and expenses (including reasonable attorneys' fees and disbursements) caused by or occurring by reason of any negligent act, error and/or omission of the Consultant, its officers, employees, and/or agents, arising out of or in connection with the performance or non-performance of the services, duties, and obligations required of the Consultant under this Agreement.

B. In the event that the Consultant and the City are both negligent, then the Consultant's liability for indemnification of the City shall be limited to the contributory negligence for any resulting suits, actions, claims, liability, damages, judgments, costs and expenses (including

reasonable attorneys' fees and disbursements) that can be apportioned to the Consultant, its officers, employees and agents.

C. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the immunity of the Consultant under Washington's Industrial Insurance Act, RCW Title 51, as respects the other parties only, and only to the extent necessary to provide the indemnified party with a full and complete indemnity of claims made by the employees of the Consultant. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

D. The City's inspection or acceptance of any of the Consultant's work when completed shall not be grounds to void, nullify and/or invalidate any of these covenants of indemnification.

E. Nothing contained in this section of this Agreement shall be construed to create a liability or a right of indemnification in any third party.

F. The provisions of this section shall survive the expiration or termination of this Agreement with respect to any event occurring prior to such expiration or termination.

10. INSURANCE

Consultant shall maintain insurance as follows:

☒ Commercial General Liability as described in Attachment B.

☒ Professional Liability as described in Attachment B.

☒ Automobile Liability as described in Attachment B.

☐ None.

11. SUBLETTING OR ASSIGNING CONTRACT

This Agreement, or any interest herein or claim hereunder, shall not be assigned or transferred in whole or in part by the Consultant to any other person or entity without the prior written consent of the City. In the event that such prior written consent to an assignment is granted, then the assignee shall assume all duties, obligations, and liabilities of the Consultant as stated herein.

12. EXTENT OF AGREEMENT/MODIFICATION

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

13. SEVERABILITY

A. If a court of competent jurisdiction holds any part, term or provision of this Agreement to be illegal or invalid, in whole or in part, the validity of the remaining provisions shall not be affected, and the parties' rights and obligations shall be construed and enforced as if the Agreement did not contain the particular provision held to be invalid.

B. If any provision of this Agreement is in direct conflict with any statutory provision of the State of Washington, that provision which may conflict shall be deemed inoperative and null and void insofar as it may conflict, and shall be deemed modified to conform to such statutory provision.

14. FAIR MEANING

The terms of this Agreement shall be given their fair meaning and shall not be construed in favor of or against either party hereto because of authorship. This Agreement shall be deemed to have been drafted by both of the parties.

15. NON-WAIVER

A waiver by either party hereto of a breach by the other party hereto of any covenant or condition of this Agreement shall not impair the right of the party not in default to avail itself of any subsequent breach thereof. Leniency, delay or failure of either party to insist upon strict performance of any agreement, covenant or condition of this Agreement, or to exercise any right herein given in any one or more instances, shall not be construed as a waiver or relinquishment of any such agreement, covenant, condition or right.

16. NOTICES

Unless stated otherwise herein, all notices and demands shall be in writing and sent or hand-delivered to the parties at their addresses as follows:

To the City:	City of Bainbridge Island 280 Madison Avenue North Bainbridge Island, WA 98110 Attention: City Manager
To the Consultant:	Fremont Analytical, Inc. 3600 Fremont Avenue N. Seattle, WA 98103 (206) 352-3790 Attention: Michael C. Ridgeway

or to such addresses as the parties may hereafter designate in writing. Notices and/or demands shall be sent by registered or certified mail, postage prepaid, or hand-delivered. Such notices shall be deemed effective when mailed or hand-delivered at the addresses specified above.

17. SURVIVAL

Any provision of this Agreement which imposes an obligation after termination or expiration of this Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

18. GOVERNING LAW

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

19. VENUE

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

20. COUNTERPARTS

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original, but all of which shall constitute one and the same Agreement.

IN WITNESS WHEREOF, the parties have executed this Agreement as of _____, 2013.

FREMONT ANALYTICAL, INC.

CITY OF BAINBRIDGE ISLAND

By _____

By _____

Name _____

Douglas Schulze, City Manager

Title _____

Tax I.D. # _____

City Bus. Lic. # _____

ATTACHMENT A

SCOPE OF SERVICES

The City of Bainbridge Island (“City”) has developed a comprehensive Water Quality and Flow Monitoring Program (“WQFMP”). The primary goal of the WQFMP is to monitor the freshwater, marine nearshore water, and stormwater quality of Bainbridge Island to support the City’s efforts to protect and restore beneficial uses. As part of the WQFMP’s monitoring efforts, the WQFMP conducts sediment and targeted storm event sampling on a 3-5 year cycle.

Specifically, this Agreement is to provide analytical services and technical support on an on-call basis to City personnel as described below to implement the 2013 sediment sampling and targeted storm event sampling efforts.

Task 1. Analytical Services

Required sample collection bottles with appropriate preservative, coolers, and ice will be provided by the Consultant. The Consultant will also provide ultra-pure de-ionized water for trip, field, or rinsate blanks when necessary.

Task 2 Reporting of Analytical Results

The Consultant will provide analytical results and quality assurance/quality control results in hardcopy and in two types of electronic data deliverable (EDD) formats. The first EDD format is the data schema for the State of Washington’s Environmental Information Management database. The second EDD format is an electronic copy of the final report in Adobe.PDF.

In lieu of mailed hardcopies, downloadable copies from a secure client access web-based network are preferred. However, if a web-based service is not available, hardcopies will be mailed to the project manager or his/her representative, and electronic copies will be emailed to the project manager or his/her representative. If electronic files are too large for email, they may be written to a read/write compact disc and mailed to the project manager or his/her representative.

