

CITY COUNCIL BUSINESS MEETING
TUESDAY, MARCH 10, 2015
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WA 98110

1. 6:30 P.M. EXECUTIVE SESSION
Collective Bargaining Negotiations, Issues or Proceedings (RCW 42.30.140)
2. 7:00 P.M. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
3. 7:05 P.M. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. 7:10 P.M. PUBLIC COMMENT
5. 7:20 P.M. CITY MANAGER'S REPORT
Comprehensive Plan/Navigate Bainbridge Update
6. 7:25 P.M. UNFINISHED BUSINESS
 - A. 7:25 PM License Agreement With Madison Diner For Trail Access

Documents: [031015-1 305 Madison Diner Agenda Bill.docx](#), [031015-2 Madison COBI License Agreement - LMM.docx](#), [031015-3 Madison Diner License Agreement Exhibit A.pdf](#)
 - B. 7:30 PM Allocation From Housing Trust Fund Grant

Documents: [031015 CC Housing Trust Fund Allocation AB.docx](#)
7. 7:40 P.M. NEW BUSINESS
 - A. 7:40 PM Proclaiming March 18, 2015 As Traumatic Brain Injury Awareness Day

Documents: [031015 Brain Injury Awareness Month Agenda Bill.doc](#), [031015 Brain Injury Awareness Proclamation.docx](#)
 - B. 7:45 PM Election Of Deputy Mayor For April-June, 2015
8. 7:50 P.M. CONSENT AGENDA

Documents: [031015 Consent Agenda Bill.pdf](#)
 - A. Accounts Payable Vouchers And Payroll Approval

Documents: [031015 Accounts Payable Voucher and Payroll Approval.pdf](#)
 - B. Special Council Advance Minutes - January 27, 2015

Documents: [031015 CCMIN 012715 Draft.pdf](#)
 - C. Business Meeting Minutes - February 10, 2015

Documents: [031015 CCMIN 021015 Draft.pdf](#)
 - D. Study Session Minutes - February 17, 2015

Documents: [031015 CCMIN 021715 Draft.pdf](#)

E. Business Meeting Minutes - February 24, 2015

Documents: [031015 CCMIN 022415 Draft.pdf](#)

F. Business Meeting Minutes - March 3, 2015

Documents: [031015 CCMIN 030315 Draft.pdf](#)

G. Lynwood Center Outfall Improvements Project

Documents: [031015-1 Lynwood Center Outfall Imp Agenda Bill.docx](#), [031015-2 Lynwood_Ctr_Bid_form.pdf](#), [031015-3 Lynwood Center Outfall Contract.docx](#)

H. Groundwater Assessment Professional Services Agreement

Documents: [031015-1 Groundwater Assessment Agenda Bill.docx](#), [031015-2 2015 Aspect Groundwater Assessment PSA.docx](#)

I. Interlocal Agreement With The Port Gamble S'Klallam Tribe Regarding The Purchase Of Two Motorcycles

Documents: [031015-1 S-Klallam Tribe ILA Motorcycles Agenda Bill.docx](#), [031015-2 Interlocal Agreement with the Port Gamble S'Klallam Tribe.docx](#)

J. Public Works Vehicle Procurement

Documents: [031015-1 Public Works Vehicle Procurement Agenda Bill.docx](#), [031015-2 PW VEHICLE SPEC.pdf](#)

K. Contract Amendment With Ridolfi To Amend Contract Schedule For Restoration Monitoring Program At John T. Nelson Park At Strawberry Cannery Cove And Pritchard East Bluff

Documents: [031015-1 Ridolfi Amendment Agenda Bill.docx](#), [031015-2 Ridolfi Amendment for Council 022515.pdf](#), [031015-3 Ridolfi Exhibit A.docx](#)

L. Transfer Of Kitsap County Tideland Parcels To The City

Documents: [031015-1 Agenda Bill - Transfer of Kitsap County Tidelands.docx](#), [031015-2 Exhibit A - Kitsap County Tidelands Parcel Maps.pdf](#), [031015-3 Exhibit B - Kitsap County Tidelands Quit Claim Deeds for Parcels 061 and 062.pdf](#)

M. Professional Services Agreement For Chamber Of Commerce Lodging Tax Advisory Committee Project

Documents: [031015-1 LTAC for Chamber of Commerce Agenda Bill.docx](#), [031015-2 2015 LTAC Contract - Chamber.pdf](#)

9. 7:55 P.M. COMMITTEE REPORTS

A. Non-Motorized Transportation Advisory Committee Report - Council Liaison Roth

Documents: [031015 NMTAC Committee Liaison 2015-03-04.docx](#)

10. 8:00 P.M. REVIEW UPCOMING COUNCIL MEETING AGENDAS

Documents: [031015 Review Upcoming Council Meeting Agendas.pdf](#)

11. 8:05 P.M. FOR THE GOOD OF THE ORDER

12. 8:10 P.M. WORK SESSION (PUBLIC COMMENT TO BE ACCEPTED)

A. Traffic Impact Fee Discussion

Documents: 031015-1 Traffic Impact Fee Agenda Bill.docx, 031015-2 Transportation Impact Fee Rate Analysis 3-4-2015.pdf

13. 8:55 P.M. ADJOURNMENT

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: License Agreement with Madison Diner for Trail Access	Date: March 10, 2015
Agenda Item: Unfinished Business	Bill No.: 15-021
Proposed By: Executive	Referral(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

Study Session: February 3, 2015	Recommendation: Forward to February 10, 2015 consent agenda
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action:

Consider authorizing the City Manager to execute the attached License Agreement Madison Diner for trail access.

Background:

The 305 Madison Diner property contains a well-used pedestrian pathway that connects Shepard Way to Madison Avenue. When the Diner property was developed about 14 years ago, the developer constructed a staircase on the western boundary of his property to accommodate access from his property to Shepard Way. Pedestrian traffic typically enters the property from the east, travels across the Diner parking lot, up the stairs on the westerly border of the property, and onto Shepard Way.

The Madison Diner property owner desires to enter into the attached Agreement to prevent any legal exposure to the Diner that may arise from the public's use of the Diner property as a trail connection. Under the agreement, the City does not pay for the use of the Diner property. The City's use of the property without paying for it is something the Diner property owner is giving up; in exchange for use of the property without charge, the City is accepting possible liability for personal or property damage on the trail. The term of the initial license agreement is for five years, renewing for successive five-year periods thereafter. The agreement requires the City to maintain insurance; if personal injury arose from the public's use of the Diner property, it would most likely be covered by the City's insurance carrier (WCIA).

You reviewed this item at your February 3, 2015 Study Session. Following that meeting, the City Attorney was approached by a citizen with a request to add the following statement to Paragraph 2, subsection 2: "provided that such determination may not be made under any circumstances during the first five-year Term of this Agreement." The addition of this phrase operates to prevent the Diner from revoking the License during the first five years of the term of the Agreement. No other change has been made since the February 3, 2015 Study Session.

RECOMMENDED ACTION

Motion:

I move the City Council authorize the City Manager to execute the attached License Agreement with Madison Diner for trail access.

LICENSE AGREEMENT

THIS AGREEMENT is dated March __, 2015 ("Effective Date"), by and between 305 MADISON AVE. LLC, a Washington corporation ("Licensor") and THE CITY OF BAINBRIDGE ISLAND, a Washington municipal corporation ("Licensee").

WHEREAS, Licensee seeks to acquire the right to enter upon a portion of Licensor's property located at 305 Madison Avenue North, Bainbridge Island, WA 98110-1809 (the "Property"), the precise portion of which is more particularly described in the attached Exhibit "A" (the "Premises") and incorporated by reference in to this Agreement.

NOW, THEREFORE, intending to be legally bound, the parties agree as follows:

1. Use. Licensor grants to Licensee, its officers, agents, contractors, invitees and employees, a non-exclusive and revocable License to enter upon and use the Premises, subject to the terms and conditions herein, for the limited purpose of establishing and maintaining a public non-motorized pedestrian transportation trail, between Shepard Way N.W. and Madison Avenue North, for ingress and egress to, from and over the Premises ("License").

2. Term. This License shall commence upon the Effective Date and shall continue until December 31, 2020 ("Term"). Licensee shall be entitled to extend the Term for successive five (5) year terms; provided that, prior to the expiration of the initial Term and each successive extension, Licensee is not in breach of this Agreement and exercises its right to extend the Term with written notice to Licensor within sixty (60) days' of the expiration of the initial Term or extension. Notwithstanding the forgoing, Licensor may terminate this License at any time in the event Licensor: (1) chooses to sell, transfer or otherwise redevelop the Property in whole or part; or (2) determines, in its sole discretion, that this Agreement is inconsistent with applicable land use codes and/or development regulations, provided that such determination may not be made under any circumstances during the first five-year Term of this Agreement. In the event Licensor exercises its right to terminate this License it shall give Licensee sixty (90) days' written notice. At the expiration or earlier termination of this License, Licensee shall immediately cease use of the Premises, remove all signage, if any, identifying or directing the public to the Premises, and cease referring to the Premises, in official or unofficial documents, signage and other physical and electronic media, as a public trail.

3. Consideration. In consideration for this License, Licensee forever waives and releases any and all claims adverse to Licensor, whether past, present or future, known or unknown, pertaining to any ownership interest in the Property and/or the Premises; provided, however, Licensee expressly retains the right to exercise its eminent domain authority under RCW 8.12, and agrees not to exercise such authority against Licensor in relation to the Property during all times that Licensor or its related companies or affiliates own the Property.

4. Conditions Applicable to License. This License is granted subject to all existing covenants, conditions, reservations, contracts, leases, licenses, easements, encumbrances, restrictions and rights-of-way with respect to the Premises, whether or not of record.

5. No Transfer or Assignment. This License is personal to Licensee. Any attempt to transfer or assign this License shall terminate it.

6. Permits and Regulations. Licensee shall be responsible for securing any required approvals, permits and authorizations from any state or local agencies and shall comply with all applicable laws and regulations.

7. No Interference. Licensee shall not interfere with the normal operation and activities of Licensors, and Licensee shall conduct, manage, maintain and secure its activities at all times on the Premises to minimize damage to the Premises and inconvenience to Licensors, its agents, employees and invitees.

8. Repair and Restoration. If Licensee, its officers, agents, contractors, invitees or employees cause any damage to the Premises, Property, or to Licensors' roads, infrastructure or other property and improvements (collectively "Improvements") in connection with the exercise of this License, Licensee shall repair and restore at its sole expense the Premises and Improvements to their original condition and to Licensors' sole satisfaction. Licensee shall perform the repair and restoration by the earlier of: (a) the expiration of this License, (b) within thirty (30) days of the termination of Licensee's rights hereunder, or (c) within twenty (20) days of written notice from Licensors of damage to the Improvements for which Licensee is responsible. In the event such repair and restoration is performed following the termination this License, the Licensee's Indemnity and Insurance obligations shall continue until the repair and restoration is completed.

9. Breach and Cure. In the event that Licensee breaches any of its obligations under this License, Licensors shall send Licensee written notice specifying the nature of such breach. Licensee shall have ten (10) days from the receipt of such notice within which to cure such breach. If more time is reasonably required for Licensee's performance, then Licensee shall notify Licensors in writing of its proposed schedule for performance and commence performance within such ten (10) day period; thereafter, Licensee shall diligently proceed to completion. If Licensee fails to cure or to commence cure within such ten (10) day period, then Licensors shall have the right to terminate this License immediately by serving Licensee with written notice of termination. Licensors shall have all rights and remedies available under Washington law including, but not limited to, actions for damages and specific performance, for any breach of Licensee's obligations hereunder.

10. Notice. Any notice required under this Agreement shall be in writing and addressed as follows:

Licensors: Rolf Hogger, Manager 205 Madison Ave. LLC 4949 NE Tolo Road Bainbridge Island, WA 98110	with a copy to: Richard E. Mitchell Miller Nash Graham & Dunn LLP Pier 70 2801 Alaskan Way, Ste. 300 Seattle, WA 98121
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Licensee: Douglas Schulze, City Manager City of Bainbridge Island 280 Madison Avenue North Bainbridge Island, WA 98110	with a copy to: Lisa Marshall, City Attorney City of Bainbridge Island 280 Madison Avenue North Bainbridge Island, WA 98110
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or to such other address as either party may indicate in a written notice to the other. All notices and communications given under this Agreement shall be deemed to have been duly given and received: (i) upon personal delivery, or (ii) as of the third business day after mailing by United States certified mail, return receipt requested, postage prepaid, addressed as set forth above, or (iii) the immediately succeeding business day after deposit (for next day delivery) with Federal Express or other similar overnight courier system, or (iv) 24 hours after facsimile transmittal with confirmation of receipt and followed by personal delivery, United States mail, or overnight delivery as specified in this paragraph.

11. **Alteration in Writing.** This License supersedes any and all prior understandings and agreements, whether written or oral, between the parties with respect to the subject matter of this License. No alteration or variation of this License shall be valid unless made in writing and signed by Licensor and Licensee.

12. **Indemnification.** Licensee shall indemnify, defend, and hold harmless Licensor, its officers, agents, invitees and employees, from and against any claims, damages, costs, expenses, or liabilities (collectively "Claims") arising out of or in any way connected with this License including, without limitation, Claims for loss or damage to any property, or for death or injury to any person or persons but only to the extent that such Claims arise from the negligent or intentional acts or omissions of Licensee, its officers, agents, contractors, invitees and employees.

13. **Insurance.**

13.1 **Licensee's Insurance.** Licensee, at its sole cost and expense, shall insure its activities in connection with this License and obtain, keep in force, and maintain insurance as follows:

1. **Commercial Form General Liability Insurance** (contractual liability included) with minimum limits as follows:

- a. Each Occurrence \$1,000,000
- b. General Aggregate \$2,000,000

If the above insurance is written on a claims-made form, it shall continue for three (3) years following termination of this License. The insurance shall have a retroactive date of placement prior to or coinciding with the commencement of the Term of this License.

2. Business Automobile Liability Insurance for owned, scheduled, non-owned, or hired automobiles with a combined single of not less than one million dollars (\$1,000,000) per occurrence.
3. Property Insurance, Fire and Extended Coverage Form in an amount sufficient to reimburse Licensee for all of its equipment, fixtures, inventory and other personal property located on or in the Premises whether constructed or installed.
4. Workers' Compensation as required by Washington law.
5. Such other insurance in such amounts, which from time to time may be reasonably required by the mutual consent of Licensor and Licensee, against other insurable risks relating to this Agreement.

The coverages required herein shall not limit the liability of Licensee.

The coverages referred to under this Section 13.1, subsections 1 and 2, shall include Licensor as an additional insured. Such a provision shall apply only to the extent of the negligent acts or omissions of Licensee, its officers, agents, contractors, invitees and employees. Licensee, upon the execution of this License, shall furnish Licensor with certificates of insurance evidencing compliance with all requirements. Certificates shall provide for thirty (30) days (ten [10] days for non-payment of premium) advance written notice to Licensor of any material modification, change or cancellation of the above insurance coverages.

All coverage amounts set forth in this Paragraph 13 shall be reviewed upon the second anniversary of this License and every two years thereafter and shall be increased as necessary to maintain coverage at a level comparable to the coverage required on the Effective Date in order to take account of the effects of inflation or any increase in risk.

13.2 Waiver of Subrogation. Licensee hereby waives any right of recovery against Licensor due to loss of or damage to the property of Licensee when such loss of or damage to property arises out of an act of God or any of the property perils included in the classification of fire or extended perils ("all risk" as such term is used in the insurance industry) whether or not such perils have been insured, self-insured, or non-insured.

14. Lien Free Condition. Licensee shall not cause or permit any liens to be placed against the Premises or against Licensor's other property as a result of Licensee's exercise of rights under this License. In the event of the filing of any such liens, Licensee shall promptly cause such liens to be removed. In no event shall such lien removal require more than thirty (30) days.

IN WITNESS WHEREOF, the parties have executed this License Agreement the day and year first above written.

LICENSOR:
ROLF HOGGER
305 MADISON AVE. LLC

LICENSEE:
DOUGLAS SCHULZE
THE CITY OF BAINBRIDGE ISLAND

By: _____

By: _____

Its: MANAGER

Its: CITY MANAGER

[SIGNATURES CONTINUE ON THE FOLLOWING PAGE.]

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this day personally appeared before me ROLF HOGGER to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that he signed the same as his free and voluntary act for the uses and purposes therein mentioned.

DATED: _____, 2015.

(Signature)

(Please print name legibly)

NOTARY PUBLIC in and for the State of
Washington, residing at _____
My commission expires _____

STATE OF WASHINGTON)
) ss.
COUNTY OF KING)

On this day personally appeared before me DOUGLAS SCHULZE to me known to be the individual(s) described in and who executed the within and foregoing instrument, and acknowledged that she signed the same as her free and voluntary act for the uses and purposes therein mentioned.

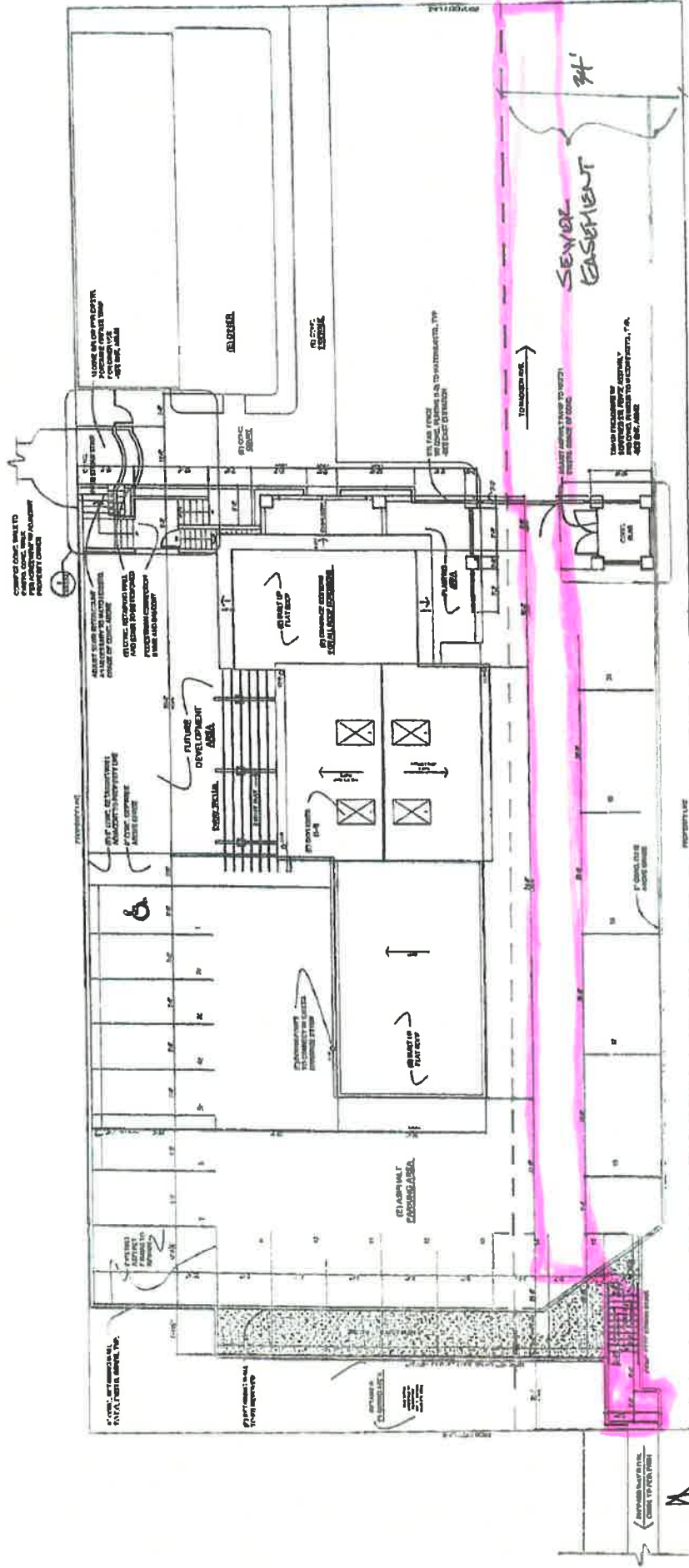
DATED: _____, 2015.

(Signature)

(Please print name legibly)

NOTARY PUBLIC in and for the State of
Washington, residing at _____
My commission expires _____

305 MADISON AVE



MADISON AVE

Shepherd Way

Exhibit A

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Allocation from Housing Trust Fund Grant	Date: March 10, 2015
Agenda Item: Unfinished Business	Bill No.: AB 15-032
Proposed By: Councilmember Tollefson	Referral(s):

BUDGET INFORMATION

Department/Fund: Executive	Munis Contract #
Expenditure Req: \$75,000 in 2015 and 2016 (total \$150,000)	Budgeted? ☒ Yes ☐ No
	Budget Amend. Req? ☒ Yes ☐ No

REFERRALS/REVIEW

	Recommendation: Provide staff direction regarding next step(s).	
City Manager ☒ Yes ☐ No ☐	Legal ☒ Yes ☐ No ☐ N/A	Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

The City Council allocated a transfer of \$100,000 from the General Fund to the Housing Trust Fund (HTF) in both the 2015 Budget and the 2016 Budget years, but did not provide specific plans for expenditures from this funding.

At Council meetings on February 10 and February 24, Council discussed a funding request from Housing Resources Bainbridge (HRB). HRB requested \$75,000 in both 2015 and 2016 (a total of \$150,000) as part of the funding to complete the development of the HRB Ferncliff Townhomes Project. Council discussed approving this request, with the understanding that the Ferncliff Townhomes Project would achieve funding from other sources, and begin this project in 2015.

RECOMMENDED ACTION

Motion:

I move that the Council designate \$75,000 of the total of \$100,000 placed in the Housing Trust Fund in 2015 and \$75,000 of the total of \$100,000 placed in the Housing Trust Fund in 2016 to support the Housing Resources Bainbridge Ferncliff Townhomes Project with the condition that the project shall be fully funded in 2015.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Proclaiming March 18, 2015 as Traumatic Brain Injury Awareness Day	Date: March 10, 2015
Agenda Item: Council Discussion	Bill No.: 15-047
Proposed By: Mayor Blair	Referral(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

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

Background:

A brain injury can happen anytime, anywhere to anyone. Brain injuries do not discriminate. 1.7 million people each year sustain a brain injury. We also nationally are seeing an increase need for brain injury care for active duty military and veterans. An injury that happens in an instant can bring a lifetime of physical, cognitive and behavior challenges. Early, equal and adequate access to care will greatly increase overall quality of life.

“Since anyone can sustain a brain injury at any time, it is important for everyone to have access to comprehensive rehabilitation and ongoing disease management. Doing so eases medical complications, permanent disability, family dysfunction, job loss, homelessness, impoverishment, medical indigence, suicide, and involvement with the criminal or juvenile justice system. Access to early, comprehensive treatment for brain injury also alleviates the burden of long term care that is transferred to tax payers at the federal, state and local levels.”

~ Dr. Brent Masel, national medical director for the Brain Injury Association of America

For more information, please visit the websites for the Brain Injury Association of America at www.biausa.org or Washington Traumatic Brain Injury Strategic Partnership Advisory Council at www.tbiwashington.org.

RECOMMENDED ACTION

Motion:

I move that the City Council authorize the Mayor to sign the proclamation declaring March 18, 2015 as Traumatic Brain Injury Awareness Day.



PROCLAMATION

WHEREAS, a traumatic brain injury is a contributing factor to a third of all injury-related deaths in the United States and is the leading cause of death and disability in children and young adults; and

WHEREAS, most traumatic brain injuries could be prevented with the top causes including, falls, car crashes, struck by/against events, and assaults, and

WHEREAS, traumatic brain injury is the signature injury of the war, presenting new challenges for members of the military and their families; and

WHEREAS, an injury that happens in an instant can bring a lifetime of physical, cognitive and behavior challenges, and

WHEREAS, because of a lack of awareness about brain injury and the difficulty of diagnosing brain injury, many persons with brain injury live for years without recognizing and dealing with their injuries; and

WHEREAS, early, equal and adequate access to care greatly increases the overall quality of life and will enable individuals to return to home, school, work and community; and

WHEREAS, the State of Washington established the Washington Traumatic Brain Injury Strategic Partnership Advisory Council to create a comprehensive plan to help individuals with traumatic brain injuries meet their needs; and

WHEREAS, March has been designated as Brain Injury Awareness Month to promote public awareness of the extent, causes, consequences, treatment and prevention of brain injury;

NOW THEREFORE I, Anne S. Blair, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim March 18, 2015 as

TRAUMATIC BRAIN INJURY AWARENESS DAY

in the City of Bainbridge Island and encourage all citizens to join me in this special observance.

SIGNED this 10th day of March 2015.

Anne S. Blair, Mayor

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Consent Agenda Items	Date: March 10, 2015
Agenda Item: Consent Agenda	Bill No.: AB 15-049
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:

Consider approval of Consent Agenda Items A through M:

- A. Accounts Payable Voucher and Payroll Approval
- B. Advance Meeting Minutes, January 27, 2015
- C. Business Meeting Minutes, February 10, 2015
- D. Study Session Minutes, February 17, 2015
- E. Business Meeting Minutes, February 24, 2015
- F. Study Session Minutes, March 3, 2015
- G. Lynwood Center Outfall Improvement Project
- H. Groundwater Assessment Professional Services Agreement
- I. Interlocal Agreement with the Port Gamble S'Klallam Tribe Regarding the Purchase of Two Motorcycles
- J. Public Works Vehicle Procurement
- K. Contract Amendment with Ridolfi to Amend Contract Schedule for Restoration Monitoring Program at John Nelson Park at Strawberry Cannery Cove and Pritchard East Bluff
- L. Transfer of Kitsap County Tidelands to City of Bainbridge Island
- M. Professional Services Agreement for Chamber of Commerce Lodging Tax Advisory Committee Project

RECOMMENDED ACTION

Motion:

I move that the City Council approve Consent Agenda Items A through M as presented.

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: February 23, 2015 - March 9, 2015
CITY COUNCIL: February 24, 2015 - March 10, 2015

Last check from previous run: 337970 dated 2/25/15 issued to Xylem Water Solutions in the amount of 2,310.62

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH	2/26/15	173	COBI Utilities February Billing	3,160.52
ACH	2/26/15	174	Department of Licensing - Firearms/February CPL Transmittal	219.00
EFT	2/26/15	175	WA State Department of Revenue/January Excise Taxes	4,517.28
Manual	2/25/15	337788	Incorrect Vendor Included	Void
Manual	2/19/15	337762	Used Credit Card	Void
Manual	2/19/15	337971	PW/Ace Hardware/Misc Supplies	466.03
Manual	2/19/15	337972	HR/Bainbridge Island Review/Job Ad-Planner	53.71
Manual	2/19/15	337973	PCD/Ridophi Inc/Shoreline Monitoring	10,568.54
Manual	2/20/15	337974	FIN/Custom Printing Co/Business Cards-KJ, LL, GB	110.55
Manual	2/20/15	337975	PW/Darrel Emel's Tree Service/Emergency Tree Removal-Baker	3,994.73
Manual	2/20/15	337976	PCD/NWWICC/Building Officials Short Course Registration-J Weaver	230.00
Manual	2/20/15	337977	ENG/PMI Truck Bodies, Inc/SSWM Vehicle Additional Upfitting	7,236.97
Manual	2/20/15	337978	PW/WA State Dept of Labor & Industries/Elevator Violation Correction	114.10
Manual	2/25/15	337979	POL/Chevron/Fuel-Background Checks	54.63
Manual	2/25/15	337980	PCD/Ryan Ericson/SMP Update Consulting	770.00
Manual	2/25/15	337981	PW/Home Depot/Plexiglass/Metal Frames	394.40
Manual Checks, Electronic Disbursements				31,890.46

Regular Run	3/11/15	337982 - 338084	Regular Check Run	310,242.88
Total Disbursements				342,133.34

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.

Jennifer Longfield
Jennifer Longfield, Budget Manager

3/3/15
Date

ACH WB

02/26/2015 12:20 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

173	02/26/2015	MANL	103	CITY OF BAINBRIDGE I	196689	10717FEB15	02/04/2015	ACHFEB15	9.46
Invoice: 10717FEB15							LIBRARY IRRIGATION		
					9.46	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR		
					196690	10727FEB15	02/04/2015	ACHFEB15	544.81
Invoice: 10727FEB15							LIBRARY		
					544.81	91011722 547500	GG-C/E-LIBRARY-COBI WTR/SWR		
					196691	11015FEB15	02/04/2015	ACHFEB15	1,562.79
Invoice: 11015FEB15							WWTP		
					1,562.79	91425358 547500	GG-WWTP-WATER/SEWER		
					196692	11122FEB15	02/04/2015	ACHFEB15	332.54
Invoice: 11122FEB15							POLICE STATION		
					332.54	91011215 547500	GG-C/E-PD-COBI WTR/SWR		
					196693	11762FEB15	02/04/2015	ACHFEB15	21.54
Invoice: 11762FEB15							WW DRINKING FOUNTAIN		
					21.54	91011768 547500	GG-C/E-PARKS-WTR/SWR		
					196694	11805FEB15	02/04/2015	ACHFEB15	12.44
Invoice: 11805FEB15							HS/MADISON RAINBRINGER		
					12.44	91011768 547500	GG-C/E-PARKS-WTR/SWR		
					196695	11806FEB15	02/04/2015	ACHFEB15	9.46
Invoice: 11806FEB15							MADISON/HS RAINBRINGER		
					9.46	91011768 547500	GG-C/E-PARKS-WTR/SWR		
					196696	11982FEB15	02/04/2015	ACHFEB15	640.62
Invoice: 11982FEB15							CITY HALL		
					640.62	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR		
					196697	11983FEB15	02/04/2015	ACHFEB15	17.40
Invoice: 11983FEB15							CITY HALL IRRIGATION		
					17.40	91011189 547500	GG-C/E-CITY HALL-COBI WTR/SWR		
					196698	12754FEB15	02/04/2015	ACHFEB15	9.46
Invoice: 12754FEB15							WW PLANTINGS IRRIGATION		
					9.46	91011768 547500	GG-C/E-PARKS-WTR/SWR		

CHECK 173 TOTAL: 3,160.52

02/26/2015 12:20
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|CITY OF BAINBRIDGE ISLAND
|A/P CASH DISBURSEMENTS JOURNAL

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NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 3,160.52

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	3,160.52

*** GRAND TOTAL *** 3,160.52

02/26/2015 12:20 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT		JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
EFF DATE									
2015 2 416									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		1,597.73	
02/26/2015	ACHFEB15	ACH UB				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			3,160.52
02/26/2015	ACHFEB15	ACH UB				AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		1,562.79	
02/26/2015	ACHFEB15	ACH UB				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								3,160.52	3,160.52
APP 631-130000						DUE TO/FROM CLEARING		3,160.52	
02/26/2015	ACHFEB15	ACH UB							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			1,597.73
02/26/2015	ACHFEB15	ACH UB							
APP 402-130000						DUE TO/FROM CLEARING			1,562.79
02/26/2015	ACHFEB15	ACH UB							
SYSTEM GENERATED ENTRIES TOTAL								3,160.52	3,160.52
JOURNAL 2015/02/416 TOTAL								6,321.04	6,321.04

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|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2015 2	416	02/26/2015			
001-130000				GENERAL - DUE TO/FROM CLEARING		1,597.73
001-213000				GENERAL - ACCOUNTS PAYABLE	1,597.73	
				FUND TOTAL	1,597.73	1,597.73
402 SEWER OPERATING FUND	2015 2	416	02/26/2015			
402-130000				DUE TO/FROM CLEARING		1,562.79
402-213000				ACCOUNTS PAYABLE	1,562.79	
				FUND TOTAL	1,562.79	1,562.79
631 CLEARING FUND	2015 2	416	02/26/2015			
631-130000				DUE TO/FROM CLEARING	3,160.52	
635-111100				CASH		3,160.52
				FUND TOTAL	3,160.52	3,160.52

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,597.73
402	SEWER OPERATING FUND		1,562.79
631	CLEARING FUND	3,160.52	
	TOTAL	3,160.52	3,160.52

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

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02/26/2015 12:24 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|P 1
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CASH ACCOUNT: 635 111100 CASH
CHECK NO CHK DATE TYPE VENDOR NAME VOUCHER INVOICE INV DATE PO CHECK RUN NET

INVOICE DTL DESC

174 02/26/2015 MANL 969 WA ST DEPT OF LICENS 196699 FEB15 CPL 02/20/2015 ACHFEBFA 219.00
Invoice: FEB15 CPL FEB 2015 CPL TRANSMITTAL
219.00 41654860 586000 GUN PERMIT OUT

CHECK 174 TOTAL: 219.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 219.00

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	219.00

*** GRAND TOTAL *** 219.00

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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					
2015 2 417									
APP 650-213000						ACCOUNTS PAYABLE		219.00	
02/26/2015	ACHFEBFA	ACH	FA			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			219.00
02/26/2015	ACHFEBFA	ACH	FA			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		219.00	219.00
APP 631-130000						DUE TO/FROM CLEARING		219.00	
02/26/2015	ACHFEBFA	ACH	FA						
APP 650-130000						DUE TO/FROM CLEARING			219.00
02/26/2015	ACHFEBFA	ACH	FA						
						SYSTEM GENERATED ENTRIES TOTAL		219.00	219.00
						JOURNAL 2015/02/417 TOTAL		438.00	438.00

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
631 CLEARING FUND	2015 2	417	02/26/2015		
631-130000			DUE TO/FROM CLEARING	219.00	
635-111100			CASH		219.00
			FUND TOTAL	219.00	219.00
650 AGENCY FUND	2015 2	417	02/26/2015		
650-130000			DUE TO/FROM CLEARING		219.00
650-213000			ACCOUNTS PAYABLE	219.00	
			FUND TOTAL	219.00	219.00

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
631	CLEARING FUND	219.00	
650	AGENCY FUND		219.00
	TOTAL	219.00	219.00

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02/26/2015 12:27 |CITY OF BAINBRIDGE ISLAND
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|P 1
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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

175 02/26/2015 MANL 124 WA ST DEPT OF REVENU 196700 2015-02 02/26/2015 EFTFEB15 4,517.28
Invoice: 2015-02

29.67	91411341	553000	FINANCE - WATER EXTRNL TAXES
53.79	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
-5,056.28	91411341	553000	FINANCE - WATER EXTRNL TAXES
4,760.87	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
50.58	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
10.29	91411341	553000	FINANCE - WATER EXTRNL TAXES
3.08	91411341	553000	FINANCE - WATER EXTRNL TAXES
148.00	91431383	553000	FINANCE - SSWM - EXTRNL TAXES
3,404.35	91411341	553000	FINANCE - WATER EXTRNL TAXES
569.39	91421351	553000	FINANCE - SEWER - EXTRNL TAXES
13.05	73411345	548100	REPAIRS & MAINTENANCE
83.17	81011881	548500	IT - C/E COMPUTER SUPPORT
3.91	53011212	531100	PD-C/E-PATROL SUPPLIES
5.67	51011215	531100	POLICE - C/E FACIL SUPPLIES
327.83	54025212	548100	MARINE - REPAIRS
8.87	53011212	531100	PD-C/E-PATROL SUPPLIES
3.34	54025212	548100	MARINE - REPAIRS
6.66	81011881	535500	IT - C/E COMPUTER PARTS & EQ
45.52	41011141	531100	FIN - C/E ADMIN SUPPLIES
45.52	72011321	531100	ENG - C/E ADMIN SUPPLIES

CHECK 175 TOTAL: 4,517.28

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 4,517.28

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	4,517.28

*** GRAND TOTAL *** 4,517.28

02/26/2015 12:27 |CITY OF BAINBRIDGE ISLAND
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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					
2015 2 418									
APP 402-213000						ACCOUNTS PAYABLE		5,434.63	
02/26/2015	EFTFEB15	EXC TX				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			6,113.12
02/26/2015	EFTFEB15	EXC TX				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		148.00	
02/26/2015	EFTFEB15	EXC TX				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		530.49	
02/26/2015	EFTFEB15	EXC TX				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE			1,595.84
02/26/2015	EFTFEB15	EXC TX				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		1,595.84	
02/26/2015	EFTFEB15	EXC TX				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								7,708.96	7,708.96
APP 631-130000						DUE TO/FROM CLEARING		4,517.28	
02/26/2015	EFTFEB15	EXC TX							
APP 402-130000						DUE TO/FROM CLEARING			5,434.63
02/26/2015	EFTFEB15	EXC TX							
APP 403-130000						DUE TO/FROM CLEARING			148.00
02/26/2015	EFTFEB15	EXC TX							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			530.49
02/26/2015	EFTFEB15	EXC TX							
APP 401-130000						DUE TO/FROM CLEARING		1,595.84	
02/26/2015	EFTFEB15	EXC TX							
SYSTEM GENERATED ENTRIES TOTAL								6,113.12	6,113.12
JOURNAL 2015/02/418 TOTAL								13,822.08	13,822.08

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lsteinberg

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2015 2	418	02/26/2015			
001-130000				GENERAL - DUE TO/FROM CLEARING		530.49
001-213000				GENERAL - ACCOUNTS PAYABLE	530.49	
				FUND TOTAL	530.49	530.49
401 WATER OPERATING FUND	2015 2	418	02/26/2015			
401-130000				DUE TO/FROM CLEARING	1,595.84	
401-213000				ACCOUNTS PAYABLE		1,595.84
				FUND TOTAL	1,595.84	1,595.84
402 SEWER OPERATING FUND	2015 2	418	02/26/2015			
402-130000				DUE TO/FROM CLEARING		5,434.63
402-213000				ACCOUNTS PAYABLE	5,434.63	
				FUND TOTAL	5,434.63	5,434.63
403 STORM & SURFACE WATER FUND	2015 2	418	02/26/2015			
403-130000				DUE TO/FROM CLEARING		148.00
403-213000				ACCOUNTS PAYABLE	148.00	
				FUND TOTAL	148.00	148.00
631 CLEARING FUND	2015 2	418	02/26/2015			
631-130000				DUE TO/FROM CLEARING	4,517.28	
635-111100				CASH	1,595.84	
635-111100				CASH		6,113.12
				FUND TOTAL	6,113.12	6,113.12

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		530.49
401	WATER OPERATING FUND		1,595.84
402	SEWER OPERATING FUND		5,434.63
403	STORM & SURFACE WATER FUND		148.00
631	CLEARING FUND	4,517.28	
	TOTAL	4,517.28	4,517.28

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VOID

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|P 1
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CASH ACCOUNT: 635			111100	CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
337880	02/25/2015	VOID	5 ACE HARDWARE	196468	25607	10/24/2013			-22.97
Invoice: 25607						PW/BULBS/SPRAY/STRAW			
				-22.97	73011897 531100	O&M-C/E-PWYD FAC-SUPPLIES			
Invoice: 28056						07/16/2014			-5.17
				-5.17	73011897 531100	PW/SINGLE CUT KEY			
						O&M-C/E-PWYD FAC-SUPPLIES			
Invoice: 29472						12/19/2014			-4.34
				-4.34	73431835 531100	PW/NON-TOXIC DUST MASK			
						OFFICE SUPPLIES			
Invoice: 25958						12/03/2013			-30.33
				-30.33	73111264 531100	PW/GRAY SPRAY PAINT			
						O&M-STREET-TRAF CONTROL-SUPPLY			
Invoice: 026005						12/06/2013			-7.59
				-7.59	73011897 531100	PW/MINWAX STAIN			
						O&M-C/E-PWYD FAC-SUPPLIES			
Invoice: 026021						12/06/2013			-68.57
				-68.57	73431835 531100	PW/MISC PLUMBING SUPPLIES			
						OFFICE SUPPLIES			
Invoice: 26078						12/12/2013			-50.26
				-50.26	73111264 531100	PW/WASHERS/LAGS			
						O&M-STREET-TRAF CONTROL-SUPPLY			
Invoice: 028345						08/13/2014			-14.11
				-14.11	73011897 531100	PW/WASP KILLER			
						O&M-C/E-PWYD FAC-SUPPLIES			
Invoice: 028424						08/21/2014			-10.85
				-10.85	73411345 531100	PW/GLUESTICK/SUPER GLUE			
						OFFICE SUPPLIES			
Invoice: 028822						10/05/2014			-114.58
				-114.58	73411345 531100	PW/MISC PLUMBING SUPPLIES			
						OFFICE SUPPLIES			
Invoice: 028884						10/10/2014			-11.08
				-11.08	73431835 531100	PW/DRILL BIT			
						OFFICE SUPPLIES			
Invoice: 028836						10/06/2014			-27.14
				-27.14	73411345 531100	PW/FILTERS/ACID			
						OFFICE SUPPLIES			
Invoice: 029060						10/30/2014			-2.61
				-2.61	73011183 531100	PW/HARDWARE			
						O&M-C/E-CH FAC-SUPPLIES			

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|P      2
|apcshdsb
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NET

*** GRAND TOTAL *** -519.74

02/18/2015 09:38 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR	PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
	EFF DATE										
2015	2	208									
APP 001-213000	02/25/2015		337880	VOID				GENERAL - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			202.59
APP 635-111100	02/25/2015		337880	VOID				CASH AP CASH DISBURSEMENTS JOURNAL		202.59	
APP 403-213000	02/25/2015		337880	VOID				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			83.99
APP 635-111100	02/25/2015		337880	VOID				CASH AP CASH DISBURSEMENTS JOURNAL		83.99	
APP 101-213000	02/25/2015		337880	VOID				STREETS - ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			80.59
APP 635-111100	02/25/2015		337880	VOID				CASH AP CASH DISBURSEMENTS JOURNAL		80.59	
APP 401-213000	02/25/2015		337880	VOID				ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			152.57
APP 635-111100	02/25/2015		337880	VOID				CASH AP CASH DISBURSEMENTS JOURNAL		152.57	
GENERAL LEDGER TOTAL										519.74	519.74
APP 631-130000	02/25/2015	02/21/15	VOID					DUE TO/FROM CLEARING			519.74
APP 001-130000	02/25/2015	02/21/15	VOID					GENERAL - DUE TO/FROM CLEARING		202.59	
APP 403-130000	02/25/2015	02/21/15	VOID					DUE TO/FROM CLEARING		83.99	
APP 101-130000	02/25/2015	02/21/15	VOID					STREETS - DUE TO/FROM CLEARING		80.59	
APP 401-130000	02/25/2015	02/21/15	VOID					DUE TO/FROM CLEARING		152.57	
SYSTEM GENERATED ENTRIES TOTAL										519.74	519.74
JOURNAL 2015/02/208 TOTAL										1,039.48	1,039.48

02/18/2015 09:38
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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2015 2	208	02/25/2015		
001-130000			GENERAL - DUE TO/FROM CLEARING	202.59	
001-213000			GENERAL - ACCOUNTS PAYABLE		202.59
			FUND TOTAL	202.59	202.59
101 STREET FUND	2015 2	208	02/25/2015		
101-130000			STREETS - DUE TO/FROM CLEARING	80.59	
101-213000			STREETS - ACCOUNTS PAYABLE		80.59
			FUND TOTAL	80.59	80.59
401 WATER OPERATING FUND	2015 2	208	02/25/2015		
401-130000			DUE TO/FROM CLEARING	152.57	
401-213000			ACCOUNTS PAYABLE		152.57
			FUND TOTAL	152.57	152.57
403 STORM & SURFACE WATER FUND	2015 2	208	02/25/2015		
403-130000			DUE TO/FROM CLEARING	83.99	
403-213000			ACCOUNTS PAYABLE		83.99
			FUND TOTAL	83.99	83.99
631 CLEARING FUND	2015 2	208	02/25/2015		
631-130000			DUE TO/FROM CLEARING		519.74
635-111100			CASH	519.74	
			FUND TOTAL	519.74	519.74

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		202.59
101	STREET FUND		80.59
401	WATER OPERATING FUND		152.57
403	STORM & SURFACE WATER FUND		83.99
631	CLEARING FUND	519.74	
	TOTAL	519.74	519.74

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VOID

02/19/2015 11:12 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

337762 02/03/2015 VOID 187 GOV'T FINANCE OFFICE 196283 02/02/2015 02/02/2015 -330.00
Invoice: 02/02/2015 FIN/FEE-DISTINGUISHED BUDGET AWARD
-330.00 41011141 549100 FIN-C/E-DUES, SUBS, MEMBERSHIPS

