REGULAR BUSINESS MEETING
TUESDAY, JUNE 23, 2015
LOCATION: BAINBRIDGE ISLAND CITY HALL
280 MADISON AVENUE N., BAINBRIDGE ISLAND, WASHINGTON

AGENDA

Action

1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
7:00 PM

Mayor:	Anne Blair	
Deputy Mayor:	Michael Scott	Wayne Roth
Councilmembers:	Sarah Blossom	Val Tollefson
	Steven Bonkowski	Roger Townsend

2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
7:05 PM

3. PUBLIC COMMENT
7:10 PM

4. CITY MANAGER'S REPORT
7:20 PM Comprehensive Plan/Navigate Bainbridge Update

5. PRESENTATION
7:25 PM Appointments to City Boards, Commissions and Committees, AB 15-119 – Executive **(Pg. 3)** — Consider Approval

6. UNFINISHED BUSINESS
7:35 PM A. Select Public Safety Facility Project Funding Mechanism, AB 14-008 – Executive **(Pg. 73)** — Direct City Manager to Prepare Ordinance for Ballot Proposition

7. NEW BUSINESS
7:50 PM A. City Manager 2015 Goals, AB 15-118 – City Council **(Pg. 81)** — Consider Approval

8. CONSENT AGENDA (Pg. 85)
8:00 PM

A. Accounts Payable Voucher and Payroll Approval **(Pg. 87)** — Consider Approval
B. Regular Business Meeting Minutes, June 9, 2015 **(Pg. 149)** — Consider Approval
C. Regular Study Session Minutes, June 16, 2015 **(Pg. 155)** — Consider Approval
D. 2015-2018 WestNET Drug Task Force Interlocal Agreement, AB 15-114 – Police **(Pg. 161)** — Consider Approval
E. Ordinance No. 2015-21, Human Services Funding Advisory Committee, AB 15-040 – Executive (**Pg. 183)** — Consider Approval

9. COUNCIL DISCUSSION
8:05 PM

A. Discuss Human Services Funding Advisory Committee — Select Council Liaison; Select Appointing Committee

10. COMMITTEE REPORTS
8:15 PM

11. REVIEW UPCOMING COUNCIL MEETING AGENDAS (Pg. 189)
8:20 PM

12. FOR THE GOOD OF THE ORDER
8:25 PM

13. WORK SESSION (PUBLIC COMMENT TO BE ACCEPTED)
8:30 PM

A. Subject: Resolution No. 2015-07, Governance Manual Amendments, AB 15-101 **(Pg. 195)**
Discussion Leader: Councilmembers Roth and Scott
Discussion Goal: Consider approval.

14. ADJOURNMENT
9:00 PM

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION	
Subject: Appointments to City Boards, Commissions and Committees	Date: June 23, 2015
Agenda Item: Presentations	Bill No.: AB 15-119
Proposed By: Mayor Blair	

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 Mayor Blair's recommendations for appointment.

Background:

In the March, 2015, a call for participation was issued for volunteers to join various citizen advisory groups. The attached spreadsheet provides information on the interview team, preliminary recommendations, number of vacancies and applicant names.

RECOMMENDED ACTION

Motion:

Historic Preservation Commission

I move that the City Council confirm the appointment of Francis Jacobson to the Historic Preservation Commission Position 1 to complete a three-year term expiring June 30, 2017.

I move that the City Council confirm the reappointment of Maria Montgomery to the Historic Preservation Commission Position 3 for a three-year term expiring June 30, 2018.

Environmental Technical Advisory Committee

I move that the City Council confirm the appointment of Charlie Kratzer to the Environmental Technical Advisory Committee Position 3 for a three-year term expiring June 30, 2018.

Ethics Board

I move that the City Council confirm the appointment of Ingrid Billies to the Ethics Board Position 1 to complete a three-year term expiring June 30, 2017.

I move that the City Council confirm the appointment of Joe Deets to the Ethics Board Position 2 to complete a three-year term expiring June 30, 2017.

I move that the City Council confirm the appointment of Judith Tingley to the Ethics Board Position 3 to complete a three-year term expiring June 30, 2018.

Planning Commission

I move that the City Council confirm the reappointment of Maradel Gale to the Planning Commission Position 3 for a one-year term expiring June 30, 2016.

I move that the City Council confirm the reappointment of Jon Quitslund to the Planning Commission Position 7 for a three-year term expiring June 30, 2018.

Continued on Page 2

RECOMMENDED ACTION – Page 2

Public Water Access Committee

I move that the City Council confirm the appointment of Marci Burkel to the Public Work Access Committee Position 1 for a two-year term expiring June 30, 2017.

I move that the City Council confirm the appointment of Samantha Everett to the Public Work Access Committee Position 2 for a two-year term expiring June 30, 2017.

I move that the City Council confirm the appointment of John Brownlow to the Public Work Access Committee Position 3 for a two-year term expiring June 30, 2017.

I move that the City Council confirm the appointment of William McCoy to the Public Work Access Committee Position 4 for a two-year term expiring June 30, 2017.

I move that the City Council confirm the appointment of Fred Grimm to the Public Work Access Committee Position 5 for a three-year term expiring June 30, 2018.

I move that the City Council confirm the appointment of Roger van Gelder to the Public Work Access Committee Position 6 for a one-year term expiring June 30, 2016.

I move that the City Council confirm the appointment of Elise Wright to the Public Work Access Committee Position 7 for a one-year term expiring June 30, 2016.

I move that the City Council confirm the appointment of Bitsy Ostenson to the Public Work Access Committee Position 8 for a one-year term expiring June 30, 2016.

I move that the City Council confirm the appointment of Frank Ostrander to the Public Work Access Committee Position 9 for a one-year term expiring June 30, 2016.

I move that the City Council confirm the appointment of Thomas Hudson to the Public Work Access Committee Position 10 for a one-year term expiring June 30, 2016.

I move that the City Council confirm the appointment of Greg Spils to the Public Work Access Committee Position 11 for a one-year term expiring June 30, 2016.

Utility Advisory Committee

I move that the City Council confirm the reappointment of Nancy Nolan to the Utility Advisory Committee Position 3 for a three-year term expiring June 30, 2018.

I move that the City Council confirm the appointment of Jim Thrash to the Utility Advisory Committee Position 4 for a three-year term expiring June 30, 2018.

I move that the City Council confirm the reappointment of Jeff Kanter to the Utility Advisory Committee Position 6 to complete a three-year term expiring June 30, 2016.

I move that the City Council confirm the appointment of Steven Leach to the Utility Advisory Committee Position 7 to complete a three-year term expiring June 30, 2016.

City Advisory Committee Recommendations

Interview Team	Preliminary Recommendations	Vacancies	Applicant Name
Blair, Williams, Hartmann	**Historic Preservation Commission** **Position 1 – Francis Jacobson**, Expires June, 2017 **Position 3 – Marcia Montgomery**, Expires June, 2018 Position 4 – William Shopes, *Expires June, 2015* Position 6 – Vacant TBA, Expires June, 2016	4	**Francis Jacobson** **Marcia Montgomery** * ** (Position 3) William Shopes* *(Continues to serve in Position 4 until the October round of mid-term interviews)*
Blair, Bonkowski, Gremse	**Environmental Technical Advisory Committee** Position 1 – Vacant TBA, Expires June, 2017 Position 2 – Vacant TBA, Expires June, 2017 **Position 3 – Charlie Kratzer**, Expires June, 2018 Position 4 – Vacant TBA, Expires June, 2018 Position 7 – Vacant TBA, Expires June, 2018	5	**Charlie Kratzer**
Blair, Buckles	**Ethics Board** **Position 1 – Ingrid Billies**, Expires June, 2017 **Position 2 – Joe Deets**, Expires June, 2017 **Position 3 – Judith Tingley**, Expires June, 2018 **Position 4 – Dennis Willerford**, Expires June, 2018	4	**Ingrid Billies** **Joe Deets** **Judith Tingley** **Dennis Willerford** * (Position 4)
Blair, Roth, Nelson *(no interviews conducted; applicants have extensive NMTAC experience)*	**Non-Motorized Transportation Advisory Committee** **Position 3 – John Grinter**, Expires June, 2018 **Position 4 – Don Willott**, Expires June, 2018	2	**John Grinter** **Don Willott * (Position 4)**
Blair, Blossom, Cook, Pearl	**Planning Commission** Position 3 – **Maradel Gale**, Expires June, 2016 **Position 4 – Jon Quitslund**, Expires June, 2018	2	Russ Berg Susan Bergen **Maradel Gale * ** (Position 3)** Michael Killion **Jon Quitslund * (Position 4)**
	Public Water Access Committee **Position 1 – Marci Burkel**, Expires June, 2017 **Position 2 – Samantha Everett**, Expires June, 2017 **Position 3 – John Brownlow**, Expires June, 2017 **Position 4 – William McCoy**, Expires June, 2017 **Position 5 – Fred Grimm**, Expires June, 2018 **Position 6 – Roger van Gelder**, June, 2016 **Position 7 – Elise Wright**, Expires June, 2016 **Position 8 – Bitsy Ostenson**, Expires June, 2016 **Position 9– Frank Ostrander**, Expires June, 2016 **Position 10 – Thomas Hudson**, Expires June, 2016 **Position 11 – Greg Spils**, Expires June, 2016		

City Advisory Committee Recommendations

Blair, Maron	**Utility Advisory Committee** Position 3 – Nancy Nolan, Expires June, 2018 Position 4 – Jim Thrash, Expires June, 2018 Position 6 – Jeff Kanter, Expires June, 2016 Position 7 – Steven Leach, Expires June, 2016	4	**Jeff Kanter * (Position 4)** Ted Jones **Steve Leach** **Nancy Nolan * (Position 3)** Randal Samstag **Jim Thrash**

*Incumbent

** 3-Year Term Limit

Roz Lassoff

From: noreply@civicplus.com
Sent: Saturday, April 25, 2015 11:22 AM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Francis R Jacobson

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island WA 98110

Current Employer*
Systems Design West

Current Position*
Billing Specialist

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[X]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[ ]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[ ]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*
(X)Yes ( )No

If so, please indicate which groups:
Community Forestry Commission

Please share your qualifications for this appointment (skills, activities, training, education) if any:
The only main qualification I have is that I have done a lot of volunteering for the Bainbridge Island Historical Museum. In addition, I am the treasurer for the Knights of Columbus Council 12251 and was a member of the St Cecilia parish council were I stayed on briefly as the recording clerk.

Please share your community interests (groups, committees, organizations) if any:
Please see above. My primary ability for this role would be recording of meetings and writing up comprehensive minutes and public communication.

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: Francis R Jacobson

Email:

Phone:

Address:

City: Bainbridge Island

State: WA

Zip: 98110

Current Employer: Systems Design West

Current Position: Billing Specialist

I am interested in serving on one of the following advisory groups (select all that apply): Historic Preservation Commission

Have you served on any city advisory groups in the past?: Yes

If so, please indicate which groups: Community Forestry Commission

Please share your qualifications for this appointment (skills, activities, training, education) if any: The only main qualification I have is that I have done a lot of volunteering for the Bainbridge Island Historical Museum. In addition, I am the treasurer for the Knights of Columbus Council 12251 and was a member of the St Cecilia parish council were I stayed on briefly as the recording clerk.

Please share your community interests (groups, committees, organizations) if any: Please see above. My primary ability for this role would be recording of meetings and writing up comprehensive minutes and public communication.

Type the Year: 2015

Additional Information:
Form Submitted on: 4/25/2015 11:22:06 AM
Submitted from IP Address: 198.187.215.140
Referrer Page: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Friday, May 15, 2015 11:45 AM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Marcia Montgomery

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island WA 98110

Current Employer*
CH2M

Current Position*
Architectural Historian

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[X]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[ ]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[ ]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*
(X)Yes ( )No

If so, please indicate which groups:
HPC

Please share your qualifications for this appointment (skills, activities, training, education) if any:
MA - History, BA - History, classes in historic preservation, over 15 years professional experience working in the field of cultural resource management.

Please share your community interests (groups, committees, organizations) if any:

HPC

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: Marci Montgomery

Email:

Phone:

Address:

City: Bainbridge Island

State: WA

Zip: 98110

Current Employer: CH2M

Current Position: Architectural Historian

I am interested in serving on one of the following advisory groups (select all that apply): Historic Preservation Commission

Have you served on any city advisory groups in the past?: Yes

If so, please indicate which groups: HPC

Please share your qualifications for this appointment (skills, activities, training, education) if any: MA - History, BA - History, classes in historic preservation, over 15 years professional experience working in the field of cultural resource management.

Please share your community interests (groups, committees, organizations) if any: HPC

Type the Year: 2015

Additional Information:
Form Submitted on: 5/15/2015 11:44:50 AM
Submitted from IP Address: 98.247.165.70
Referrer Page: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Thursday, April 16, 2015 2:17 PM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Charlie Kratzer

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island WA 98110

Current Employer*
retired

Current Position*
retired

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[ ]Utility Advisory Comittee
[ ]Community Forestry Commission
[X]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[ ]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*

( )Yes (X)No

Please share your qualifications for this appointment (skills, activities, training, education) if any:
I have been trained in and worked in hydrology/water quality for over 30 years (see resume). I have been recently volunteering for the COBI water resources monitoring program and for the USGS Washington District office.

Please share your community interests (groups, committees, organizations) if any:
My wife and I are raising two 7th graders who attend Woodward MS. I have been involved in BIFC, BI baseball, planning, Eagle Harbor Congregational Church, reading program at Sakai, and environmental issues on BI.

Feel free to attach your resume (optional):
[ ]
Uploaded: Kratzer Resume 041315.docx

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

View the submitted form as well as any attachments that may have been uploaded here: http://www.bainbridgewa.gov/Admin/FormCenter/Submissions/Edit?id=125&formID=46&submissionDataDisplayType=0&backURL=/Admin/FormCenter/Submissions/Index/46?categoryID=7

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note:

once submitted, this application becomes a public record. Your address and contact information will not be

shared.:

Applicant Name: Charlie Kratzer

Email:

Phone:

Address:

City: Bainbridge Island

State: WA

Zip: 98110

Current Employer: retired

Current Position: retired

I am interested in serving on one of the following advisory groups (select all that apply): Environmental Technical Advisory Committee

Have you served on any city advisory groups in the past?: No

Please share your qualifications for this appointment (skills, activities, training, education) if any: I have been trained in and worked in hydrology/water quality for over 30 years (see resume). I have been recently volunteering for the COBI water resources monitoring program and for the USGS Washington District office.

Please share your community interests (groups, committees, organizations) if any: My wife and I are raising two 7th graders who attend Woodward MS. I have been involved in BIFC, BI baseball, planning, Eagle Harbor Congregational Church, reading program at Sakai, and environmental issues on BI.

Feel free to attach your resume (optional): Kratzer Resume 041315.docx

Type the Year: 2015

Additional Information:
Form Submitted on: 4/16/2015 2:17:23 PM
Submitted from IP Address: 67.160.89.55
Referrer Page: http://www.bainbridgewa.gov/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.bainbridgewa.gov/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

CHARLES R. KRATZER

Bainbridge Island, WA 98110 Telephone:
Email:

EDUCATION

University of California, Los Angeles
Environmental Science and Engineering Program
Doctor of Environmental Science and Engineering

University of Florida
Environmental Engineering Sciences Dept.
Master of Engineering

University of California, Davis
Civil Engineering Dept.
Bachelor of Science

EXPERIENCE

CHAIR, PANEL REVIEW
Ecosystem Restoration Program Independent Review Panel
San Joaquin River Stockton Ship Channel Dissolved Oxygen TMDL – WARMF and Link-Node Models
September, 2013 – March, 2014
(Allen Barnes, UC Davis, 530-754-8408)

Led a panel to evaluate the proposed use of two models by the state regulatory agency to manage a TMDL control program. The issue deals with the effects of the hyper-eutrophic San Joaquin River on the dissolved oxygen levels in the downstream estuary. After reviewing many documents and a two-day meeting with the project team, wrote and assembled a final report from the panel to the state.

SENIOR ENGINEER, WATER RESOURCES
Department of Water Resources
Division of Integrated Regional Water Management
Sacramento, CA 10/09 to 8/12
(Supervisor: Mike Floyd, 916-651-9208)

Designed monitoring requirements and protocols for statewide groundwater level reporting program. Led committee on protocols and chaired group that developed guidance document for prospective monitoring entities. Work team lead for regional forums (12 regions statewide) to elicit regional input to the California Water Plan (CWP), a document produced every 5 years to guide management of California's water resources. Chairperson for statewide conference (270 attendees) on integrated regional water management. Member of CWP work teams on climate change, tribal involvement, and groundwater.

SUPERVISORY HYDROLOGIST
U.S. Geological Survey
Sacramento, CA 10/00 to 10/09
(Supervisor: Neil Dubrovsky, 916-278-3078)

Study unit chief for the San Joaquin-Tulare Basins study unit of the National Water Quality Assessment (NAWQA) program (see http://ca.water.usgs.gov/sanj). Responsible for all aspects of this $1- to 2-million per year program. Supervised staff of 6 to 10 hydrologists, biologists, field personnel,

and a GIS/database manager. Worked closely with the GIS staff person to design the NAWQA website, using ArcGIS and Adobe Illustrator. Principal investigator and contract manager for two multi-year, million-dollar spinoff projects: (1) evaluation of pesticide sources (atmospheric and land-based), occurrence, transport, and fate and bioassessments of selected waterbodies in the San Joaquin Valley; and (2) evaluation of groundwater nitrate inputs to the lower San Joaquin River and the sources of the nitrate. Supervised two graduate students in the Geology Department at California State University, Sacramento and served on their graduate committees.

HYDROLOGIST
U.S. Geological Survey
Sacramento, CA 10/91 to 9/00
(Supervisor: Neil Dubrovsky, 916-278-3078)

Surface water specialist for San Joaquin-Tulare Basins study unit of the NAWQA program. Designed and supervised several surface-water sampling projects to evaluate transport and fate of pesticides from agricultural and urban sources, during storm and non-storm flows. Coordinated these sampling efforts with time-of-travel dye studies to put resulting data into a lagrangian context for interpretation. Also, designed a monitoring, assessment, and research program for water quality in the San Joaquin River Basin for the CALFED program. Acted as California District TMDL coordinator and representative to USEPA Nutrient Criteria Team (Region 9).

Project chief for several water resources/water quality spinoff projects, including: (1) assessment of water quality in Abbotts Lagoon at Point Reyes National Seashore (funded by National Park Service); (2) determination of selenium transport in Panoche Creek (funded by U.S. Bureau of Reclamation); (3) evaluation of surface water/ground water interactions and transport of water quality constituents in Santa Clara River in LA County (funded by LACSD); (4) determination of storm-driven transport of diazinon and chlorpyrifos in the San Joaquin River Basin (funded by CA Dept. of Pesticide Regulation); (5) evaluation of historical nutrient loads and trends in tributaries to Lake Tahoe (co-project chief; funded by Lahontan RWQCB); and (6) evaluation of nutrients and oxygen-consuming substances in the San Joaquin River Basin that contribute to low dissolved oxygen in the Stockton Deep Water Ship Channel (funded by CALFED and CA Dept. of Water Resources). As project chief and contract manager, I was responsible for all aspects of the projects from data collection to monitoring the budget to writing the final report.

EARLIER WORK EXPERIENCE

o State Water Resources Control Board – Technical expert on San Joaquin Valley water resources, modeling of San Joaquin River; technical evaluations, compliance inspections, and sampling related to agricultural and point-source regulations.

o UCLA – Modeling salinity and water levels in Salton Sea, estimating heat dissipation from cooling water, and evaluating physical criteria for wind energy development.

o South Florida Water Management District – Managed Lake Okeechobee water quality studies, including collecting, analyzing, and writing up water chemistry data.

o University of Florida – Used computer models and statistics to analyze existing data on nutrient loading and trophic conditions in Florida lakes.

OVERSEAS EXPERIENCE

VOLUNTEERS IN OVERSEAS COOPERATIVE ASSISTANCE (VOCA)
Strezevo Water Quality Project (EM084)
Republic of Macedonia
May 1-25, 1995

Evaluated water quality of Strezevo Reservoir and recommended a monitoring program, changes in the laboratory, and use of a eutrophication model.

MEMBERSHIPS

American Water Resources Association
American Geophysical Union
Professional Engineer, State of California, Reg. No. C038369
Professional Engineer, State of Washington, License No. 51489

SELECTED PUBLICATIONS

Zamora, C., Dahlgren, R.A., Kratzer, C.R., Downing, B.D., Russell, A.D., Dileanis, P.D., Bergamaschi, B.A., and Phillips, S.P., 2013, Groundwater contributions of flow, nitrate, and dissolved organic carbon to the lower San Joaquin River, California, 2006—2008: USGS Scientific Investigations Report 2013-5151, 105 p.

Kratzer, C.R., Kent, R.H., Saleh, D.K., Knifong, D.L., Dileanis, P.D., and Orlando, J.L., 2011, Trends in nutrient concentrations, loads, and yields in streams in the Sacramento, San Joaquin, and Santa Ana Basins, California, 1975—2004: USGS Scientific Investigations Report 2010-5228, 112 p.

Kratzer, C.R., Saleh, D.K., and Zamora, C., 2006, Assessment of hydrologic and water quality data collected in Abbotts Lagoon watershed, Point Reyes National Seashore, California, during water years 1999 and 2000: U.S. Geological Survey Scientific Investigations Report 2005-5261, 35 p.

Majewski, M.S., Zamora, C., Foreman, W.T., and Kratzer, C.R., 2006, Contribution of atmospheric deposition to pesticide loads in surface water runoff: USGS Open-File Report 2005-1307

Kratzer, C.R., Dileanis, P.D., Zamora, C., Silva, S.R., Kendall, C., Bergamaschi, B.A., and Dahlgren, R.A., 2004, Sources and transport of nutrients, organic carbon, and chlorophyll-a in the San Joaquin River upstream of Vernalis, California, during summer and fall, 2000 and 2001: USGS Water-Resources Investigations Report 03-4127, 113 p.

Kratzer, C.R., Saleh, D.K., and Zamora, C., 2002, Selenium and sediment loads in storm runoff in Panoche Creek, California, February 1998: USGS Water-Resources Investigations Report 02-4286, 38 p.

Kratzer, C.R., 1999, Transport of sediment-bound organochlorine pesticides to the San Joaquin River, California: Journal of American Water Resources Association, 35:957-981.

Kratzer, C.R., 1999, Transport of diazinon in the San Joaquin River Basin, California: Journal of American Water Resources Association, 35:379-395.

Dubrovsky, N.M., Kratzer, C.R., Brown, L.R., Gronberg, J.M., and Burow, K.R., 1998, Water quality in the San Joaquin-Tulare basins, California, 1992-95: USGS Circular 1159, 38 p.

Kratzer, C.R. and Shelton, J.L., 1998, Water-quality assessment of the San Joaquin-Tulare Basins, California: analysis of available data on nutrients and suspended sediment in surface water, 1972-90: USGS Professional Paper 1587, 92 p.

Kratzer, C.R., 1998, Pesticides in storm runoff from agricultural and urban areas in the Tuolumne River Basin in the vicinity of Modesto, California: U.S. Geological Survey Water-Resources Investigations Report 98-4017, 17 p.

Kratzer, C.R. and Grober, L.F., 1991, San Joaquin River salinity: 1991 projections compared to 1977: California Agriculture, vol. 45, no. 6, pp. 24-27.

SELECTED INVITED PRESENTATIONS

Kratzer, C.R., Dahlgren, R.A., Zamora, C., and Dileanis, P.D., 2009, Salinity inputs to the San Joaquin River from groundwater: 27th Biennial Groundwater Conference and 18th Annual Meeting of the Groundwater Resources Association of California, October 6-7, 2009, Sacramento, CA.

Kratzer, C.R., and Saleh, D.K., 2007, Trends in nitrate and other nutrients in the San Joaquin River, California: ASA-CSSA-SSSA 2007 International Annual Meetings, November 4-8, 2007, New Orleans, LA.

Kratzer, C.R., and Dahlgren, R.A., 2006, Investigations of nitrate in the lower San Joaquin River, California: California Plant and Soil Conference, CA Ch of Am Society of Agronomy, February 7-8, 2006, Visalia, CA.

Kratzer, C.R., Zamora, C., and Domagalski, J.L., 2004, Monitoring diazinon and chlorpyrifos for TMDL development: Soc of Environ Tox and Chem, 25th Annual Meeting, November 14-18, 2004, Portland, OR.

Kratzer, C.R., and Dileanis, P.D., 2004, Water quality monitoring design issues for Central Valley, California streams: Salmonid Restoration Fed, 14th Intl Salmon Enhancement Workshop, March 17-18, 2004, Davis, CA.

SELECTED TRAINING COURSES

USGS Training Courses:

“Leadership Intensive”; “SPARROW Surface-Water Quality Modeling”; “Statistical Techniques for Trend and Load Estimation”; USGS Western Region Managers Development Program; USGS Western Region Supervisory Training; “Ground Water/Surface Water Relationships”; "Quality Control Sample Design and Interpretation".

Other Training Courses:

“Facilitation Training”, Center for Collaborative Policy, Sacramento, CA.
“Nondetects and Data Analysis” Training course presented by Practical Stats (Dr. Dennis Helsel), Seattle, WA.
USDA Graduate School training courses, “Introduction to Supervision” (SUPV 7001); “Supervision and Group Performance” (SUPV 8001).

ArcGIS Training:

“ArcGIS Desktop I: Introduction to GIS (ArcGIS 10.1)”, King County GIS Center, May 5-6, 2014

VOLUNTEER ACTIVITIES

City of Bainbridge Island, Department of Public Works: Flow measurements and water-quality sampling of Bainbridge Island creeks, October 2014 to Present (Cami Apfelbeck, COBI Water Resources Specialist, 206-780-3779, capfelbeck@bainbridgewa.gov)

Sakai Intermediate School: Volunteer for “Read Naturally” and “Math Olympiad” programs.

BIFC soccer coach.

From: support@civicplus.com
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application
Date: Friday, May 16, 2014 4:55:03 PM

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Ingrid Billies

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island WA 98110

Current Employer*
None

Current Position*
Stay at home mom

I am interested in serving on one of the following advisory groups (select all that apply):

- Civil Service Commission
- Design Review Board
- Ethics Board
- Historic Preservation Commission
- Non-Motorized Transportation Advisory Committee
- Road Ends Committee
- Utility Advisory Comittee
- Community Forestry Commission
- Environmental Technical Advisory Committee
- Harbor Commission
- Lodging Tax Advisory Committee
- Planning Commission
- Salary Commission

Have you served on any city advisory groups in the past?*

Yes No

Please share your qualifications for this appointment (skills, activities, training, education) if any:

Please share your community interests (groups, committees, organizations) if any:

Type the Year
2014

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: Ingrid Billies

Email:

Phone:

Address:

City: Bainbridge Island

State: WA

Zip: 98110

Current Employer: None

Current Position: Stay at home mom

I am interested in serving on one of the following advisory groups (select all that apply):
Ethics Board

Have you served on any city advisory groups in the past?: No

Please share your qualifications for this appointment (skills, activities, training, education) if any: In my work life I was lucky enough to work for companies who held me to the highest ethical standards and demonstrated the same code of ethics. As a paralegal I was privy to sensitive information on a daily basis which needed to be kept confidential. I also developed objectivity to ensure fairness with conflict resolution.

Please share your community interests (groups, committees, organizations) if any: My family and I moved to the island almost one year ago. This will be my first endeavor to connect with the larger island community. In my previous city of residence I enjoyed starting up Mom's running and workout groups.

Type the Year: 2014

Additional Information:
Form Submitted on: 5/16/2014 4:55:51 PM
Submitted from IP Address: 50.135.234.38
Referrer Page: http://www.bainbridgewa.gov/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.bainbridgewa.gov/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Friday, April 24, 2015 9:12 AM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Joe Deets

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island WA 98110

Current Employer*
Community Solar Solutions

Current Position*
President

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[X]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[ ]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[ ]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*

( )Yes (X)No

Please share your qualifications for this appointment (skills, activities, training, education) if any:
I have lived on Bainbridge Island since 2000, and during that time I have been active in the community, primarily in advancing sustainable energy practices. I led the Community Solar Project at the Bainbridge Island City Hall and have done many

workshops and other events. I believe firmly in building a more sustainable and equitable community on Bainbridge Island, and that I can contribute to the Ethics Board.

Please share your community interests (groups, committees, organizations) if any:
Sustainable economic development, such as solar energy and energy efficiency. Also, I have a nine year old daughter at Wilkes School, and volunteer there in their writing class, so I am also interested in the educational and other development in young people here.

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: Joe Deets

Email:

Phone:

Address:

City: Bainbridge Island

State: WA

Zip: 98110

Current Employer: Community Solar Solutions

Current Position: President

I am interested in serving on one of the following advisory groups (select all that apply): Ethics Board

Have you served on any city advisory groups in the past?: No

Please share your qualifications for this appointment (skills, activities, training, education) if any: I have lived on Bainbridge Island since 2000, and during that time I have been active in the community, primarily in advancing sustainable energy practices. I led the Community Solar Project at the Bainbridge Island City Hall

and have done many workshops and other events. I believe firmly in building a more sustainable and equitable community on Bainbridge Island, and that I can contribute to the Ethics Board.

Please share your community interests (groups, committees, organizations) if any: Sustainable economic development, such as solar energy and energy efficiency. Also, I have a nine year old daughter at Wilkes School, and volunteer there in their writing class, so I am also interested in the educational and other development in young people here.

Type the Year: 2015

Additional Information:
Form Submitted on: 4/24/2015 9:11:53 AM
Submitted from IP Address: 71.212.25.12
Referrer Page: http://wa-bainbridgeisland.civicplus.com/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://wa-bainbridgeisland.civicplus.com/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Saturday, May 09, 2015 11:45 AM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Judith C. Tingley

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island WA 98110

Current Employer*
Self-empoyed

Current Position*
Retired

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[X]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[ ]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[ ]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*

( )Yes (X)No

Please share your qualifications for this appointment (skills, activities, training, education) if any:
As a psychologist for 30 years I have had a variety of qualities and experiences that I think would be useful for a member of the Ethics Committee: • I'm a clear thinker, with a focus on collaborative problem-solving and I have acquired very good

communication skills. • As a therapist I developed an open and direct approach with clients and in group situations of conflict. • As a trainer in corporations and governmental entities I presented programs on diversity, male-female communication, harassment in the workplace. I have good organization, presentation, and public speaking skills. • As an executive coach, I was hired by organizations to help individual employees change behavior and performance. The issues were often related to "grey" issues in employee behavior such as aggressive communication, withholding of information, veiled threats to others. I am also a writer and an author of several books of non-fiction, published by the American Management Association and Simon and Schuster in the mid-nineties and and the early years of the 21st century. I have also had articles published in newsletters, newspapers, and magazines over the years. I can convey information in written form clearly and consisely.

Please share your community interests (groups, committees, organizations) if any:
I have been a Board member of the Bainbridge Island Senior Community Center for 5 years, Treasurer for 4 years, and continuing member of the Finance Committee. I chose not to run again for the Board in 2015. Currently I'm a member of Zero Waste, a sub-group of Sustainable Bainbridge. The mission of the organization is to decrease landfill on Bainbridge Island.

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: Judith C. Tingley

Email:

Phone:

Address:

City: Bainbridge Island

State: WA

Zip: 98110

Current Employer: Self-empoyed

Current Position: Retired

I am interested in serving on one of the following advisory groups (select all that apply): Ethics Board

Have you served on any city advisory groups in the past?: No

Please share your qualifications for this appointment (skills, activities, training, education) if any: As a psychologist for 30 years I have had a variety of qualities and experiences that I think would be useful for a member of the Ethics Committee:
• I'm a clear thinker, with a focus on collaborative problem-solving and I have acquired very good communication skills.
• As a therapist I developed an open and direct approach with clients and in group situations of conflict.
• As a trainer in corporations and governmental entities I presented programs on diversity, male-female communication, harassment in the workplace. I have good organization, presentation, and public speaking skills.
• As an executive coach, I was hired by organizations to help individual employees change behavior and performance. The issues were often related to "grey" issues in employee behavior such as aggressive communication, withholding of information, veiled threats to others.

I am also a writer and an author of several books of non-fiction, published by the American Management Association and Simon and Schuster in the mid-nineties and and the early years of the 21st century. I have also had articles published in newsletters, newspapers, and magazines over the years. I can convey information in written form clearly and consisely.

Please share your community interests (groups, committees, organizations) if any: I have been a Board member of the Bainbridge Island Senior Community Center for 5 years, Treasurer for 4 years, and continuing member of the Finance Committee. I chose not to run again for the Board in 2015.

Currently I'm a member of Zero Waste, a sub-group of Sustainable Bainbridge. The mission of the organization is to decrease landfill on Bainbridge Island.

Type the Year: 2015

Additional Information:
Form Submitted on: 5/9/2015 11:44:38 AM
Submitted from IP Address: 24.7.19.227
Referrer Page: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Tuesday, June 02, 2015 1:13 PM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Dennis Willerford

Email* **Phone***
dennis.willerford@cobicommittee.email

Address*

City* **State*** **Zip***
Bainbridge Island Washington 98110

Current Employer*
Harrison Medical Center

Current Position*
Physician

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[X]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[ ]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[ ]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*
(X)Yes ( )No

If so, please indicate which groups:
Ethics Board--Current

Please share your qualifications for this appointment (skills, activities, training, education) if any:
Ethics Board Member since inception; previously served as chair for 2 years, currently serving as acting chair. Attended workshop for Ethics in Government at Markkula Center for Applied Ethics at the University of Santa Clara in 2009. Actively participated in drafting current ethics code, including extensive meetings with public,

council members, city manager, city attorney, city employees and union representatives.

Please share your community interests (groups, committees, organizations) if any:
Prior Trustee, Bainbridge Arts and Crafts

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: Dennis Willerford

Email: dennis.willerford@cobicommittee.email

Phone:

Address:

City: Bainbridge Island

State: Washington

Zip: 98110

Current Employer: Harrison Medical Center

Current Position: Physician

I am interested in serving on one of the following advisory groups (select all that apply): Ethics Board

Have you served on any city advisory groups in the past?: Yes

If so, please indicate which groups: Ethics Board--Current

Please share your qualifications for this appointment (skills, activities, training, education) if any: Ethics Board Member since inception; previously served as chair for 2 years, currently serving as acting chair. Attended workshop for Ethics in Government at Markkula Center for Applied Ethics at the University of Santa Clara in 2009. Actively participated in drafting current ethics code, including extensive meetings with public, council members, city manager, city attorney, city employees and union representatives.

Please share your community interests (groups, committees, organizations) if any: Prior Trustee, Bainbridge Arts and Crafts

Type the Year: 2015

Additional Information:
Form Submitted on: 6/2/2015 1:12:42 PM
Submitted from IP Address: 204.115.102.126
Referrer Page: http://www.bainbridgewa.gov/formcenter/citizen-advisory-groups-7/citizen-advisory-group-application-46
Form Address: http://www.bainbridgewa.gov/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Thursday, May 14, 2015 10:31 PM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
John Grinter

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island WA 98110

Current Employer*
Self- Island Edge Sharpening

Current Position*
Owner- operator

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[ ]Historic Preservation Commission
[X]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[ ]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[ ]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*
(X)Yes ( )No

If so, please indicate which groups:
NMTAC 2005(?)-2012

Please share your qualifications for this appointment (skills, activities, training, education) if any:
I would like to share the knowledge I developed on Non Motorized issues from my prior work on the committee.

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: John Grinter

Email:

Phone:

Address:

City: Bainbridge Island

State: WA

Zip: 98110

Current Employer: Self- Island Edge Sharpening

Current Position: Owner- operator

I am interested in serving on one of the following advisory groups (select all that apply): Non-Motorized Transportation Advisory Committee

Have you served on any city advisory groups in the past?: Yes

If so, please indicate which groups: NMTAC 2005(?)-2012

Please share your qualifications for this appointment (skills, activities, training, education) if any: I would like to share the knowledge I developed on Non Motorized issues from my prior work on the committee.