Task 3 Advise the City on testing procedures, quality assurance procedures, and general chemistry inquiry

Upon request by the project manager or his/her representative, the Consultant will provide clear direction on sample collection and handling procedures for quality assurance and quality control. The Consultant will be available to provide professional consulting for Quality Assurance Project Plans, laboratory assay method selection, and brief City staff on chemistry principles.

Task 4 Courier service

The Consultant shall provide courier service for sample receiving via pre-arranged meeting with a representative of the City at the Seattle Washington State Ferry Terminal. The City will call the Consultant to set up the meeting date and time for each sample delivery.

SCHEDULE OF FEES



**1311 N. 35th St.
Seattle, WA 98103**

Tel: 206.352.3790
Fax: 206.352.7178
email: info@fremontanalytical.com

Quote

Date	Estimate #
1/25/2012	e120125-1

Name / Address	
City of Bainbridge Is 280 Madison Avenue North Bainbridge Island, WA 98110	
Description	Rate
Quote for Cami Apfelbeck Project: Additional Monitoring in 2013 and 2014 ** IDDE discounts apply (15%)**	
Sediment Analysis:	
Grain Size (ASTM D422)	76.50
Total Organic Carbon (TOC) - Solid	34.00
Metals (6020) - Al, Cu, Pb, Zn	59.50
-EPA Method 6020 will be utilized for Al and Zn	
PAH (EPA 8270-SIM) - Low Level	191.25
-Phalates will be included	
Gasoline Range Organics (NWTPH-Gx)	46.75
Diesel Range Organics (NWTPH-Dx/Dx Ext)	51.00
Water Analysis:	
Hardness - ICP/MS: Ca, Mg (Calculation)	29.75
Total Suspended Solids - TSS - (SM 2540D)	20.00
Total Organic Carbon (TOC) - H2O	29.75
Chlorophyll (SM10200)	30.00
Fecal Coliform (SM 9222)	30.00
Nitrate (EPA 300.0)	29.75
Nitrite (EPA 300.0)	25.50
Ammonia (SM 4500 NH3 D, F)	20.00
Kjeldahl (SM 4500N)	50.00
Total Phosphorus (EPA 365.3)	29.75
Total Metals (200.8) - Al, Cu, Pb, Zn	34.00
Dissolved Metals (200.8) - Cu, Pb, Zn	46.75
PAHs (EPA 8270-SIM)	157.25
-Phalates will be included	

Quotes are valid for 30 days

www.fremontanalytical.com



Fremont

Analytical

1311 N. 35th St.
Seattle, WA 98103

Quote

Date	Estimate #
1/25/2012	e120125-1

Tel: 206.352.3790
Fax: 206.352.7178
email: info@fremontanalytical.com

Name / Address	
City of Bainbridge Is 280 Madison Avenue North Bainbridge Island, WA 98110	
Description	Rate
Gasoline Range Organics (NWTPH-Gx)	46.75
Diesel Range Organics (NWTPH-Dx/Dx Ext)	51.00
Chlorinated Pesticides (EPA 8081)	110.50
Organophosphorus Pesticides (EPA 8270-SIM)	144.50
Herbicides + Pentachlorophenol-PCP (EPA 8151A)	204.00
-PCP will be analyzed by EPA 8151 to achieve the detection level required	
Price quote is on a per sample basis for either solid or water samples. Standard Laboratory Turnaround Time (TAT) is 5 days for most analyses (Herbicides/PCP, Kjeldahl = 10 day TAT). The laboratory makes every effort to release the data earlier. Expedited services should be arranged in advance.	
The following services are included:	
* Containers (Bottles, Ice, Coolers, etc)	
* Sample Disposal	
Please contact Mike Ridgeway if you should have any questions about this quote	
E-mail: mridgeway@fremontanalytical.com	
Tel: 206-352-3790	

Quotes are valid for 30 days

www.fremontanalytical.com

ATTACHMENT B

Insurance against claims for injuries to persons or damage to property arising out of or in connection with the performance of this Agreement by the Consultant, 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, the Consultant shall provide to the person identified in Section 16 of the Agreement a Certificate of Insurance evidencing the required insurance. City 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 the Consultant. City shall be named as an additional insured on the Commercial General Liability Insurance Policy, with regard to work and services performed by or on behalf of the Consultant, and a copy of the endorsement naming City as an additional insured shall be attached to the Certificate of Insurance.

The insurance policies (1) shall state that coverage shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability; (2) shall be primary insurance with regard to City; and (3) shall state that City will be given at least 30 days' prior written notice of any cancellation, suspension or material change in coverage.

2013 City Manager Priorities

City Council Retreat

January 6, 2013

1st Quarter Priorities

- Complete analysis of Water Utility Management Proposals
- Key positions filled
 - Police Chief
 - City Attorney
- Complete Peer City Comparison Report
- Initiate Performance Measurement System
 - Vision & Mission Statement
 - Benchmark/performance indicators
- Comprehensive Analysis of SSWM Utility
- Negotiate new labor agreement with Police Guild

1st Quarter Priorities (continued)

- Communications & PR Plan
 - National Citizen Survey
 - City Magazine/Newsletter
 - Evaluate use of social media w/ current website
- Economic Development
 - Coordinate w/ BICC on Downtown WiFi Project
 - Initiate review of existing Telecommunications Facility Ordinance
 - Kaizen event to streamline permitting process
- Initiate Financial Software Upgrade Process

1st Quarter Priorities (continued)

- Credit Card Acceptance Roll out
- Shoreline Master Plan Update
- HDDP Ordinance Review & Revisions
- Revise Ericksen Avenue Design Guidelines
- Design of Rockaway Beach Rd. Stabilization project
- Design of Eagle Harbor Beach Main Project
- Business Licenses for Non-profits (no fee)
- Municipal Judge contract
- Provide level of service information to City Council