CHECK 337762 TOTAL: -330.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -330.00

COUNT AMOUNT

TOTAL VOIDED CHECKS 1 330.00

*** GRAND TOTAL *** -330.00

02/19/2015 11:12 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER JNL									
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3		LINE DESC			
2015 2 287									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			330.00
02/03/2015	337762	VOID				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		330.00	
02/03/2015	337762	VOID				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		330.00	330.00
APP 631-130000						DUE TO/FROM CLEARING			330.00
02/03/2015	M020315	VOID							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		330.00	
02/03/2015	M020315	VOID							
						SYSTEM GENERATED ENTRIES TOTAL		330.00	330.00
						JOURNAL 2015/02/287 TOTAL		660.00	660.00

02/19/2015 11:12
lsteinberg

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|A/P CASH DISBURSEMENTS JOURNAL

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2015	2	287	02/03/2015		
001-130000				GENERAL - DUE TO/FROM CLEARING	330.00	
001-213000				GENERAL - ACCOUNTS PAYABLE		330.00
				FUND TOTAL	330.00	330.00
631 CLEARING FUND	2015	2	287	02/03/2015		
631-130000				DUE TO/FROM CLEARING		330.00
635-111100				CASH	330.00	
				FUND TOTAL	330.00	330.00

02/19/2015 11:12
lsteinberg

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			330.00
631 CLEARING FUND		330.00	
	TOTAL	330.00	330.00

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

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lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

337971	02/19/2015	PRTD	5 ACE HARDWARE	196663	25607A	10/24/2013	M021915	22.97
Invoice: 25607A				22.97	73011897 531100	PW/BULBS/SPRAY/STRAW		
						O&M-C/E-PWYD FAC-SUPPLIES		
Invoice: 28056A				196664	28056A	07/16/2014	M021915	5.17
				5.17	73011897 531100	PW/SINGLE CUT KEY		
						O&M-C/E-PWYD FAC-SUPPLIES		
Invoice: 29472A				196665	29472A	12/19/2014	M021915	4.34
				4.34	73431835 531100	PW/NON-TOXIC DUST MASK		
						OFFICE SUPPLIES		
Invoice: 25958A				196666	25958A	12/03/2013	M021915	30.33
				30.33	73111264 531100	PW/GRAY SPRAY PAINT		
						O&M-STREET-TRAF CONTROL-SUPPLY		
Invoice: 26005				196667	26005	12/06/2013	M021915	7.59
				7.59	73011897 531100	PW//MINWAX STAIN		
						O&M-C/E-PWYD FAC-SUPPLIES		
Invoice: 26021				196668	26021	12/06/2013	M021915	68.57
				68.57	73431835 531100	PW/MISC PLUMBING SUPPLIES		
						OFFICE SUPPLIES		
Invoice: 26078A				196669	26078A	12/12/2013	M021915	50.26
				50.26	73111264 531100	PW/WASHERS/LAGS		
						O&M-STREET-TRAF CONTROL-SUPPLY		
Invoice: 28345				196670	28345	08/13/2014	M021915	14.11
				14.11	73011897 531100	PW/WASP KILLER		
						O&M-C/E-PWYD FAC-SUPPLIES		
Invoice: 28424				196671	28424	08/21/2014	M021915	10.85
				10.85	73411345 531100	PW/GLUESTICK/SUPER GLUE		
						OFFICE SUPPLIES		
Invoice: 28822				196672	28822	10/05/2014	M021915	114.58
				114.58	73411345 531100	PW/MISC PLUMBING SUPPLIES		
						OFFICE SUPPLIES		
Invoice: 28884				196673	28884	10/10/2014	M021915	11.08
				11.08	73431835 531100	PW/DRILL BIT		
						OFFICE SUPPLIES		
Invoice: 28836				196674	28836	10/06/2014	M021915	27.14
				27.14	73411345 531100	PW/FILTERS/ACID		
						OFFICE SUPPLIES		
Invoice: 29060				196675	29060	10/30/2014	M021915	2.61
				2.61	73011183 531100	PW/HARDWARE		
						O&M-C/E-CH FAC-SUPPLIES		

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

196676 29184 11/14/2014 M021915 96.43

Invoice: 29184

PW/SCREWS/HOOKS/TRASH CAN

96.43 73011897 531100 O&M-C/E-PWYD FAC-SUPPLIES

CHECK 337971 TOTAL: 466.03

337972 02/19/2015 PRTD 55 BAINBRIDGE ISLAND RE 196677 1213615 12/31/2014 M021915 53.71

Invoice: 1213615

HR/JOB AD-PLANNER

53.71 33011161 544161 HR-ADV-EE RECRUIT-PCD

CHECK 337972 TOTAL: 53.71

337973 02/19/2015 PRTD 7527 RIDOLFI INC 196678 2014-6011 12/31/2014 21400099 M021915 10,568.54

Invoice: 2014-6011

SHORELINE MONITORING

5,284.27 64011391 54110000340 STRAWBERRY-PROF SVCS

5,284.27 64011391 54110000341 PP E BLUFF-PROF SVCS

CHECK 337973 TOTAL: 10,568.54

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 11,088.28

COUNT AMOUNT

TOTAL PRINTED CHECKS 3 11,088.28

*** GRAND TOTAL *** 11,088.28

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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					
2015 2 286									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		10,771.13	
02/19/2015	M021915	021915				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			11,088.28
02/19/2015	M021915	021915				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		83.99	
02/19/2015	M021915	021915				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		80.59	
02/19/2015	M021915	021915				AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		152.57	
02/19/2015	M021915	021915				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								11,088.28	11,088.28
APP 631-130000						DUE TO/FROM CLEARING		11,088.28	
02/19/2015	M021915	021915							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			10,771.13
02/19/2015	M021915	021915							
APP 403-130000						DUE TO/FROM CLEARING			83.99
02/19/2015	M021915	021915							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			80.59
02/19/2015	M021915	021915							
APP 401-130000						DUE TO/FROM CLEARING			152.57
02/19/2015	M021915	021915							
SYSTEM GENERATED ENTRIES TOTAL								11,088.28	11,088.28
JOURNAL 2015/02/286 TOTAL								22,176.56	22,176.56

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2015 2	286	02/19/2015		
001-130000			GENERAL - DUE TO/FROM CLEARING		10,771.13
001-213000			GENERAL - ACCOUNTS PAYABLE	10,771.13	
			FUND TOTAL	10,771.13	10,771.13
101 STREET FUND	2015 2	286	02/19/2015		
101-130000			STREETS - DUE TO/FROM CLEARING		80.59
101-213000			STREETS - ACCOUNTS PAYABLE	80.59	
			FUND TOTAL	80.59	80.59
401 WATER OPERATING FUND	2015 2	286	02/19/2015		
401-130000			DUE TO/FROM CLEARING		152.57
401-213000			ACCOUNTS PAYABLE	152.57	
			FUND TOTAL	152.57	152.57
403 STORM & SURFACE WATER FUND	2015 2	286	02/19/2015		
403-130000			DUE TO/FROM CLEARING		83.99
403-213000			ACCOUNTS PAYABLE	83.99	
			FUND TOTAL	83.99	83.99
631 CLEARING FUND	2015 2	286	02/19/2015		
631-130000			DUE TO/FROM CLEARING	11,088.28	
635-111100			CASH		11,088.28
			FUND TOTAL	11,088.28	11,088.28

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|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		10,771.13
101	STREET FUND		80.59
401	WATER OPERATING FUND		152.57
403	STORM & SURFACE WATER FUND		83.99
631	CLEARING FUND	11,088.28	
	TOTAL	11,088.28	11,088.28

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Manual

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

337974 02/20/2015 PRD 7016 CUSTOM PRINTING 196681 4644A 01/22/2015 M022015 110.55
Invoice: 4644A
FIN/BUSINESS CARDS-GB, KJ, LL
110.55 41011141 531100 FIN - C/E ADMIN SUPPLIES

CHECK 337974 TOTAL: 110.55

337975 02/20/2015 PRD 5060 DARREL EMEL'S TREE S 196682 4921 01/29/2015 M022015 3,994.73
Invoice: 4921
PW/EMERG TREE REMOVAL-BAKER
3,994.73 73111427 54810000354 TREE PRES & REMOVAL-ROADS

CHECK 337975 TOTAL: 3,994.73

337976 02/20/2015 PRD 4282 NWWICC 196680 02/09/2015 02/09/2015 M022015 230.00
Invoice: 02/09/2015
PCD/BLDG OFFICL COURSE REG-JW
230.00 62471594 443410 BLDG - BLDG TRAINING TRAVEL

CHECK 337976 TOTAL: 230.00

337977 02/20/2015 PRD 8013 PMI TRUCK BODIES, IN 196679 13778 01/23/2015 21400134 M022015 7,236.97
Invoice: 13778
SSWM VEH ADDITIONAL UPFITTING
7,236.97 73434438 66400000517 CAP EQ REPLACEMENT-SSWM

CHECK 337977 TOTAL: 7,236.97

337978 02/20/2015 PRD 1945 WA ST DEPT LABOR & I 196683 171091 01/22/2015 M022015 114.10
Invoice: 171091
PW/VIOLATION CORRECTN-13500
114.10 73011183 549800 O&M-C/E-CH FAC-PERMIT

CHECK 337978 TOTAL: 114.10

NUMBER OF CHECKS 5 *** CASH ACCOUNT TOTAL *** 11,686.35

COUNT AMOUNT

TOTAL PRINTED CHECKS 5 11,686.35

*** GRAND TOTAL *** 11,686.35

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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					
2015 2 301									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		224.65	
02/20/2015	M022015	022015				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			11,686.35
02/20/2015	M022015	022015				AP CASH DISBURSEMENTS JOURNAL			
APP 101-213000						STREETS - ACCOUNTS PAYABLE		3,994.73	
02/20/2015	M022015	022015				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE		230.00	
02/20/2015	M022015	022015				AP CASH DISBURSEMENTS JOURNAL			
APP 403-213000						ACCOUNTS PAYABLE		7,236.97	
02/20/2015	M022015	022015				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								11,686.35	11,686.35
APP 631-130000						DUE TO/FROM CLEARING		11,686.35	
02/20/2015	M022015	022015							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			224.65
02/20/2015	M022015	022015							
APP 101-130000						STREETS - DUE TO/FROM CLEARING			3,994.73
02/20/2015	M022015	022015							
APP 407-130000						DUE TO/FROM CLEARING			230.00
02/20/2015	M022015	022015							
APP 403-130000						DUE TO/FROM CLEARING			7,236.97
02/20/2015	M022015	022015							
SYSTEM GENERATED ENTRIES TOTAL								11,686.35	11,686.35
JOURNAL 2015/02/301 TOTAL								23,372.70	23,372.70

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2015 2	301	02/20/2015			
001-130000				GENERAL - DUE TO/FROM CLEARING		224.65
001-213000				GENERAL - ACCOUNTS PAYABLE	224.65	
				FUND TOTAL	224.65	224.65
101 STREET FUND	2015 2	301	02/20/2015			
101-130000				STREETS - DUE TO/FROM CLEARING		3,994.73
101-213000				STREETS - ACCOUNTS PAYABLE	3,994.73	
				FUND TOTAL	3,994.73	3,994.73
403 STORM & SURFACE WATER FUND	2015 2	301	02/20/2015			
403-130000				DUE TO/FROM CLEARING		7,236.97
403-213000				ACCOUNTS PAYABLE	7,236.97	
				FUND TOTAL	7,236.97	7,236.97
407 BUILDING & DEVELOPMENT FUND	2015 2	301	02/20/2015			
407-130000				DUE TO/FROM CLEARING		230.00
407-213000				ACCOUNTS PAYABLE	230.00	
				FUND TOTAL	230.00	230.00
631 CLEARING FUND	2015 2	301	02/20/2015			
631-130000				DUE TO/FROM CLEARING	11,686.35	
635-111100				CASH		11,686.35
				FUND TOTAL	11,686.35	11,686.35

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		224.65
101	STREET FUND		3,994.73
403	STORM & SURFACE WATER FUND		7,236.97
407	BUILDING & DEVELOPMENT FUND		230.00
631	CLEARING FUND	11,686.35	
	TOTAL	11,686.35	11,686.35

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

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lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

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Manual

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

VOUCHER INVOICE

INV DATE PO

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INVOICE DTL DESC

337979 02/25/2015 PRD 96 CHEVRON PRODUCTS COM 196686 7911352 01/21/2015 M022515 16.40
Invoice: 7911352 POL/FUEL-BACKGROUND CHECK

16.40 52011212 543100 PD-INV-TRAVEL/MEALS/LODGING

Invoice: 4282019

196687 4282019 01/22/2015 M022515 16.32

POL/FUEL-BACKGROUND CHECK
PD-INV-TRAVEL/MEALS/LODGING

16.32 52011212 543100

Invoice: 7919630

196688 7919630 02/09/2015 M022515 21.91

POL/FUEL-BACKGROUND CHECK
PD-INV-TRAVEL/MEALS/LODGING

21.91 52011212 543100

CHECK 337979 TOTAL: 54.63

337980 02/25/2015 PRD 7992 ERICSON, RYAN 196684 02 12/19/2014 M022515 770.00
Invoice: 02 PCD/SMP UPDATE CONSULTING

770.00 64011317 54110000289 SMP UPDATE-PRO SVCS

CHECK 337980 TOTAL: 770.00

337981 02/25/2015 PRD 4850 HOME DEPOT CREDIT SE 196685 1050604 11/24/2014 M022515 394.40
Invoice: 1050604 PW/PLEXI GLASS/METAL FRAMES

394.40 73011183 531100 O&M-C/E-CH FAC-SUPPLIES

CHECK 337981 TOTAL: 394.40

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 1,219.03

COUNT AMOUNT

TOTAL PRINTED CHECKS 3 1,219.03

*** GRAND TOTAL *** 1,219.03

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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT		JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2015 2 413									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		1,219.03	
02/25/2015 M022515		022515				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			1,219.03
02/25/2015 M022515		022515				AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		1,219.03	1,219.03
APP 631-130000						DUE TO/FROM CLEARING		1,219.03	
02/25/2015 M022515		022515							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			1,219.03
02/25/2015 M022515		022515							
						SYSTEM GENERATED ENTRIES TOTAL		1,219.03	1,219.03
						JOURNAL 2015/02/413 TOTAL		2,438.06	2,438.06

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2015 2	413	02/25/2015			
001-130000				GENERAL - DUE TO/FROM CLEARING		1,219.03
001-213000				GENERAL - ACCOUNTS PAYABLE	1,219.03	
				FUND TOTAL	1,219.03	1,219.03
631 CLEARING FUND	2015 2	413	02/25/2015			
631-130000				DUE TO/FROM CLEARING	1,219.03	
635-111100				CASH		1,219.03
				FUND TOTAL	1,219.03	1,219.03

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,219.03
631	CLEARING FUND	1,219.03	
	TOTAL	1,219.03	1,219.03

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

03/03/2015 10:06 |CITY OF BAINBRIDGE ISLAND
lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE

PO

CHECK RUN

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INVOICE DTL DESC

337982	03/11/2015	PRTD	5 ACE HARDWARE	196701	29849	02/05/2015	03/08/15	48.15
Invoice: 29849						PW/WIRE/ROLLERS/TRAY SET		
				48.15	73431835 531100	OFFICE SUPPLIES		
				196702	29929	02/12/2015	03/08/15	30.26
Invoice: 29929						PW/MISC SUPPLIES		
				30.26	73011255 531100	O&M-C/E-COURT FAC-SUPPLIES		
				196703	29940	02/12/2015	03/08/15	1.20
Invoice: 29940						PW/FASTENERS		
				1.20	73011255 531100	O&M-C/E-COURT FAC-SUPPLIES		
				196704	29961	02/15/2015	03/08/15	87.38
Invoice: 29961						PW/MISC SUPPLIES		
				87.38	73011183 531100	O&M-C/E-CH FAC-SUPPLIES		
				196705	30012	02/20/2015	03/08/15	13.86
Invoice: 30012						PW/ADAPTOR SOCKET/FASTENERS		
				13.86	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY		
				196706	30029	02/24/2015	03/08/15	9.77
Invoice: 30029						PW/WALL CLOCK-LUNCH ROOM		
				9.77	73011755 531100	O&M-COMMONS SUPPLIES		
				196765	30023	02/23/2015	03/08/15	22.26
Invoice: 30023						PW/DAMPRIID/TWINE		
				22.26	72111431 531100	ENG - ACCESS MGMT SUPPLIES		
				196849	30052	02/25/2015	03/08/15	11.40
Invoice: 30052						PW/LIQUID PLUMBER		
				11.40	73011897 531100	O&M-C/E-PWYD FAC-SUPPLIES		
				196850	30058	02/25/2015	03/08/15	13.03
Invoice: 30058						PW/9" CARWASH BRUSH		
				13.03	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY		
				196870	30079	02/27/2015	03/08/15	23.89
Invoice: 30079						ENG/LATCHING TOTE-KG OFFC MV		
				23.89	72011321 531100	ENG - C/E ADMIN SUPPLIES		

CHECK 337982 TOTAL: 261.20

337983	03/11/2015	PRTD	2201 ACTION COMMUNICATION	196708	1502089--WSCA	02/09/2015	03/08/15	23,434.20
Invoice: 1502089--WSCA						POL/RADIO UPGRADE X 6		
				23,434.20	53011212 531100	PD-C/E-PATROL SUPPLIES		
				196709	1502091-WSCA	02/09/2015	03/08/15	4,415.99
Invoice: 1502091-WSCA						POL/RADIO UPGRADE X 3		
				4,415.99	53011212 531100	PD-C/E-PATROL SUPPLIES		
				196710	1502119	02/13/2015	03/08/15	42.80

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lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

Invoice: 1502119

PW/COAX KIT/ANTENNA-VEH#205

42.80 73011418 66400000517 CAP EQ REPLACEMENT-GENL FUND

CHECK 337983 TOTAL: 27,892.99

337984 03/11/2015 PRTD 8101 ALLIED 100 LLC
Invoice: 472062

196707 472062

02/16/2015

03/08/15

281.00

PW/CPR PADZ/HEART START

281.00 73011183 531100

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

CHECK 337984 TOTAL: 281.00

337985 03/11/2015 PRTD 8014 ALSTON, COURTNAGE &
Invoice: 97713

196711 97713

01/31/2015

03/08/15

468.00

EX/LEGAL SERVICES

468.00 32011152 541110

LGL-C/E-CIVIL-GEN'L OUTSIDE AT

CHECK 337985 TOTAL: 468.00

337986 03/11/2015 PRTD 29 AMERICAN WATER WORKS
Invoice: 02/20/2015

196712 02/20/2015

02/20/2015

03/08/15

1,294.00

PW/SUBSCRIPTION RENEWAL SVC

1,294.00 73411345 549100

DUES/SUBSCRIPTIONS

CHECK 337986 TOTAL: 1,294.00

337987 03/11/2015 PRTD 4710 ASSOCIATED PETROLEU
Invoice: 0703332-IN

196713 0703332-IN

02/06/2015

03/08/15

1,445.76

PW/707 GAL REGULAR

1,445.76 73638932 532000

O&M-FUEL ALLOC TO OTH DEPTS

196714 0703337-IN

02/06/2015

03/08/15

1,140.03

PW/505 GAL DIESEL

1,140.03 73638893 532000

O&M-FUEL USE-ALLOCATION

CHECK 337987 TOTAL: 2,585.79

337988 03/11/2015 PRTD 7821 AUS WEST LOCKBOX
Invoice: 1987844906

196715 1987844906

01/29/2015

03/08/15

49.46

PW/LAUNDRY SERVICE

49.46 73638893 589310

LAUNDRY SERVICES

196716 2987856397

02/05/2015

03/08/15

49.46

PW/LAUNDRY SERVICE

49.46 73638893 589310

LAUNDRY SERVICES

196717 1987867716

02/12/2015

03/08/15

47.97

PW/LAUNDRY SERVICE

47.97 73638893 589310

LAUNDRY SERVICES

196851 1987879062

02/19/2015

03/08/15

100.54

PW/LAUNDRY SERVICE

Invoice: 1987879062

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

100.54 73638893 589310

LAUNDRY SERVICES

CHECK 337988 TOTAL: 247.43

337989 03/11/2015 PRD 2138 ASPECT CONSULTING LL 196806 21474

02/19/2015 21400058 03/08/15

2,025.92

Invoice: 21474

ON-CALL SERVICES 2014

2,025.92 72011322 54110000203 TESTING SVCS-PRO SVCS

CHECK 337989 TOTAL: 2,025.92

337990 03/11/2015 PRD 4365 AUTOMATIC FUNDS TRAN 196718 79580

02/06/2015

03/08/15

760.82

Invoice: 79580

FIN/STATEMENT PREP & MAIL

155.11 43411341 541100

FIN - WATER ADMIN PROF SERVICE

155.11 43421351 541100

FIN - SEWER ADMIN PROF SERVICE

225.30 91411891 542500

GG-WTR-FAC-POSTAGE

225.30 91421891 542500

GG-SWR-FAC-POSTAGE

196719 79653

02/09/2015

03/08/15

5.77

Invoice: 79653

FIN/FINAL BILL PRINT & MAIL

.96 73411341 541100

PROFESSIONAL SERVICES

.97 43421351 541100

FIN - SEWER ADMIN PROF SERVICE

1.92 91411891 542500

GG-WTR-FAC-POSTAGE

1.92 91421891 542500

GG-SWR-FAC-POSTAGE

CHECK 337990 TOTAL: 766.59

337991 03/11/2015 PRD 736 AVAYA INC 196899 2733374207

02/08/2015

03/08/15

1,485.55

Invoice: 2733374207

IT/PHONE SYSTEM MAINT

1,485.55 81011881 548500

IT - C/E COMPUTER SUPPORT

CHECK 337991 TOTAL: 1,485.55

337992 03/11/2015 PRD 762 ASSOCIATION OF WASHI 196720 2/18/2015

02/18/2015

03/08/15

1,059.00

Invoice: 2/18/2015

2015 RANDOM TESTING SVC

1,059.00 91011586 551000

INTERGVMNTL PROFESSIONAL SERV

CHECK 337992 TOTAL: 1,059.00

337993 03/11/2015 PRD 54 BAINBRIDGE RENTAL IN 196725 171558

02/13/2015

03/08/15

76.04

Invoice: 171558

PW/STIHL FORESTRY HELMET

76.04 73021182 531100

OFFICE SUPPLIES

CHECK 337993 TOTAL: 76.04

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CASH ACCOUNT: 635 111100 CASH
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VOUCHER INVOICE

INV DATE

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INVOICE DTL DESC

337994	03/11/2015	PRTD	55 BAINBRIDGE ISLAND RE	196726	6099881	01/16/2015	03/08/15	70.83	
Invoice: 6099881						ENG/LEGAL AD-SM WRKS CONSULT			
				70.83	71011321 544000	PW - C/E ADVERTISING			
				196727	614972	02/13/2015	03/08/15	119.24	
Invoice: 614972						PCD/LEGAL AD-NOA LOVGREEN PIT			
				119.24	63470586 544000	CUR - DEV ZONING ADVERTISING			
				196807	611545	01/23/2015	03/08/15	382.50	
Invoice: 611545						ENG/LEGAL AD-LYNWOOD OUTFL			
				382.50	72433438 64400000599	LYNWOOD OUTFALL-ADV			
				196809	613772	02/06/2015	03/08/15	34.24	
Invoice: 613772						ENG/LEGAL AD-RFQ DOCK IMPR			
				34.24	72011475 64400000732	WF PARK DOCK IMPRV-ADV			
				196810	614977	02/13/2015	03/08/15	82.64	
Invoice: 614977						ENG/LEGAL AD-2015 ASPHALT REPR			
				82.64	72111421 54400000222	STREET-ROADS PRES-ADVERTISING			
				196811	615200	02/13/2015	03/08/15	85.00	
Invoice: 615200						CLERK/LEGAL AD-ORD 2015-01,3,5			
				85.00	11011113 544000	COUNCIL - LEGAL NOTICES			
				196812	615207	02/13/2015	03/08/15	73.19	
Invoice: 615207						CLERK/LEGAL AD-RESOL 2015-01			
				73.19	11011113 544000	COUNCIL - LEGAL NOTICES			
							CHECK	337994 TOTAL:	847.64
337995	03/11/2015	PRTD	57 BAY HAY & FEED	196729	1053618	02/19/2015	03/08/15	22.89	
Invoice: 1053618						PW/BULK PROPANE			
				22.89	73011897 531100	O&M-C/E-PWYD FAC-SUPPLIES			
							CHECK	337995 TOTAL:	22.89
337996	03/11/2015	PRTD	5412 BENEFIT ADMINISTRATI	196767	1502516	02/24/2015	03/08/15	158.00	
Invoice: 1502516						2015 FLEX PLAN ADMIN			
				17.38	21011125 520000	COURT - BENEFITS			
				23.70	31011131 520000	EXEC - C/E BENEFITS			
				17.38	41011141 520000	FIN - C/E ADMIN BENEFITS			
				30.02	51011211 520000	PD-C/E ADMIN-BENEFITS			
				11.06	61011581 520000	PCD - C/E ADMIN BENEFITS			
				47.40	71011321 520000	PW - C/E BENEFITS			
				11.06	81011881 520000	IT - C/E ADMIN BENEFITS			
							CHECK	337996 TOTAL:	158.00

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

337997 03/11/2015 PRD 50 BAINBRIDGE ISLAND EL 196721 20150019 02/20/2015 03/08/15 1,129.18
Invoice: 20150019

1,129.18 73011183 548100 PW/HYDREL BALLAST/HOUSING
O&M-C/E-CH FAC-REPAIRS

196722 20150052 02/20/2015 03/08/15 287.65
Invoice: 20150052

287.65 73011768 548100 PW/LEVITON ODS15-IDI
O&M-C/E-PARKS-R&M

196723 20150102 02/20/2015 03/08/15 187.66
Invoice: 20150102

187.66 73011215 548100 PW/PHOTOCELL-CLOCK-POLICE
O&M-C/E-POLICE FAC-REPAIRS

196724 20140775 02/18/2015 03/08/15 723.38
Invoice: 20140775

723.38 73425358 548100 PW/50 AMP BREAKER
O&M-WWTP-REPAIRS

CHECK 337997 TOTAL: 2,327.87

337998 03/11/2015 PRD 1341 BLUE SKY PRINTING 196730 103502 02/18/2015 03/08/15 50.00
Invoice: 103502

50.00 53011212 531100 POL/BUSINESS CARDS-818
PD-C/E-PATROL SUPPLIES

CHECK 337998 TOTAL: 50.00

337999 03/11/2015 PRD 69 BLUMENTHAL UNIFORMS 196731 122131 02/18/2015 03/08/15 653.62
Invoice: 122131

653.62 53011212 520000 POL/DUTY UNIFORM & GEAR/824
POLICE - C/E PATROL BENEFITS

196732 122145 02/18/2015 03/08/15 318.18
Invoice: 122145

318.18 53011212 520000 POL/DUTY BELT REPLACEMENT/812
POLICE - C/E PATROL BENEFITS

196733 122147 02/18/2015 03/08/15 761.62
Invoice: 122147

761.62 53011212 520000 POL/DUTY UNIFORM & GEAR/810
POLICE - C/E PATROL BENEFITS

CHECK 337999 TOTAL: 1,733.42

338000 03/11/2015 PRD 72 BRATWEAR 196734 14150 02/09/2015 03/08/15 576.65
Invoice: 14150

576.65 53011212 520000 POL/JUMPSUIT REPLACEMENT/817
POLICE - C/E PATROL BENEFITS

196735 14187 02/12/2015 03/08/15 576.65
Invoice: 14187

576.65 53011212 520000 POL/JUMPSUIT REPLACEMENT/827
POLICE - C/E PATROL BENEFITS

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CASH ACCOUNT: 635 111100 CASH
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INV DATE PO

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CHECK 338000 TOTAL: 1,153.30

338001 03/11/2015 PRD 72 BRATWEAR
Invoice: 14261

196871 14261

02/19/2015 03/08/15

99.46

POL/CUFF CASES X 2/824

99.46 52011212 531100

POLICE - C/E INVEST SUPPLIES

196872 14278

02/23/2015 03/08/15

11.77

POL/HANDCUFF CASE/810

Invoice: 14278

11.77 52011212 531100

POLICE - C/E INVEST SUPPLIES

CHECK 338001 TOTAL: 111.23

338002 03/11/2015 PRD 78 BROWNE WHEELER ENGIN
Invoice: 7554

196768 7554

01/30/2015 03/08/15

7,997.50

ENG/YEOMALT DRAINAGE IMPROVMT

7,997.50 72433438 64110000663 YEOMALT RECONSTR-DESIGN

CHECK 338002 TOTAL: 7,997.50

338003 03/11/2015 PRD 5517 PALACE ENTERPRISES I
Invoice: 0000016873

196852 0000016873

02/24/2015 03/08/15

298.93

PW/REPLACED 4 SINK CARTRIDGES

298.93 73011183 548100

O&M-C/E-CH FAC-REPAIRS

CHECK 338003 TOTAL: 298.93

338004 03/11/2015 PRD 8126 CARMELLA LANE
Invoice: 02/15/2015

196736 02/15/2015

02/15/2015 03/08/15

1,548.98

LEGAL/REIMBURSE ROAD REPAIR

1,548.98 72111423 548100

REPAIRS

CHECK 338004 TOTAL: 1,548.98

338005 03/11/2015 PRD 7621 CAROLLO ENGINEERS IN
Invoice: 0139693

196813 0139693

02/06/2015 21400064 03/08/15

1,600.00

WATER SYSTEM PLAN UPDATE

1,600.00 72411342 54110000652 WATER SYSTEM PLAN-PROF SVCS

CHECK 338005 TOTAL: 1,600.00

338006 03/11/2015 PRD 460 CITY OF BI - PETTY C
Invoice: 44945

196853 44945

02/03/2015 03/08/15

.21

USPS-POSTAGE DUE

.21 91011189 542500

GG-C/E-CITY HALL-POSTAGE

196854 44946

02/06/2015 03/08/15

1.19

USPS-POSTAGE DUE

Invoice: 44946

1.19 91011189 542500

GG-C/E-CITY HALL-POSTAGE

196855 44947

02/09/2015 03/08/15

10.00

ENG/POSTAGE-PB MACH BROKEN

Invoice: 44947

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

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INV DATE PO

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INVOICE DTL DESC

10.00 91011189 542500 GG-C/E-CITY HALL-POSTAGE

Invoice: 44948

196856 44948

02/11/2015

03/08/15

.57

USPS-POSTAGE DUE

.57 91011189 542500

GG-C/E-CITY HALL-POSTAGE

Invoice: 44949

196857 44949

02/13/2015

03/08/15

11.00

ENG/HILL BRIDGE TOLL

11.00 72011321 543100

ENG - C/E ADMIN TRAVEL EXPENSE

Invoice: 02/27/2015

196858 02/27/2015

02/27/2015

03/08/15

4.60

FIN/PETTY CASH SHORT

4.60 01136 369810

CASHIER'S OVERAGES & SHORTAGES

CHECK 338006 TOTAL:

27.57

338007 03/11/2015 PRD
Invoice: 2015-03

460 CITY OF BI PETTY C 196873 2015-03

02/12/2015

03/08/15

2.50

POL/POSTAGE DUE

2.50 91011215 542500

GG-C/E-PD-POSTAGE

Invoice: 2015-04

196874 2015-04

02/23/2015

03/08/15

6.50

POL/VELCRO

6.50 51011211 531100

PD-C/E-ADM-SUPPLIES

Invoice: 2015-05

196875 2015-05

02/23/2015

03/08/15

17.37

POL/TABLECOTHS X 2

17.37 51011211 53110000589 PD-COMM OUTREACH-SUPPLIES

CHECK 338007 TOTAL:

26.37

338008 03/11/2015 PRD
Invoice: RETREQ1-697

102 CITY OF BAINBRIDGE I 196891 RETREQ1-697

02/19/2015 21400150 03/08/15

1,866.65

SPORTSMAN CLUB NM TRAIL-RET

1,866.65 72334562 66300000697 SPORTSMAN SPINE TRAIL-CONSTR

CHECK 338008 TOTAL:

1,866.65

338009 03/11/2015 PRD
Invoice: 21500019

103 CITY OF BAINBRIDGE I 196892 21500019

03/02/2015

03/08/15

126.73

SANDS AVE WELL USAGE

29.73 73111290 531100

O&M-STREET-MAINT O/H-SUPPLIES

59.97 73421355 531100

WIN COLL-SUPPLIES

37.03 73431835 531100

OFFICE SUPPLIES

CHECK 338009 TOTAL:

126.73

338010 03/11/2015 PRD
Invoice: BPD0001750

104 CITY OF BREMERTON 196737 BPD0001750

02/12/2015

03/08/15

100.00

POL/RENT FIRING RANGE

100.00 53011212 545000

POLICE - C/E PATROL RENTS

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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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196738 BKAT000282 02/18/2015 03/08/15 2,585.70

Invoice: BKAT000282

EX/FEB 2015 BKAT SERVICE

2,585.70 91011572 54242000297 GG-C/E-OUTREACH TELEVISED

CHECK 338010 TOTAL: 2,685.70

338011 03/11/2015 PRD 7977 COMPUCOM SYSTEMS, IN 196900 62633738

Invoice: 62633738

02/02/2015 03/08/15

27,802.20

IT/MICROSOFT AGREEMT-SOFTWR LIC

27,802.20 81011881 548500

IT - C/E COMPUTER SUPPORT

CHECK 338011 TOTAL: 27,802.20

338012 03/11/2015 PRD 142 COPIERS NORTHWEST IN 196739 INV1161667

Invoice: INV1161667

02/13/2015 03/08/15

133.85

CRT/IR3235I COPIER LEASE

133.85 21011125 545000

COURT - RENTS & LEASES - OPER

196740 INV1161668

02/13/2015 03/08/15

28.51

CRT/IR3235I COPIER MAINT

Invoice: INV1161668

28.51 21011125 548100

COURT - REPAIRS

CHECK 338012 TOTAL: 162.36

338013 03/11/2015 PRD 3333 CAPITAL ONE COMMERCIAL 196741 259837127-ORD

Invoice: 259837127-ORD

02/18/2015 03/08/15

263.77

PW/WATER/SPONGES

263.77 73637891 531100

OFFICE SUPPLIES

CHECK 338013 TOTAL: 263.77

338014 03/11/2015 PRD 8128 CREGIER, RUTHANN E 196876 13067

Invoice: 13067

02/18/2015 03/08/15

110.66

CRT/5440 DATER FILED STAMP

110.66 21011125 531100

COURT - SUPPLIES

CHECK 338014 TOTAL: 110.66

338015 03/11/2015 PRD 6854 CORPORATE HEADQUARTERS 196859 427197

Invoice: 427197

02/18/2015 03/08/15

513.23

PW/BALL CENTERING/2 PC ROUNDER

513.23 73421355 531100

WIN COLL-SUPPLIES

CHECK 338015 TOTAL: 513.23

338016 03/11/2015 PRD 7016 CUSTOM PRINTING 196742 4688

Invoice: 4688

02/05/2015 03/08/15

43.05

PCD/BUSINESS CARDS-CORELIS

43.05 61011581 531100

PCD - C/E ADMIN SUPPLIES

196743 4699

02/11/2015 03/08/15

296.75

HEX/HEARING SIGNS X 35

Invoice: 4699

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CASH ACCOUNT: 635 111100 CASH

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INVOICE DTL DESC

296.75 34470586 531100 HEX - DEV SUPPLIES

CHECK 338016 TOTAL: 339.80

338017 03/11/2015 PRD 152 DAILY JOURNAL OF COM 196814 3296785 02/04/2015 03/08/15 182.60
Invoice: 3296785 ENG/LEGAL AD-LYNWOOD OUTFL

182.60 72433438 64400000599 LYNWOOD OUTFALL-ADV

196815 3297306 02/18/2015 03/08/15 127.60
Invoice: 3297306 ENG/LEGAL AD-ISL WIDE ASPHALT

127.60 72111421 54400000222 STREET-ROADS PRES-ADVERTISING

CHECK 338017 TOTAL: 310.20

338018 03/11/2015 PRD 5060 DARREL EMEL'S TREE S 196745 4944 02/09/2015 03/08/15 2,010.95
Invoice: 4944 PW/EMERG REMOVL ALDER-BATTLE

2,010.95 73111427 54810000354 TREE PRES & REMOVAL-ROADS

196746 4955 02/11/2015 03/08/15 3,532.75
Invoice: 4955 PW/TAKE DOWN 4 ALDERS-AGATE ST

3,532.75 73111427 54810000354 TREE PRES & REMOVAL-ROADS

196747 4959 02/16/2015 03/08/15 1,657.68
Invoice: 4959 PW/TAKE DOWN DEAD FIR-O&M

1,657.68 73111427 54810000354 TREE PRES & REMOVAL-ROADS

CHECK 338018 TOTAL: 7,201.38

338019 03/11/2015 PRD 4192 DMCMA 196744 02/20/2015 02/20/2015 03/08/15 75.00
Invoice: 02/20/2015 CRT/SPRING REGIONAL TRAINING

75.00 21011125 443410 COURT - TRAINING

CHECK 338019 TOTAL: 75.00

338020 03/11/2015 PRD 7144 DTMICRO, INC 196901 2191 02/15/2015 03/08/15 135.88
Invoice: 2191 IT/POL ILEADS NTWRK CONN W/KC

135.88 91011215 542100 GG-C/E-PD-PHONE

CHECK 338020 TOTAL: 135.88

338021 03/11/2015 PRD 2342 ENVIRONMENTAL SCIENC 196816 112661 02/13/2015 03/08/15 6,688.17
Invoice: 112661 EAGLE HRBR BCH MAIN MONITORING

6,688.17 72423434 64110000471 BEACH MAIN REPL DES-CAP ENG

CHECK 338021 TOTAL: 6,688.17

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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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338022 03/11/2015 PRD 5781 EXTERMINATION SERVIC 196748 20891 02/11/2015 03/08/15 88.05
Invoice: 20891
88.05 51011215 541100 PW/PESTCONTROL
POLICE - C/E FACIL PROF SVCS
CHECK 338022 TOTAL: 88.05

338023 03/11/2015 PRD 6940 FREMONT ANALYTICAL 196749 1501183 02/03/2015 21500005 03/08/15 940.00
Invoice: 1501183
940.00 72431832 54110000445 NPDES PERMIT-PRO SVCS
196750 1502025 02/09/2015 21500005 03/08/15 900.00
Invoice: 1502025
900.00 72431832 54110000445 NPDES PERMIT-PRO SVCS
196877 1502207 02/26/2015 21500005 03/08/15 364.00
Invoice: 1502207
364.00 72431832 54110000445 NPDES PERMIT-PRO SVCS
CHECK 338023 TOTAL: 2,204.00

338024 03/11/2015 PRD 513 GRAINGER 196860 9664247294 02/11/2015 03/08/15 262.19
Invoice: 9664247294
262.19 73421355 531100 PW/LQD LVL SWITCH
WIN COLL-SUPPLIES
CHECK 338024 TOTAL: 262.19

338025 03/11/2015 PRD 8127 GUARDIAN TRACKING, L 196751 2015-0085 02/10/2015 03/08/15 1,220.00
Invoice: 2015-0085
1,220.00 51011215 548500 POL/ANNUAL SOFTWARE SUPPORT
POLICE - C/E FACIL COMP MAINT
CHECK 338025 TOTAL: 1,220.00

338026 03/11/2015 PRD 253 HACH COMPANY 196769 9249677 02/18/2015 03/08/15 639.27
Invoice: 9249677
639.27 72431835 53110000451 ENG/SENSOR/BATTERIES/REPR
MONITORING-SUPPLIES
196770 9249680 02/18/2015 03/08/15 377.74
Invoice: 9249680
377.74 72431835 53110000451 ENG/HYDROLAB/BATTERIES
MONITORING-SUPPLIES
CHECK 338026 TOTAL: 1,017.01

338027 03/11/2015 PRD 6155 HDR ENGINEERING INC 196817 00193522-B 01/14/2015 21300174 03/08/15 6,116.38
Invoice: 00193522-B
6,116.38 72334953 64110000324 WING PT WAY NM IMPROVEMENTS
WING PT-NM-DESIGN

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CASH ACCOUNT: 635 111100 CASH

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INVOICE DTL DESC

196818	00197962-B	01/24/2015	21300174	03/08/15	4,533.91
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Invoice: 00197962-B

WING PT WAY NM IMPROVEMENTS

4,533.91 72334953 64110000324 WING PT-NM-DESIGN

CHECK 338027 TOTAL: 10,650.29

338028	03/11/2015	PRTD	4850 HOME DEPOT CREDIT SE	196752	6151479	02/17/2015		03/08/15	107.60
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Invoice: 6151479

PW/MAKITA IMPACT DRIVER BT

107.60 73111264 531100 O&M-STREET-TRAF CONTROL-SUPPLY

CHECK 338028 TOTAL: 107.60

338029	03/11/2015	PRTD	2012 INTELLIGENT PRODUCTS	196861	189913A	02/20/2015		03/08/15	743.54
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Invoice: 189913A

PW/7 CARTONS MUTT MITTS

594.83 73011768 531100 O&M-C/E-PARKS-SUPPLIES

148.71 73011189 531100 O&M - C/E FACIL OFC SUPPLIES

CHECK 338029 TOTAL: 743.54

338030	03/11/2015	PRTD	7482 JUDGE PLUMBING COMPA	196893	80514384	08/05/2014		03/08/15	56.00
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Invoice: 80514384

PW/BACK FLOW-BLUEFIN CT

56.00 73411349 54110000510 BACKFLOW TEST-PRO SVCS

196894	100614479	10/06/2014		03/08/15	80.00
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Invoice: 100614479

PW/BACK FLOW-ISL GATEWAY

80.00 73411349 54110000510 BACKFLOW TEST-PRO SVCS

196895	102314534	10/23/2014		03/08/15	1,035.00
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Invoice: 102314534

PW/BACK FLOW-MULTIPLE LOC

1,035.00 73411349 54110000510 BACKFLOW TEST-PRO SVCS

196896	112414553	11/24/2014		03/08/15	56.00
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Invoice: 112414553

PW/BACK FLOW-HUDSON CT

56.00 73411349 54110000510 BACKFLOW TEST-PRO SVCS

196897	11215110	01/12/2015		03/08/15	692.00
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Invoice: 11215110

PW/BACK FLOW-MULTIPLE LOC

692.00 73411349 54110000510 BACKFLOW TEST-PRO SVCS

CHECK 338030 TOTAL: 1,919.00

338031	03/11/2015	PRTD	1496 KITSAP COUNTY SEWER	196759	25845	02/20/2015		03/08/15	13,630.00
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Invoice: 25845

MAR15 SOUTH ISL SEWER SVC FEE

13,630.00 73426356 551000 SIS-SD#7 PROCESSING CHGS

CHECK 338031 TOTAL: 13,630.00

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

338032 03/11/2015 PRD 339 KITSAP COUNTY - CENC 196753 BIPD2015-03 02/17/2015 21500002 03/08/15 6,971.73
Invoice: BIPD2015-03
2,091.52 52011286 551000 POL/CENCOM SERVICE
4,880.21 53011286 551000 POLICE - C/E - INVEST CENCOM
POLICE - C/E PATROL CENCOM

CHECK 338032 TOTAL: 6,971.73

338033 03/11/2015 PRD 579 KITSAP SUN 196878 20145252 02/08/2015 03/08/15 441.88
Invoice: 20145252
441.88 72433438 64400000599 ENG/LEGAL AD-LYNWOOD OUTFL
LYNWOOD OUTFALL-ADV

CHECK 338033 TOTAL: 441.88

338034 03/11/2015 PRD 1884 KITSAP SUN 196755 02/24/15 02/24/2015 03/08/15 131.64
Invoice: 02/24/15
131.64 61011581 549100 PCD/6 MO SUBSCRIPTION
PCD - C/E ADMIN MISCELLANEOUS

CHECK 338034 TOTAL: 131.64

338035 03/11/2015 PRD 309 KITSAP TIRE CENTER I 196756 193220 02/11/2015 03/08/15 81.47
Invoice: 193220
81.47 53011212 548100 PW/INST SENSOR-POL VEH#186
POLICE - C/E PATROL MAINTENANC