Type the Year: 2015

Additional Information:
Form Submitted on: 5/14/2015 10:31:28 PM

Submitted from IP Address: 73.169.225.230
Referrer Page: http://www.bainbridgewa.gov/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.bainbridgewa.gov/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

From:	Don Willott
To:	CityAdmin
Subject:	Citizen Advisory Group Application
Date:	Monday, December 02, 2013 4:54:51 AM
Attachments:	PSRC TA Citizens Advisory Committee, Statement of Qualifications, Donald J. Willott, 4-29-13 .pdf

Name*:	Don Willott
Email*:	dwillott@mac.com
Daytime phone:*:	[redacted]
Address:*:	[redacted]
Current employer*:	retired
Current position*:	n.a.
I am interested in serving on one of the following advisory groups (select all that apply)::	Non-Motorized Transportation Advisory Committee
Have you served on any city advisory groups in the past?*:	Yes
If so, please indicate which groups::	Non-Motorized Transportation Plan--Goals & Policy Committee, NMTAC, Open Space Study Citizen Advisory Committee
Please share your qualifications for this appointment (skills, activities, training, education) if any::	Please see attached Statement of Qualifications recently completed in application to serve on the Puget Sound Regional Council's Citizen Advisory Committee for the Transportation Alternatives Program. In addition to being appointed & serving on this committee, I co-authored the COBI application for the STO/ SR 305 Corridor Enhancement Project which the City is highly ranked to receive.
Please share your	I am focused on the progressive implementation of the Sound to Olympics

community interests (groups, committees, organizations) if any::	(regional) Trail and other active transportation facilities which provide a truly multi-modal system on Bainbridge, Kitsap County, the Puget Sound Region, and statewide--doing so in a manner which integrates with open space and other land use planning. I enjoy cultivating collaborative relationships with community groups which make for mutually supportive & well integrated facilities.
Feel free to attach your resume (optional).:	

Roz Lassoff

From: noreply@civicplus.com
Sent: Friday, April 10, 2015 9:04 PM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Russell Berg

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Islands WA 98110

Current Employer*
Car Wash Enterprises, Inc.

Current Position*
Project Manager

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[ ]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[X]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*
( )Yes (X)No

If so, please indicate which groups:
Not on Bainbridge Island

Please share your qualifications for this appointment (skills, activities, training, education) if any:
My formal vocation was carpentry prior to spending many years in wholesale distribution ending as a branch manager. I have a broad understanidng of the construction industry. Currently, I'm a member of Bainbridge Island Sportsmans Club

and certified Range Safety Officer, Bainbridge Island CERT (Community Emergency Response Team) under Kitsap County Department of Emergency Management, a licensed HAM operator, licensed firearm dealer, Backflow Assembly tester (awarded the COBI contract before I sold my business), volunteer for Police events, Rotary Auction, Chilly Hilly, and trained in first aid/CPR/AED/ICS.

Please share your community interests (groups, committees, organizations) if any:
Most recently, I sat on the Board for Trust for Working Landscapes (now Friends of the Farm). Years ago, I was a Air Quality Control Board Hearing Officer in Washoe County (Reno) for 2 years and also sat on Justice Facilities working committee to create a plan (which was implemented) after a failed ballot initiative. My day job finds me reviewing/comparing bids, hiring contractors, and code compliance.

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: Russell Berg

Email:

Phone:

Address:

City: Bainbridge Islands

State: WA

Zip: 98110

Current Employer: Car Wash Enterprises, Inc.

Current Position: Project Manager

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission

Have you served on any city advisory groups in the past?: No

If so, please indicate which groups: Not on Bainbridge Island

Please share your qualifications for this appointment (skills, activities, training, education) if any: My formal vocation was carpentry prior to spending many years in wholesale distribution ending as a branch manager. I have a broad understanidng of the construction industry.
Currently, I'm a member of Bainbridge Island Sportsmans Club and certified Range Safety Officer, Bainbridge Island CERT (Community Emergency Response Team) under Kitsap County Department of Emergency Management, a licensed HAM operator, licensed firearm dealer, Backflow Assembly tester (awarded the COBI contract before I sold my business), volunteer for Police events, Rotary Auction, Chilly Hilly, and trained in first aid/CPR/AED/ICS.

Please share your community interests (groups, committees, organizations) if any: Most recently, I sat on the Board for Trust for Working Landscapes (now Friends of the Farm). Years ago, I was a Air Quality Control Board Hearing Officer in Washoe County (Reno) for 2 years and also sat on Justice Facilities working committee to create a plan (which was implemented) after a failed ballot initiative. My day job finds me reviewing/comparing bids, hiring contractors, and code compliance.

Type the Year: 2015

Additional Information:
Form Submitted on: 4/10/2015 9:03:34 PM
Submitted from IP Address: 99.197.205.245
Referrer Page: http://www.bainbridgewa.gov/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.bainbridgewa.gov/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Tuesday, May 12, 2015 11:19 PM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Susan Bergen

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island Washington 98110-4264

Current Employer*
Looking

Current Position*
Planner and Landscape Architect

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[ ]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[X]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*

( )Yes (X)No

Please share your qualifications for this appointment (skills, activities, training, education) if any:
I am a registered Landscape Architect in Washington State and received my Master's degree in Landscape Architecture from the University of Washington with a minor in architectural design. I have more than eight years of experience in capital projects,

community planning, parks, open space, urban design, and environmental protection. With recent experience in Parks for the City of Bellevue, I conducted research on capital projects renovation planning processes. For the City of Gresham, Oregon, Parks Department, I helped with CIP park improvement projects and worked as a Community Planner II on long range programming of street design initiatives. Prior to my experience at Bellevue Parks, I reviewed environmental impact statements for the Environmental Protection Agency covering projects in Alaska, Washington, Oregon and Idaho – understanding the complexities of environmental impact disclosure for land development and transportation projects, and worked as a Community Planner in the Portland, Oregon area. In total, my work experience is broad with buildings, parks, urban design, historic and landscape preservation, trails research and design, transportation design and complete streets, wetland enhancements, recreational design and facilities programming. Having worked at all levels of government, I understand both the individual and collective interests of governmental departments. Trained in project management processes, I have managed projects, created policies and programs, participated in community outreach and environmental reviews, conducted research, analyzed projects, established relations, designed or protected park landscapes and supported review processes

Please share your community interests (groups, committees, organizations) if any:
Comprehensive Plan

Feel free to attach your resume (optional):
[ ]
Uploaded: PROFESSIONAL PROFILE City of Shoreline (1).pdf

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

View the submitted form as well as any attachments that may have been uploaded here: http://www.bainbridgewa.gov/Admin/FormCenter/Submissions/Edit?id=132&formID=46&submissionDataDisplayType=0&backURL=/Admin/FormCenter/Submissions/Index/46?categoryID=7

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note:

once submitted, this application becomes a public record. Your address and contact information will not be

shared.:

Applicant Name: Susan Bergen

Email:

Phone:

Address:

City: Bainbridge Island

State: Washington

Zip: 98110-4264

Current Employer: Looking

Current Position: Planner and Landscape Architect

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission

Have you served on any city advisory groups in the past?: No

Please share your qualifications for this appointment (skills, activities, training, education) if any: I am a registered Landscape Architect in Washington State and received my Master's degree in Landscape Architecture from the University of Washington with a minor in architectural design.
I have more than eight years of experience in capital projects, community planning, parks, open space, urban design, and environmental protection. With recent experience in Parks for the City of Bellevue, I conducted research on capital projects renovation planning processes. For the City of Gresham, Oregon, Parks Department, I helped with CIP park improvement projects and worked as a Community Planner II on long range programming of street design initiatives.
Prior to my experience at Bellevue Parks, I reviewed environmental impact statements for the Environmental Protection Agency covering projects in Alaska, Washington, Oregon and Idaho – understanding the complexities of environmental impact disclosure for land development and transportation projects, and worked as a Community Planner in the Portland, Oregon area.
In total, my work experience is broad with buildings, parks, urban design, historic and landscape preservation, trails research and design, transportation design and complete streets, wetland enhancements, recreational design and facilities programming. Having worked at all levels of government, I understand both the individual and collective interests of governmental departments. Trained in project management processes, I have managed projects, created policies and programs, participated in community outreach and environmental reviews, conducted research, analyzed projects, established relations, designed or protected park landscapes and supported review processes

Please share your community interests (groups, committees, organizations) if any: Comprehensive Plan

Feel free to attach your resume (optional): PROFESSIONAL PROFILE City of Shoreline (1).pdf

Type the Year: 2015

Additional Information:
Form Submitted on: 5/12/2015 11:18:54 PM
Submitted from IP Address: 174.21.50.18
Referrer Page: http://www.bainbridgewa.gov/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.bainbridgewa.gov/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Bainbridge Island, WA

CAREER SUMMARY

Landscape Architect with **Planning** and **Urban Design background.** Community, capital projects and environmental long range planning including master planning for transportation, restoration planning, park design, policy planning and experience in federal, state and local governmental organizations.

SKILLS & QUALIFICATIONS

Urban Design/Environmental Planning
AICP 5/15, Professionally Registered Landscape Architect

Transportation and Land Use Planning	Project Management
Federal Regulations/ADA/EIS Review/NEPA	Capital Project Planning and Design
Site Design/Review: Large and Small Scale	Complete Streets and Trail Design

EDUCATION/LICENSURE

MLA Landscape Architecture: University of Washington – Seattle, WA (1991)
- Campus Planning Internship: University of Washington (1991)

BA Liberal Arts & Env Science : The Evergreen State College – Olympia, WA (1983)
State of Washington/ Dept. of Professional Licensing: Registered Landscape Architect (Current)

EMPLOYMENT HISTORY & COMMUNITY SERVICE:

City of Bellevue: PM/Planner, Bellevue, WA	(2012-2013)
Architects Without Borders: PM/Design Team Member, Seattle, WA	(2013-Present)
Environmental Protection Agency: NEPA Review, Seattle, WA	(2010-2011)
Independent Design Studio: Urban Design and Environmental Planning	(1997 – Present)
City of Gresham: Planner II, Gresham, OR	(1992-1994)
State of Washington: Program Administration, Olympia, WA	(1983-1986)

CAREER ACCOMPLISHMENTS

ARCHITECTS WITHOUT BORDERS:

- Provided architectural, site and design assistance to countries developing housing and schools in poverty stricken and/or natural disaster areas.
- Designed multi-building campus plan on 20 acre site in Haiti. Developed conceptual alternative site plans for building relationships based upon topography, climate and square footage requirements including cultural vernacular typological village planning. Site plan included roads, buildings, bridges, service, pedestrian access, sustainability elements of rainwater storage, solar panels for electricity, kitchen gardens, clean water filtering and Allele of trees.

CITY OF BELLEVUE:

- Reviewed master plans, building assessments and ADA compliance reports. Considered guidelines for facility design, environmental and resource protection, public safety, maintenance and operations.
- Developed a list of suggested alternative capital project improvements and program uses.
- ADA compliance and assessments, costs and financial information, user-demographics and master plan review including park use, parking counts, and natural resources.

CITY OF GRESHAM: Planner II

- Designed and produced a Street Tree Master Plan for city arterials.
- Prepared designs for street and public urban space projects.
- Assisted in the development of public policy. Revised the legal development ordinance and wrote an 80 page code amendment for a new planning initiative in Metropolitan Portland.
- Prepared reports and wrote recommendations for master plan work and capital projects.
- Researched pedestrian travel and developed program of capital improvements for streets.
- Managed consultants and oversaw inspection of permitting of wetland and pond enhancements for parks.

STATE OF WASHINGTON: Program Administration

- Served as a liaison to community interests, other agencies and local governments.
- Analyzed federal guidelines and assisted non-profit network.
- Administered state money and authorized expenses reimbursements.

Roz Lassoff

From: noreply@civicplus.com
Sent: Friday, April 10, 2015 10:18 PM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Maradel Krummel Gale

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island WA 98110

Current Employer*
retired (University of Oregon Associate Professor Emerita)

Current Position*
retired

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[ ]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[X]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*
(X)Yes ( )No

If so, please indicate which groups:
Planning Commission, interrupted terms

Please share your qualifications for this appointment (skills, activities, training, education) if any:
My career involved teaching graduate community and regional planning students courses in land use law and administrative law for public administration graduate

students. My perspective has been unique on the Planning Commission, which is rather heavy on architects, and with no one else who has a background in planning.

Please share your community interests (groups, committees, organizations) if any:
Bainbridge Beach Naturalists organizer; Sustainable Bainbridge founding board member and secretary; worked to help Bainbridge Community Broadcasting get started. Since we are in the midst of the Comp Plan update, I am seeking re-appointment to provide my expertise for that process through the next couple of years.

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: Maradel Krummel Gale

Email:

Phone:

Address:

City: Bainbridge Island

State: WA

Zip: 98110

Current Employer: retired (University of Oregon Associate Professor Emerita)

Current Position: retired

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission

Have you served on any city advisory groups in the past?: Yes

If so, please indicate which groups: Planning Commission, interrupted terms

Please share your qualifications for this appointment (skills, activities, training, education) if any: My career involved teaching graduate community and regional planning students courses in land use law and

administrative law for public administration graduate students. My perspective has been unique on the Planning Commission, which is rather heavy on architects, and with no one else who has a background in planning.

Please share your community interests (groups, committees, organizations) if any: Bainbridge Beach Naturalists organizer; Sustainable Bainbridge founding board member and secretary; worked to help Bainbridge Community Broadcasting get started. Since we are in the midst of the Comp Plan update, I am seeking re-appointment to provide my expertise for that process through the next couple of years.

Type the Year: 2015

Additional Information:
Form Submitted on: 4/10/2015 10:17:35 PM
Submitted from IP Address: 97.113.23.36
Referrer Page: http://www.bainbridgewa.gov/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.bainbridgewa.gov/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Friday, May 08, 2015 2:28 PM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Michael (Mike) Killion

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island WA 98110

Current Employer*
Retired

Current Position*
N/A

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[ ]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[X]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*

( )Yes (X)No

Please share your qualifications for this appointment (skills, activities, training, education) if any:
Resident on BI for almost ten years. Member of The Rotary Club of BI. Chaired the Rotary auction in 2012. Served on several boards in my career. These include the Rotary Club of BI Board, the Peoria (Phoenix metro area) school board (president 2

years), Phoenix Baptist hospital board (president 2 years), Maricopa County school boards association (president 1 year), Homeowner association boards (currently treasurer of the South Beach Owners Association condominium board). I have an undergraduate degree in Mathematics and an MBA degree.

Please share your community interests (groups, committees, organizations) if any:
Member of the The Rotary Club of BI having served on a number of committees, including auction chair and treasurer of the Club's trust fund. Member of Saint Barnabas Episcopal church. Co-facilitator of the Salon sponsored by the BI public library.

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: Michael (Mike)

Killion Email:

Phone:

Address:

City: Bainbridge Island

State: WA

Zip: 98110

Current Employer: Retired

Current Position: N/A

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission

Have you served on any city advisory groups in the past?: No

Please share your qualifications for this appointment (skills, activities, training, education) if any: Resident on BI for almost ten years. Member of The Rotary Club of BI. Chaired the Rotary auction in 2012. Served on

several boards in my career. These include the Rotary Club of BI Board, the Peoria (Phoenix metro area) school board (president 2 years), Phoenix Baptist hospital board (president 2 years), Maricopa County school boards association (president 1 year), Homeowner association boards (currently treasurer of the South Beach Owners Association condominium board). I have an undergraduate degree in Mathematics and an MBA degree.

Please share your community interests (groups, committees, organizations) if any: Member of the The Rotary Club of BI having served on a number of committees, including auction chair and treasurer of the Club's trust fund. Member of Saint Barnabas Episcopal church. Co-facilitator of the Salon sponsored by the BI public library.

Type the Year: 2015

Additional Information:
Form Submitted on: 5/8/2015 2:27:33 PM
Submitted from IP Address: 24.7.19.227
Referrer Page: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Friday, May 08, 2015 11:08 AM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Jon Quitslund

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island WA 98110

Current Employer*
retired

Current Position*
Board member, Sustainable Bainbridge; Planning Commissioner

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[ ]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[X]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*
(X)Yes ( )No

If so, please indicate which groups:
2025 Growth Advisory Committee, Planning Commission

Please share your qualifications for this appointment (skills, activities, training, education) if any:
B A (Literature), Reed College, 1961; Ph D (English Lit), Princeton U, 1967; teaching, research, administration @ George Washington University, 1964-2000; writing & editing in several capacities since returning to Bainbridge Island.

Please share your community interests (groups, committees, organizations) if any:
Beginning in a citizen workgroup in the first phase of work on the Critical Areas Ordinance, I have taken a hand in, or on the sidelines of, many COBI projects. For several years I have been active in Sustainable Bainbridge and affiliated organizations.

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: Jon Quitslund

Email:

Phone:

Address:

City: Bainbridge Island

State: WA

Zip: 98110

Current Employer: retired

Current Position: Board member, Sustainable Bainbridge; Planning Commissioner

I am interested in serving on one of the following advisory groups (select all that apply): Planning Commission

Have you served on any city advisory groups in the past?: Yes

If so, please indicate which groups: 2025 Growth Advisory Committee, Planning Commission

Please share your qualifications for this appointment (skills, activities, training, education) if any: B A (Literature), Reed College, 1961; Ph D (English Lit), Princeton U, 1967; teaching, research, administration @ George Washington University, 1964-2000; writing & editing in several capacities since returning to Bainbridge Island.

Please share your community interests (groups, committees, organizations) if any: Beginning in a citizen workgroup in the first phase of work on the Critical Areas Ordinance, I have taken a hand in, or on the sidelines of, many COBI projects. For several years I have been active in Sustainable Bainbridge and affiliated organizations.

Type the Year: 2015

Additional Information:
Form Submitted on: 5/8/2015 11:07:30 AM
Submitted from IP Address: 70.58.88.122
Referrer Page: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Thursday, May 21, 2015 3:27 PM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
jeff kanter

Email* **Phone***

Address*

City* **State*** **Zip***
B. I. wa 98110

Current Employer*
na

Current Position*
na

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[X]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[ ]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*
(X)Yes ( )No

If so, please indicate which groups:
UAC

Please share your qualifications for this appointment (skills, activities, training, education) if any:
Manage a group A water system. 30 years experience in finance

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: jeff kanter

Email:

Phone:

Address:

City: B. I.

State: wa

Zip: 98110

Current Employer: na

Current Position: na

I am interested in serving on one of the following advisory groups (select all that apply): Utility Advisory Comittee

Have you served on any city advisory groups in the past?: Yes

If so, please indicate which groups: UAC

Please share your qualifications for this appointment (skills, activities, training, education) if any: Manage a group A water system. 30 years experience in finance

Type the Year: 2015

Additional Information:
Form Submitted on: 5/21/2015 3:26:42 PM

Submitted from IP Address: 75.172.119.107
Referrer Page: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Wednesday, April 15, 2015 10:38 AM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Ted Jones

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island WA 98110

Current Employer*
Naval Facilities Engineering Command

Current Position*
Product Line Coordinator for Sustainment of Naval Facilities in the Northwest

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[X]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[ ]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*

( )Yes (X)No

Please share your qualifications for this appointment (skills, activities, training, education) if any:
Registered Professional Civil Engineer, Certified Lean Six Sigma Black Belt (process improvement guru), 34 years Federal Government project and program management. Runner up in 2013 for COBI PW Director.

Please share your community interests (groups, committees, organizations) if any:
Sporadically active in Island Power and Climate Action Bainbridge. Participated in a Comp Plan session. Former Precinct Committee Officer.

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: Ted Jones

Email:

Phone:

Address:

City: Bainbridge Island

State: WA

Zip: 98110

Current Employer: Naval Facilities Engineering Command

Current Position: Product Line Coordinator for Sustainment of Naval Facilities in the Northwest

I am interested in serving on one of the following advisory groups (select all that apply): Utility Advisory Comittee

Have you served on any city advisory groups in the past?: No

Please share your qualifications for this appointment (skills, activities, training, education) if any: Registered Professional Civil Engineer, Certified Lean Six Sigma Black Belt (process improvement guru), 34 years Federal Government project and program management. Runner up in 2013 for COBI PW Director.

Please share your community interests (groups, committees, organizations) if any: Sporadically active in Island Power and Climate Action Bainbridge. Participated in a Comp Plan session. Former Precinct Committee Officer.

Type the Year: 2015

Additional Information:
Form Submitted on: 4/15/2015 10:37:30 AM
Submitted from IP Address: 138.163.106.72
Referrer Page: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Monday, February 02, 2015 8:37 PM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Steven G. Leach

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Is. WA 98110

Current Employer*
retired

Current Position*
N/A

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[X]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[ ]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*

( )Yes (X)No

Please share your qualifications for this appointment (skills, activities, training, education) if any:
Retired from U.S. Department of State Foreign Service. Various assignments overseas and domestic, mostly administrative.

Please share your community interests (groups, committees, organizations) if any:

Four-plus years on board of directors for Vineyard Lane Condominium Association

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name: Steven G. Leach

Email:

Phone:

Address:

City: Bainbridge Is.

State: WA

Zip: 98110

Current Employer: retired

Current Position: N/A

I am interested in serving on one of the following advisory groups (select all that apply): Utility Advisory Comittee

Have you served on any city advisory groups in the past?: No

Please share your qualifications for this appointment (skills, activities, training, education) if any: Retired from U.S. Department of State Foreign Service. Various assignments overseas and domestic, mostly administrative.

Please share your community interests (groups, committees, organizations) if any: Four-plus years on board of directors for Vineyard Lane Condominium Association

Type the Year: 2015

Additional Information:
Form Submitted on: 2/2/2015 8:36:52 PM
Submitted from IP Address: 97.113.188.209
Referrer Page: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Friday, May 15, 2015 10:10 AM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Nancy Nolan

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island Washington 98110

Current Employer*
n/a

Current Position*
n/a

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[X]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[ ]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*
(X)Yes ( )No

If so, please indicate which groups:
Utility Advisory Board

Please share your qualifications for this appointment (skills, activities, training, education) if any:
Attorney Currently serving on board, so up to date on latest issues currently under consideration by the Board.

Please share your community interests (groups, committees, organizations) if any:

See previous application

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.:

Applicant Name:

Email:

Phone:

Address:

City: Bainbridge Island

State: Washington

Zip: 98110

Current Employer: n/a

Current Position: n/a

I am interested in serving on one of the following advisory groups (select all that apply): Utility Advisory Comittee

Have you served on any city advisory groups in the past?: Yes

If so, please indicate which groups: Utility Advisory Board

Please share your qualifications for this appointment (skills, activities, training, education) if any: Attorney Currently serving on board, so up to date on latest issues currently under consideration by the Board.

Please share your community interests (groups, committees, organizations) if any: See previous application

Type the Year: 2015

Additional Information:
Form Submitted on: 5/15/2015 10:09:54 AM
Submitted from IP Address: 107.77.97.55
Referrer Page: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46
Form Address: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

Roz Lassoff

From: noreply@civicplus.com
Sent: Thursday, May 14, 2015 10:24 PM
To: Roz Lassoff
Subject: Online Form Submittal: Citizen Advisory Group Application

If you are having problems viewing this HTML email, click to view a Text version.

Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note: once submitted, this application becomes a public record. Your address and contact information will not be shared.

Applicant Name*
Randal Samstag

Email* **Phone***

Address*

City* **State*** **Zip***
Bainbridge Island WA 98110

Current Employer*
Randal W. Samstag Civil and Sanitary Engineer

Current Position*
Owner

I am interested in serving on one of the following advisory groups (select all that apply):

[ ]Civil Service Commission
[ ]Design Review Board
[ ]Ethics Board
[ ]Historic Preservation Commission
[ ]Non-Motorized Transportation Advisory Committee
[ ]Road Ends Committee
[X]Utility Advisory Comittee
[ ]Community Forestry Commission
[ ]Environmental Technical Advisory Committee
[ ]Harbor Commission
[ ]Lodging Tax Advisory Committee
[ ]Planning Commission
[ ]Salary Commission

Have you served on any city advisory groups in the past?*
(X)Yes ( )No

If so, please indicate which groups:
UAC

Please share your qualifications for this appointment (skills, activities, training, education) if any:
I have worked for nearly forty years in the public works utility field, as a consultant to municipal agencies and as a municipal employee. My expertise is in wastewater treatment. I have also completed projects in water supply, water and sewer infrastructure planning, and solid waste management planning. I have a Master of

Science degree in Civil Engineering and am a registered engineer in two states, including Washington. I am also board-certified as an environmental engineer by the American Academy of Environmental Engineers. I have worked for several international engineering consultants and for the Municipality of Metropolitan Seattle. I currently have a City-registered business performing independent engineering consultation for municipal agencies.

Please share your community interests (groups, committees, organizations) if any:
I served as a volunteer on the UAC for approximately three years in recent years. I resigned from the committee when the firm by which I was then employed won the project to complete the General Sewer Plan for the City of Bainbridge Island. As it happens, I did not work at all on that plan and have been retired from that firm over one year ago. As a result, I believe that I would have no conflicts of interest in now serving again on the UAC. I have been a volunteer for the the water quality and flow monitoring program for several years, downloading flow data from the City's four monitored watersheds. I am currently evaluating wastewater treatment operation for the City as a volunteer. In years past I have also given a presentation to a City committee on general sewer planning.

Feel free to attach your resume (optional):
[ ]
Uploaded: Samstag CV Short Form 2014.pdf

Type the Year
2015

By typing the year in this box, you verify that you are a legitimate user.

View the submitted form as well as any attachments that may have been uploaded here: http://www.ci.bainbridge-isl.wa.us/Admin/FormCenter/Submissions/Edit?id=133&formID=46&submissionDataDisplayType=0&backURL=/Admin/FormCenter/Submissions/Index/46?categoryID=7

The following form was submitted via your website: Citizen Advisory Group Application

Please complete the form below if you are interested in serving on a committee or commission. Please note:

once submitted, this application becomes a public record. Your address and contact information will not be

shared.:

Applicant Name: Randal Samstag

Email:

Phone:

Address:

City: Bainbridge Island

State: WA

Zip: 98110

Current Employer: Randal W. Samstag Civil and Sanitary Engineer

Current Position: Owner

I am interested in serving on one of the following advisory groups (select all that apply): Utility Advisory Comittee

Have you served on any city advisory groups in the past?: Yes

If so, please indicate which groups: UAC

Please share your qualifications for this appointment (skills, activities, training, education) if any: I have worked for nearly forty years in the public works utility field, as a consultant to municipal agencies and as a municipal employee. My expertise is in wastewater treatment. I have also completed projects in water supply, water and sewer infrastructure planning, and solid waste management planning. I have a Master of Science degree in Civil Engineering and am a registered engineer in two states, including Washington. I am also board-certified as an environmental engineer by the American Academy of Environmental Engineers. I have worked for several international engineering consultants and for the Municipality of Metropolitan Seattle. I currently have a City-registered business performing independent engineering consultation for municipal agencies.

Please share your community interests (groups, committees, organizations) if any: I served as a volunteer on the UAC for approximately three years in recent years. I resigned from the committee when the firm by which I was then employed won the project to complete the General Sewer Plan for the City of Bainbridge Island. As it happens, I did not work at all on that plan and have been retired from that firm over one year ago. As a result, I believe that I would have no conflicts of interest in now serving again on the UAC. I have been a volunteer for the the water quality and flow monitoring program for several years, downloading flow data from the City's four monitored watersheds. I am currently evaluating wastewater treatment operation for the City as a volunteer. In years past I have also given a presentation to a City committee on general sewer planning.

Feel free to attach your resume (optional): Samstag CV Short Form 2014.pdf

Type the Year: 2015

Additional Information:
Form Submitted on: 5/14/2015 10:23:33 PM
Submitted from IP Address: 174.21.148.176
Referrer Page: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46?savedProgressID=3
Form Address: http://www.ci.bainbridge-isl.wa.us/FormCenter/Citizen-Advisory-Groups-7/Citizen-Advisory-Group-Application-46

RANDAL W. SAMSTAG, PE, BCEE
CIVIL AND SANITARY ENGINEER

Mr. Samstag is an independent consultant in the field of wastewater treatment process analysis and design. As an employee of major international consulting companies, he served as project manager or process engineer on over one hundred wastewater treatment plant projects ranging in size from 50,000 gallons per day (gpd) to 275 million gallons per day (mgd) average flow capacity. He has served as project manager, design, or process engineer for planning and design of wastewater treatment plants totaling over 1,500 mgd of average flow capacity with a combined construction cost over $3,000 million. He has completed evaluations and designs for nitrogen removal for over a dozen wastewater treatment plants including recent evaluations for the three largest treatment plants discharging to Puget Sound. He led field test evaluation and computational fluid dynamics (CFD) modeling projects for aeration and sedimentation tanks for two dozen plants. He is the author of his own sedimentation CFD code and is expert in use of several commercial codes, including ANSYS Fluent. Mr. Samstag is Secretary for the IWA Working Group for CFD and is the manager for the LinkedIn group "CFD for Wastewater." He is the author of over 100 reports and studies and over fifty book chapters, peer-reviewed journal articles, papers for national and international conferences, and other presentations.

Selected Project Experience

Clarifier Optimization Project, Carollo Engineers- Principal author and project manager for an internal clarifier optimization project. In this project Mr. Samstag evaluated the major geometric elements of the radial flow (circular) secondary clarifiers using field-calibrated three dimensional (3D) CFD models. Elements investigated: inlet geometry, feed well diameter and depth, effluent geometry, and tank depth. The work recommended a standard geometry for Carollo activated sludge clarifiers.

Blacks Ford SBR Mixing Evaluation, JEA Utility, Jacksonville, FL - Process engineer and principal author of a report evaluating mixing efficiency of a jet-aeration and pumped mixing system for this 5 mgd capacity sequencing batch reactor (SBR) WWTP. In this study field solids profile measurements were used to calibrate a Fluent 3-dimensional CFD model using user defined functions (UDF) for solids settling, transport, and density couple. Results of the study indicated that the pumped mix system was significantly undersized to meet a conventional mix criterion of less than 10 percent variation of solids concentrations over the cross section of the tank.

Orange County Utilities, Mixing Study, Orlando, FL - Process engineer for field testing of five different types of vertical-shaft mixing impellers for activated sludge mixing: three hydrofoil and two hyperboloid mixers. For each mixing impellor three kinds of field test was accomplished: solids profile, velocity profile, and hydraulic residence time (HRT). The impellers were ranked in terms of coefficient of variation (CoV) for solids distribution.

Areas of Specialization

- Biological Process Analysis
- Field Testing
- CFD Modeling
- Biological Process Modeling
- Wastewater Treatment Master Planning and Design
- Operations Consulting

Years of Experience

- 39

Education

- Non-matriculated, 1988-1989,Computational Fluid Dynamics, University of Washington, Seattle
- Master of Science, 1977, Sanitary Engineering, University of California, Berkeley
- Bachelor of Arts, 1970, Political Science, Stanford University

Professional Certification

- Civil and Sanitary Engineer, #22407, 1984, WA
- Civil Engineer, #28224, 1977, CA
- Board Certified Environmental Engineer, 1996, American Academy of Environmental Engineers

Sedimentation Tank Capacity Analysis, West County Wastewater District, Richmond, CA - Process engineer and author of a technical memorandum evaluating the capacity of activated sludge sedimentation tanks using a two-dimensional CFD model in Fluent based on user defined functions for solids settling and density couple. Mr. Samstag prepared protocols for field tests for calibration of the modeling. The modeling established the safety factor over state point analysis required to determine capacity as a function of overflow, mixed liquor solids concentration, and sludge settleabilty.

North San Mateo Water and Sewer District WWTP in Daly City, CA - Process engineer for secondary sedimentation evaluations for the North San Mateo Water and Sewer District WWTP in Daly City, California. Responsible for analysis of process data, field testing including residence time distribution (RTD) dye testing, solids profile modeling, settling velocity testing, drogue and acoustic Doppler velocimeter (ADV) testing of square, center-feed activated sludge sedimentation tanks, review and presentation of three-dimensional CFD modeling, and final report authorship.

Secondary Treatment Facilities Upgrade and Expansion, Allegheny County Sanitary Commission (ALCOSAN), Pittsburgh, PA - Process engineer for evaluation of primary treatment facilities for combined sewer flows up to 625 mgd and expansion of the 200 mgd secondary treatment capacity to 275 mgd. Mr. Samstag served as process engineer for plant testing to confirm hydraulic and process characteristics of primary treatment facilities with loading rate as high as 4000 gallons per day per square foot. Dye, solids profile, and long-column settleability tests were conducted to establish capacity under high flows. Mr. Samstag developed the mass balance for the upgraded plant and evaluated aeration system requirements. New fine bubble aeration disc diffusers were evaluated to supplement existing tubular diffusers.

West Point Treatment Plant Expansion, Secondary Sedimentation Investigations, Municipality of Metropolitan Seattle, Seattle, WA - Project manager for a series of full-scale, field and laboratory-scale tests and numerical modeling of sedimentation tanks as a part of preliminary design of primary and secondary sedimentation tanks for Seattle Metro's largest wastewater treatment plant. As part of the program, full-scale sedimentation tanks were field tested at four sites and physical model testing and CFD modeling was conducted by Professor J. A. McCorquodale. The investigations concluded that either circular or rectangular tank designs could be used for effective secondary sedimentation up to hydraulic loading rates of 1500 gallons per day per square foot if aeration tanks are appropriately sized.

West Point Nitrogen Removal Study, King County, WA - Process engineer and principal author of a report evaluating process alternatives for upgrade of the 215 mgd West Point Treatment Plant for nitrogen removal. The study evaluated a wide variety of potential nitrogen removal technologies including modified Ludzack-Ettinger (MLE) and Bardenpho suspended growth processes with membrane separation, integrated fixed film activated sludge (IFAS) processes and post-secondary biological aerated and denitrifying filters (BAF / DNF). Bardenpho MBR was selected as the representative alternative to represent potential impacts of conversion of Puget Sound's largest WWTP to nitrogen removal.

South Plant Nitrogen Removal Study, King County, WA - Process engineer and principal author of a report evaluating process alternatives for upgrade of the 144 mgd South Treatment Plant for nitrogen removal. The study evaluated a wide variety of potential nitrogen removal technologies including modified MLE and Bardenpho suspended growth processes with membrane separation, IFAS processes and post-secondary BAF / DNF. Parallel MLE or Bardenpho MBR processes were selected as the

representative alternatives for, respectively, 8 mg/L and 3 mg/l total inorganic nitrogen (TIN) permit scenarios to represent potential impacts of conversion of this large WWTP to nitrogen removal.

Nitrogen Removal Facilities, LOTT Wastewater Treatment Plant, Olympia, WA - Performed process evaluation and design for new aeration and biological nitrogen removal (BNR) tanks for conversion of a 22 million gallon per day high purity oxygen (HPO) activated sludge facility. The LOTT project was Washington's second plant designed for nitrogen removal with its most severe effluent standard of 3 mg/l total nitrogen. The design for LOTT used the four-stage Bardenpho™ process. Mr. Samstag led a team in field dye and solids testing of existing sedimentation tanks to establish their capacity under future design loads. Testing was also conducted at the Kelowna, British Columbia Bardenpho™ facility as a part of the work.

Secondary Treatment Expansion Design, Southport AWT, City of Indianapolis, IN - Process engineer and principal author of a technical memorandum evaluating for capacity for upgrade of nitrification facilities for the 122 mgd Southport Advanced Wastewater Treatment Plant.

Appropriate Technology for Sewage Pollution Control for the Wider Caribbean Region, United Nations Environment Program, Kingston, Jamaica - Project manager and partial author of a report outlining best management practices for sewage pollution control for the wider Caribbean region. This region has a population of over 50 million spanning the multi-national zone from Brownsville, Texas to the Republic of Trinidad and Tobago. The report focused on technologies for sewage treatment in the coastal regions bordering the Gulf of Mexico and Caribbean Sea. As part of the work, an extensive literature review was completed. The report identified appropriate technologies for different community and industrial types within the region. A panel of experts selected by the UNEP reviewed the report.

Extension of the Ulu Pandan Sewage Treatment Works, Republic of Singapore - Project and process engineer for preparation of the preliminary engineering report and process engineer for design of extension of the Ulu Pandan Sewage Treatment Works in Singapore. The upgraded plant was designed for an ultimate, average-flow capacity of 480,000 m^3/day (127 mgd). A new 75,000 m^3/day liquid treatment module includes a two-stage activated sludge process with both lamella and stacked secondary sedimentation tanks. A new plant water system uses ultraviolet disinfection and automatic strainers. The plant was designed for complete odor capture and treatment and eventual use of the covered portions of the liquid treatment module as a public park. The project also included a new headworks, new egg-shaped digesters, and new thickening and dewatering facilities.