2nd Quarter Priorities

- Shoreline Master Plan Update - continued
- HDDP Ordinance Review & Revisions - continued
- Initiate Landscaping & Tree Ordinance Process
- Process 2013 Comprehensive Plan Amendment Requests
- Establish thresholds for application of Non-Motorized Improvements in development projects
- Create process for citizens to request zoning code amendments
- Continue review of existing Telecommunications Facility Ordinance

2nd Quarter Priorities (continued)

- Revise Traffic Study Requirements
- Support implementation of WSF Funds: Waterfront Park
- Support implementation of WSF Funds: Road Ends
- Begin Comcast Franchise Renewal negotiations
- Continue process for application of Non-Motorized Improvements in development projects
- Fee Schedule Update
- Continue review of existing Telecommunications Facility Ordinance

2nd Quarter Priorities (continued)

- Traffic Impact Fee Ordinance
- Implement Agenda Management Software
- Begin implementation of organizational structure modifications
- Comcast Franchise Renewal negotiations
- Recommendations for Financial Software Upgrade
- Implement Performance Measurement System
- Evaluate options for Website redesign

3rd Quarter Priorities

- Begin planning for potential 2014 Bond measure
- Provide draft Capital Improvement Plan for Council review & discussion
- Develop Citizen's Guide to the Budget
- Cost of Services Information
- Complete HDDP Ordinance Update
- Complete update of Telecommunications Facility Ordinance
- Revise Downtown Development Standards to clarify business's use of public sidewalks
- Sign Code Review

3rd Quarter Priorities (continued)

- Amend code enforcement procedures to streamline processes for compliance
- Revise requirements for submitting restoration plans for disturbance of critical areas
- Complete Comcast Franchise renewal
- Develop a Public Safety Department strategic plan
- 2014 Proposed Budget presented to City Council
 - Including proposals to optimize levels of service & cost reductions

4th Quarter Priorities

- Develop a Public Works Department Strategic Plan
- Complete SMP Update
- Complete Landscaping and Tree Ordinance Update
- Complete process for 2013 Comprehensive Plan Amendment Requests
- Revise process for allowing temporary businesses on City Owned Property
- Support Council consideration for uses of PEG fees
- Support Council consideration of Suzuki property proposals
- Begin Planning for 2014 Strategic Planning Process

Bainbridge
Island, WA City
Council Strategic
Visioning
Retreat Final
Report

July 21-22, 2012



Bainbridge Island, WA City Council Retreat

Introduction

The Bainbridge Island City Council Retreat, July 21-22, 2012 focused on providing the Council an opportunity to identify strategic initiatives to guide the staff in developing strategic plans for the future, and to utilize in upcoming budget development. This retreat was facilitated by Ron Holifield, CEO of Strategic Government Resources, and Tom Muehlenbeck, Sr Vice President of SGR. It was attended by the Mayor and all Council members.

The Retreat Agenda was divided into six major sections including:

1. Team Dimensions Assessment to Provide Insight into Shared Decision Making Styles and Strategies for Improved Decision Making
2. Review and Discussion of Effective Governance Practices
3. Review and Discussion Regarding the Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines
4. Review and Discussion Regarding the Strategic Visioning Process
5. Review of Current Strategic Goals, Values, Mission and Vision
6. Deliberation and Establishment of Strategic Goals for the Future

This report has been designed to generally follow in chronological order the flow of the actual retreat. The language refers to the Mayor and Council collectively as the Council. The Power Point presentation which accompanied a number of sections of the retreat is included in this report as **Attachment 1**.

Team Dimensions Assessment

Prior to the retreat, 6 of the 7 Council members took an assessment called “Team Dimensions” which is designed to assess decision making styles and assist the Council in understanding how they make decisions collectively and individually. In short, the assessment suggested that the entire Council is heavily weighted towards “refiners” and “creators” which could suggest a potential tendency to engage in extended deliberations and not bring issues to a close and move on. It was particularly noted that the clustering of the entire Council into two of the four decision making styles could create potential blind spots as well as a tendency towards “group think” with like-minded individuals. Specific recommendations were provided.

Each Council Member was provided a copy of their individual assessment report. A copy of the **Team Dimensions Assessment Group Report** is included in this report as **Attachment 2**.

RECOMMENDATIONS based on the Team Dimensions Assessment

1. Establish clear policy expectations for staff on the type and construct of information desired for decision making. Council should expect well done, complete and accurate policy reports and recommendations. Expectations should be communicated clearly to staff on the front end regarding the typical content and depth of information required for decisions to be made. Examples might include:
 - a. Formal adoption of a consistent list of comparison cities regardless of the type of issue being evaluated.
 - b. Comparative data on those cities for decision considerations.
 - c. Alignment of the recommendation with the Mission, Vision and Strategic Goals.
 - d. Current year budget impact.
 - e. Long term budget implications.
2. For Refiners – be cautious about succumbing to “analysis paralysis” by continuing to seek additional information. Define how much and what type of information is needed for decision making and then stick to the policy.
3. For Creators – be cautious about becoming so focused on the long term vision that you don’t deal strongly enough with short term practical execution challenges.
4. For everyone – recognize that the Council as a decision making team is heavily weighted towards Refiners and Creators and as such there could be some blind spots with Execution and with Relationships. Accordingly, make it a priority to tune in to Execution and to Relationships and recognize the value of this input.

Effective Governance Practices

This part of the retreat began with a discussion of systems theory and the fact that the Bainbridge Island City Council is a system. As with all systems, certain behaviors will create predictable outcomes. Healthy governance systems create healthy decision making and unhealthy governance systems create unhealthy decision making.