Invoice: 193288
196757 193288 02/13/2015 03/08/15 41.80
41.80 73111427 548100 PW/#2 BOOT REPAIR-VEH#12
O&M-ACCESS RDSIDE R&M

Invoice: 193513
196758 193513 02/24/2015 03/08/15 741.14
741.14 73431835 548100 PW/425/65R225 L PART-EQ#6
REPAIRS & MAINTENANCE

CHECK 338035 TOTAL: 864.41

338036 03/11/2015 PRD 308 KITSAP REGIONAL COOR 196898 03/02/2015 03/02/2015 03/08/15 133.00
Invoice: 03/02/2015
133.00 91011589 551000 EX/GRAPHIC PRESENTAT-WSAP
EXEC - C/E REGIONAL PLANNING

CHECK 338036 TOTAL: 133.00

338037 03/11/2015 PRD 4322 KUSTOM SIGNALS INC 196754 509656 02/11/2015 03/08/15 22.78
Invoice: 509656
22.78 53011212 531100 POL/PART FOR LIDAR
PD-C/E-PATROL SUPPLIES

CHECK 338037 TOTAL: 22.78

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

338038 03/11/2015 PRTD 6789 LAMB'S OFFICE SUPPLY 196763 0002593-001 02/20/2015 03/08/15 40.43
Invoice: 0002593-001 ENG/ASST MAG FILES/STR STKG

40.43 72011321 531100 ENG - C/E ADMIN SUPPLIES

196819 0002635-001 02/26/2015 03/08/15 66.30
Invoice: 0002635-001 FIN/LEGAL POCKET FILES

66.30 41011141 531100 FIN - C/E ADMIN SUPPLIES

196820 0002655-001 02/27/2015 03/08/15 22.43
Invoice: 0002655-001 FIN/3 RING INDEX

22.43 41011141 531100 FIN - C/E ADMIN SUPPLIES

196879 0002644-001 02/26/2015 03/08/15 221.42
Invoice: 0002644-001 POL/COPY PAPER

221.42 51011211 531100 PD-C/E-ADM-SUPPLIES

CHECK 338038 TOTAL: 350.58

338039 03/11/2015 PRTD 7849 LAW OFFICE OF THOMAS 196821 02/25/2015 02/25/2015 03/08/15 4,291.67
Invoice: 02/25/2015 LEGAL/MAR15 PUBLIC DEFENDER SVC

4,291.67 32011281 541113 LGL-C/E-PUBLIC DEF-OUTSIDE ATT

CHECK 338039 TOTAL: 4,291.67

338040 03/11/2015 PRTD 7015 LEXIPOL LLC 196760 12961 02/01/2015 03/08/15 666.67
Invoice: 12961 POL/ANNUAL SOFTWARE SUPPORT

666.67 51011215 548500 POLICE - C/E FACIL COMP MAINT

CHECK 338040 TOTAL: 666.67

338041 03/11/2015 PRTD 7970 LUNT, JOHN 196761 013015-004 01/30/2015 03/08/15 225.00
Invoice: 013015-004 EX/WARD MAP & STAFF PAGE

225.00 31011572 541100 EXEC-C/E-OUTREACH-PROF SVCS

CHECK 338041 TOTAL: 225.00

338042 03/11/2015 PRTD 8012 MACLEOD RECKORD, PLL 196824 7051 02/05/2015 21400120 03/08/15 39,784.36
Invoice: 7051 SOUND TO OLYMPIC - DESIGN

39,784.36 72334562 64110000668 SOUND TO OLY TRAIL-ENG/DESIGN

CHECK 338042 TOTAL: 39,784.36

338043 03/11/2015 PRTD 6454 MAP LTD 196822 27900 01/20/2015 21400000 03/08/15 5,657.50
Invoice: 27900 WARDWELL - DESIGN

5,657.50 72433438 64110000662 WARDWELL RECONSTR-DESIGN

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

196823 27926 02/06/2015 21400000 03/08/15 9,485.00

Invoice: 27926

WARDWELL - DESIGN

9,485.00 72433438 64110000662 WARDWELL RECONSTR-DESIGN

CHECK 338043 TOTAL: 15,142.50

338044 03/11/2015 PRD 6035 MERCURY MARINE 196880 7670719 02/23/2015 03/08/15 298.05

Invoice: 7670719

POL/CRANK KITS X 3

298.05 54025212 531100 MARINE - SUPPLIES

CHECK 338044 TOTAL: 298.05

338045 03/11/2015 PRD 2430 OGDEN MURPHY WALLACE 196881 717813 02/24/2015 03/08/15 2,301.80

Invoice: 717813

LEGAL/GERLACH

2,301.80 32011152 54111100566 GERLACH BUOY APPEAL-LITIGATION

196882 717813A 02/24/2015 03/08/15 71.63

Invoice: 717813A

LEGAL/CINGULAR WIRELESS CLAIM

71.63 32011152 54111100633 CINGULAR WIRELESS CLAIM-LITIGA

196883 717813B 02/24/2015 03/08/15 1,294.80

Invoice: 717813B

LEGAL/LID FORECLOSURE

1,294.80 32426152 541110 LGL-SO ISL SWR-LEGAL ADVICE

196884 717813C 02/24/2015 03/08/15 96.80

Invoice: 717813C

LEGAL/ALL CIVIL SVC COMM

96.80 91011211 541110 GG-C/E-CIVIL SVC-LEGAL ADVICE

196885 717813D 02/24/2015 03/08/15 697.50

Invoice: 717813D

LEGAL/BAINBRIDGE ALLIANCE

697.50 32470152 54111100711 SMP LITIGATION

196886 717813E 02/24/2015 03/08/15 15,082.95

Invoice: 717813E

LEGAL/RESPONSIBLE SMP

15,082.95 32470152 54111100711 SMP LITIGATION

CHECK 338045 TOTAL: 19,545.48

338046 03/11/2015 PRD 1245 PACIFIC WELDING SUPP 196771 01271519 02/16/2015 03/08/15 43.90

Invoice: 01271519

PW/RESPIRATOR/FILTER

43.90 73431835 531100 OFFICE SUPPLIES

CHECK 338046 TOTAL: 43.90

338047 03/11/2015 PRD 8025 PBPBS, LLC 196772 BLD20471TEN 02/23/2015 03/08/15 192.80

Invoice: BLD20471TEN

PCD/REFUND BLD20471TEN

192.80 47148 345830 PLAN CHECKING FEES

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CASH ACCOUNT: 635 111100 CASH

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

CHECK	338047	TOTAL:	192.80
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338048	03/11/2015	PRTD	458 PENINSULA FIRE INC	196773	02202015R1	02/20/2015		03/08/15	145.44
			Invoice: 02202015R1			PW/EXIT LIGHT/BATTERY			

145.44	73011897	531100	O&M-C/E-PWYD FAC-SUPPLIES
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CHECK	338048	TOTAL:	145.44
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338049	03/11/2015	PRTD	6989 POLICE EXECUTIVE RES	196776	317413	02/13/2015		03/08/15	225.00
			Invoice: 317413			POL/ANNUAL DUES/HAMNER			

225.00	51011211	549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSH
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CHECK	338049	TOTAL:	225.00
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338050	03/11/2015	PRTD	7803 PINTO, MICHELLE	196902	281	02/26/2015		03/08/15	100.00
			Invoice: 281			CRT/INTERPRETER SERVICE			

100.00	21011125	541230	COURT - INTERPRETER
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CHECK	338050	TOTAL:	100.00
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338051	03/11/2015	PRTD	360 PROBUILD COMPANY LLC	196774	155716	02/11/2015		03/08/15	75.37
			Invoice: 155716			PW/MISC SUPPLIES			

75.37	73111427	531100	OFFICE SUPPLIES
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Invoice: 1557061

196775	1557061		02/23/2015	03/08/15	92.53
			PW/49X97 MDF PANEL		
92.53	73011897	531100	O&M-C/E-PWYD FAC-SUPPLIES		

CHECK	338051	TOTAL:	167.90
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338052	03/11/2015	PRTD	7435 KANMAN INC	196777	22115177	02/07/2015		03/08/15	180.00
			Invoice: 22115177			PW/RENTAL UNIT-DECANT/SHOP			

90.00	73435838	545000	O&M-DECANT-RENTS
90.00	73011897	545000	O&M-C/E-PWYD FAC-RENTS

Invoice: 22115178

196778	22115178		02/07/2015	03/08/15	90.00
			PW/RENTAL UNIT-PRITCHARD PRK		
90.00	73011768	545000	O&M-C/E-PARKS-OP LEASES		

CHECK	338052	TOTAL:	270.00
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338053	03/11/2015	PRTD	2409 RIVER OAKS COMMUNICA	196779	01/26/2015	01/26/2015		03/08/15	5,898.37
			Invoice: 01/26/2015			EX/CONSULTING SVC-COMCAST			

5,898.37	31011131	541100	EXEC - C/E PROF SERVICES
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196780	02/23/2015		02/23/2015	03/08/15	12,317.82
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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

Invoice: 02/23/2015

12,317.82 31011131 541100 EX/CONSULTING SVC-COMCAST
EXEC - C/E PROF SERVICES

CHECK 338053 TOTAL: 18,216.19

338054 03/11/2015 PRTD 1936 ROBINSON NOBLE SALTB 196825 15-065

Invoice: 15-065

02/05/2015 21400112 03/08/15
EAGLE HRBR SWR BCH MAIN SUPPRT
1,036.16 72423434 64110000471 BEACH MAIN REPL DES-CAP ENG

CHECK 338054 TOTAL: 1,036.16

338055 03/11/2015 PRTD 639 EDWARD ROSENBAUM, PH 196887 314051

Invoice: 314051

02/24/2015 03/08/15
POL/PRE-HIRE EVALUATIONS
325.00 51011211 541100 PD-C/E-ADM-PROF SVCS

CHECK 338055 TOTAL: 325.00

338056 03/11/2015 PRTD 7627 SERVPRO OF KITSAP CO 196782 14111M

Invoice: 14111M

01/28/2015 03/08/15
PW/CH CLEANING
1,003.22 73011183 548100 O&M-C/E-CH FAC-REPAIRS

CHECK 338056 TOTAL: 1,003.22

338057 03/11/2015 PRTD 7385 CHARLES P. SHANE 196783 02/13/2015

Invoice: 02/13/2015

02/13/2015 03/08/15
CRT/PUBLIC DEFENDER SVC
76.50 32011281 541113 LGL-C/E-PUBLIC DEF-OUTSIDE ATT

196903 000857

Invoice: 000857

02/13/2015 03/08/15
CRT/PUBLIC DEFENDER SVC
76.50 32011281 541113 LGL-C/E-PUBLIC DEF-OUTSIDE ATT

196904 000858

Invoice: 000858

02/23/2015 03/08/15
CRT/PUBLIC DEFENDER SVC
43.50 32011281 541113 LGL-C/E-PUBLIC DEF-OUTSIDE ATT

196905 000859

Invoice: 000859

02/23/2015 03/08/15
CRT/PUBLIC DEFENDER SVC
103.50 32011281 541113 LGL-C/E-PUBLIC DEF-OUTSIDE ATT

196906 000860

Invoice: 000860

02/23/2015 03/08/15
CRT/PUBLIC DEFENDER SVC
318.75 32011281 541113 LGL-C/E-PUBLIC DEF-OUTSIDE ATT

CHECK 338057 TOTAL: 618.75

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CASH ACCOUNT: 635			111100		CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET			
INVOICE DTL DESC												
338058	03/11/2015	PRTD	3114 SIMPLEX GRINNELL LP	196862	77601424	02/18/2015		03/08/15	116.74			
Invoice: 77601424						PW/FIRE ALARM MONITOR-O&M						
				116.74	73011897 54110000390	PW YARD-ALARM SVCS						
338058	03/11/2015	PRTD	3114 SIMPLEX GRINNELL LP	196863	77601426	02/18/2015		03/08/15	232.93			
Invoice: 77601426						PW/FIRE ALARM MONITOR-CH						
				232.93	73011183 54110000390	FAC BLDG/FIRE ALARM-CITY HALL						
338058	03/11/2015	PRTD	3114 SIMPLEX GRINNELL LP	196864	77601427	02/18/2015		03/08/15	116.74			
Invoice: 77601427						PW/FIRE ALARM MONITOR-COMMONS						
				116.74	73011755 54110000390	FAC BLDG/FIRE ALARM-COMMONS						
								CHECK	338058 TOTAL:	466.41		
338059	03/11/2015	PRTD	2035 SIX ROBBLEES INC	196781	2-585150	02/04/2015		03/08/15	156.31			
Invoice: 2-585150						PW/LED WORKLAMP X 4-EQ#24						
				156.31	73111423 531100	OFFICE SUPPLIES						
								CHECK	338059 TOTAL:	156.31		
338060	03/11/2015	PRTD	8129 SMARSH INC	196907	INV00059987	01/31/2015		03/08/15	303.00			
Invoice: INV00059987						IT/TEXTING & SOC MEDIA ARCHIV						
				303.00	81011881 548500	IT - C/E COMPUTER SUPPORT						
								CHECK	338060 TOTAL:	303.00		
338061	03/11/2015	PRTD	2467 STAPLES ADVANTAGE	196786	3256172016	01/31/2015		03/08/15	-17.28			
Invoice: 3256172016						ENG/RETURN 9 VOLT BATTERY						
				-17.28	72011321 531100	ENG - C/E ADMIN SUPPLIES						
338061	03/11/2015	PRTD	2467 STAPLES ADVANTAGE	196787	3256172017	01/31/2015		03/08/15	20.27			
Invoice: 3256172017						ENG/BL/WH 2 PCK TAPE						
				20.27	72011321 531100	ENG - C/E ADMIN SUPPLIES						
338061	03/11/2015	PRTD	2467 STAPLES ADVANTAGE	196788	3256172018	01/31/2015		03/08/15	30.49			
Invoice: 3256172018						ENG/FACIAL TISSUE 6 PCK X 3						
				30.49	72011321 531100	ENG - C/E ADMIN SUPPLIES						
338061	03/11/2015	PRTD	2467 STAPLES ADVANTAGE	196789	3256172019	01/31/2015		03/08/15	59.20			
Invoice: 3256172019						ENG/HP LASERJET CARTRIDGE						
				59.20	72011321 531100	ENG - C/E ADMIN SUPPLIES						
338061	03/11/2015	PRTD	2467 STAPLES ADVANTAGE	196790	3256172047	01/31/2015		03/08/15	99.90			
Invoice: 3256172047						PCD/X-STAMPER						
				99.90	61011581 531100	PCD - C/E ADMIN SUPPLIES						
338061	03/11/2015	PRTD	2467 STAPLES ADVANTAGE	196791	3256172048	01/31/2015		03/08/15	586.97			
Invoice: 3256172048						PCD/ERGOTRON STANDUP DESK						

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CASH ACCOUNT: 635 111100 CASH

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

				586.97	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 3256172049				196792	3256172049	01/31/2015	03/08/15		73.44
						PCD/AT-A-GLANCE CALNDR & WKBK			
				73.44	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 3256172050				196793	3256172050	01/31/2015	03/08/15		52.86
						PCD/MISC OFFICE SUPPLIES			
				52.86	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 3256172051				196794	3256172051	01/31/2015	03/08/15		52.19
						PCD/RED INK STAMP/BINDER CLIPS			
				52.19	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 3256172052				196795	3256172052	01/31/2015	03/08/15		9.75
						PCD/X-STAMPER REFILL			
				9.75	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 3256172053				196796	3256172053	01/31/2015	03/08/15		61.88
						PCD/MISC OFFICE SUPPLIES			
				61.88	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 3256172054				196798	3256172054	01/31/2015	03/08/15		588.93
						PCD/ERGOTRON STANDUP DESK			
				588.93	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 3256172055				196799	3256172055	01/31/2015	03/08/15		104.65
						PCD/ENG PAD/TAPE/FOLDERS			
				104.65	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 3256172057				196800	3256172057	01/31/2015	03/08/15		64.83
						PCD/COAT TREE/MARKERS			
				64.83	61011581 531100	PCD - C/E ADMIN SUPPLIES			
Invoice: 1252866541				196802	1252866541	01/28/2015	03/08/15		22.45
						POL/ELECTRONICS WARRANTY			
				22.45	51011211 531100	PD-C/E-ADM-SUPPLIES			

CHECK	338061	TOTAL:	1,810.53
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338062	03/11/2015	PRTD	2467	STAPLES CREDIT PLAN	196801	1253235001	01/29/2015	03/08/15	78.46
Invoice: 1253235001							POL/FOLDERS/POST-ITS		
					78.46	51011211 531100	PD-C/E-ADM-SUPPLIES		

CHECK	338062	TOTAL:	78.46
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338063	03/11/2015	PRTD	565	TACOMA SCREW PRODUCT	196784	14143887	02/10/2015	03/08/15	130.15
Invoice: 14143887							PW/STEEL HEX CAP SCREWS X50		
					130.15	73638935 531100	OFFICE SUPPLIES		

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

CHECK 338063 TOTAL: 130.15

338064 03/11/2015 PRD 6714 TOSHIBA FINANCIAL SE 196830 272862368 02/19/2015 03/08/15 366.32
Invoice: 272862368 POL/3530C COPIER LEASE

366.32 51011211 545000 PD-C/E-ADMIN RENTS/LEASE

196865 272799214 02/19/2015 03/08/15 428.28

Invoice: 272799214 PW/3530C COPIER LEASE
428.28 73637891 545000 RENTS & LEASES - OPERATING

CHECK 338064 TOTAL: 794.60

338065 03/11/2015 PRD 6714 TOSHIBA FINANCIAL SE 196828 16552420 02/12/2015 03/08/15 329.37
Invoice: 16552420 PCD/6550C COPIER LEASE

329.37 61470581 545000 PCD - DEV ADMIN RENTS & LEASES

196829 16569614 02/16/2015 03/08/15 229.16

Invoice: 16569614 ENG/4540C COPIER LEASE
229.16 72011321 545000 ENG - C/E ADMIN RENTS & LEASES

CHECK 338065 TOTAL: 558.53

338066 03/11/2015 PRD 8010 TOVAR, JOSEPH 196831 1409-6 02/02/2015 03/08/15 2,679.60
Invoice: 1409-6 PCD/COMP PLAN UPDATE-JAN15

2,679.60 61011582 54110000700 COMP PLAN UPDATE-PROF SVCS

CHECK 338066 TOTAL: 2,679.60

338067 03/11/2015 PRD 558 TOWN & COUNTRY MARKE 196826 02/23/2015 02/23/2015 03/08/15 30.41
Invoice: 02/23/2015 PCD/DRIP COFFEE-COM PLAN MTG

30.41 61011582 53110000700 COMP PLAN UPDATE-SUPPLIES

196827 02/23/2015-A 02/23/2015 03/08/15 39.99

Invoice: 02/23/2015-A PCD/PASTRY TRAY-COM PLAN MTG
39.99 61011582 53110000700 COMP PLAN UPDATE-SUPPLIES

CHECK 338067 TOTAL: 70.40

338068 03/11/2015 PRD 7964 TRANS4MEDIA, LLC 196785 3409 02/19/2015 03/08/15 250.00
Invoice: 3409 EX/WSF FERRY MEDIA

250.00 31011572 542450 EXEC-C/E-OUTREACH-ADV

CHECK 338068 TOTAL: 250.00

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

338069 03/11/2015 PRD 7954 TRANSPORTATION SOLUT 196832 16335 01/29/2015 21400089 03/08/15 3,437.50
Invoice: 16335 Isl. Wide Transp. Needs Assess

3,437.50 72111444 54110000689 TRAFFIC CONCUR STUDY-PROF SVCS

196833 16336 01/30/2015 21400089 03/08/15 8,800.00
Invoice: 16336 Isl. Wide Transp. Needs Assess

8,800.00 72111444 54110000689 TRAFFIC CONCUR STUDY-PROF SVCS

CHECK 338069 TOTAL: 12,237.50

338070 03/11/2015 PRD 560 TWISS ANALYTICAL INC 196866 15-00866 02/17/2015 03/08/15 62.10
Invoice: 15-00866 PW/WINSLOW WTR TESTING

62.10 73411345 54110000391 LAB SVCS-WATER

196867 15-00867 02/17/2015 03/08/15 38.64
Invoice: 15-00867 PW/WINSLOW WTR TESTING

38.64 73411345 54110000391 LAB SVCS-WATER

196868 15-00990 02/19/2015 03/08/15 57.96
Invoice: 15-00990 PW/WINSLOW WTR TESTING

57.96 73411345 54110000391 LAB SVCS-WATER

196869 15-00960 02/19/2015 03/08/15 55.66
Invoice: 15-00960 PW/ROCKAWAY WTR TESTING

55.66 73415345 54110000391 LAB SVCS-WATER ROCKAWAY

CHECK 338070 TOTAL: 214.36

338071 03/11/2015 PRD 2190 UNITED PARCEL SERVIC 196888 000028Y3Y1085 02/21/2015 03/08/15 131.47
Invoice: 000028Y3Y1085 POL/SHIPPING

131.47 91011215 542500 GG-C/E-PD-POSTAGE

CHECK 338071 TOTAL: 131.47

338072 03/11/2015 PRD 2425 THE UPS STORE #1265 196834 02/20/2015 02/20/2015 03/08/15 45.16
Invoice: 02/20/2015 PW/GROUND SHIP-MICH

45.16 91111891 542500 GG-ROAD-FAC-POSTAGE

CHECK 338072 TOTAL: 45.16

338073 03/11/2015 PRD 1152 USA BLUE BOOK 196835 561552 02/05/2015 03/08/15 118.30
Invoice: 561552 PW/NON SKID TAPE

118.30 73431835 531100 OFFICE SUPPLIES

CHECK 338073 TOTAL: 118.30

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lsteinberg |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

338074 03/11/2015 PRD 1162 WASHINGTON AUDIOLOGY 196890 45350 02/05/2015 03/08/15 1,378.05
Invoice: 45350 POL/PW/HEARING TESTS

689.02 53011212 541100 POLICE - C/E PATROL PROF SVCS
689.03 73637891 541100 PROFESSIONAL SERVICES

CHECK 338074 TOTAL: 1,378.05

338075 03/11/2015 PRD 518 WA ST CRIMINAL JUSTI 196908 20114690 02/13/2015 03/08/15 1,200.00
Invoice: 20114690 POL/TRAINING-HAMNER/KOON

1,125.00 51011214 443410 PD-C/E-ADMIN-TRAINING
75.00 53011212 443410 POLICE - C/E PATROL TRAINING

CHECK 338075 TOTAL: 1,200.00

338076 03/11/2015 PRD 5271 WASHINGTON WATER SER 196889 0131710FEB15 02/20/2015 03/08/15 115.12
Invoice: 0131710FEB15 FEB15 WATER/DECANT FACILITY

115.12 91435838 547500 GG-DECANT-WATER/SEWER

CHECK 338076 TOTAL: 115.12

338077 03/11/2015 PRD 6860 WCI 196909 150591885 02/28/2015 03/08/15 771.97
Invoice: 150591885 CITYWIDE PHONE SERVICE

771.97 41637891 542100 FIN - ALLOC TELEPHONE

CHECK 338077 TOTAL: 771.97

338078 03/11/2015 PRD 4108 WEST COAST WIRE, ROP 196910 5322620 02/05/2015 03/08/15 560.21
Invoice: 5322620 PW/WIRE ROPES/HOOK&LATCH

560.21 73425358 531100 O&M-WWTP-SUPPLIES

CHECK 338078 TOTAL: 560.21

338079 03/11/2015 PRD 4819 WEST PAYMENT CENTER 196803 830849798 12/01/2014 03/08/15 574.25
Invoice: 830849798 LEGAL/INFORMATION CHARGES

574.25 32011152 549100 LEGAL-C/E-DUES & SUBSCR SVCS

338079 03/11/2015 PRD 4819 WEST PAYMENT CENTER 196804 831040373 01/01/2015 03/08/15 574.25
Invoice: 831040373 LEGAL/INFORMATION CHARGES

574.25 32011152 549100 LEGAL-C/E-DUES & SUBSCR SVCS

CHECK 338079 TOTAL: 1,148.50

338080 03/11/2015 PRD 4819 THOMSON WEST 196805 831232351 02/01/2015 03/08/15 574.25
Invoice: 831232351 LEGAL/INFORMATION CHARGES

574.25 32011152 549100 LEGAL-C/E-DUES & SUBSCR SVCS

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CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC

CHECK 338080 TOTAL: 574.25

338081 03/11/2015 PRD 499 WESTBAY AUTO PARTS I 196838 032192 02/10/2015 03/08/15 9.69

Invoice: 032192

9.69 73638935 531100

PW/ATM FUSEHOLDER BOX
OFFICE SUPPLIES

196839 032301

Invoice: 032301

6.51 73111264 531100

02/10/2015 03/08/15 6.51
PW/STOPLIGHT SWITCH-VEH#15
O&M-STREET-TRAF CONTROL-SUPPLY

196840 033292

Invoice: 033292

121.97 73638935 531100
125.05 990 141100

02/13/2015 03/08/15 247.02
PW/COOLANT/OIL/AIR FILTERS
OFFICE SUPPLIES
MERCHANDISE

196841 033294

Invoice: 033294

41.20 990 141100

02/13/2015 03/08/15 41.20
PW/V-BELT/COOLANT
MERCHANDISE

196842 33297

Invoice: 33297

81.16 990 141100

02/13/2015 03/08/15 81.16
PW/AIR FILTERS
MERCHANDISE

196843 034312

Invoice: 034312

30.39 73011321 531100

02/17/2015 03/08/15 30.39
PW/FRT BRAKE PADS-VEH#34
O&M-C/E-ENG VEH WORK-SUPPLIES

196844 034625

Invoice: 034625

14.20 990 141100

02/18/2015 03/08/15 14.20
PW/AIR FILTER
MERCHANDISE

196845 034641

Invoice: 034641

128.81 990 141100

02/18/2015 03/08/15 128.81
PW/WIPER BLADES-SHOP
MERCHANDISE

196846 034682

Invoice: 034682

268.42 73011189 531100

02/18/2015 03/08/15 268.42
PW/2 BATTERIES-VEH#85
O&M - C/E FACIL OFC SUPPLIES

196847 034831

Invoice: 034831

66.13 990 141100

02/18/2015 03/08/15 66.13
PW/HALOGEN BULBS-SHOP
MERCHANDISE

196848 035515

Invoice: 035515

155.80 990 141100

02/20/2015 03/08/15 155.80
PW/OIL/AIR FILTERS
MERCHANDISE

CHECK 338081 TOTAL: 1,049.33

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

338082 03/11/2015 PRD 522 WA ST DEPT OF TRANSP 196836 02344CN 02/13/2015 03/08/15 75.00
Invoice: 02344CN ENG/PURCHASING CLASS-CIENEGA

75.00 72011324 443410 ENG - C/E - TRAINING

196837 02344CN-A 02/13/2015 03/08/15 75.00
Invoice: 02344CN-A ENG/PURCHASING CLASS-WALKER

75.00 72011324 443410 ENG - C/E - TRAINING

CHECK 338082 TOTAL: 150.00

338083 03/11/2015 PRD 5480 WYSER CONSTRUCTION I 196912 PAYREQ1-697 02/19/2015 21400149 03/08/15 35,466.45
Invoice: PAYREQ1-697 SPORTSMAN CLUB NM TRAIL PRJ

35,466.45 72334562 66300000697 SPORTSMAN SPINE TRAIL-CONSTR

CHECK 338083 TOTAL: 35,466.45

338084 03/11/2015 PRD 2607 ZEE MEDICAL SERVICE 196913 68280722 02/25/2015 03/08/15 99.49
Invoice: 68280722 PW/1ST AID RESTOCK-O&M

99.49 73637891 531100 OFFICE SUPPLIES

CHECK 338084 TOTAL: 99.49

NUMBER OF CHECKS 103 *** CASH ACCOUNT TOTAL *** 310,242.88

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	103	310,242.88

*** GRAND TOTAL *** 310,242.88

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JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT									
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2015 3 18									
APP 403-213000					ACCOUNTS PAYABLE			28,561.63	
03/11/2015	03/08/15	031115			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				310,242.88
03/11/2015	03/08/15	031115			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			118,963.18	
03/11/2015	03/08/15	031115			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			21,709.73	
03/11/2015	03/08/15	031115			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			5,410.65	
03/11/2015	03/08/15	031115			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			5,347.57	
03/11/2015	03/08/15	031115			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			25,151.41	
03/11/2015	03/08/15	031115			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			16,718.61	
03/11/2015	03/08/15	031115			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			87,767.75	
03/11/2015	03/08/15	031115			AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000					ACCOUNTS PAYABLE			612.35	
03/11/2015	03/08/15	031115			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL								310,242.88	310,242.88
APP 631-130000					DUE TO/FROM CLEARING			304,895.31	
03/11/2015	03/08/15	031115							
APP 403-130000					DUE TO/FROM CLEARING				28,561.63
03/11/2015	03/08/15	031115							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				118,963.18
03/11/2015	03/08/15	031115							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				21,709.73
03/11/2015	03/08/15	031115							
APP 401-130000					DUE TO/FROM CLEARING				5,410.65
03/11/2015	03/08/15	031115							
APP 402-130000					DUE TO/FROM CLEARING				25,151.41
03/11/2015	03/08/15	031115							
APP 407-130000					DUE TO/FROM CLEARING				16,718.61
03/11/2015	03/08/15	031115							
APP 301-130000					DUE TO/FROM CLEARING				87,767.75
03/11/2015	03/08/15	031115							
APP 901-130000					DUE TO/FROM CLEARING				612.35
03/11/2015	03/08/15	031115							
SYSTEM GENERATED ENTRIES TOTAL								304,895.31	304,895.31
JOURNAL 2015/03/18 TOTAL								615,138.19	615,138.19

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2015	3	18	03/11/2015		
001-130000				GENERAL - DUE TO/FROM CLEARING		118,963.18
001-213000				GENERAL - ACCOUNTS PAYABLE	118,963.18	
				FUND TOTAL	118,963.18	118,963.18
101 STREET FUND	2015	3	18	03/11/2015		
101-130000				STREETS - DUE TO/FROM CLEARING		21,709.73
101-213000				STREETS - ACCOUNTS PAYABLE	21,709.73	
				FUND TOTAL	21,709.73	21,709.73
301 CAPITAL CONSTRUCTION FUND	2015	3	18	03/11/2015		
301-130000				DUE TO/FROM CLEARING		87,767.75
301-213000				ACCOUNTS PAYABLE	87,767.75	
				FUND TOTAL	87,767.75	87,767.75
401 WATER OPERATING FUND	2015	3	18	03/11/2015		
401-130000				DUE TO/FROM CLEARING		5,410.65
401-213000				ACCOUNTS PAYABLE	5,410.65	
				FUND TOTAL	5,410.65	5,410.65
402 SEWER OPERATING FUND	2015	3	18	03/11/2015		
402-130000				DUE TO/FROM CLEARING		25,151.41
402-213000				ACCOUNTS PAYABLE	25,151.41	
				FUND TOTAL	25,151.41	25,151.41
403 STORM & SURFACE WATER FUND	2015	3	18	03/11/2015		
403-130000				DUE TO/FROM CLEARING		28,561.63
403-213000				ACCOUNTS PAYABLE	28,561.63	
				FUND TOTAL	28,561.63	28,561.63
407 BUILDING & DEVELOPMENT FUND	2015	3	18	03/11/2015		
407-130000				DUE TO/FROM CLEARING		16,718.61
407-213000				ACCOUNTS PAYABLE	16,718.61	
				FUND TOTAL	16,718.61	16,718.61
631 CLEARING FUND	2015	3	18	03/11/2015		
631-130000				DUE TO/FROM CLEARING	304,895.31	
631-213000				ACCOUNTS PAYABLE	5,347.57	
635-111100				CASH		310,242.88
				FUND TOTAL	310,242.88	310,242.88

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
901 CITY-WIDE REPORTING FUND	2015 3	18	03/11/2015			
901-130000				DUE TO/FROM CLEARING		612.35
901-213000				ACCOUNTS PAYABLE	612.35	
				FUND TOTAL	612.35	612.35

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

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|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		118,963.18
101	STREET FUND		21,709.73
301	CAPITAL CONSTRUCTION FUND		87,767.75
401	WATER OPERATING FUND		5,410.65
402	SEWER OPERATING FUND		25,151.41
403	STORM & SURFACE WATER FUND		28,561.63
407	BUILDING & DEVELOPMENT FUND		16,718.61
631	CLEARING FUND	304,895.31	
901	CITY-WIDE REPORTING FUND		612.35
	TOTAL	304,895.31	304,895.31

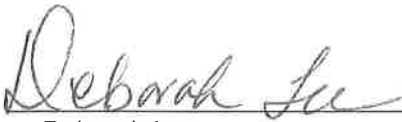
** END OF REPORT - Generated by Linda Steinberg **

PAYROLL

PAYROLL CHECK RUN: 3 - 5 - 2015

Run Type	Run Date	Check # Sequence	Comments	Amount
Misc	2/25/2015	107004	Misc ck - VC payout	2,150.80
Misc	2/25/2015	107005	Misc ck - DRS vendor	82.59
Normal	3/5/2015	032469 - 032579	P/R check run - direct deposit	238,664.92
Normal	3/5/2015	107006 - 107010	P/R check run - regular	8,134.42
Vendor	3/5/2015	107011 - 107023	P/R vendor check run	246,098.44
EFTPS	3/5/2015		Federal Tax Electronic Transfer	99,397.78
			TOTAL:	594,528.95

Prepared and Reviewed by:


Deborah Lee

Date 3-4-15

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.


Jennifer Longfield, Budget Manager

Date 3-4-15

ITEMS DISCUSSED

1. **CALL TO ORDER**
2. **ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
3. **CONSENT AGENDA**
 - A. **ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL**
4. **COUNCIL ADVANCE**
5. **ADJOURNMENT**

1. **CALL TO ORDER**

Mayor Blair called the advance to order at 8:34 AM with Councilmembers Blossom, Bonkowski, Roth, Scott and Tollefson present. Councilmember Townsend arrived at 8:37 PM. Also present were City Manager Schulze, Deputy City Manager Smith, Police Chief Hamner, Finance Director Schroer, Planning Director Cook, Public Works Director Loveless, City Attorney Marshall and Community Engagement Specialist Stickney. City Clerk Lassoff monitored the recording of the meeting and prepared the minutes.

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

***MOTION:** I move we approve the agenda.*

***BONKOWSKI/ROTH** – Motion carried 6-0 (Councilmember Townsend not present)*

There were no conflicts of interest disclosed.

3. **CONSENT AGENDA**

- A. **ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL**

Accounts Payable Manual Check Numbers 337617-337623, 2014 and 2015 Regular Check Run Numbers 337624 to 337750 for a total of \$831,293.53. Payroll Direct Deposit Check Numbers 032144-032251, Payroll Regular Run Check Numbers 106950-106953, Vendor Check Numbers 106954-106965 and a Federal Tax Electronic Transfer EFT for a total of \$440,472.53.

***MOTION:** I move we approve the consent agenda as indicated.*

***BONKOWSKI/SCOTT** – Motion carried 6-0 (Councilmember Townsend not present during the vote).*

4. **COUNCIL ADVANCE**

Mr. Patrick Ibarra, Mejorando Group, gave a brief introduction on the intent of the meeting. He showed a brief film clip from the movie *Hoosiers* and the group discussed what they found the most relevant aspects of the film as they relate to opportunities on Bainbridge Island.

Refresher on Council-Manager Form of Government

Role of the Mayor

- leadership (shared)
- trust (represent best interests)
- governance Manual (sets tone)

Role of Councilmembers

- oversee City Manager
- represent
- listening and responding (taking the “community temperature”)
- talk one-on-one with/without council
- one-on-One City Manager and Council

Role of City Manager

- professional expertise and perspective
- knowledgeable about other communities
- looking at what's possible
- establish good working relationship with non-governmental interest groups within the community
- hire and retain professional staff

Role of City Staff

- professional expertise
- impact knowledge and offer recommendations
- interface with community
- communicate problems and issues (be a resource; directors have a political IQ)
- join in to support Council decisions

Role of the Community

- value expertise of the community; volunteers
- provide lots of information
- pay attention and offer support and opinions
- engaged citizens
- utilize surveys

Hot Topics

Efficient Government

- Capital Improvement Plan (~~annual roads preservation~~ (later removed from list), road reconstruction projects, non-motorized transportation, police/court facility, Waterfront Park, City Dock, downtown parking, finger pier John Nelson Park

Infrastructure

- Police Court Facility (\$10M)
- Citizen Engagement (how to draw on the citizen advisory groups and the role they place as well as the council role as liaisons). Mayor Blair shared the Design Review Board's interest in advising the Council vis-à-vis the Waterfront Park and City Dock projects. Suggestions have also been made to look to the Ethics Board to advice Council with regard to updating the Governance Manual)
- Suzuki Property (March/April discussion)
- Roads, SR 305 and Transportation Master Plan (March/April discussion)

Strategic Planning

Trends

- growth
- sustainability
- anti-growth movement
- transportation
- unfunded mandates
- aging of population
- interest rates bound to rise
- increased taxes to deal with climate change
- employment opportunities for students
- increase in minimum wage
- Poulsbo seen has a "college town"
- off-island services

Deputy Manager Smith handed out a list of topics identified at the January 2014 advance.

Staff developed the following goals from their advance meeting yesterday: police station, advocacy for SR 305, fire, school, parks coordination, county jail, shape bond issue, downtown core (ferry district redevelopment and parking structure), non-motorized, staff communication to Council and long-term financial sustainability.

Goals

- revenue plan/study
- cell towers and coverage
- decide on Suzuki property (September)
- develop and approve process to allocate human service funding (Q2)
- establish an off-leash ordinance (February)
- transfer Pritchard Park to park district (conversation-March/completion-Q4)
- decide Storm and Surface Water Management (SSWM) Utility rate structure (July)
- decide on police/court facility location and funding (July)

5. ADJOURNMENT

Mayor Blair adjourned the meeting at 2:35 PM.

Anne S. Blair, Mayor

Rosalind D. Lassoff, City Clerk

ITEMS DISCUSSED

1. CALL TO ORDER/ROLL CALL/ PLEDGE OF ALLEGIANCE
2. ACCEPTANCE OR MODIFICATION OF AGENDA/CONFLICT OF INTEREST DISCLOSURE
3. PUBLIC COMMENT
4. CITY MANAGER'S REPORT
5. PUBLIC HEARING
 - A. ORDINANCE NO. 2015-06, SIX-MONTH MORATORIUM ON NEW COMMERCIAL INDUSTRIAL AQUACULTURE ACTIVITIES, AB 15-015 – PLANNING
6. NEW BUSINESS
 - A. RESOLUTION NO. 2015-02, ADOPTING AN UPDATED COMMUTE TRIP REDUCTION TARGET, AB 15-024 – PLANNING
7. CONSENT AGENDA
 - A. ACCOUNTS PAYABLE VOUCHERS AND PAYROLL APPROVAL
 - B. SPECIAL/REGULAR STUDY SESSION MEETING MINUTES, JANUARY 6, 2015
 - C. SPECIAL/REGULAR BUSINESS MEETING MINUTES, JANUARY 13, 2015
 - D. SPECIAL MEETING MINUTES, JANUARY 15, 2015
 - E. SPECIAL/REGULAR STUDY SESSION MINUTES, JANUARY 20, 2015
 - F. ORDINANCE NO. 2015-03 (FORMALLY ORDINANCE NO. 2014-38), MODIFYING BAINBRIDGE ISLAND MUNICIPAL CODE CHAPTER 15.18, LAND CLEARING, AB 14-143 – PLANNING
 - G. ORDINANCE NO. 2015-05, ESTABLISHING A TREE FUND, AB 15-011 – PLANNING
 - H. RESOLUTION NO. 2015-01, AMENDING THE FEE SCHEDULE, AFTER THE FACT CLEARING PERMITS, AB 15-011 – PLANNING
 - I. ORDINANCE NO. 2015-01, RELATING TO PUBLIC DISTURBANCE NOISES AND AMENDING SECTION 9.70.060 OF THE BAINBRIDGE ISLAND MUNICIPAL CODE, AB 15-009 – PUBLIC WORKS
 - J. WATERFRONT PARK DESIGN PHASE I PROFESSIONAL SERVICES AGREEMENT, AB 13-025 – PUBLIC WORKS
 - K. LICENSE AGREEMENT WITH MADISON DINER FOR TRAIL ACCESS, AB 15-021 – EXECUTIVE
 - L. MEMORANDUM OF UNDERSTANDING BETWEEN WASHINGTON TRAFFIC SAFETY COMMISSION AND THE CITY OF BAINBRIDGE ISLAND FOR SPEEDING EMPHASIS PATROL, AB 15-023 – POLICE
 - M. POLICE VEHICLE #107 REPLACEMENT REPORTING AND BUDGET AMENDMENT, AB 15-025 – PUBLIC WORKS
9. WORK SESSION (PUBLIC COMMENT TO BE ACCEPTED) [MOVED UP]
ORDINANCE NO. 2015-02 (FORMERLY ORDINANCE NOS. 2014-28 AND 2013-13), AMENDMENTS TO ANIMAL CONTROL AND PARKS REGULATIONS TO PROHIBIT DOGS AT LARGE, AB 13-092 – EXECUTIVE
8. COUNCIL DISCUSSION [MOVED DOWN]
 - A. ANNUAL CITY COUNCIL ADVANCE FOLLOW-UP
 - B. COUNCIL LIAISONS TO CITIZEN ADVISORY COMMITTEES, AB 15-026
 - C. APPOINTMENTS TO VACANT REGIONAL COMMITTEES – CENCOM AND PUGET SOUND REGIONAL COUNCIL TRANSPOL (ALTERNATE), AB 15-027
10. COMMITTEE REPORTS
 - A. NON-MOTORIZED TRANSPORTATION ADVISORY COMMITTEE LIAISON REPORT, FEBRUARY 4, 2015 – COUNCILMEMBER ROTH
11. REVIEW UPCOMING COUNCIL MEETING AGENDAS
12. FOR THE GOOD OF THE ORDER
13. ADJOURNMENT

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

Mayor Blair called the meeting to order at 6:59 PM with Councilmembers Blossom, Bonkowski, Roth, Scott, Tollefson and Townsend present. City Clerk Lassoфф monitored the recording of the meeting and prepared the minutes. Everyone stood for the Pledge of Allegiance.

Mayor Blair explained tonight's work session topic focused on animal control and park regulations to prohibit dogs at-large.

2. ACCEPTANCE OR MODIFICATION OF AGENDA/CONFLICT OF INTEREST DISCLOSURE 7:02 PM

MOTION: *The agenda accept the agenda as presented.*
BONKOWSKI/TOLLEFSON

Mayor Blair offered a friendly amendment to remove consent agenda item K, license agreement with Madison Diner regarding trail access, which was accepted by the Councilmember Bonkowski, seconded by Councilmember Tollefson.

The agenda was accepted as modified 7-0.

There were no conflicts of interest disclosed.

3. PUBLIC COMMENT 7:03 PM

Gary Tripp commented on the Comprehensive Plan Update process. He distributed a passage from the RCW, which he understood to read that cities within counties that have not had 17% growth in the last 10 years are exempt from updating their Comprehensive Plan.

Dave Henry commented on a number of issues.

4. CITY MANAGER'S REPORT 7:09 PM

City Manager Schulze provided information from his weekly report.

Councilmember Bonkowski requested that City Attorney Marshall follow up on Mr. Tripp's comment on whether the City would be exempt not from the Comprehensive Plan update.

5. PUBLIC HEARING

**A. ORDINANCE NO. 2015-06, SIX-MONTH MORATORIUM ON NEW COMMERCIAL INDUSTRIAL
AQUACULTURE ACTIVITIES, AB 15-015 – PLANNING 7:14 PM**

City Attorney Marshall provided background.