HPO Modifications, City of Bellingham, Washington - Project manager and process engineer for planning, preliminary design, design, and construction management of modifications to the 20 mgd capacity Post Point WWTP to permit operation of the high purity oxygen (HPO) system in an anaerobic selector mode for encouragement of phosphorus accumulating organisms and to increase sludge settleability. New high efficiency aerators and new variable speed drives and mixer controls were installed as part of the project. The City was awarded a grant from the local power company that paid for one half of the cost of the project as a result of significant energy savings. The system has allowed the plant to lower SVI values from an average of160 mL/g to less than 120 mL/g while reducing power demand by approximately 25% and oxygen use by 10%.

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION		
Subject: Select Public Safety Facility Project Funding Mechanism		Date: June 23, 2015
Agenda Item: Unfinished Business		Bill No.: AB 14-008
Proposed By: Doug Schulze, City Manager	Referral(s):	

BUDGET INFORMATION		
Department/Fund: Executive		Munis Contract #
Expenditure Req: N/A	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:

To identify a funding mechanism for the proposed public safety facility. To continue discussion to support planning for the proposed public safety facility, including review and discussion of initial project cost estimates and funding options.

Background:

At the June 9, 2015 Study Session, the City Council identified the location immediately north of City Hall as the preferred site for the facility, confirmed the intent to include both a Police Station and Municipal Court in the project, and reviewed preliminary estimates for total project costs. The Council was also provided with information on the City's current debt service schedule and estimates for debt service for hypothetical levels of bond issuance.

At the June 16, 2015 Council meeting, the City Council confirmed their intent to consider sizing a bond issue for the full amount of the estimated project cost, while recognizing that potential future surplus property sales may generate funds for project at some point, for which the timing is uncertain. The Council received a briefing on near-term forecasts of the City's fiscal capacity, with detail on expenditures, revenues, debt service and fund balance. The Council also received updated estimates for the annual debt service and taxpayer impact from selected sample levels of bond issuance.

Continued on Page 2

RECOMMENDED ACTION

I move the City Council direct the City Manager to develop a ballot proposition ordinance for the public safety facility project for City Council consideration at the Council meeting on July 7, 2015.

DESCRIPTION/SUMMARY (continued)

The City Council has previously discussed the possibility of seeking a ballot proposition for voter-approved bonds on the November 4, 2015 ballot. To participate in the November ballot, the City is required to consider and approve a ballot ordinance and then provide notification to Kitsap County in early August. This timing would require Council consideration of a ballot ordinance during the two City Council meetings scheduled in July, 2015.

To support the Council discussion of funding options, Finance staff have provided the following memo which presents additional detail on near-term forecasts for City expenditures, debt service, fund balance, and fiscal capacity.

Next Steps:
The City Council is anticipated to continue discussion of this project in July, and meeting time is reserved for this topic at upcoming Council meetings on July 7 and July 21. A general outline of topics to be covered is below.

July 7:

- Consider draft ordinance (1st reading) which will specify the project title and amount of bond issue for the Nov. ballot.
- Receive briefing/Q&A with City's financial advisor (David Trageser) and bond counsel (Alice Ostdiek/Foster Pepper)

July 21:

- 2nd reading of ordinance for Nov. ballot (ordinance will specify the project title and amount of bond issue)
- Consider approval of ordinance

CITY OF BAINBRIDGE ISLAND
FINANCE AND ADMINISTRATIVE SERVICES DEPARTMENT

MEMORANDUM

TO: City Council
Doug Schulze, City Manager

FROM: Ellen Schroer, Finance Director
Kim Dunscombe, Senior Financial Analyst

DATE: June 18, 2015

RE: Financial Capacity

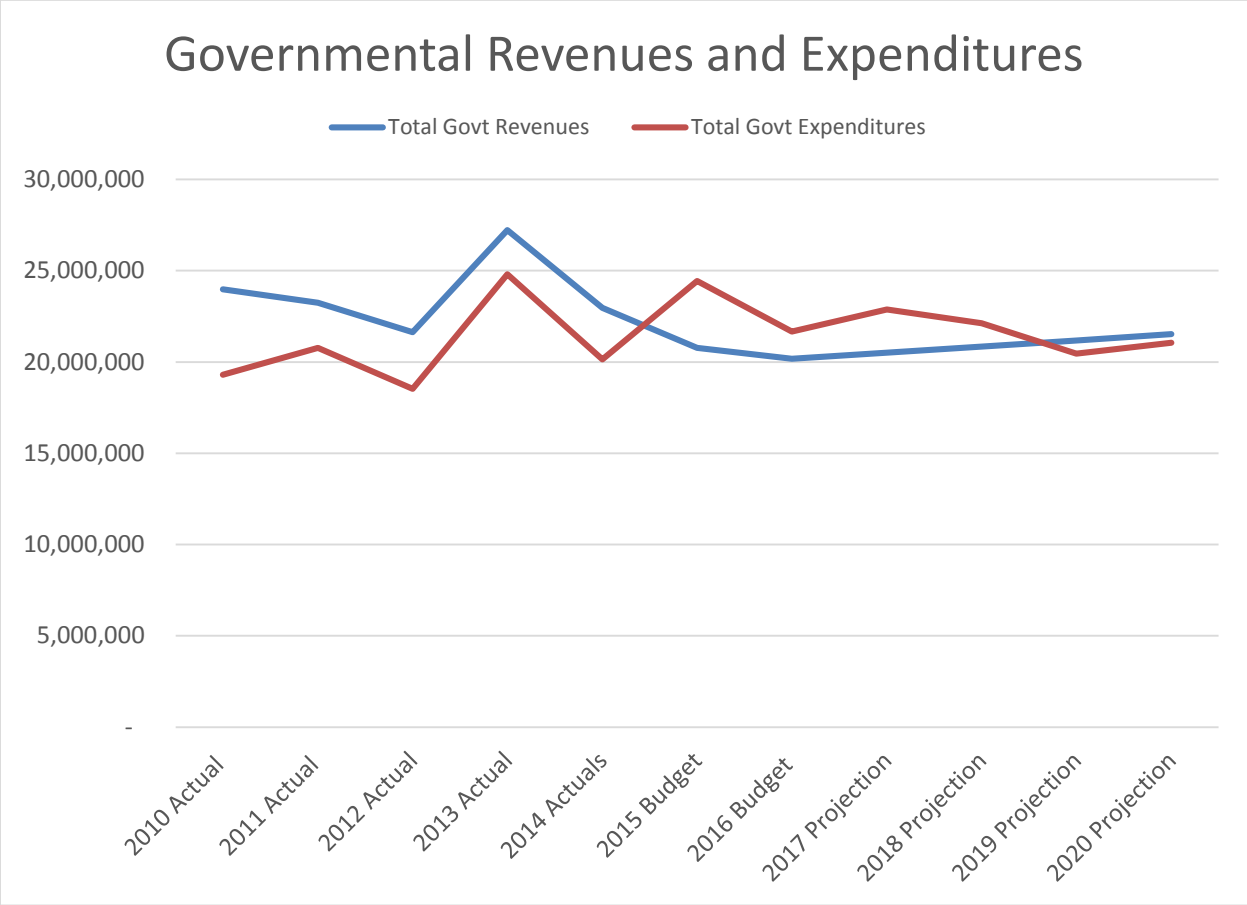
At the Council meeting on June 16, we had a discussion about financial capacity. The discussion included some information about expenditure forecasts; we wanted to provide some additional detail about certain portions of our forecast.

The graphs attached to this memo illustrate the City's financial capacity, with a particular focus on expenditures. We begin by laying out actual data from 2010 through 2014, demonstrating growth of fund balance. The current biennium, 2015 and 2016, is based on the latest approved budget with some known changes. The out years of 2017 through 2020 are projections using 2016 as a beginning point.

The expenditure forecast indicates more variability in some expenditures than others, with increases in personnel costs offsetting decreases in general obligation debt costs.

We look forward to continuing this discussion on June 23.

280 Madison Avenue North
Bainbridge Island, WA 98110-1812
Tel: (206) 842-2545 Fax: (206) 780-8600
City's Website: www.bainbridgewa.gov



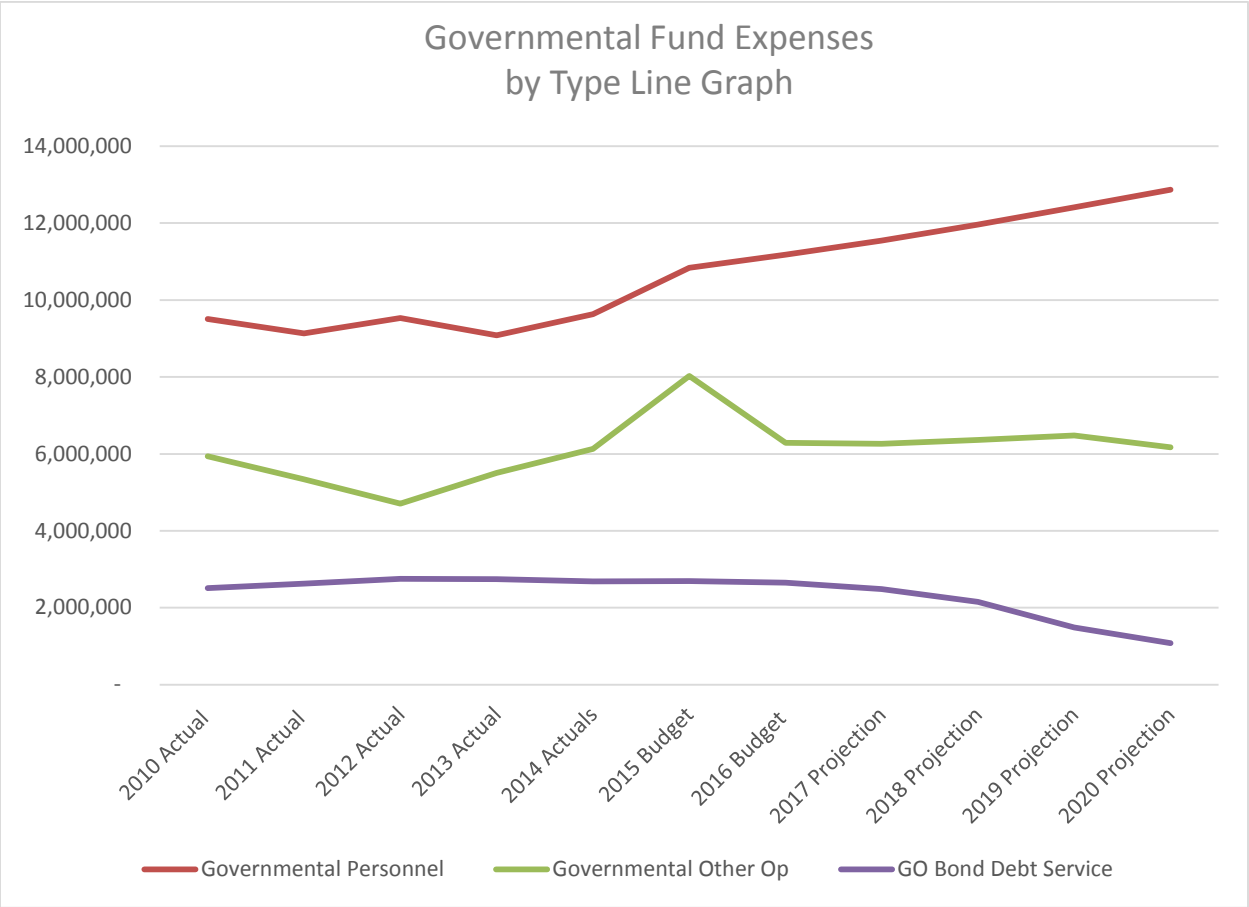
The "Governmental Funds Revenues and Expenditures" chart displays how the City's fund balance changes over time. From 2010 to 2014 revenues exceed expenditures and fund balance grows. 2015 starts the change of spending fund balance to support our operating and capital budgeted expenses. This trend continues through 2018; however, in 2019 revenues begin to exceed expenditures again.

Key revenue assumptions used to develop the information:

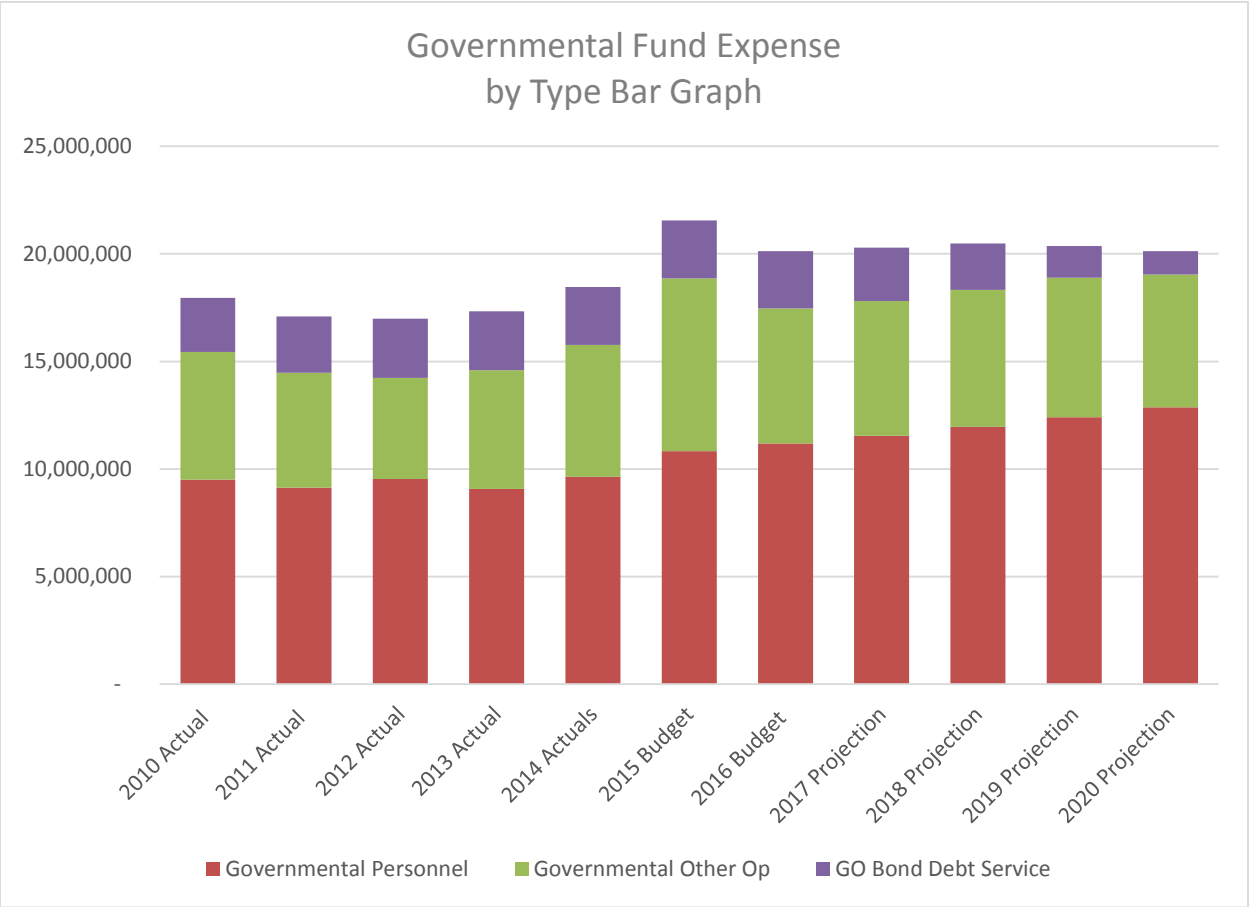
- Property tax increases at 1%, plus new construction
- Sales tax revenue increases at 3%
- REET revenue increases at 2%
- TBD revenue not included in this analysis after 2015

Key expenditure assumptions:

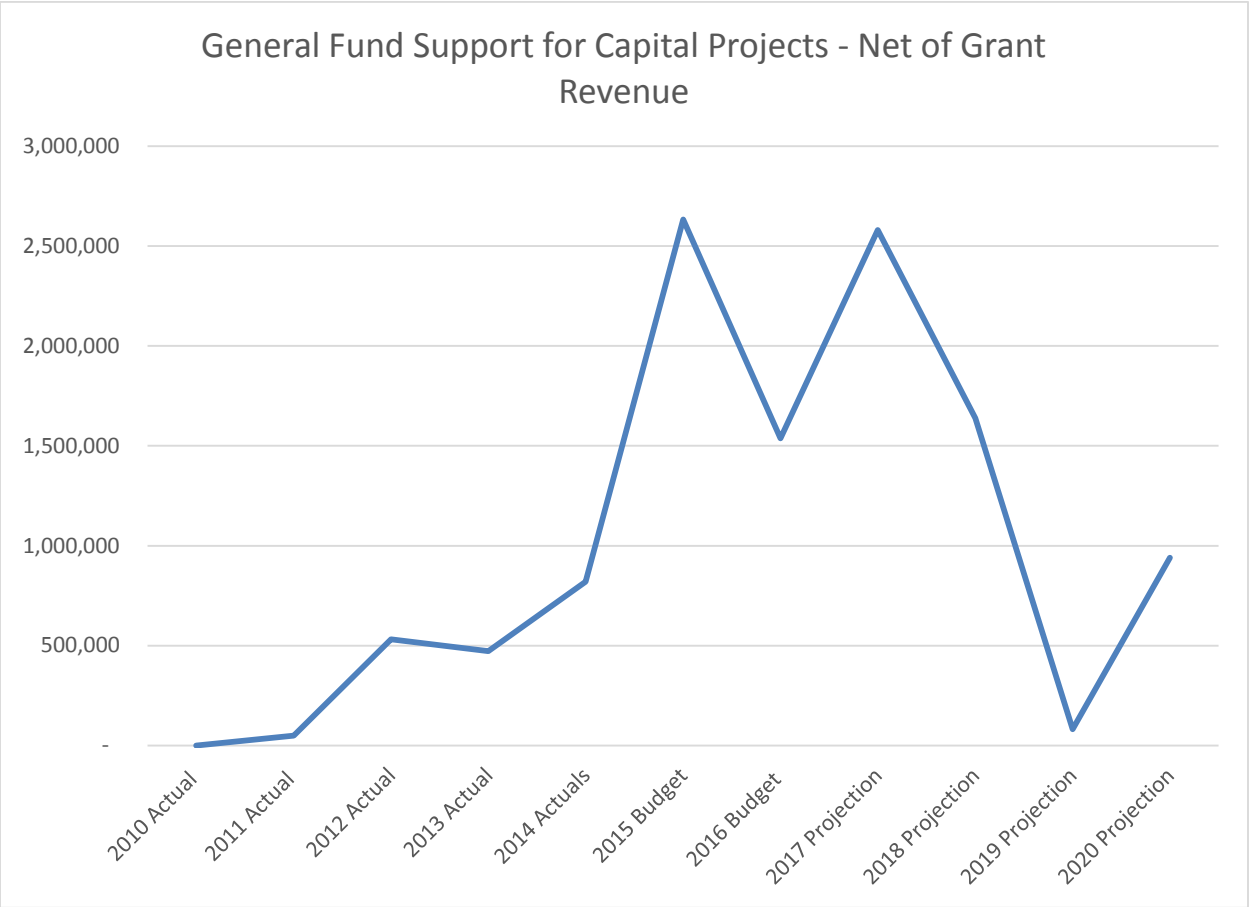
- Projected personnel expenses increase on average 3.6%
- Most other operating costs are assumed to increase at 1% annually
- Capital based on current CIP with a few known changes



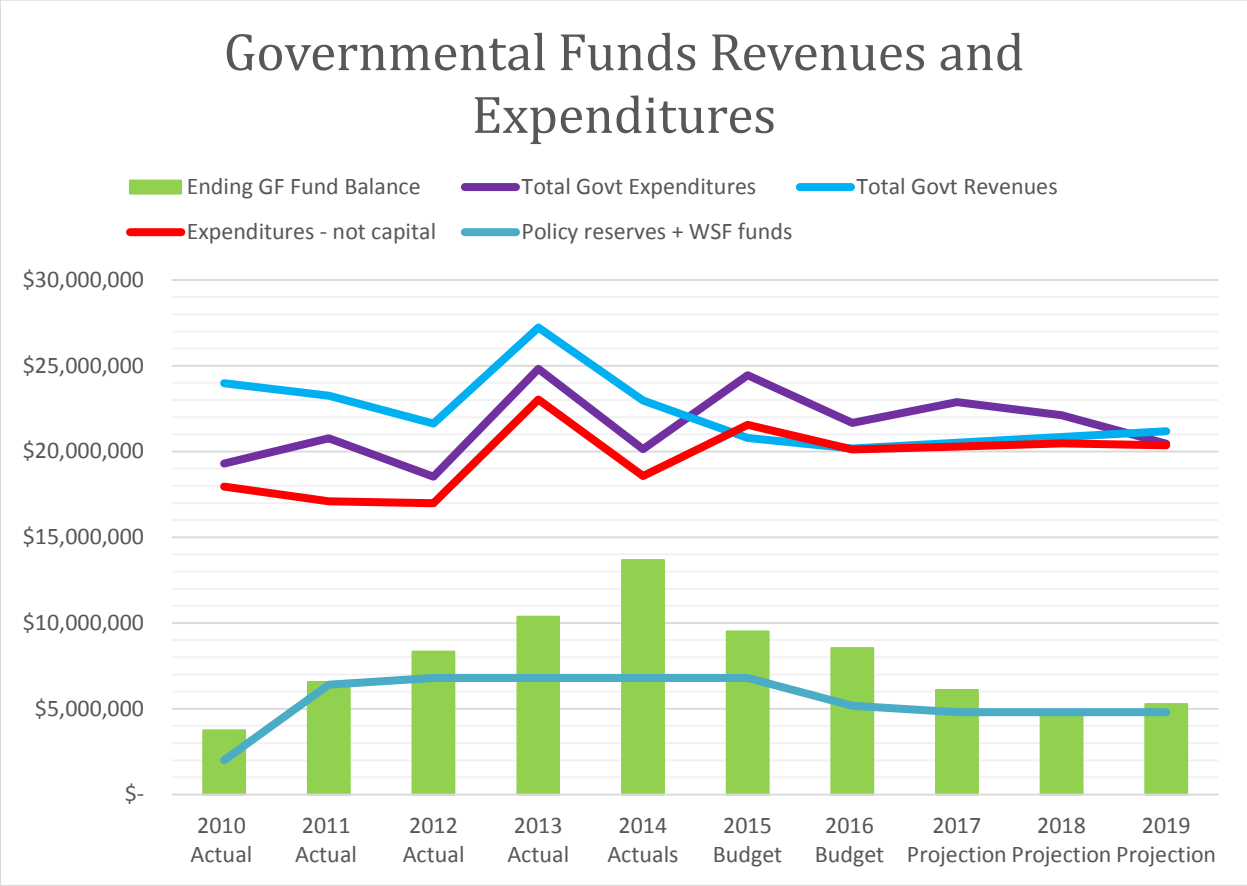
The next chart "Governmental Fund Expenses by Type Line Graph," demonstrates the year-over-year change in personnel, other operating and debt service expenses. The important concept this graph highlights is even though debt service decreases a total of $1.5M from 2014 to 2020, personnel and other operating expenses increase and offset the gain from decreased debt service.



Another look at the same data is shown in this graph, "Governmental Fund Expense by Type Bar Graph." The top purple block represents debt service. The block size decreases from 2014 to 2020. However, the bar itself resembles total expenditures and doesn't change much for the same time frame, revealing the capacity given up by debt service is absorbed by other expenses until 2019 and 2020 where expenses are projected to be less than revenues.



"General Fund Support for Capital Projects – Net of Grants" graphs total dollars from the General Fund to support capital projects. 2010 starts with very minimal, if any, spending from the General Fund on capital. As the City begins to recover from the economic downturn, spending on capital resumes as shown in 2012 through 2014. The jump in 2015 is due to Waterfront Park project, and the jump in 2017 is due to the Wyatt Way transportation project. We keep recurring revenues and expenses in line with each other. Having noted that, the purpose of this graph is to highlight this capital spending comes from fund balance.



The final graph combines fund balance, revenue and expenditure. The green bars show fund balance. The bars grow from 2010 to 2014. Then as capital spending picks up, fund balance from 2015 through 2018 decreases revealing we are using fund balance to pay for capital projects. The solid blue line in the bars, represents the City's policy reserves plus the Washington State Ferry money. The decrease from 2015 to 2016 in this line represents the Waterfront Park project and spending of the WSF money. The light blue and purple lines at the top of the graph plot total revenues and total expenses. In years 2010 through 2014, revenues out-pace expenses, and fund balance grows. In 2015, that trend flips as we start to spend more on capital. This spending continues through 2018, therefore decreasing fund balance. In 2019 the City's expenses dip just below projected revenues.

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION		
Subject: City Manager 2015 Goals		Date: June 23, 2015
Agenda Item: New Business		Bill No.: 15-118
Proposed By: City Council	Referral(s):	

BUDGET INFORMATION		
Department: Executive	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

DESCRIPTION/SUMMARY

Action Item:

The City Council is responsible for conducting an annual evaluation of the City Manager's performance. As part of that process, the Council and the City Manager will jointly agree to performance goals for the year.

History:

The City Council completed the 2014 performance evaluation for City Manager Doug Schulze. The evaluation included a review of the past year's performance, and three distinct goals for 2015. One of those goals was for the Council and the City Manager to agree on 4-6 responsibilities for 2015. The attached document outlines the first two goals as listed in the Council's evaluation, as well as six more goals jointly agreed to by the Council and the City Manager.

RECOMMENDED ACTION

Motion:

I move that the City Council accept the City Manager's goals for 2015.

City Manager's 2015 Goals

- Ensure that the Council has informed and engaging discussions and debates about public policy issues facing the City.
    - With support from Doug, the Council will frame the relevant questions that need to be discussed on a particular issue.
    - Doug should use those questions to obtain and organize the information the Council needs to be able to have an informed discussion.
    - Doug should also present options for proceeding, and the arguments in favor and opposed to each option. Then the Council members should be given the opportunity to add to the lists of "pros" and "cons" from their perspectives.
    - Prior to concluding the conversation, Doug or the staff lead should offer his/her professional recommendation or perspective on the issue at hand.
    - As the discussion is drawing to a close, Doug should help summarize the conversation and the Council's decision.
    - Doug should also identify and summarize the steps that will be needed to implement that decision.

- Keep the Council informed about the City's progress in transforming the City into a High Performing Organization (HPO). If there is a role for the Council to play in advancing the initiative, Doug should inform the Council. This may include funding training for employees as they work to make the City an HPO.

- Public Safety Facility
    - Site Selection
    - Project Budget
    - Funding Options
    - Ballot Measure

- Winslow Parking
    - Work with downtown property owners/business owners on options
    - Develop alternatives for Council discussion
    - Identify funding options
    - Provide recommendation to Council

- Revenue Options
    - Identify authorized revenue sources
    - Provide revenue projections (5 – 10 years)
    - Identify unused revenue options
    - Provide recommendation(s) to Council

- Sustainability Initiatives
    - STAR Community Program – seek Council authorization to participate
    - Streetlight conversion to LED/Solar
    - Facility lighting conversion to LED

- Cellular/Wireless Coverage
    - Wireless Facilities Ordinance update
    - CENCOM Tower
    - Recruitment of wireless providers

- Revise SSWM Rate Structure
    - UAC Review & Recommendation
    - Legal & Management Review
    - City Council Discussion
    - Provide recommendation to Council

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION	
Subject: Consent Agenda Items	Date: June 23, 2015
Agenda Item: Consent Agenda	Bill No.: AB 15-120
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 E:

A. Accounts Payable Voucher and Payroll Approval
B. Regular Business Meeting Minutes, June 9, 2015
C. Regular Study Session Minutes, June 16, 2015
D. 2015-2018 WestNET Drug Task Force Interlocal Agreement
E. Ordinance No. 2015-21, Human Services Funding Advisory Committee

RECOMMENDED ACTION

Motion:

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

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: June 8, 2015 - June 22, 2015
CITY COUNCIL: June 9, 2015 - June 23, 2015

Last check from previous run: 338773 dated 6/10/15 issued to Zee Medical Service Co in the amount of 361.78

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
ACH	N/A	N/A		Ø
ACH	N/A	N/A		Ø
EFT	N/A	N/A		Ø
Manual	6/3/15	338774	PW/Columbia Ford/New Police Vehicles Acquisition & Upfit	72,602.86
Manual	6/11/15	338775	FIN/Pitney Bowes Inc/City Hall Postage Machine Refill	5,000.00
Manual	6/11/15	338776	POL/Toshiba Financial Services/3530C Copier Lease	366.32
Manual	6/11/15	338777	ENG/Toshiba Financial Services/4540C Copier Lease	255.16
Manual	6/15/15	338778	Puget Sound Energy	26,200.93
Manual	6/15/15	338779	PW/Toshiba Financial Services/3530C Copier Lease	428.28
Manual	6/16/15	338780	US Bank Credit Card Purchases	8,791.63
			Manual Checks, Electronic Disbursements	**113,645.18**

Regular Run	6/24/15	338781- 338901	**Regular Check Run**	**396,324.41**
			Total Disbursements	**509,969.59**

Retainage Release	6/2/15	133	Lakeside Industries Inc/Cave & Knechtel Proj	7,514.93
Travel Advance	N/A	N/A	No Advance Travel	Ø

Prepared and Reviewed by _____ Lara Lant, Accounts Payable

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

Jennifer Longfield 6-17-15

Jennifer Longfield, Budget Manager — Date

MANUAL

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
338775	06/11/2015	PRTD	1565	PITNEY BOWES INC	198748	06/10/2015	06/10/2015		M061115	5,000.00
	Invoice: 06/10/2015						FIN/CH POSTAGE MACH REFILL			
					5,000.00	91011189 542500	GG-C/E-CITY HALL-POSTAGE			
							CHECK	338775 TOTAL:		5,000.00
338776	06/11/2015	PRTD	6714	TOSHIBA FINANCIAL SE	198750	279158760	05/22/2015		M061115	366.32
	Invoice: 279158760						POL/3530C COPIER LEASE			
					366.32	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
							CHECK	338776 TOTAL:		366.32
338777	06/11/2015	PRTD	6714	TOSHIBA FINANCIAL SE	198749	16989848	05/18/2015		M061115	255.16
	Invoice: 16989848						ENG/4540C COPIER LEASE			
					255.16	72011321 545000	ENG - C/E ADMIN RENTS & LEASES			
							CHECK	338777 TOTAL:		255.16
						NUMBER OF CHECKS 3	*** CASH ACCOUNT TOTAL ***			5,621.48

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	5,621.48

*** GRAND TOTAL *** 5,621.48

JOURNAL ENTRIES TO BE CREATED

CLERK: llant

YEAR PER JNL / SRC ACCOUNT / EFF DATE / JNL DESC / REF 1 / REF 2 / REF 3	ACCOUNT DESC / LINE DESC	T OB	DEBIT	CREDIT
2015 6 113				
APP 001-213000	GENERAL - ACCOUNTS PAYABLE		5,621.48	
06/11/2015 M061115 061115	AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	CASH			5,621.48
06/11/2015 M061115 061115	AP CASH DISBURSEMENTS JOURNAL			
	GENERAL LEDGER TOTAL		5,621.48	5,621.48
APP 631-130000	DUE TO/FROM CLEARING		5,621.48	
06/11/2015 M061115 061115				
APP 001-130000	GENERAL - DUE TO/FROM CLEARING			5,621.48
06/11/2015 M061115 061115				
	SYSTEM GENERATED ENTRIES TOTAL		5,621.48	5,621.48
	JOURNAL 2015/06/113 TOTAL		11,242.96	11,242.96

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2015	6	113	06/11/2015			
001-130000					GENERAL - DUE TO/FROM CLEARING		5,621.48
001-213000					GENERAL - ACCOUNTS PAYABLE	5,621.48	
					FUND TOTAL	5,621.48	5,621.48
631 CLEARING FUND	2015	6	113	06/11/2015			
631-130000					DUE TO/FROM CLEARING	5,621.48	
635-111100					CASH		5,621.48
					FUND TOTAL	5,621.48	5,621.48

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		5,621.48
631	CLEARING FUND	5,621.48	
	TOTAL	5,621.48	5,621.48

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

manual

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
338774	06/03/2015	PRTD	5035	COLUMBIA FORD	198737	3-F1375	05/29/2015	21500001	M060315	36,301.43
Invoice: 3-F1375						POLICE VEHICLE ACQ & UPFIT				
					36,301.43	53011421 66400000684 PD VEH REPL-CAP EQ				
					198738	3-F1376	05/29/2015	21500001	M060315	36,301.43
Invoice: 3-F1376						POLICE VEHICLE ACQ & UPFIT				
					36,301.43	53011421 66400000684 PD VEH REPL-CAP EQ				
								CHECK 338774 TOTAL:		72,602.86

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 72,602.86

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	72,602.86

*** GRAND TOTAL *** 72,602.86

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER JNL / SRC ACCOUNT / EFF DATE / JNL DESC / REF 1 / REF 2 / REF 3	ACCOUNT DESC / LINE DESC	T OB	DEBIT	CREDIT
2015 6 20				
APP 001-213000	GENERAL - ACCOUNTS PAYABLE		72,602.86	
06/03/2015 M060315 060315	AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100	CASH			72,602.86
06/03/2015 M060315 060315	AP CASH DISBURSEMENTS JOURNAL			
	GENERAL LEDGER TOTAL		72,602.86	72,602.86
APP 631-130000	DUE TO/FROM CLEARING		72,602.86	
06/03/2015 M060315 060315				
APP 001-130000	GENERAL - DUE TO/FROM CLEARING			72,602.86
06/03/2015 M060315 060315				
	SYSTEM GENERATED ENTRIES TOTAL		72,602.86	72,602.86
	JOURNAL 2015/06/20 TOTAL		145,205.72	145,205.72

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2015	6	20	06/03/2015			
001-130000					GENERAL - DUE TO/FROM CLEARING		72,602.86
001-213000					GENERAL - ACCOUNTS PAYABLE	72,602.86	
					FUND TOTAL	72,602.86	72,602.86
631 CLEARING FUND	2015	6	20	06/03/2015			
631-130000					DUE TO/FROM CLEARING	72,602.86	
635-111100					CASH		72,602.86
					FUND TOTAL	72,602.86	72,602.86

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		72,602.86
631	CLEARING FUND	72,602.86	
	TOTAL	72,602.86	72,602.86