It was noted that any organization should care about healthy governance systems for the following reasons:

1. To increase efficiency, and reduce the time required to take care of business effectively. Unduly long decision making cycles tend to produce bad decisions.
2. To eliminate ambiguity and uncertainty for the council, the staff and all stakeholders. Trust is largely a product of predictability, and in an environment of unpredictability and ambiguity, low trust can result in bad decision making.
3. To help hold the Council as a body and each individual Council Member to higher standards of performance. It is impossible for staff to rise to a higher standard of performance than that attained by Council.
4. To help each individual Council Member take responsibility for their own actions and in so doing, to improve the quality of decision making.
5. To disagree without being disagreeable expends less fruitless energy. When undue energy is devoted to interpersonal conflict, less energy is available to deal with the major long term decisions that need to be wrestled with, thus leading to poor decision making.
6. In short, to enhance the quality of decisions you make and dramatically increase the significance of the impact those decisions have on the future

Following the “Why Care” discussion, the focus shifted to major challenges every governing body encounters to governing effectively. The key to success is confronting these challenges. The major items discussed include, but were not limited to, the following **major challenges to effective governance**:

1. Lack of clear mutual mission and vision
2. Lack of well-done agendas and packets
3. Lack of a culture of mutual respect
4. Lack of respect shown to the team with outside parties
5. Focus on management instead of governance
6. Lack of understanding of governance role and responsibilities
7. Lack of respect for staff from the dais
8. Lack of well-designed governance processes that are strongly enforced
9. Lack of mutual respect from the dais.
10. Lack of routine and effective long term thinking
11. Failure to deal effectively with CAVE men (Citizens Against Virtually Everything)
12. Failure to deal effectively with Articulate Incompetents

Following the “Major Challenges” discussion, the focus shifted to the characteristics of an **individual Council Member who governs effectively** including:

1. Doesn’t disrespect staff, fellow Council members or citizens
2. Doesn’t judge motives prematurely
3. Respects and communicates with each other and with staff, as well as with key constituencies
4. Develops loyalty to the Council/Manager team as a cohesive group
5. Doesn’t play “gotcha” with each other or with staff

Following the “individual characteristics” discussion, the focus shifted to the **organizational characteristics of a governing body as a team which governs effectively** including:

1. Takes a broad view of complex issues – doesn’t seek perfection
2. Helps keep the organization focused on its mission, vision and core values
3. Emphasizes strategic planning and priority setting as a foundation for decision making
4. Constantly encourages council members’ education and self-evaluation
5. Holds staff accountable
6. Holds themselves and each other accountable to the adopted governance policies and to a culture of respectful interaction from the dais and elsewhere
7. Willing to lead despite opposition, while understanding the cost of decisions

Following the “governing body as a team” discussion the focus shifted to **governing body roles and responsibilities** including:

Five Areas of Responsibility for the Governing Body

1. Formulating the Mission, Vision, Values and Strategic Goals
2. Ensuring the financial health of the organization
3. Promoting efficient and effective management and systems
4. Ensuring quality of services
5. Monitoring governing body and organizational effectiveness in advancing the mission and in making the vision a reality

Seven Governing Body Roles

1. External Communicators – protecting the integrity of the process more than any given decision
2. Internal Communicators – effectively listen to the community and serve as a compass to staff
3. Fiduciary Overseers – ensure that systems are in place which build trust among all stakeholders
4. Policy Developer – ensure that appropriate and effective policies are in place governing all aspects of the organization and ensure the pursuit of the mission not preservation of the status quo
5. Information System Overseer – make your decision making evidence-based and ensure that information systems in place produce good data
6. Priority Enforcer – ensure that the organization is doing things right AND is doing the right things
7. Strategic Visionary – define the mission, articulate core values, decide what you want to become, define what you want to achieve, understand where you are now, determine how to get to where you want to go

Following each discussion, one section of a **Polarity Assessment (Attachment 3)** was distributed for the Council to self-assess where the current governance environment was operating along the spectrum of two descriptors on each end describing a very healthy governance environment and an unhealthy governance environment.

Following the “role and responsibility” discussion, each Council member tallied their score for each section and then tabulated a combined score on all three sections of the overall Governance Polarity Assessment Scale combined. The gross scores for each Council Member were then reported and averaged to create an overall average score.

The overall average score fell in the 301-400 range. The descriptor for this range reads as follows:

Service on the governing body does not have to be this painful. Most of your pain is self-inflicted by the team. Lip service may be given to your governance policies, but they are frequently ignored or violated for political expedience. Violation of governance policies is justified in the mind of the violating member due to their commitment to the issue above their commitment to the integrity of the process. The team tends to divide along political lines frequently. Personal resentment may lie beneath the surface of policy discussions. Lashing out at staff is common. Outside assistance is needed to help take your governance culture to a healthier level. Attention needs to be given to your systems as well as your commitment to a healthy governance culture. The premier question is whether the governing body wants to have a healthier governance culture, or whether they want to keep fighting.

In the subsequent discussion, one member felt that the phrase “political expedience” may be incorrectly judging motives, and that the violations of governance policy may be a result of a lack of governing body training and development rather than intent. That said, there was general consensus that this was a fair description of the current governance environment.