The City of Bainbridge Island's Shoreline Master Program Update ("SMP") contains aquaculture regulations which have been challenged by the Bainbridge Alliance and Pacific Coast Shellfish Growers Association ("PCSGA"). The Alliance and PCSGA filed Petitions with the Central Puget Sound Growth Management Hearings Board which has jurisdiction over the appeals. Both the Alliance and PCSGA assert that the City's SMP is inconsistent with the Shoreline Management Act ("SMA"). The Alliance's position is that the commercial aquaculture regulations are inconsistent with the City's desire, as expressed in its June 7, 2013 draft of the SMP, to strictly regulate commercial aquaculture, and the PCSGA's position is that commercial aquaculture regulations are a preferred use and should not be further restricted. On January 9, 2015, the City, DOE and the Alliance joined in a motion before the Board to extend the hearing date on the merits to allow time for the parties to agree to – and propose to the Council for adoption – a limited amendment. On January 20, 2015, the City Council adopted a six-month moratorium on new commercial aquaculture activities. Findings of fact were included in the moratorium ordinance, Ordinance No. 2015-06. Under RCW 36.70A.390, the City is required to hold a public hearing on the moratorium within 60 days of its adoption. The City may, but is not required to, create additional findings of fact following the public hearing.

Councilmember Tollefson wondered if the reference in the ordinance which stated *the Pacific Coast Shellfish Growers Association ("PCSGA") was granted its motion to intervene and is challenging the SMP's aquaculture regulations* was an accurate statement of what they are doing or are they trying to support what the City originally adopted in the face of the challenge by the initial appellants. City Attorney Marshall responded that would remain to be seen but her assumption is that they intervened in order to ensure that the aquaculture regulations do not become more restrictive than they were in the version adopted by the Council. She said it was her assumption that they were interested in preserving the ability to maintain aquaculture in the zones that the City adopted in its SMP. Councilmember Tollefson suggested revising the second to last *Whereas* on page one of the ordinance as part of the process. City Attorney Marshall suggested conducting the public hearing first and then evaluating whether additional findings of fact would be needed.

Mayor Blair opened the public hearing at 7:19 PM

Wayne Dale, 1646 Jeannette Place, yielded his time to Elise Wright.

Alan Solonsky, 324 Bromley Place, applauded the City in their issuing of a moratorium.

Frank Stowell, 6223 Blakely Avenue, supported the moratorium and ceded the rest of his time to Elise Wright.

Elise Wright, 10799 Bill Point View, Bainbridge Alliance for Puget Sound, gave a Power Point presentation on the environmental effects of aquaculture activities. Councilmember Bonkowski requested that the scenes shown in the slideshow be identified to which Ms. Wright replied she would provide the locations.

John Wright, Bill Point, supported the moratorium.

Charles Schmid, Association of Bainbridge Communities, supported the moratorium.

Mayor Blair closed the public hearing at 7:33 PM.

City Attorney Marshall suggested the following language for the second to the last Whereas clause as follows: *Whereas, on November 17, 2014, the Pacific Coast Shellfish Growers Association ("PCSGA") was granted its motion to intervene and is challenging the City's ~~SMP's aquaculture regulations~~ effort to create more stringent regulations.*

Mayor Blair entertained a motion with regard to City Attorney Marshall's proposed language change. Councilmember Bonkowski then moved and Councilmember Tollefson seconded to accept the change. The motion to amend the ordinance as currently drafted and now amended carried 7-0.

6. NEW BUSINESS

A. RESOLUTION NO. 2015-02, ADOPTING AN UPDATED COMMUTE TRIP REDUCTION TARGET, AB 15-024 – PLANNING 7:36 PM

Special Projects Planner Sutton introduced the proposed resolution.

In 1999, the City's current CTR plan was incorporated into Bainbridge Island Municipal Code (BIMC) Chapter 10.24, *Commute Trip Reduction Program*. In 2006, the Washington State Legislature passed the CTR Efficiency Act, modifying the existing CTR law. The CTR Efficiency Act required local jurisdictions to prepare CTR plans. In 2009, the City did a substantial update to BIMC Chapter 10.24 and adopted the City CTR Plan through Resolution 2009-15, in coordination with Kitsap Transit. The CTR Plan outlines the City's existing conditions and CTR goals and strategies, both as a jurisdiction and for affected employers. The current CTR targets are expressed as Drive Alone Rates (DAR); the current City DAR target is 63.2% for 2015/2016.

Washington State recently updated the State CTR Plan for 2015-2019. In addition to adopted a new statewide CTR target for 2019/2020, the State changed how the target is described; instead of the DAR, the new targets are inverted and expressed as a Non-drive Alone Target (NDAT) rate. Translating the City's target - the current DAR target of 63.2% becomes a NDAT rate of 36.8%. Although citywide there has been improvement in NDAT since 2007, the City is not currently meeting this target. The 2011/2012 WSDOT CTR Survey indicates a citywide performance DAR of 68.4% (NDAT rate of 31.6%). At this time, the City is required update its CTR plan to adopt a citywide NDAT rate for 2019/2020.

Following brief questions and comments, a motion was made.

7:53 PM **MOTION:** *I move the City Council approve Resolution No. 2015-02 adopting 36.8% as the City-wide Non-drive Alone Target rate for 2019/2020 in the City's CTR Plan.*
BONKOWSKI/SCOTT– Motion carried 7-0.

7. CONSENT AGENDA 7:54 PM

A. ACCOUNTS PAYABLE VOUCHERS AND PAYROLL APPROVAL

Accounts Payable ACH Check Numbers 170-171, EFT Check Number 172, Manual Void Check Number 337749, Manual Check Numbers 337751-337762, 2014 Regular Check Numbers 337763-337796 and 2015 Regular Run Check Number 337797-337868 for a total of \$347,632.33. Payroll Direct Deposit Check Numbers 032252-032359, Payroll Regular Check Numbers 106966-106972, Payroll Vendor Check Numbers 106973-106985, Miscellaneous Check Number 106983 and Federal Tax Electronic Transfer EFT for a total of \$589,952.12.

B. SPECIAL/REGULAR STUDY SESSION MEETING MINUTES, JANUARY 6, 2015

C. SPECIAL/REGULAR BUSINESS MEETING MINUTES, JANUARY 13, 2015

D. SPECIAL MEETING MINUTES, JANUARY 15, 2015

E. SPECIAL/REGULAR STUDY SESSION MINUTES, JANUARY 20, 2015

- F. **ORDINANCE NO. 2015-03 (FORMALLY ORDINANCE NO. 2014-38), MODIFYING BAINBRIDGE ISLAND MUNICIPAL CODE CHAPTER 15.18, LAND CLEARING, AB 14-143 – PLANNING**
- G. **ORDINANCE NO. 2015-05, ESTABLISHING A TREE FUND, AB 15-011 – PLANNING**
- H. **RESOLUTION NO. 2015-01, AMENDING THE FEE SCHEDULE, AFTER THE FACT CLEARING PERMITS, AB 15-011 – PLANNING**
- I. **ORDINANCE NO. 2015-01, RELATING TO PUBLIC DISTURBANCE NOISES AND AMENDING SECTION 9.70.060 OF THE BAINBRIDGE ISLAND MUNICIPAL CODE, AB 15-009 – PUBLIC WORKS**
- J. **WATERFRONT PARK DESIGN PHASE I PROFESSIONAL SERVICES AGREEMENT, AB 13-025 – PUBLIC WORKS**

Waterfront Park improvements are included in the Winslow Master Plan and are part of the City's Comprehensive Plan. In 2013, the City undertook an extensive public outreach effort that culminated a 30% design for the Park. The City advertised for a Request for Qualifications in December 2014 for completion of the design, permitting, and construction support services. The top three firms were interviewed and Walker Macy was selected as the most qualified consultant to design the project. Staff has requested City Council approve the Professional Services Agreement with Walker Macy in the amount of \$83,978.00 for the Waterfront Park Phase 1 design.

- ~~K. **LICENSE AGREEMENT WITH MADISON DINER FOR TRAIL ACCESS, AB 15-021 – EXECUTIVE**~~

This item was removed from the agenda and will be rescheduled at a future meeting.

- L. **MEMORANDUM OF UNDERSTANDING BETWEEN WASHINGTON TRAFFIC SAFETY COMMISSION AND THE CITY OF BAINBRIDGE ISLAND FOR SPEEDING EMPHASIS PATROL, AB 15-023 – POLICE**
- M. **POLICE VEHICLE #107 REPLACEMENT REPORTING AND BUDGET AMENDMENT, AB 15-025 – PUBLIC WORKS**

MOTION: *I move the City Council approve consent agenda items A through J, I and M.
BONKOWSKI/TOLLEFSON – Motion carried 7-0.*

**9. WORK SESSION (PUBLIC COMMENT TO BE ACCEPTED)[MOVED UP]
ORDINANCE NO. 2015-02 (FORMERLY ORDINANCE NOS. 2014-28 AND 2013-13), AMENDMENTS TO ANIMAL CONTROL AND PARKS REGULATIONS TO PROHIBIT DOGS AT LARGE, AB 13-092 – EXECUTIVE 7:56 PM**

City Attorney Marshall explained the school and park district currently prohibit dogs off-leash on their properties. She noted after those regulations were drafted, the City developed an ad hoc committee to evaluate whether or not the City's regulations should be changed to be consistent with those regulations. The ad hoc committee came forward with some recommendations that Council reviewed on January 6 and the general effect of those regulations would be to require that dogs be on leash on City property or under voice command. Council directed staff to return with an ordinance that regulated dogs, but not other animals (the ad hoc committee's version regulated all animals – not just dogs). Council also indicated that they wanted to see a version of the ordinance that required dogs to be leashed on City property or on private property not belonging to the dog's owner. She suggested that the Council may want to add language regarding private property not owned by the owner of the dog or unless they have permission by the property owner. She noted language related to off-leash hours in Pritchard Park was not included as part of the ordinance because the transfer of that property to parks would be occurring soon.

Gary Tripp was not in favor of the potential costs involved with enforcing the proposed leash law. He also was not in favor of publishing private emails received by the City for the purpose of embarrassing citizens.

Mary Lou Vibrans, 9034 Springwood Avenue, was in full favor of the proposed leash law.

Geza de Gall, Sunrise Drive, thought the proposed regulations were overreaching and believed there should be some middle ground.

Charlotte Shepard was against the proposed regulations.

Jackie Chipman believed the proposed regulations would hurt the responsible dog owners.

Gina Batali, Hidden Cove, asked the City to give her the discretion when walking her dog Felix.

Shannon Lea was concerned about over reach or over regulation.

Darrell Hallett, 7750 Springridge Road NE, recapped his written concerns on the proposed regulations.

Barry Malone, Cosgrove Street, was in favor of the ordinance.

Judy Peterson, 17369 Agate Street NE, did not support the proposed regulations.

Diana Jacobs was not support of the off-leash regulations.

Monica Aufrecht, Jacolet Lane, believed the City needed to come up with a solution that works. She shared the work she is doing on the park board dog advisory committee.

Kirk Robison, Park Board Commissioner, responded to comments made. He indicated that the park district was only asking the City to clarify the language in the code so that it is very clear that dogs must be on a leash on park property.

Eric Stevens, Sands Avenue, Kitsap Humane Society (KHS) Executive Director, explained that from the KHS's vantage point it is the safety of citizens and the protection of dogs, particularly in the parks, which are their concerns. He addressed costs related to animal control and enforcement.

Councilmember Townsend felt enforcement was a big part of the issue and asked how that would be handled. Mr. Stevens believed part of that would be the intention of the City and parks on how much enforcement they wanted. He added KHS's greater interest and focus is on enforcing infractions where the dog actually did something to attack, injure or intimidate. He added KHS's goal has been to educate and issue warnings.

City Attorney Marshall clarified that the ordinance would not affect dogs off leash on their own property. She also explained the "at large animal" language and having it consistent throughout the jurisdictions.

Councilmember Townsend wondered if a homeowner's association could regulate differently.

Councilmember Blossom said it was important for people to know that the City was not looking to make their regulations consistent with the parks district and that they came to the City to change the law so they could enforce their own rules.

Councilmember Tollefson believed the City's interest should be public health and safety. He felt concerns raised by the other side of this issue have not been heard and suggested those views be made available so others could understand different community viewpoints. He thought there should be a mandatory leash law in certain locations particularly in downtown Winslow or commercial zones.

Councilmember Blossom asked whether KHS just recently became aware that this was a problem. Mr. Stevens explained how he had been approached by the parks district a couple of years ago with their concerns regarding what was going on at trails. Councilmember Blossom thought the problem has been enforcement. She suggested taking baby steps starting with the park district first.

Councilmember Townsend spoke to other nuisances such as coyotes or raccoons and asked what KHS does about those. Mr. Stevens indicated they have nothing to do with wild animals.

Councilmember Scott would be in favor of an amendment that would allow dogs off leash on other people's property by permission. He believed the parks district was better suited to evaluate concerns and encouraged people to address their comments and concerns with them.

Councilmember Bonkowski thought what we were really talking about is considering each area on the island independently. He also did not know why the City could not change the code to match the park district.

Councilmember Tollefson would not support any budget increase for enforcement.

Councilmember Roth believed the notion of small steps or stepping back a bit from this kind of comprehensive look at each subsection of our code is worth doing. He briefly spoke to the educational approach. He was against further regulation if possible.

Mayor Blair desired discretionary enforcement and control by dog owners, simplicity and predictability.

Councilmember Scott suggested using language such as *not under the physical restraint adequate for its size and nature or not sufficiently near its owner to be under its owner's direct control and obedient to the owner's commands* rather than *under voice control*.

Councilmember Roth and Tollefson were chosen to work on the ad hoc committee.

There was a brief discussion on animal licensing.

8. COUNCIL DISCUSSION [MOVED DOWN]

A. ANNUAL CITY COUNCIL ADVANCE FOLLOW-UP 9:29 PM

City Manager Schulze responded to an earlier comment by Mr. Tripp regarding private correspondence to Councilmembers. He said it was important for the community to know that there is no such thing as private correspondence and everything they receive is a public record and subject to disclosure.

City Manager Schulze presented a follow-up to the January 27, 2015 advance regarding 2015 Goals (Revenue Plan/Study, Cellular Wireless Coverage, Suzuki Property Decision, Process for Allocation of Human Services Funding, Amending Animal Control Regulations, Transfer Pritchard Park to Bainbridge Island Metropolitan Park and Recreation District, Revise SSWM Rate Structure and Public Safety Facility Decision)

B. COUNCIL LIAISONS TO CITIZEN ADVISORY COMMITTEES, AB 15-026 9:37 PM

Mayor Blair indicated it has been brought up that perhaps the road ends and harbor commission could be combined because, in fact, the road ends are a part of the harbors around and are water access points.

Councilmember Bonkowski supported the idea after the Harbor Commission has completed their work on the City Dock.

The following Councilmember were chosen to serve on the following City and Ad Hoc committees and commissions:

Harbor Commission – Mayor Blair

Historic Preservation Commission – Councilmember Blossom

Planning Commission – Councilmember Blossom

Environmental Technical Advisory Committee – Councilmember Bonkowski

Housing Trust Fund Executive Committee – determine whether its required

Lodging Tax Advisory Committee – Councilmember Townsend (Chair), Councilmember Scott (Vice-Chair)

Non-Motorized Transportation Advisory Commission – Councilmember Roth

Road Ends Advisory Committee – Mayor Blair

Tree Protection Ordinance Ad Hoc Committee – Councilmember Blossom, Councilmember Townsend

Utility Advisory Committee – Councilmember Tollefson

C. APPOINTMENTS TO VACANT REGIONAL COMMITTEES – CENCOM AND PUGET SOUND REGIONAL COUNCIL TRANSPOL (ALTERNATE), AB 15-027 9:46 PM

CENCOM – Mayor Blair

Kitsap Economic Development Council (KEDA) – Councilmember Bonkowski, Councilmember Scott

MOTION: *The appointments were approved as presented.*

ROTH/SCOTT – *Motion carried 7-0.*

10. COMMITTEE REPORTS

**A. NON-MOTORIZED TRANSPORTATION ADVISORY COMMITTEE LIAISON REPORT, FEBRUARY 4, 2015
– COUNCILMEMBER ROTH 9:50 PM**

Councilmember Roth highlighted items from his report (Waterfront Bridge project and Federal TIGER Grant program). City Manager Schulze explained it would be extremely helpful if the committee would prioritize their non-motorized projects.

Councilmember Bonkowski reported on a meeting he attended at the West Sound Alliance last Friday.

11. REVIEW UPCOMING COUNCIL MEETING AGENDAS 10:00 PM

City Manager Schulze reviewed the February 17, 2015 study session agenda: (Stream Typing/Fish Barrier Inventory, Kitsap Regional Coordinating Council Interlocal Agreements, Water Quality Flow Monitoring Program Flow Station Retrofit/Upgrade, Electric Vehicle Charging Station, Interlocal Agreement with U.S. Marshals Service-Violent Offender Task Force, Housing Resources Board Funding Request, Comcast Franchise Negotiations – Professional Services Agreement and Lodging Tax Advisory Committee Recommendations for 2015 Awards). The February 26, 2015 business meeting agenda: (Kitsap Public Health District Results of EPA-Funded Shoreline Survey Project-2014-2014 Presentation, Interlocal Agreement with Port Gamble Tribe for Police Motorcycles, Electric Vehicle Charging Station, Public Works Vehicle Procurement, Housing Resources Board Funding Request, Kitsap Regional Coordinating Council Interlocal Agreements Lodging Tax Advisory Committee Recommendations for 2015 Awards, Comcast Franchise Negotiations Professional Services Agreement and the Madison Diner Licensing Agreement for Trail Access if it's ready).

12. FOR THE GOOD OF THE ORDER 10:06 PM

Deputy Mayor Townsend reported the three ballot items were all passing.

13. ADJOURNMENT 10:07 PM

Mayor Blair adjourned the meeting at 10:07 PM.

Anne S. Blair, Mayor

Rosalind D. Lassoff, City Clerk

ISSUES DISCUSSED

1. EXECUTIVE SESSION: POTENTIAL LITIGATION (RCW 42.30.110(1)(I))
2. CALL TO ORDER / ROLL CALL
3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE
5. PRESENTATION
 - A. STREAM TYPING/FISH BARRIER INVENTORY, AB 15-029 – PUBLIC WORKS
 - B. KITSAP REGIONAL COORDINATING COUNCIL INTERLOCAL AGREEMENTS, AB 15-034 – MAYOR BLAIR
6. STAFF INTENSIVE
 - A. WATER QUALITY FLOW MONITORING PROGRAM FLOW STATION RETROFIT/UPGRADE, AB 15-030 – PUBLIC WORKS
 - B. ELECTRIC VEHICLE CHARGING STATION, AB 15-031 – PUBLIC WORKS
 - C. COMCAST FRANCHISE NEGOTIATIONS, PROFESSIONAL SERVICES AGREEMENT, AB 15-033 – EXECUTIVE
7. COUNCIL DISCUSSION
 - A. HOUSING RESOURCES BAINBRIDGE FUNDING REQUEST, AB 15-032 – COUNCIL
 - B. LODGING TAX ADVISORY COMMITTEE RECOMMENDATIONS FOR 2015 AWARDS, AB 14-020 – LTAC CHAIR BLOSSOM
8. COMMITTEE REPORTS
9. REVIEW UPCOMING COUNCIL MEETING AGENDAS
10. FOR THE GOOD OF THE ORDER
11. ADJOURNMENT

1. EXECUTIVE SESSION: POTENTIAL LITIGATION (RCW 42.30.110(1)(I)) 6:30 PM

Mayor Blair called an executive session to order at 6:30 p.m. with Councilmembers Blossom, Bonkowski, Roth, Scott and City Attorney Marshall to discuss Potential Litigation (RCW 42.30.110(1)(I)) in the Planning Conference Room. The recording system was turned off and a notice was posted on the door to the Council Chamber. The executive session adjourned at 7:00 p.m. No action was taken.

2. CALL TO ORDER / ROLL CALL 7:01 PM

Mayor Blair called the meeting to order at 7:01 p.m. with Councilmembers Blossom, Bonkowski, Roth and Scott present. Councilmembers Tollefson and Townsend were absent and excused. Records Management Coordinator Jahraus monitored the recording of the meeting and prepared the minutes.

3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE 7:02 PM

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

BONKOWSKI/ROTH: *The motion carried 5-0.*

4. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE 7:03 PM

City Manager Schulze remarked on legislation pertinent to Bainbridge Island; HB1850 relating to improving the efficiency of conducting certain department of transportation actions by exempting those actions from obtaining local reviews or permits under the shoreline management act.

HB 1461 revises numerous regulatory provisions regarding recreational and medical marijuana, including those pertaining to: excise taxes and exemptions; the allocation of revenues derived from excise tax proceeds and the siting of recreational marijuana businesses.

City Manager Schulze also shared that he walked up and down Winslow Way inviting business owners to the visioning/listening sessions pertaining to the Comprehensive Plan Update.

5. PRESENTATION 7:08 PM

A. STREAM TYPING/FISH BARRIER INVENTORY, AB 15-029 – PUBLIC WORKS

Jamie Glasgow with Wild Fish Conservancy and Justin Zweifel with the Department of Fish and Wildlife updated the City Council on recent stream typing and fish barrier inventory results of streams on Bainbridge Island.

Public Comment

Robert Dashiell, Tolo Road, looks forward to new maps with more thorough definitions of the fish in the habitats.

B. KITSAP REGIONAL COORDINATING COUNCIL INTERLOCAL AGREEMENTS, AB 15-034

– **MAYOR BLAIR** 7:39 PM

Mary McClure explained that the organizational restructuring and long-term sustainability of Kitsap Regional Coordinating Council has been under discussion for over a year. Pending development of inter-jurisdictional Interlocal Agreements (ILAs), COBI representatives to the KRCC Executive Board Blair and Bonkowski described the preliminary restructuring plans and discussed proposed ILAs.

***MOTION:** I move to forward one Interlocal Agreement associated with the KRCC restructure and two Interlocal Agreements related to transfer of the Housing Grants Programs with Kitsap County to the consent agenda for February 24, 2015.*

***BONKOWSKI/ROTH:** The motion carried 5-0.*

6. STAFF INTENSIVE 8:16 PM

A. WATER QUALITY FLOW MONITORING PROGRAM FLOW STATION RETROFIT/UPGRADE, AB 15-030 – PUBLIC WORKS

Public Works Director Loveless introduced the information-only agenda item. Since 2010, the City has been improving the flow sensing technology at the City's automated flow monitoring stations in order to minimize station downtime (data loss) and improve efficiency and quality.

Currently, two improved stations have the same capabilities and equipment and utilize similar techniques for flow measurement and water quality data acquisition. However, the remaining stations utilize older equipment and techniques and have dissimilar capabilities. This difference in equipment, techniques and capabilities creates challenges for data acquisition, post -processing, and management; equipment maintenance; and overall general operations, particularly during automated targeted storm event sampling.

Improvements outlined in the scope of work will enhance and streamline data acquisition, processing and management all while increasing efficiency and, ultimately, reducing labor and maintenance costs.

This scope of work also includes routine annual weather station maintenance tasks and provides for on-call, only-as-needed, trouble-shooting technical assistance.

A professional services agreement with Cardno Tech in the amount of \$21,181.36 (within the City Manager's signing authority) was recommended to the City Manager for approval.

B. ELECTRIC VEHICLE CHARGING STATION, AB 15-031– PUBLIC WORKS 8:22 PM

The EV charging station located on Winslow Way was installed by Blink during the Winslow Way Reconstruction project and is now owned by the City. The unit has had on-going reliability issues and is currently inoperative without a service contract. Blink will assume ownership of the unit and repair or replace it with the contract terms being an exclusive 4-year entitlement to operate this unit and any other units the City may install over this term. In addition, Blink will retain 60% of the net profits generated by the unit net of operating costs. After considerable evaluation by City staff, it is recommended that another service provider would be more responsive and reliable.

Charge Northwest has provided the City a quote for removal of the existing Blink charging station and installation of a new Chargepoint dual head charger. An additional estimated \$1,000.00 is needed for an electrical contractor to install the charging station for a total estimated expense of \$8,224.00. The initial expense includes a 3-year discounted, pre-paid network subscription plan. In addition, Chargepoint would retain 10% of the fees collected at the station and the City will have full control over setting the fees charged.

Other areas in Kitsap County use Chargepoint units including Central Market in Poulsbo, and Town & County Market plans to install a new unit as part of their renovation project.

Public Comment

Rex Oliver, Chamber of Commerce, recommends a dual head charges in one parking spot.

8:38 PM

***MOTION:** I move that the City Council amend the 2015 Equipment CIP to authorize the purchase of a Chargepoint Electric Vehicle charging station in the estimated amount of \$8,224.00 and forward to the February 24, 2015 consent agenda.*

***SCOTT/ROTH:** The motion carried 5-0.*

**C. COMCAST FRANCHISE NEGOTIATIONS, PROFESSIONAL SERVICES AGREEMENT,
AB 15-033 – EXECUTIVE 8:38 PM**

City Manager Schulze addressed Council for the agenda item. He explained the City's franchise agreement with Comcast of California/Colorado/Washington L.P. terminated on January 31, 2013. A review of files from January 2010 – January 2013 did not result in any documentation of an extension, which is provided for in the franchise agreement. The first step in the process of renewing a cable television franchise is receipt of written notice from the cable operator under Section 626 of the 1984 Cable Act, which provides for the commencement of a formal renewal procedure. The City of Bainbridge Island received the written notification from Comcast on March 8, 2010. No further action has been taken by either party since the notification was received.

The expired franchise agreement is extremely outdated and there are significant elements missing that would be beneficial to the City. For example, the expired franchise agreement's definition of gross revenues does not provide detail to include many revenues generated by cable operators. The expired franchise agreement does not provide the City with authority to conduct performance evaluations regarding compliance with the franchise agreement. There is no authority for the City to require a basic quality of service or ensure technical performance meets or exceeds federal technical standards.

In 2014, River Oaks Communication Corporation was chosen as the consultant to engage Comcast in franchise negotiations. This request is to enter into a new PSA with River Oaks Communications Corporation to continue their work in developing a revised franchise agreement.

Public Comment

Debbi Lester, Ericksen Avenue, wanted to know what we have spent and what have we accomplished with the Comcast agreements to date.

8:51 PM

MOTION: I move the City Council forward the Professional Service Agreement with River Oaks Communications to the February 24, 2015 consent agenda.
BONKOWSKI/SCOTT: The motion carried 5-0.

7. COUNCIL DISCUSSION 8:52 PM

A. HOUSING RESOURCES BAINBRIDGE FUNDING REQUEST, AB 15-032 – COUNCIL

Council has been provided a letter from Housing Resources Bainbridge outlining a funding request for a Housing Trust Fund grant to complete the development of the HRB Ferncliff Townhomes Project. The City Council allocated a transfer of \$150,000 from the General Fund to the Housing Trust Fund in the 2015 Budget, but did not appropriate expenditures from the HTF. Therefore, any expenditure from the HTF will require a budget amendment.

Mark Blatter of HRB addressed council.

Councilmember Bonkowski read Councilmember Tollefson's comments for the record.

The agenda item was forwarded to the February 24, 2015 agenda under Council Discussion.

**B. LODGING TAX ADVISORY COMMITTEE RECOMMENDATIONS FOR 2015 AWARDS,
AB 14-020 – LTAC CHAIR BLOSSOM 9:11 PM**

In response to a Request for Proposal issued by the City in fall 2014, the Lodging Tax Advisory Committee (LTAC) has received and reviewed proposals submitted by eligible organizations requesting monies from the Lodging Tax (Civic Improvement) Fund for 2015. The City received requests for funding from 12 projects. Eligible funding requests totaled \$299,381 for next year's funding cycle.

The 2015 LTAC recommendation totals \$135,000. The recommended grants for each project range from 80% to 0% of the requested amount. Details of LTAC's review and the suggested funding are included in the attached 2015 Funding Recommendation.

The City's Code contains a provision to encourage the use of these funds for Capital Projects and specifically provides that 50% of the funds be provided to capital projects. In past years, this requirement has often been waived by the City Council at the time of the approval of the project awards. Changes to State law in mid-2013 eliminated LTAC eligibility for capital projects undertaken by non-profit or private sector entities. As a result, only municipal entities may currently use LTAC funds for capital expenditures. This change decreases the pool of potential applications that are eligible to propose capital projects.

Following City Council approval, contracts will be developed for each agency for which 2015 funding is provided.

9:14 PM

MOTION: That the City Council considers approval of the distribution of \$135,000 in 2015 Civic Improvement Funds as detailed in the 2015 Funding Recommendation from LTAC and waive the requirement that 50% of the funds go to capital expenditures and forward to the February 24, 2015 consent agenda.
BLOSSOM/ROTH: The motion carried 5-0.

8. COMMITTEE REPORTS 9:15 PM

Mayor Blair reported on three City advisory committees: Historical, Harbor and Road Ends. Councilmember Tollefson submitted a Utility Advisory Committee Liaison Report in writing.

9. REVIEW UPCOMING COUNCIL MEETING AGENDAS 9:19 PM

February 24, 2015 Business Meeting

Kitsap Public Health District Results of ETA-Funded Shoreline Survey Project
Kitsap Regional Coordinating Council Interlocal Agreements
Electric Vehicle Charging Station
Housing Resources Bainbridge Request for Housing Trust Fund Grant
Lodging Tax Advisory Committee Recommendations for 2015 Awards
Comcast Franchise Negotiations, Professional Services Agreement
Options for Shoreline Master Program Monitoring

10. FOR THE GOOD OF THE ORDER 9:27 PM

None offered.

11. ADJOURNMENT 9:28 PM

Mayor Blair adjourned the meeting at 9:28 p.m.

Anne S. Blair, Mayor

Kelly Jahraus, Records Management Coordinator

ITEMS DISCUSSED

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
3. PUBLIC COMMENT
4. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE
5. PRESENTATION
 - A. KITSAP PUBLIC HEALTH DISTRICT RESULTS OF EPA-FUNDED SHORELINE SURVEY PROJECT (2012-2014)
6. CONSENT AGENDA
 - A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL
 - B. REGULAR STUDY SESSION MEETING MINUTES, FEBRUARY 3, 2015
 - C. KITSAP REGIONAL COORDINATING COUNCIL INTERLOCAL AGREEMENTS, AB 15-034 – MAYOR BLAIR
 - D. ELECTRIC VEHICLE CHARGING STATION, AB 15-031 – PUBLIC WORKS
 - E. LODGING TAX ADVISORY COMMITTEE RECOMMENDATIONS FOR 2015 AWARDS, AB 14-020 – LTAC CHAIR BLOSSOM
 - F. COMCAST FRANCHISE NEGOTIATIONS, PROFESSIONAL SERVICES AGREEMENT, AB 15-033 – EXECUTIVE
7. COUNCIL DISCUSSION
 - A. HOUSING RESOURCES BAINBRIDGE REQUEST FOR HOUSING TRUST FUND GRANT, AB 15-032 – EXECUTIVE
8. WORK SESSION (PUBLIC COMMENT TO BE ACCEPTED)
 - A. SHORELINE MASTER PROGRAM MONITORING ALTERNATIVES, AB 14-089 – PLANNING
9. COMMITTEE REPORTS
10. REVIEW UPCOMING COUNCIL MEETING AGENDAS
11. FOR THE GOOD OF THE ORDER
12. ADJOURNMENT

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

Mayor Blair called the meeting to order at 7:00 p.m. with Councilmembers Blossom, Bonkowski, Roth, Scott, Tollefson and Townsend present. Records Management Coordinator Jahraus monitored the recording of the meeting and prepared the minutes. Everyone stood for the Pledge of Allegiance.

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

7:01 PM **MOTION:** *The agenda accept the agenda as presented.*
TOWNSEND/BONKOWSKI: *The motion carried 7-0.*

3. PUBLIC COMMENT 7:01 PM

Christa Little, Reitan Road, offered comment regarding the Comcast Negotiation agenda item.

4. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE 7:06 PM

- City Manager Schulze met with representatives from CenCom.
- On May 5, the City will be participating with the U.S. Navy tabletop exercise to prepare for a radiological event.
- The new phone system will go live on Wednesday, February 25.
- Two more Listening Sessions: next Monday, March 2 and Wednesday, March 4.

5. PRESENTATION 7:08 PM

A. KITSAP PUBLIC HEALTH DISTRICT RESULTS OF EPA-FUNDED SHORELINE SURVEY PROJECT (2012-2014)

Eva Crim, Stuart Whitford and Susan Walther of the Kitsap Public Health District attended the meeting and used a PowerPoint to illustrate the grant funded survey project for shellfish restoration and protection.

6. CONSENT AGENDA 7:26 PM

A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL

Accounts Payable Manual Void Check Numbers 337858-337859, Manual Check Numbers 337869-337879, 2014 Regular Check Run Numbers 337880-337887 and 2015 Regular Check Run Numbers 337888-337970 for a total of \$255,901.85. Payroll Direct Deposit Check Numbers 032360-032468, Regular Run Check Numbers 106987-106991, Vendor Check Numbers 106992-107003 and a Federal Tax Electronic Transfer EFT for a total of \$431,593.65.

- B. REGULAR STUDY SESSION MEETING MINUTES, FEBRUARY 3, 2015**
- C. KITSAP REGIONAL COORDINATING COUNCIL INTERLOCAL AGREEMENTS AB 15-034 – MAYOR BLAIR**
- D. ELECTRIC VEHICLE CHARGING STATION, AB 15-031 – PUBLIC WORKS**
- E. LODGING TAX ADVISORY COMMITTEE RECOMMENDATIONS FOR 2015 AWARDS, AB 14-020 – LTAC CHAIR BLOSSOM**
- F. COMCAST FRANCHISE NEGOTIATIONS, PROFESSIONAL SERVICES AGREEMENT, AB 15-033 – EXECUTIVE**

7:27 PM ***MOTION:** I move that the City Council approve Consent Agenda Items A through F:*
A. Accounts Payable Voucher and Payroll Approval
B. Regular Study Session Meeting Minutes, February 3, 2015
C. Kitsap Regional Coordinating Council Interlocal Agreements AB 15-034
D. Electric Vehicle Charging Station, AB 15-031
E. Lodging Tax Advisory Committee Recommendations for 2015 Awards, AB 14-020
F. Comcast Franchise Negotiations, Professional Services Agreement, AB 15-033
***BONKOWSKI/TOLLEFSON:** The motion carried 7-0.*

7. COUNCIL DISCUSSION 7:27 PM

- A. HOUSING RESOURCES BAINBRIDGE REQUEST FOR HOUSING TRUST FUND GRANT, AB 15-032 – EXECUTIVE**

Housing Resources Bainbridge is requesting a Housing Trust Fund grant to complete the development of the HRB Ferncliff Townhomes Project. The City Council allocated a transfer of \$150,000 from the General Fund to the Housing Trust Fund in the 2015 Budget, but did not appropriate expenditures from the HTF. Therefore, any expenditure from the HTF will require a budget amendment.

After Council discussion, a straw vote to fund 75K in 2015 and 75K in 2016 with the caveat pending the fact that full financing is available and the project is able to begin this year was agreed upon 4-3. (Blair, Blossom, Roth). Staff direction is to draft an agenda bill reflecting the 75/75 split.

8. WORK SESSION (PUBLIC COMMENT TO BE ACCEPTED) 7:40 PM

- A. SHORELINE MASTER PROGRAM MONITORING ALTERNATIVES, AB 14-089 – PLANNING**

Shoreline Planner Carr addressed Council using a PowerPoint. The City's Shoreline Master Plan (SMP) Update took effect on July 30, 2014. One of the Department of Ecology's (Ecology) requirements associated with the revised regulations is that jurisdictions monitor for "no net loss" of shoreline ecological functions. The Council has had a number of discussions over the past several months on how to put together an effective monitoring program, including, at the January 6, 2015 Council meeting, authorizing work through the Puget Sound Marine and Nearshore Grant Program, "Improving Compliance with Puget Sound Marine Shoreline Regulations," to produce an updated land use/land cover map that would serve as a baseline for an SMP monitoring program. At the same Council meeting, Council directed planning staff to present Council with a range of alternatives for an SMP monitoring program.

Planning staff consulted with ETAC, Ecology and other jurisdictions to develop three alternatives for an SMP monitoring program. The monitoring program will include: (a) how and what is measured to determine if no net loss is being achieved; (b) what components, relationships and responsibilities are necessary for implementation and management; and (c) a realistic approach that meets Ecology's basic requirements, coordinates with other monitoring efforts on a local and regional scale and addresses the identified community need for local data sources.

The three alternatives for an SMP monitoring program provide a spectrum of "high, medium and low" in terms of financial, technical and human resources needed to implement and manage the program. Each alternative includes an overview of these components: (1) basic approach; (2) parameters for monitoring and establishing baseline; (3) staffing; (4) funding; (5) volunteers and community participation; (6) coordination with other programs and (7) oversight.

Public Comment

Maradel Gale, Winslow, urged the Council to adopt the ETAC proposal and to do more than the minimal requirements recommended by the Department of Ecology.

Lisa Macchio, Old Mill Road, warned Council that Ecology might say all we have to do is implement the SMP but seven years from now Ecology will change their guidance. She recommends the ETAC proposal.

Dave Sale, stated that starting with the second alternative is a good start or a hybrid of the second and third alternative.

Wayne Daley, Jeannette Place, commended the City staff on the work done on the SMP. He referred to an article in the Kitsap Sun regarding forage fish. ETAC has provided a good start for a monitoring plan.

Elise Wright, representing the Bainbridge Alliance, stated alternative three proposed by ETAC is the only one that measures ecological function.

Robert Dashiell, stating that no net loss is a general concept but not scientifically measurable.

MOTION: *I move that the City Council authorize staff to finalize Option Two SMP monitoring program alternatives.*

TOLLEFSON/BLOSSOM: *The motion carried 6-1. (Bonkowski)*

9. COMMITTEE REPORTS 8:52 PM

None offered.

10. REVIEW UPCOMING COUNCIL MEETING AGENDAS 8:53 PM

March 3 Study Session

Public Safety Facility Site Selection

Transfer of Pritchard Park to BIMPD

Community Services Funding Framework (Discussion)

Transfer of Kitsap County Tidelands to City (Info.)

Lynwood Center Outfall Improvement Project (Info.)

Groundwater Assessment Professional Services Agreement (Info.)

Interlocal Agreement with Port Gamble Tribe - Police Motorcycles (Info.)

Contract Amendment with Ridolfi - Restoration Project Monitoring, Pritchard Park East and John Nelson Park at Strawberry Cannery Cove (Info.)

National Estuary Program (NEP) Watershed Protection & Restoration Grant Program (Info.)

Memorandum of Understanding w/U.S. Marshals Service - Violent Offender Task Force (Info)

March 10 Business Meeting

Proclaiming March 18, 2015 Traumatic Brain Injury Awareness Month (Consider Action)

License Agreement with Madison Diner for Trail Access (Consider Action)

Lynwood Center Outfall Improvement Project Contract (Consider Action)

Groundwater Assessment Professional Services Agreement Contract (Consider Action)

Interlocal Agreement with Port Gamble Tribe - Police Motorcycles (Consider Action)

Memorandum of Understanding w/U.S. Marshals Service - Violent Offender Task Force (Consider Action)

Contract Amendment with Ridolfi - Restoration Project Monitoring, Pritchard Park East and John Nelson Park at Strawberry Cannery Cove (Consider Action)

National Estuary Program (NEP) Watershed Protection & Restoration Grant Program (Consider Action)

Transfer of Kitsap County Tidelands to City (Consider Action)

Work Session: Traffic Impact Fees Discussion and Ordinance

11. FOR THE GOOD OF THE ORDER 9:02 PM

- Councilmember Roth attended a celebration of the sealing of the Washington Centennial Time Capsule in Olympia.
- Mayor Blair reported that Margaret "Maggie" Hoberg, a senior at Eagle Harbor High School, is among approximately 3,900 candidates in the 2015 U.S. Presidential Scholars Program.
- Mayor Blair asked Council for their endorsement of a letter of support to be sent to the Bainbridge Artisan Resource Network.

12. ADJOURNMENT 9:08 PM

Mayor Blair adjourned the February 24, 2015 business meeting at 9:08 PM.

Anne S. Blair, Mayor

Kelly Jahraus, Records Management Coordinator

ITEMS DISCUSSED

1. EXECUTIVE SESSION: PROPERTY ACQUISITION (RCW 42.30.110(1)(b))
2. CALL TO ORDER / ROLL CALL
3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE
5. STAFF INTENSIVE
 - A. COMMUNITY SERVICES FUNDING FRAMEWORK, AB 15-040 – EXECUTIVE
 - B. PUBLIC SAFETY SITE SELECTION, AB 14-008 – EXECUTIVE
 - C. TRANSFER OF KITSAP COUNTY TIDELANDS TO CITY OF BAINBRIDGE ISLAND, AB 15-043 – EXECUTIVE
 - D. CONTRACT AMENDMENT WITH RIDOLFI TO AMEND CONTRACT SCHEDULE FOR RESTORATION MONITORING PROGRAM AT JOHN NELSON PARK AT STRAWBERRY CANNERY COVE AND PRITCHARD EAST BLUFF AB 15-044 - PLANNING
 - E. NATIONAL ESTUARY PROGRAM (NEP) WATERSHED PROTECTION AND RESTORATION GRANT OPPORTUNITY, AB 15-046 – PLANNING
 - F. PUBLIC WORKS CONTRACTS, AB 15-045
 1. INTERLOCAL AGREEMENT WITH PORT GAMBLE TRIBE FOR POLICE MOTORCYCLES, AB 15-037
 2. LYNWOOD CENTER OUTFALL IMPROVEMENT PROJECT, AB 11-086
 3. GROUNDWATER ASSESSMENT PROFESSIONAL SERVICES AGREEMENT, AB 15-038
 - G. MEMORANDUM OF UNDERSTANDING WITH US MARSHALS SERVICE, VIOLENT OFFENDER TASK FORCE, AB 15-039 – POLICE
6. COUNCIL DISCUSSION
 - A. TRANSFER OF PRITCHARD PARK TO BAINBRIDGE ISLAND METROPOLITAN PARKS DISTRICT, AB 15-043 – COUNCILMEMBER TOLLEFSON
7. COMMITTEE REPORTS
 - A. UTILITY ADVISORY COMMITTEE LIAISON REPORT – COUNCILMEMBER TOLLEFSON
8. REVIEW UPCOMING COUNCIL MEETING AGENDAS
9. FOR THE GOOD OF THE ORDER
10. ADJOURNMENT

1. EXECUTIVE SESSION: PROPERTY ACQUISITION (RCW 42.30.110(1)(B)) 6:30 PM

Deputy Mayor Townsend called an executive session to order at 6:30 p.m. with Councilmembers Blair, Blossom, Bonkowski, Roth, Scott, Tollefson and City Attorney Marshall to discuss Property Acquisition (RCW 42.30.110(1)(B)) in the Planning Conference Room. The recording system was turned off and a notice was posted on the door to the Council Chamber. The executive session adjourned at 7:00 p.m. No action was taken.

2. CALL TO ORDER / ROLL CALL 7:02 PM

Deputy Mayor Townsend called the meeting to order at 7:00 p.m. with Councilmembers Blair, Blossom, Bonkowski, Roth, Scott, and Tollefson present. Records Management Coordinator Jahraus monitored the recording of the meeting and prepared the minutes.

3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE 7:03 PM

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

BLAIR/BONKOWSKI: *The motion carried 7-0.*

Councilmember Blossom stated she would abstain from voting on Item F 2 due to family-business connections.

4. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE 7:04 PM

City Manager Schulze's report included:

- Progress was made with negotiations with the IAM. Council will be briefed at the March 10 meeting.
- The final listening session on the Comp Plan updated will be held on Wednesday, March 4.
- City Manager Schulze was appointed to its credentialing board by the ICMA.
- The government TV task force will meet on Friday, March 6 to identify types of equipment we will need to restore some of the local programming left behind by BITV.

5. STAFF INTENSIVE 7:08 PM

A. COMMUNITY SERVICES FUNDING FRAMEWORK, AB 15-040 – EXECUTIVE

Deputy City Manager Smith explained that during discussions to develop the 2015-16 Biennial Budget in fall 2014, the City Council expressed intent to work in 2015 to review the process used to allocate community services funding. Funding is currently allocated according to a recommendation developed several years ago. Mayor Blair and Councilmember Tollefson have developed a proposed approach to update the methodology to award these funds.

Input from Council and staff will be used to further develop the proposed update to the allocation process. Mayor Blair and Councilmember Tollefson will continue discussions with key external stakeholders to confirm feasibility and finalize a proposed process. When ready, the refined proposal will be brought back to City Council for review at a study session, along with a proposed resolution to capture the key elements of the updated allocation process.