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

Manual

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
338778	06/15/2015	PRTD	1205 PUGET SOUND ENERGY	198795	837JUN15	06/02/2015	M061515		2,715.19
Invoice: 837JUN15					CITY HALL 200006410837				
				2,465.19	91011189 547100 GG-C/E-CITY HALL-ELECTRIC				
				250.00	91011189 547101 ELECTRIC-GREEN POWER				
				198796	696MAY15	06/01/2015	M061515		10.81
Invoice: 696MAY15					BJUNE/WFP BOOTH EL PANEL				
				10.81	91011768 547100 GG-C/E-PARKS-ELECTRIC				
				198797	823MAY15	06/01/2015	M061515		10.81
Invoice: 823MAY15					BRIEN DRIVE N/BOOTH EL PANEL				
				10.81	91011768 547100 GG-C/E-PARKS-ELECTRIC				
				198798	640MAY15	06/01/2015	M061515		20.07
Invoice: 640MAY15					BRIEN DRIVE S/BOOTH EL PANEL				
				20.07	91011768 547100 GG-C/E-PARKS-ELECTRIC				
				198799	573MAY15	06/01/2015	M061515		13.75
Invoice: 573MAY15					COMMODORE/HS RESERVOIR				
				13.75	91411345 547100 GG-WTR-ELECTRIC				
				198800	093MAY15	06/01/2015	M061515		1,980.10
Invoice: 093MAY15					FLETCHER BAY WELL FIELD				
				1,980.10	91411345 547100 GG-WTR-ELECTRIC				
				198801	256MAY15	06/01/2015	M061515		315.64
Invoice: 256MAY15					SLS-8 HWY 305/HARBORVIEW				
				315.64	91421355 547100 GG-SWR-ELECTRIC				
				198802	291MAY15	06/01/2015	M061515		14.07
Invoice: 291MAY15					HEAD OF THE BAY WELL FIELD				
				14.07	91411345 547100 GG-WTR-ELECTRIC				
				198803	031MAY15	06/01/2015	M061515		189.63
Invoice: 031MAY15					SLS-6 LOVELL LOWER				
				189.63	91421355 547100 GG-SWR-ELECTRIC				
				198804	466MAY15	06/01/2015	M061515		11.81
Invoice: 466MAY15					MADISON/HS RAINBRINGER				
				11.81	91111264 547100 GG-STREET-TRAF CONTROL-UTILITY				
				198805	893MAY15	06/01/2015	M061515		3,283.85
Invoice: 893MAY15					MUNICIPAL STREET LIGHTING				
				3,283.85	91111263 547100 GG-STRT-STREET LIGHTING-UTIL				
				198806	143MAY15	06/01/2015	M061515		13.46
Invoice: 143MAY15					REITAIN ROAD/WELCOME TO BI				
				13.46	91111264 547100 GG-STREET-TRAF CONTROL-UTILITY				
				198807	735MAY15	06/01/2015	M061515		55.56
Invoice: 735MAY15					SHANNON DRIVE/WFP DOCK				
				55.56	91011768 547100 GG-C/E-PARKS-ELECTRIC				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				198808	736MAY15	06/01/2015		M061515	56.03
Invoice: 736MAY15					SHANNON DRIVE/WFP RESTRM				
				56.03	91011768 547100 GG-C/E-PARKS-ELECTRIC				
				198809	647MAY15	06/01/2015		M061515	25.68
Invoice: 647MAY15					STREET LIGHTS/TRAFFIC CONTR				
				25.68	91111263 547100 GG-STRT-STREET LIGHTING-UTIL				
				198810	021MAY15	06/01/2015		M061515	94.86
Invoice: 021MAY15					SLS-3 TREATMENT PLANT				
				94.86	91421355 547100 GG-SWR-ELECTRIC				
				198811	710MAY15	06/01/2015		M061515	187.26
Invoice: 710MAY15					SLS-2 VILLAGE CENTER				
				187.26	91421355 547100 GG-SWR-ELECTRIC				
				198812	168MAY15	06/01/2015		M061515	71.66
Invoice: 168MAY15					WATERFRONT PARK				
				71.66	91011768 547100 GG-C/E-PARKS-ELECTRIC				
				198813	717MAY15	06/01/2015		M061515	269.72
Invoice: 717MAY15					POLICE STATION-METER 1(ORIGI)				
				269.72	91011215 547100 GG-C/E-PD-ELECTRIC				
				198814	111MAY15	06/01/2015		M061515	334.27
Invoice: 111MAY15					POLICE STATION-METER 2				
				334.27	91011215 547100 GG-C/E-PD-ELECTRIC				
				198815	520-298MAY15	06/01/2015		M061515	267.77
Invoice: 520-298MAY15					SLS-5 WW/SUNDAY COVE				
				267.77	91421355 547100 GG-SWR-ELECTRIC				
				198816	797MAY15	06/01/2015		M061515	131.47
Invoice: 797MAY15					MUNICIPAL COURT - METER E3 - 10255 NE Valley Road				
				131.47	91011255 547100 GG-C/E-COURT BLDG-ELECTRIC				
				198817	182MAY15	06/01/2015		M061515	60.83
Invoice: 182MAY15					MUNICIPAL COURT - METER E6 - 10255 NE Valley Road				
				60.83	91011255 547100 GG-C/E-COURT BLDG-ELECTRIC				
				198818	520-374MAY15	06/01/2015		M061515	61.61
Invoice: 520-374MAY15					SIGNAL AT 108 OLYMPIC DR SE				
				61.61	91111264 547100 GG-STREET-TRAF CONTROL-UTILITY				
				198819	973MAY15	06/01/2015		M061515	39.42
Invoice: 973MAY15					OC RESERVOIR LID17 PHASE 2 - 1100 Old Creosote Rd				
				39.42	91415345 547100 GG-ROCKAWAY BCH-UTILITIES				
				198820	336MAY15	06/01/2015		M061515	125.12
Invoice: 336MAY15					SLS-9 ISLAND TERRACE-1174 Ferncliff Avenue NE				
				125.12	91421355 547100 GG-SWR-ELECTRIC				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				198821	461MAY15	06/01/2015	M061515		5,672.49
Invoice: 461MAY15						WWTP - 1220 DONALD PLACE			
				5,672.49	91425358 547100	GG-WWTP-ELECTRIC			
				198822	040-581MAY15	06/01/2015	M061515		128.98
Invoice: 040-581MAY15						3900 HALLS HILL ROAD PUMP			
				128.98	91421355 547100	GG-SWR-ELECTRIC			
				198823	444MAY15	06/01/2015	M061515		839.79
Invoice: 444MAY15						BI COMMONS - 402 Bjune Drive			
				839.79	91011755 547100	GG-C/E-COMMONS-ELECTRIC			
				198824	446MAY15	06/01/2015	M061515		10.81
Invoice: 446MAY15						WATERFRONT PARK BOOTH - 402 Brien Drive			
				10.81	91011768 547100	GG-C/E-PARKS-ELECTRIC			
				198825	636MAY15	06/01/2015	M061515		89.98
Invoice: 636MAY15						SLS-7 WING POINT WAY - 4296 Wing Point Way			
				89.98	91421355 547100	GG-SWR-ELECTRIC			
				198826	206MAY15	06/01/2015	M061515		374.26
Invoice: 206MAY15						4586 POINT WHITE DRIVE NE			
				374.26	91421355 547100	GG-SWR-ELECTRIC			
				198827	040-751MAY15	06/01/2015	M061515		11.40
Invoice: 040-751MAY15						520 ERICKSEN AVENE PRV-wtr sys			
				11.40	91411345 547100	GG-WTR-ELECTRIC			
				198828	828MAY15	06/01/2015	M061515		134.52
Invoice: 828MAY15						TAYLOR WELLS LID17 PHASE 1 - 6300 Taylor Avenue			
				134.52	91415345 547100	GG-ROCKAWAY BCH-UTILITIES			
				198829	247MAY15	06/01/2015	M061515		12.85
Invoice: 247MAY15						SSWM/DECANT FACILITY-6400 Don Palmer Avenue NE			
				12.85	91435838 547100	GG-DECANT-ELECTRIC			
				198830	884MAY15	06/01/2015	M061515		86.85
Invoice: 884MAY15						SLS FERRY TERMINAL-692 Klickitat Place NE			
				86.85	91421355 547100	GG-SWR-ELECTRIC			
				198831	520-136MAY15	06/01/2015	M061515		1,933.96
Invoice: 520-136MAY15						HOB BOOSTER PUMP/WELL-7290 Wyatt Way			
				1,933.96	91411345 547100	GG-WTR-ELECTRIC			
				198832	900MAY15	06/01/2015	M061515		28.45
Invoice: 900MAY15						NE HIDDEN COVE - PASS THRU - 7315 Hidden Cove Road			
				28.45	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
				198833	558MAY15	06/01/2015	M061515		1,274.63
Invoice: 558MAY15						7315 NE HIDDEN COVE ROAD			
				1,274.63	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				198834	058MAY15	06/01/2015	M061515		35.12
Invoice: 058MAY15						NE HIDDEN COVE-SHOP-7315 Hidden Cove Rd			
				35.12	91011897 547100	GG-C/E-O&M YARD FAC-ELECTRIC			
				198835	040-714MAY15	06/01/2015	M061515		10.81
Invoice: 040-714MAY15						7573 FLETCHER BAY ROAD-OS property next to Johnson			
				10.81	91021182 547100	GG-OS-PROP MNGT-ELECTRIC			
				198836	831MAY15	06/01/2015	M061515		2,255.84
Invoice: 831MAY15						SANDS AVENUE NE WELL FIELD - 8499 Sands Avenue NE			
				2,255.84	91411345 547100	GG-WTR-ELECTRIC			
				198837	983MAY15	06/01/2015	M061515		11.70
Invoice: 983MAY15						MILLER ROAD NE BEACON-8800 1/2 Miller Road			
				11.70	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY			
				198838	888MAY15	06/01/2015	M061515		239.44
Invoice: 888MAY15						NE HIGH SCHOOL ROAD PUMP-9330 NE HS Road			
				239.44	91411345 547100	GG-WTR-ELECTRIC			
				198839	067MAY15	06/01/2015	M061515		10.81
Invoice: 067MAY15						MADISON PARKING LOT			
				10.81	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				198842	658MAY15	06/01/2015	M061515		63.99
Invoice: 658MAY15						SLS-4 IRENE/LOWER HAWLEY			
				63.99	91421355 547100	GG-SWR-ELECTRIC			
				198843	682-A-MAY15	06/01/2015	M061515		13.41
Invoice: 682-A-MAY15						MUNIC PARKNG LOT-MADISON/MADRONA			
				13.41	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				198844	682-B-MAY15	06/01/2015	M061515		13.41
Invoice: 682-B-MAY15						MUNIC PARKNG LOT-MADISON/MADRONA			
				13.41	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				198845	IL1MAY15	06/01/2015	M061515		154.42
Invoice: IL1MAY15						ERCKSN/MDSN/WNSLW/KNCHTL			
				154.42	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				198846	IL2MAY15	06/01/2015	M061515		125.17
Invoice: IL2MAY15						FACILITIES DETAIL ON IL1			
				125.17	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				198847	IL3MAY15	06/01/2015	M061515		281.11
Invoice: IL3MAY15						ROUNDABOUT HS/MADISON IMPR			
				281.11	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			
				198848	IL4MAY15	06/01/2015	M061515		94.93
Invoice: IL4MAY15						FACILITIES DETAIL ON IL3			
				94.93	91111263 547100	GG-STRT-STREET LIGHTING-UTIL			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				198849	IL5MAY15	06/01/2015	M061515		98.73
Invoice: IL5MAY15					COMMODORE OFF HS @ OLYMPIC				
				98.73	91111263 547100 GG-STRT-STREET LIGHTING-UTIL				
				198850	IL6MAY15	06/01/2015	M061515		82.55
Invoice: IL6MAY15					MADISON PRJ HS TO WINSLOW				
				82.55	91111263 547100 GG-STRT-STREET LIGHTING-UTIL				
				198851	IL7MAY15	06/01/2015	M061515		354.14
Invoice: IL7MAY15					MADISON PRJ HS TO WINSLOW II				
				354.14	91111263 547100 GG-STRT-STREET LIGHTING-UTIL				
				198852	IL8MAY15	06/01/2015	M061515		25.53
Invoice: IL8MAY15					FACILITIES DETAIL ON IL6 AND IL7				
				25.53	91111263 547100 GG-STRT-STREET LIGHTING-UTIL				
				198853	IL9MAY15	06/01/2015	M061515		60.12
Invoice: IL9MAY15					MADISON AVENUE SOUTH				
				60.12	91111263 547100 GG-STRT-STREET LIGHTING-UTIL				
				198854	IL10MAY15	06/01/2015	M061515		76.99
Invoice: IL10MAY15					FACILITIES DETAIL ON IL9				
				76.99	91111263 547100 GG-STRT-STREET LIGHTING-UTIL				
				198855	285MAY15	06/01/2015	M061515		220.59
Invoice: 285MAY15					SPS NORTHTOWN/SPORTSMAN				
				220.59	91421355 547100 GG-SWR-ELECTRIC				
				198856	IL11MAY15	06/01/2015	M061515		113.18
Invoice: IL11MAY15					STREET LIGHTS WW MAD TO 305				
				113.18	91111263 547100 GG-STRT-STREET LIGHTING-UTIL				
				198857	IL12MAY15	06/01/2015	M061515		49.36
Invoice: IL12MAY15					STREET LIGHTS WW 305-FRNCLFF				
				49.36	91111263 547100 GG-STRT-STREET LIGHTING-UTIL				
				198858	IL13MAY15	06/01/2015	M061515		45.05
Invoice: IL13MAY15					FACILITIES DETAIL ON IL12				
				45.05	91111263 547100 GG-STRT-STREET LIGHTING-UTIL				
				198859	WW&GROWMAY15	06/01/2015	M061515		16.39
Invoice: WW&GROWMAY15					WW & GROW STREET LIGHT				
				16.39	91111263 547100 GG-STRT-STREET LIGHTING-UTIL				
				198860	WW&305MAY15	06/01/2015	M061515		83.39
Invoice: WW&305MAY15					WINSLOW WAY & 305				
				83.39	91111264 547100 GG-STREET-TRAF CONTROL-UTILITY				
				198861	WW&305MAY15-A	06/01/2015	M061515		95.95
Invoice: WW&305MAY15-A					WINSLOW WAY & 305				
				95.95	91111264 547100 GG-STREET-TRAF CONTROL-UTILITY				

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER JNL / SRC ACCOUNT / EFF DATE / JNL DESC / REF 1 / REF 2 / REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2015 6 143					
APP 001-213000	GENERAL - ACCOUNTS PAYABLE			5,959.34	
06/15/2015 M061515 061515	AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100	CASH				26,629.21
06/15/2015 M061515 061515	AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000	ACCOUNTS PAYABLE			6,622.50	
06/15/2015 M061515 061515	AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000	ACCOUNTS PAYABLE			7,817.42	
06/15/2015 M061515 061515	AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000	STREETS - ACCOUNTS PAYABLE			5,788.82	
06/15/2015 M061515 061515	AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000	ACCOUNTS PAYABLE			12.85	
06/15/2015 M061515 061515	AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000	ACCOUNTS PAYABLE			428.28	
06/15/2015 M061515 061515	AP CASH DISBURSEMENTS JOURNAL				
	GENERAL LEDGER TOTAL			26,629.21	26,629.21
APP 631-130000	DUE TO/FROM CLEARING			26,200.93	
06/15/2015 M061515 061515					
APP 001-130000	GENERAL - DUE TO/FROM CLEARING				5,959.34
06/15/2015 M061515 061515					
APP 401-130000	DUE TO/FROM CLEARING				6,622.50
06/15/2015 M061515 061515					
APP 402-130000	DUE TO/FROM CLEARING				7,817.42
06/15/2015 M061515 061515					
APP 101-130000	STREETS - DUE TO/FROM CLEARING				5,788.82
06/15/2015 M061515 061515					
APP 403-130000	DUE TO/FROM CLEARING				12.85
06/15/2015 M061515 061515					
	SYSTEM GENERATED ENTRIES TOTAL			26,200.93	26,200.93
	JOURNAL 2015/06/143 TOTAL			52,830.14	52,830.14

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2015	6	143	06/15/2015		
001-130000				GENERAL - DUE TO/FROM CLEARING		5,959.34
001-213000				GENERAL - ACCOUNTS PAYABLE	5,959.34	
				FUND TOTAL	5,959.34	5,959.34
101 STREET FUND	2015	6	143	06/15/2015		
101-130000				STREETS - DUE TO/FROM CLEARING		5,788.82
101-213000				STREETS - ACCOUNTS PAYABLE	5,788.82	
				FUND TOTAL	5,788.82	5,788.82
401 WATER OPERATING FUND	2015	6	143	06/15/2015		
401-130000				DUE TO/FROM CLEARING		6,622.50
401-213000				ACCOUNTS PAYABLE	6,622.50	
				FUND TOTAL	6,622.50	6,622.50
402 SEWER OPERATING FUND	2015	6	143	06/15/2015		
402-130000				DUE TO/FROM CLEARING		7,817.42
402-213000				ACCOUNTS PAYABLE	7,817.42	
				FUND TOTAL	7,817.42	7,817.42
403 STORM & SURFACE WATER FUND	2015	6	143	06/15/2015		
403-130000				DUE TO/FROM CLEARING		12.85
403-213000				ACCOUNTS PAYABLE	12.85	
				FUND TOTAL	12.85	12.85
631 CLEARING FUND	2015	6	143	06/15/2015		
631-130000				DUE TO/FROM CLEARING	26,200.93	
631-213000				ACCOUNTS PAYABLE	428.28	
635-111100				CASH		26,629.21
				FUND TOTAL	26,629.21	26,629.21

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		5,959.34
101	STREET FUND		5,788.82
401	WATER OPERATING FUND		6,622.50
402	SEWER OPERATING FUND		7,817.42
403	STORM & SURFACE WATER FUND		12.85
631	CLEARING FUND	26,200.93	
	TOTAL	26,200.93	26,200.93

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

Normal

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC			
338780	06/16/2015	PRTD	7314 US BANK	198932	04/28/2015-BB	05/25/2015		M061615	493.00
	Invoice: 04/28/2015-BB					POL/NTOA/SWAT ACTIV SHOOT-MT			
				493.00	53011212 443410	POLICE - C/E PATROL TRAINING			
				198933	04/28/2015-BB-A	05/25/2015		M061615	493.00
	Invoice: 04/28/2015-BB-A					POL/NTOA/SWAT ACTIV SHOOT-DJ			
				493.00	53011212 443410	POLICE - C/E PATROL TRAINING			
				198934	04/29/2015-BB	05/25/2015		M061615	141.90
	Invoice: 04/29/2015-BB					POL/LITTL CRK/LODG-MOTORCY TRNG			
				141.90	53011212 443410	POLICE - C/E PATROL TRAINING			
				198935	05/01/2015	05/25/2015		M061615	432.63
	Invoice: 05/01/2015					POL/OMNIPARK/PRKG ENEVELOPES			
				432.63	51011217 531100	PD-C/E-PARKING ENF-SUPPLIES			
				198936	05/04/2015-BB	05/25/2015		M061615	569.54
	Invoice: 05/04/2015-BB					POL/UHAUL/RENT MOTORCY TRAILR			
				569.54	53011212 443410	POLICE - C/E PATROL TRAINING			
				198937	05/04/2015-BB-A	05/25/2015		M061615	79.79
	Invoice: 05/04/2015-BB-A					POL/BAYSIDE ENGR/DOOR PLATES			
				79.79	51011211 531100	PD-C/E-ADM-SUPPLIES			
				198938	05/06/2015-BB	05/25/2015		M061615	10.00
	Invoice: 05/06/2015-BB					POL/KPHD/FD HANDLR TRAING-CS			
				10.00	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
				198939	05/07/2015-BB	05/25/2015		M061615	27.24
	Invoice: 05/07/2015-BB					POL/EVENBRITE/YOUTH-FUN RUN			
				27.24	51011211 54400000589	PD-COMM OUTREACH-ADV			
				198940	05/11/2015-BB	05/25/2015		M061615	350.00
	Invoice: 05/11/2015-BB					POL/IACP/REG-OCT CONF-CHIEF			
				350.00	51011214 443410	PD-C/E-ADMIN-TRAINING			
				198941	04/14/2015-BA	05/25/2015		M061615	30.00
	Invoice: 04/14/2015-BA					POL/WSDOT/GOOD2GO REPLENISH			
				4.50	51011211 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
				4.75	53011212 543100	PATROL-TRAVEL/MEALS/LODGING			
				20.75	53011212 443410	POLICE - C/E PATROL TRAINING			
				198942	05/15/2015-BB	05/25/2015		M061615	6.46
	Invoice: 05/15/2015-BB					POL/CENTRL MKT/RESTRM SPRAY			
				6.46	51011215 531100	POLICE - C/E FACIL SUPPLIES			
				198943	05/20/2015-BB	05/25/2015		M061615	96.09
	Invoice: 05/20/2015-BB					POL/AMAZON/BROCHURE RACK			
				96.09	51011215 531100	POLICE - C/E FACIL SUPPLIES			
				198944	05/25/2015-BB	05/25/2015		M061615	298.26
	Invoice: 05/25/2015-BB					POL/HAMPTON IN/SWAT TRAIN-MT			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				298.26	53011212 443410	POLICE - C/E PATROL TRAINING			
				198945	05/05/2015-MH	05/25/2015		M061615	27.93
Invoice: 05/05/2015-MH						POL/MINERS/AWC TRNG-LUNCH			
				27.93	51011214 443410	PD-C/E-ADMIN-TRAINING			
				198946	05/08/2015-MH	05/25/2015		M061615	46.66
Invoice: 05/08/2015-MH						POL/76 GAS/FUEL-KAZER PATROL CAR			
				46.66	53011212 532000	PD-C/E-PATROL-FUEL			
				198947	05/08/2015-MH-A	05/25/2015		M061615	42.00
Invoice: 05/08/2015-MH-A						POL/IVARS/GRAD LUNCH-KAZER			
				42.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBRSHP			
				198948	05/19/2015-MH	05/25/2015		M061615	21.46
Invoice: 05/19/2015-MH						POL/GLOBES/WASPC CONF-LUNCH			
				21.46	51011214 443410	PD-C/E-ADMIN-TRAINING			
				198949	05/21/2015-MH	05/25/2015		M061615	55.85
Invoice: 05/21/2015-MH						POL/LOVES/WASPC CONF-FUEL			
				55.85	51011214 443410	PD-C/E-ADMIN-TRAINING			
				198950	05/21/2015-MH-A	05/25/2015		M061615	424.80
Invoice: 05/21/2015-MH-A						POL/DOUBLETREE/WASPC CONF-MH			
				424.80	51011214 443410	PD-C/E-ADMIN-TRAINING			
				198951	05/06/2015-JH	05/25/2015		M061615	129.89
Invoice: 05/06/2015-JH						POL/HOLIDAY IN/AWC TRNG-JH			
				129.89	51011214 443410	PD-C/E-ADMIN-TRAINING			
				198952	05/18/2015-JH	05/25/2015		M061615	758.72
Invoice: 05/18/2015-JH						POL/FOREMOST/GIVE-AWAYS-KIDS			
				758.72	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
				198953	05/21/2015-JH	05/25/2015		M061615	15.00
Invoice: 05/21/2015-JH						POL/UW PRKG/PUB GOOD TRNG-JH			
				15.00	51011214 443410	PD-C/E-ADMIN-TRAINING			
				198954	05/06/2015-GK	05/25/2015		M061615	48.48
Invoice: 05/06/2015-GK						POL/CHEVRON/FUEL-HNDGUN TRG			
				48.48	53011212 443410	POLICE - C/E PATROL TRAINING			
				198955	05/08/2015-GK	05/25/2015		M061615	39.36
Invoice: 05/08/2015-GK						POL/76/FUEL-HANDGUN TRNG			
				39.36	53011212 443410	POLICE - C/E PATROL TRAINING			
				198956	04/24/2015-JR	05/25/2015		M061615	35.00
Invoice: 04/24/2015-JR						PCD/MRSC WENINAR-LAND USE			
				35.00	63011586 443410	CUR - C/E TRAINING TRAVEL			
				198957	04/27/2015-JR	05/25/2015		M061615	70.00
Invoice: 04/27/2015-JR						PCD/MRSC SEMINR/PUB GD-HB/TB			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
				35.00	63011586 443410	CUR - C/E TRAINING TRAVEL			
				35.00	62471594 443410	BLDG - BLDG TRAINING TRAVEL			
				198958	05/11/2015-JR	05/25/2015		M061615	71.74
Invoice: 05/11/2015-JR						PCD/WINSLOW DRG/CERT FRAMES			
				71.74	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				198959	05/15/2015-JR	05/25/2015		M061615	5.95
Invoice: 05/15/2015-JR						PCD/USPS/MAIL PHONE -J TOVAR			
				5.95	91470891 542500	GG-DEV-FAC-POSTAGE			
				198960	05/12/2015-JR	05/25/2015		M061615	25.49
Invoice: 05/12/2015-JR						PCD/ANS/NOTARY SUPPLIES			
				25.49	61011581 531100	PCD - C/E ADMIN SUPPLIES			
				198961	05/08/2015-AR	05/25/2015		M061615	169.84
Invoice: 05/08/2015-AR						EX/LAMBS/CLEANING DAY SUPPL			
				169.84	31011131 531100	EXEC - C/E SUPPLIES			
				198962	05/11/2015-AR	05/25/2015		M061615	52.53
Invoice: 05/11/2015-AR						EX/T&C/CLEANING DAY SUPPL			
				52.53	31011131 531100	EXEC - C/E SUPPLIES			
				198963	05/08/2015-AR-A	05/25/2015		M061615	34.65
Invoice: 05/08/2015-AR-A						EX/BLACKBIRD/SUPPL-CIV SVC			
				34.65	91011211 531100	GG-C/E-CIVIL SVC-OFC SUP			
				198964	05/11/2015-AR-A	05/25/2015		M061615	34.25
Invoice: 05/11/2015-AR-A						EX/BLACKBIRD/SUPPL-CIV SVC			
				34.25	91011211 531100	GG-C/E-CIVIL SVC-OFC SUP			
				198965	05/20/2015-BS	05/25/2015		M061615	417.74
Invoice: 05/20/2015-BS						POL/PT EVERETT/FUEL-BOAT			
				417.74	54025212 532000	MARINE - FUEL			
				198966	05/13/2015-CS	05/25/2015		M061615	173.92
Invoice: 05/13/2015-CS						POL/SOUND REPR/BANNER-LE WK			
				173.92	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
				198967	05/21/2015-SW	05/25/2015		M061615	15.00
Invoice: 05/21/2015-SW						POL/UW/PRKNG-PUBLIC GOOD			
				15.00	51011214 443410	PD-C/E-ADMIN-TRAINING			
				198968	05/21/2015-SW-A	05/25/2015		M061615	24.82
Invoice: 05/21/2015-SW-A						POL/PAGLIACCI/LUNCH-PUBLC GD			
				24.82	51011214 443410	PD-C/E-ADMIN-TRAINING			
				198969	04/27/2015-TH	05/25/2015		M061615	133.97
Invoice: 04/27/2015-TH						CRT/SKAMANIA/DMCJA CONF-SM			
				133.97	21011125 443410	COURT - TRAINING			
				198970	05/21/2015-TH	05/25/2015		M061615	183.51

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
			Invoice: 05/21/2015-TH		CRT/HEATHMAN/DMCMA CONF-TH				
				183.51	21011125 443410 COURT - TRAINING				
				198971	05/21/2015-TH-A	05/25/2015	M061615		27.85
			Invoice: 05/21/2015-TH-A		CRT/HEATHMAN-DINNER-TH				
				27.85	21011125 443410 COURT - TRAINING				
				198972	05/22/2015-TH	05/25/2015	M061615		563.61
			Invoice: 05/22/2015-TH		CRT/SOUND UNIF/UNIFORM-GR				
				563.61	21011125 549100 COURT-DUES/SUBSCR/MEMBERSHIPS				
				198973	04/30/2015-KB	05/25/2015	M061615		-270.00
			Invoice: 04/30/2015-KB		HR/AWC/CREDIT LABOR REL INST				
				-270.00	33011164 443410 HR-C/E-TRAINING EXP				
				198974	05/11/2015-KB	05/25/2015	M061615		25.00
			Invoice: 05/11/2015-KB		HR/CRAIGSLIST/JOB AD-JUDC SP				
				25.00	33011161 544131 HR-ADV-EE RECRUIT-EXEC				
				198975	05/01/2015-SM	05/25/2015	M061615		625.20
			Invoice: 05/01/2015-SM		IT/ALASKA/AIR FARE-ESRI-GB				
				625.20	81011881 443410 IT - C/E TRAINING				
				198976	05/06/2015-KJ	05/25/2015	M061615		75.92
			Invoice: 05/06/2015-KJ		EX/T&C/CIVIL SVC LUNCH				
				75.92	91011211 531100 GG-C/E-CIVIL SVC-OFC SUP				
				198977	06/07/2015-KJ	05/25/2015	M061615		83.29
			Invoice: 06/07/2015-KJ		EX/T&C/CIVIL SVC LUNCH				
				83.29	91011211 531100 GG-C/E-CIVIL SVC-OFC SUP				
				198978	05/13/2015-KJ	05/25/2015	M061615		78.27
			Invoice: 05/13/2015-KJ		FIN/GAYLORD/ARCHIV MAP BOXES				
				78.27	41011141 531100 FIN - C/E ADMIN SUPPLIES				
				198979	05/21/2015-ES	05/25/2015	M061615		100.00
			Invoice: 05/21/2015-ES		FIN/UW/PUBLIC GOOD TRG-ES,KD				
				100.00	41011144 443410 FIN - C/E TRAINING				
				198980	05/01/2015-ES	05/25/2015	M061615		50.00
			Invoice: 05/01/2015-ES		FIN/CRAIGSLIST/JOB AD-SR ACTG				
				50.00	33011161 544141 HR-ADV-EE RECRUIT-FINANCE				
				198981	5/25/2015-KRS	05/25/2015	M061615		50.00
			Invoice: 5/25/2015-KRS		FIN/WFOA-ANNUAL MBRSHIP				
				50.00	41011141 549100 FIN-C/E-DUES, SUBS,MEMBERSHIPS				
				198982	05/21/2015-KRS	05/25/2015	M061615		450.00
			Invoice: 05/21/2015-KRS		FIN/WFOA ANNUAL CONF				
				450.00	41011144 443410 FIN - C/E TRAINING				
				198983	05/07/2015-DS	05/25/2015	M061615		298.92

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
	Invoice: 05/07/2015-DS				EX/BOATHOUSE/SUPP-WARD MTG				
				298.92	11011116 531100 COUNCIL - SUPPLIES				
				198984	05/11/2015-DS	05/25/2015	M061615		38.50
	Invoice: 05/11/2015-DS				EX/SAN CARLOS-MEAL				
				38.50	31011131 543100 EXEC-C/E-TRAVEL/MEALS/LODGING				
				198985	05/14/2015-DS	05/25/2015	M061615		21.75
	Invoice: 05/14/2015-DS				EX/CONSTANT CON-EMAIL MKT				
				21.75	31011131 542450 EX-COMMUNITY INFO & OUTREACH				
				198986	04/27/2015-CK	05/25/2015	M061615		21.35
	Invoice: 04/27/2015-CK				PW/DSC-PRESSURE GAUGE				
				21.35	73426355 531100 O&M-SIS-SUPPLIES				
				198987	04/29/2015-CK	05/25/2015	M061615		172.97
	Invoice: 04/29/2015-CK				PW/VCUMMINS NW-VEHICLE PRTS				
				172.97	73111423 531100 OFFICE SUPPLIES				
				198988	05/06/2015-CK	05/25/2015	M061615		73.00
	Invoice: 05/06/2015-CK				PW/DOL-POL MOTO LIC PLATE				
				73.00	53011421 66400000719 PD MOTORCYCLE-EQ				
				198989	4/30/2015-KS	05/25/2015	M061615		10.00
	Invoice: 4/30/2015-KS				EX/FACEBOOK/ADVERTISING				
				10.00	31011572 542450 EXEC-C/E-OUTREACH-ADV				
				198990	5-6-2015-KS	05/25/2015	M061615		71.98
	Invoice: 5-6-2015-KS				EX/T&C/SNACKS-WTRFNT PK MTG				
				71.98	31011572 549900 EXEC-C/E-OUTREACH-MISC				
				198991	5/7/2015-KS	05/25/2015	M061615		7.66
	Invoice: 5/7/2015-KS				EX/SUBWAY/LUNCH@TRAINING				
				7.66	31011572 549900 EXEC-C/E-OUTREACH-MISC				
				198992	5/6/2015-MH	05/25/2015	M061615		129.89
	Invoice: 5/6/2015-MH				POL/HOLIDAY IN/AWC TRN-MH				
				129.89	51011214 443410 PD-C/E-ADMIN-TRAINING				
						CHECK 338780 TOTAL:			8,791.63

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 8,791.63

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	8,791.63

*** GRAND TOTAL *** 8,791.63

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2015 6 186									
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			8,556.36	
06/16/2015	M061615	061615			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				8,791.63
06/16/2015	M061615	061615			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			40.95	
06/16/2015	M061615	061615			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE			21.35	
06/16/2015	M061615	061615			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			172.97	
06/16/2015	M061615	061615			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			8,791.63	8,791.63
APP 631-130000					DUE TO/FROM CLEARING			8,791.63	
06/16/2015	M061615	061615							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				8,556.36
06/16/2015	M061615	061615							
APP 407-130000					DUE TO/FROM CLEARING				40.95
06/16/2015	M061615	061615							
APP 402-130000					DUE TO/FROM CLEARING				21.35
06/16/2015	M061615	061615							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				172.97
06/16/2015	M061615	061615							
					SYSTEM GENERATED ENTRIES TOTAL			8,791.63	8,791.63
					JOURNAL 2015/06/186 TOTAL			17,583.26	17,583.26

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2015	6	186	06/16/2015		
001-130000				GENERAL - DUE TO/FROM CLEARING		8,556.36
001-213000				GENERAL - ACCOUNTS PAYABLE	8,556.36	
				FUND TOTAL	8,556.36	8,556.36
101 STREET FUND	2015	6	186	06/16/2015		
101-130000				STREETS - DUE TO/FROM CLEARING		172.97
101-213000				STREETS - ACCOUNTS PAYABLE	172.97	
				FUND TOTAL	172.97	172.97
402 SEWER OPERATING FUND	2015	6	186	06/16/2015		
402-130000				DUE TO/FROM CLEARING		21.35
402-213000				ACCOUNTS PAYABLE	21.35	
				FUND TOTAL	21.35	21.35
407 BUILDING & DEVELOPMENT FUND	2015	6	186	06/16/2015		
407-130000				DUE TO/FROM CLEARING		40.95
407-213000				ACCOUNTS PAYABLE	40.95	
				FUND TOTAL	40.95	40.95
631 CLEARING FUND	2015	6	186	06/16/2015		
631-130000				DUE TO/FROM CLEARING	8,791.63	
635-111100				CASH		8,791.63
				FUND TOTAL	8,791.63	8,791.63

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		8,556.36
101	STREET FUND		172.97
402	SEWER OPERATING FUND		21.35
407	BUILDING & DEVELOPMENT FUND		40.95
631	CLEARING FUND	8,791.63	
	TOTAL	8,791.63	8,791.63