RECOMMENDATIONS based upon the Effective Governance Practices Presentation and the Council Self-Assessment and Discussions

1. **Modify the Council dais and seating arrangement to make it clear that the City Manager serves as the CEO of the organization and is interacted with as such during the Council deliberations.**
 - a. **The City Manager should be seated next to the Mayor.**
 - b. **The City Manager should not be at a lowered position at the dais.**
2. **Modify Council seating so that the physical layout is not along political lines.**
3. **Prohibit any Council Member from directing staff by adopting a policy which formally directs the City Manager to professionally decline to be directed by any individual Council member, and to place any such attempt to direct on the upcoming Council agenda for full body direction.**
4. **Streamline the agenda development process. The Mayor and City Manager as a team should drive the agenda. Either of them can place any item on the agenda. Any two Council members together can place an item on the agenda.**
5. **Prohibit lashing out at staff and citizens or treating staff and citizens unprofessionally. If the City Manager fails to take action when concerns are shared privately, then the Council should discuss this issue in executive session with the City Manager. Staff should never be treated disrespectfully in public.**
6. **Establish a Top Ten Council Decorum Practices Policy. Laminate it and keep it on the Council dais in front of each Council Member at all times as a reminder of decorum expectations.**

City of Bainbridge Island Manual of City Governance Policies, Procedures and Guidelines

Due to time restraints review of the existing Governance Manual did not occur. It is clear that systems are in place, but based on the self-assessment, it is not clear that Council is consistently living up to the provisions. Following is the “Principles” section of the **existing Governance Manual**. Particularly noteworthy items relevant to the Effective Governance Practices discussion have been highlighted.

Article 1: PRINCIPLES

It is hereby the policy of the City to establish the principles stated in this Article 1 as core values of City governance:

1.1 Values

1.1.1 City Leaders Listen to the Community

City leaders listen to the community in a way that fully represents the community's interests and goals.

1.1.2 Collaboration is Valued

Council and staff should make the maximum effort to collaborate in every endeavor, seeking consensus as far as possible.

1.1.3 City Leaders Lead and Reason Together

Council members should individually, and collectively, demonstrate the ability to lead and reason together.

1.1.4 The City Exemplifies Professionalism in City Management

City leaders exhibit respect for the professionalism and ethical conduct of the City Manager and staff.

1.1.5 Sustainability

Leaders strive to achieve sustainable outcomes in City policies and administration, with sustainable bottom lines for the community, environment, and for city finances and the local economy.

1.2 Relationship between Council, City Manager, Staff and Public

1.2.1 Council Oversees City Organization But Does Not Interfere With Management

Council establishes budgetary authority for departments and positions, and may determine the duties and compensation of each, but does not interfere with the City Manager's management of City employees.

1.2.2 Council and City Manager Roles and Responsibilities Differentiated

Leaders adhere to the separate and distinct policy and management roles of Council and City Manager. Administrative policy and complaints are handled by the City Manager and Department Heads; legislative policy is established by Council.

1.2.3 Performance-Driven Management

Council reviews the City Manager's performance annually. The City Manager is responsible for performance reviews of subordinates.

1.2.4 City Attorney Is Legal Counsel to the City and Its Officials Collectively

The City Attorney is hired by the City Manager and represents the City and in that capacity provides legal advice to the Council, City Manager and staff to the extent their interests coincide with the City's.

1.2.5 Staff Provides Adequate Information for Council Policy-Setting

Information is sufficient for effective decisions.

1.2.6 Council Will Not Request Unnecessary Information

In recognition of the limitations of staff time and resources, the Council will not request unnecessary information. An exceptionally time-consuming request of Council requires a majority vote.

1.2.7 Public Documents Ensure Open And Transparent Government

The Council and Administration will adhere to laws on public access to documents.

1.2.8 Communications to the Public are Essential

The City Manager shall be responsible for the City communications function, but controversial communications shall be promptly copied to Council.

1.3 Functioning of City Council

1.3.1 Importance of Open Public Meetings

The City shall comply with the Open Public Meetings Act under Washington law.

1.3.2 There is a Council-Selected Mayor

The Council-selected Mayor presides at Business Meetings of the Council.

1.3.3 The Mayor Also Embodies Other Leadership Roles

As the City's ceremonial head; the Mayor is the main liaison for the Council with the City Manager; a team leader; a goal-setter; an organizer who helps stabilize Council relationships; a champion of the City.

1.3.4 Citizen Volunteers Play an Important Role

For citizen advisory committees, boards and commissions, the Mayor shares the role of seeking and interviewing volunteers, and appoints citizens to these committees, boards and commissions subject to Council confirmation.

1.3.5 The Role of Mayor Pro Tem is Rotated

Council members take turns serving as Mayor Pro Tem; presiding at meetings and coordinating with City Manager when Mayor is unavailable or absent.

1.3.6 Service on Regional Bodies is Shared Among Council Members

Council selects individual Council liaison roles based on the desire, qualifications and skills of interested Council members.

1.3.7 Representatives of City Act in Accordance with City Policies

It is a duty of staff and Council who represent City to advocate positions that are consistent with City policies, projects and plans.

1.3.8 Councilors Serve in Liaison Roles to Community Organizations

Council approves liaison duties to community organizations for arts, human services, business community, tourism organizations, etc., based on desire and qualifications.

1.3.9 Councilmembers Have Opportunity to be Leaders and Innovators

One or more Council members may “sponsor” an ordinance or resolution.

1.3.10 Council is Mindful of Limited Resources

Council expense reimbursement is limited to budget; requires receipts; there are other limits on type and amount.

1.3.11 Council Authorizes Certain Grant Applications Before Submittal

If a grant would require material matching dollars or impact policy, the Administration will seek Council approval prior to applying. The administration will bring grant opportunities it becomes aware of to the full Council. The Council may also initiate the process of pursuing a grant.

1.3.12 Fewer Standing Committees

Because staff time and resources are limited, use Study Sessions of the whole Council rather than numerous Standing Committees. Consider utilizing a Standing Committee only if needed – e.g. Finance Committee.

1.4 Efficiency and Effectiveness of Council Decision-Making

1.4.1 Council Makes Effective Use of Time

Council differentiates among four types of public meetings: (1) goal-setting retreats; (2) study sessions (and single-issue workshops); (3) business meetings; (4) public communications meetings and forums.

1.4.2 Provide More Effective Opportunity for Public Interaction

Communication with public is more interactive in Study Sessions than in business meetings (where the 3-minute public comments process shall apply).