Public Comment

Jim Hopper is the executive director of the Bainbridge Community Foundation, explained to Council how the community needs assessment is done.

Joanne Tews, Executive Director of Helpline House thanked Deputy City Manager Smith for her help and sensitivity during the past four years. She stated that Helpline is not afraid of any kind of application process; they provide a scope of services and submit quarterly reports.

B. PUBLIC SAFETY SITE SELECTION, AB 14-008 – EXECUTIVE 7:48 PM

City Manager Schulze led a brief discussion on factors that should be measured as Council evaluates the three remaining sites in consideration for the public safety facility.

Public Comment

Andy Maron, Sands Avenue, has a historic interest in the siting of the police facility. He urged Council to give ample time for public comment once a property is chosen. If a site is chosen near the fire station, he said the City should use the Suzuki property that the City already owns.

**C. TRANSFER OF KITSAP COUNTY TIDELANDS TO CITY OF BAINBRIDGE ISLAND, AB 15-043
– EXECUTIVE 7:58 PM**

This is a discussion item regarding Kitsap County's request to transfer to the City 21 tideland parcels. The parcels are identified by parcel number on the attached Exhibit A in the agenda packet, and were not transferred to the City upon the City's incorporation.

The City's ownership of these parcels is desirable because the City is the permitting authority, with DOE as a partner, of shoreline activity through the City's Shoreline Master Program (SMP). Ownership of these parcels means that the City will not be required to rely upon the County for approval of docks, where allowed, over the tideland parcels.

Attached as Exhibit B in the agenda packet is a quitclaim deed for two of the 21 parcels: parcel number 352502-2-061-2006, and parcel number 352502-2-062-2005. The County prepared quitclaim deeds for these two parcels because Leann McDonald of Shoreline Solutions LLC represents the property owners adjacent to these two parcels who wish to submit development applications for construction of docks. Accordingly, the County wished to expedite the transfer of these two quitclaim deeds but has not prepared quitclaim deeds for the remaining two parcels.

If Council approves of the transfer of these 21 parcels to the City, staff will place this item on the March 10, 2015 business meeting consent agenda with a motion to authorize the City Manager to execute quitclaim deeds for transfer of each of the 21 parcels.

**D. CONTRACT AMENDMENT WITH RIDOLFI TO AMEND CONTRACT SCHEDULE FOR
RESTORATION MONITORING PROGRAM AT JOHN NELSON PARK AT STRAWBERRY
CANNERY COVE AND PRITCHARD EAST BLUFF AB 15-044 – PLANNING 8:00 PM**

The City manages two restoration sites located at Strawberry Cannery Cove and Pritchard Park East Bluff. The Elliott Bay Trustee Council identified the sites for habitat restoration projects, and the Trustees provided funds to restore natural resources injured by hazardous substances released from the Wyckoff facility in Eagle Harbor. Restoration activities were completed at the sites in 2011, and the City then entered into a professional services agreement with Ridolfi for restoration monitoring. The original scope of the work for the project is attached for as background information (Exhibit A) in the agenda packet.

The professional services agreement was intended to cover a three-year period, May 2012 through May 2015. However, the agreement documents inadvertently specified a termination date of December 31, 2014. The purpose of this amendment is to correct the termination date to May 31, 2015. The amendment does not change the scope of work.

8:03 PM **MOTION:** *I move to forward the Ridolfi contract amendment to the consent agenda on March 10, 2015.*
BLAIR/BONKOWSKI: *The motion carried 7-0.*

E. NATIONAL ESTUARY PROGRAM (NEP) WATERSHED PROTECTION AND RESTORATION GRANT OPPORTUNITY, AB 15-046 – PLANNING 8:03 PM

The Washington State Departments of Ecology (Ecology) and Commerce (Commerce) are soliciting applications for grants under the NEP Watershed Protection and Restoration Grant Program. The current funding solicitation is for proposals to “Improve Land Use Management.” The program is supported by federal funds from the Environmental Protection Agency (EPA).

The funding solicitation states, “Applicants should propose projects that focus on improving land use management and developing planning and regulatory tools that focus growth in urban centers and protect rural areas.” Some grant specifics include:

- The City must be ready to proceed with the project by September 1, 2015.
- The work must be completed no later than December 31, 2017.
- The maximum amount of award per project is \$250,000. There is no required local match for these funds.

The ongoing Comprehensive Plan update process is an ideal opportunity for the City to address inefficiencies in current policy and permitting processes and develop a more integrated, comprehensive approach for environmental protection and growth management. Planning staff is proposing to use NEP funding to undertake a comprehensive review of current critical areas protections, water quality monitoring efforts, proposed shoreline master program (SMP) monitoring strategies, and the under-utilized transfer/purchase of development programs to explore possibilities to integrate these various programs and protection mechanisms into a single, cohesive strategy that considers development actions and patterns and natural resource protection on a broad, landscape scale. Short-term outcomes will include an assessment and evaluation of the City’s current approach to critical areas protection and natural resource management; improved and/or refined policy, planning tools and development regulations (e.g.; recommended language for the Comprehensive Plan and critical areas ordinance updates and the SMP monitoring program); opportunities for larger scale protection, mitigation and restoration actions; and an integrated approach to critical areas, water quality and shoreline protection, monitoring and restoration. Long-term outcomes will include improvements in watershed-based ecological processes and functions such as riparian connectivity, decreased stormwater runoff, enhanced groundwater recharge, and improved water quality and aquatic/nearshore habitat.

8:09 PM **MOTION:** *I move that the City Council authorize staff to apply to the National Estuary Program (NEP) Watershed Protection & Restoration Grant Program.*
BONKOWSKI/SCOTT: *The motion carried 7-0.*

F. PUBLIC WORKS CONTRACTS, AB 15-045 8:10 PM

1. INTERLOCAL AGREEMENT WITH PORT GAMBLE TRIBE FOR POLICE MOTORCYCLES, AB 15-037

Police Chief Hamner addressed Council.

In the 2015 budget, \$30,000 was allocated for an electric motorcycle in keeping with the City’s desire to maintain a green community. After further research, it was determined to move forward with gasoline rather than electric type of motorcycle(s) until more data is available for police use. Staff is proposing to purchase two gasoline motorcycles at an exceptionally reasonable cost to initiate the motorcycle patrol program from the Port Gamble S’Klallam Tribe.

The Tribe has declared two 2009 BMW G650 GS-P motorcycles as surplus to their needs and pursuant to the provisions of the Inter Local Cooperation Act, RCW Chapter 39.34, the City desires to purchase the motorcycles in the amount of \$10,000.00 plus sales tax. The motorcycles are patrol ready with less than 200 miles each and will allow the officers to begin police motorcycle patrol training in spring of 2015.

The purchase of the motorcycles is for the Police Department’s use and shall be picked up by the City within (7) seven days of execution of the Agreement. The transfer of the motorcycles shall be by Bill of Sale provided to the City upon payment of the motorcycles.

8:13 PM **MOTION:** *I move that the City Council forward the Interlocal Agreement with the Port Gamble S'Klallam Tribe to purchase two 2009 BMW G650 GS-P motorcycles in the amount of \$10,000.00 plus sales tax and amend the CIP to authorize the purchase of two police gasoline motorcycles to the March 10, 2015 consent agenda.*
BONKOWSKI/BLAIR: *The motion carried 7-0.*

2. LYNWOOD CENTER OUTFALL IMPROVEMENT PROJECT, AB 11-086 8:14 PM

The Lynwood Center Outfall Improvements project consists of upgrading an existing 30" pipe system to 36" and 48" corrugated polyurethane pipe along with new catch basins. Work also includes cleaning approximately 100' of concrete outfall pipe and installation of a tidal check valve.

On June 13, 2012, the City Council accepted a Statewide Stormwater grant for the Lynwood Center Outfall project in the amount of \$188,000 with a city match of \$63,000.

On August 8, 2014, the City Council rejected the bid from Coluccio Construction as it was 142% over the engineer's estimate and the project was consequently postponed.

Bids were once again solicited through the local newspapers and the bid opening was held on February 24, 2015. The apparent low bidder is Sound Excavation in the amount of \$249,700.00. An additional amount of \$60,000.00 from the SSWM fund is needed to cover the contract amount, permit required, monitoring and additional construction contingency.

8:18 PM **MOTION:** *I move that the City Council forward the Lynwood Center Outfall Improvements project award to Sound Excavation in the amount of \$249,700.00 and approve a budget amendment of \$60,000.00 from the SSWM fund to the March 10, 2015 City Council consent agenda.*
BLAIR/ROTH: *The motion carried 6-0 with one abstention (Blossom.)*

3. GROUNDWATER ASSESSMENT PROFESSIONAL SERVICES AGREEMENT, AB 15-038 8:18 PM

Water Resources Specialist Apfelbeck addressed Council. This project will provide an in-depth hydro-geological assessment of Island-wide groundwater monitoring data, evaluate the City's groundwater model, implement City-selected model improvements, and utilize the model to test land use and resource management modifications in support of future updates to the City's Utility Management Plans and the pending update to the City's Comprehensive Plan.

The City solicited Requests for Proposal from seven firms from the MRSC consultant roster. A selection committee consisting of two outside agency professionals (King County and Kitsap Public Utility District), an ETAC representative, and key City staff reviewed the submitted proposals. Aspect Consulting was selected as the most qualified consultant to perform the work. See attached agreement and scope of work for further details.

8:30 PM **MOTION:** *I move that the City Council forward the Groundwater Assessment Professional Services Agreement with Aspect Consulting in the amount of \$55,200.00 to the March 10, 2015 consent agenda.*
BLAIR/SCOTT: *The motion carried 7-0.*

G. MEMORANDUM OF UNDERSTANDING WITH US MARSHALS SERVICE, VIOLENT OFFENDER TASK FORCE, AB 15-039 8:31 PM

The purpose of the Violent Offender Task Force (VOTF) is to investigate and arrest persons who have active state and federal warrants for their arrest. The intent of the MOU is to coordinate support from local agencies to make the apprehension of these fugitives a joint effort, thereby improving public safety and reducing the potential for violent crime.

Participating agencies refer cases for investigation and receive assistance in apprehending these criminals from members of the VOTF. Targeted crimes primarily include violent crimes against persons, weapons offenses, felony drug offenses, failure to register as a sex offender, and crimes committed by subjects who have a criminal history involving violent crimes, felony drug offenses, and/or weapons offenses. Participating agencies retain responsibility for the cases they refer to the VOTF.

The BIPD's participation as a member of the VOTF does not require a budget amendment. If the Marshals Service receives Asset Forfeiture funding for either 1) overtime incurred by state and local investigators who provide full time support to the US Marshals Service VOTF joint law enforcement task forces; or 2) travel, training, purchase or lease of police vehicles, fuel, supplies or equipment for state and local investigators in direct support of state and local investigators, the USMS shall, pending availability of funds, reimburse the BIPD for expenses incurred, spending on which category of funding is provided.

8:32 PM **MOTION:** *I move the memorandum of understanding between the U.S. Marshals Service and the City of Bainbridge Island Police Department be approved and signed.*
BLAIR/BONKOWSKI: *The motion carried 7-0.*

6. COUNCIL DISCUSSION 8:33 PM

A. TRANSFER OF PRITCHARD PARK TO BAINBRIDGE ISLAND METROPOLITAN PARKS DISTRICT, AB 15-043 – COUNCILMEMBER TOLLEFSON

Councilmember Tollefson led the discussion on the agenda item stating it's time for us to move on to getting the park transferred to the park district and we should transfer as much as we can.

Public Comment

Sallie Maron, spoke on behalf of the Bainbridge Island Japanese American Community. They are grateful that Council is considering the transfer because once completed, development of the memorial site can continue.

Council indicated strong support for City Manager Schulze to work with the BIMPD on completing the necessary steps to have the transfer occur. This item will be placed on a study session agenda for further discussion and public comment.

7. COMMITTEE REPORTS 8:44 PM

A. COUNCILMEMBER TOLLEFSON – UTILITY ADVISORY COMMITTEE LIAISON REPORT

8. REVIEW UPCOMING COUNCIL MEETING AGENDAS 8:44 PM

March 10 (Subject to Change)

Executive Session: Collective Bargaining
License Agreement with Madison Diner for Trail Access
Consider HRB Request for Housing Trust Fund Grant
Election of Deputy Mayor for April-June
Lynwood Center Outfall Improvement Project Contract (Consider Action)
Groundwater Assessment Professional Services Agreement Contract (Consider Action)
Public Works Vehicle Procurement (Consider Action)
Contract Amendment with Ridolfi - Restoration Project Monitoring, Pritchard Park East & Strawberry Plant Park
Transfer of Kitsap County Tidelands to City (Consider Action)
LTAC PSA - Chamber of Commerce (Consider Action)
Interlocal Agreement with Port Gamble Tribe - Police Motorcycles
Traffic Impact Fees Discussion (Work Session)

March 17 (Subject to Change)

Animal Control Ordinance
John Nelson Park
1st Reading Wireless Ordinance
Results Map
Annual Report from Public Safety
Public Works Contracts
Traffic Impact Fees
Business License Amendment
Historic Preservation
Meals on Wheels Proclamation
Joe Tovar Contract (Comprehensive Plan Update PSA)

9. FOR THE GOOD OF THE ORDER 8:51 PM

Councilmember Bonkowski mentioned button design contest for the upcoming second annual Bainbridge Island Volunteer Celebration Week.

Councilmember Tollefson cleared up some confusion about an article in the Kitsap Sun that unfortunately started a rumor that we are going to propose \$1000 fine for leash law violations. No change is being proposed regarding penalties. The fine up to \$1000 has to do with dangerous animals and cruelty to animals, and does not have to do with leash violations.

10. ADJOURNMENT 8:56 PM

Deputy Mayor Townsend adjourned the meeting at 8:56 p.m.

Anne S. Blair, Mayor

Kelly Jahraus, Records Management Coordinator

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Lynwood Center Outfall Improvements Project	Date: March 10, 2015
Agenda Item: Consent Agenda	Bill No.: AB 11-086
Proposed By: Public Works Director Barry Loveless	

BUDGET INFORMATION

Depart/Fund: PW 2015 CIP @ \$211,925.00		PW SSWM @ \$60,000 (via budget adjustment)	
Expenditure Req: \$249,700	Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☒ Yes ☐ No	

REFERRALS/REVIEW

Study Session: 03/03/15	Recommendation: Forward to 03/10/15 Consent Agenda	
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider approval of the Lynwood Center Outfall Improvements project.

Background:

The Lynwood Center Outfall Improvements project consists of upgrading an existing 30" pipe system to 36" and 48" corrugated polyurethane pipe along with new catch basins. Work also includes cleaning approximately 100' of concrete outfall pipe and installation of a tidal check valve.

On June 13, 2012, the City Council accepted a Statewide Stormwater grant for the Lynwood Center Outfall project in the amount of \$188,000 with a city match of \$63,000.

On August 8, 2014, the City Council rejected the bid from Coluccio Construction as it was 142% over the engineer's estimate and the project was consequently postponed.

Bids were once again solicited through the local newspapers and the bid opening was held on February 24, 2015. The apparent low bidder is Sound Excavation in the amount of \$249,700. An additional amount of \$60,000 from the SSWM fund is needed to cover the contract amount, permit required for monitoring and additional construction contingency funds. See attached bid form.

RECOMMENDED ACTION

Motion:

I move that the City Council approve the Lynwood Center Outfall Improvements project award to Sound Excavation in the amount of \$249,700 and approve a budget amendment of \$60,000 from the SSWM fund.



City of Bainbridge Island
Public Works Department - Engineering

DRAFT

Project: Lynwood Center Outfall Improvements

Bid Opening Date: Bids Due on Tuesday, February 24th @ 9:00 AM

Open Bids @ 9:30 AM

Note: Bids Are Opened in Order Received. Bids Solicited by: ☒ Advertisement ☐ Small Works Roster The Engineers Estimate is: \$175,000 - \$200,000	PORT MADISON ENTERPRISES	REDSIDE CONSTRUCTION	SOUND EXCAVATION	LIDEN LAND DEVELOPMENT	NORDLAND CONSTRUCTION
Proposal – <i>Items of Work & Materials, Estimated Quantities, Units of Measurement.</i>	√	√	√	√	√
Signature Page	√	√	√	√	√
Addendum Acknowledged (3)	√	√	√	√	√
Non-Collusion Declaration	√	√	√	√	√
Proposal Bond (5%)	√	√	√	√	√
Statement of Bidders Qualifications	√	√	√	√	√
Statement of Proposed Subcontractors	√	√	√	√	√
TOTAL BID AMOUNT	\$304,248.77	\$555,962.00	\$249,700.00	\$299,241.35	\$270,477.00

A total of five bids were received for the Lynwood Center Outfall Improvements project. The Project Manager has reviewed all the bids and recommends that the City Council award the contract to the apparent low bidder, Sound Excavation in the amount of \$249,700.00.

Contract

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT (hereinafter "Contract"), made the _____, day of _____, 2015, by and between the City of Bainbridge Island (hereinafter referred to as the "City" and the "CONTRACTING AGENCY") and SOUND EXCAVATION, INC. (hereinafter called "CONTRACTOR").

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings and other contract documents to be prepared for certain Work as described therein, known as the **Lynwood Center Outfall Improvement Project**, and

WHEREAS, the CONTRACTOR has offered to perform the proposed Work in accordance with the terms of the Contract Documents including but not limited to this Contract, and

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of Two Hundred Forty-Nine Thousand Seven Hundred Dollars (\$249,700.00) ("Contract Price") for the fulfillment of the Work and the performance of the covenants set forth herein.

The further terms, conditions and covenants of this Contract are set forth in the following documents, all of which are component parts of this Contract as if set out in full, and if not attached, as if hereto attached collectively referred to as the "Contract Documents":

1. This Contract including the form "Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices"
2. Washington State Department of Transportation, Standard Specifications, 2014 (sometimes referred to as the "Standard Specification")
3. Amendments to the Standard Specifications
4. Special Provisions
5. Prevailing Wage Schedules and Regulations
6. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
7. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

CONTRACTING AGENCY and CONTRACTOR recognize that time is of the essence of this Contract and that CONTRACTING AGENCY will suffer financial loss if the Work is not completed within the time specified in this Contract. Therefore the parties agree that the liquidated damages provisions of the Standard Specifications as modified herein shall apply and that those provisions have been mutually negotiated.

CONTRACTOR's Initials: _____

THIRD PARTY BENEFICIARY. All parties agree that the State of Washington shall be, and is hereby named as an express third-party beneficiary of this Contract, with full rights as such. (DOE)

INDEMNITY AND TITLE 51 WAIVER. CONTRACTOR hereby waives the protection of Title 51 RCW as provided in the Indemnity Agreement attached hereto and incorporated in this Contract by reference. The parties warrant and represent this waiver and the Indemnity Agreement have been specifically bargained for and accepted by the parties. CONTRACTOR further agrees to require all subcontractors to similarly waive Title 51 RCW as a condition of its subcontracts.

CONTRACTOR's Initials: _____

CONTRACTOR hereby warrants and represents it has reviewed, understands, and agrees to the terms and conditions of this Contract, all Addenda, and the Standard Specifications as modified by the Amendments and Special Provisions and all other Documents contained in the Project Manual and incorporated herein by reference. The person executing this Contract warrants and represents that they are fully authorized to execute this Contract.

CONTRACTOR AGREES TO RETURN THIS EXECUTED CONTRACT AND OTHER REQUIRED DOCUMENTS TO THE CONTRACTING AGENCY as required by the Standard Specifications as modified herein, and to return the DECLARATION OF OPTION OF MANAGEMENT OF STATUTORY RETAINED PERCENTAGE AT THE SAME TIME.

IN WITNESS WHEREOF, this Contract has been executed on the day and year above written.

CONTRACTOR:
SOUND EXCAVATION, INC.

By:
Its:
Date:

CITY OF BAINBRIDGE ISLAND

By: _____
Douglas Schulze, City Manager
Date:

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Groundwater Assessment Professional Services Agreement	Date: March 10, 2015
Agenda Item: Consent Agenda	Bill No.: AB 15-038
Proposed By: Public Works Director Barry Loveless	

BUDGET INFORMATION

Depart/Fund: PCD–Tax Supported (\$3,400); PW–Tax Supported (\$50,000);
PW-Water Utility (\$1,800)

Expenditure Req: \$55,200.00	Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☐ Yes ☒ No
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REFERRALS/REVIEW

Study Session: 03/03/15	Recommendation: Forward to 03/10/15 Consent Agenda		
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☒ Yes ☐ No ☐ N/A	

DESCRIPTION/SUMMARY

Action Item:

Consider approval of the Groundwater Assessment Professional Services Agreement with Aspect Consulting.

Background:

This project will provide an in-depth hydro-geological assessment of Island-wide groundwater monitoring data, evaluate the City's groundwater model, implement City-selected model improvements, and utilize the model to test land use and resource management modifications in support of future updates to the City's Utility Management Plans and the pending update to the City's Comprehensive Plan.

The City solicited Requests for Proposal from seven firms from the MRSC consultant roster. A selection committee consisting of two outside agency professionals (King County and Kitsap Public Utility District), an ETAC representative, and key City staff reviewed the submitted proposals. Aspect Consulting was selected as the most qualified consultant to perform the work. See attached agreement and scope of work for further details.

RECOMMENDED ACTION

Motion:

I move that the City Council approve the Groundwater Assessment Professional Services Agreement with Aspect Consulting in the amount of \$55,200.00.

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 Aspect Consulting, LLC (the “Consultant”).

WHEREAS, the City desires to contract with the Consultant for an in-depth hydrogeologic assessment of Island-wide groundwater quantity, quality, and production data and an independent technical review of the City’s groundwater model to identify limitations and improvements, implement City-directed improvements, and utilize the model to test land use and resource management modifications; 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 or the City’s representative. The City shall pay the Consultant for such services in accordance with Attachment A, but not more than a total of Fifty-Five Thousand Two Hundred Dollars (\$55,200.00).

B. The Consultant shall submit monthly invoices for services performed in a previous calendar month in a format acceptable to the City. 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 December 31, 2016 unless earlier terminated 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: Aspect Consulting, LLC
350 Madison Avenue North
Bainbridge Island, WA 98110
Attention: Timothy J. Flynn

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 _____, 2015.

ASPECT CONSULTING, LLC

CITY OF BAINBRIDGE ISLAND

By _____

By _____

Name Timothy J. Flynn

Douglas Schulze, City Manager

Title Principal Hydrogeologist

Tax I.D. # 91-2149055

City Bus. Lic. # 13354

ATTACHMENT A

SCOPE OF WORK

Background

The City of Bainbridge Island (the "City") has developed tools to support the comprehensive Groundwater Management Program, including a database and the USGS Conceptual Model and Numerical Simulation of the Groundwater-Flow System of Bainbridge Island, Washington. Aspect Consulting, LLC (the "Consultant") was selected to compile groundwater monitoring and production data to update the database; assess data trends and data gaps; and evaluate, improve, and utilize the groundwater model. The purpose of this work is to inform future updates to the City's Utility Management Plans and the pending update to the City's Comprehensive Plan.

Scope of Services

The Consultant shall deliver support and technical assistance to the City according to this Agreement. The City shall pay the Consultant on an hourly basis, plus actual expenses, in accordance with the attached schedule of charges and the task costs outlined below. The Consultant certifies by signing this Agreement that all applicable requirements have been satisfied in the procurement of any professional services. The deliverables presented in this scope of services are based on a notice to proceed by the City's program manager.

Task 1 – Data Compilation and Assessment

A. The Consultant shall solicit and compile groundwater monitoring and production data from Group A and B public water supply systems, as well as private wells. The Consultant shall solicit Group A and B public water system data, including owner/operator contact information, directly from the Washington State Department of Health and the Kitsap Public Health District. The City will provide the Consultant with the City's water supply system information and monitoring data. Any additional solicitation of data shall consist of a letter request for data with a phone call follow-up, if needed.

The Consultant will notify the City of the response rate approximately 1 month following the solicitation. If the response rate is low and results in insufficient data, the Consultant will assist the City in developing an alternative approach and an estimated budget required to implement.

B. The Consultant shall update the City's Groundwater Management Program database, and assess groundwater data for trends in water levels, quality, and production, specifically in regards to the City's Early Warning Levels as described in the City's *Groundwater Monitoring Program Update (December 2008, revised March 2009)*.

C. The Consultant shall assess the City's current network of monitoring wells in the Groundwater Monitoring Program for adequacy in characterizing the status of the groundwater system based on the following criteria: aquifer and geographic coverage.

Task 1 – Total Cost: \$7,650

Efforts for Task 1 will not exceed the budgeted amount, unless funds are available from under-utilized or completed tasks as agreed to by the City and Consultant.

Task 2 – Groundwater Model Evaluation and Improvement

A. The Consultant shall conduct an independent technical review of the City's USGS Conceptual Model and Numerical Simulation of the Groundwater-Flow System of Bainbridge Island. The review will initially include reviewing model documentation, obtaining model files, and running the 'Current Conditions' model to reproduce results documented by the USGS. The model will be reviewed for the following criteria:

- Conceptual model consistency with literature sources;
- Translating the conceptual model to the numerical model;
- Numerical modeling techniques and bias; and
- Model results interpretation.

B. With direction from the City, the Consultant shall incorporate the model improvements in order of priority within the available budget.

C. The Consultant shall update the 'Current Conditions' model run to extend the model period by 6 years (through 2014). The model update will include groundwater monitoring and production data compiled under Task 1. The observed groundwater conditions will be compared to the simulated groundwater conditions.

D. The Consultant shall prepare a technical memorandum summarizing the initial model review, the model update, the implemented model changes, and improvements in model calibration. The memo shall also outline recommendations and estimated cost for additional model improvements. This technical memorandum will also include documentation of the Task 1 efforts. The cost assumes one round of review by the City.

Task 2 – Total Cost: \$17,250

Efforts for Task 2 will not exceed the budgeted amount, unless funds are available from under-utilized or completed tasks as agreed to by the City and Consultant.

Task 3 – Groundwater Model Utilization

A. The Consultant shall utilize the updated and improved groundwater model to test land use and resources management modifications using predictive analysis techniques. With direction from the City, up to three predictive scenarios will be evaluated within the available budget.

B. The Consultant shall prepare a technical memorandum summarizing the predictive model findings. The cost assumes one round of review by the City.

Task 3 – Total Cost: \$16,100

Efforts for Task 3 will not exceed the budgeted amount, unless funds are available from under-utilized or completed tasks as agreed to by the City and Consultant.

Task 4 – Project Management and Presentations

A. The Consultant will provide project management to include coordinating project activities, facilitating communications with City staff, and preparing monthly invoices and progress reports.

B. Upon completion of Tasks 1 and 2, the Consultant shall provide a technical presentation to City staff summarizing the model review findings and recommended model improvements.

C. Upon completion of Tasks 3, the Consultant shall provide a technical presentation to City staff summarizing the selected predictive scenarios and the groundwater model findings.

D. The Consultant shall provide a final project presentation to the City Council at the direction of the City staff.

E. The Consultant shall conduct a 3-hour public workshop detailing the City's understanding of the groundwater supply based upon monitoring data and model projections. The Consultant will address limitations of the model, interpretation of the model results, and the appropriate application of the model results for long-term resource management and land use planning in support of the City's Comprehensive Plan Update.

Task 4 – Total Cost: \$14,200 (including \$3,400 for Task 4.E)

Efforts for Task 4 will not exceed the budgeted amount, unless funds are available from under-utilized or completed tasks as agreed to by the City and Consultant.

TOTAL PROJECT COST: \$55,200

ATTACHMENT

ASPECT CONSULTING, LLC SCHEDULE OF CHARGES

Unless otherwise stated in the proposal or services agreement, current rates per hour are as follows:

Effective:	1/1/2015 - 12/31/2015	1/1/2016 - 12/31/2016
Personnel Charges – Engineers and Scientists		
Sr. Principal	\$209.00	\$218.00
Principal	\$201.00	\$209.00
Sr. Associate	\$188.00	\$195.00
Associate	\$175.00	\$182.00
Senior	\$151.00	\$157.00
Sr. Project	\$141.00	\$147.00
Project	\$129.00	\$134.00
Sr. Staff	\$113.00	\$117.00
Staff	\$99.00	\$103.00
Construction Supervisor	\$101.00	\$105.00
Technician	\$77.00	\$80.00
Legal Testimony (4-hour	\$300.00	\$300.00
Other Personnel and Disbursement Charges		
Sr. GIS/CAD Specialist	\$104.00	\$108.00
GIS/CAD Specialist	\$94.00	\$98.00
St. Technical Editor	\$100.00	\$104.00
Project Assistant	\$76.00	\$79.00
Four-wheel Drive		
Field Vehicle (w/ up to 100 miles)	\$105.00	\$105.00
Mileage (federal gov't rate)	plus 15%	plus 15%
Subcontractors and		
Miscellaneous Expenses	cost plus 15%	cost plus 15%
Communications Charge (phones, fax, computer, in-house [B/W] reproduction, mailing)	4% of total labor	4% of total labor
Oversize CAD/GIS Plots	\$2.00/Sq. Ft.	\$2.00/Sq. Ft.

Other equipment rental and expenses will be provided on a per job basis.

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.

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Interlocal Agreement with the Port Gamble S'Klallam Tribe Regarding the Purchase of Two 2009 BMW G650 GS-P Motorcycles	Date: March 10, 2015
Agenda Item: Consent Agenda	Bill No.: AB 15-037
Proposed By: Public Works Director Barry Loveless & Chief Mathew Hamner	

BUDGET INFORMATION

Depart/Fund: 2015 Equipment CIP		
Expenditure: \$ 10,000 + sales tax	Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session: 03/03/15	Recommendation: Forward to 03/10/15 Consent Agenda		
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A	Finance ☒ Yes ☐ No ☐ N/A	

Action Item:

Consider approval of the Interlocal Agreement between the City of Bainbridge Island and the Port Gamble S'Klallam Tribe to purchase two 2009 BMW G650 GS-P motorcycles.

Background:

In the 2015 budget, \$30,000 was allocated for an electric motorcycle in keeping with the City's desire to maintain a green community. After further research, it was determined to move forward with gasoline rather than electric type of motorcycle(s) until more data is available for police use. Staff is proposing to purchase two gasoline motorcycles at an exceptionally reasonable cost to initiate the motorcycle patrol program from the Port Gamble S'Klallam Tribe.

The Tribe has declared two 2009 BMW G650 GS-P motorcycles as surplus to their needs and pursuant to the provisions of the Inter Local Cooperation Act, RCW Chapter 39.34, the City desires to purchase the motorcycles in the amount of \$10,000.00 plus sales tax. The motorcycles are patrol ready with less than 200 miles each and will allow the officers to begin police motorcycle patrol training in Spring of 2015.

The purchase of the motorcycles is for the Police Department's use and shall be picked up by the City within (7) seven days of execution of the Agreement. The transfer of the motorcycles shall be by Bill of Sale provided to the City upon payment of the motorcycles.

RECOMMENDED ACTION

Motion:

I move that the City Council approve the Interlocal Agreement with the Port Gamble S'Klallam Tribe to purchase two 2009 BMW G650 GS-P motorcycles in the amount of \$10,000.00 plus sales tax and amend the CIP to authorize the purchase of two police gasoline motorcycles.

AFTER RECORDING, PLEASE RETURN TO:

City of Bainbridge Island
Attn: City Clerk
280 Madison Avenue North
Bainbridge Island, Washington 98110

INTERLOCAL AGREEMENT

THIS INTERLOCAL AGREEMENT (this “Agreement”) is made and entered into by and between the City of Bainbridge Island, a municipal corporation (the “City”) and the Port Gamble S’Klallam Tribe, a federal tribe (“S’Klallam”) pursuant to provisions of the Inter Local Cooperation Act, RCW Chapter 39.34.

WHEREAS, S’Klallam has declared two 2009 BMW GS650 motorcycles to be surplus to the needs of the Port Gamble S’Klallam Tribe; and

WHEREAS, the City has a need and use for the motorcycles and desires to acquire them for a total price of Ten Thousand Dollars (\$10,000) plus sales tax; and

WHEREAS, S’Klallam is willing to sell the motorcycles to the City in accordance with the terms and conditions of this Agreement; and

NOW, THEREFORE, S’Klallam and the City agree as follows:

1. Transfer and Purchase Price of the Motorcycles.

a. Effective upon full execution of this Agreement, S’Klallam shall sell and transfer to the City the following described motorcycles (the “Motorcycles”) for the sum of \$10,000 plus sales tax:

Year	MFG	Model	Serial #	License Plate #	Miles
2009	BMW	G650 GS-P	WB10179069ZW16414	2097EX	78
2009	BMW	G650 GS-P	WB10179049ZW16413	2098EX	172

b. The transfer of the Motorcycles to the City shall be by Bill of Sale, the form of which is attached hereto as Exhibit A. S'Klallam will provide the title upon payment of the Motorcycles.

c. The City shall be responsible for the title transfer and any applicable fees regarding the sale and transfer of the Motorcycles from S'Klallam to the City.

d. All transactional costs associated with the sale and transfer of the Motorcycles shall be paid by the City; however, S'Klallam shall bear its own attorneys' fees and costs and administrative costs related to this transaction.

e. The City will pick up the Motorcycles from S'Klallam within seven (7) days of execution of this Agreement.

2. **"As Is" Condition/No Warranty.** S'Klallam shall convey the Motorcycles to the City, and the City shall accept the Motorcycles, in an "as is" "where is" condition, without any representation or warranty whatsoever from S'Klallam, including but not limited to, any warranty of fitness or merchantability express or implied.

3. **Indemnification and Hold Harmless.**

a. The City agrees to protect, defend, indemnify, and hold harmless S'Klallam, its officers, elected officials, 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) resulting from death or bodily injury to any person or damage or destruction to third-party related to the use, operation and/or maintenance and/or failure to maintain the Motorcycles by the City and its officials, officers, employees, agents and/or volunteers.

b. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the immunity of the City 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 City. The parties acknowledge that these provisions were specifically negotiated and agreed upon by them.

c. Nothing contained in this section or this Agreement shall be construed to create a liability or a right of indemnification in any third party.

d. This section of the Agreement shall survive the term or expiration of this Agreement and shall be binding on the parties to this Agreement.

4. **Severability.** If any portion of this Agreement is changed per mutual agreement or any portion is held invalid, the remainder of the Agreement shall remain in full force and effect.

5. **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 contract, 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 contract, covenant, condition or right.

6. **Neutral Authorship.** Each of the provisions of this Agreement has been reviewed and negotiated and represents the combined work product of all parties hereto. No presumption or other rules of construction which would interpret the provisions of this Agreement in favor of or against the party preparing the same shall be applicable in connection with the construction or interpretation of any of the provisions of this Agreement.

7. **Integration and Supersession.** This Agreement sets forth all of the terms, conditions, and agreements of the parties relative to the subject matter hereof and supersedes any and all such former agreements which are hereby declared terminated and of no further force and effect upon the execution and delivery hereof. There are no terms, conditions, or agreements with respect thereto, except as herein provided and no amendment or modification of this Agreement shall be effective unless reduced to writing and executed by the parties.

8. **Governing Law.** This Contract shall be governed by and construed in accordance with the laws of the State of Washington.

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

10. **Counterparts.** This Contract 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 contract.

11. **Filing with County Auditor.** A copy of this Agreement shall be filed with the Kitsap County Auditor's Office pursuant to RCW 39.34.040.

[This space intentionally left blank.]

IN WITNESS WHEREOF, this Agreement shall become effective as of the date last written below.

CITY OF BAINBRIDGE ISLAND

By _____
Douglas Schulze, City Manager

Date: _____

PORT GAMBLE S'KLALLAM TRIBE

By _____

Date: _____

Title: _____

EXHIBIT A

BILL OF SALE

KNOW ALL MEN BY THESE PRESENTS: That for and in good and valuable consideration as set forth in the Interlocal Agreement dated _____, 2015, the Port Gamble S’Klallam Tribe (“S’Klallam”) does hereby convey, grant, bargain , sell, assign and transfer to City of Bainbridge Island (the “City”) the following described motorcycles:

Year	MFG	Model	Serial #	License Plate #
2009	BMW	GS650	WB10179069ZW16414	2097EX
2009	BMW	GS650	WB10179049ZW16413	2098EX

The motorcycles are transferred “as is” and “where is” without any warranty of fitness or merchantability express or implied.

IN WITNESS WHEREOF, S’Klallam has hereunto set its signature, hand and seal this _____ day of _____, 2015.

PORT GAMBLE S’KLALLAM TRIBE

Print Name: _____

Title: _____

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Public Works Vehicle Procurement	Date: March 10, 2015
Agenda Item: Consent Agenda	Bill No.: 15-036
Proposed By: Public Works Director Barry Loveless	

BUDGET INFORMATION

Depart/Fund: 2015 Capital Equipment Budget		
Expenditure Req: \$31,509.20	Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

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

DESCRIPTION/SUMMARY

Action Item:

Consider approval of the purchase of a 2015 Ford F150 vehicle in the amount of \$31,509.20 from the Washington State Department of Enterprise Service.

Background:

The 2015 capital equipment-medium duty pickup truck budget is \$41,000. City staff worked with the Washington State Department of Enterprise Services under contract number 03813 for the purchase of a 2015 Ford F150 in the amount of \$31,509.20 for the Public Works department. The remaining budget will be used to upfit the truck prior to putting it in service (VHF radio, ladder rack, tool box, inverter, emergency flashing lights and other miscellaneous items).

RECOMMENDED ACTION

Motion:

I move that the City Council approve the purchase of a 2015 Ford F150 in the amount of \$31,509.20 from the Washington State Department of Enterprise Services and authorize the City Manager to execute the procurement documents.

Aaron Claiborne

From: NOREPLY@des.wa.gov
Sent: Tuesday, February 17, 2015 12:23 PM
To: Aaron Claiborne
Cc: Steve.Hatfield@des.wa.gov
Subject: Vehicle Quote - 2015-2-423 - BAINBRIDGE ISLAND, CITY OF - 21804

Vehicle Quote Number: 2015-2-423

[Create Purchase Request](#)

[View organization purchase requests](#)

This is a **quote** only. You must create a purchase request to order this vehicle(s)

Contract & Dealer Information

Contract #: 03813

Dealer: Legacy Ford Pasco (W18605)

Dealer Contact: Marilyn Hansen

Dealer Phone: (509) 544-8000

Organization Information

Organization: BAINBRIDGE ISLAND, CITY OF - 21804

Email: aclaiborne@bainbridgewa.gov

Color Options

Oxford White YZ - 1

Tax Exempt: N

Vehicle Options

Order Code	Option Description	Qty	Unit Price	Ext. Price
2315-855-001	2015 Ford F150 1/2 Ton Pickup (4WD), Extended Cab 145 inch WB, 6300# GVW 6 1/2 foot bed X1E View contract standard specifications	1	\$25,506.00	\$25,506.00
2315-855-007	Alternative Gas Engines: 3.5L V6, - ECOBOOST, Increase GVWR to 6900# (99G) for 145" WB	1	\$1,788.00	\$1,788.00
2315-855-012	Bedliner, Spray On (Over the Rails and Tailgate) (96W)	1	\$425.00	\$425.00
2315-855-018	Daytime Running Lights (942)	1	\$38.00	\$38.00
2315-855-021	Hands Free, Bluetooth Stand Alone System (DLR)	1	\$350.00	\$350.00
2315-855-026	Manuals, Service (CD) (DLR)	1	\$279.00	\$279.00
2315-855-044	Trailer Tow Package (incl. Smart Trailer Tow Connector, 4-pin/7-pin wiring, Class IV trailer hitch receiver, upgraded front stabilizer bar, auxiliary transmission oil cooler; 3.5L V6 Ti-VCT incl. Engine Oil Cooler) (53A)	1	\$443.00	\$443.00
2315-855-050	Undercoating (DLR)	1	\$185.00	\$185.00
2315-855-051	Warranty, Delayed Start, Log in to register,. www.fordwsd.com	1	\$0.00	\$0.00

Quote Totals

Total Vehicles: 1

Sub Total: \$29,014.00

8.6 % Sales Tax: \$2,495.20



Washington State Department of **Enterprise Services**

03813 Trucks

Small, Midsize, 1/2ton, 3/4ton, 1ton, Cab and Chassis

Current Contract Information (CCI)

Effective Date: January 02, 2014

State Vehicle contracts can be utilized by authorized Master Contract Use Agreement (MCUA) Purchasers. To get pricing, availability, a quote, or to submit a purchase request use the Contract Automobile Request System (CARS) below.

CARS

[Click here to start the process](#)

Executed Contract	Manufacturer	Awarded Vendor
 03813 Executed Bud Clary.pdf	 CHEVROLET	Bud Clary Chevrolet 1030 Commerce Ave. Longview, WA 98632 Contact: Becky Davis (800) 899-1926
 03813 Executed Columbia Ford Nissan.	 Cab and Chassis	Columbia Ford/Nissan 700 7 th Ave Longview, WA 98632 Contact: Marie Tellinghiusen (360) 423-4321 ext. 187
 03813 Executed Bud Clary.pdf	 RAM Pickup Trucks	Bud Clary Chrysler Dodge 1030 Commerce Ave. Longview, WA 98632 Contact: Becky Davis (800) 899-1926
 03813 Executed Toyota of Yakima.pdf	 TOYOTA TRUCKS	Bud Clary Toyota 2230 Longfibre Rd. Union Gap, WA 98909 Contact: Brandon Pittman 509-654-7731
 03813 Executed Columbia Ford Nissan.	 NISSAN	Columbia Ford/Nissan 700 7 th Ave Longview, WA 98632 Contact: Marie Tellinghiusen (360) 423-4321 ext. 187
 03813 Executed Legacy Ford.pdf	 Pickup Trucks	Legacy Ford 1225 Autoplex Way Pasco, WA 99301 Contact: Ken Jablonski (206) 714-0249
 03813 Executed Dwyane Lane.pdf	 RAM Cab and Chassis	Dwayne Lane 10515 Evergreen Way Everett, WA 98204 Contact: Mike O'Donnell (425) 551-4905 (425) 754-5006

For Pricing and ordering please visit

<https://fortress.wa.gov/ga/apps/CARS/ContractVehicleMenu.aspx>

[Click Here For Special Conditions](#)

DES Contact Information

Contracts Specialist:	Steve Hatfield	Alternate Contact:	Customer Service
Phone Number:	(360) 407-9276	Phone Number:	(360)407-2210
Fax Number:	(360) 586-2426	Fax Number:	(360) 586-2426
Email:	<u>Steve.Hatfield@des.wa.gov</u>	Email:	<u>contractingandpurchasing@des.wa.gov</u>

CONTRACT ACTION HISTORY:

Date	Action
10/01/14	Chevrolet Colorado added to contract
7-21-14	CARS is the exclusive way to purchase vehicles. For pricing and ordering please visit <u>https://fortress.wa.gov/ga/apps/CARS/ContractVehicleMenu.aspx</u>
01-02-14	Contract start date

SPECIAL CONDITIONS:

All current vehicle contracts may be viewed using the “Contract Search Tool” located at:
<http://des.wa.gov/services/ContractingPurchasing/CurrentContracts/Pages/default.aspx>

1) Passenger Vehicle Approval **(ONLY REQUIRED BY STATE AGENCIES)**

The operating budget that Governor Chris Gregoire signed May 2, 2012 includes a proviso that orders the director of the Department of Enterprise Services to give written approval before any agency can make a passenger vehicle purchase.

Please note: Fleet Operations will handle this process for agencies with fleets managed by DES.

When purchasing passenger vehicles through state contracts, agencies should take into careful consideration the business need. Before signing off on vehicle purchase requests, DES Director will review the following criteria:

- Vehicle(s) are included in agency’s biennial vehicle purchase plan.
- Written approval from the director of the agency making the request.
- Type of vehicle being requested.
- Expected use and location of the vehicle.
- If this is a new vehicle, what is the business need?
- If it is a replacement vehicle, what is it replacing?
- Current mileage of the vehicle being replaced. Current retirement mileage is a minimum of:
 - o 100,000 miles for gas-powered sedans and station wagons.
 - o 115,000 miles for hybrid sedans and SUVs.
 - o 115,000 miles for small to mid-size SUVs and trucks.
 - o 130,000 miles for full-size trucks and vans.
- Annual usage.
- Fuel efficiency. Executive Order 05-01 directs agencies to give preference to hybrid vehicles.