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

REGULAR

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
338781	06/24/2015	PRTD	5	ACE HARDWARE	198751	030544	04/22/2015		06/21/15	15.19
Invoice: 030544						PW/SPRAYERS/CLEANER				
					15.19	73421355 531100	WIN COLL-SUPPLIES			
					198752	30923	05/27/2015		06/21/15	42.84
Invoice: 30923						PW/GAUGE/TAPE/COUPLINGS				
					42.84	73421355 531100	WIN COLL-SUPPLIES			
					198753	30924	05/27/2015		06/21/15	18.26
Invoice: 30924						PW/HARDWARE-WWTP				
					18.26	73425358 531100	O&M-WWTP-SUPPLIES			
					198754	30940	05/28/2015		06/21/15	52.68
Invoice: 30940						PW/FASTENERS-WWTP				
					52.68	73425358 531100	O&M-WWTP-SUPPLIES			
					198755	30971	06/01/2015		06/21/15	15.95
Invoice: 30971						PW/NUT DRIVER/FASTENERS				
					15.95	73111264 531100	O&M-STREET-TRAF CONTROL-SUPPLY			
					198756	30972	06/02/2015		06/21/15	59.50
Invoice: 30972						PW/TACKL BX/BLADES/SOCKETS				
					59.50	73431835 53110000748	CONTECH STORM FILTERS-SUPPLIES			
					198757	30989	06/03/2015		06/21/15	33.22
Invoice: 30989						PW/VALV BALL/NIPPLE				
					33.22	73421355 531100	WIN COLL-SUPPLIES			
					198758	30991	06/03/2015		06/21/15	10.32
Invoice: 30991						PW/LIGHT BULB-2 PCK				
					10.32	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					198772	31018	06/05/2015		06/21/15	13.01
Invoice: 31018						POL/MAGNETS & GLUE-FOR LOBBY				
					13.01	51011211 531100	PD-C/E-ADM-SUPPLIES			
					198890	31013	06/05/2015		06/21/15	213.00
Invoice: 31013						PW/GARDENG TOOLS-VOLUNTEERS				
					213.00	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
					199082	31011/1	06/04/2015		06/21/15	60.83
Invoice: 31011/1						PW/WWTP/CLAMP, CASTER,PADDLE				
					60.83	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	338781 TOTAL:		534.80
338782	06/24/2015	PRTD	8057	ADPLANET, INC	198891	12583	04/16/2015		06/21/15	909.00
Invoice: 12583						EX/2000 VOLUNEER BUTTONS				
					909.00	31011131 542450	EX-COMMUNITY INFO & OUTREACH			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
								CHECK 338782 TOTAL:		909.00
338783	06/24/2015	PRTD	7726	AIR MANAGEMENT SOLUT	198994	0000114211	04/24/2015		06/21/15	467.41
	Invoice: 0000114211					PW/COUNCIL CHAMBER HEAT				
					467.41	73011183 54810000707 CH HVAC-REPAIRS				
					198995	0000114214	04/24/2015		06/21/15	4,016.91
	Invoice: 0000114214					PW/REPL COMPR AIR DRYER				
					4,016.91	73011897 54810000707 PWY HVAC-REPAIRS				
					198996	0000114220	04/24/2015		06/21/15	467.41
	Invoice: 0000114220					PW/HEAT PUMP-RM 204				
					467.41	73011183 54810000707 CH HVAC-REPAIRS				
					198998	0000114245	04/24/2015		06/21/15	348.87
	Invoice: 0000114245					PW/HEAT PUMP #17				
					348.87	73011183 54810000707 CH HVAC-REPAIRS				
					199001	000009142	05/04/2015	21500028	06/21/15	5,215.57
	Invoice: 000009142					PW/QRTRLY SERVICE CONTRACT				
					4,002.57	73011183 54810000495 BLDG SVCS CONTRACT-CH-MAINT				
					577.18	73011189 54810000495 BLDG SVCS CONTR-FAC-MAINT				
					106.54	73011215 54810000495 BLDG SVCS CONTR-PD-MAINT				
					372.43	73011755 54810000495 BLDG SVCS CONTR-CMNS-MAINT				
					156.85	73425358 54810000495 BLDG SVCS CONTR-WWTP-MAINT				
					199003	0000114212	05/27/2015		06/21/15	901.82
	Invoice: 0000114212					PW/COOLING TOWER				
					901.82	73011183 54810000707 CH HVAC-REPAIRS				
								CHECK 338783 TOTAL:		11,417.99
338784	06/24/2015	PRTD	7994	PENINSULA SERVICES	198773	70834	05/31/2015		06/21/15	64.00
	Invoice: 70834					POL/MOBILE SHREDDING				
					64.00	51011211 541100 PD-C/E-ADM-PROF SVCS				
					198912	70833	05/31/2015		06/21/15	32.00
	Invoice: 70833					CRT/MOBILE SHREDDING SVC				
					32.00	21011125 541100 COURT - PROFESSIONAL SERVICES				
								CHECK 338784 TOTAL:		96.00
338785	06/24/2015	PRTD	8014	ALSTON, COURTNAGE &	198764	99477	05/31/2015		06/21/15	585.00
	Invoice: 99477					LEGAL/CONSULTING SERVICE				
					585.00	32011152 541110 LGL-C/E-CIVIL-GEN'L OUTSIDE AT				
								CHECK 338785 TOTAL:		585.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
338786	06/24/2015	PRTD	4710 ASSOCIATED PETROLEU	199083	0749434-IN	05/27/2015		06/21/15	2,513.56
	Invoice: 0749434-IN				PW/924 GALLONS REGULAR				
				2,513.56	73638932 532000 O&M-FUEL ALLOC TO OTH DEPTS				
				199084	0749437-IN	05/27/2015		06/21/15	2,109.80
	Invoice: 0749437-IN				PW/799.4 GALLONS DIESEL				
				2,109.80	73638893 532000 O&M-FUEL USE-ALLOCATION				
						CHECK	338786 TOTAL:		4,623.36
338787	06/24/2015	PRTD	7821 AUS WEST LOCKBOX	198892	1988029155	05/21/2015		06/21/15	49.14
	Invoice: 1988029155				PW/LAUNDRY SERVICE				
				49.14	73638893 589310 LAUNDRY SERVICES				
				198893	1988040511	05/28/2015		06/21/15	67.86
	Invoice: 1988040511				PW/LAUNDRY SERVICE				
				67.86	73638893 589310 LAUNDRY SERVICES				
				199085	1988052093	06/04/2015		06/21/15	50.34
	Invoice: 1988052093				PW/LAUNDRY SERVICE				
				50.34	73638893 589310 LAUNDRY SERVICES				
				199086	1988063397	06/11/2015		06/21/15	50.34
	Invoice: 1988063397				PW/LAUNDRY SERVICE				
				50.34	73638893 589310 LAUNDRY SERVICES				
						CHECK	338787 TOTAL:		217.68
338788	06/24/2015	PRTD	6420 AT&T MOBILITY	198761	0932MAY15	05/21/2015		06/21/15	88.01
	Invoice: 0932MAY15				ENG/DATA CARD SURVEY EQUIP				
				88.01	91011189 542100 GG-C/E-CITY HALL-PHONE				
						CHECK	338788 TOTAL:		88.01
338789	06/24/2015	PRTD	1235 AT&T ONENET SERVICE	198762	1261873347	06/01/2015		06/21/15	29.91
	Invoice: 1261873347				JUN15 FIN FAX LONG DISTANCE				
				29.91	91011189 542100 GG-C/E-CITY HALL-PHONE				
				198763	1261883122	06/01/2015		06/21/15	.54
	Invoice: 1261883122				JUN15 PCD FAX LONG DISTANCE				
				.54	91011189 542100 GG-C/E-CITY HALL-PHONE				
						CHECK	338789 TOTAL:		30.45
338790	06/24/2015	PRTD	4365 AUTOMATIC FUNDS TRAN	198759	BAIN1505983	05/31/2015		06/21/15	92.00
	Invoice: BAIN1505983				FIN/MAY15 WEB PAYMENT SVC				
				46.00	43411341 541100 FIN - WATER ADMIN PROF SERVICE				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
							INVOICE DTL DESC			
						46.00 43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
					199005	81849	06/04/2015		06/21/15	749.93
				Invoice: 81849			FIN/STATEMENT PRINT & MAIL			
						155.32 43411341 541100	FIN - WATER ADMIN PROF SERVICE			
						155.32 43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
						219.65 91411891 542500	GG-WTR-FAC-POSTAGE			
						219.64 91421891 542500	GG-SWR-FAC-POSTAGE			
					199006	81917	06/05/2015		06/21/15	15.97
				Invoice: 81917			FIN/FINAL BILL PRT & MAIL			
						2.65 43411341 541100	FIN - WATER ADMIN PROF SERVICE			
						2.65 43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
						5.33 91411891 542500	GG-WTR-FAC-POSTAGE			
						5.34 91421891 542500	GG-SWR-FAC-POSTAGE			
							CHECK	338790 TOTAL:		857.90
338791	06/24/2015	PRTD	47	BAINBRIDGE DISPOSAL	198766	09521MAY15	05/31/2015		06/21/15	105.57
				Invoice: 09521MAY15			MAY15 SR CTR/COMMONS DISPOSAL			
						105.57 91011755 547900	GG-C/E-COMMONS-GARBAGE			
					198767	10963MAY15	05/31/2015		06/21/15	1,243.28
				Invoice: 10963MAY15			CITYWIDE DISPOSAL SVC			
						85.35 91011215 547900	GG-C/E-PD-GARBAGE			
						282.99 91011768 547900	GG-C/E-PARKS-GARBAGE			
						301.61 91425358 547900	GG-WWTP-GARBAGE(NOT BIOSOLIDS)			
						573.33 91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
					198768	14082MAY15	05/31/2015		06/21/15	574.53
				Invoice: 14082MAY15			MAY15 DECANT GRIT BOX			
						574.53 91435838 547900	GG-DECANT-GARBAGE			
					198769	15003MAY15	05/31/2015		06/21/15	196.65
				Invoice: 15003MAY15			CITY HALL DISPOSAL SVC			
						196.65 91011189 547900	GG-C/E-CITY HALL-GARBAGE			
					198770	06/03/2015	06/03/2015		06/21/15	14.00
				Invoice: 06/03/2015			PW/PICK UP COUCH-PRITCH PRK			
						14.00 91011768 547900	GG-C/E-PARKS-GARBAGE			
							CHECK	338791 TOTAL:		2,134.03
338792	06/24/2015	PRTD	54	BAINBRIDGE RENTAL IN	198993	177633	06/03/2015		06/21/15	244.13
				Invoice: 177633			PW/BLADES,BOLT COVER,NUTS			
						244.13 73431835 531100	OFFICE SUPPLIES			
							CHECK	338792 TOTAL:		244.13

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
338793	06/24/2015	PRTD	55 BAINBRIDGE ISLAND RE	198997	BIR635284	05/29/2015		06/21/15	54.31
	Invoice: BIR635284					CLERK/LEGAL AD-ORD 2015-10			
				54.31	11011113 544000	COUNCIL - LEGAL NOTICES			
				199007	638496	06/12/2015		06/21/15	61.39
	Invoice: 638496					CLER/LEGAL AD-ORD 2015-10,13			
				61.39	11011113 544000	COUNCIL - LEGAL NOTICES			
				199061	635350	05/29/2015		06/21/15	83.82
	Invoice: 635350					PCD/LEGAL AD-NOA OSLAND			
				83.82	63470586 544000	CUR - DEV ZONING ADVERTISING			
				199062	636993	06/05/2015		06/21/15	80.28
	Invoice: 636993					PCD/LEGAL AD-NOI CARLSON			
				80.28	63470586 544000	CUR - DEV ZONING ADVERTISING			
				199063	636994	06/05/2015		06/21/15	125.14
	Invoice: 636994					PCD/LEGAL AD-HAWLEY TRAIL			
				125.14	63470586 544000	CUR - DEV ZONING ADVERTISING			
				199064	636999	06/05/2015		06/21/15	113.33
	Invoice: 636999					PCD/LEGAL AD-NOA WYATT COTT			
				113.33	63470586 544000	CUR - DEV ZONING ADVERTISING			
				199065	637055	06/05/2015		06/21/15	112.15
	Invoice: 637055					PCD/LEGAL AD-DNS RES-GSP			
				112.15	64011582 544000	LONG - C/E ADVERTISING			
				199066	637375	06/05/2015		06/21/15	86.18
	Invoice: 637375					PCD/LEGAL AD-NOA SCHEL CHELB			
				86.18	63470586 544000	CUR - DEV ZONING ADVERTISING			
				199067	638468	06/12/2015		06/21/15	122.78
	Invoice: 638468					PCD/LEGAL AD-ORD 2015-10			
				122.78	64011582 544000	LONG - C/E ADVERTISING			
				199068	638483	06/12/2015		06/21/15	116.88
	Invoice: 638483					PCD/LEGAL AD-NOA-PBV			
				116.88	63470586 544000	CUR - DEV ZONING ADVERTISING			
				199069	638487	06/12/2015		06/21/15	121.60
	Invoice: 638487					PCD/LEGAL AD-NOA WFP ROWING			
				121.60	63470586 544000	CUR - DEV ZONING ADVERTISING			
				199070	638701	06/12/2015		06/21/15	107.43
	Invoice: 638701					PCD/LEGAL AD-HAWLEY TRAIL			
				107.43	63470586 544000	CUR - DEV ZONING ADVERTISING			
						CHECK 338793 TOTAL:			1,185.29

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
338794	06/24/2015	PRTD	567	BAINBRIDGE ISLAND DO	198765	4777	05/26/2015		06/21/15	10,000.00
	Invoice: 4777						EX/MAIN ST B&O TAX CREDIT			
					10,000.00	31411593 54110000297	STATE MAIN STREET TAX CR PRGM			
								CHECK 338794 TOTAL:		10,000.00
338795	06/24/2015	PRTD	50	BAINBRIDGE ISLAND EL	198771	20150268	05/22/2015		06/21/15	568.74
	Invoice: 20150268						PW/GENERATOR #152-SUND COVE			
					568.74	73421355 548100	WIN COLL-R&M			
								CHECK 338795 TOTAL:		568.74
338796	06/24/2015	PRTD	314	BAINBRIDGE ISLAND FI	198774	G 5-2015	06/02/2015		06/21/15	418.21
	Invoice: G 5-2015						POL/172.1 GAL GASOLINE			
					19.68	52011212 532000	PD DET-C/E-FUEL			
					398.53	53011212 532000	PD-C/E-PATROL-FUEL			
								CHECK 338796 TOTAL:		418.21
338797	06/24/2015	PRTD	1341	BLUE SKY PRINTING	198775	104670	06/04/2015		06/21/15	55.44
	Invoice: 104670						POL/BUSINESS CARDS-PEO			
					55.44	51011217 531100	PD-C/E-PARKING ENF-SUPPLIES			
								CHECK 338797 TOTAL:		55.44
338798	06/24/2015	PRTD	69	BLUMENTHAL UNIFORMS	198776	138462	05/20/2015		06/21/15	53.21
	Invoice: 138462						POL/HASHMARKS X 40			
					53.21	51011211 520000	PD-C/E ADMIN-BENEFITS			
								CHECK 338798 TOTAL:		53.21
338799	06/24/2015	PRTD	8189	BOHANNON, STEVEN R &	198744	46175	06/05/2015		06/21/15	18.94
	Invoice: 46175						UB 11718 711 VILLAGE CIRCLE NW			
					18.94	411 122100	WATER ACCOUNTS RECEIVABLE			
								CHECK 338799 TOTAL:		18.94
338800	06/24/2015	PRTD	72	BRATWEAR	198777	15312	06/03/2015		06/21/15	576.65
	Invoice: 15312						POL/JUMPSUIT/818			
					576.65	53011212 520000	POLICE - C/E PATROL BENEFITS			
								CHECK 338800 TOTAL:		576.65

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
338801	06/24/2015	PRTD	5118	CARDNO GS INC	198999	90365-003	05/29/2015	21500012	06/21/15	2,539.70
	Invoice: 90365-003					RETROFIT WQFM STATIONS/ON-CALL				
					2,539.70	72431832 54110000664 ST DOE SSWM-PROF SVCS				
								CHECK 338801 TOTAL:		2,539.70
338802	06/24/2015	PRTD	7621	CAROLLO ENGINEERS IN	199002	0141305	06/02/2015	21400064	06/21/15	3,887.25
	Invoice: 0141305					WATER SYSTEM PLAN UPDATE				
					3,887.25	72411342 54110000652 WATER SYSTEM PLAN-PROF SVCS				
					199004	0141614	06/02/2015	21200189	06/21/15	2,071.38
	Invoice: 0141614					GENERAL SEWER PLAN UPDATES				
					2,071.38	72421352 54110000343 SWR SYS COMP PLAN-ENG				
								CHECK 338802 TOTAL:		5,958.63
338803	06/24/2015	PRTD	853	KATHRYN M CARRUTHERS	198913	06/12/2015	06/10/2015		06/21/15	375.00
	Invoice: 06/12/2015					CRT/PRO TEM-7.5 HRS				
					375.00	21011125 541210 COURT - JUDGE PRO TEMPORE SVCS				
								CHECK 338803 TOTAL:		375.00
338804	06/24/2015	PRTD	4586	CHS, INC.	199087	10323/2	06/10/2015		06/21/15	629.26
	Invoice: 10323/2					PW/50# BAGS SALT X 61				
					629.26	73411345 531100 OFFICE SUPPLIES				
								CHECK 338804 TOTAL:		629.26
338805	06/24/2015	PRTD	551	CENTURYLINK	199009	0754JUN15	06/02/2015		06/21/15	71.94
	Invoice: 0754JUN15					FLETCHER BAY WELL TELEMETRY				
					71.94	91411891 542100 GG-WTR-FAC-PHONE				
					199011	1745JUNE15	06/02/2015		06/21/15	40.06
	Invoice: 1745JUNE15					CITY HALL ELEVATOR				
					40.06	91011189 542100 GG-C/E-CITY HALL-PHONE				
					199012	3736JUN15	06/02/2015		06/21/15	83.05
	Invoice: 3736JUN15					CITY HALL FIRE ALARM MONIT				
					83.05	91011189 542100 GG-C/E-CITY HALL-PHONE				
					199013	5211JUN15	06/02/2015		06/21/15	122.59
	Invoice: 5211JUN15					POLICE PHONE SERVICES				
					122.59	91011215 542100 GG-C/E-PD-PHONE				
					199015	8731JUN15	06/02/2015		06/21/15	45.89
	Invoice: 8731JUN15					COMMONS FIRE ALARM				
					45.89	91011755 542100 GG-C/E-COMMONS-PHONE				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					199017	9136JUN15	06/02/2015		06/21/15	90.15
				Invoice: 9136JUN15			CITY HALL SECURITY ALARM			
					90.15	91011189 542100	GG-C/E-CITY HALL-PHONE			
					199022	9791JUN15	06/02/2015		06/21/15	148.55
				Invoice: 9791JUN15			POLICE T1 MANDUS TO CENCOM			
					148.55	91011215 542100	GG-C/E-PD-PHONE			
					199023	9840JUN15	06/02/2015		06/21/15	50.35
				Invoice: 9840JUN15			HEAD OF BAY WELL TELEM			
					50.35	91411891 542100	GG-WTR-FAC-PHONE			
					199024	9858JUN15	06/02/2015		06/21/15	50.35
				Invoice: 9858JUN15			SANDS AVE WELL TELEMETRY			
					50.35	91411891 542100	GG-WTR-FAC-PHONE			
					199025	0399MAY15	06/02/2015		06/21/15	2,504.86
				Invoice: 0399MAY15			CITYWIDE PHONE SERVICES			
					1,514.66	91425358 542100	GG-WWTP-TELEPHONE/FAX			
					611.61	91411891 542100	GG-WTR-FAC-PHONE			
					45.03	91011755 542100	GG-C/E-COMMONS-PHONE			
					90.17	91011189 542100	GG-C/E-CITY HALL-PHONE			
					157.94	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
					42.72	91011255 542100	GG-C/E-COURT BLDG-PHONE			
					42.73	91011215 542100	GG-C/E-PD-PHONE			
					199038	0225JUN15	06/02/2015		06/21/15	83.05
				Invoice: 0225JUN15			O&M FIRE ALARM MONIT			
					83.05	91011897 542100	GG-C/E-O&M YARD FAC-PHONE			
							CHECK	338805 TOTAL:		3,290.84
338806	06/24/2015	PRTD	634	CITY OF BAINBRIDGE I	199036	06/05/2015	06/05/2015		06/21/15	6,869.00
				Invoice: 06/05/2015			ENG/HAWLEY COVE PRK TR SSDP			
					6,869.00	72423434 66100000471	BEACH MAIN REPL-EASEMENT/ROW			
							CHECK	338806 TOTAL:		6,869.00
338807	06/24/2015	PRTD	11	CITY OF BAINBRIDGE I	199035	05/29/2015	05/29/2015		06/21/15	79.64
				Invoice: 05/29/2015			POL/SWAT TRAINING SPOKANE			
					79.64	53011212 443410	POLICE - C/E PATROL TRAINING			
							CHECK	338807 TOTAL:		79.64
338808	06/24/2015	PRTD	103	CITY OF BAINBRIDGE I	199032	21500033	06/05/2015		06/21/15	223.69
				Invoice: 21500033			FIN/SANDS AVE WELL USAGE			
					31.81	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
					81.34	73111290 531100	O&M-STREET-MAINT O/H-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					110.54	73421355 531100	WIN COLL-SUPPLIES			
								CHECK	338808 TOTAL:	223.69
338809	06/24/2015	PRTD	104	CITY OF BREMERTON	198778	BPD0001793	05/20/2015		06/21/15	100.00
Invoice: BPD0001793							POL/FIRING RANGE RENTAL			
					100.00	53011212 545000	POLICE - C/E PATROL RENTS			
								CHECK	338809 TOTAL:	100.00
338810	06/24/2015	PRTD	104	CITY OF BREMERTON	199029	BKAT00297	06/01/2015		06/21/15	2,585.70
Invoice: BKAT00297							EX/MONTHLY BKAT SERVICES			
					2,585.70	91011572 54242000297	GG-C/E-OUTREACH TELEVISED			
								CHECK	338810 TOTAL:	2,585.70
338811	06/24/2015	PRTD	51	BAINBRIDGE ISLAND	199034	26799641	06/08/2015		06/21/15	50.00
Invoice: 26799641							OUT COURT TICKET - MERILLAT			
					50.00	63638 389000	COURT NON-REVENUE			
								CHECK	338811 TOTAL:	50.00
338812	06/24/2015	PRTD	5035	COLUMBIA FORD	199071	3-F1374	06/09/2015	21500001	06/21/15	36,301.43
Invoice: 3-F1374							POLICE VEHICLE ACQ & UPFIT			
					36,301.43	53011421 66400000684	PD VEH REPL-CAP EQ			
								CHECK	338812 TOTAL:	36,301.43
338813	06/24/2015	PRTD	6920	COMCAST	198779	05/20/2015	05/20/2015		06/21/15	11.45
Invoice: 05/20/2015							POL/XFINITY HD CONVERTER BOX			
					11.45	51011211 545000	PD-C/E-ADMIN RENTS/LEASE			
								CHECK	338813 TOTAL:	11.45
338814	06/24/2015	PRTD	8111	COMMUNITY SOLAR SOLU	198894	06/02/2015	06/02/2015		06/21/15	442.37
Invoice: 06/02/2015							EX/MAY SOLAR NET METERING			
					442.37	91011189 54500000627	CH SOLAR-NET METERING PYMTS			
								CHECK	338814 TOTAL:	442.37
338815	06/24/2015	PRTD	8193	CONTECH ENGINEERED S	199008	901111217071	05/27/2015		06/21/15	4,505.62
Invoice: 901111217071							PW/CARTRIDGES/CONNECTORS			
					4,505.62	73431835 53110000748	CONTECH STORM FILTERS-SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK 338815 TOTAL:			4,505.62
338816	06/24/2015	PRTD	8192	COOL, DYLAN	198866	06/03/2015-ROW	06/03/2015		06/21/15	250.00
	Invoice: 06/03/2015-ROW						ENG/REFUND ROW PERMIT			
					250.00	11154 322400	ROW PERMITS-STANDARD			
							CHECK 338816 TOTAL:			250.00
338817	06/24/2015	PRTD	142	COPIERS NORTHWEST IN	198867	INV1212806	05/31/2015		06/21/15	228.18
	Invoice: INV1212806						EX/FIN/IR6075 COPIER LEASE			
					114.09	31011131 545000	EXEC - C/E RENTS & LEASES			
					114.09	41011141 545000	FIN - C/E ADMIN RENTS & LEASES			
					198868	INV1214070	05/31/2015		06/21/15	125.11
	Invoice: INV1214070						EX/FIN/IR6075 COPIER MAINT			
					62.55	31011131 548100	EXEC - C/E MAINT & REPAIRS			
					62.56	41011141 548100	FIN - C/E ADMIN REPAIRS/MAINT			
							CHECK 338817 TOTAL:			353.29
338818	06/24/2015	PRTD	7016	CUSTOM PRINTING	198869	4994	06/03/2015		06/21/15	164.92
	Invoice: 4994						FIN/1000 WINDOW ENVELOPES			
					164.92	41011148 531100	FIN-C/E-BUS LIC-SUPPLIES			
							CHECK 338818 TOTAL:			164.92
338819	06/24/2015	PRTD	8191	DEIMEN, STEVEN & JEN	198746	46177	06/05/2015		06/21/15	57.52
	Invoice: 46177						UB 12349 735 DAYLILY LANE NE			
					57.52	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK 338819 TOTAL:			57.52
338820	06/24/2015	PRTD	7144	DTMICRO, INC	198895	2277	05/15/2015		06/21/15	135.88
	Invoice: 2277						IT/POL ILEADS NETWRK CONN KC			
					135.88	91011215 542100	GG-C/E-PD-PHONE			
							CHECK 338820 TOTAL:			135.88
338821	06/24/2015	PRTD	4745	EFFICIENCY INC	198896	635615	06/01/2015		06/21/15	838.08
	Invoice: 635615						IT/DIGITL REC SYS-ANNL MAINT			
					838.08	81011881 548500	IT - C/E COMPUTER SUPPORT			
							CHECK 338821 TOTAL:			838.08

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
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338822	06/24/2015	PRTD	8188	ELLIOT I GITTEN	198743	46174	06/05/2015		06/21/15	141.90
	Invoice: 46174						UB 11680 716 VILLAGE CIRCLE NW			
					141.90	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK	338822 TOTAL:		141.90
338823	06/24/2015	PRTD	1625	EMP INDUSTRIES, INC	198870	12132	05/21/2015		06/21/15	155.70
	Invoice: 12132						PW/NOZZLE ASSY STD-WFP			
					155.70	73011768 531100	O&M-C/E-PARKS-SUPPLIES			
							CHECK	338823 TOTAL:		155.70
338824	06/24/2015	PRTD	4503	ESRI	198897	92988153	06/04/2015		06/21/15	14,565.80
	Invoice: 92988153						IT/ESRI GIS SOFTWARE MAINT			
					14,565.80	81011881 548500	IT - C/E COMPUTER SUPPORT			
							CHECK	338824 TOTAL:		14,565.80
338825	06/24/2015	PRTD	208	EVERGREEN SAFETY COU	199088	2015-2016	06/03/2015		06/21/15	299.00
	Invoice: 2015-2016						PW/MEMBERSHIP THRU JUN 2016			
					299.00	73637891 549100	DUES/SUBSCRIPTIONS			
							CHECK	338825 TOTAL:		299.00
338826	06/24/2015	PRTD	7510	EXPERIAN	198780	CD1602002468	05/29/2015		06/21/15	92.39
	Invoice: CD1602002468						POL/INFORMATION SERVICES			
					92.39	52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
							CHECK	338826 TOTAL:		92.39
338827	06/24/2015	PRTD	212	FABRICARE 02 - PLANT	198781	06/01/2015	06/01/2015		06/21/15	321.72
	Invoice: 06/01/2015						POL/LAUNDRY SVC			
					83.08	53011212 520000	POLICE - C/E PATROL BENEFITS			
					227.34	52011212 520000	POLICE - C/E INVEST BENEFITS			
					11.30	51011217 520000	PD-C/E-PARKING ENF-BEN			
							CHECK	338827 TOTAL:		321.72
338828	06/24/2015	PRTD	5681	SANDY L FRANCIS	198914	06/12/2015	06/12/2015		06/21/15	672.40
	Invoice: 06/12/2015						CRT/INVESTIGATION SERVICE			
					672.40	21011125 541100	COURT - PROFESSIONAL SERVICES			
							CHECK	338828 TOTAL:		672.40

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
338829	06/24/2015	PRTD	7988	GBH COMMUNICATIONS,	198898	Q118129	05/27/2015		06/21/15	1,434.84
	Invoice: Q118129						IT/COURT VIDEO ARRAIGN SYST			
					1,434.84	81011881 548500	IT - C/E COMPUTER SUPPORT			
							CHECK 338829 TOTAL:			1,434.84
338830	06/24/2015	PRTD	187	GOV'T FINANCE OFFICE	198871	0100793	05/20/2015		06/21/15	150.00
	Invoice: 0100793						FIN/MEMBER RENEWAL-DUNSCOMBE			
					150.00	41011141 549100	FIN-C/E-DUES, SUBS,MEMBERSHIPS			
					198872	05/22/2015	05/22/2015		06/21/15	50.00
	Invoice: 05/22/2015						FIN/NEWSLETTER RENEWAL			
					50.00	41011141 549100	FIN-C/E-DUES, SUBS,MEMBERSHIPS			
					198873	0163001-2015	05/19/2015		06/21/15	225.00
	Invoice: 0163001-2015						FIN/MEMBER RENEWAL-SCHROER			
					225.00	41011141 549100	FIN-C/E-DUES, SUBS,MEMBERSHIPS			
							CHECK 338830 TOTAL:			425.00
338831	06/24/2015	PRTD	1517	GUARDIAN SECURITY SY	198782	586503	06/01/2015		06/21/15	237.00
	Invoice: 586503						POL/ALARM MONITORING			
					237.00	51011215 541100	POLICE - C/E FACIL PROF SVCS			
							CHECK 338831 TOTAL:			237.00
338832	06/24/2015	PRTD	6155	HDR ENGINEERING INC	198884	00215693-B	05/19/2015	21500008	06/21/15	13,146.67
	Invoice: 00215693-B						HAWLEY CREEK CULVERT - WING PT			
					13,146.67	72433438 64110000231	ANN DRAIN PRG-CAP P SVCS/DES			
					198885	0021571-B	05/19/2015	21300174	06/21/15	24,410.52
	Invoice: 0021571-B						WING PT WAY NM IMPROVEMENTS			
					24,410.52	72334953 64110000324	WING PT-NM-DESIGN			
							CHECK 338832 TOTAL:			37,557.19
338833	06/24/2015	PRTD	8187	HINSON PROPERTIES IN	198742	46173	06/05/2015		06/21/15	189.40
	Invoice: 46173						UB 11269 9308 MIDSHIP COURT NE			
					189.40	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK 338833 TOTAL:			189.40
338834	06/24/2015	PRTD	2228	IBS INCORPORATED	198877	588277-1	05/20/2015		06/21/15	2,882.05
	Invoice: 588277-1						PW/SPHAG LOOSE FILL			
					2,507.00	431 141100	STRM DRN-INVENTORY			
					375.05	73431835 531100	OFFICE SUPPLIES			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK 338834 TOTAL:			2,882.05
338835	06/24/2015	PRTD	6847	IMAGE WEAR SOLUTIONS	198783	00281262	05/28/2015		06/21/15	107.51
	Invoice: 00281262						POL/UNIFORMS/835			
					107.51	51011217 520000	PD-C/E-PARKING ENF-BEN			
							CHECK 338835 TOTAL:			107.51
338836	06/24/2015	PRTD	8027	INFORMATION STATION	199092	6/16/15	06/16/2015		06/21/15	3,951.25
	Invoice: 6/16/15						RADIO STATION EQUIPMENT RENTAL			
					3,951.25	31011256 541100	EX-C/E-EMERG PREP-PROF SVCS			
							CHECK 338836 TOTAL:			3,951.25
338837	06/24/2015	PRTD	7184	ISLAND VOLUNTEER CAR	199010	2015-Q1	06/15/2015		06/21/15	3,344.00
	Invoice: 2015-Q1						EX/Q1 SVC FOR ELDERLY & DISABLED			
					3,344.00	31017555 54110000297	EX-ELDER DAY SVCS/INTERFAITH S			
							CHECK 338837 TOTAL:			3,344.00
338838	06/24/2015	PRTD	8190	JACOBSON, PAULETTE	198745	46176	06/05/2015		06/21/15	181.03
	Invoice: 46176						UB 11814 160 LOVELL AVENUE SW			
					181.03	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK 338838 TOTAL:			181.03
338839	06/24/2015	PRTD	7482	JUDGE PLUMBING COMPA	199105	52815317	06/03/2015	21500042	06/21/15	1,620.00
	Invoice: 52815317						2015-ANNUAL BACKFLOW TESTING			
					1,543.37	73411349 54110000510	BACKFLOW TEST-PRO SVCS			
					76.63	73415349 54110000510	BACKFLOW TEST-RB-PRO SVCS			
							CHECK 338839 TOTAL:			1,620.00
338840	06/24/2015	PRTD	333	KITSAP COUNTY AUDITO	198878	278328	05/19/2015		06/21/15	33.00
	Invoice: 278328						CLERK/DOC-PART REL SWR LIEN			
					33.00	36421143 55100000481	LID21-HORIZON VIEW-RECORDING			
					198879	278663	05/21/2015		06/21/15	34.00
	Invoice: 278663						CLERK/DOC-PART REL SWR LIEN			
					34.00	36426143 551000	CLERK-SIS-RECORDING			
					198880	279574	05/29/2015		06/21/15	75.00
	Invoice: 279574						CLERK/DOC CRIT AREA BUFFER			
					75.00	36470143 551000	CLERK-RECORDING AT CO AUDITOR			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	338840 TOTAL:		142.00
338841	06/24/2015	PRTD	338	KITSAP COUNTY SHERIF	198899	JAIL HOUSING-APR15	06/05/2015		06/21/15	4,134.92
Invoice: JAIL HOUSING-APR15						POL/PRISONER BOARD				
					4,134.92	51011236 551000 POLICE - C/E PRISONER DETENT'N				
							CHECK	338841 TOTAL:		4,134.92
338842	06/24/2015	PRTD	339	KITSAP COUNTY - CENC	198784	BIPD2015-06	05/22/2015	21500002	06/21/15	6,971.73
Invoice: BIPD2015-06						POL/CENCOM SERVICE				
					2,091.52	52011286 551000 POLICE - C/E - INVEST CENCOM				
					4,880.21	53011286 551000 POLICE - C/E PATROL CENCOM				
							CHECK	338842 TOTAL:		6,971.73
338843	06/24/2015	PRTD	1505	KITSAP COUNTY TREASU	198881	06/09/2015	06/09/2015		06/21/15	85.17
Invoice: 06/09/2015						OUT COURT REMIT				
					85.17	41612860 586000 CRIME VICTIMS-OUT				
							CHECK	338843 TOTAL:		85.17
338844	06/24/2015	PRTD	1971	KELLEY IMAGING SYSTE	199093	17063605	06/01/2015		06/21/15	264.21
Invoice: 17063605						PCD/4540C COPIER LEASE				
					264.21	61470581 545000 PCD - DEV ADMIN RENTS & LEASES				
							CHECK	338844 TOTAL:		264.21
338845	06/24/2015	PRTD	8114	KENYON DISEND, PLLC	199014	183000	05/31/2015		06/21/15	7,041.93
Invoice: 183000						LEGAL/PROFESSIONAL SERVICES				
					7,041.93	32470152 54111100734 LIT-SYNDER/SALTESE LUPA				
							CHECK	338845 TOTAL:		7,041.93
338846	06/24/2015	PRTD	309	KITSAP TIRE CENTER I	198882	195193	06/02/2015		06/21/15	196.57
Invoice: 195193						PW/TIRES-VEH#22				
					196.57	73011189 548100 O&M - C/E FACIL REPAIRS				
					198883	195233	06/04/2015		06/21/15	29.89
Invoice: 195233						PW/SSWM MOWER TIRE TUBE				
					29.89	73431835 548100 REPAIRS & MAINTENANCE				
							CHECK	338846 TOTAL:		226.46