1.4.3 Council's Business Meetings Will Be Efficient and Businesslike

The information exchange, review, deliberation and vetting of issues during the prior Study Session enables Council business meetings to be expeditious.

1.4.4 Effective Decision Making Requires Finality

Rules shall limit the prerogative to reconsider a Council decision; effective decision making results in finality and "moving on".

1.4.5 Council Dialog Calls For "Sticking to the Point"

The Presiding Officer's role, especially at the business meeting, is to keep Council business focused and expeditious.

1.4.6 Council Meeting Agendas Are Set by a Team

Agendas for Council Business Meetings are generally developed and refined by the Council and Administration at Study Sessions, and are then arranged by the City Manager and City Clerk in consultation with the Mayor and/or Mayor Pro Tem who provide final approval prior to being publicly posted. Items for Study Session worksheets (agendas) are submitted to the City Clerk, Mayor or City Manager and after team review are finalized by the Mayor and/or Mayor Pro Tem for public notice and distribution.

1.5 Functioning of City Manager and Staff

1.5.1 ICMA Standards are Respected

City leaders respect the ICMA standards and model documents (e.g. ICMA Code of Ethics and the City Manager's employment terms/conditions).

1.5.2 Council-Manager Governance Depends on a Strong City Manager Role

The City Manager prepares the proposed budget; administers code and policy; appoints & removes city employees; serves as the City's chief executive officer.

1.5.3 Regular and Understandable Financial Reporting

The City's regular financial reports enable the Council and community to understand the City's financial condition, and are in harmony with accounting standards for governmental organizations, applicable law and municipal best practices, taking into account brevity, cogency, salience and clarity.

1.5.4 Council and Administration are Mindful of Risk Management

There is a periodic review of risk management with WCIA (Washington Cities Insurance Authority). The Council empowers the City Manager with a dollar authority level to settle minor disputes.

1.5.5 Public Information is Enhanced by Audio, Video, Website & Notes

There is a full audio recording on the city website for each Council meeting. BITV video (and local radio, if and when available) may be used for Business Meetings and bi-weekly Study Sessions. Minutes of meetings are concise and are approved and posted online in as timely a manner as possible.

Attachment 4 is a self-assessment instrument designed explicitly for your Governance Manual. The Council has not previously taken this self-assessment.

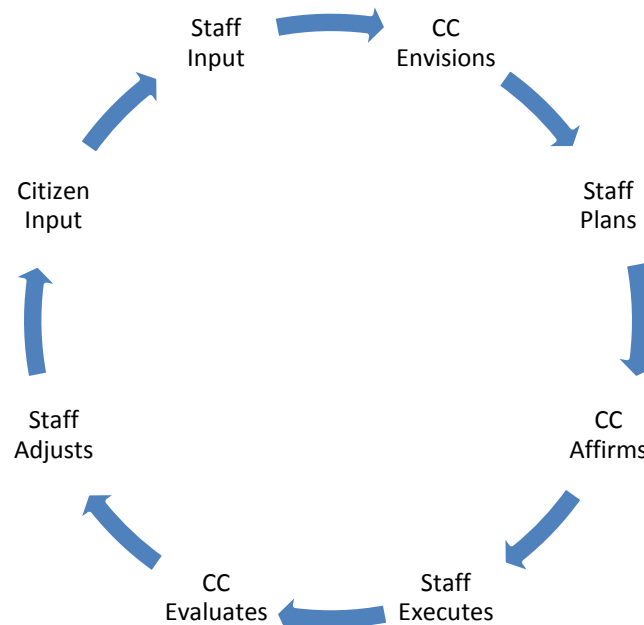
RECOMMENDATIONS based on the apparent gaps between the values espoused in the Governance Manual and the Effective Governance Self-Assessment results

1. Since this Governance Manual has not been formally reviewed or adopted by the current City Council, a line by line review of the document should be conducted to evaluate whether the Council supports all of the items contained therein.
 - a. If there are items that are not supported, they need to be changed.
 - b. Items that are supported should be strongly enforced.
2. Once it has been reviewed, a formal resolution should be adopted establishing this Governance Manual as the formally adopted and supported governance policies and practices of this City Council. Each Council Member should be asked to sign the resolution affirming their support.
3. A copy of the Governance Manual should be provided as part of a standard information packet for all future Council candidates at the time they register to run.
4. Within 30 days following each City Council election, a workshop should be held for newly elected Council members in which the Mayor and the City Manager walk the new Council Members through the entire Governance Manual line by line and discuss the meaning and practical application of each provision.
5. Within 60 days of every election, a resolution should be placed on the Council agenda for the new council to formally adopt and support the policies and practices in the Governance Manual. If changes are desired they can be deliberated at that time. Each Council Member should be asked to sign the resolution affirming their support.
6. Each Council Member should complete the “How Well Does the Council Reflect the Core Principles” self-assessment in private and use that for personal reflection regarding how they can individually contribute to improving compliance with the Governance Manual. This instrument or a modified version should be completed once per year.

Strategic Visioning Process

Strategic Visioning is distinctly different from either strategic planning or visioning. Strategic planning is often unduly influenced by the current state, and focuses on moving incrementally forward from that current state. Strategic planning is beneficial, but strategic planning frequently fails to provide breakthrough opportunities to change a community's destiny. On the other hand, visioning is often unduly influenced by grand visions of the future which may not adequately be based in evidence based assessments of what is realistically achievable. Both extremes are linear in their approach and tend to produce the same practical outcome... expensive consultant studies which sit on a shelf but never have a major impact on shaping the future of the community.

By contrast, Strategic Visioning is designed to create a bold vision of the future AND provide a very practical road map to make your vision a reality, while providing a reliable system for constant feedback and course adjustments. Instead of the linear approach of traditional strategic planning, the diagram below visually portrays the Strategic Visioning loop.