The [Passenger Vehicle Request Form](#) is available online. The signature of the agency director is required prior to any review. An electronic version of the signed form should be emailed to vehicleapproval@des.wa.gov

2) Titles and Licensing

Customer is to pay all title and licensing fees directly to the Department of Licensing (DOL) or their local sub agent. Dealer will not invoice customer for such fees, including the trauma care fee which will be paid to DOL per RCW 46.12.042 (2). Dealer check previously made out to DOL for a portion of the Licensing Fees will not be provided.

For information regarding the sale or purchase of surplus vehicles contact the Surplus Operations at (360) 753-3508.

3) Ordering Process –

For pricing and ordering please visit

<https://fortress.wa.gov/ga/apps/CARS/ContractVehicleMenu.aspx>

Please take into consideration the following factors when making your vehicle purchase:

- Total overall cost of vehicle, and/or
- Dealer location (region), and/or
- Local preferences, and/or
- Fleet consistency, and/or
- Vehicle availability, and /or
- Legislative mandates, etc.

Contract Vehicle Pricing:

In the past vehicle contracts were awarded annually based on the manufacturers' build cycle. This contract uses a multi-year award process. The initial term will be two years with the option to extend for an additional one-year term. New Model Year vehicles will be incorporated into the contract to allow for a smooth transition and uninterrupted vehicle availability; eliminating the "seasonal" cutoff periods. If orders are received after a model-year final order due date, manufacturer's new model year prices (increases or decreases) will be applied to contract pricing via contract amendment. Dealer will notify DES and customers of any model year price increases as soon as pricing is released by manufacturer. If not published on the Current Contract information (CCI), customer may contact dealer directly to obtain final order due dates for current model year.

4) Financing Option –

DES does not offer financing options however the Washington State Treasurers office does have a program that may be able to help.

Excerpt from Treasurers website:

You have likely heard about this innovative financing option for local government agencies of all types. The LOCAL program has been developed with an eye toward making it easy to understand and easy to use.

The LOCAL program is an expanded version of the successful state agency lease/purchase program. The program was originally created by the Legislature in 1989 (RCW 39.94) to provide the lowest cost financing for state agency purchases by pooling funding needs into larger offerings of securities. Thanks to support and assistance from many friends of local government, the Legislature passed legislation in 1998 to provide local governments access to the program. Local government agencies of

all types can finance equipment or real estate needs through the State Treasurer's office subject to existing debt limitations and financial considerations.

The major benefits of LOCAL are (1) simplicity and (2) low cost financing. Participants will benefit from the current program rating of Moody's Aa2, low fees and expenses, and access to the public bond markets. Please click on the following links to see the program's most current rates:

- [Recent LOCAL Lease/Purchase Interest Rates - Real Estate](#)
- [Recent LOCAL Lease/Purchase Interest Rates - Equipment](#)

An advisory body was convened to guide the program. Representatives of local governments were appointed by associations representing various types of entities to provide direction and feedback on proposed program features, guidelines, and procedures. We are committed to offering a program that will benefit local government and be simple to use.

The LOCAL program is an excellent example of state and local governments working together to deliver the most cost effective and highest quality product possible. As partners, we have created a program that delivers for you and your constituents.

Quote Total: \$31,509.20

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Contract Amendment with Ridolfi to Amend Contract Schedule for Restoration Monitoring Program at John T. Nelson Park at Strawberry Cannery Cove and Pritchard East Bluff	Date: March 10, 2015
Agenda Item: Consent Agenda	Bill No.: AB 15-044
Proposed By: Kathy Cook, Planning Director	Referral(s):

BUDGET INFORMATION

Department: PCD	Fund:	Munis Contract # 2120064
Expenditure Req:	Budgeted? ☒ Yes ☐ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW

Study Session: 03/03/15	Recommendation: Forward to 03/10/15 consent agenda
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A Finance ☒ Yes ☐ No ☐ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider approving the contract amendment with Ridolfi to amend contract schedule for restoration monitoring program at John T. Nelson Park at Strawberry Cannery Cove and Pritchard East Bluff.

Background:

The City manages two restoration sites located at Strawberry Cannery Cove and Pritchard Park East Bluff. The sites were identified for habitat restoration projects by the Elliot Bay Trustee Council, and the Trustees provided funds to restore natural resources injured by hazardous substances released from the Wyckoff facility in Eagle Harbor. Restoration activities were completed at the sites in 2011, and the City then entered into a professional services agreement with Ridolfi for restoration monitoring. The original scope of the work for the project is attached for as background information (Exhibit A).

The professional services agreement was intended to cover a three year period, May 2012 through May 2015. However, the agreement documents inadvertently specified a termination date of December 31, 2014. The purpose of this amendment is to correct the termination date to May 31, 2015. The amendment does not change the scope of work.

RECOMMENDED ACTION

Motion: I move the City Council approve the contract amendment with Ridolfi to amend contract schedule for restoration monitoring program at John T. Nelson Park at Strawberry Cannery Cove and Pritchard East Bluff.

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

This Amendment No. 1 to the Agreement for Professional Services, dated as of the date written below (this "Amendment"), between the City of Bainbridge Island (the "City") and Ridolfi Inc. (the "Consultant") amends that certain Agreement for Professional Services, dated May 7, 2012, between the City and the Consultant (the "Agreement").

WHEREAS, the City entered into the Agreement to conduct monitoring and adaptive management within the Strawberry Plant Park and Pritchard East Bluff restoration areas; and

WHEREAS, the City and the Consultant wish to extend the term of the Agreement and amend the task schedule accordingly;

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

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

A. This Agreement shall become effective upon execution by both parties and shall continue in full force and effect until ~~December~~ May 31, 2014 2015, unless sooner terminated by either party as provided below.

2. Attachment A is hereby amended and restated as set forth in Exhibit A attached hereto. Except as modified herein, all other terms and conditions to the Agreement shall remain in full force and effect.

IN WITNESS WHEREOF, the parties agree that this Amendment is effective as of January 1, 2015.

RIDOLFI INC.

CITY OF BAINBRIDGE ISLAND

By:_____

By:_____ -

Douglas Schulze, City Manager

Name_____

Tax I.D. #91-1864002

City Business License No. _____

RIDOLFI

ATTACHMENT A
City of Bainbridge Restoration Monitoring Program
Scope of Work
April 12, 2012

The City of Bainbridge (the City) manages two restoration sites located on Eagle Harbor, Bainbridge Island, Washington: Strawberry Plant Park and Pritchard Park East Bluff. The sites were identified for habitat restoration efforts by the Elliot Bay Trustee Council (Trustees). The Trustees received funds for the projects to restore natural resources injured by hazardous substances released from the Wyckoff facility in Eagle Harbor. Restoration activities were completed at the sites in 2011, and the City and Trustees are beginning monitoring activities to evaluate the sites.

The City of Bainbridge Shoreline Restoration Monitoring Program will include physical and biological monitoring to evaluate site conditions and effectiveness of those conditions in meeting the original intent of restoration objectives for the Pritchard Park East Bluff and Strawberry Plant Park shoreline restoration projects. The monitoring efforts described in this scope of work (SOW) are intended to measure the success of the restoration efforts; identify adaptive management approaches if the projects are not achieving goals and objectives; address monitoring requirements specified by permitting agencies; and to serve as an outreach tool to disseminate project information to interested parties. Ridolfi will provide data interpretation and include the results of all sampling and recommended adaptive management approaches in annual monitoring reports.

The fieldwork required to measure these parameters will be conducted according to a schedule that will be outlined in a monitoring work plan that will be prepared by Ridolfi in 2012 to guide a long-term monitoring program for these two restoration projects. The long-term monitoring program will occur over a ten year period with monitoring events scheduled for Years 1, 2, 3, 5, 7, and 10. Upon the City's approval of the work plan, Year 1 monitoring activities will commence and will serve as the baseline against which all other monitoring events conducted over the 10 year program will be compared to. This SOW was developed to include the first three years of monitoring. Based on the results of Years 1, 2, and 3, Years 5, 7, and 10 may be modified. Additionally, this SOW includes Adaptive Management and Volunteer Coordination events that will occur at each site once a year in the form of a Fall Planting and Cleanup Day. Year 1 will include a planning task that will not be repeated in Years 2 and 3. Work beyond the first year will need to be specifically authorized by the City prior to commencement. A summary of annual cost estimates for each site is provided at the end of this SOW. The following table summarizes the tasks for Year 1 and Years 2 and 3.



Task Name	Year 1	Year 2	Year 3	Year 4
Task 1: Project Management				
General Project Management	X	X	X	<u>X</u>
Permitting	X	X	X	<u>X</u>
Task 2: Planning				
Initial Site Visit and Assessment Memo	X			
Monitoring Work Plan/Health and Safety Plan	X			
Task 3: Monitoring				
Marsh Development/Species Composition	X	X	X	<u>X</u>
Riparian Vegetation – Areal Coverage	X	X	X	<u>X</u>
Forage Fish Access/Presence*	2 events	1 event	1 event	
Task 4: Adaptive Management/Volunteer Coordination				
Fall Planting and Cleanup Day	X	X	X	<u>X</u>
Task 5: Documentation				
Annual Monitoring Report	X	X	X	<u>X</u>

*Forage fish surveys will only occur at the Pritchard Park East Bluff site.

Restoration Monitoring Program Scope of Work

Task 1 Project Management

Ridolfi will coordinate with the City's project manager, lead communications within the project team, track budget, and maintain quality control for the project under this task. Ridolfi will also prepare monthly progress reports during active phases of the project. The monthly progress reports will be prepared such that the activities for each restoration project are separately identified. The report will describe:

- The work conducted in the previous month.
- The work planned for the subsequent month.
- Deliverables submitted the previous month.
- Deliverables planned for the subsequent month.
- Problem areas with proposed solutions, if any.

Task 2. Planning

To facilitate planning efforts, our team will meet with City personnel to confirm a common understanding of the scope of work. In this phase we will confirm scope and budget for the project. Additionally, we will request information from the City that is relevant to the project including separate monitoring parameters required at each of the sites, past documents including previous site assessment reports, the location of the sites, description of the sites, past restoration or cleanup work performed on the sites, required permits, etc.



After meeting with the City staff, the Ridolfi team will hold an internal meeting to review the project requirements, assign work, review background information, establish internal check points for review, and establish quality control procedures. Based on the scoping information we will develop relevant reports such as a monitoring work plan and health and safety plan. We will also ensure that all required permits are in place to perform the work.

Initial Assessment Memorandum

To facilitate initial adaptive management activities in regards to plant health and vigor, our monitoring team will perform a brief assessment of each site and present the results and suggested adaptive management activities in a memorandum. The memorandum may also be used to inform planting and cleanup activities that can be performed during volunteer events at each of the sites. Year 1 is the only year in which the initial assessment effort and associated memorandum will occur.

Monitoring Work Plan

Based on discussions with the City and potentially the Trustees, Ridolfi will develop a monitoring work plan for the City's restoration monitoring program. The monitoring work plan will include a health and safety plan to be followed by the monitoring team. The monitoring plan will be designed to facilitate a long-term monitoring program for the two restoration sites. The long-term monitoring program will occur over a ten year period, with monitoring events scheduled for Years 1, 2, 3, 5, 7, and 10.

Task 3. Monitoring

Specific approaches to physical and biological monitoring efforts are described in the following sections:

Physical Success Criteria

Several physical success criteria will be measured at both of the sites to evaluate their physical stability. Information obtained from these studies will be used to direct adaptive management measures, if needed, and to ensure that the sites are providing functional habitat. Additionally, the results will track changes in the physical structure of the sites overtime.

Topographic Survey

The City of Bainbridge will perform topographic surveying at each site. At each site, the surveyor will establish five to eight transects by installing stakes in the riparian zone. They will then shoot profiles perpendicular to the shoreline from each stake, measuring elevations at approximately 10-foot intervals or where there is a noticeable break in slope. The survey will be conducted so that horizontal accuracy is +/- 0.1 feet, and vertical accuracy is +/- 0.05 feet.

To evaluate elevations and morphology in subsequent years, the transects will be reoccupied beginning at the stakes installed in the first year. The deliverable for this task will be cross-



section plots showing elevation profiles for the different monitoring events. The deliverable will be provided to Ridolfi to support evaluation of both sites' physical structure and inclusion in Annual Monitoring reports.

Visual Inspections and Photograph Point Monitoring

At least twice per year the Ridolfi monitoring team will visit the sites to make visual observations regarding general site conditions. One of these events will be scheduled in late summer/early fall in conjunction with the vegetation monitoring, and the second will likely occur during the forage fish surveys. Observations may include presence of erosional features, prevalence of dead or dying plants, accumulation of trash or flotsam, indications of vandalism, or signs of animal use or grazing of vegetation.

Additionally, the monitoring team will establish permanent photograph point monitoring stations to monitor changes in plant cover, invasive plants, species composition, and disturbances at the sites. Based on the size of each site, photograph points will be established at approximately 13 feet on a mean lower low water (MLLW) datum in the riparian and salt marsh habitat transition zone during the first scheduled monitoring event. The location of each permanent photograph point will be entered into a GPS unit with a horizontal accuracy of approximately one meter. This information will be used to create a map showing the photograph point locations for future monitoring events.

Biological Success Criteria

Several biological success criteria will be measured at each site to evaluate their habitat functionality. Information obtained from these studies will be used to direct adaptive management measures if needed and to ensure that the sites are providing functional habitat. Additionally, the results will track changes in the species diversity, ecological uses of the sites overtime, and overall ecological health of the sites.

Forage Fish Access/Presence

This task will be performed at the Pritchard Park East Bluff site. For Year 1, the surveys will occur two times per year between the months of November and January at the appropriate tide. During Year 2 and Year 3, the surveys will only occur once per year between the months of November and January. Sediments will be surveyed and analyzed for grain size and the presence of sand lance and surf smelt eggs. The density of forage fish eggs will be calculated based on the amount of eggs observed. Survey crews will follow the protocols outlined by the Washington State Department of Fish and Wildlife (WDFW). Egg samples will be sent to WDFW for quality control/quality assurance of species identification. The survey work will be done under a Scientific Collection Permit that will be obtained annually, prior to the first monitoring event.



Marsh Development/Species Composition

In this task, the monitoring team will estimate percent cover of marsh vegetation at the site using mean visual estimates from a series of quadrats. The percent cover of marsh vegetation will be measured from randomly selected sampling points within the marsh habitat area. The sampling points will be established and permanently marked with wood stakes during the first monitoring event. The coordinates of each permanent point at the site will be entered into a Global Positioning System (GPS) unit with a horizontal accuracy of approximately one meter. This information will be used to create a map for future monitoring events.

Percent coverage of each plant species present within each quadrat will be visually estimated along with the percent of non-plant cover and bare ground to determine the percent cover for each quadrat. Native and invasive taxa will be identified to species. Non-plant cover will be classified as large wood, litter, moss, or soil. Estimations for each class will be totaled and averaged to determine percent cover of marsh vegetation for each quadrat and the site. All data will be recorded on a data sheet.

A photograph will be taken of each quadrat for comparison to following seasons of monitoring work. Additionally, the integrity of the herbivory fencing (goose netting) in the vicinity of each quadrat will be noted. Sampling will occur in late summer / early fall to ensure that maximum vegetation growth is recorded.

Riparian Vegetation Areal Coverage

In this task, the monitoring team will measure the percent cover of riparian vegetation at the sites. This will be done using the line intercept sampling method to measure crown cover, species dominance, and canopy structure. Groundcover will be estimated using mean visual estimates from two quadrats. A series of 45-foot transects approximately 100 feet apart will be permanently marked relative to a baseline at the site. The transects will be permanently established during the first scheduled monitoring event. Sampling will occur in late summer / early fall to ensure that maximum vegetation growth is recorded. Hand measured distances and GPS coordinates will be used to create a map for future monitoring events and can be used as an aid for locating and reoccupying transects during subsequent monitoring events.

Crown Cover

Crown cover of shrubs and trees will be measured along each transect using a measuring tape. Only the canopy of woody species will be measured. Each woody species that is encountered along a transect will have its canopy measured at the start point and the end point of where its dripline or overhang intersects the transect. If two or more woody species overlap along a transect, they will be measured as one unit. Each woody species encountered along a transect will be identified to species. To estimate the percent canopy cover for each transect, the lengths of the individual canopy intercepts will be added and then divided by 45 feet. The percent canopy cover for the site will be calculated by averaging the canopy cover measured for each transect. All data will be recorded on a data sheet.



Groundcover

Percent groundcover at the site will be visually estimated from two quadrats placed at the 15- and 30-foot mark of each transect. Each quadrat will be subdivided into four grids measuring 0.5 by 0.5 meter. Percent coverage of living and non-living plants present within the grids will be visually estimated along with the percent of non-plant cover and bare ground to determine the percent cover for each quadrat. Woody, native, and invasives will be identified to species. Non-plant cover will be classified as large wood, litter, moss, or soil. Estimations for each class will be totaled and averaged to determine percent groundcover for the site. All data will be recorded on a data sheet.

Task 4. Adaptive Management and Volunteer Coordination Program

Due to the public nature of these sites, the City has the opportunity to train numerous volunteers in habitat stewardship by having volunteers participate in adaptive management activities at these two restoration projects. This program is intended to facilitate stewardship activities at the sites.

Our volunteer coordination team will use results detailed in the Initial Assessment Memorandum and results from monitoring activities to develop plans for one volunteer Fall Planting and Cleanup Day per year at each of the sites. Activities that may occur at the sites may include planting, weeding, mulching, removing trash, repairing goose exclusion fencing, etc.

Our volunteer coordination team will be on site during the volunteer days to direct volunteers in the above-mentioned activities and to finish work that is not completed by the volunteers. Our volunteer coordination team will also perform cleanup after volunteer activities. Based on our volunteer coordination team's recommendations for these activities, the City will organize the events, as well as supply materials required for the volunteer day.

Task 5. Documentation

Annual Monitoring Report

At the end of the monitoring fieldwork for each year (nominally early spring), data will be compiled in an annual monitoring report. The report will summarize field procedures and present tabular and graphical results of the monitoring activities. Additionally, the annual report will make recommendations for changes to monitoring protocols, if any, and adaptive management activities. If invasive species are noted on the restoration sites, the City will be notified immediately. The report will be submitted to the City within three months of completion of field activities in electronic and hard copy.

**Database**

Information collected in the field will be recorded on data sheets that will be incorporated into a program-wide monitoring database. The database will be a central repository for monitoring data collected under this plan. This task includes updating the database and creating reports to summarize the data.

**City of Bainbridge Restoration Monitoring Program
Scope of Work
April 12, 2012**

The City of Bainbridge (the City) manages two restoration sites located on Eagle Harbor, Bainbridge Island, Washington: Strawberry Plant Park and Pritchard Park East Bluff. The sites were identified for habitat restoration efforts by the Elliot Bay Trustee Council (Trustees). The Trustees received funds for the projects to restore natural resources injured by hazardous substances released from the Wyckoff facility in Eagle Harbor. Restoration activities were completed at the sites in 2011, and the City and Trustees are beginning monitoring activities to evaluate the sites.

The City of Bainbridge Shoreline Restoration Monitoring Program will include physical and biological monitoring to evaluate site conditions and effectiveness of those conditions in meeting the original intent of restoration objectives for the Pritchard Park East Bluff and Strawberry Plant Park shoreline restoration projects. The monitoring efforts described in this scope of work (SOW) are intended to measure the success of the restoration efforts; identify adaptive management approaches if the projects are not achieving goals and objectives; address monitoring requirements specified by permitting agencies; and to serve as an outreach tool to disseminate project information to interested parties. Ridolfi will provide data interpretation and include the results of all sampling and recommended adaptive management approaches in annual monitoring reports.

The fieldwork required to measure these parameters will be conducted according to a schedule that will be outlined in a monitoring work plan that will be prepared by Ridolfi in 2012 to guide a long-term monitoring program for these two restoration projects. The long-term monitoring program will occur over a ten year period with monitoring events scheduled for Years 1,2,3,5, 7, and 10. Upon the City's approval of the work plan, Year 1 monitoring activities will commence and will serve as the baseline against which all other monitoring events conducted over the 10 year program will be compared to. This SOW was developed to include the first three years of monitoring. Based on the results of Years 1, 2, and 3, Years 5, 7, and 10 may be modified. Additionally, this SOW includes Adaptive Management and Volunteer Coordination events that will occur at each site once a year in the form of a Fall Planting and Cleanup Day. Year 1 will include a planning task that will not be repeated in Years 2 and 3. Work beyond the first year will need to be specifically authorized by the City prior to commencement. A summary of annual cost estimates for each site is provided at the end of this SOW. The following table summarizes the tasks for Year 1 (5/7/2012 to 5/7/2013) and Years 2 (5/7/2013 to 5/7/2014) and 3 (5/7/2014 to 5/7/2015).

Task Name	Year 1 (5/7/2012 to 5/7/2013)	Year 2 (5/7/2013 to 5/7/2014)	Year 3 (5/7/2014 to 5/7/2015)
Task 1: Project Management			
General Project Management	X	X	X
Permitting	X	X	X
Task 2: Planning			
Initial Site Visit and Assessment Memo	X		
Monitoring Work Plan/Health and Safety Plan	X		
Task 3: Monitoring			
Marsh Development/Species Composition	X	X	X
Riparian Vegetation - Areal Coverage	X	X	X
Forage Fish Access/Presence*	2 events	1 event	1 event
Task 4: Adaptive Management/Volunteer Coordination			
Fall Planting and Cleanup Day	X	X	X
Task 5: Documentation			
Annual Monitoring Report	X	X	X

*Forage fish surveys will only occur at the Pritchard Park East Bluff site.

Restoration Monitoring Program Scope of Work

Task 1. Project Management

Ridolfi will coordinate with the City's project manager, lead communications within the project team, track budget, and maintain quality control for the project under this task. Ridolfi will also prepare monthly progress reports during active phases of the project. The monthly progress reports will be prepared such that the activities for each restoration project are separately identified. The report will describe:

- The work conducted in the previous month.
- The work planned for the subsequent month.
- Deliverables submitted the previous month.
- Deliverables planned for the subsequent month.
- Problem areas with proposed solutions, if any.

Task 2. Planning

To facilitate planning efforts, our team will meet with City personnel to confirm a common understanding of the scope of work. In this phase we will confirm scope and budget for the project. Additionally, we will request information from the City that is relevant to the project including separate monitoring parameters required at each of the sites, past documents including previous site assessment reports, the location of the sites, description of the sites, past restoration or cleanup work performed on the sites, required permits, etc.

After meeting with the City staff, the Ridolfi team will hold an internal meeting to review the project requirements, assign work, review background information, establish internal check points for review, and establish quality control procedures. Based on the scoping information we will develop relevant reports such as a monitoring work plan and health and safety plan. We will also ensure that all required permits are in place to perform the work.

Initial Assessment Memorandum

To facilitate initial adaptive management activities in regards to plant health and vigor, our monitoring team will perform a brief assessment of each site and present the results and suggested adaptive management activities in a memorandum. The memorandum may also be used to inform planting and cleanup activities that can be performed during volunteer events at each of the sites. Year 1 is the only year in which the initial assessment effort and associated memorandum will occur.

Monitoring Work Plan

Based on discussions with the City and potentially the Trustees, Ridolfi will develop a monitoring work plan for the City's restoration monitoring program. The monitoring work plan will include a health and safety plan to be followed by the monitoring team. The monitoring plan will be designed to facilitate a long-term monitoring program for the two restoration sites. The long-term monitoring program will occur over a ten year period, with monitoring events scheduled for Years 1, 2, 3, 5, 7, and 10.

Task 3. Monitoring

Specific approaches to physical and biological monitoring efforts are described in the following sections:

Physical Success Criteria

Several physical success criteria will be measured at both of the sites to evaluate their physical stability. Information obtained from these studies will be used to direct adaptive management measures, if needed, and to ensure that the sites are providing functional habitat. Additionally, the results will track changes in the physical structure of the sites overtime.

Topographic Survey

The City of Bainbridge will perform topographic surveying at each site. At each site, the surveyor will establish five to eight transects by installing stakes in the riparian zone. They will then shoot profiles perpendicular to the shoreline from each stake, measuring elevations at approximately 10-foot intervals or where there is a noticeable break in slope. The survey will be conducted so that horizontal accuracy is +/- 0.1 feet, and vertical accuracy is +/- 0.05 feet.

To evaluate elevations and morphology in subsequent years, the transects will be reoccupied beginning at the stakes installed in the first year. The deliverable for this task will be cross-section plots showing elevation profiles for the different monitoring events. The deliverable will be provided to Ridolfi to support evaluation of both sites' physical structure and inclusion in Annual Monitoring reports.

Visual Inspections and Photograph Point Monitoring

At least twice per year the Ridolfi monitoring team will visit the sites to make visual observations regarding general site conditions. One of these events will be scheduled in late summer/early fall in conjunction with the vegetation monitoring, and the second will likely occur during the forage fish surveys. Observations may include presence of erosional features, prevalence of dead or dying plants, accumulation of trash or flotsam, indications of vandalism, or signs of animal use or grazing of vegetation.

Additionally, the monitoring team will establish permanent photograph point monitoring stations to monitor changes in plant cover, invasive plants, species composition, and disturbances at the sites. Based on the size of each site, photograph points will be established at approximately 13 feet on a mean lower low water (MLLW) datum in the riparian and salt marsh habitat transition zone during the first scheduled monitoring event. The location of each permanent photograph point will be entered into a GPS unit with a horizontal accuracy of approximately one meter. This information will be used to create a map showing the photograph point locations for future monitoring events.

Biological Success Criteria

Several biological success criteria will be measured at each site to evaluate their habitat functionality. Information obtained from these studies will be used to direct adaptive management measures if needed and to ensure that the sites are providing functional habitat. Additionally, the results will track changes in the species diversity, ecological uses of the sites overtime, and overall ecological health of the sites.

Forage Fish Access/Presence

This task will be performed at the Pritchard Park East Bluff site. For Year 1, the surveys will occur two times per year between the months of November and January at the appropriate tide. During Year 2 and Year 3, the surveys will only occur once per year between the months of November and January. Sediments will be surveyed and analyzed for grain size and the presence of sand lance and surf smelt eggs. The density of forage fish eggs will be calculated based on the amount of eggs observed. Survey crews will follow the protocols outlined by the Washington State Department of Fish and Wildlife (WDFW). Egg samples will be sent to WDFW for quality control/quality assurance of species identification. The survey work will be done under a Scientific Collection Permit that will be obtained annually, prior to the first monitoring event.

Marsh Development/Species Composition

In this task, the monitoring team will estimate percent cover of marsh vegetation at the site using mean visual estimates from a series of quadrats. The percent cover of marsh vegetation will be measured from randomly selected sampling points within the marsh habitat area. The sampling points will be established and permanently marked with wood stakes during the first monitoring event. The coordinates of each permanent point at the site will be entered into a Global Positioning System (GPS) unit with a horizontal accuracy of approximately one meter. This information will be used to create a map for future monitoring events.

Percent coverage of each plant species present within each quadrat will be visually estimated along with the percent of non-plant cover and bare ground to determine the percent cover for each quadrat. Native and invasive taxa will be identified to species. Non-plant cover will be classified as large wood, litter, moss, or soil. Estimations for each class will be totaled and averaged to determine percent cover of marsh vegetation for each quadrat and the site. All data will be recorded on a data sheet.

A photograph will be taken of each quadrat for comparison to following seasons of monitoring work. Additionally, the integrity of the herbivory fencing (goose netting) in the vicinity of each quadrat will be noted. Sampling will occur in late summer / early fall to ensure that maximum vegetation growth is recorded.

Riparian Vegetation Areal Coverage

In this task, the monitoring team will measure the percent cover of riparian vegetation at the sites. This will be done using the line intercept sampling method to measure crown cover, species dominance, and canopy structure. Groundcover will be estimated using mean visual estimates from two quadrats. A series of 45-foot transects approximately 100 feet apart will be permanently marked relative to a baseline at the site. The transects will be permanently established during the first scheduled monitoring event. Sampling will occur in late summer / early fall to ensure that maximum vegetation growth is recorded. Hand measured distances and GPS coordinates will be used to create a map for future monitoring events and can be used as an aid for locating and reoccupying transects during subsequent monitoring events.

Crown Cover

Crown cover of shrubs and trees will be measured along each transect using a measuring tape. Only the canopy of woody species will be measured. Each woody species that is encountered along a transect will have its canopy measured at the start point and the end point of where its dripline or overhang intersects the transect. If two or more woody species overlap along a transect, they will be measured as one unit. Each woody species encountered along a transect will be identified to species. To estimate the percent canopy cover for each transect, the lengths of the individual canopy intercepts will be added and then divided by 45 feet. The

percent canopy cover for the site will be calculated by averaging the canopy cover measured for each transect. All data will be recorded on a data sheet.

Groundcover

Percent groundcover at the site will be visually estimated from two quadrats placed at the 15- and 30-foot mark of each transect. Each quadrat will be subdivided into four grids measuring 0.5 by 0.5 meter. Percent coverage of living and non-living plants present within the grids will be visually estimated along with the percent of non-plant cover and bare ground to determine the percent cover for each quadrat. Woody, native, and invasives will be identified to species. Non-plant cover will be classified as large wood, litter, moss, or soil. Estimations for each class will be totaled and averaged to determine percent groundcover for the site. All data will be recorded on a data sheet.

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Our volunteer coordination team will use results detailed in the Initial Assessment Memorandum and results from monitoring activities to develop plans for one volunteer Fall Planting and Cleanup Day per year at each of the sites. Activities that may occur at the sites may include planting, weeding, mulching, removing trash, repairing goose exclusion fencing, etc.

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Database

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**Cost Estimate Summaries for Monitoring and Adaptive Management
of Strawberry Plant Park and Pritchard Park East Bluff**

CITY OF BAINBRIDGE ISLAND

CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Transfer of Kitsap County Tideland Parcels to the City	Date: March 10, 2015
Agenda Item: Consent Agenda	Bill No.: 15-042
Proposed By: Executive	Referral(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

Study Session March 3, 2015	Recommendation: Move to March 10, 2015 Consent
City Manager ☒ Yes ☐ No ☐ N/A	Legal ☒ Yes ☐ No ☐ N/A Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item: Authorize the City Manager to execute 21 quit claim deeds for transfer of Kitsap County Tidelands to the City.

Background:

This is a discussion item regarding Kitsap County's request to transfer to the City 21 tideland parcels. The parcels are identified by parcel number on the attached Exhibit A, and were not transferred to the City upon the City's incorporation.

The City's ownership of these parcels is desirable because the City is the permitting authority, with DOE as a partner, of shoreline activity through the City's Shoreline Master Program (SMP). Ownership of these parcels means that the City will not be required to rely upon the County for approval of docks, where allowed, over the tideland parcels.

Attached as Exhibit B is a quitclaim deed for two of the 21 parcels: parcel number 352502-2-061-2006, and parcel number 352502-2-062-2005. The County prepared quitclaim deeds for these two parcels because Leann McDonald of Shoreline Solutions LLC represents the property owners adjacent to these two parcels who wish to submit development applications for construction of docks. Accordingly, the County wished to expedite the transfer of these two quitclaim deeds but has not prepared quitclaim deeds for the remaining 19 parcels. The County will transfer each of the remaining 19 quit claim deeds as they are prepared by the County.

On March 3, 2015 you approved moving this item to the March 10, 2015 Consent Agenda; approval of the Consent Agenda and, accordingly, this item, authorizes the City Manager to execute the quit claim deeds for each of the 21 parcels.

RECOMMENDED ACTION

Motion:

I move the City Council authorize the City Manager to execute 21 quit claim deeds for transfer of Kitsap County Tidelands to the City.

Kitsap County Tidelands 4111-000-040-0208

 County-Owned Parcels
 Tax Parcels (Full Ownership)

STR-25-25N-02E
 MADRONO PARK
 TH PTN LOT 40 LY SELLY OF LOT B RUDOWS REPLAT
 OF MADRONO PARK ALSO TH PTN OF HARBOR
 STREET LY SELLY OF SD LOT B & LYING NEELY OF
 SWLY EXT OF THE SELLY BDRY OF LOT 59 ALSO TH
 PTN PARK AVE ABTQ SD LOT 59 & TOW TDLDS ADJ
 LY NLY OF THE EXT OF SELLY LN SD LOT 59 & SLY OF
 THE EXT OF THE SELLY LN OF SD LOT B PAR 2 TH
 PTN BTWN LOTS 55, 56, 57 & 58 & MEA LN TOW TDLDS
 FRIG - BEING DESC FOR TAX PURP ONLY

LAND VALUE: \$540
 TOTAL VALUE: \$540
 Acres = 2.08

Kitsap County Department of Community Development
 614 Division Street, MS-36 Port Orchard, Washington 98366
 (360) 337-5777 • FAX (360) 337-4925



1 inch = 100 feet



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Map Date: 6/2/2014

Kitsap County Tidelands 4111-000-042-0206



☒ County-Owned Parcels
☐ Tax Parcels (Full Ownership)

TAX DESCRIPTION :

STR : 25-25N-2E
MADRONO PARK
BLK 000 LOT 42 D-02 84 TL FL
LAND VALUE: \$300
TOTAL VALUE: \$300
Acres = 0.26

Kitsap County Department of Community Development
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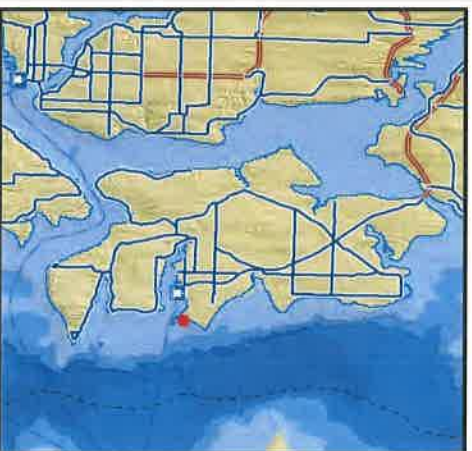


1 inch = 100 feet

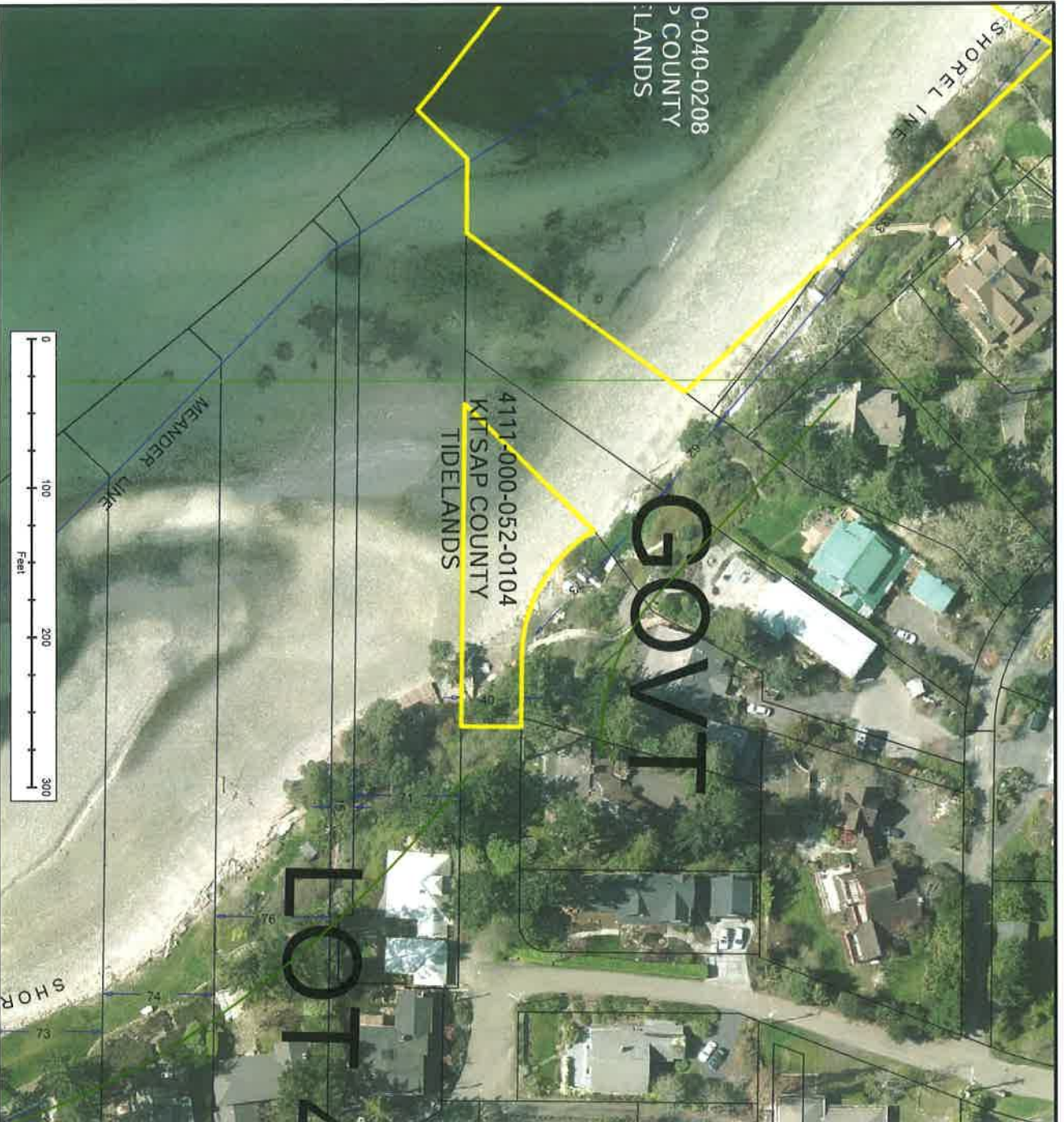


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Kitsap County Tidelands 4111-000-052-0104



☒ County-Owned Parcels
☐ Tax Parcels (Full Ownership)

TAX DESCRIPTION:

STR: 25-25N-2E
 MADRONO PARK
 BLK 000 LOT 52 D-01 86 PT OF BET ML EX WLY 12FT
 TL F L EX WLY 12FT BLK 000 LOT 52

LAND VALUE: \$180
 TOTAL VALUE: \$180
 Acres = 0.23

Kitsap County Department of Community Development
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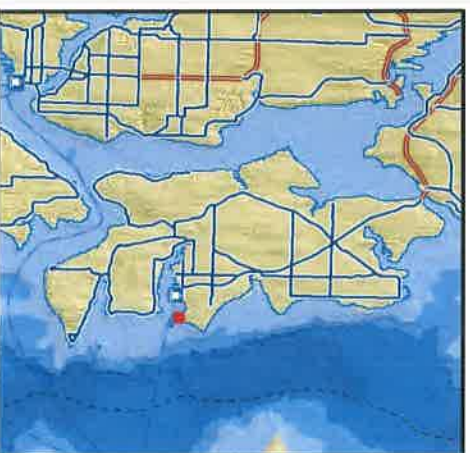


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Map Date: 6/4/2014

Kitsap County Tidelands 4131-000-011-0100

 County-Owned Parcels

 Tax Parcels (Full Ownership)

TAX DESCRIPTION

STR : 28-26N-2E
 AGATE POINT
 TDLDS FRTO AGATE STR
 LAND VALUE: \$120
 TOTAL VALUE: \$120
 Acres = 0.04

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Map Date: 6/4/2014

Kitsap County Tidelands 4131-000-060-0001



☒ County-Owned Parcels
☐ Tax Parcels (Full Ownership)

TAX DESCRIPTION:

STR : 28-26N-2E
AGATE POINT
TIDELANDS FRONTING NORTH STREET, ACCORDING TO
THE PLAT OF AGATE POINT AS RECORDED IN VOLUME 3
PAGE 1 OF PLATS, RECORDS OF KITSAP COUNTY,
WASHINGTON.