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
338847	06/24/2015	PRTD	8184	KRAGERUD, DON & JUDY	198739	46170	06/05/2015		06/21/15	10.00
	Invoice: 46170						UB 11507 4042 ROCKAWAY BEACH ROAD NE			
						10.00 415 122100	ROCKAWAY WATER ACCOUNTS REC			
							CHECK 338847 TOTAL:			10.00
338848	06/24/2015	PRTD	6789	LAMB'S OFFICE SUPPLY	198886	0003227-001	05/20/2015		06/21/15	69.56
	Invoice: 0003227-001						CRT/HP BLACK CARTRIDGE			
						69.56 21011125 531100	COURT - SUPPLIES			
					198887	0003275-001	05/17/2015		06/21/15	25.47
	Invoice: 0003275-001						CRT/CLASP ENVELOPES-1 BX			
						25.47 21011125 531100	COURT - SUPPLIES			
					198888	0003289-01	05/20/2015		06/21/15	8.37
	Invoice: 0003289-01						FIN/1 DZ MECH PENCILS			
						8.37 41011141 531100	FIN - C/E ADMIN SUPPLIES			
					199094	0003381-001	06/02/2015		06/21/15	39.12
	Invoice: 0003381-001						PW/PACK LEGAL PADS			
						39.12 73637891 531100	OFFICE SUPPLIES			
					199095	0003393-001	06/03/2015		06/21/15	9.24
	Invoice: 0003393-001						PW/PACK MARKERS			
						9.24 73637891 531100	OFFICE SUPPLIES			
							CHECK 338848 TOTAL:			151.76
338849	06/24/2015	PRTD	5011	LEXISNEXIS RISK DATA	198785	1272084-20150531	05/31/2015		06/21/15	54.35
	Invoice: 1272084-20150531						POL/INFORMATION SVC			
						54.35 52011212 549100	PD-C/E-INV-DUES/SUBSCR/MEMBRSH			
							CHECK 338849 TOTAL:			54.35
338850	06/24/2015	PRTD	8012	MACLEOD RECKORD, PLL	198889	7116	05/05/2015	21400120	06/21/15	30,691.66
	Invoice: 7116						SOUND TO OLYMPIC - DESIGN			
						30,691.66 72334562 64110000668	SOUND TO OLY TRAIL-ENG/DESIGN			
					199096	7129	06/04/2015	21400120	06/21/15	22,759.30
	Invoice: 7129						SOUND TO OLYMPIC - DESIGN			
						22,759.30 72334562 64110000668	SOUND TO OLY TRAIL-ENG/DESIGN			
							CHECK 338850 TOTAL:			53,450.96
338851	06/24/2015	PRTD	6454	MAP LTD	198900	28037	05/19/2015	21500041	06/21/15	2,062.50
	Invoice: 28037						DESIGN OF TIDAL VALVE-LYNWOOD			
						2,062.50 72433438 64110000599	LYNWOOD OUTFALL-ENG/DESIGN			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	338851 TOTAL:		2,062.50
338852	06/24/2015	PRTD	163	DENNIS MARTIN	198786	06/01/2015	06/01/2015		06/21/15	148.88
	Invoice: 06/01/2015						POL/LEOFF1 REIMBURSEMENT			
					148.88	91029211 521500	POLICE - INS ADD MEDICAL COSTS			
							CHECK	338852 TOTAL:		148.88
338853	06/24/2015	PRTD	381	MICRO DATA BUSINESS	198787	41791	06/04/2015		06/21/15	1,452.65
	Invoice: 41791						POL/INFRACTION & CITATN FORMS			
					1,452.65	53011212 531100	PD-C/E-PATROL SUPPLIES			
							CHECK	338853 TOTAL:		1,452.65
338854	06/24/2015	PRTD	8185	MITSUI, TADAO	198740	46171	06/05/2015		06/21/15	10.00
	Invoice: 46171						UB 11965 835 STRAWBERRY LANE			
					10.00	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK	338854 TOTAL:		10.00
338855	06/24/2015	PRTD	493	MODERN COLLISION REB	198901	19486	06/02/2015		06/21/15	290.26
	Invoice: 19486						PW/AC COMPRESSOR-VEH#72			
					290.26	73011321 548100	O&M-C/E-ENG VEH WORK-R&M			
							CHECK	338855 TOTAL:		290.26
338856	06/24/2015	PRTD	7038	MOON SECURITY SERVIC	198915	768657	05/31/2015		06/21/15	576.00
	Invoice: 768657						CRT/ELECTR HOME MONITORING			
					576.00	21011232 545000	COURT-ELECT HOME DET'N-EQ RENT			
							CHECK	338856 TOTAL:		576.00
338857	06/24/2015	PRTD	2013	NORTHSTAR CHEMICAL I	199097	62249	06/03/2015		06/21/15	2,110.45
	Invoice: 62249						PW/SODIUM HYDROXIDE-WWTP			
					2,110.45	73425358 531100	O&M-WWTP-SUPPLIES			
							CHECK	338857 TOTAL:		2,110.45
338858	06/24/2015	PRTD	2430	OGDEN MURPHY WALLACE	199018	720118	06/09/2015		06/21/15	330.45
	Invoice: 720118						LEGAL/GERLACH			
					330.45	32011152 54111100566	GERLACH BUOY APPEAL-LITIGATION			
					199019	720118A	06/09/2015		06/21/15	140.60
	Invoice: 720118A						LEGAL/CINGULAR WIRELES CLM			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					140.60	32011152 54111100633 CINGULAR WIRELESS CLAIM-LITIGA				
					199020	720118B	06/09/2015		06/21/15	166.55
				Invoice: 720118B			LEGAL/LID FORECLOSURE			
					166.55	32426152 541110 LGL-SO ISL SWR-LEGAL ADVICE				
					199021	720118C	06/09/2015		06/21/15	7,026.00
				Invoice: 720118C			LEGAL/CIVIL SVC COMMISSION			
					7,026.00	91011211 541110 GG-C/E-CIVIL SVC-LEGAL ADVICE				
					199026	720118D	06/09/2015		06/21/15	8,822.70
				Invoice: 720118D			LEGAL/RESPONS SHORELINE MGMT			
					8,822.70	32470152 54111100711 SMP LITIGATION				
								CHECK	338858 TOTAL:	16,486.30
338859	06/24/2015	PRTD	4111	OLYMPIC SPRINGS INC	198788	273505	05/31/2015		06/21/15	55.82
				Invoice: 273505			POL/PURIFIED WATER			
					55.82	51011215 531100 POLICE - C/E FACIL SUPPLIES				
								CHECK	338859 TOTAL:	55.82
338860	06/24/2015	PRTD	7925	OMNIPARK, INC	199098	3009	05/27/2015		06/21/15	54.40
				Invoice: 3009			POL/REVISION TO ENV ORDER			
					54.40	51011217 531100 PD-C/E-PARKING ENF-SUPPLIES				
								CHECK	338860 TOTAL:	54.40
338861	06/24/2015	PRTD	7170	OPEN WORKS	199027	INV638798	05/01/2015	21500004	06/21/15	3,361.58
				Invoice: INV638798			JANITORIAL SERVICE - 2015			
					3,361.58	91011183 54110000269 JANITORIAL CONTRACT-PRO SVCS				
					199028	INV640001	06/01/2015	21500004	06/21/15	3,361.58
				Invoice: INV640001			JANITORIAL SERVICE - 2015			
					3,361.58	91011183 54110000269 JANITORIAL CONTRACT-PRO SVCS				
								CHECK	338861 TOTAL:	6,723.16
338862	06/24/2015	PRTD	7405	PARR FORD	198902	78248	06/03/2015		06/21/15	283.77
				Invoice: 78248			PW/SEAT BELT ASSY-VEH#72			
					283.77	73011321 531100 O&M-C/E-ENG VEH WORK-SUPPLIES				
								CHECK	338862 TOTAL:	283.77
338863	06/24/2015	PRTD	7803	PINTO, MICHELLE	198903	289	05/21/2015		06/21/15	200.00
				Invoice: 289			CRT/INTERPRETER SERVICE			
					200.00	21011125 541230 COURT - INTERPRETER				

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
									CHECK 338863 TOTAL:	200.00
338864	06/24/2015	PRTD	5168	PORTLAND PRECISION I	198904	INV314033	05/26/2015		06/21/15	14,008.61
	Invoice: INV314033						ENG/TOPCON NETWRK/DATA COLL			
						10,000.00 72011941 66400000744	GEN'L FUND-SURVEY EQ REPL			
						4,008.61 72111944 66400000744	STREET FUND-SURVEY EQ REPL			
									CHECK 338864 TOTAL:	14,008.61
338865	06/24/2015	PRTD	360	PROBUILD COMPANY LLC	198905	1568805	05/27/2015		06/21/15	7.14
	Invoice: 1568805						PW/STEEL S HOOK			
						7.14 73111427 531100	OFFICE SUPPLIES			
									CHECK 338865 TOTAL:	7.14
338866	06/24/2015	PRTD	4698	PUBLIC SAFETY CENTER	198790	5602205	05/27/2015		06/21/15	371.91
	Invoice: 5602205						POL/PATHOGEN KITS X5/TAPE X4			
						371.91 53011212 531100	PD-C/E-PATROL SUPPLIES			
									CHECK 338866 TOTAL:	371.91
338867	06/24/2015	PRTD	7801	REDSIDE CONSTRUCTION	198906	PAYREQQ9-710	06/02/2015		06/21/15	4,169.35
	Invoice: PAYREQQ9-710						ROCKAWAY MONITORING SUPPL			
						4,169.35 72011391 53110000710	ROCKAWAY-MIT/MONITORING-SUPPLY			
									CHECK 338867 TOTAL:	4,169.35
338868	06/24/2015	PRTD	6685	REGIONAL DISPOSAL CO	199030	0000145092	03/31/2015	21500024	06/21/15	6,066.32
	Invoice: 0000145092						BIOSOLIDS DISPOSAL			
						6,066.32 91425358 54790100551	WWTP-BIOSOLIDS WASTE DISPOSAL			
					199031	0000145265	04/30/2015	21500024	06/21/15	5,463.29
	Invoice: 0000145265						BIOSOLIDS DISPOSAL			
						5,463.29 91425358 54790100551	WWTP-BIOSOLIDS WASTE DISPOSAL			
									CHECK 338868 TOTAL:	11,529.61
338869	06/24/2015	PRTD	2409	RIVER OAKS COMMUNICA	198908	05/27/2015	05/27/2015		06/21/15	2,530.00
	Invoice: 05/27/2015						EX/COMCAST FRANCHISE CONSULT			
						2,530.00 31011131 541100	EXEC - C/E PROF SERVICES			
									CHECK 338869 TOTAL:	2,530.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
338870	06/24/2015	PRTD	408	ROLLING BAY COMMERCI	198907	2015-07	06/01/2015		06/21/15	3,801.98
	Invoice: 2015-07						CRT/JULY15 LEASE			
					3,801.98	91011255 545000	GG-C/E-COURT BLDG-RENT			
								CHECK 338870 TOTAL:		3,801.98
338871	06/24/2015	PRTD	617	S & B INC	198916	SB-23969	05/27/2015		06/21/15	304.36
	Invoice: SB-23969						PW/COMM MODULE-OLD TRTMNT PLT			
					304.36	73421355 531100	WIN COLL-SUPPLIES			
								CHECK 338871 TOTAL:		304.36
338872	06/24/2015	PRTD	618	SAFEWAY INC	198917	721340-051315-1252	05/13/2015		06/21/15	6.66
	Invoice: 721340-051315-1252						POL/RELISH-LE WEEK BBQ			
					6.66	51011211 53110000589	PD-COMM OUTREACH-SUPPLIES			
								CHECK 338872 TOTAL:		6.66
338873	06/24/2015	PRTD	7385	CHARLES P. SHANE	198918	000958	06/02/2015		06/21/15	73.50
	Invoice: 000958						CRT/PUBLIC DEFENDER SVC			
					73.50	32011281 541113	LGL-C/E-PUBLIC DEF-OUTSIDE ATT			
								CHECK 338873 TOTAL:		73.50
338874	06/24/2015	PRTD	5374	SIRENNET.COM	199033	0186971-IN	04/10/2015		06/21/15	7,800.00
	Invoice: 0186971-IN						PW/POL VEH UPFITTING			
					7,800.00	53011421 66400000684	PD VEH REPL-CAP EQ			
								CHECK 338874 TOTAL:		7,800.00
338875	06/24/2015	PRTD	4689	SITESTAR DONOBI INTE	198909	6595860	06/08/2015		06/21/15	2,055.00
	Invoice: 6595860						IT/JUL15 WAN ISP			
					2,055.00	81011881 545000	IT - C/E RENTS & LEASES			
								CHECK 338875 TOTAL:		2,055.00
338876	06/24/2015	PRTD	7446	STAFFORD L. SMITH	198920	05/31/2015	05/31/2015		06/21/15	705.00
	Invoice: 05/31/2015						HEX/WYATT HILL SUBDIV			
					705.00	34470586 541110	HEX - DEV HEARING EX & PRO TEM			
								CHECK 338876 TOTAL:		705.00

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
338877	06/24/2015	PRTD	601	SOUND REPROGRAPHICS	198921	35087	05/22/2015		06/21/15	62.77
	Invoice: 35087						CLERK/SINTRA SIGNS-DAIS			
					62.77	11011116 531100	COUNCIL - SUPPLIES			
							CHECK 338877 TOTAL:			62.77
338878	06/24/2015	PRTD	8132	SPECTRA LABORTORIES-	198919	135-03395	05/27/2015	21500015	06/21/15	293.24
	Invoice: 135-03395						TECHNICAL SUPPORT			
					293.24	72431832 54110000445	NPDES PERMIT-PRO SVCS			
					199099	15-03333	05/26/2015		06/21/15	77.28
	Invoice: 15-03333						PW/WINSLOW WATER TESTING			
					77.28	73411345 54110000391	LAB SVCS-WATER			
					199100	15-03530	05/29/2015		06/21/15	77.28
	Invoice: 15-03530						PW/WINSLOW WATER TESTING			
					77.28	73411345 54110000391	LAB SVCS-WATER			
							CHECK 338878 TOTAL:			447.80
338879	06/24/2015	PRTD	5705	SPELLMAN CONSTRUCTIO	198747	46178	06/05/2015		06/21/15	68.05
	Invoice: 46178						UB 12888 633 PIERCE COURT NW			
					68.05	411 122100	WATER ACCOUNTS RECEIVABLE			
							CHECK 338879 TOTAL:			68.05
338880	06/24/2015	PRTD	2467	STAPLES ADVANTAGE	199039	3265239292	05/02/2015		06/21/15	7.70
	Invoice: 3265239292						ENG/MECHANICAL PENCIL			
					7.70	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					199040	3265239294	05/02/2015		06/21/15	51.98
	Invoice: 3265239294						ENG/11X17 PAPER			
					51.98	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					199041	3265239297	05/02/2015		06/21/15	9.46
	Invoice: 3265239297						ENG/POST ITS & INDEX FLAGS			
					9.46	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					199042	3267655799	05/30/2015		06/21/15	30.71
	Invoice: 3267655799						ENG/X-STAMPER			
					30.71	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					199043	3267655800	05/30/2015		06/21/15	68.45
	Invoice: 3267655800						ENG/TISSUES & POST IT NOTES			
					68.45	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					199044	3267655801	05/30/2015		06/21/15	87.55
	Invoice: 3267655801						ENG/BINDERS & PAPER			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
					87.55	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					199045	3267655802	05/30/2015		06/21/15	2.92
	Invoice: 3267655802						ENG/STAPLE REMOVER			
					2.92	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					199046	3267655803	05/30/2015		06/21/15	37.58
	Invoice: 3267655803						ENG/BINDERS			
					37.58	72011321 531100	ENG - C/E ADMIN SUPPLIES			
					199047	3267655885	05/30/2015		06/21/15	24.08
	Invoice: 3267655885						PCD/X-STAMPER			
					24.08	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					199048	3267655887	05/30/2015		06/21/15	422.30
	Invoice: 3267655887						PCD/PRESSBOARD FLDR X 10			
					422.30	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
					199049	3267655888	05/30/2015		06/21/15	597.90
	Invoice: 3267655888						PCD/PARTITION FOLDER X 15			
					597.90	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
					199050	3267655889	05/30/2015		06/21/15	179.90
	Invoice: 3267655889						PCD/LGL PKT X 50			
					179.90	62471591 531100	BLDG - BLDG OFFICE SUPPLIES			
					199051	3267655890	05/30/2015		06/21/15	56.46
	Invoice: 3267655890						PCD/BATTERIES & PAPER			
					56.46	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					199052	3267655891	05/30/2015		06/21/15	63.53
	Invoice: 3267655891						PCD/BINDERS & INDEX TABS			
					63.53	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					199053	3267655892	05/30/2015		06/21/15	158.09
	Invoice: 3267655892						PCD/STAMP, PAPER, CLIPS, PEN			
					158.09	61011581 531100	PCD - C/E ADMIN SUPPLIES			
					199101	3267655868	05/30/2015		06/21/15	52.23
	Invoice: 3267655868						PW/PAPER, POST ITS			
					52.23	73637891 531100	OFFICE SUPPLIES			
					199102	3267655865	05/29/2015		06/21/15	151.42
	Invoice: 3267655865						PW/BINDER, BATTERY, CLIPS			
					151.42	73637891 531100	OFFICE SUPPLIES			
							CHECK	338880 TOTAL:		2,002.26
338881	06/24/2015	PRTD	8186	STROHMAN, KEVIN	198741	46172	06/05/2015		06/21/15	35.20
	Invoice: 46172						UB 12169 10120 GARIBALDI LOOP NE			
					35.20	411 122100	WATER ACCOUNTS RECEIVABLE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
								CHECK 338881 TOTAL:		35.20
338882	06/24/2015	PRTD	3843	EIKO SHIBAYAMA, P.R.	199054	2015-Q2	05/30/2015		06/21/15	2,831.00
Invoice: 2015-Q2						2015 Q2 LAND PURCHASE INTEREST				
					2,831.00	91021921 783000 FIN-OS INTEREST EXP				
								CHECK 338882 TOTAL:		2,831.00
338883	06/24/2015	PRTD	6746	SYMBOL ARTS	198791	0235230-IN	05/29/2015		06/21/15	555.00
Invoice: 0235230-IN						POL/T SHIRTS-EVENTS, VOLUNTEERS				
					555.00	51011211 53110000589 PD-COMM OUTREACH-SUPPLIES				
								CHECK 338883 TOTAL:		555.00
338884	06/24/2015	PRTD	6918	TAB PRODUCTS CO. LLC	199055	2288630	05/12/2015		06/21/15	92.14
Invoice: 2288630						COURT/LABELS				
					92.14	21011125 531100 COURT - SUPPLIES				
								CHECK 338884 TOTAL:		92.14
338885	06/24/2015	PRTD	7954	TRANSPORTATION SOLUT	198910	16430	05/31/2015	21400089	06/21/15	26,977.25
Invoice: 16430						Isl. Wide Transp. Needs Assess				
					26,977.25	72111444 54110000689 TRAFFIC CONCUR STUDY-PROF SVCS				
								CHECK 338885 TOTAL:		26,977.25
338886	06/24/2015	PRTD	2190	UNITED PARCEL SERVIC	198792	000028Y3Y1215	05/23/2015		06/21/15	59.08
Invoice: 000028Y3Y1215						POL/SHIPPING				
					59.08	91011215 542500 GG-C/E-PD-POSTAGE				
					199057	000028Y3Y1235	06/06/2015		06/21/15	19.28
Invoice: 000028Y3Y1235						POL/SHIPPING				
					19.28	91011215 542500 GG-C/E-PD-POSTAGE				
								CHECK 338886 TOTAL:		78.36
338887	06/24/2015	PRTD	5348	US MOWER	199056	272377	06/03/2015		06/21/15	250.10
Invoice: 272377						PW/EQ 18-BEARING,RING,WSHER				
					250.10	73111427 531100 OFFICE SUPPLIES				
								CHECK 338887 TOTAL:		250.10

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
338888	06/24/2015	PRTD	553	UTILITIES UNDERGROUN	199103	5050098	05/31/2015		06/21/15	141.90
	Invoice: 5050098						PW/110 EXCAVATION NOTICES			
					141.90	73637893 54110000393	O&M ALLOC-LOCATING SVCS			
								CHECK 338888 TOTAL:		141.90
338889	06/24/2015	PRTD	1485	VERIZON WIRELESS	199059	9746620313	06/01/2015		06/21/15	3,391.77
	Invoice: 9746620313						CITYWIDE CELLPHONE SERVICE			
					3,391.77	91011189 542100	GG-C/E-CITY HALL-PHONE			
								CHECK 338889 TOTAL:		3,391.77
338890	06/24/2015	PRTD	5457	VERN'S ORGANIC TOPSO	199058	06/04/2015	06/04/2015		06/21/15	304.36
	Invoice: 06/04/2015						PW/FINE BARK			
					304.36	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
								CHECK 338890 TOTAL:		304.36
338891	06/24/2015	PRTD	605	WA ST AUDITOR'S OFFI	198923	L108823	06/10/2015		06/21/15	13,904.75
	Invoice: L108823						FIN/STATE AUDIT SVC			
					7,224.28	91011423 551000	FIN - C/E BUDGET STATE AUDITOR			
					1,351.94	91111433 551000	GG-STRT-I/G PROF SVCS			
					456.20	91411341 551000	FINANCE - WATER - I'GOVT SERV			
					2,922.83	91421351 551000	FIN-SWR-AUDIT SVCS & OTHER I/G			
					1,052.30	91431383 551000	GG-SWM-I/G PROF SVCS			
					448.60	91470148 551000	FIN - BLDG AUDITING COSTS			
					448.60	91471148 551000	FINANCE - BLDG - INTERGOV'T			
								CHECK 338891 TOTAL:		13,904.75
338892	06/24/2015	PRTD	4104	WA ST FERRIES	198924	RK250346	05/31/2015		06/21/15	958.40
	Invoice: RK250346						MAY 2015 WAVE2GO FERRY CHGS			
					34.60	31011131 543100	EXEC-C/E-TRAVEL/MEALS/LODGING			
					34.60	21011125 543100	COURT - TRAVEL EXPENSE			
					16.00	41011141 543100	FIN - C/E ADMIN TRAVEL EXPENSE			
					602.90	51011211 543100	PD-C/E-ADM-TRAVEL/MEALS/LODGIN			
					34.60	61011581 543100	PCD - C/E ADMIN TRAVEL EXPENSE			
					169.10	72011321 543100	ENG - C/E ADMIN TRAVEL EXPENSE			
					66.60	73011189 543100	O&M-FAC-TRAVEL/MEALS/LODGING			
								CHECK 338892 TOTAL:		958.40
338893	06/24/2015	PRTD	952	WA ST PATROL	198925	I15008765	06/02/2015		06/21/15	44.25
	Invoice: I15008765						MAY15 CPL BACKGROUND CHECK			
					44.25	41654861 586100	AGENCY DISBURSEMENTS			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	338893 TOTAL:		44.25
338894	06/24/2015	PRTD	2251	WA ST TREASURER	198928	06/09/2015-SBC	06/09/2015		06/21/15	193.50
Invoice: 06/09/2015-SBC						OUT COURT REMIT-SBCC				
					193.50	41652860 586000 SBCC BLDG.-OUT				
					198929	06/09/2015-A	06/09/2015		06/21/15	5,915.89
Invoice: 06/09/2015-A						OUT COURT REMIT				
					2,398.25	41611860 586000 PSEA 60% OUT				
					1,123.25	41610860 586000 PSEA 30% OUT				
					672.01	41616860 586000 THEFT PRV&TR BRAIN INJ-OUT				
					1,054.79	41614860 586000 JUDICIAL INFO SYST.-OUT				
					4.34	41615860 586000 BREATH TEST-CUSTODIAL				
					43.66	41615860 586000 BREATH TEST-CUSTODIAL				
					576.09	41618860 586000 TRAUMA CARE-OUT				
					43.50	41619860 586000 PSEA 3 - STATE DISB OUT				
							CHECK	338894 TOTAL:		6,109.39
338895	06/24/2015	PRTD	8125	WALKER MACY, LLC	198922	P3119.01-3	05/25/2015	21500014	06/21/15	16,386.16
Invoice: P3119.01-3						ASSAY SVC & TECH SUPPORT				
					16,386.16	72311476 64110000637 WFP CAP-PROF SVCS/DESIGN				
							CHECK	338895 TOTAL:		16,386.16
338896	06/24/2015	PRTD	4010	WA ASSOC OF SHERIFFS	198793	INV026308	04/22/2015		06/21/15	300.00
Invoice: INV026308						POL/SPRING CONFERENCE-HAMNER				
					300.00	51011214 443410 PD-C/E-ADMIN-TRAINING				
							CHECK	338896 TOTAL:		300.00
338897	06/24/2015	PRTD	6860	WCI	198926	151511885	06/01/2015		06/21/15	940.19
Invoice: 151511885						CITYWIDE PHONE SERVICE				
					940.19	41637891 542100 FIN - ALLOC TELEPHONE				
							CHECK	338897 TOTAL:		940.19
338898	06/24/2015	PRTD	5709	WEBCHECK INC	198927	5169	06/02/2015		06/21/15	273.92
Invoice: 5169						FIN/MAY15 WEBCHECK SVC				
					136.96	43411341 541100 FIN - WATER ADMIN PROF SERVICE				
					136.96	43421351 541100 FIN - SEWER ADMIN PROF SERVICE				
							CHECK	338898 TOTAL:		273.92

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
					INVOICE DTL DESC				
338899	06/24/2015	PRTD	4819 THOMSON WEST	198931	831773897	04/30/2015		06/21/15	574.25
	Invoice: 831773897					LEGAL/INFORMATION CHARGES			
				574.25	32011152 549100	LEGAL-C/E-DUES & SUBSCR SVCS			
						CHECK 338899 TOTAL:			574.25
338900	06/24/2015	PRTD	499 WESTBAY AUTO PARTS I	199072	058326	05/07/2015		06/21/15	10.63
	Invoice: 058326					PW/OIL FILTER			
				10.63	990 141100	MERCHANDISE			
				199073	061022	05/15/2015		06/21/15	178.24
	Invoice: 061022					PW/OIL FILTERS/CAPS			
				144.33	73638935 531100	OFFICE SUPPLIES			
				33.91	990 141100	MERCHANDISE			
				199074	061941	05/19/2015		06/21/15	21.41
	Invoice: 061941					PW/MINIATURE LAMP			
				21.41	990 141100	MERCHANDISE			
				199075	062565	05/20/2015		06/21/15	10.44
	Invoice: 062565					PW/MINIATURE LAMP			
				10.44	990 141100	MERCHANDISE			
				199076	063106	05/22/2015		06/21/15	24.16
	Invoice: 063106					PW/OIL/AIR/FUEL FILTERS			
				24.16	990 141100	MERCHANDISE			
				199077	064805	05/28/2015		06/21/15	72.59
	Invoice: 064805					PW/OIL FILTERS/GLOVE			
				54.05	73638935 531100	OFFICE SUPPLIES			
				18.54	990 141100	MERCHANDISE			
				199078	064810	05/28/2015		06/21/15	100.19
	Invoice: 064810					PW/AIR FILTER/BELT/GLOVE			
				27.02	73638935 531100	OFFICE SUPPLIES			
				73.17	990 141100	MERCHANDISE			
				199079	065839	06/01/2015		06/21/15	87.04
	Invoice: 065839					PW/FUE/AIR FILTER/BELT			
				87.04	990 141100	MERCHANDISE			
				199080	066529	06/03/2015		06/21/15	73.98
	Invoice: 066529					PW/GREASE GUN/GR HOSE			
				73.98	73638935 531100	OFFICE SUPPLIES			
				199081	067143	06/04/2015		06/21/15	34.54
	Invoice: 067143					PW/AIR FILTERS			
				34.54	990 141100	MERCHANDISE			

CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
							CHECK	338900 TOTAL:		613.22
338901	06/24/2015	PRTD	2607	ZEE MEDICAL SERVICE	198930	68287029	05/27/2015		06/21/15	76.09
Invoice: 68287029							CRT/1ST AID RESTOCK			
					76.09	21011125 531100	COURT - SUPPLIES			
							CHECK	338901 TOTAL:		76.09
						NUMBER OF CHECKS 121	*** CASH ACCOUNT TOTAL ***			396,324.41

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	121	396,324.41

*** GRAND TOTAL *** 396,324.41

JOURNAL ENTRIES TO BE CREATED

CLERK: llant

YEAR PER JNL / SRC ACCOUNT / EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC / LINE DESC	T	OB	DEBIT	CREDIT
2015 6 196									
APP 402-213000					ACCOUNTS PAYABLE			29,482.51	
06/24/2015	06/21/15	062415			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH				396,324.41
06/24/2015	06/21/15	062415			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000					STREETS - ACCOUNTS PAYABLE			32,942.33	
06/24/2015	06/21/15	062415			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE			27,390.13	
06/24/2015	06/21/15	062415			AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE			160,235.36	
06/24/2015	06/21/15	062415			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000					ACCOUNTS PAYABLE			6,823.52	
06/24/2015	06/21/15	062415			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000					ACCOUNTS PAYABLE			18,809.47	
06/24/2015	06/21/15	062415			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000					ACCOUNTS PAYABLE			19,840.80	
06/24/2015	06/21/15	062415			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000					ACCOUNTS PAYABLE			94,247.64	
06/24/2015	06/21/15	062415			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000					ACCOUNTS PAYABLE			6,238.81	
06/24/2015	06/21/15	062415			AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000					ACCOUNTS PAYABLE			313.84	
06/24/2015	06/21/15	062415			AP CASH DISBURSEMENTS JOURNAL				
					GENERAL LEDGER TOTAL			396,324.41	396,324.41
APP 631-130000					DUE TO/FROM CLEARING			389,500.89	
06/24/2015	06/21/15	062415							
APP 402-130000					DUE TO/FROM CLEARING				29,482.51
06/24/2015	06/21/15	062415							
APP 101-130000					STREETS - DUE TO/FROM CLEARING				32,942.33
06/24/2015	06/21/15	062415							
APP 403-130000					DUE TO/FROM CLEARING				27,390.13
06/24/2015	06/21/15	062415							
APP 001-130000					GENERAL - DUE TO/FROM CLEARING				160,235.36
06/24/2015	06/21/15	062415							
APP 401-130000					DUE TO/FROM CLEARING				18,809.47
06/24/2015	06/21/15	062415							
APP 407-130000					DUE TO/FROM CLEARING				19,840.80
06/24/2015	06/21/15	062415							
APP 301-130000					DUE TO/FROM CLEARING				94,247.64
06/24/2015	06/21/15	062415							
APP 650-130000					DUE TO/FROM CLEARING				6,238.81
06/24/2015	06/21/15	062415							
APP 901-130000					DUE TO/FROM CLEARING				313.84
06/24/2015	06/21/15	062415							

JOURNAL ENTRIES TO BE CREATED

YEAR PER JNL SRC ACCOUNT EFF DATE JNL DESC REF 1 REF 2 REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
	SYSTEM GENERATED ENTRIES TOTAL			389,500.89	389,500.89
	JOURNAL 2015/06/196 TOTAL			785,825.30	785,825.30

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE / ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2015	6	196	06/24/2015		
001-130000				GENERAL - DUE TO/FROM CLEARING		160,235.36
001-213000				GENERAL - ACCOUNTS PAYABLE	160,235.36	
				FUND TOTAL	160,235.36	160,235.36
101 STREET FUND	2015	6	196	06/24/2015		
101-130000				STREETS - DUE TO/FROM CLEARING		32,942.33
101-213000				STREETS - ACCOUNTS PAYABLE	32,942.33	
				FUND TOTAL	32,942.33	32,942.33
301 CAPITAL CONSTRUCTION FUND	2015	6	196	06/24/2015		
301-130000				DUE TO/FROM CLEARING		94,247.64
301-213000				ACCOUNTS PAYABLE	94,247.64	
				FUND TOTAL	94,247.64	94,247.64
401 WATER OPERATING FUND	2015	6	196	06/24/2015		
401-130000				DUE TO/FROM CLEARING		18,809.47
401-213000				ACCOUNTS PAYABLE	18,809.47	
				FUND TOTAL	18,809.47	18,809.47
402 SEWER OPERATING FUND	2015	6	196	06/24/2015		
402-130000				DUE TO/FROM CLEARING		29,482.51
402-213000				ACCOUNTS PAYABLE	29,482.51	
				FUND TOTAL	29,482.51	29,482.51
403 STORM & SURFACE WATER FUND	2015	6	196	06/24/2015		
403-130000				DUE TO/FROM CLEARING		27,390.13
403-213000				ACCOUNTS PAYABLE	27,390.13	
				FUND TOTAL	27,390.13	27,390.13
407 BUILDING & DEVELOPMENT FUND	2015	6	196	06/24/2015		
407-130000				DUE TO/FROM CLEARING		19,840.80
407-213000				ACCOUNTS PAYABLE	19,840.80	
				FUND TOTAL	19,840.80	19,840.80
631 CLEARING FUND	2015	6	196	06/24/2015		
631-130000				DUE TO/FROM CLEARING	389,500.89	
631-213000				ACCOUNTS PAYABLE	6,823.52	
635-111100				CASH		396,324.41
				FUND TOTAL	396,324.41	396,324.41

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
650 AGENCY FUND	2015	6	196	06/24/2015			
650-130000					DUE TO/FROM CLEARING		6,238.81
650-213000					ACCOUNTS PAYABLE	6,238.81	
					FUND TOTAL	6,238.81	6,238.81
901 CITY-WIDE REPORTING FUND	2015	6	196	06/24/2015			
901-130000					DUE TO/FROM CLEARING		313.84
901-213000					ACCOUNTS PAYABLE	313.84	
					FUND TOTAL	313.84	313.84

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		160,235.36
101	STREET FUND		32,942.33
301	CAPITAL CONSTRUCTION FUND		94,247.64
401	WATER OPERATING FUND		18,809.47
402	SEWER OPERATING FUND		29,482.51
403	STORM & SURFACE WATER FUND		27,390.13
407	BUILDING & DEVELOPMENT FUND		19,840.80
631	CLEARING FUND	389,500.89	
650	AGENCY FUND		6,238.81
901	CITY-WIDE REPORTING FUND		313.84
	TOTAL	389,500.89	389,500.89

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

Ret Rel

CASH ACCOUNT: 628 111100 CASH-RETAINAGE

CHECK NO	CHK DATE	TYPE	VENDOR	NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
						INVOICE DTL DESC				
133	06/02/2015	PRTD	6577	LAKESIDE INDUSTRIES	198736	RETREL-672	05/29/2015		RT060215	7,514.93
Invoice: RETREL-672						RET REL CAVE & KNECHTEL PROJ				
					7,514.93	41628860 586000	RETAINAGE RELEASE			

CHECK 133 TOTAL: 7,514.93

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 7,514.93

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	7,514.93

*** GRAND TOTAL *** 7,514.93

JOURNAL ENTRIES TO BE CREATED

CLERK: lsteinberg

YEAR PER JNL SRC ACCOUNT EFF DATE JNL DESC REF 1 REF 2 REF 3	ACCOUNT DESC LINE DESC	T	OB	DEBIT	CREDIT
2015 6 19					
APP 622-213000 06/02/2015 RT060215 060215	ACCOUNTS PAYABLE AP CASH DISBURSEMENTS JOURNAL			7,514.93	
APP 628-111100 06/02/2015 RT060215 060215	CASH-RETAINAGE AP CASH DISBURSEMENTS JOURNAL				7,514.93
	JOURNAL 2015/06/19	TOTAL		7,514.93	7,514.93

JOURNAL ENTRIES TO BE CREATED

FUND / ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622 EXPENDABLE TRUST FUND	2015	6	19	06/02/2015			
622-213000					ACCOUNTS PAYABLE	7,514.93	
628-111100					CASH-RETAINAGE		7,514.93
					FUND TOTAL	7,514.93	7,514.93

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

PAYROLL

PAYROLL CHECK RUN: 6 - 19 - 2015

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	6/19/2015	033350 - 033465	P/R check run - direct deposit	260,333.62
Void	6/19/2015	107143 - 107150	Void - checks spooled twice	-
Normal	6/19/2015	107151 - 157158	P/R check run - regular	9,265.58
Vendor	6/19/2015	107159 - 157170	P/R vendor check run	83,416.37
EFTPS	6/19/2015		Federal Tax Electronic Transfer	107,037.97
			TOTAL:	**460,053.54**

Prepared and Reviewed by: _____ Date 6-18-15
Christy Shipman

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

_____ Date 6-18-15
Jennifer Longfield, Budget Manager

ITEMS DISCUSSED

1. EXECUTIVE SESSION: PROPERTY ACQUISITION (RCW 42.30.110(1)(b)), CURRENT LITIGATION (RCW 42.30.110(1)(i)), REVIEW PERFORMANCE OF AN EMPLOYEE (RCW 42.30.110(1)(g))
2. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE
3. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE
4. PUBLIC COMMENT
5. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE
6. PUBLIC HEARING
   A. ORDINANCE NO. 2015-10, TENT CITY REGULATIONS, AB 15-109
7. UNFINISHED BUSINESS
   A. APPROVE PROFESSIONAL SERVICES AGREEMENTS ASSOCIATED WITH SMP MONITORING PROGRAM WITH UNIVERSITY OF WASHINGTON FOR LIDAR MONITORING, AB 15-086
   B. PUBLIC SAFETY FACILITY SITE SELECTION, AB 14-008
8. NEW BUSINESS
   A. FORCE ANALYSIS SYSTEM ™ AND COPS TECHNOLOGY GRANT OPPORTUNITY, AB 15-111
   B. SHORT-TERM VACATION RENTAL REGULATIONS, AB 15-113
9. CONSENT AGENDA
   A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL – MAY 26 AND JUNE 9, 2015
   B. REGULAR BUSINESS MEETING MINUTES, MAY 12, 2015
   C. REGULAR STUDY SESSION MINUTES, MAY19, 2015
   D. REGULAR STUDY SESSION MINUTES, JUNE 2, 2015
   E. RESOLUTION NO. 2015-09, ESTABLISHING ELECTRIC VEHICLE CHARGING STATION FEE, AB 15-105
   F. ORDINANCE NO. 2015-13, CONSOLIDATING THE HARBOR COMMISSION AND ROAD ENDS COMMITTEE, AB 15-112
10. COMMITTEE REPORTS
    A. UTILITY ADVISORY COMMITTEE NOTES, MAY 28, 2015 – COUNCILMEMBER BLOSSOM
    B. NON-MOTORIZED TRANSPORTATION ADVISORY COMMITTEE NOTES, JUNE 3, 2015 – COUNCILMEMBER ROTH
11. REVIEW UPCOMING COUNCIL MEETING AGENDAS
12. FOR THE GOOD OF THE ORDER
13. WORK SESSION (PUBLIC COMMENT TO BE ACCEPTED)
    A. STORM AND SURFACE WATER MANAGEMENT UTILITY REVIEW AND UTILITY ADVISORY COMMITTEE RECOMMENDATION, AB 14-030
14. ADJOURNMENT

1. EXECUTIVE SESSION 5:58 PM
PROPERTY ACQUISITION (RCW 42.30.110(1)(b)), CURRENT LITIGATION (RCW 42.30.110(1)(i)), REVIEW PERFORMANCE OF AN EMPLOYEE (RCW 42.30.110(1)(g))

Mayor Blair called an executive session to order at 6:00 p.m. with Councilmembers Blossom, Bonkowski, Roth, Scott, Tollefson, Townsend and City Attorney Marshall to discuss Current Litigation (RCW 42.30.110(1)(i)); and Review Performance of an Employee (RCW 42.30.110(1)(g). The recording system was turned off and a notice was posted on the door of the Council Chamber. The executive session adjourned at 7:00 p.m. No action was taken.

2. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE 7:01 PM

Mayor Blair called the meeting to order at 7:01 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.

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

Deputy Mayor Scott requested that Item 9C (May 19 Study Session minutes) be pulled from the consent agenda to Unfinished Business.

Councilmember Roth requested Item 9B (May 12 Regular Business Meeting minutes) be pulled from the consent agenda to Unfinished Business.

Mayor Blair requested Item 9F (Ordinance No. 2015-13) be pulled from the consent agenda to Unfinished Business.

MOTION: *I move we accept the agenda as modified.*
BONKOWSKI/ROTH: *The motion carried 7-0.*

4. PUBLIC COMMENT 7:05 PM

Louis Hoffman, expressed disappointment on gay hatred.

Robert Dashiell offered comment on SMP Grant Funding.

5. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE 7:11 PM

- City of Bainbridge Island Opens Books With Launch of OpenGov Platform
- AWC Well City Award; the City will receive a 2% discount on health insurance premiums.
- Community Branding effort.
- ICMA Senior Executive training; City Manager Schulze thanked the Council for permitting him to attend.

6. PUBLIC HEARING 7:15 PM

A. ORDINANCE NO. 2015-10, TENT CITY REGULATIONS, AB 15-109

On June 2, 2015, the City Council conducted first reading on draft Ordinance 2015-10, which makes provisions for "tent cities," or homeless encampments, as an allowed temporary use on church properties. The City is processing this ordinance to satisfy its insurer, Washington Cities Insurance Authority (WCIA). As a risk management policy, WCIA has required its member cities to enact ordinances providing for temporary use permits for homeless encampments such as Tent City/SHARE. No homeless encampment has applied for a temporary use permit, nor is the City aware of any plans for a homeless encampment to locate within the City or on church property located within the City. However, if in the future, a church within the City limits hosts a homeless encampment, this ordinance provides the City with tools to ensure the health and safety of the residents of the City.

The Planning Commission conducted two study sessions on Ordinance 2015-10 on April 23 and May 14, 2015. The Planning Commission raised a number of questions during their review, which are summarized in the memo included in the agenda packet.

7:18 PM — Public Hearing Opened and Closed with no public comment offered.

7:24 PM — ***MOTION:*** *I move the City Council approve Ordinance 2015-10.*
TOWNSEND/BONKOWSKI: *The motion carried 7-0.*

7. UNFINISHED BUSINESS 7:24 PM

A. APPROVE PROFESSIONAL SERVICES AGREEMENTS ASSOCIATED WITH SMP MONITORING PROGRAM WITH UNIVERSITY OF WASHINGTON FOR LIDAR MONITORING, AB 15-086

City Attorney Marshall briefed Council on this particular agenda item. On April 21, 2015, the City Council forwarded the professional services agreement with the University of Washington to the April 28, 2015 meeting. Subsequently, the University's contracts officer requested revisions to the City's standard contract and clarification on the scope of work. These revisions were made and reviewed and approved by the City Attorney.

As a refresher, the grant products will provide baseline conditions of selected ecological parameters in support of the SMP monitoring program.
The majority of the grant will be completed by two consultants, Quantum Spatial, Inc. and the University of Washington. Quantum Spatial, Inc.'s professional services agreement was approved by the City Council on April 28, 2015 and fully executed on June 2, 2015.

University of Washington will play a key role in the grant work. The work includes development of a land use/land cover map; establishing metrics of ecological function; coordination of field data collection; a training workshop on use of grant products; limited grant administration and sharing lessons learned. Specific grant tasks assigned to the University of Washington are included in the scope of work.

7:26 PM — ***MOTION:*** *I move that the City Council approve the professional services agreement associated with the City's SMP Monitoring Program with the University of Washington.*
BONKOWSKI/SCOTT: *The motion carried 7-0.*

B. PUBLIC SAFETY FACILITY SITE SELECTION, AB 14-008 7:27 PM

At the May 19, 2015 Study Session, the City Council identified two sites for further consideration and requested preliminary estimates for total project costs. The following materials are provided to inform the Council discussion:

- Memo containing initial project cost estimates, detail on land acquisition options, and other information on the remaining sites under consideration.
- Timeline and required steps for a potential ballot proposition in November, 2015.
- Timeline for bond issuance and project start, in the event of passage of ballot proposition in November, 2015.

- Debt service information including current City tax-supported debt service schedule, estimates for additional debt service at selected levels of funding, and estimates of potential bond proceeds for selected levels of debt service.
- A sample ordinance to authorize a ballot proposition for the November, 2015 General Election.

8:09 PM

MOTION: *I move the City Council approve the North Madison properties as the preferred site for the proposed public safety facility, and direct the City Manager to continue negotiations to complete a purchase and sale agreement for the property acquisition at this site.*
BONKOWSKI/ROTH: *The motion carried 7-0.*

MOTION: *I move that the public safety building include a municipal court and police station.*
BONKOWKSI/SCOTT: *The motion carried 7-0.*

C. ORDINANCE NO. 2015-13, CONSOLIDATING THE HARBOR COMMISSION AND ROAD ENDS COMMITTEE, AB 15-112 (*Was Consent Agenda Item 9F)*

At the May 5, 2015 Study Session, the City Council discussed a proposal to create a new citizen advisory committee to consolidate the efforts of two existing groups: the Road Ends Committee and the Harbor Commission. Both groups have a long history of service to the City and share a focus on opportunities for public access to, and engagement with, our community's extensive and unique shoreline.

The City Attorney has prepared a draft ordinance to create a new Public Water Access Committee. The draft ordinance includes a proposed process to transition the current membership of the two groups (seven positions for the Harbor Commission and seven for the Road Ends Committee) to an eventual standard committee size of seven. As proposed, this membership transition would be made over more than one year but would allow the continued participation of all current members who are eligible for reappointment. An illustration of the proposed membership transition is provided in the agenda packet for review.

MOTION: *I move we approve Ordinance 2015-13 carried 7-0.*
TOLLEFSON/SCOTT: *The motion carried 7-0.*

D. REGULAR BUSINESS MEETING MINUTES, MAY 12, 2015 *(was Consent Item 9B)*

MOTION: *I move we approve the minutes as modified.*
TOWNSEND/BONKOWKSI: *The motion carried 7-0.*

E. REGULAR STUDY SESSION MINUTES, MAY19, 2015 *(was Consent Item 9C)*

MOTION: *I move we approved the minutes as modified.*
TOWNSEND/BONKOWKSI: *The motion carried 7-0.*

8. NEW BUSINESS 8:25 PM

A. FORCE ANALYSIS SYSTEM TM AND COPS TECHNOLOGY GRANT OPPORTUNITY, AB 15-111 8:25 PM

In December, 2014, President Obama formed the Task Force on 21st Century Policing to better understand specific policing challenges And help communities identify actions they can take to improve law enforcement and enhance community engagement. Many of the Task Force's recommendations emphasize better use of data and technology to increase transparency and build community trust.

Last month the White House launched the Police Data Initiative. Working with 21 major cities across the country, the goal of the Initiative is to gather and analyze data from law enforcement agencies to help improve policies, training and police practices.

In response to the Task Force recommendations and the Police Data Initiative, the Community Oriented Policing Services (COPS) office at the US Department of Justice has made a new series of grants available to law enforcement. Grants will be awarded to projects that help to implement recommendations from the Task Force and align with the objectives of the Initiative.

A new Bainbridge Island based company, Sanford, Olson & Scales, LLC, (SOS) has developed a Force Analysis System™ that meets many of the Task Force recommendations as well as the principal goals of the Initiative. SOS has offered their system to the BIPD and Poulsbo PD at no cost and use of force reports from the last few years have been entered into the system's database. The system is a risk assessment tool and can also be used by the Department as an early warning system. SOS uses the data to provide recommendations for improving policies, training, accountability and supervisory practices. SOS has partnered with Seattle University to conduct additional research on the data and develop evidence-based best practices.

SOS has approached BIPD and Poulsbo PD and proposed that we jointly apply for a COPS grant that would provide the Force Analysis System™ to all law enforcement agencies in Kitsap County. The grant would also cover the costs of technical assistance that SOS would provide to the agencies to help improve policies, training and use of force practices. If we receive the grant, Kitsap County will be the first jurisdiction in the country to comprehensively analyze use of force reports from multiple agencies.

The BIPD wishes to apply for a COPS grant in order to purchase the Force Analysis System™ and technical assistance from SOS. BIPD would act as the fiscal agent for grant which would also pay for the Force Analysis System™ and technical assistance for all law enforcement agencies in Kitsap County. This grant will not only provide BIPD, the City and the community with valuable information about the Department's use of force practices, it will also foster cooperation and collaboration among all law enforcement agencies in Kitsap County.

Budget:
The specific details of the grant proposal are still being developed but it is anticipated that the total amount requested will be between $100,000 and $200,000. The duration of the project will be 12 months. The grant will pay for the full costs of the Force Analysis System™ and all technical assistance and training provided by SOS. After the grant period has concluded, there will be no additional ongoing costs for BIPD.

The grant proposal will include a budget for the administrative costs that BIPD will incur for managing the grant, so there will be no out-of pocket costs to the City if the grant is awarded.

Timeline:
The application period for the grant is only one month and the deadline is June 19, 2015.

> ***MOTION****: I move that the City Council approve the grant application to the Community Oriented Policing Services (COPS) office (up to $200,000) to purchase the Force Analysis System™ and technical assistance and training from Sanford, Olson & Scales, LLC with the provision that the rest of Kitsap County also endorse the grant application.*
> ***BONKOWSKI:*** *The motion failed due to lack of second.*

B. SHORT-TERM VACATION RENTAL REGULATIONS, AB 15-113 8:36 PM

City Attorney Marshall addressed council with an overview of the short-term rental activity on Bainbridge Island. Over the past few years, websites like Airbnb.com and VRBO.com have become popular sites with which property owners may register their residences as short-term rentals (hereafter "STRs"). STRs are rentals for fewer than thirty consecutive days. Consequently, many local jurisdictions across the country are struggling with the manner in which to insure that the property owners registered on these sites have obtained the required local and state licenses, and are paying the required local fees and taxes.

As a preliminary matter, all individuals or entities doing business in the City of Bainbridge Island must obtain a City of Bainbridge Island business license. All individuals and entities doing business in the State of Washington must obtain a UBI (Unified Business Identifier) number, which links the business to the Department of Revenue, the Business Licensing Service, and the Office of the Secretary of State.

In addition to the requirement that the business obtain a City business license, the business must remit City B&O taxes (if the business's yearly gross sales are more than $150,000) and remit excise taxes in the amount of 4% on lodging. BIMC 3.65. In addition to the requirement that the business register with the State of Washington, the business is required to pay lodging taxes in the amount of 2% pursuant to RCW 67.28.180(1). A portion of these state lodging taxes are returned to the City. Accordingly, the failure of Bainbridge Island STRs to obtain a City business license and state UBI number means the loss of revenue to which the City is legally entitled.

The City has undertaken a manual investigation of each of the Bainbridge Island properties listed on Airbnb. Staff has been able to locate the STR owner through a process of cross-referencing names and locations of listed properties to other city records and by using internet search engines to fine-tune the information. While not an exact science, it has produced 42 fairly complete and reliable profiles of the STR owners. Through this process, staff has discovered that, among the 42 businesses evaluated to-date, 17 have business licenses for lodging, but 24 do not. Eleven of these 42 evaluated businesses do not have state UBI numbers. Staff is undertaking the same evaluation of Bainbridge Island properties listed on VRBO, but this should not be as time-consuming a process because the VRBO list is, to a great degree, a duplicate of the Airbnb list of properties. Upon completion of the inventory of properties, the City Attorney proposes to draft a letter requesting that these properties achieve compliance by obtaining a City business license and a state UBI number. Finally, the City proposes a revision to Chapter 1.26, Code Enforcement. Currently, the Code Enforcement Officer has jurisdiction over violations of BIMC Chapter 15.04 (the Building Code), Titles 16 (Environment) 18 (Zoning) and some provisions within Title 20 (Fire Code). Expanding the Code Enforcement Officer's jurisdiction to enforcement Title 5 will allow him to issue citations and Notices and Orders for violation of that Title.

9. CONSENT AGENDA

A. ACCOUNTS PAYABLE VOUCHER AND PAYROLL APPROVAL – MAY 26 AND JUNE 9, 2015

May 26, 2015: Accounts Payable Void Check Numbers 338548 – 337990, Manual Check Numbers 338570- 338579, Regular Check Numbers 338580 – 338691 for a total of $1,375,600.22. Retainage Release Check Number 132 for a total of $3,131.44. Travel Advance Check Number 70 in the amount of $200.00. Payroll Direct Deposit Check Numbers 033118 – 033232, Regular Run Check Numbers 107104 – 107110, Vendor Check Numbers 107111 – 107122 and Federal Tax Electronic Transfer EFT for a total of $465,029.63. June 9, 2015: Accounts Payable ACH and EFT Check Numbers 182 – 184, Void Manual Check Number 338302, Manual Check Numbers 338692 – 338697, Regular Run Check Numbers 338698 – 338773 for a total of $257,861.08. Payroll Direct Deposit Check Numbers 033233 – 33349, Regular Run Check Numbers 107130 – 107142 and Federal Tax Electronic Transfer EFT for a total of $614,770.29.

~~**B. REGULAR BUSINESS MEETING MINUTES, MAY 12, 2015**~~ *Moved to Unfinished Business as Item 7D*

~~**C. REGULAR STUDY SESSION MINUTES, MAY 19, 2015**~~ *Moved to Unfinished Business as Item 7E*

D. REGULAR STUDY SESSION MINUTES, JUNE 2, 2015

E. RESOLUTION NO. 2015-09, ESTABLISHING ELECTRIC VEHICLE CHARGING STATION FEE, AB 15-105

~~**F. ORDINANCE NO. 2015-13, CONSOLIDATING THE HARBOR COMMISSION AND ROAD ENDS COMMITTEE, AB 15-112**~~ *Moved to Unfinished Business, Item 7B*

MOTION: *I move that the City Council approve Consent Agenda Items A, D and E as presented.*
TOWNSEND/BONKOWSKI: *The motion carried 7-0.*

10. COMMITTEE REPORTS 8:54 PM

A. UTILITY ADVISORY COMMITTEE NOTES, MAY 28, 2015 – COUNCILMEMBER BLOSSOM

B. NON-MOTORIZED TRANSPORTATION ADVISORY COMMITTEE NOTES, JUNE 3, 2015 – COUNCILMEMBER ROTH

11. REVIEW UPCOMING COUNCIL MEETING AGENDAS

June 16

Executive Session - Review Qualifications of an Applicant for City Employment
Public Safety Facility Discussion
Proposal for Allocation of Funds for Health, Housing, and Human Services
Discussion of Suzuki Property
Resolution No. 2015-05, Amending the PCD Administrative Manual
Community Identity Update
WestNET Interlocal Agreement
Approve 2015 City Manager Goals - moved from 6/9
Ordinance No. 2015-15, Amending BIMC 3.80 Related to Public Art Program, 2nd Reading/Unfinished Business
Ratification of Revisions to Countywide Planning Policies

12. FOR THE GOOD OF THE ORDER

None offered.

13. WORK SESSION (PUBLIC COMMENT TO BE ACCEPTED) 9:01 PM

A. STORM AND SURFACE WATER MANAGEMENT UTILITY REVIEW AND UTILITY ADVISORY COMMITTEE RECOMMENDATION, AB 14-030

Public Works Director Loveless provided a PowerPoint to illustrate the Utility Advisory Committee's Storm & Surface Water Management (SSWM) Utility Review and UAC Recommendations.

Andy Maron, Chair of the UAC, provided comment to Council.

9:43 PM

MOTION: *I move that the City Council accept the UAC recommendations on the SSWM Utility and direct staff to proceed with preparing an ordinance to revise the Bainbridge Island Municipal Code and begin auditing individual properties.*
SCOTT/BONKOWSKI: *The motion carried 7-0.*

14. ADJOURNMENT 9:44 PM
Mayor Blair adjourned the meeting at 9:44 p.m.

Anne S. Blair, Mayor

Kelly Jahraus, Records Management Coordinator

DRAFT

ITEMS DISCUSSED

1. EXECUTIVE SESSION: REVIEW QUALIFICATIONS OF AN APPLICANT FOR CITY EMPLOYMENT (RCW 42.30.110(1)(g)) AND 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. STAFF INTENSIVE
   A. PUBLIC SAFETY FACILITY DISCUSSION, AB 14-008
   B. 2015-2018 WESTNET DRUG TASK FORCE INTERLOCAL AGREEMENT, AB 15-114
   C. RATIFICATION OF REVISIONS TO COUNTYWIDE PLANNING POLICIES, AB 15-116
   D. ORDINANCE NO. 2015-15, AMENDING BIMC 3.80 RELATED TO PUBLIC ART PROGRAM, AB 15-108
   E. COMMUNITY IDENTITY UPDATE, AB 15-117
   F. PROPOSAL FOR ALLOCATION OF FUNDS FOR HEALTH, HOUSING AND HUMAN SERVICES, AB 15-040
   G. ORDINANCE NO. 2015-21, ESTABLISHING A HUMAN SERVICES COMMITTEE, AB 15-040
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   A. DISCUSSION OF SUZUKI PROPERTY, AB 14-119
   B. PROCLAMATION DECLARING JUNE, 2015 AS LESBIAN, GAY, BISEXUAL AND TRANSGENDER PRIDE MONTH AB 15-119
7. COMMITTEE REPORTS
   A. UTILITY ADVISORY COMMITTEE NOTES, MAY 21, 2015
8. REVIEW UPCOMING COUNCIL MEETING AGENDAS
9. FOR THE GOOD OF THE ORDER
10. ADJOURNMENT

1. EXECUTIVE SESSION: REVIEW QUALIFICATIONS OF AN APPLICANT FOR CITY EMPLOYMENT (RCW 42.30.110(1)(g)) AND POTENTIAL LITIGATION (RCW 42.30.110(1)(i)) 5:59 PM

Deputy Mayor Scott called the executive session to order at 6:00 p.m. with Councilmembers Blair, Bonkowski, Roth, Tollefson, and City Attorney Marshall to discuss Review Qualifications of an Applicant for City Employment (RCW 42.30.110(1)(g)) and Potential Litigation (RCW 42.30.110(1)(i)). The recording system was turned off and a notice was posted on the door of the Council Chamber. The executive session adjourned at 7:00 p.m. No action was taken.

2. CALL TO ORDER / ROLL CALL

Deputy Mayor Scott called the meeting to order at 7:00 p.m. with Councilmembers Blair, Bonkowski, Roth and Tollefson present; Councilmembers Townsend and Blossom 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

7:00 PM ***MOTION:*** *I move we accept the agenda as presented.*
BLAIR/BONKOWSKI*: The motion carried 5-0.*

4. CITY MANAGER'S REPORT: COMPREHENSIVE PLAN/NAVIGATE BAINBRIDGE UPDATE 7:00 PM

City Manager Schulze reported:

- Several Winslow Way concrete benches have been painted orange; this was not done by City public works employees. Cleanup of the benches could be problematic because pressure washing could damage the concrete.
- Community Identity and Branding process that cumulated last week with a presentation.
- Water Resources workshop on Thursday, June 18.

5. STAFF INTENSIVE 7:03 PM

A. PUBLIC SAFETY FACILITY DISCUSSION, AB 14-008

At the June 9, 2015 Study Session, the City Council identified the location immediately north of City Hall as the preferred site for the facility, confirmed the intent to include both a Police Station and Municipal in the project, and reviewed preliminary estimates for total project costs. The Council was also provided with information on the City's current debt service schedule and estimates for debt service for hypothetical levels of bond issuance.

The City's financial advisor David Trageser and Finance Director Schroer provided information on financing options and the City's general fiscal capacity. Next steps and a Q and A followed the presentations.

Next Steps
The next steps include discussion of a funding approach for the project and to decide whether to seek a ballot proposition for voter-approved bonds on the November 4, 2015 ballot.

To support the Council discussion of funding options and debt capacity, the following materials are provided:
- current City tax-supported debt service schedule
- estimates for additional debt service at selected levels of funding, and
- estimates of potential bond proceeds for selected levels of debt service.

The City Council is anticipated to continue discussion of this project throughout June and July, and meeting time is reserved for this topic at each upcoming Council meeting.

7:41 PM ***MOTION:*** *I move that we instruct staff to size the potential bond based on the construction cost of the project with adjustments later on as we are able to surplus property.*
TOLLEFSON/ROTH: *The motion carried 5-0.*

B. 2015-2018 WESTNET DRUG TASK FORCE INTERLOCAL AGREEMENT, AB 15-114 7:50 PM
Chief Hamner addressed Council. The purpose of this agreement is to provide for and regulate the joint efforts of the City, County, State, and Federal law enforcement to combat violations of controlled substance laws within the contracting jurisdictions for their mutual advantage. In order to accomplish this purpose, the task force and advisory board does and must operate confidentially and without public input. The parties do not intend to create, through this Agreement, a separate legal entity subject to suit.

The Bainbridge Island Police Department desires to enter into an agreement and intends to assign a full-time investigator to work in the task force as the drug enforcement needs require and departmental staff levels permit. Each jurisdiction pays all costs associated with its officers and equipment when assigned to the task force.

7:51 PM ***MOTION:*** *I move that the City Council forward the 2015-2018 WestNET Drug Task Force Interlocal Agreement to the June 23, 2015 consent agenda.*
BLAIR/BONKOWSKI: *The motion carried 5-0.*

C. RATIFICATION OF REVISIONS TO COUNTYWIDE PLANNING POLICIES, AB 15-116 7:52:58 PM
Planning Director Cook addressed Council. As required by the Growth Management Act, Kitsap County adopted County-Wide Planning Policies (CPPs) in 1992 that are intended to establish a countywide framework from which the County and cities' comprehensive plans are developed and adopted. The KRCC periodically updates the CPPs; the last update was completed in 2013.

In 2015 the KRCC initiated another update of the CPPs to address two changes:

1. Amend Appendix B-1 to correct a scrivener's error; transfer 1,000 people from the Central Kitsap Urban Growth Area (UGA) to the Silverdale UGA; and extend the planning horizon from 2035 to 2036.

2. Amend Appendix B-2 to bring the 2010-2035 Countywide Employment Projections adopted by the KRCC Executive Board into the CPPs, and concurrently extend the planning horizon from 2035 to 2036.

An explanation for the amendments is included in the agenda packet, "Request to Amend the Kitsap Countywide Planning Policies" and "20 Year Planning Horizon Under the GMA."

The 2015 update process included Kitsap County and the cities of Bainbridge Island, Bremerton, Port Orchard and Poulsbo, as well as representatives of KRCC, the Tribes and the Puget Sound Regional Council. The KRCC Executive Board approved the updates to the CPPs on April 7, 2015, and is requesting that the Cities and Tribes ratify the updates prior to the end of June.

7:55 PM ***MOTION:*** *I move the City Council approve Resolution 2015-13, ratifying the 2015 amendments to the Kitsap County Countywide Planning Policies.*
TOLLFESON/ROTH: *The motion carried 5-0.*

DRAFT

D. ORDINANCE NO. 2015-15, AMENDING BIMC 3.80 RELATED TO PUBLIC ART PROGRAM, AB 15-108 7:55 PM

Deputy Mayor Smith led the discussion with Council on whether to consider approval of changes to Bainbridge Island Municipal Code Chapter (BIMC) 3.80 related to the City's Public Art Program. These changes are proposed to update the Code to reflect current City practice and to prepare for a potential reinstatement of a funding mechanism for the City's Public Art Program.

The City's Municipal Code establishes a Public Art Program and describes a mechanism for funding to be generated for the program. In 2010, the funding mechanism for the Public Art Program was suspended by City Council motion. Funding can be reinstated at any time by motion of the City Council.

At the City Council Study Session on June 2, 2015 the City Council reviewed proposed changes to the Public Art ordinance, estimates of funds required/generated by the proposed funding structure, and implementation issues. Council indicated support for an approach under which the City's capital projects generate funding for the Public Art Program at a rate equal to 2% of eligible project expenses. This funding will be identified within project budgets, and will be provided to the Public Art account as part of the annual capitalization process, for all projects that close-out during that year.

At the June 2 meeting, Council also directed staff to add language to the ordinance to capture an intent to consider additional public art support as part of the planning for capital facilities projects specifically (buildings, parks, trails, for example). This intent has been added to the draft ordinance as Section D. Both red-line and clean versions of the proposed revisions to BIMC 3.80.020 are provided in the agenda packet.

Once the changes to BIMC 3.80 are completed, it is expected that the City Council will consider a motion to remove the suspension on City contributions to the public art account. After the reinstatement of funding is approved, City staff will work to develop the appropriate updates to capital project budgets to include the new assessment for public art. The impact to project budgets currently in progress will be presented as part of the City's quarterly budget adjustments. The impact to budgets for future capital projects will be reflected in the next update to the Capital Improvement Plan (CIP).

Funding to the public art account from projects that close-out in 2015 will be calculated during the year-end capitalization process and transferred to the public art account at that time.

7:59 PM ***MOTION:*** *I move the City Council approve Ordinance 2015-15 related to the funding of public art.*
ROTH/BONKOWSKI*: The motion carried 5-0.*

8:02 PM ***MOTION****: I move the City Council remove the suspension on City contributions to the public art account, effective as of July 1, 2015.*
BLAIR/BONKOWSKI: *The motion carried 5-0.*

E. COMMUNITY IDENTITY UPDATE, AB 15-117 8:02 PM

City Manager Schulze used a PowerPoint to illustrate the process that led to the branding exercise held last week. Over a year ago, the Chamber of Commerce was invited to participate in a branding exercise with the North Kitsap Tourism Alliance. What we learned from that experience, was that if Bainbridge Island was to develop a brand for economic development purposes, it would be important that we engaged in a process that included reaching out to all members of our community. The City of Bainbridge Island, the Bainbridge Island Downtown Association and the Chamber of Commerce felt that there were a number of reasons that now was the right opportunity to pursue collaborating to have a community identity process.

First, increased collaboration around economic development will result in a stronger message and a more efficient use of our resources. Every year the City awards Lodging Tax funds to various organizations on the island that work to promote overnight stays on the island. With a central logo, message, bank of images, brochure design, and advertising templates (all items we will be provided as part of this process) these funds will be able to be used more efficiently, and with less duplication of efforts. Additionally, many of our local small businesses struggle to keep their doors open during the off-season. This community identity process will also help us promote our local fall, winter and spring events and festivals to visitors, as well as community members.

Another opportunity we have during this process is to develop consistent wayfinding signs that allow visitors to more easily traverse around the island. A consistent and aesthetically pleasing wayfinding system could also help to diminish reliance on sandwich boards downtown. Likewise, wayfinding and messaging can help us curate a visitor experience that results in visitors that explore the culture, history and attractions that exist throughout the island.

Lastly, this process is also about having a community-wide conversation about economic development and the future of our community. It's about figuring out what kind of economic development we want to attract and foster, and then developing a proactive message.

After extensive research by the City, Bainbridge Island Downtown Association and the Chamber, the City decided to move forward with utilizing consultants Arnett and Muldrow. This decision was based on reviews we received from respected entities such as the Washington Main Street Association and neighboring communities, the consultant's commitment to delivering a community process, and cost comparisons with other destination marketing firms. Prior to contracting with Arnett and Muldrow, the consultants were invited to present to the community about their process, they received overwhelming support from those in attendance.

Process
Between June 9 and June 11, the community engaged in an intensive three day input process. More than 150 individuals participated at public meetings and targeted workshops. Over 200 individuals completed a survey to help inform the final product. Participants ranged from merchants and hoteliers, to attractions such as Bloedel and the Bainbridge Island Museum of Art, to local farmers, artists and interested residents. The process was advertised widely on social media, on the City website, in the City Manager's Weekly Report, on a Bainbridge Community Broadcasting podcast, in news stories in the Bainbridge Review and Inside Bainbridge, and in direct outreach utilizing the listservs and relationships of the City, Chamber of Commerce, and Bainbridge Island Downtown Association. The consultants also spent considerable time exploring the island and interacting with residents.

On June 11, the community was introduced to the preliminary community identity tool kit. The tool kit included a seal and flag for the City based on the heraldry of Commodore William Bainbridge and Captain George Vancouver; an identity system for the Island at-large, Downtown and the Lynwood and Rolling Bay neighborhood service centers; wayfinding examples; brand identities for the Farmers' Market, the Grand Old Fourth, Trick or Treat Downtown; and a number of different advertising applications utilizing the tag line and logo. The products created had applications both for cultivating community pride, building on recent buy local campaigns, and for curating a visitor experience.

Next Steps
The consultants will now take the feedback they received and work with the City and partners to finalize the final product. The City will be posting the video of the presentation and the presentation slides for the public to review. Any additional feedback can be submitted to Kellie Stickney, Community Engagement Specialist within the next two weeks. After the final products have been created, Arnett and Muldrow will also provide the City with recommendations for implementation.

Public Comment
Jerri Lane, Bainbridge Island Downtown Association, thanked Council for their support of the branding initiative. A letter from Keith Barnes was read into the record stating the exercise created a good tool kit for marketing.

Rex Oliver, Bainbridge Island Chamber of Commerce, he too stated it was a good tool kit to begin marketing with a uniform voice.

F. PROPOSAL FOR ALLOCATION OF FUNDS FOR HEALTH, HOUSING AND HUMAN SERVICES, AB 15-040 8:27 PM

Deputy City Manager Smith led the discussion on whether to consider approval of a proposed methodology to allocate the City's funding to local organizations to support programs in the areas of housing, health and human services. The proposed allocation process would include the creation of a new citizen advisory committee and support from the Bainbridge Community Foundation (BCF).

At the City Council Study Session on May 5, 2015 the Council discussed a proposal to expand the City's oversight of its annual human services funding, which provides roughly $320,000 in financial support to 11 nonprofit organizations. Following that discussion, Mayor Blair, Councilmember Tollefson, and City staff held meetings with community stakeholders to continue review of the proposed approach and to share concerns and suggestions. The feedback from these meetings was used to refine the current proposal, which is described in detail in the following memo. The memo also includes a proposed timeline for key activities. The City's goal is to confirm a new process in Q2, which could then be used in Q3 to develop award recommendations for 2016 funding.

To meet this schedule, several decision are needed. Ideally the following items will be addressed during the Council discussion, so that implementation can move forward:

- Council support to implement the proposed allocation process, including the creation of a new citizen advisory committee and the support services as proposed by BCF.
- Council direction on the source of funding for BCF's services.
- Council support for a proposed ordinance to create a new Human Services Funding Advisory Committee, including Council decisions.

Public Comment
Rita Elsberry, Island Volunteer Caregivers, expressed appreciation for being able to participate in the process. The IVC recognizes the cost involved with facilitating and implementing the process and they want to continue the collaboration to insure insuring the most efficient mechanism going forward.

Geoff Grindeland, President of the Board of Directors, Helpline House, stated they do not understand why an outside consultant is needed and expressed disappointment on how the process has been handled.

Joanne Tews, Executive Director of Helpline House, shared a story about one of the clients from Helpline House to illustrate the need on why funds should go directly to organizations.

9:11 PM ***MOTION:*** *I move the City Council approve the implementation of the proposed method to allocate human services funding as a one-year trial for the allocation of 2016 funding awards.*
TOLLEFSON/BLAIR: *The motion carried 5-0.*

9:13 PM ***MOTION:*** *I move that the funding for the pilot year be taken from council contingency and be reflected when we do budget amendments at the end of the year.*
BLAIR/BONKOWSKI: *The motion carried 5-0.*

G. ORDINANCE NO. 2015-21, ESTABLISHING A HUMAN SERVICES COMMITTEE, AB 15-040 9:15 PM
This proposed new citizen advisory committee will develop a funding recommendation for City Council consideration, and will be appointed to work on a single funding cycle to recommend awards for 2016 City funding.

9:19 PM ***MOTION:*** *I move the City Council forward Ordinance 2015-21 creating a new Human Services Advisory Committee to the consent agenda for June 23, 2015.*
BLAIR/BONKOWSKI: *The motion carried 5-0.*

6. COUNCIL DISCUSSION 9:20 PM

A. DISCUSSION OF SUZUKI PROPERTY, AB 14-119
The purpose of the Council discussion on June 16 is to discuss the Suzuki Ad Hoc Committee's recommendations for moving forward with the surplusing of the Suzuki property.

The Suzuki Ad Hoc Committee offers the following suggestions to Council with regard to the Suzuki Property:

1. The property should be declared surplus and sold, with the proceeds to be applied to the cost of a new Public Safety and Municipal Court facility. Council should direct the City Manager to notice a public meeting, if necessary, to discuss this proposal, and to draft an appropriate Resolution for consideration by Council at the earliest reasonable date.

2. A buyer for the property should be identified pursuant to a Request for Proposal, reserving to the City the right to reject all proposals.

3. The Request for Proposal should identify the City's preferred priorities for development of the property, but should leave room for original and visionary proposals consistent with the City's Comprehensive Plan. Exhibit A is adapted from work done by the Suzuki Task Force in 2008, and is a proposed statement of the City's priorities.

4. The Request for Proposal should require a response within 45 days of publication. The Committee suggests that this is a long enough time to allow careful preparation of a proposal, and a short enough time that developers with less than a very serious interest in this project will be inclined to forego submitting.

PUBLIC COMMENT
Mark Strong, Commodore Lane, stated he is trying to understand the tax revenue generation that would come to the city overall. How will it help the City succeed? If the property needs to be developed, what are we getting out of it? Should we save it as a green space? What are we trying to get out of this, make it clear. Keep it green.

Martin Stever, Capstan Drive, is a real estate developer, thought that a list of possible consultants would be brought forward at this meeting, not a decision to surplus the property.

Laurel Wilson, architect, would like to see the property kept as a community space.

Bill Davis, Commordore Lane, would like to propose an ad hoc committee comprised of residents within the community itself.

Leslie Marshall, Commodore Drive, stated the importance of the water and wildlife corridor on the Suzuki land; keep in mind the topography.

Marshall Tappin, Susan Place, the RFP needs density called out; increased density assumes that the impacts on the land are free.

Andre Lorenz, Coral Court, requests that prior to an RFP going out there needs to be a review and it should take 90 days not 45. The RFP should stands on its own economic value provides with the highest return on the existing density to the city and the members of the community.

Joseph Tran, Capstan Drive, thanked Council for the transparency. He impressed with the knowledge and expertise of his neighbors and the mobilization of the brain power; they are willing to take the time and energy to reach a great solution.

Next Steps
Start preparing the action items for surplusing the property with the intention of using the funding for the safety facility and review The criteria for response to the RFP

B. PROCLAMATION DECLARING JUNE, 2015 AS LESBIAN, GAY, BISEXUAL AND TRANSGENDER PRIDE MONTH AB 15-119 10:12 PM

10:16 PM ***MOTION:*** *I move that the City Council approve the proclamation declaring June, 2015 as Lesbian, Gay, Bisexual and Transgender Pride Month.*
TOLLEFSON/BONKOWKSI: *The motion carried 5-0.*

7. COMMITTEE REPORTS 10:16 PM
A. UTILITY ADVISORY COMMITTEE NOTES, MAY 21, 2015

8. REVIEW UPCOMING COUNCIL MEETING AGENDAS 10:17 PM
June 23
Public Safety Facility Discussion
Appointments to City Boards, Commissions and Committees
Approve 2015 City Manager Goals
2015-2018 WestNET Drug Task Force Interlocal Agreement
Work Session: Resolution No. 2015-07, Review Updates to the City Council Governance

9. FOR THE GOOD OF THE ORDER 10:24 PM
Councilmember Roth offered three items for the good of the order:

1. He complimented Public Works on how well the landscaping looks on Winslow Way.
2. He recalled that during the design review of the remodel of T & C, there was a condition to control the intersection of Bjune and Ericksen with a no left turn during high density hours. If this is still the case, the public will need to be forewarned.
3. Sandwich boards on Winslow Way; the ordinance needs to be enforced; we need to be mindful.

Deputy Mayor Scott introduced the new pastor at Grace Episcopal Church, Tommy Dillion. On behalf of the faith community, Pastor Dillion thanked the Council for LGBT proclamation.