The Pillars of Strategic Visioning

Strategic Visioning builds upon 5 Pillars. These pillars support and give structure to both the process and the product. These include:

- **Strategic Thinking**

The City Council is responsible for thinking strategically about the future and developing an inspiring vision that creates excitement and establishes the direction for the city as it moves toward the future. This is best accomplished in a retreat setting with a series of well-designed questions with professional facilitation which helps the Council engage in deep and meaningful discussions regarding the future.

- **Business Analytics**

Good decisions demand good data. The more complex the issues are, and the longer term the horizon for the vision, the more critical it is to have good data to work with. Good data is not enough: the organization needs to be capable of interpreting and analyzing the data, as well as communicating it in easy to understand and compelling ways. This input includes an accurate analysis of current and anticipated trends, crucial issues, a fiscal forecast, the current comprehensive plan, and input from both staff and citizens.

- **Planning and Execution by Staff**

Staff is responsible for developing and executing on action plans to achieve the Council's vision. These plans are developed in a feedback loop with the Council, so that there is clear understanding of the Council's vision, the mutually agreed upon goals, and the action plans to accomplish those goals.

- **Continual Alignment**

To translate it from dream into reality, the vision must be in alignment with the city's purpose, its core values, and the master plan, as well as the real and perceived needs of the citizens. In turn, the goals, the objectives, and the tasks must be in alignment with the vision. Creating alignment with the annual budget and the Strategic Vision is critical to empower the city to accomplish the vision. Once alignment is achieved, leaders must be diligent to maintain alignment, including continuing adjustment of the vision based on new information, changing situations and new insights.

- **Communication and Feedback**

A constant flow of communication and feedback must be maintained between Council and staff in order to maintain alignment, evaluate performance, and make necessary adjustments due to changing factors. This enables the leadership to keep the vision relevant, empowering and achievable.

Review of Current Mission, Vision, Values and Comprehensive Plan Five Overriding Principles

Existing Mission, Vision and Values

Adopted 1997

VISION

We strive to be a caring organization that serves and represents the whole community. Through open communication and continuous improvement, we will work together to achieve the community's vision of the future.

MISSION

To provide high quality services to the citizens of Bainbridge Island consistent with the vision for the future in the Comprehensive Plan.

Service, Helpfulness, Innovation

We are committed to providing service to the people of Bainbridge Island and to each other that is courteous, cost effective and continuously improving.

Integrity

We will treat one another and the citizens of Bainbridge Island with honesty and integrity, recognizing that the trust that results is hard won and easily lost. We pledge to promote balanced, consistent, lawful policies and directives in keeping with that integrity and the highest standards of this community.

Equality, Fairness, Mutual Respect

We pledge to act with the standard of fairness and impartiality in the application of policies and directives and that of equality and mutual respect with regard to interpersonal conduct.

Responsibility, Stewardship, Education

We accept our responsibility for stewardship of public resources and our accountability for the results of our efforts and we pledge to give recognition for exemplary work.

COMPREHENSIVE PLAN FIVE OVERRIDING PRINCIPLES

Preserve the special character of the Island which includes forested areas, meadows, farms, marine views, and winding roads bordered by dense vegetation.

Protect the water resources of the Island.

Foster diversity of the residents of the Island, its most precious resource.

The costs and benefits to property owners should be considered in making land use decisions.

Development should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

RECOMMENDATIONS:

1. This mission, vision, values and comprehensive plan's overriding principles may still be on target for the community. However, since the mission, vision, values and comprehensive plan principles have not been formally reviewed or adopted by the current City Council, review of the documents should be conducted to evaluate whether the Council supports all of the items contained therein.
2. Once it has been reviewed, a formal resolution should be adopted establishing the mission, vision, values and comprehensive plan principles as the formally adopted and supported mission, vision, values and comprehensive plan principles of this City Council.
3. A copy of the mission, vision, values and comprehensive plan principles should be provided as part of a standard information packet for all future Council candidates at the time they register to run.
4. Within 30 days following each City Council election, a workshop should be held for newly elected Council members in which the Mayor and the City Manager walk the new Council Members through the mission, vision, values and comprehensive plan principles and discuss the meaning and practical application to each provision.
5. Following a City Council retreat each year, a resolution should be placed on the Council agenda for the current council to formally adopt and support the mission, vision, values and comprehensive plan principles, as amended at the retreat.

Strategic Goals for the Future

Pre Retreat Interviews

Prior to the retreat, each Council Member was interviewed in a one on one phone interview. These interview results were shared with the Council via a Power Point presentation. The entire Power Point presentation is included with this report as **Attachment 1**. Slides 98-117 provide the detailed interview results for each question.

Major Themes and Trends in the Interviews

- **Need to explore and determine commitment to the Council/ Manager form of government**
- **Need to become more of a team instead of just a group**
- **Need improvement in relations with city staff**
- **Need to improve trust in all directions**

Unanimously Adopted Strategic Goals

The following Strategic Goals were unanimously adopted by the City Council at their retreat. While the Strategic Goals were envisioned and established by the City Council, it is the responsibility of the City Manager to bring a detailed Execution Plan (costs, timelines, major policy implications, long term budget impacts, etc) to the City Council for consideration and input. Once Council input has been received and adjustments to the Execution Plan made accordingly, the Council should formally affirm the Execution Plan as the city staff work plan which will be incorporated into the budget and pursued.

- **City Communications and Public Relations Plan and Implementation**
 1. Fund a communications specialist position in the budget.
 2. Develop a comprehensive communications and public relations strategy that is measurable and accountable including:
 - a. Presentations
 - b. Education
 - c. Social media
 - d. Website
 - e. Communications
 - f. Media
 - g. Community meetings
 - h. Agenda packets
 - i. Customer survey
 - j. Coordinate citizen committees/commissions
 3. Develop and implement a community survey to help guide decisions and priorities conducted on a systematic basis to ensure meaningful baselines and trends.
 4. Redevelopment of the city's website.