LAND VALUE: \$80
TOTAL VALUE: \$80
Acres = 0.06

Kitsap County Department of Community Development
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Map Date: 6/8/2014

Kitsap County Tidelands 4132-000-012-0009



County-Owned Parcels
☐ Tax Parcels (Full Ownership)

TAX DESCRIPTION:

STR : 34-26N-2E
 ALDER BEACH TRACTS
 TL F ST

LAND VALUE: \$90
 TOTAL VALUE: \$90
 Acres = 0.16

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Map Date: 6/1/2014

Kitsap County Tidelands 4142-000-020-0007

County-Owned Parcels

Tax Parcels (Full Ownership)

TAX DESCRIPTION :

STR : 32-25N-2E

CRYSTAL SPRINGS

TDLDS FR TG CO RD BTW TR 9 & 10

LAND VALUE: \$70

TOTAL VALUE: \$70

Acres = 0.11

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Map Date: 6/4/2014

Kitsap County Public Works 4155-000-135-0003

County-Owned Parcels
☐ Tax Parcels (Full Ownership)

TAX DESCRIPTION:
 STR : 35-26N-2E
 MADISON BEACH
 BLK 000 LOT 135 & TL
 LAND VALUE \$32,040
 TOTAL VALUE \$32,040
 Acres = 0.35

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Kitsap County Tidelands 4169-000-005-0004

County-Owned Parcels

☐ Tax Parcels (Full Ownership)

TAX DESCRIPTION:

STR: 23-25N,2E

ROLLING BAY CITY
TUDS FRIG THE S 106.67FT OF LOT 5 CADDY BY VOL.
183-310

LAND VALUE: \$150

TOTAL VALUE: \$150

Acres = 0.57

Kitsap County Department of Community Development
614 Division Street, MS-36 Port Orchard, Washington 98366
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Map Date: 6/24/2014

Kitsap County Tidelands 4169-000-053-0005



☒ County-Owned Parcels

☐ Tax Parcels (Full Ownership)

TAX DESCRIPTION:

STR - 23-25N-2E

ROLLING BAY CITY
LOT 53 DAF ALT TIDS LY S OF SE COR OF TR 17-1/2
3/4 N OF NE COR OF TR 16-1/2 IN SD PLAT TSW
WHARF EXT INTO WATERS OF PUGET SOUND FR
ELY END OF YAGUINA AVE CNVD PER VOL 436 PG
67

LAND VALUE: \$70
TOTAL VALUE: \$70
Acres = 0.30

Kitsap County Department of Community Development
614 Division Street, MS-36 Port Orchard, Washington 98366
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Map Date: 6/14/2014

Kitsap County Tidelands 4184-000-005-0104



County-Owned Parcels

☐ Tax Parcels (Full Ownership)

TAX DESCRIPTION:

STR : 05-24N-2E

SYVERSEN'S SUBDIVISION
BLK 000 LOT 5 D-01 TL F TR

LAND VALUE: \$190
TOTAL VALUE: \$190
Acres = 0.16

Kitsap County Department of Community Development
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1 inch = 100 feet



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Map Date: 6/8/2014

Kitsap County Tidelands 4184-000-007-0201



☒ County-Owned Parcels

☐ Tax Parcels (Full Ownership)

TAX DESCRIPTION : (lower parcel on map)

STR : 05-24N-2E

SYVERSEN'S SUBDIVISION
BLK 000 LOT 7 D-02 T.L.F

LAND VALUE: \$160
TOTAL VALUE: \$160
Acres = 0.14

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Map Date: 6/1/2014

Kitsap County Tidelands 4184-000-007-0201

KITSAP COUNTY
TIDELANDS

4184-000-007-0201
KITSAP COUNTY
TIDELANDS



CRYSTAL SPRINGS DRIVE

☒ County-Owned Parcels
☐ Tax Parcels (Full Ownership)

TAX DESCRIPTION :

STR : 05-24N-2E

SYVERSEN'S SUBDIVISION
BLK 000 LOT 7 D-02 TL F

LAND VALUE: \$160
TOTAL VALUE: \$160
Acres = 0.14

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1 inch = 50 feet



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Map Date: 6/14/2014

Kitsap County Tidelands 022502-4-046-2001



- County-Owned Parcels
- Tax Parcels (Full Ownership)

STR-02-25-2E
TL FRIG S 400' FT OF L 3

LAND VALUE: \$600
TOTAL VALUE: \$600

Acres = 3.09

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1 inch = 100 feet



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Map Date: 6/1/2014

Kitsap County Tidelands 052502-1-030-2002



County-Owned Parcels

Tax Parcels (Full Ownership)

TAX DESCRIPTION:
 STR-05-25N-02E
 PAR (1) TIDL OF 2ND CLASS LY BTWN LN OF MEA
 LOW TIDE & LN OF EXTREME LOW TIDE IN FRONT
 OF N 0.87 FT OF S 63.67 FT OF GOV LOT 1 PAR (2)
 TDL ADJ TO IN FRONT OF OR ABTG UPON N
 49.33 FT OF S 115 FT OF LOT 1 PAR (3) ALL TDLDS
 OF 2ND CLASS ABTG FDL BEG AT S W COR OF
 GOV LOT 1 N 5-42-W 1 CH PAR (4) TDLDS OF 2ND
 CLASS SITUATED IN FRONT OF ADJ TO OR ABTG
 THE N 98 FT OF S 208 FT OF GOV LOT 1
 LAND VALUE: \$700
 TOTAL VALUE: \$700
 Acres = 0.87

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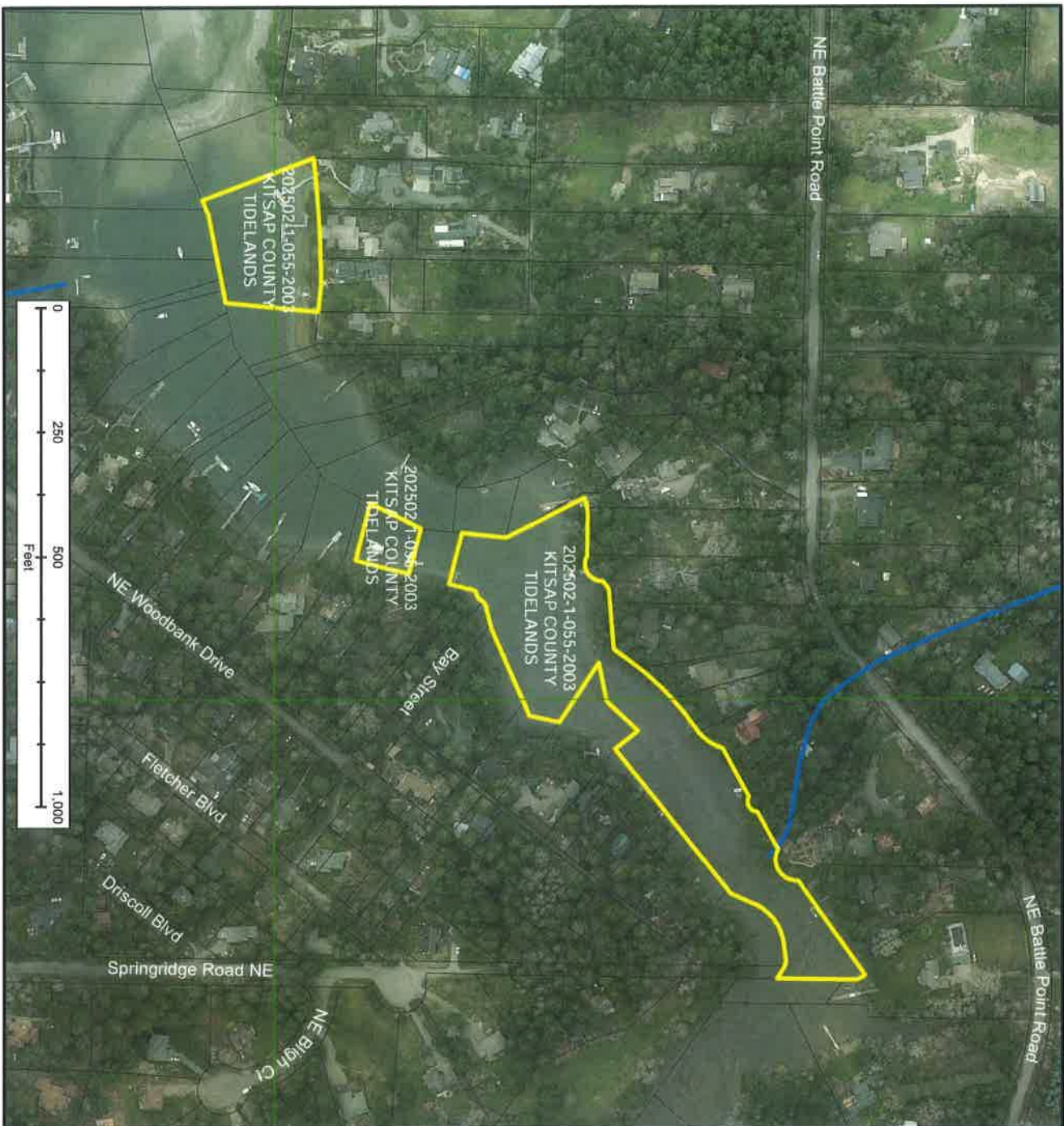
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Map Date: 6/24/2014

Kitsap County Tidelands 202502-1-055-2003



 County-Owned Parcels

 Tax Parcels (Full Ownership)

STR=2025.2E
TOLDS OF 2ND CL. SUITABLE FOR CULTIVATION OF
OYSTERS FRIG PT OF LOT 2 & ALL OF LOTS 3 & 4 & PT
OF LOT 5 EXC TRS SOLD EXC PT FRIG LOT 17 & 19 IN
PLAT OF BAINBRIDGE SHORE
LAND VALUE: \$5,480
TOTAL VALUE: \$5,480
5.61 Acres

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1 inch = 300 feet



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Map Date: 6/2/2014

Kitsap County Tidelands 252502-2-004-2008



County-Owned Parcels
☐ Tax Parcels (Full Ownership)

TAX DESCRIPTION :

STR : 25-25N-2E
 TDL FRGT GOV LOTS 2 & 3 MADRONA PARK EX TRS
 SOLD

LAND VALUE: \$1,970
 TOTAL VALUE: \$1,970
 Acres = 0.20

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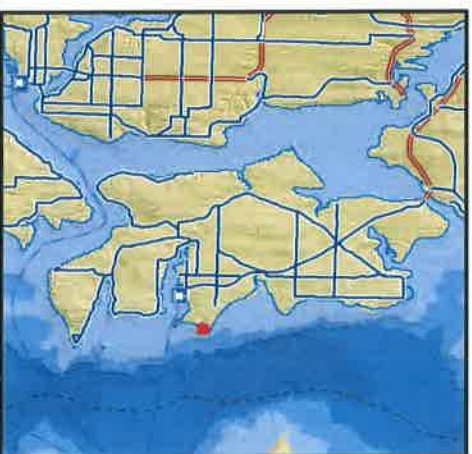


1 inch = 100 feet



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Kitsap County Tidelands 282602-1-023-2003



☒ County-Owned Parcels

☐ Tax Parcels (Full Ownership)

TAX DESCRIPTION :

STR : 28-26N-2E

TDLDS ONLY FRTO CO RD IN GOVT LOT 4

LAND VALUE: \$60

TOTAL VALUE: \$60

Acres = 0.12

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1 inch = 100 feet



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Map Date: 6/1/2014

Kitsap County Tidelands 342602-2-042-2000



 County-Owned Parcels

 Tax Parcels (Full Ownership)

TAX DESCRIPTION

STR : 34-26N-2E

TDLDS FRTO FOL BEG AT SW COR GOVT 8 DAF E
30FT OF W 587FT O F GOVT LOT 8 T H CONT NELV
ALS MEALN 70FT

LAND VALUE: \$180
TOTAL VALUE: \$180
Acres = 0.28

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1 inch = 100 feet



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Map Date: 04/2014

Kitsap County Tidelands 342602-3-052-2005

 County-Owned Parcels

 Tax Parcels (Full Ownership)

TAX DESCRIPTION :

STR : 34-26N-2E
TIDELANDS (FROM THE MEANDER LINE EXTENDING TO THE EXTREME LOW WATER LINE) FRONTING THE EAST 30 FEET OF GOVERNMENT LOT 5, SECTION 34, TOWNSHIP 26 NORTH, RANGE 2 EAST, W.M., KITSAP COUNTY, WASHINGTON.

LAND VALUE: \$80
TOTAL VALUE: \$80
Acres = 0.05

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Map Date: 8/4/2014

Kitsap County Tidelands 352502-2-061-2006

 County-Owned Parcels

 Tax Parcels (Full Ownership)

STR=35-25-02E
SECTION 35, TOWNSHIP 25 NORTH, RANGE 2 EAST,
W.M. 21 51 CHAINS OF SECOND CLASS TIDELANDS
FRONTING GOVERNMENT LOT 1 (THESE SECOND
CLASS TIDELANDS EXTENDING FROM THE
MEANDER LINE TO THE EXTREME LOW WATER
MARK).

LAND VALUE: \$4,150
TOTAL VALUE: \$4,150
Acres = 2.35

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1 inch = 200 feet



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Map Date: 6/3/2014

Kitsap County Tidelands 352502-2-062-2005

 County-Owned Parcels

 Tax Parcels (Full Ownership)

TAX DESCRIPTION:
STR-95-25-N-02E
W/LY 20.25 CHS OF 2ND CL. TDLDS FRING LOT 2 EXC
TRS SOLD
LAND VALUE: \$2,920
TOTAL VALUE: \$2,920
Acres = 0.61

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Map Date: 6/4/2014

AFTER RECORDING MAIL TO:

Molly Foster
Kitsap County Public Works
614 Division Street, MS-26
Port Orchard WA 98366-4699

QUIT CLAIM DEED

KNOW ALL PERSONS BY THESE PRESENTS, that the Grantor(s), KITSAP COUNTY, A POLITICAL SUBDIVISION OF THE STATE OF WASHINGTON, for and in consideration of the City of Bainbridge Island's assumption of jurisdiction and responsibility for the tidelands herein described, conveys and quit claims to the CITY OF BAINBRIDGE ISLAND, A MUNICIPAL CORPORATION, the following described real estate, situated in Government Lots 1 & 2 in Section 35, Township 25 North, Range 2 East, W.M., Kitsap County, State of Washington:

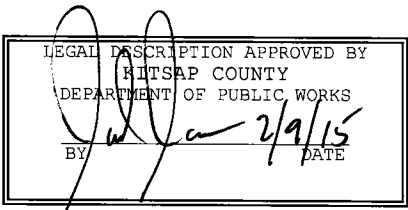
Described in EXHIBIT "A"
Attached Hereto and by this Reference Made a Part Thereof.

Dated this ____ day of _____, 2015.

By: _____
Robert Gelder, Chair

By: _____
Edward E. Wolfe, Commissioner

By: _____
Charlotte Garrido, Commissioner



STATE OF WASHINGTON
COUNTY OF KITSAP }ss

Tax Parcel Nos. 352502-2-061-2006
& 352502-2-062-2005

On this ____ day of _____, 2014, before me, the undersigned, a Notary Public in and for the State of Washington, duly commissioned and sworn, personally appeared _____, _____, and _____, to me known to be the County Commissioners respectively, of Kitsap County that executed the foregoing instrument, and acknowledged the said instrument to be the free and voluntary act and deed of Kitsap County, for the uses and purposes therein mentioned, and on oath, stated that they are authorized to execute the said instrument and that the seal affixed is the County Seal of Kitsap County.

Witness my hand and official seal hereto affixed the day and year first above written.

Notary Public in and for the State of Washington.
Residing at: _____
My Commission Expires: _____

EXHIBIT "A"

February 6, 2015

**Tidelands Transfer
Section 35, Township 25 North, Range 2 East, W.M.**

All Second Class tidelands owned by Kitsap County fronting Government Lot 1, Section 35, Township 25 North, Range 2 East, W.M., Kitsap County, Washington;

AND

All Second Class tidelands owned by Kitsap County fronting and abutting that portion of the government meander line lying in front of Government Lot 2, Section 35, Township 25 North, Range 2 East, W.M., Kitsap County, Washington, described as follows:

Commencing at the southwest corner of Lot 6, Block 1 of the plat of Pleasant View Townsite as recorded in Volume 1 of Plats, page 5, records of Kitsap County; thence North 79° West 60 feet; thence North 161.5 feet to the government meander line and the **POINT OF BEGINNING**; thence Northwesterly along said meander line to the west line of said Government Lot 2 and the terminus;

Except those portions conveyed by County Treasurer's Deed recorded under Auditor's File No. 377290, records of Kitsap County, Washington.

CITY OF BAINBRIDGE ISLAND CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Professional Services Agreement for Chamber of Commerce Lodging Tax Advisory Committee Project	Date: March 10, 2015
Agenda Item: Consent Agenda	Bill No.: 14-020
Proposed By: Morgan Smith, Deputy City Manager	Referral(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

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

DESCRIPTION/SUMMARY

Action Item:

In February, 2015 the City Council approved the Lodging Tax Advisory Committee (LTAC) recommendation to award funding to nine proposals totaling \$135,000. One of these proposals – submitted by the Bainbridge Island Chamber of Commerce – exceeds the City Manager's signing authority and requires City Council approval. The approved funding is \$34,818 and the scope of work is described in the following professional services agreement.

RECOMMENDED ACTION

Motion:

I move the City Council approve a professional services agreement with the Chamber of Commerce in the amount of \$34,818 to support the Visitor Information Center as approved by City Council during review of the Lodging Tax Advisory Committee funding recommendations for 2015.

AGREEMENT FOR LODGING TAX (CIVIC IMPROVEMENT) FUNDS

THIS AGREEMENT FOR LODGING TAX (CIVIC IMPROVEMENT) FUNDS (this “Agreement”) is entered into the date last below written between the City of Bainbridge Island, a Washington state municipal corporation (the “City”) and Bainbridge Island Chamber of Commerce (the “Recipient”).

WHEREAS, the Recipient submitted a proposal for Lodging Tax/Tourism funds (Civic Improvement Fund) for visitor information services as described in Attachment A (the “Proposal”); and

WHEREAS, upon recommendation of the Lodging Tax Advisory Committee and approval by City Council at their February 24, 2015 meeting, the City has awarded a contract for the Proposal; and

WHEREAS, the Recipient has the expertise and experience to arrange for 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 Recipient as follows:

1. SERVICES BY RECIPIENT

The Recipient shall arrange for the services as specified in this Agreement and as necessary to accomplish the scope of work described in the Proposal. The Recipient shall arrange for all services, labor and related equipment to conduct and complete the work, except as specifically noted otherwise in this Agreement. The Recipient shall execute this Agreement by June 30, 2015 in order to receive funding, and all goods and services specified in this Agreement shall be provided during calendar year 2015.

Recipient shall identify all Proposal activities in promotional and other business materials as having been funded by the City of Bainbridge Island.

2. PAYMENT

A. The City shall pay the Recipient Thirty-Four Thousand Eight Hundred Eighteen Dollars (\$34,818) for all services performed and all approved expenses incurred for the sole and specific purpose of accomplishing the scope of work described in the Proposal, to be billed quarterly in equal amounts.

B. The Recipient shall submit quarterly invoices for services performed in a previous quarter in a format acceptable to the City. Each project and each task within a project shall be the subject of a separate invoice. The Recipient 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 Recipient 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. REPORT ON EXECUTION OF SERVICES

The Recipient shall submit a report on services provided with the final invoice, no later than January 22, 2016. This report should be no longer than two pages long, excluding budget detail, and should follow the outline below:

- Summarize the activities undertaken in providing the work described in Attachment A.
- Reference the project objectives specified in Attachment A. Were those objectives achieved? Why or why not? Were there any unexpected positive outcomes or challenges?
- Reference the specific measurable results specified in Attachment A. Were they achieved? If not, what challenges prevented the achievement of the anticipated results?
- Describe involvement of any partners specified in Attachment A, as well as any unexpected cooperative relationships that developed through implementation of the project.
- Reference the project budget specified in the Attachment A. Provide an analysis of actual expenses and income in relation to the projected budget.
- Provide a good faith best-estimate of actual attendance generated by the Proposal in the three categories below:
 - a. Travelers staying overnight in paid accommodations away from their place of residence or business;
 - b. Travelers staying overnight in unpaid accommodations (e.g., with friends and family) and traveling more than 50 miles;
 - c. Travelers for the day only and traveling more than 50 miles.
- Describe the methodologies used to arrive at the good faith estimate of actual attendance numbers described above.

4. INSPECTION AND AUDIT

The Recipient 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 Recipient 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 Recipient 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 Recipient shall provide the city with appropriate clarification and/or financial adjustments within thirty (30) calendar days of notification of the discrepancy.

5. INDEPENDENT CONTRACTOR

A. The Recipient and the City understand and expressly agree that the Recipient is an independent contractor in the performance of each and every part of this Agreement. The Recipient expressly represents, warrants and agrees that his 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 Recipient, as an independent contractor, assumes the entire responsibility for carrying out and accomplishing the services required under this Agreement. The Recipient shall make no claim of City employment nor shall claim any related employment benefits, social security, and/or retirement benefits.

B. The Recipient 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 Recipient 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 Recipient performs hereunder.

D. The Recipient and any subcontractors shall obtain a business license and, if applicable, pay business and occupation taxes pursuant to Title 5 of the Bainbridge Island Municipal Code.

6. DISCRIMINATION AND COMPLIANCE WITH LAWS

A. The Recipient 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 Recipient 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 6 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.

7. TERM AND TERMINATION OF AGREEMENT

A. This Agreement shall become effective upon execution by both parties and shall continue in full force until December 31, 2015, 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 Recipient pursuant to this Agreement shall be submitted to the City, and the Recipient 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.

8. 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.

9. 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.

10. HOLD HARMLESS AND INDEMNIFICATION

A. The Recipient 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 Recipient, 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 Recipient under this Agreement.

B. In the event that the Recipient and the City are both negligent, then the Recipient'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 Recipient, its officers, employees and agents.

C. The foregoing indemnity is specifically and expressly intended to constitute a waiver of the immunity of the Recipient 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 Recipient. 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 Recipient'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.

11. INSURANCE

The Recipient shall maintain insurance as follows:

- ☐ Commercial General Liability as described in Attachment B.
- ☒ Directors and Officers Liability as described in Attachment B.
- ☐ Automobile Liability as described in Attachment B.
- ☐ None.

12. 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 Recipient 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 Recipient as stated herein.

13. 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.

14. 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.

15. 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.

16. 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.

17. 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 Recipient: Bainbridge Island Chamber of Commerce
 395 Winslow Way East
 Bainbridge Island, WA 98110
 Attention: Executive Director

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.

18. 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.

19. GOVERNING LAW

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

20. VENUE

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

21. 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 _____, 2015.

BAINBRIDGE ISLAND CHAMBER
OF COMMERCE

CITY OF BAINBRIDGE ISLAND

By _____

By _____
Douglas Schulze, City Manager

Name _____

Title _____

Tax I.D. 91-0653393

**CITY OF BAINBRIDGE ISLAND
2015 LODGING/TOURISM FUND PROPOSAL
COVER SHEET**

Project Name: **Bainbridge Island Chamber of Commerce Visitor Information Center**

Name of Applicant Organization: **Bainbridge Island Chamber of Commerce**

Applicant Organization IRS Chapter 501(c)(3) or 501(c)(6) status and Tax ID Number:
501 (c) (6) Tax ID Number is 91-0653393

Date of Incorporation as a Washington State Corporation and UBI Number:
Incorporated in Washington State in 1927. UBI # 603-308-198

Primary Contact: **Rex Oliver**

Mailing Address: **395 Winslow Way E, Bainbridge Island WA, 98110**

Email(s): **roliver@Bainbridgechamber.com**

Day phone: **206-842-3700** Cell phone: **951-532-3001**

Number of pages in proposal: **10**

Under the definition of "tourism promotion", which of the following does your proposal include?

Please mark all that apply and how much is requested in each category:

√	Funding Category	Dollar Amount
√	Advertising, publicizing or otherwise distributing information for the purpose of attracting and welcoming tourists	\$ 6,000.00
√	Developing strategies to expand tourism	\$ 5,560.00
√	Operating tourism promotion agencies	\$ 11,756.00
√	Marketing and operations of special festivals or events	\$ 7,700.00
√	Operation of a tourism-related facility*	\$ 3,801.93

*If the proposal requests funds for operation a tourism-related facility, please indicate the legal owner of that facility:

T&C Northeast LLC.

LODGING/TOURISM FUND APPLICATION
NARRATIVE GUIDE
Applicant Information

1. The Chamber of Commerce mission is to:
 - a. Promote the Community,
 - b. Represent the Interest of Business Before Government,
 - c. Provide Networking Opportunities and
 - d. Create a Strong Local Sustainable Economy.

The Bainbridge Island Chamber of Commerce dates back to 1927 as an organization dedicated to the betterment of business on the island. The BICC is a 501 (c) (6) not-for-profit organization providing an array of services to its members and the community at large. The Chamber operates the official Visitor Information Center for the island. The Chamber also works collaboratively with most island organizations to help promote and support their events. The Grand Old Fourth of July, promotion of the Chilly Hilly, and the tourist information kiosk at the ferry terminal all represent the Chamber's successful execution of year-round tourism related marketing efforts and support. The Chamber also maintains a dominant web presence. The Chamber is constantly updating its online information to keep it current and relevant to visitors who access our website from all over the globe. We are also seeing a significant increase in the number of our web visitors who access us through mobile devices.

This past year the Chamber staff and volunteers greeted and directed over 70,000 walking visitors (as of September 15, 2014) to Island events, destinations and businesses. That represents a 13% increase over the previous year. Visitors come from every State in the Union, every province in Canada and over 40 countries around the world. This indicates that our outreach to potential markets needs to be on a global scale. Much of our traffic is derived from tourists who are in Seattle to take cruises. These visitors come in several days ahead of their cruise or stay for several days afterward and are looking for "day trips" or longer to explore the region. Our excellent relationship with the concierges in Seattle, Visit Seattle (formerly the Seattle Convention and Visitors Bureau (SCVB)) visitor information staff and the staff associated with the cruise terminals has generated much of the visitor traffic that comes to the island. Our survey shows that 15% of visitors were referred to us by Seattle hotel concierges.

2. Project Partners.

The Chamber is proud to have many partnerships with organizations on the island. The Bainbridge Island Downtown Association, the Bainbridge Island Lodging Association and the Bainbridge Island Arts and Humanities Council are some of the largest groups. The Chamber actively distributes brochures from each of these groups to the many visitors to the island. The Chamber is also pleased to partner with other organizations on the island such as Bloedel Reserve, Friends of the Farms, KiDiMu, The Bainbridge Island Historical Museum, The Bainbridge Island Museum of Art, the Japanese American Exclusion Memorial, Squeaky Wheels, the Kiwanis Bike Event and many more.

3. Lodging Tax (Civic Improvement) Fund within the last five years (2009-2014).

2009 Bainbridge Island Visitor Information Center: funded amount	\$8,000
2010 Bainbridge Island Visitor Information Center: funded amount	\$7,000
2011 Bainbridge Island Visitor Information Center: funded amount	\$12,000
2012 Bainbridge Island Visitor Information Center: funded amount	\$26,000
2013 Bainbridge Island Visitor Center: funded amount	\$10,000
2013 Weekend Bus Service: funded amount	\$20,000
2013 Signs Project funded amount	\$5,386
2014 Bainbridge Island Visitor Information Center: Funded Amount	\$26,822

4. **Unfunded/incomplete projects** None.

1. Describe the proposed project.

The proposed program/project is the Bainbridge Island Chamber of Commerce Visitor Information Center. This incorporates all aspects of advertising, marketing, website management, event promotion, community promotion, and operation of tourism facilities.

As part of our mission the Visitor Information Center's (VIC) first objective is to greet and inform visitors/tourists of the current events and attractions they will find on the island to enhance their visit and make their stay on the island a memorable experience.

The initial task of greeting is done at the kiosk located at the ferry terminal and in the main office of the Chamber on Winslow Way. Well-trained, knowledgeable staff and volunteers are critical to the delivery of consistent and reliable visitor information and customer service. The Chamber is committed to staffing the ferry kiosk with a core of paid staff supported by volunteers. Under the supervision of experienced chamber personnel, the main chamber offices on Winslow Way are staffed with enthusiastic and knowledgeable volunteers dedicated to providing visitors with the same reliable visitor information and quality customer service as is found at the kiosk.

Another key component of the mission is to "Promote the Community" using advertising, marketing and communication to both visitors and agencies that promote tourism on the Seattle side of the water as well as those who come to visit us from around the world.

To this end it is necessary to maintain:

- Membership in Visit Seattle (SCVB)
- Membership in the Washington State Tourism Alliance
- Membership in the North Kitsap Tourism Consortium
- Participation in the Seattle Bike Expo with a booth staffed by the Chamber and some of our many island partner organizations.
- Participation in the Seattle Concierges trade show
- Participation in the 2015 edition of Chinook Book
- Maintaining contact with the Cruise Ship Information Staff

A significant part of the mission to "Promote the Community" is to continue to provide an exceptional web presence. The majority of our visitors/tourists find us on Google, Yahoo, Bing, Opera and others. The Chamber has determined through Google Analytics that this past year our web information is being accessed by over 30% of our viewers using mobile devices. That being said, we have developed two additional micro websites as part of the whole Chamber web presence. The first was developed last year to facilitate the related information for the Grand Old Fourth Of July event. This site was up for only 30 days ahead of the event and generated 8,200 unique visitor sessions and over 20,000 page views. We also learned that in excess of 70% of our visitors to this site used a mobile device. This site is active and starting in January we anticipate many more unique visitor sessions and page views. With the success of the Grand Old Fourth site, we have started the development of an additional special site using the same formula to feature Visitor Information. This website will be found at www.VisitBainbridge.com. This site will further enhance current and relevant information for visitors/tourists including: lodging, dining, shopping, recreational activities, culture, relocation and other related topics.

2/A - Expected impact in increased tourism in 2015

In 2014, to the end of September, we have seen an increase of 13% in the number of visitors/tourists we greeted and counted at both the Kiosk at the ferry terminal and in our office on Winslow Way. Our visitors/tourists come from all 50 States, all Provinces of Canada and over 40 countries from around the world. Visit Seattle has indicated a 2.9% increase in overnight visitors and a 5% increase projected for 2015 in hotel room bookings. The biggest challenge for Seattle right now is the need for more hotel rooms. There are over 2,000 rooms scheduled to be built in Seattle over the next 5 years. Tourism in this region will have a steady growth for the next several years, and Bainbridge by association will reap the benefits of that growth.

2/B - Expected impact on or increase in overnight stays on the island.

The Chamber, in partnership with the Downtown Association and the Lodging Association is working on promoting or creating events or activities which will increase overnight stays on Bainbridge. A planned Culinary Event for October of 2015, in which the Chamber will partner with the Downtown Association and Intentional Table will greatly enhance visitors/tourists overnight stays during that event. Events such as the Chilly Hilly, Mocha Tsuki Celebration and the Quilt Festival are popular during the off season. During the high season, lodging on the island is at or near maximum capacity. We need additional events and activities in the off season to increase overnight stays.

2/C – Projected economic impact on Bainbridge island businesses.

According to Visit Seattle, tourism in the King County region, from which we benefit, \$6 Billion was spent by almost 20 million overnight visitors. 8% of those visitors/tourists were International visitors/tourists. According to the National Travel & Tourism Office of the U.S. Department of Commerce, Travel and Tourism in the US in 2013 was a \$1.5 trillion industry. There were 8 million people employed in the industry and tourism accounted for 2.8% of the national GDP. There were 69.8 million international visitors who spent \$180.7 billion. Based on these statistics we have received from Visit Seattle and the National Travel & Tourism Office, it is reasonable to expect an 11 to 14% increase in visitors/tourists in 2015.

2/D – The project's potential to draw visitors to the island and increase overnight stays.

The Chamber's partnerships with groups on the island that lead to the promotion of their shoulder season events, helps to secure their success. Working with groups such as the Quilt Guild to promote their fall event, and working with the Downtown Association in the creation of the culinary event are examples by which overnight stays are increased due to promotion. The Culinary event will be a multi-day event thereby ensuring the attendance of many visitors/tourists of who will choose to stay overnight on the island.

2/E – The applicant's demonstrated history of organizational and project success.

The Chamber of Commerce has been welcoming visitors/tourists to the Island for 87 years. Dedicated staff and volunteers who take pride in their island have demonstrated year after year the ability to provide accurate, up to date relevant information on behalf of the businesses and services on the island. Working with many organizations on the island, the Chamber has proven to be a willing partner. Keeping up to date with the latest technology and marketing trends has demonstrated our ability to be current and relevant.

A more recent development is the introduction of BI Ride by Kitsap Transit. This is a direct result of the creation of the Froghopper by the Chamber in the 2013 LTAC funding cycle. The creation of The Grand Old Fourth web site is another example of a great success leading to the development of another program, the new VisitBainbridge.com web site.

2/F – Describe any partnerships with other organizations in the proposed project.

The Chamber is proud to have many partnerships with organizations on the island. The Bainbridge Downtown Association, the Lodging Association and the Bainbridge Island Arts and Humanities Council are some of the largest groups. The Chamber actively distributes brochures and information for each of these groups to the many visitors/tourists to the island. The Chamber is also pleased to partner with other organizations on the island such as

Bloedel Reserve, Squeaky Wheels, KiDiMu, The Bainbridge Island Museum of Art, the Bainbridge Island History Museum, the Japanese American Exclusion Memorial, Kiwanis, the Farmers Market, Rotary and many more.

2/G – Describe to what degree the project goals are measurable.

The Chamber has for many years counted and surveyed visitors/tourists at the Kiosk at the ferry terminal and in our office on Winslow Way. This gives us a sense of the traffic year over year. This past year we began compiling an exit survey to ask questions related to what visitors/tourist found during their visit, what they found most interesting, what they did not find and what would they recommend to friends and relatives who ask them about their vacation. We actively use Google Analytics to look at the activities on our websites. We look at unique visitors, page views, time on line, mobile stats, Country of origin, exit pages, and many other statistics to help us to determine where our information is going and who is using it. We can adjust or augment our information based on the analytics received.

2/H – Describe the degree to which the project will leverage award funds with additional matching funds.

Many of the events or services we listed have a component of volunteer hours or in-kind donations. The Chamber would not be able to do any of these events or offer the services without the help of a very large corps of volunteers. The volunteers who man the phones and greet the visitors/tourists who come to the Chamber office are the backbone of the VIC. These volunteers give countless hours at the Chamber office, the kiosk and the Grand Old Fourth and other special projects throughout the year. During the course of the year our volunteers contribute almost 4,000 hours of their time which equates to almost \$40,000. A full accounting of the matching funds is found at the bottom of the budget page.

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Advertising, publicizing or otherwise distributing information for the purpose of attracting and welcoming tourists.

An important part of the marketing of Bainbridge Island are the brochures we prepare in house to provide tourists/visitors with information as to the current places to stay, dine, shop, taste wine, recreate and most importantly where the bathrooms are. A new brochure based on activity levels is the “Lynwood Center” will be produced in 2015. The brochures we produce are printed on an as needed basis and contain the latest information with regards to each of the previously listed categories. The printing, as we have said, is in house and less expensive than using a printing company and the information is current. The costs for this segment of the program are:

Printing, paper cost, copy machine lease, staff time8,000 copies	\$6,000.00
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Developing strategies to expand tourism.

Over the last couple of years, the Chamber's website has become the most dominant and dynamic tool used to market the island. Visitors/tourists have moved with the technology and we now find that many of our website page views are from mobile devices. This past year the Chamber created a micro site for the Grand Old Fourth of July. This site was up for only 30 days prior to the 4th and received over 8,000 users, 11,000 unique visitor sessions, and over 20,000 page views. This shows us the power of our website and prompted the Chamber to create a micro site for "Visitor Information". This site will contain all the pertinent information for visitors/tourists. Where to stay, shop, dine etc. We will also include an aggregator for room bookings on this site. Based on the traffic received on the Grand Old Fourth Site, we anticipate the Visitor site will garner very high traffic levels as well. The site will be located at www.visitbainbridge.com. The traffic levels also become a base line for reporting of visitor inquiries as required by the State. With the installation of Wi-Fi in Winslow, we find an even greater need for dynamic web presences and the use of our Social Media for marketing. Facebook, Twitter, Pinterest and LinkedIn are also used when we market the island. Following are costs involved in the finalization, registration, maintenance and monthly upkeep of the Visitor Information web site:

Completion of micro web site		\$2,500.00
Maintenance of web site	\$250/ quarter	\$1,000.00
Registration of URL/server (visitbainbridge.com)		\$15.00
Room registration aggregator		\$500.00
Staff time to maintain information	2 hours per week for 50 weeks \$15.45/ hr.	\$1,545.00

Operating tourism promotion agencies

The Chamber operates two facilities to meet and greet our visitors/tourists. The main Chamber office on Winslow way is open six days a week, fifty weeks a year. The Chamber also operates the Kiosk at the ferry terminal. This is open seven days a week during the main tourist season from May 1 to September 30. It is opened on weekends during the latter part of the spring shoulder season and the beginning part of the shoulder season in the fall. Under the supervision of experienced chamber personal, the chamber visitor centers are manned by enthusiastic and knowledgeable staff and volunteers dedicated to providing visitors/tourists with reliable information that is current, relevant and informative. Costs to maintain supervision and staffing are as follows:

Supervision hours:		Shoulder Season	24 wks. @ 2 hrs./wk. @ \$15.45/hr. =	\$741.60
		High Season	26 wks. @ 4 hrs./wk. @ \$15.45/hr. =	\$1,606.80
Staffing hours:	Chamber Office:	Shoulder Season	24 wks. @ 5 hrs./wk. @ \$12.00/hr. =	\$1,440.00
		High Season	26 wks. @ 5 hrs./wk. @ \$12.00/hr. =	\$1,560.00
	Kiosk:	Shoulder Season	24 wks. @ 6 hrs./wk. @ \$12.00/hr. =	\$1,728.00
		High Season	26 wks. @ 15 hrs./wk. @ \$12.00/hr. =	\$4,680.00

(Volunteer hours: Chamber office: 1,850 hours @ \$9.34/hr. = \$17,279.00
Kiosk: 1,000 hours @ \$9.34/hr. = \$9,340.00)

Marketing and operations of special festivals and events.

The Grand Old Fourth of July is the largest community event on Bainbridge Island each year. Estimates put attendance at between 25,000 and 35,000 people depending on the weather. Featuring a Street Fair, Parade, Classic Car Show, Beer Garden, food and entertainment the Grand Old Fourth is a day-long adventure which over the years has become a homecoming for many of our former residents, and a welcoming for those who have chosen to make this their home. The draw for this event is from people from all over the state and into Canada. The Website designed for this event, www.grandold4th.com, was a tremendous success last year. The majority of visitors/tourists and local residents used this to find the information they needed. Schedule of events, locations of activities, parking, to the extent that our volunteers at the chamber office noted fewer numbers of phone calls in comparison to previous years. We will use this microsite to again provide all the needed information for this event. Planning, coordinating, marketing, staffing and volunteers all contribute to the success of this event

Grand Old Fourth of July	
Marketing, event planning, operations, staff costs, materials	\$7,000.00
Website upkeep, maintenance and ongoing management (Jan to July)	\$700.00

(Volunteer hours during this event 1,000 hours @ \$9.34/hr. **\$9340.00**)

Operation of a tourism related facility.

The Chamber operates two facilities for the welcoming of visitors and the distribution of related materials from both the Chamber and all of our partners. The Kiosk at the ferry terminal is leased from Kitsap Transit and has no operations costs. The Kiosk was renovated several years ago and given a fresh coat of paint.

The Main Chamber visitor information area at 395 Winslow Way uses 250 square feet of space out of a total of 2,500 square feet. Proportionate costs for the facility would be 10% of total operating costs as outlined below:

Rent:	\$27,000.00	10%	\$2,700.00	
Electrical:	2,821.76	10%	282.17	
Janitorial:	1,680.00	10%	168.00	
Phone/Int./Email:	3,771.23	10%	377.12	
Refuse:	177.00	10%	17.70	
Insurance:	<u>2,569.38</u>	10%	<u>256.94</u>	
Totals	\$38,019.36	10%		\$3,801.93
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Supporting Documentation

1. The timeline for this project is January 1, 2015 to December 31, 2015
2. A detailed budget follows
3. Project scalability is determined by the projects and their make-up. It stands to reason that a membership in an organization cannot be scaled back. You either belong or you do not. The cost of participating in an event such as the Bike Expo is determined by the booth costs. You either pay the booth costs or you do not participate. Scaling back support for the Grand Old Fourth or the Taste of Bainbridge would mean the reduction or elimination of parts of the event. The cost of creation of a web page is set by the contract with the web designer and again you either have the page or you do not do it. Areas that can be scaled back would include staff hours and the management of those hours, printing of tourism related hand-out materials.
4. Income and Expense summary spreadsheet attached
5. Included in spreadsheet
6. Included in spreadsheet
7. Letters of support attached.

Budget

Advertising, publicizing or otherwise distributing information for the purpose of attracting and welcoming tourists.

Marketing brochures	8,000 copies to be printed and distributed	
Costs include	design, paper, copier operating costs, collating, staff time	\$6,000.00

Developing Strategies to Expand Tourism

Visitbainbridge.com	Completion of site,	\$2,500.00
	Maintenance of site, \$250/qtr.	\$1,000.00
	Registration of URL/Lodging Aggregator	\$515.00
	Staff time to maintain information	\$1,545.00

Operating tourism promotion agencies.

Supervision hours	Shoulder/High seasons, Chamber office and kiosk at ferry terminal	\$2,348.40
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Staffing hours	Shoulder/High seasons, Chamber office and kiosk at ferry terminal	\$9408.00
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Marketing and operations of special festivals or events.

Grand Old Fourth	Marketing, planning, operation, staff time, printing, materials	\$7,000.00
	Grandold4th.com upkeep and maintenance	\$700.00

Operation of a tourism related facility.

Rent:	\$27,000.00	10%	\$2,700.00	
Electrical:	2,821.76	10%	282.17	
Janitorial:	1,680.00	10%	168.00	
Phone/Int./Email:	3,771.23	10%	377.12	
Refuse:	177.00	10%	17.70	
Insurance:	<u>2,569.38</u>	10%	<u>256.94</u>	
Totals	\$38,019.36	10%		Total \$3,801.93

Matching funds through volunteer hours or sponsorships for events.

Volunteer hours	VIC during the course of the year (2,850 hrs. @ \$9.34/hr.)	\$26,619.00
Volunteer hours	During the Grand Old Fourth (1,000 hrs. @ \$9.34/hr.)	\$9,340.00
Sponsorships:	Grand Old Fourth	\$12,500.00
Sponsorships:	In-kind creation of Grandold4th.com (Website)(2013)	\$5,000.00

	Bainbridge Island Chamber of Commerce Financial Statement			
			2014	
	Item	2014	Actual	2015
	Revenue	Budget	to 9/1/2014	Budget
	Chamber of Commerce	\$ 125,000	\$ 103,125	\$ 135,000
	Department of Licensing	\$ 98,000	\$ 68,822	\$ 105,000
	Visitor Information Centers	\$ 15,000	\$ 11,250	\$ 15,000
	Grand Old Fourth	\$ 40,000	\$ 39,432	\$ 45,000
	Golf Scramble	\$ 15,000	\$ -	
	Home and Garden	\$ 14,000	\$ -	
	Map Project	\$ 35,000	\$ 31,920	\$ -
	New Years Eve			\$ 30,000
	2013-Installation Dinner	\$ 9,500	\$ 11,500	\$ 12,500
	Cost of Goods	\$ 30,000	\$ 34,829	\$ 25,000
	Total Revenue	\$ 321,500	\$ 231,220	\$ 317,500
	Expenses			
	Chamber of Commerce	\$ 190,000	\$ 134,939	\$ 195,000
	Department of Licensing	\$ 70,000	\$ 51,499	\$ 70,000
	Visitor Information Centers	\$ 15,000	\$ 11,250	\$ 12,000
	Grand Old Fourth	\$ 14,500	\$ 13,613	\$ 15,000
	Golf Scramble	\$ 8,500	\$ -	
	Home and Garden	\$ 1,700	\$ -	
	Map Project	\$ 15,000	\$ 1,350	
	Marketing		\$ 2,487	\$ 2,500
	New Years Eve			\$ 12,500
	2013-Installation Dinner	\$ 6,500	\$ 7,190	\$ 8,500
	Total Expense	\$ 321,200	\$ 222,328	\$ 315,500
	Net income (Expense)	\$ 300	\$ 8,891	\$ 2,000

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 Recipient, its officers, employees and agents:

A. 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.

B. Directors and Officers Liability Insurance with limits no less than \$1,000,000.00 limit per occurrence.

C. Automobile Liability Insurance with limits no less than \$1,000,000.00 combined single limit per accident for bodily injury and property damage.

Before commencing work and services, the Recipient shall provide to the person identified in Section 17 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 Recipient. 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 Recipient, 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.

TO: City Council

RE: Report on the March 4, 2015 NMTAC Committee meeting

Six members of the Committee, BIPRD Liaison Kirk Robinson, COBI Liaison Wayne Roth, and City Engineer Chris Hammer were present. Patty Lyman was absent. Two members of the public attended the meeting.

1. Public comment Two Vineyard Lane residents reported that a committee has been formed to monitor STO planning and construction activities. Of particular interest to the group is the location and design of the proposed overpass which would connect to a trail on the west side of Highway 305.
2. COBI City Attorney Lisa Marshall presented an overview of the Open Public Meetings and Public Records Acts. She led a discussion about Committee members required compliance with the Acts. Several of the members are having difficulty accessing their COBI email account on personal computers and smart phones. Lisa said she would ask Steve Miller to provide personal assistance.
3. The Committee reviewed topics for its annual retreat scheduled for Saturday, March 7th at BIPRD's Strawberry Hill Center. Priority setting, the 2015 work plan, and other topics will be discussed.
4. Chris Hammer provided a brief update on the status of current projects.
5. Committee Chair Alyse Nelson said that representatives from Cascade Bicycle Club and PSRC will make a presentation on "Vision Zero" at the Committee's April 1st meeting. The public will be encouraged to attend.