- **Economic Development**

1. Increase connectivity all over the island.
 - a. Open cell service opportunities to School District, Fire District, Park District and private property within certain zoning districts.
 - b. Create policy to require all roadway utilities trenching must include fiber optics conduit as a part of mitigation.
 - c. Evaluate city leasing the fiber optics.
2. Improve permitting processes.
 - a. Conduct an operational assessment of the permitting and development services processes.
 - b. Consider using a mystery shopper for evaluating processes.
 - c. Ensure that process change decisions are data driven.
3. Develop a Strategic Plan Policy Document Regarding Limited Resources
4. Comcast.
 - a. Negotiate a new contract
 - b. Develop a Communications Implementation Plan for Comcast Funds

- **Allocate Washington State Ferry monies**

1. Project selections made in 2012
2. Funding of projects in 2013

- **Budget Process**

1. Develop a Citizen's Guide to the Budget.
 - a. Example might be:
 - i. Two sided brochure with graphs and pie charts to show citizens where taxes go.
 - ii. Show cost of service and cost to the community of services
 - iii. Consider Poulsbo's example
2. Lay the foundation for meaningful cost of service information on all city services.
3. Adopt an Annual City Council Budget Calendar to guide staff planning
4. Adopt a Strategic Planning Manual which thinks long term, but provides the framework for the annual budget calendar.
5. Implement a facilitated mid-year goal setting workshop to drive the budget process each year.

- **Improve the Budget CIP Process**

- **Governance Processes and Council Manager Form of Government**

1. Utilize a third party review of City Council processes and roles on a quarterly basis.
2. Fund specific professional development activities for the City Council and the City Manager.
3. Modify the dais configuration to eliminate the step down and "outside" placement of the City Manager to visually communicate more clearly the role and expectations of the City Manager as the CEO.

- a. Staff should bring back options to Council for consideration.
 - b. Staff and Council should be at the same level.
 - c. A horseshoe shape so everyone can see each other would be ideal.
- 4. Formally evaluate the new City Manager in June, and again in December, and every June thereafter, ensuring it is scheduled away from the election processes. Utilize a third party to facilitate the review process and consider tying it to the accountability agreement.
- 5. Reduce the number of hours Council spends in meetings.
- 6. Develop a streamlined system for the agenda process and all agenda items.
- 7. Ensure that each Council agenda item includes a governance note addressing how this particular item does or does not align with the mission, vision, goals, comprehensive plan and values adopted annually by the City Council.
- 8. Adopt an annual governance calendar timeline that incorporates annual Council retreats, etc.
 - a. Ideal would be a February retreat each year focusing on team building and governance processes, and a mid-year retreat for goal setting to drive the budget process.

- **Transportation Plan and Related Funding**

- 1. Place motor vehicle tax on the agenda for August 16
 - a. Action Steps include:
 - i. Mayor Lester to contact Robert Gelder to put on notice that Council is moving ahead with TBD/MVET.
 - ii. Establish guidelines
 - a. \$20 car tab tax
 - b. Council guidelines cover issues such as “only to be spent on road paving and/or non-motorized improvements in conjunction with a pavement program.
 - iii. Community education and messaging
 - a. It is not if or when – it is who gets to spend it. If county levies it first, the majority of the funding would go to the county. If Bainbridge Island levies it first, the majority goes to Bainbridge Island.
 - b. Analysis is needed to show how this will provide potentially enough funding to reach our \$1.2 million target for annual road maintenance and preservation.
 - iv. Vote on Tax
 - v. Budget and structure issues
 - a. Ordinance to amend 2012 budget
- 2. Evaluate road impact fees
 - a. Proposal to be brought forward from staff in 2013
 - b. If moving forward, implementation should occur in 2014

3. Transportation Improvement Bond (Roads and NonMotorized) Target 2014 Election
 - a. Identify and evaluate future revenue needs in 2013
 - b. Start planning process now and bring forward decision points
 - c. Identify funding allocation necessary for 5,10, 15, and 20 years out
 - d. Establish CIP timeline cost
 - e. Staff to present a 10 year transportation plan that is reflects projected costs.
 - i. Current funding level annually in the operating budget
 - ii. What current funding is needed annually for 10 years out and what kind of gap exists
 - iii. How would bond funding affect the 10 year projections of unmet transportation needs and completed projects
 - iv. What is the current staff capacity for handling expanded funding of capital projects and operating budget increases dedicated to transportation projects
 - v. How would increased transportation funding impact the general fund for things like construction inspectors
4. Start planning process for potential 2014 bond election.

- **Discuss the Future of the Water Utility**

1. Evaluate options to retain, seek outside management or transfer utility

- **Public Safety Management Study and Action Plan**

1. Conduct an operational assessment of the Police Department from both top to bottom and bottom to top.
2. Develop a Public Safety Department strategic plan in 2013 taking into consideration the operational assessment.
3. Staff should bring Council an analysis of the financial impact of the various recommended action plan items, criteria for implementation and RFP as needed.
4. Initiate implementation of strategic plan

RECOMMENDATIONS:

1. The Council should immediately formally adopt the above Strategic Goals to provide clear direction to staff.
2. Staff should develop an Execution Plan for all of the above Strategic Goals, including immediate budget impact, as well as long term operational and budget implications, etc.
3. The Council should review the Execution Plan and provide feedback to staff.
4. Staff should adjust the Execution Plan in accordance with Council guidance.
5. Council should formally adopt the staff Execution Plan.
6. Staff should incorporate the Execution Plan into the current and future budget processes to achieve the Council adopted Strategic Goals.