Respectfully submitted

Wayne Roth
NMTAC Liaison

2015 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Clerk	Department	Timing (min)	Study Session 7 pm
Morgan	Kelly		25	17-Mar
		EXEC	20	Proposed Revisions to Animal Control Ordinance (Info.)
		EXEC	20	PBB: Affirm Results Map
		PD	15	Police Department Annual Report (Info.)
		PCD	15	Professional Services Agreement with Joseph Tovar for Compreshensive Plan Update (Info.)
		PCD	10	Ordinance No. 2015-08 Modifying BIMC 2.16.190 Regarding Comprehensive Plan Amendment Process (Info.)
		PW	10	Public Works Contracts
				2015 Asphalt Repair Contract (Info.)
				Interlocal Agreement w/King County-Data Assessment (Info.)
		EXEC	10	Business License Amendment Related to Retail Marijuana Sales (Info.)
		CC	10	Historic Preservation Commission 2015 Work Plan (Info.)
		CC	10	Road Ends Advisory Committee 2015 Work Plan (Info.)
		CC	5	Proclamation for Meals on Wheels Kitsap (Consider Action)
			150	
				31-Mar
				5th week - no meeting

Absences	Clerk	Department	Timing (min)	Business Meeting 7 pm
Anne	Roz		25	24-Mar
		PW	10	EHSBM Final Change Order (Consider Action)
		EXEC	10	IAM Contract (Consider Approval)
		EXEC	CA	Business License Amendment Related to Retail Marijuana Sales (Consider Action)
		PW	CA	Interlocal Agreement w/King County-Data Assessment (Consider Action)
		PCD	CA	Ordinance No 2015-08 Modifying BIMC 2.16.190 Regarding Comprehensive Plan Amendment Process (Consider Action)
		PW	CA	2015 Asphalt Repair Contract (Consider Action)
		CC	CA	Historic Preservation Commission 2015 Work Plan (Consider Action)
		CC	CA	Road Ends Advisory Committee 2015 Work Plan (Consider Action)
		EXEC	CA	Proposed Revisions to Animal Control Ordinance (Consider Action)
		PCD	CA	Professional Services Agreement with Joseph Tovar for Compreshensive Plan Update (Consider Action)
			45	
				Work Session
			45	General Sewer Plan Presentation (Consultants)
			90	

2015 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Clerk	Department	Timing (min)	Study Session 7 pm		Absences	Clerk	Department	Timing (min)	Business Meeting 7 pm	
	Kelly		25	7-Apr			Roz		25	14-Apr	
		CC	?	CIP Review				PCD	20	Ferncliff Village Subdivision Amendment (Consider Action)	
		EXEC	30	Friends of the Farm (Annual Report and Exhibit B/Farm Policies)				CC	10	Proclaim April 24, 2015 as Arbor Day (Consider Action) and Receive "Tree City USA" Award from DNR	
		PW	10	Ordinance No. 2015-07, Traffic Impact Fees (1st Reading)				CC	5	Proclaim April 22, 2015 as Earth Day (Consider Action)	
		EXEC	30	Public Safety Site Selection				CC	5	National Poetry Month Reading	
		PD	15	Police Oversight Proposal				PW	CA	Ordinance No. 2015-07, Traffic Impact Fees (2nd Reading)	
		PW	15	Long Range Planning for Road Reconstruction Projects					65		
		FIN	15	Preliminary 2014 Year End Financial Reporting (Info.)							
		CC	5	Proclaiming April 12-18, 2015 Volunteer Week (Consider Action)						Work Session	
		CC	5	National Poetry Month Reading					30	Overview of City Revenue Options and Trends	
			150						95		
	Kelly		25	21-Apr							
		CC	?	CIP Review			Roz		25	28-Apr	
		PW	45	Storm & Surface Water Management Utility Overview and Utility Advisory Committee Recommendations				CC	5	National Poetry Month Reading	
		PW	30	Water System Plan Review Policies				CC	5	Puget Sound Starts Here Proclamation	
		PCD	15	Landscaping and Tree Ordinance (1st Reading)				PW	CA	Waterfront Park Docking Design PSA (Consider Action)	
		PCD	15	Shoreline Master Plan Amendments for Aquaculture Policies and Regulations					35		
		PCD	15	FEMA Floodplain Update (Info.)							
		PW	10	Public Works Contracts						Work Session	
				Waterfront Park Docking Design PSA (Info.)					30	Funding Model for Public Art Program	
		CC	5	National Poetry Month Reading							
			160						65		

CITY OF BAINBRIDGE ISLAND CITY COUNCIL AGENDA BILL



PROCESS INFORMATION

Subject: Traffic Impact Fee Discussion	Date: March 10, 2015
Agenda Item: Work Session	Bill No.: AB 15-048
Proposed By: Public Works Director Barry Loveless	

BUDGET INFORMATION

Depart/Fund:		
Expenditure Req: \$ N/A	Budgeted? ☐ Yes ☐ No	Budget Amend. Req? ☐ Yes ☐ No

REFERRALS/REVIEW

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

DESCRIPTION/SUMMARY

Action Item:

City staff and Consultant Transportation Solutions, Inc. (TSI) to update the City Council on the *Transportation Impact Fee Rate Analysis* report prepared by TSI dated March 2015.

Background:

The 2004 Island-wide Transportation Plan identified traffic impact fees as a potential revenue source to provide for transportation improvements to accommodate future growth. More recently, members of City Council expressed interest in studying transportation impact fees; therefore, this item was added to the City's 2014 Work Plan. See attached *Transportation Impact Fee Rate Analysis* report.

Scheduling:

Following discussions of the proposed traffic impact fees recommended by this report, and discussed with City Council and community members, a proposed ordinance may be scheduled in the coming months.

RECOMMENDED ACTION

Motion:

Informational Only.



TRANSPORTATION IMPACT FEE RATE STUDY

PREPARED BY:



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1. Impact Fee Rate Study Overview

1.1 Introduction

This rate study summarizes the policy and technical development of a Transportation Impact Fee program for the City of Bainbridge Island, Washington. The following technical segments will describe the impact fees, basis for fees, rate methodology, proposed projects, analyses performed to determine impact fees, and rate schedules.

1.2 Definition of Impact Fees

Impact fees are a comprehensive grouping of charges based on new development within a local municipality. These fees are assessed to pay for capital facility improvement projects necessitated by new development growth (including but not limited to parks, schools, streets/roads, etc.).

Transportation Impact Fees are collected to fund improvements that add capacity to the transportation system, accommodating the travel demand created by new development in Bainbridge Island. The Revised Code of Washington (RCW) Section 82.02.050 identifies the intent of impact fees as the following:

- To ensure that adequate facilities are available to serve new growth and development;
- To promote orderly growth and development by establishing standards by which counties, cities, and towns may require, by ordinance, that new growth and development pay a proportionate share of the cost of new facilities needed to serve new growth and development; and
- To ensure that impact fees are imposed through established procedures and criteria so that specific developments do not pay arbitrary fees or duplicative fees for the same impact.

1.3 Statutory Basis for Impact Fees

The purpose of this study is to establish the rates for impact fees for streets in the City of Bainbridge Island, Washington.

Transportation Impact Fees are a financing mechanism authorized by the Growth Management Act (GMA) of Washington State (see RCW 36.70A.070 and 82.02.050 et seq.). However, impact fees are not mandatory; they are simply authorized by the GMA as a local option. State law imposes strict limitations on impact fees. These limitations are intended to assure property owners that the fees collected are reasonably related to their actual impacts and will not be used for unrelated purposes.

Most importantly, impact fees may only be imposed by local governments to the extent that the costs of transportation system improvements needed for future growth exceed the foreseeable future public revenues; i.e., it must be shown that there are unfunded costs due to growth. The growth assumptions, level of service policy, transportation needs assessment based on that policy and the financial need analysis must all be documented in the adopted comprehensive plan.

If impact fees are imposed, the funds collected from developments can be expended only on transportation system improvements, which are: (a) identified in the comprehensive plan as needed for growth, and (b) reasonably related to the impacts of the new development from which fees are collected.

Specifically, condition (a) requires that impact fees are not used on improvements needed to remedy existing deficiencies. Those needs must be entirely funded from public sector resources. Condition (b) is satisfied if the local government defines a reasonable service area, identifies the public facilities within the service area

that require improvement during the designated planning period, and prepares a fee schedule taking into account the type and size of the development as well as the type of public facility being funded.

To achieve the goal of simplicity, impact fee calculations are applied on an average basis for the entire transportation system, rather than project-by-project. This is a key difference between impact fees and State Environmental Policy Act (SEPA) mitigation, whereby pro-rata shares of specific project improvements are collected.

Pre-calculated impact fees are easier to administer than traditional SEPA development mitigation, at the point of development review. However, more complex administrative procedures are necessary to track the funds collected from each development. This is necessary to assure that the funds are expended only on eligible transportation system improvements, and also to assure that impact fee revenues are used within six years. Fees not expended within six years must be refunded with interest to the current owner of the property.

The methodology and results described next are consistent with the requirements of the GMA. All calculations are based on the adopted transportation facilities list described in the City of Bainbridge Island Comprehensive Plan. The procedures described herein can be formally enacted by an impact fee ordinance incorporating this report by reference.

2. Impact Fee Analysis

2.1 Methodology

The primary basis for the impact fee is that growth should pay a proportionate share of the cost to provide the future transportation capacity. This is developed by comparing the improvement costs for growth in the Comprehensive Plan's adopted transportation facilities list to an estimate of capacity of the facilities used by growth. The analysis strictly focuses on those projects that provide capacity improvements needed for growth. The improvements for maintenance such as pavement overlays and physical obsolescence, as well as improvements necessary to mitigate existing level of service deficiencies and not eligible for funding with impact fees. However, agencies have been encouraged by the Department of Commerce to consider multimodal transportation improvements and, to that end, shoulder widening, sidewalks, bike lanes and parallel trails are reasonable to include as both vehicle and non-motorized capacity enhancements.

2.2 Current Impact Fee Methodology in Bainbridge Island

The City of Bainbridge Island does not currently have a Transportation Impact Fee. This study will be the basis of a program that implements Transportation Impact Fees for the City.

2.3 Other Impact Fee Methodologies

Other cities and counties employ various methodologies to compute impact fees. Some cities charge the full cost of every project attributable to growth in their fee. This method assumes that existing residents get no benefit from the projects, and growth creates 100% of the need for the projects. This is seldom true and is not consistent with GMA requirements, but happens nevertheless.

Other agencies go through rigorous analyses to compute the growth share of every capital project to more accurately capture the growth share of each project. The City of Sammamish chose this approach. This approach requires significant analysis in traffic forecasting tools and proportionate share calculation. The Sammamish example is interesting in that the resulting impact fee, the highest in the state, represented about 35% of the City's Capital Program cost. The recovery of expended costs on capital projects that serve growth is rare, but was used in the City of Sammamish to recover the cost of the 228th Avenue Project. The City of Newcastle adopted a similar approach to recover costs for the Coal Creek Parkway improvements.

Other agencies choose to set the impact fee by what they consider to be a rate acceptable to the market and comparable to their neighbors so as not to discourage development. This method typically results in an underfunded Capital Program that lags behind the impacts of growth and ultimately results in concurrency failures.

Other cities use zone-based fee structures to capture the differences between commercial and residential zones. This can create challenges when the impact fee on the north side of the street is 10 times higher than the fee on the south side. This is why many cities use a single-zone structure.

Each method comes with advantages and risks. In general, the higher the fee, the more supporting documentation is required.

Cities also allow various levels of adjustment for special conditions within their impact fee ordinances. Deductions for trip length associated with certain land uses, reductions to trip generation in mixed-use areas, and credits for provision for alternative modes or TDM programs are all utilized.

2.4 Projects Eligible for Impact Fees

Not all planned transportation projects and programs are eligible for impact fees. The complete list of projects is divided below into the following categories, in order to arrive at a list of qualifying improvements that will form the basis for impact fees calculated for the City of Bainbridge Island:

- Project Improvements
- Planned Transportation Projects needed within 6 years
- Maintenance Projects

2.4.1 Project Improvements

Project improvements are transportation improvements necessary for a specific development that do not provide significant system benefits. These are typically low-volume local streets that serve driveways and parking areas. They may provide connections to other developments, but not for the purpose of significant system capacity. Other project improvements include safety improvements and new access connections to existing arterials that serve only one development. Project improvements are typically required by other development regulations or as SEPA mitigation for specific development impacts not anticipated in the Comprehensive Plan. Project improvements are not eligible for impact fees. For the purpose of this rate analysis, roadway extensions that connected existing developments, but were not significant arterials, were considered project improvements that could be required under other City codes and regulations, but would not be included in the impact fee calculation.

2.4.2 Planned Transportation Projects

The roadway projects identified in the Six-Year Capital Improvement Plan (CIP) are anticipated to be needed to serve motorized traffic growth for the next 20 years. The roadway capacity provided is accomplished by adding turn lanes to increase through lane capacity, by lane widening or separating non-motorized modes, adding signals or roundabouts for intersection capacity, and other improvements to increase the capacity of the roadway system for all modes. The proportional share of these projects reasonably related to growth are eligible for impact fees.

2.4.3 Maintenance Projects and Programs

Maintenance programs, general studies, and non-capital activities are generally not eligible for impact fees. A component of ongoing pavement preservation could be eligible for impact fees if it is demonstrated that growth increases the magnitude of pavement reconstruction requirements. For instance, if existing conditions require a two-inch asphalt overly, but added traffic from growth requires a three-inch asphalt overlay to achieve the same pavement life, the cost of the additional inch of asphalt could be attributed to growth. Also, if the overlay or reconstruction provides increased lane widths, intersection improvements, or shoulder widening the cost of the expansion could be considered eligible.

The projects below are not included in the impact fee calculation list, because of their classification as primarily maintenance projects. These projects will be each be more thoroughly evaluated to determine if any portion of the project may be eligible for inclusion in the impact fee program.

Project Title	Location	Project Description	Cost Budgeted
Annual Roads Preservation	Various	Activities to maintain/improve PCI	\$4,162,,000
Annual Roadside Safety Repairs	Various	Guardrails, shoulders, clear zones, etc.	\$300,000
Madison Avenue Overlay	HS to Winslow Way	Overlay	\$505,000
Mountain View Road Reconstruction & Drainage		Reconstruction and drainage	\$139,000
Country Club Road Reconstruction & Drainage	Toe Jam to Seawall	Reconstruction and drainage	\$250,000
Yeomalt Road reconstruction and Drainage		Reconstruction and drainage	\$510,000
Total			\$5,866,000

2.5 Eligible Project Costs

Total project costs for each eligible group of impact fee projects in the City of Bainbridge Island are summarized below. These costs include various elements, all necessary for the construction of transportation improvements including design, permitting, right-of-way, construction, and construction management. Ongoing or future maintenance is not an eligible impact fee cost. Some projects have been removed from the project list because they are not capacity projects or are considered maintenance projects/programs.

2.5.1 Planned Roadway Projects

The cost of planned roadway projects identified in the City's Capital Improvement Plan totals \$10,301,000 and are summarized below.

Project Title	Location	Project Description	Cost Budgeted
Fort Ward Hill Reconstruction (Phase II)	Bolero to Top of hill	Restore embankments and roadway	\$965,000
Valley Road Reconstruction	Sunrise to Falk	Surface repairs, Overlay, widening	\$203,000
Wing Point Way Reconstruction	Ferncliff to Park	Overlay; in conjunction w/ non-motorized project	\$2,170,000
Knetchel Way	Madison to Ericksen	Surface repairs, overlay, widening	\$120,000
Wardwell Road Reconstruction & Drainage	Sportsman's Club to Triple Crown	Surface repairs, overlay, widening, drainage	\$250,000
Wyatt Way Reconstruction	Madison to Lovell	Reconstruction, intersection improvements, non-motorized improvements	\$3,700,000
Winslow Way Reconstruction – Phase 2	Madison to Grow	Reconstruction, sidewalks, water, sewer	\$1,500,000*
Sportsman's Club & New Brooklyn		Intersection capacity improvements	\$993,000
Intersection Improvements	Various	Arterial intersection capacity improvements	\$400,000
Total			\$10,301,000

*Estimated cost based on similar projects

2.5.2 Planned Multimodal Projects

The cost of planned multimodal improvement projects identified in the City's Capital Improvement Plan totals \$6,423,000 and is summarized below. These projects provide both non-motorized capacity and increased vehicle capacity by virtue of reducing conflicts between vehicles and non-motorized modes in the travel lanes.

Project Title	Location	Project Description	Cost Budgeted
SR305/Olympic Drive NM	Winslow Way to Harbor Dr	Non-motorized facilities	\$734,000
Sound to Olympic Trail Phase 2	Winslow Way to HS Road	Separated trail	\$1,870,000
SR3035 Shoulder Improvements	Vineyard Ln to HS Road	Shoulder improvements	\$124,000
Connecting Paths	Various	Address trail opportunities incl. easements and constr.	\$150,000
C40 – Annual Spot Projects	Various	Shoulder repairs and infill missing short segments	\$300,000
C40 – Miller Road	Tolo to Pederson Hill	Shoulder improvements	\$932,000
C40 – Eagle Harbor Phase 1	Past Bucklin to Wyatt Head of Bay	Bike climbing lane	\$700,000
C40 – Fletcher Bay Rd	New Brooklyn to HS Rd	Shoulder improvements	\$408,000
C40 – Lynwood Center	Bucklin to Point White	Shoulder improvements	\$505,000
C40 – Eagle Harbor Phase 2	Past Bucklin to McDonald	Shoulder improvements	\$700,000
Total			\$6,423,000

2.5.3. Planned Regional Roadway Projects

Mobility in Bainbridge Island is impacted not only by the local roadway network but also by State Route 305 which runs north-south from the Bainbridge Island Ferry Terminal to the Agate Pass Bridge. The Washington State DOT Highway System Plan includes an SR 305 corridor improvement project which would include intersection improvements and transit queue jump lanes along the corridor. Estimated cost for this corridor project is \$6,891,191 in 2014 dollars. The West Sound Alliance supports a \$15,000,000 corridor project, submitted for legislative action in February 2015, which would include a one lane expansion of SR 305 from the Ferry Terminal to the Agate Pass Bridge.

2.6 Growth Share of Project Costs

The growth share of project costs for the City of Bainbridge Island has been computed based upon proportional trip generation (the increase in traffic compared to current traffic) resulting from growth.

Trip generation is a function of land use. While Bainbridge Island is predominately residential, the commercial uses do have a contribution in trip generation. For simplicity, the trip generation associated with growth was calculated based upon trip generation for residential units and employment in the City. This information was obtained from the City of Bainbridge Island, Puget Sound Regional Council, and U.S. Census. This approach assumes that the need for projects is proportional to the added growth in the City. This is the most conservative approach, as some growth projects address a need solely created by growth, while others address a combination of existing deficiencies (unallowable for impact fees), and still others provide capacity in excess of the current projected growth. In this case, the growth share is ultimately proportional to the

growth's utilization of each improvement. Additional analysis could be used to justify an increase in the growth share for some projects.

Year	Single-Family Units	Multi-Family Units	Employees	Single-Family Trips	Multi-Family Trips	Employee-Generated Trips*	Total Trips
2014	8,419	1,336	8,600	8,419	828	12,900	22,147
2035	10,469	1,661	10,547	10,469	1,130	15,820	27,319
Net New Trips							5,322
Long-Term Growth Share as a Proportion of Total Trips							18.9%

*Assuming trip rate of 1.5 per employee consistent with mixed use office/retail employment

2.7 Proportionate Growth Share and Impact Fee Calculation for Planned Roadway Projects

Impact fees were calculated based upon the growth share's costs identified in Section 2.6 above. The proportionate growth share impact fee for planned roadway projects is based upon a conservative and defensible fee established from the total project costs and estimated six-year traffic growth is shown below:

Total Project Costs of \$10,301,000 times growth share of 18.9% divided by 1,552 new PM trips = \$1,250.03/PM trip

2.8 Growth Share and Impact Fee Calculation for Multimodal Projects

Although impact fees were calculated based upon the growth share's costs in Section 2.7 above, this represents the minimum impact fee rate to be collected by the City of Bainbridge Island. It is reasonable to expect growth to utilize non-motorized facilities in proportion to existing development. Including planned non-motorized facility improvement costs in impact fee rate calculation yields:

Total Project Costs of \$6,423,000 times growth share of 18.9% divided by 1,552 new PM trips = \$779.43/PM trip

2.9 Potential SR 305 Improvements

The City of Bainbridge Island has implemented non-motorized improvements in the SR 305 right-of-way using city and grant funds in the past. The city's current population is about 23,000. Cities with a population of less than 25,000 are not required to maintain state routes. However, the city will likely cross the 25,000 population threshold in the next 2 to 4 years based upon PSRC projections and depending upon the actual rate of growth in the city. This would create a situation in which maintenance and potential improvements related to growth in the areas of SR 305 that are not limited access (Ferry Terminal to Winslow Way and a few other intersections) become the responsibility of the city.

The city is a member of the West Sound Alliance and supports improvements to SR 305 and could choose to contribute to the cost of SR 305 improvements if full state funding is not realized, or to improve the likelihood of state and other grant funding.

While not proposed at this time, impact fees could be directed to city sponsored projects on SR 305.

2.10 Combined Transportation Impact Fee

By combining the impact fee rates listed above for each project category, an overall impact fee rate can be calculated:

Roadway Improvement: \$1,257.11 / PM trip
Multimodal Improvement: \$783.85 / PM trip

Total Impact Fee: \$2,040.95 / PM trip

2.11 Resulting Transportation Impact Fees

If the above calculated rates were adopted in an impact fee ordinance, the fees paid by several typical developments are summarized below

- | | |
|----------------------------------|---------------------------------------|
| • Single-family residential unit | \$2,040.95 per unit |
| • Multi-family unit | \$1,265.39 per unit |
| • General office | \$3.04 per square foot |
| • Specialty retail center | \$3.65 per square foot of development |

3. Additional Issues for Consideration

3.1 Anticipated Annual Revenues from Impact Fees

Based on anticipated residential and employment projections for the City of Bainbridge Island, below is the anticipated annual revenue from the proposed Transportation Impact Fees:

Estimated growth trips per year: 259 trips/year x \$2,040.95/PM trip = \$528,606/year

3.2 Anticipated Grant Revenue

Roadway projects are generally eligible for state and federal grant funds. These funds are not predictable and vary in amount by grantor. Fifty percent of the total project cost is a reasonable estimate for grants on roadway projects. Fewer grants are available for multimodal improvements. For the purposes of this analysis, grants are assumed to cover 20 percent of overall project cost.

3.3 Anticipated Need for Other Public Funds

Based on a growth share of 18.9% and a 20% assumption for grants, the City will still need to identify other revenue sources to cover approximately 61.1% of the cost of planned roadway projects.

4. Impact Fee Rate Table

The table in **Appendix A** establishes the effective Transportation Impact Fee for various land uses both residential and non-residential in Bainbridge Island. It includes adjustments for pass-by trips.

5. Future Impact Fee Updates

5.1 Future Impact Fee Updates

The Bainbridge Island impact fee rate analysis generated in this report should be reviewed and approved or updated in the following manner:

- A. *The schedule in **Attachment A** should be reviewed by the Council no later than three years after the effective date of the approved ordinance, and every three years thereafter.*

and

- B. *The schedule in **Attachment A** should be reviewed by the Council in conjunction with the update of the Transportation Improvement Program.*

6. Transportation Impact Fee Comparison

6.1 Comparison of 2013 TIF Base Rates in Western Washington

To provide a relative comparison of the City of Bainbridge Island Transportation Impact Fees to those within the State of Washington and on a national level, below are some road impact fee metrics from the *Comparison of 2013 TIF Base Rates in 60 Cities and 5 Counties in Western Washington*¹. The Bainbridge Island rate of \$2,040.95 per trip would be below the average impact fee, but far from the lowest in Washington.

Washington Average Transportation Impact Fee: \$2,880

Washington Maximum Transportation Impact Fee: \$14,707 (City of Sammamish)

Washington Minimum Transportation Impact Fee: \$515 (Kitsap County)

City of Gig Harbor Transportation Impact Fee: \$2,102

Pierce County Transportation Impact Fee: \$1,742

Proposed Bainbridge Island Transportation Impact Fee: \$2,040.95

Appendix B provides the *Comparison of 2013 TIF Base Rates in 60 Cities and 5 Counties in Western Washington* documentation identified above.

¹City of Bellingham, WA Public Works. “*Comparison of 2013 TIF Base Rates in 60 Cities and 5 Counties in Western Washington*” (Chris Comeau, AICP, 2012)

7. Credits and Adjustments

7.1 Impact Fee Credits

An applicant may request that credit for impact fees be awarded to him/her for the total value of system improvements, including dedications of land, improvements, and/or construction provided by the applicant. Credits should be considered on a case-by-case basis and should not exceed the impact fee payable.

Claims for credit should be made before the payment of the impact fee. Credits for the construction should be provided only if the land, improvements, and/or the facility constructed are listed as planned transportation projects in the Rate Analysis and Impact Fee Ordinance. No credit should be given for code-based frontage improvements or right-of-way dedications, or direct access improvements to and/or within the subject development (project improvements) unless the improvement is part of a project listed in the Rate Analysis and Impact Fee Ordinance.

7.2 Impact Fee Adjustments

An applicant may submit an independent fee calculation for the proposed development activity. The documentation submitted should be prepared by a traffic engineer licensed in Washington State and should be limited to adjustments in the trip generation rates used in the fee calculation. The impact fee per trip should not be adjusted.

Appendix A

IMPACT FEE RATE TABLE

Transportation Impact Fee Rate Worksheet – Residential

Impact Fee Per Trip Rate:	\$2,040.95
------------------------------	------------

Land Use Group	ITE Code ¹	ITE Land Use Category ¹	ITE Trip Rate ²	% Pass By Trips ³	Net New Trips per Development Unit	Impact Fee per Development Unit ⁴
Dwelling	210	Single-Family Detached Housing	1.00	0%	1.000	\$2,040.95 per DU
Dwelling	220	Apartment	0.62	0%	0.620	\$1,265.39 per DU
Dwelling	231	Low-Rise Condo / Townhouse	0.78	0%	0.780	\$1,591.94 per DU
Dwelling	240	Mobile Home Park	0.59	0%	0.590	\$1,204.16 per DU
Dwelling - Group	251	Sr. Housing Detached	0.27	0%	0.270	\$551.06 per DU
Dwelling - Group	252	Sr. Housing Attached	0.25	0%	0.250	\$510.24 per DU
Dwelling - Group	253	Congregate Care Facility	0.17	0%	0.170	\$346.96 per DU
Dwelling - Group	254 ⁶	Assisted Living	0.22	0%	0.220	\$449.01 per Bed
Dwelling - Group	620 ⁶	Nursing Home	0.22	0%	0.220	\$449.01 per Bed

¹ Institute of Transportation Engineers, [Trip Generation Manual \(9th Edition\)](#)

² Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm). Note: Sq. Ft. rate expressed per 1000 SF (KSF).

³ Average Pass-by Rates, per Trip Generation Manual (9th edition) User's Guide and Handbook: an ITE Recommended Practice, 2012. Additional pass-by rate adjusted based on local conditions and engineering judgment.

⁴ DU = Dwelling Unit

Transportation Impact Fee Rate Worksheet – Non-Residential

Impact Fee per Trip Rate:
\$2,040.95

Land Use Group	ITE Code ¹	ITE Land Use Category ¹	ITE Trip Rate ²	% Pass By Trips ³	Net New Trips per Development Unit	Impact Fee Per Development Unit ⁴		
Education	520	Public Elementary School	1.21	0%	1.210	\$2,469.55	per	KSF
Education	522	Public Middle/Junior High School	1.19	0%	1.190	\$2,428.73	per	KSF
Education	530	Public High School	0.97	0%	0.970	\$1,979.72	per	KSF
Education	534	Private School K-8 (limited data)	3.27	0%	3.270	\$6,673.91	per	KSF
Education	536	Private School K-12 (limited data)	2.75	0%	2.750	\$5,612.61	per	KSF
Industrial	110	General Light Industrial	0.97	0%	0.970	\$1,979.72	per	KSF
Industrial	130	Industrial Park	0.85	0%	0.850	\$1,734.81	per	KSF
Industrial	140	Manufacturing	0.73	0%	0.730	\$1,489.89	per	KSF
Medical	610	Hospital	0.93	0%	0.930	\$1,898.08	per	KSF
Medical	630	Clinic (limited data)	5.18	0%	5.180	\$10,572.12	per	KSF
Medical	720	Medical/Dental Office	3.57	0%	3.570	\$7,286.19	per	KSF
Office	710	General Office	1.49	0%	1.490	\$3,041.02	per	KSF
Office	715	Single Tenant Office	1.74	0%	1.740	\$3,551.25	per	KSF
Office	750	Office Park	1.48	0%	1.480	\$3,020.61	per	KSF
Park and Ride	090	Park and Ride with Bus Service	0.62	0%	0.620	\$1,265.39	per	Space
Recreation	420	Marina (limited data)	0.19	25%	0.143	\$290.84	per	Slip
Recreation	430	Golf Course	0.30	25%	0.225	\$459.21	per	Acre
Recreation	441	Live Theater (limited data)	0.02	25%	0.015	\$30.61	per	KSF
Recreation	491	Racquet/Tennis Club	0.84	25%	0.630	\$1,285.80	per	KSF
Recreation	492	Health Fitness Club	3.53	25%	2.648	\$5,403.42	per	KSF
Recreation	495	Recreational Community Center	2.74	25%	2.055	\$4,194.15	per	KSF
Retail – Automotive	853	Convenience Market w/Gas Pumps	19.07	66%	6.484	\$13,233.11	per	VSP
Retail – Automotive	941	Quick Lubrication Vehicle Stop	5.19	42%	3.010	\$6,143.67	per	VSP
Retail – Automotive	944	Gasoline/Service Station	13.87	42%	8.045	\$16,418.63	per	VSP
Retail – Automotive	945	Gas Station w/Convenience Market	13.51	56%	5.944	\$12,132.22	per	VSP
Retail – Automotive	946	Gas Station w/Convenience Market and Car Wash	13.86	42%	8.039	\$16,406.79	per	VSP
Retail – Automotive	947	Self-Serve Car Wash	5.54	42%	3.213	\$6,557.98	per	VSP
Retail - Large	445	Multiplex Movie Theater	4.91	34%	3.241	\$6,613.90	per	KSF
Retail - Large	814	Variety Store	6.82	34%	4.501	\$9,186.72	per	KSF
Retail - Large	815	Free Standing Discount Store	4.98	17%	4.133	\$8,436.06	per	KSF
Retail - Large	850	Supermarket	9.48	36%	6.067	\$12,382.85	per	KSF
Retail - Large	854	Discount Supermarket	8.34	23%	6.422	\$13,106.57	per	KSF
Retail - Large	862	Home Improvement Super Store	2.33	48%	1.212	\$2,472.82	per	KSF
Retail - Large	863	Electronics Super Store	4.50	40%	2.700	\$5,510.57	per	KSF
Retail - Large	867	Office Supply Superstore	3.40	48%	1.768	\$3,608.40	per	KSF
Retail - Regional	813	Free Standing Discount Superstore	4.35	34%	2.871	\$5,859.57	per	KSF
Retail - Regional	820	Shopping Center < 1 Million Sq Ft	3.71	34%	2.449	\$4,997.47	per	KSF
Retail - Regional	861	Sporting Goods Superstore	1.84	34%	1.214	\$2,478.53	per	KSF
Retail - Small	590	Library	7.30	0%	7.300	\$14,898.94	per	KSF
Retail - Small	816	Hardware/Paint Store	4.84	43%	2.759	\$5,630.57	per	KSF
Retail - Small	826	Specialty Retail Center	2.71	34%	1.789	\$3,651.26	per	KSF
Retail - Small	848	Tire Store	4.15	28%	2.988	\$6,098.36	per	KSF
Retail - Small	849	Tire Superstore	2.11	28%	1.519	\$3,100.61	per	KSF
Retail - Small	851	Convenience Market	52.41	61%	20.440	\$41,716.81	per	KSF
Retail - Small	880	Pharmacy/Drug Store w/o Drive-Thru	8.40	49%	4.284	\$8,743.43	per	KSF
Retail - Small	881	Pharmacy/Drug Store w/Drive-Thru	9.91	53%	4.658	\$9,506.13	per	KSF
Retail - Small	896	DVD/Video Rental Store	13.60	49%	6.936	\$14,156.03	per	KSF
Retail - Small	911	Walk-in Bank (limited data)	12.13	47%	6.429	\$13,121.06	per	KSF
Retail - Small	912	Drive-in Bank	24.30	47%	12.879	\$26,285.40	per	KSF
Retail - Small	925	Drinking Place	11.34	0%	11.340	\$23,144.37	per	KSF
Retail - Small	931	Quality Restaurant	7.49	44%	4.194	\$8,560.56	per	KSF
Retail - Small	932	High Turnover Restaurant	9.85	43%	5.615	\$11,458.91	per	KSF
Retail - Small	933	Fast Food w/o Drive-Thru	26.15	49%	13.337	\$27,219.13	per	KSF
Retail - Small	934	Fast Food w/Drive-Thru	32.65	50%	16.325	\$33,318.51	per	KSF
Retail - Small	936	Coffee/Donut Shop w/o Drive-Thru	40.75	44%	22.820	\$46,574.48	per	KSF
Retail - Small	942	Automobile Care Center	3.11	28%	2.239	\$4,570.10	per	KSF
Services	151	Mini Warehouse	0.26	0%	0.260	\$530.65	per	KSF
Services	310	Hotel	0.60	0%	0.600	\$1,224.57	per	KSF
Services	320	Motel	0.47	0%	0.470	\$959.25	per	KSF
Services	560	Church	0.55	0%	0.550	\$1,122.52	per	KSF
Services	565	Day Care Center	12.34	75%	3.085	\$6,296.33	per	KSF
Services	732	US Post Office	11.22	47%	5.947	\$12,136.71	per	KSF

1 Institute of Transportation Engineers, [Trip Generation Manual \(9th Edition\)](#)

2 Trip generation rate per development unit, for PM Peak Hour of the adjacent street traffic (4-6 pm). Note: Sq. Ft. rate expressed per 1000 SF.

3 Average Pass-by Rates, per Trip Generation Manual (9th edition) User's Guide and Handbook: an ITE Recommended Practice, 2012. Additional pass-by rate adjusted based on local conditions and engineering judgment.

4 Sq. Ft. = Square Feet, VSP = vehicle servicing position

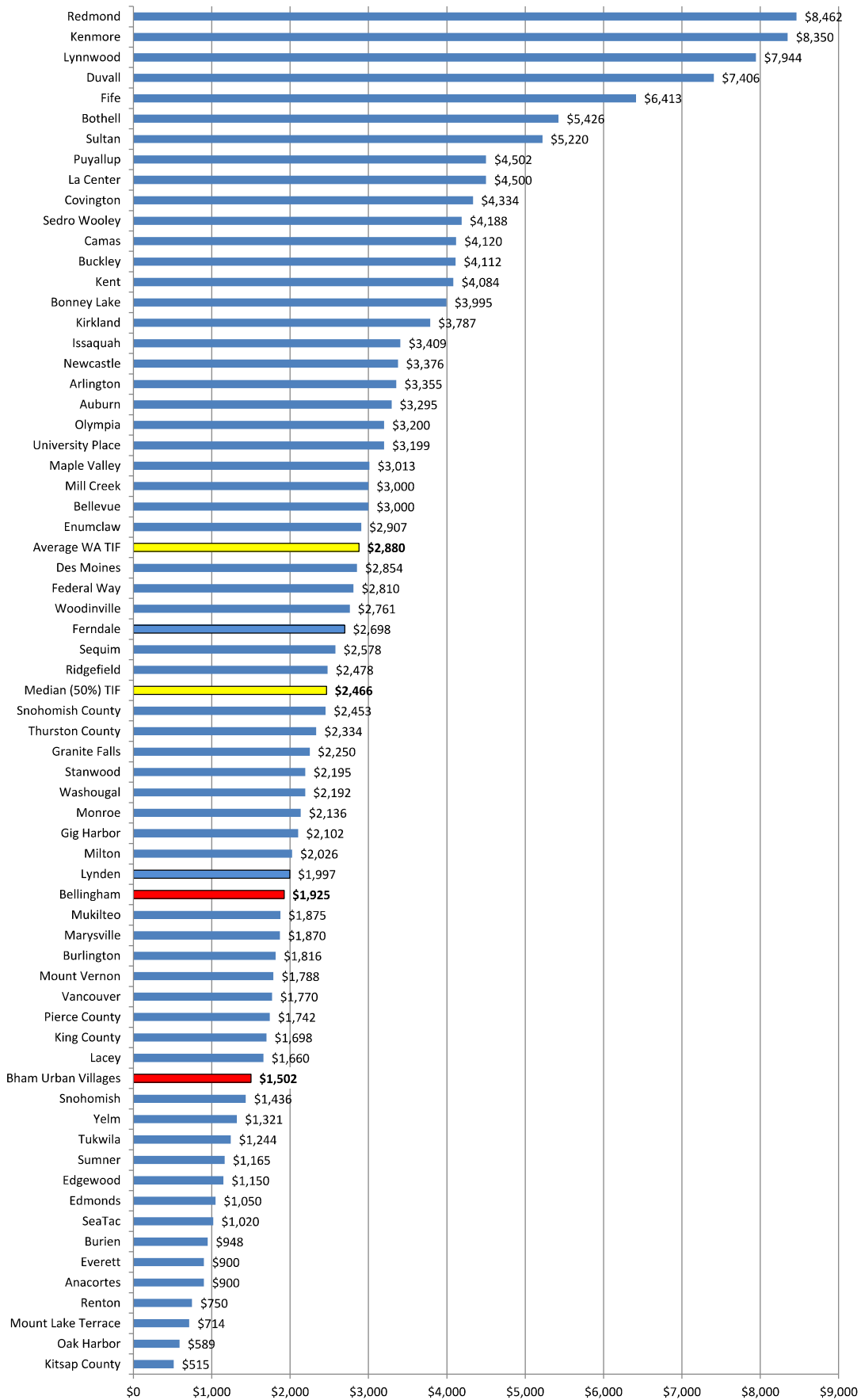
Appendix B

COMPARISON OF 2013 TIF BASE RATES IN 60 CITIES AND 5 COUNTIES IN WESTERN WASHINGTON

A Comparison of 2013 TIF Base Rates in 60* Cities and 5 Counties in Western Washington With Whatcom County Cities and Bellingham's Urban Village TIF Reduction Highlighted for Emphasis

*[*City of Sammamish, WA \$14,707 TIF base rate excluded from graphic]*

(Data compiled December 2012 by Chris Comeau, AICP, Transportation Planner, Bellingham Public Works)



Comparison of 2013 Transportation Impact Fee Rates In 60 Cities and 5 Counties in Western Washington

Data compiled in December 2012 by Chris Comeau, AICP, Transportation Planner, Bellingham Public Works Engineering

City	Population	2013	2013	2013	City	Population	2013	2013	2013
		Base Rate	Per SFD	CBD			Base Rate	Per SFD	CBD
Anacortes ¹	14,600	\$900	\$909		Milton	825	\$2,026	\$2,046	
Arlington	17,050	\$3,355	\$3,388		Monroe	16,550	\$2,136	\$2,158	
Auburn	60,400	\$3,295	\$3,882		Mount Vernon ²¹	32,139	\$1,788	\$3,176	
Bellevue ²	119,200	\$3,000	\$2,651		Mount Lake Terrace ²²	20,930	\$714	\$721	\$854
Bellingham ³	77,000	\$1,925	\$1,925	\$1,502	Mukilteo	20,050	\$1,875	\$1,875	
Bonney Lake ⁴	16,220	\$3,995	\$40		Newcastle	9,720	\$3,376	\$1,704	
Bothell	17,130	\$5,426	\$5,481		Oak Harbor ²³	22,638	\$589	\$907	
Buckley	4,560	\$4,112	\$4,153		Olympia ²⁴	46,100	\$3,200	\$3,200	\$2,560
Burien ⁵	31,540	\$948	\$957		Puyallup	36,930	\$4,502	\$4,547	
Burlington ⁶	6,800	\$1,816	\$1,835		Redmond ²⁵	51,320	\$8,462	\$6,916	
Camas ⁷	17,950	\$4,120	\$4,202		Renton ²⁶	78,780	\$750	\$750	
Covington	18,514	\$4,334	\$4,378		Ridgefield	4,409	\$2,478	\$2,478	
Des Moines ⁸	29,180	\$2,854	\$2,883		Sammamish ²⁷	40,550	\$14,707	\$14,854	
Duvall	5,980	\$7,406	\$7,480		SeaTac	25,720	\$1,020	\$777	
Edgewood ⁹	9,595	\$1,150	\$1,162		Sedro Wooley ²⁸	11,024	\$4,188	\$4,230	
Edmonds	40,760	\$1,050	\$1,196		Sequim	5,840	\$2,578	\$2,893	
Enumclaw	11,470	\$2,907	\$2,937		Snohomish	9,020	\$1,436	\$1,450	
Everett ¹⁰	102,300	\$900	\$900		Stanwood	5,445	\$2,195	\$2,216	
Federal Way ¹¹	88,040	\$2,810	\$3,205		Sultan	4,550	\$5,220	\$5,272	
Ferndale ¹²	11,681	\$2,698	\$2,300	\$2,070	Sumner	9,060	\$1,165	\$1,165	
Fife ¹³	7,525	\$6,413	\$6,478		Tukwila ²⁹	18,080	\$1,244	\$1,244	
Gig Harbor	6,910	\$2,102	\$2,124		University Place	31,440	\$3,199	\$3,199	
Granite Falls	3,290	\$2,250	\$2,250		Vancouver ³⁰	162,400	\$1,770	\$1,770	
Issaquah ¹⁴	26,320	\$3,409	\$3,409		Washougal	13,807	\$2,192	\$2,192	
Kenmore	20,220	\$8,350	\$8,434		Woodinville ³¹	9,200	\$2,761	\$2,761	
Kent ¹⁵	85,631	\$4,084	\$3,702	\$2,858	Yelm	6,242	\$1,321	\$1,321	
Kirkland ¹⁶	48,410	\$3,787	\$3,825						
La Center ¹⁷	2,576	\$4,500	\$4,545				2013	2013	
							Base Rate	SFD	
Lacey	42,046	\$1,660	\$1,660		County	Population			
Lynden ¹⁸	12,125	\$1,997	\$2,016		King County	1,916,441	\$1,698	\$1,698	
Lynnwood ¹⁹	34,017	\$7,944	\$8,023	\$4,341	Kitsap County	240,862	\$515	\$515	
Maple Valley	20,480	\$3,013	\$3,043		Pierce County	796,836	\$1,742	\$1,742	
Marysville ²⁰	37,060	\$1,870	\$5,300		Snohomish County	694,571	\$2,453	\$2,453	
Mill Creek	17,770	\$3,000	\$3,030		Thurston County ³²	256,591	\$2,334	\$2,334	

Notes:

- Anacortes uses a very old TIF system with very low rates, which needs to be updated.
- Bellevue TIF base rate will increase by 50% from \$2,000 in 2010 to \$3,000 in 2013 and will increase by another 66.6% to \$5,000 in 2016.
- Bellingham allows automatic 22% to 25% TIF reduction in Urban Villages; voluntary TDM performance measures up to 50% Urban Village TIF reduction.
- Bonney Lake voted to created TIF credits for 2 years to spur single family home building.
- Burien uses a very old TIF system with very low rates, which needs to be updated.
- Burlington cut TIFs by 50% (From \$3,633 to \$1,816.50) through March 2013 due to economic recession.
- Camas charges \$4,120 in north Camas; \$1,653 in south Camas.
- Des Moines is incrementally increasing TIFs to \$5,000 per pm peak trip (plus construction cost index for Seattle) by 2017.
- Edgewood Council voted to reduce TIF by 75% for a 3-year period beginning July 20, 2011.
- Everett uses a very old TIF system with very low rates, which needs to be updated. Allows up to 50% trip reduction in CBD.
- Federal Way charges 3% non-refundable administrative fee in addition to base rate + 3-year WSDOT construction cost index.
- Ferndale uses 3-zone TIF system, \$2,783 citywide; \$3,243 for 443-acre "Main Street" Planned Action; \$2,070 downtown Ferndale.
- Fife uses a VMT-based TIF system adjusted from ITE ADT rates.
- Issaquah created development incentive in which the first 10,000 SF of commercial TIF is paid from other public funding sources (per WA State law).
- Kent TIF system allows up to 30% reduction in downtown.
- Kirkland suspended change of use TIF Jan 2011 to Dec 2013 to encourage redevelopment, \$500,000 TIF revenue loss, has NOT spurred development.
- La Center allows TIF to be deferred to occupancy by requiring lien on property.
- Lynden TIF allows up to 50% reduction in industrial areas where there is a significant chance that grants can be obtained.
- Lynnwood has two TIF zones (\$5,107/trip & \$7,944/trip) and reduces TIF by 15% (per ITE) in portion of City Center.
- Marysville has temporarily reduced TIF base rate until July 2015; Commercial = \$1,870/trip, SFD residential = \$5,300/unit
- Mount Vernon temporarily reduced TIF until September 2013; Commercial = \$1,788/trip, SFD residential = \$3,176.50/unit
- Mount Lake Terrace reduced TIF base rates 33% from Aug 2011 to Oct 2014 due to economic recession.
- Oak Harbor uses a very old TIF system with very low rates, which needs to be updated.
- Olympia TIF allows up to 20% reduction in downtown for accepted TDM performance measures.
- Redmond uses "Person Trips/Mobility Units" for Concurrency and TIF
- Renton uses pre-GMA (1990) SEPA-based mitigation fees; Revising to GMA-based TIFs of \$2,856 per pm peak trip phased in 2013-2016.
- Sammamish has highest TIF \$14,707 in all of Washington due to exclusive residential development with little to no pass-by, diverted link trips.
- Sedro-Wooley uses a 15-zone TIF system with a low of \$2,000/SFD and a high of \$8,062/SFD; Average = \$4,230/SFD
- Tukwila uses a 4-zone TIF system with a low of \$819/trip and a high of \$1,737/trip; Average = \$1,244/trip
- Vancouver uses 5-zone ADT-based TIF system. Low of \$65/ADT, High of \$264/ADT; translates to \$1,770 per SFD. In process of TIF system revision.
- Woodinville calculates ADT and is phasing in new TIF at \$290/ADT in 2013, increasing 51% to \$440/ADT by 2017; translates to \$2,761 per SFD in 2013.
- Thurston County uses a 6-zone TIF system with a low of \$1,206, high of \$3,058; Average = \$2,334