10. ADJOURNMENT 10:32 PM
Deputy Mayor Scott adjourned the meeting at 10:32 p.m.

Anne S. Blair, Mayor

Kelly Jahraus, Records Management Coordinator

DRAFT

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION	
Subject: 2015-2018 WestNET Drug Task Force Interlocal Agreement	June 23, 2015
Agenda Item: Consent Agenda	Bill No.: AB 15-114
Proposed By: Chief Matthew Hamner	Referral(s):

BUDGET INFORMATION		
Department: Public Safety	Fund: N/A	Munis Contract # N/A
Expenditure Req: N/A	Budgeted? ☐ Yes ☒ No	Budget Amend. Req? ☐ Yes ☒ No

REFERRALS/REVIEW		
Study Session: June 16, 2015	Forward to June 23, 2015 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 2015-2018 WestNET Drug Task Force Interlocal Agreement.

History:

The purpose of this agreement is to provide for and regulate the joint efforts of the City, County, State, and Federal law enforcement to combat violations of controlled substance laws within the contracting jurisdictions for their mutual advantage. In order to accomplish this purpose, the task force and advisory board does and must operate confidentially and without public input. The parties do not intend to create, through this Agreement, a separate legal entity subject to suit.

The Bainbridge Island Police Department desires to enter into an agreement and intends to assign a full-time investigator to work in the task force as the drug enforcement needs require and departmental staff levels permit. Each jurisdiction pays all costs associated with its officers and equipment when assigned to the task force.

RECOMMENDED ACTION

Motion:

I move that the City Council approve the 2015-2018 WestNET Drug Task Force Interlocal Agreement and authorize City Manager Schulze and Police Chief Hamner to execute the agreement.

Kitsap County Sheriff's Office
614 Division Street
Port Orchard, WA 98366

INTERLOCAL DRUG TASK FORCE AGREEMENT

This Interlocal Agreement is made and entered into pursuant to the provisions of Chapter 39.34 RCW, this 30th day of June, 2015, by and between the Counties of Kitsap, Pierce and Mason and the Cities of Bainbridge Island, Bremerton, Port Orchard, Poulsbo, Shelton, and the Washington State Patrol and Naval Criminal Investigative Service.

RECITALS:

1. The high level of illegal sale and use of controlled substances in the Counties of Kitsap, Pierce and Mason and the Cities of Bainbridge Island, Bremerton, Port Orchard, Poulsbo and Shelton has had increasingly serious and adverse effects on the quality of life in these counties and cities.

2. These counties and cities have, in recent years, found it necessary to spend even greater resources in fighting the problems caused by the illegal sale and use of controlled substances.

3. The parties desire to enter into an agreement in order to centralize supervision and enhance the efforts of the law enforcement agencies to combat controlled substance trafficking.

4. Chapter 39.34 RCW provides that local jurisdictions may enter into cooperative agreements for their mutual advantage.

Now, therefore, the parties hereto, through their respective legislative bodies, do hereby agree as follows:

SECTION 1. DEFINITIONS.

For purposes of this agreement:

a. "Agency" and "agencies" means the member agencies of the Drug Task Force, those being the Sheriff Offices of Kitsap, Pierce and Mason Counties and the Cities of Bainbridge Island, Bremerton, Port Orchard, Poulsbo, Shelton and the Washington State Patrol and Naval Criminal Investigative Service.

b. "Advisory Board" means the representative body for the Drug Task Force and shall consist of the Chiefs of Police of the Cities of Bainbridge Island, Bremerton, Port Orchard, Poulsbo and Shelton, the Sheriffs and Prosecutors of the Counties of Kitsap, Pierce and Mason, and the Chief of the Washington State Patrol and Supervisor in charge of the Naval Criminal Investigative Service.

c. "Jurisdictions" means the Cities of Bainbridge Island, Bremerton, Port Orchard, Poulsbo and Shelton, the Counties of Kitsap, Pierce and Mason, and the State of Washington.

d. "Drug Task Force" means a drug enforcement agency created by this agreement.

e. The "WestNET Fund" means the account within the Kitsap County Treasurer's Office, which is administered by the Kitsap County Sheriff for the purpose of receipt and disbursement of drug forfeiture funds and court ordered contributions in accordance with section 7 of this agreement.

f. "Drug Task Force Operations Fund" or "Operations Fund" means the fund administered by one of the member agencies for the purpose of receipt and disbursement of monies from the "WESTNET Fund" for day-to-day operational purposes of the Task Force.

g. "Task Force Operation" means any drug law enforcement activity in which an officer assigned to the Task Force takes an active part. Task Force operations may also

include controlled substance law enforcement activity in which the Task Force member's sole participation was to supply intelligence information to the arresting agency, or in which the Task Force provided follow-up support such as evidence processing, case preparation, warrant request, or follow-up investigation, if such intelligence or ancillary support is deemed substantial by the Advisory Board. In its reviewing capacity as described in Section 6.a, the Board shall determine whether such intelligence or ancillary support in any given case has been substantial so as to make the activity a Task Force operation.

h. "Task Force Coordinator" means a Kitsap County Sheriff's Office Lieutenant or above elected by the Board.

SECTION 2. PURPOSE.

The purpose of this agreement is to provide for and regulate the joint efforts of the City, County, State and Federal law enforcement to combat violations of controlled substance laws within the contracting jurisdictions for their mutual advantage. In order to accomplish this purpose the task force and advisory board does and must operate confidentially and without public input. The parties do not intend to create through, this Agreement, a separate legal entity subject to suit.

SECTION 3. GENERAL DUTIES OF THE PARTIES.

a. The County of Kitsap, through its Sheriffs Office, the County of Pierce, through its Sheriffs Office, the County of Mason, through its Sheriffs Office, the City of Bainbridge Island, through its Police Department, the City of Bremerton, through its Police Department, the City of Port Orchard, through its Police Department, the City of Poulsbo, through its Police Department, the City of Shelton, through its Police Department and the Washington State Patrol and Naval Criminal Investigative Service

shall assign such full time investigators to work in the task force as the drug enforcement needs require and the respective departmental staff levels permit.

b. Each jurisdiction shall pay all costs associated with its officers and equipment when assigned to the Task Force. The Washington State Patrol will contribute a supervisor and pay all related costs associated with its officer and equipment.

c. Each contributing agency shall act as an independent contractor and not as employee of the Task Force or of another party to this agreement. As such, each party shall not have the authority to bind other parties nor control employees of other parties, contractors or other entities.

d. Pursuant to RCW 10.93.040, personnel assigned to the Task Force shall be considered employees of the contributing agency, which shall be solely and exclusively responsible for that employee. All rights, duties and obligations of the employer shall remain with the contributing agency. The personnel assigned by the contributing agencies shall continue under the employment of that agency for purposes of any losses, claims, damages, or liabilities arising out of or related to the services provided to the Task Force or the activities of the Task Force. Each agency agrees to hold harmless, defend, and indemnify the other parties in the Task Force in any action arising from the negligence of the employees of that agency including all costs of defense including attorney's fees.

e. The Office of the Kitsap County Prosecutor shall, in addition to its normal duties in the prosecution of Kitsap County felony drug violations, represent the Cities, Kitsap County, and the State in real and personal property forfeitures and drug nuisance abatement proceedings initiated by Task Force assigned personnel. The parties agree that

the Office of the Kitsap County Prosecutor shall receive as reimbursement for such representation a sum equal to ten percent (10%) of the drug forfeiture cash and cash proceeds from sales of property forfeited as a result of such representation, provided, however, that such reimbursement shall not exceed the annual salary and benefits of a Grade Q02, Step 3 Deputy Prosecuting Attorney. Such reimbursement shall be disbursed to the Office of the Kitsap County Prosecuting Attorney upon the final conclusion, including any appeal, of each forfeiture proceeding referenced above. We understand that the Deputy Prosecuting Attorney assigned to represent the parties in the Task Force may also, upon agreement by the respective elected Prosecuting Attorney's in Pierce and Mason County, represent the parties in the Task Force in forfeiture proceedings in that county as a special Deputy Prosecuting Attorney.

f. Pursuant to RCW 10.93.070, law enforcement personnel assigned on a full or part-time basis to the task force shall have full police powers within the geographical area of Kitsap, Pierce and Mason Counties. Personnel assigned to the Task Force shall conform to their agency's rules and regulations, as well as Task Force Operating Guidelines. All disciplinary matters will be the responsibility of the individual agencies.

g. Reports of Task Force Operations shall be generated and maintained as a Kitsap County Sheriff's Office record.

SECTION 4. DURATION.

This agreement shall take effect on July 1st, 2015 and terminate on June 30th, 2018 provided; however, this agreement may be renewed annually by mutual agreement of the parties.

SECTION 5. GENERAL ADMINISTRATION.

a. The Kitsap County Sheriff shall administer the WestNET Fund in accordance with applicable laws, this Agreement and any other mutually agreed Operating Guidelines. The Task Force Operations Fund shall be administered by the Task Force Coordinator or designee in accordance with the State Auditor's accounting standards for imprest investigative funds and such other standards as the Advisory Board may prescribe.

b. The Advisory Board shall meet at least quarterly, provide guidance to the Task Force coordinator and supervisors, and supervise the use of the WestNET Fund and Operations Fund. Each member of the Advisory Board shall have an equal voice, as long as the agency has at least one full time investigator assigned to WestNET, in all Board matters.

c. The Advisory Board shall appoint a Task Force Coordinator to supervise the daily operations of the Task Force according to this Agreement and the Operating ~~Rules~~ Guidelines of the Task Force.

d. The Advisory Board or designee shall have the authority to apply on behalf of the Task Force for such grant funds as may be available from federal, state, or private sources, for the furtherance of Task Force objectives.

SECTION 6. PROPERTY AND EQUIPMENT.

a. The Advisory Board or designee shall determine whether property seized and forfeited in a Task Force operation is to be retained for use by the Task Force or sold to generate cash for Task Force purposes. All cash proceeds from such sales of forfeited

property shall be promptly deposited in the WestNET Fund, as shall all cash seized and forfeited in a Task Force operation.

b. All cash, property and proceeds from property forfeited pursuant to RCW 69.50.505 by Task Force Operations shall be managed and disbursed only as provided in said RCW 69.50.505. In the event that the Task Force otherwise acquires any equipment; the parties agree to use the equipment only for such law enforcement purposes as are established by the Advisory Board.

c. Upon dissolution of the Task Force, all property, provided to the Task Force by the participating agencies and all forfeited property, other than money, remaining in the Task Force's possession shall be returned to the respective contributing agencies. Any Task Force-owned property and other cash or cash proceeds remaining in the possession of the Task Force (including monies in the WestNET Fund) shall be divided as follows: ten percent shall go to the Kitsap County Prosecutor as attorney for the Task Force; ten percent to the Washington State Patrol; eighty percent shall be allocated pro-rata between the Cities and the Counties according to the number of officer months spent in Task Force service by support, operational and command personnel of their respective police agencies, during the term of this agreement.

d. Notwithstanding the termination of this Agreement and distribution of Task Force properties as herein described, such property and monies shall remain subject to the use restrictions of RCW 69.50.505 in the hands of each party until fully expended for the law enforcement purposes permitted in said RCW 69.50.505.

SECTION 7. HANDLING OF FUNDS.

a. The WestNET Fund shall be held by the Kitsap County Treasurer, who will disburse the fund according to such standards and direction as the Advisory Board shall provide. All interest earned on monies in the fund shall be credited to the fund and remain therein until disbursed according to this agreement.

b. The Task Force Coordinator or designee shall maintain a fund of ready cash so that day-to-day needs of the Task Force can be met. This shall be called the Task Force Operations Fund and shall be limited in amount to $25,000.00, or such other limit as the Advisory Board shall permit. The Operations Fund may be kept and maintained at such location and in such manner as the Task Force Coordinator or designee shall determine, subject to the Washington State Auditor's standards on imprest investigation funds and such other requirements as the Advisory Board may establish.

c. In accordance with RCW 69.50.505, cash proceeds from the sale of drug forfeiture property seized by WestNET shall be delivered to the Kitsap County Treasurer and shall be deposited in the WestNET Fund. The State's share shall be remitted to the Washington State Treasurer, as required by the statute. A copy of the Kitsap County Treasurer’s receipt and transmittal form for each such deposit, identifying the forfeiture case by name and/or number, shall be promptly provided to the Task Force Coordinator or designee.

d. In order to ensure compliance with this agreement, the parties agree that all forfeitures made pursuant to RCW 69.50.505 by each party shall be made available upon a reasonable request for disclosure by the Advisory Board.

e. Kitsap County, Pierce County, Mason County, the City of Bainbridge Island, the City of Poulsbo, the City of Port Orchard, the City of Bremerton, the City of Shelton, and the Washington State Patrol currently may assign a detective and/or supervisor to the task force. The Advisory Board agrees to reimburse Kitsap County, Pierce County, Mason County, the City of Bainbridge Island, the City of Poulsbo, the City of Port Orchard, the City of Bremerton, the City of Shelton and the Washington State Patrol for overtime wages up to $10,000.00 dollars per year for each full-time detective(s) and/or supervisor.

Kitsap County, Pierce County, Mason County, the City of Bainbridge Island, the City of Poulsbo, the City of Port Orchard, the City of Bremerton, the City of Shelton and the Washington State Patrol agree that this interlocal agreement is subject to the terms and conditions of the agreement to reimburse wages/benefits and overtime wages up to a limit as determined by the Advisory Board; that this interlocal agreement is contingent upon continued operation of the task force; that any party may withdraw from the interlocal agreement upon thirty days written notice to each of the other parties; and that funding is subject to fund availability in the WestNET Fund.

f. The Naval Criminal Investigative Service Northwest Field Office as a Federal Law Enforcement Agency is prohibited from providing any form of funding to the WESTNET Fund or the Drug Task Force Operations Fund for the purpose of financially supporting the drug task force, nor can be obligated in the future for any claims against these two funds. In addition, the Naval Criminal Investigative Service and its employees will not receive any form of financial reimbursement from the two funds for any purpose. The disbursement of seized property or assets to the Naval Criminal Investigative Service

will only be considered after a legal review by the Inspector General, Naval Criminal Investigative Service Headquarters.

SECTION 8. AMENDMENT.

This agreement may be amended from time to time as deemed appropriate by the parties, PROVIDED, any such amendment shall become effective only after it has been adopted in writing by each of the parties.

SECTION 9. INTEGRATION.

This agreement contains all the terms and conditions agreed upon by the parties, except necessary operational agreements between the law enforcement agencies of the respective jurisdictions in furtherance hereof. No other understanding, oral or otherwise, regarding the subject matter of this agreement, shall be deemed to exist or to bind either of the parties.

SECTION 10. TERMINATION.

Any party may withdraw from this agreement upon thirty (30) days notices in writing, given to each of the other parties.

SECTION 11. RECORDING WITH AUDITOR.

This agreement shall be recorded with the Kitsap County Auditor upon written final approval of the parties.

COUNTY OF KITSAP

APPROVED:

_____
GARY SIMPSON,
Kitsap County Sheriff

Dated: _____

APPROVED AS TO FORM:

_____
Deborah Boe
Deputy Prosecuting Attorney

Dated: _____

APPROVED:

Kitsap County Board of Commissioners
Port Orchard, Washington

_____
CHARLOTTE GARRIDO, Commissioner

Dated: _____

_____
ED WOLFE, Commissioner

Dated: _____

_____
ROBERT GELDER, Commissioner
Chairman of the Board

Dated: _____

ATTEST

_____
Clerk of the Board

Dated: _____

COUNTY OF MASON

APPROVED:

_____
CASEY SALISBURY
Mason County Sheriff

Dated: _____

APPROVED AS TO FORM:

_____
MICHAEL DORSEY
Mason County Prosecuting Attorney

Dated: _____

APPROVED:

Mason County Board of Commissioners
Shelton, Washington

_____ Dated: _____
RANDY NEATHERLIN, COMMISSIONER

_____ Dated: _____
TIM SHELDON, COMMISSIONER

_____ Dated: _____
TERRI JEFFREYS, COMMISSIONER

ATTEST

_____ Dated: _____
Clerk of the Board

CITY OF PORT ORCHARD

APPROVED:

_____
GEOFFREY MARTI, Chief of Police

Dated: _____

APPROVED:

_____
TIM MATTHES, Mayor

Dated: _____

APPROVED AS TO FORM:

_____
GREGORY A. JACOBY, City Attorney

Dated: _____

ATTEST:

_____
BRANDY RINEARSON, City Clerk

Dated: _____

CITY OF SHELTON

APPROVED:

_____
DARRIN MOODY,
Chief of Police

Dated: _____

APPROVED:

_____
GARY CRONCE, Mayor

Dated: _____

ATTEST:

_____
VICKI LOOK, City Clerk

Dated: _____

CITY OF BREMERTON

APPROVED:

_____
STEVEN STRACHAN, Chief of Police

Dated: _____

APPROVED:

_____
PATTY LENT, Mayor

Dated: _____

APPROVED AS TO FORM:

_____
ROGER LUBOVICH, City Attorney

Dated: _____

ATTEST:

_____
SHANNON L. CORIN, City Clerk

Dated: _____

WASHINGTON STATE PATROL

APPROVED:

_____
JOHN R. BATISTE, Chief

Dated: _____

APPROVED AS TO FORM:

_____
Assistant Attorney General

Dated: _____

BUDGET and FISCAL SERVICES

By: _____

Dated: _____

CITY OF BAINBRIDGE ISLAND

APPROVED:

_____
MATTHEW HAMNER, Chief of Police

Dated: _____

APPROVED:

_____
DOUGLAS SCHULZE, City Manager

Dated: _____

COUNTY OF PIERCE

APPROVED:

_____
PAUL A. PASTOR
Pierce County Sheriff

Dated: _____

APPROVED:

_____
JOYCE McDONALD
Council Chair

Dated: _____

ATTEST:

_____
Clerk of the Council

Date: _____

APPROVED AS TO FORM:

_____
Deputy Prosecuting Attorney

Dated: _____

CITY OF POULSBO

APPROVED:

_____
ALAN TOWNSEND, Chief of Police

Dated: _____

APPROVED:

_____
BECKY ERICKSON, Mayor

Dated: _____

APPROVED AS TO FORM:

_____
JIM HANEY, City Attorney
OGDEN MURPHY WALLACE, P.L.L.C.

Dated: _____

ATTEST:

_____
NICOLE STEPHENS, City Clerk

Dated: _____

NAVAL CRIMINAL INVESTIGATIVE SERVICE

APPROVED:

_____
RONALD A. BELTZ
Special Agent in Charge

Dated: _____

APPROVED AS TO FORM:

_____

Assistant Attorney General

Dated: _____

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION	
Subject: Ordinance No. 2015-21, Human Services Funding Advisory Committee	Date: June 23, 2015
Agenda Item: Consent Agenda	Bill No.: 15-040
Proposed By: Deputy City Manager Morgan Smith	Referral(s):

BUDGET INFORMATION		
Department: Executive	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

DESCRIPTION/SUMMARY

Action Item:

To consider approval of Ordinance No. 2015-21 to create the Human Services Funding Advisory Committee.

Background:

This proposed new citizen advisory committee will develop a funding recommendation for City Council consideration, and will be appointed to work on a single funding cycle to recommend awards for 2016 City funding.

RECOMMENDED ACTION:

Motion:

I move the City Council approve Ordinance 2015-21 creating a new Human Services Advisory Committee.

M. Smith
June 17, 2015

City of Bainbridge Island
2016 Human Services Funding
Award Allocation Process

	CURRENT	PROPOSED
	City Council/ City Staff	**City Council/ BCF/ Committee / City Staff**
1. Establish City Goals Assess against Comprehensive Plan Review community trends Review impact of prior City support Establish City Council goals		**City Council & BCF**
2. Develop Funding Framework Establish eligibility requirements? Operating support, program support, both? Partition funding by area (housing, youth, etc.)? Establish max or mim funding levels? Establish scoring matrix or other guidelines? Establish guidance for partial awards?		**City Council, City Staff & BCF**
3. Administer Allocation process Create/update documents Develop timeline Receive & vet applications Review & assess applications Receive applicant presentations/interviews Develop funding recommendation Document recommendation		**Committee & City Staff with BCF support**
4. Consider/Adopt funding recommendation	**City Council**	**City Council**
5. Contract administration	**Current City Staff**	**Current City Staff**
6. Evaluate results, completion of scope		**BCF**
7. Review results and assess impact of funding		**BCF**
8. Review 2016 allocation process and propose changes/permanent process		**BCF/City Staff/City Council**
Estimated COBI staff FTE	**0.10**	**0.27** ***Addt'l staff = 4 months @ 50%***

ORDINANCE NO. 2015-21

AN ORDINANCE of the City of Bainbridge Island, Washington, creating a new Bainbridge Island Municipal Code Chapter 2.41, Human Services Funding Advisory Committee

WHEREAS the Human Services Element of the City's Comprehensive Plan identifies as an overriding principle that Bainbridge Island will function as a caring community that strives to maintain the well-being of all its members, a community where all members feel connected to the community, and where each individual has opportunities to contribute to the community;

WHEREAS the City desires to further this principle through many avenues, including the provision of significant financial support to community partners to meet the human services needs of the citizenry, now and in the future;

WHEREAS, the City desires to provide financial support to qualified recipient organizations in a manner that reflects current City goals and also allows a high degree of transparency and accountability for the results and impacts of the City funding;

WHEREAS the agency designated to assist the City in funding allocations (the Health, Housing and Human Services Council) ceased to exist in early 2011; and

WHEREAS the City wishes to incorporate community representation in the process used to develop recommendations for City funding to support human services;

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

Section 1. A new Chapter 2.41 of the Bainbridge Island Municipal Code, Human Services Funding Advisory Committee, is hereby adopted to read as follows:

Chapter 2.41
Human Services Funding Advisory Committee

Sections:

2.41.010 Created – Membership, appointment, term and compensation.

2.41.020 Vacancies – Removal.

2.41.030 Duties and responsibilities.

2.41.040 Meetings, officers, records and quorum.

2.41.010 Created – Membership, appointment, term and compensation.

A. There is created a human services funding advisory committee for the city, hereinafter called the committee. The committee shall consist of seven voting members who shall be appointed by the mayor and confirmed by vote of the city council.

B. Members shall not be employees or officers of the city or appointed to another City of Bainbridge Island committee, board or commission, except for specialized committees or task forces of limited duration. Members shall not be employees or officers of any organization which will request or receive City funding for human services.

C. Members of the committee shall serve for a single term to be specified at the time of appointment that coincides with the City's work to review proposals for funding from community organizations. A member may be reappointed to a separate, subsequent term. No member shall serve more than three consecutive terms unless the city council determines that special expertise is required, or there are no other qualified applicants.

E. Members shall serve without compensation.

2.41.020 Vacancies – Removal.

Members may be removed upon a majority vote of the city council. In the event of a vacancy, the mayor, subject to confirmation of the city council, shall make an appointment to fill the unexpired portion of the term of the vacated position in accordance with the city's appointment cycle. Unexcused absence by any member from three consecutive meetings shall constitute grounds for removal.

2.41.030 Duties and responsibilities. The human services funding advisory committee, working in collaboration with the city, shall develop funding recommendations for consideration by City Council. The committee's recommendation should meet any requirements or guidance provided from the City Council to the committee including, but not limited to: the total amount of available funds, identified goals and priorities for funding, eligibility requirements, specific parameters such as maximum or minimum award levels, and any other identified guidelines for funding.

DRAFT

2.41.040 Meetings, officers, records and quorum.

A. The committee shall meet as needed to complete its review of qualified proposals and to develop a complete funding recommendation for consideration by the City Council. Meetings shall be open to the public and held in accordance with the Open Public Meetings Act (Chapter 42.30 RCW).

B. The committee shall select from among its members a chairperson at the first regular meeting of each year.

C. For meetings consisting of a majority of the then serving voting members of the committee, the committee shall provide public notice of the meeting and shall keep a record of its meeting minutes. Minutes of each meeting, including a record of attendance, shall be prepared by the secretary and approved and signed at a subsequent meeting. The minutes do not need to reflect the actual discussion, but only the formal actions taken by the committee. The approved meeting minutes shall be posted on the city's web site.

D. The city shall provide city email accounts to voting members and related training on the use of email accounts, including personal computer privacy expectations while serving on the committee.

E. A majority of the voting members then serving on the committee shall constitute a quorum.

Section 2 This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

PASSED BY THE CITY COUNCIL this _____ day of _____, 2015.

APPROVED BY THE MAYOR this ___ day of_____, 2015.

_____
Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:

_____
Rosalind D. Lassoff, CMC, City Clerk

DRAFT

FILED WITH THE CITY CLERK: June 11, 2015
PASSED BY THE CITY COUNCIL:
PUBLISHED:
EFFECTIVE DATE:
ORDINANCE NUMBER: Ordinance No. 2015-21

DRAFT

2015 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Clerk	Department	Timing (min)	*Study Session 7 pm*	Absences	Clerk	Department	Timing (min)	*Business Meeting 7 pm*
Ellen	Kelly		25	7-Jul					14-Jul
		EXEC	30	Ordinance No. 2015-18, Public Safety Facility Ballot Proposition - 1st Reading (Info.)					
		PW	20	Ordinance No. 2015-07, Traffic Impact Fees - 1st Reading (Info.)					
		EXEC	10	Public Art Project at Waypoint: Project Update (Info.)					
		PCD	10	Comprehensive Plan Update Status Report (Info.)					
		PW	10	Resolution No. 2015-10, General Sewer Plan Adoption, Unfinished Business (Consider Action)					
		PW	10	Public Works Contracts					
		PW		Construction Administrative Services PSA - blanks (Info.)					
		PW		Islandwide Chip Seal Project Award - blanks (Info.)					
		PW		2015 Road Striping Project Award - blanks (Info.)					
		PW		Biosolids Agreement (Info.)					
		PW	10	Resolution No. 2015-12 , Road Vacation (Point Monroe) Set Public Hearing for 8/11/15 (Time Sensitive)					
		EXEC	10	Ordinance No. 2015-19, Adoption of 2nd Moratorium on New Commercial Aquaculture Activities - Schedule Public Hearing for 8/11					
		EXEC	10	2015 Mitigation Grant Program Application (Info.)					
			145						

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	21-Jul					28-Jul
		EXEC	30	Ordinance No. 2015-18, Public Safety Facility Ballot Proposition, 2nd Reading (Consider Action)					
		PW	30	Ordinance 2015-20, Update to SSWM Code BIMC 13.24, 1st Reading (Consider Forwarding to 8/11 Unfinished Business)					
		~~PCD~~		~~Ordinance No. 2015-14, ADU Regulations Public Hearing (Consider Action)~~ - Postpone until August					
		PCD	15	Ordinance No. 2015-04 (Formerly 2014-07), Landscaping and Tree Ordinance - 1st Reading (Info.)					
		CC	15	Suzuki Property Request for Proposals (Discussion) - added					
		PW	10	Waterfront Park Cost Estimate Update (Consider Action)					
		PW	10	Ordinance No. 2015-07, Traffic Impact Fees - 2nd Reading (Consider Action)					
		PW	10	Public Works Contracts					
		PW		Wing Point Way Construction Award - blanks (Info.)					
		PW		Islandwide Chip Seal Construction Award - Unfinished Business (Consider Action)					
		PW		2015 Road Striping Project Award - Unfinished Business (Consider Action)					
		PW		Construction Administrative Services PSA - Unfinished Business (Consider Action)					
		PW	CA	Biosolids Agreement (Consider Action)					
		EXEC	CA	2015 Mitigation Grant Program Application (Consider Action)					
			145						

2015 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Clerk	Department	Timing (min)	*Study Session 7 pm*
4-Aug				

2015 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Clerk	Department	Timing (min)	*Study Session 7 pm*
	Kelly		25	1-Sep
		PCD EXEC	20	Wireless Communications Facilities Ordinance - 1st Reading (Info.)
		FIN	20	Ordinance No. 2015-__, SSWM Rates - 1st Reading (Info.)
			65	
	Kelly		25	15-Sep

Absences	Clerk	Department	Timing (min)	*Business Meeting 7 pm*
	Roz		25	8-Sep
		PCD EXEC	10	Ordinance Regarding Wireless Communications Facilities Public Hearing (Consider Action)
		FIN	CA	Ordinance No. 2015-__, SSWM Rates, 2nd Reading (Consider Action)
			35	
				``
	Roz		25	22-Sep

2015 PROPOSED COUNCIL CALENDAR ITEMS

Absences	Clerk	Department	Timing (min)	*Study Session 7 pm*	Absences	Clerk	Department	Timing (min)	*Business Meeting 7 pm*
				29-Sep					
				5th Tuesday - no meeting					

CITY OF BAINBRIDGE ISLAND
CITY COUNCIL AGENDA BILL

PROCESS INFORMATION	
Subject: Resolution No. 2015-07, Governance Manual Amendments	Date: June 23, 2015
Agenda Item: Work Session	Bill No.: 15-101
Proposed By: Councilmembers Roth and Scott	Referral(s):

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

REFERRALS/REVIEW		
Study Session: May 5, 2015	Recommendation: Prepare revisions and circulate	
City Manager ☐ Yes ☐ No ☒ N/A	Legal ☐ Yes ☐ No ☒ N/A	Finance ☐ Yes ☐ No ☒ N/A

DESCRIPTION/SUMMARY

Action Item:

Consider approval of Resolution No. 2015-07 related to Governance Manual Amendments.

Background:

At the May 5, 2015 meeting, Council discussed proposed changes to the Governance Manual. The attached clean and redlined versions reflect revisions made since the meeting.

Please note: The redlined version does not show non-substantive changes—changes to grammer, wording, or organization. It is intended to highlight substantive changes for the Council's consideration.

Based on the discussion at the May 5 meeting, we've simplified and revised the Introduction and Section 1. The simplification eliminates redundancies. The substantive revision is to eliminate the "no public use or reliance" section. We heard from several Councilmembers at the meeting, and in public comments, that the public (including our citizen committees) should use and rely upon the Manual. It is intended to accurately reflect the laws and rules all should follow in City government. And in any event, the Manual retains language allowing the Council (acting as a body, not as individual Councilmembers) to waive, modify, or suspend provisions of the manual.

The other significant changes in this version, also based on Council discussion at the May 5 meeting, are in Sections 4.7 and 4.8, the open public meetings and public records sections. We've tried to: clean this section up a bit; include general references to means of electronic communications in order to capture evolving technologies; and state that the City will provide any Councilmember who so desires with a City computer and mobile phone, but that if a Councilmember chooses to use a personal device, he or she must follow the policies set forth in the Manual to maintain and provide public records to the City.

In this version we've also proposed deleting Exhibits A ("Simplified Summary of Parliamentary Procedure"), B ("Current List of City Commissions, Committees and Boards"), and C ("Illustration of Scalable Public Process Planning System"). The first and third have not been very useful, and the second was not kept current. We believe these exhibits are not necessary.

RECOMMENDED ACTION

Motion:

I move that the City Council approve Resolution No. 2015-07.

Manual of City Governance Policies, Procedures and Guidelines

Resolution No. 2015-07

Adopted _____

A Comprehensive Collection of
Governance Principles, Policies, Procedures,
Standards of Conduct, Meeting Rules
and References to Applicable Law

Introduction

The Bainbridge Island Manual of City Governance gathers standards for Bainbridge Island governance practices into a single document. It is a comprehensive collection of policies, meeting rules, coordination procedures, administrative references, public outreach guidelines and procedures. Included, by reference, are relevant provisions of applicable state and local law. Also included are principles to guide the Council/Manager form of government.

This manual can be a valuable resource for Bainbridge Island, the City's citizens, the City Council and City management as we continue to work together for effective and efficient local government. The City Council and City management should be familiar with the contents of this manual and keep it close at hand.

This manual (as adopted by Resolution) is a legislative act and is intended to remain in force except to the extent that any portion may be subsequently be amended or rescinded by act of Council.

Webmaster's Note: This document contains embedded hyperlinks. To go directly from the Table of Contents to a specific section, roll your curser over the page number and click.

RESOLUTION NO. 2015-07

A RESOLUTION OF THE CITY OF BAINBRIDGE ISLAND
ADOPTING A MANUAL OF CITY GOVERNANCE
POLICIES, PROCEDURES AND GUIDELINES
FOR THE COUNCIL-MANAGER FORM OF GOVERNMENT.

WHEREAS, the City Council desires that city government be transparent and accountable to the public; and

WHEREAS, the City Council seeks to govern in a manner that is responsive to the community, in collaboration with City management, and in a business-like and professional manner; and

WHEREAS, written principles, policies and procedures best assure an atmosphere conducive to principled, accountable and transparent governance,

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

Section 1. There is hereby adopted by reference, "City of Bainbridge Island Manual Of City Governance Policies, Procedures and Guidelines" dated _____, which is attached hereto as Exhibit "A".

PASSED by the City Council of the City of Bainbridge Island, Washington at the regular meeting of the City Council on the __th day of _____, 2015.

APPROVED by the Mayor of the City of Bainbridge Island, Washington on the __th day of _____ 2015.

_____
Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:

_____
Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK: April 30, 2015
PASSED BY THE CITY COUNCIL:
RESOLUTION NUMBER: 2015-07

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Article 1: USE OF THIS MANUAL AND ITS RULES

1.1 Purpose

This manual, and its governance policies and rules of procedure, are designed to provide guidance for the Council and City Administration. They are not to be considered restrictions or expansions of Council authority. These rules have been prepared from review of many statutes, ordinances, court cases and other sources but they are not intended to be an amendment or substitute for those statutes, ordinances, court decisions or other authority.

1.2 Waiver, Amendment, or Suspension of Portions of this Manual

Failure of the Council, acting in an open public meeting, to follow any of these rules shall be considered a Council decision to waive such rule. No notice of such waiver need be given. Amendments of all or any part of these rules may be made by resolution or temporarily suspended by motion until changed, provided there is no conflict with any superior statute.

Article 2: PRINCIPLES

It is hereby the policy of the City to establish the principles stated in this Article 1 as core values of City governance:

2.1 Values

2.1.1 City Leaders Listen to the Community

City leaders listen to the community in a way that represents the community's interests and goals.

2.1.2 Collaboration is Valued

Council and staff should use their best efforts to collaborate in every endeavor, seeking consensus as far as possible.

2.1.3 City Leaders Lead and Reason Together

Council members should, individually and collectively, demonstrate the ability to lead and reason together.

2.1.4 The City Exemplifies Professionalism in City Management

City leaders exhibit respect for the professionalism and ethical conduct of the City Manager and staff.

1.1.5 Sustainability

Leaders strive to achieve sustainable outcomes in City policies and administration, with sustainable bottom lines for the community, environment, and for city finances, and the local economy.

2.2 Relationship between Council, City Manager, Staff, and Public

2.2.1 Council Oversees City Organization But Does Not Interfere With Management

Council establishes budgetary authority for departments and positions, and may determine the duties and compensation of each, but does not interfere with the City Manager's management of City employees.

2.2.2 Council and City Manager Roles and Responsibilities Differentiated

Leaders adhere to the separate and distinct policy and management roles of Council and City Manager. Administrative policy and complaints are handled by the City Manager and Department Heads; legislative policy is established by Council.

2.2.3 Performance-Driven Management

Council reviews the City Manager's performance annually. The City Manager is responsible for performance reviews of subordinates.

2.2.4 City Attorney Is Legal Counsel to the City and Its Officials Collectively

The City Attorney is hired by the City Manager and represents the City and in that capacity provides legal advice to the Council, City Manager, and staff to the extent their interests coincide with the City's.

2.2.5 Staff Provides Adequate Information for Council Policy-Setting

Information is sufficient for effective decisions.

2.2.6 Council Will Not Request Unnecessary Information

In recognition of the limitations of staff time and resources, the Council will not request unnecessary information.

2.2.7 Public Documents Ensure Open And Transparent Government

The Council and Administration will adhere to laws on public access to documents.

2.2.8 Communications to the Public are Essential

The City Manager shall be responsible for the City communications function, but controversial communications shall be promptly copied to Council.

2.3 Functioning of City Council

2.3.1 Importance of Open Public Meetings

The City shall comply with the Open Public Meetings Act under Washington law.

2.3.2 There is a Council-Selected Mayor

The Council-selected Mayor presides at Business Meetings of the Council.

2.3.3 The Mayor Also Embodies Other Leadership Roles

The Mayor serves as: the City's ceremonial head; the main liaison for the Council with the City Manager; a team leader; a goal-setter; an organizer who helps stabilize Council relationships; a champion of the City.

2.3.4 Citizen Volunteers Play an Important Role

For citizen advisory committees, boards, and commissions, the Mayor shares the role of seeking and interviewing volunteers, and appoints citizens to these committees, boards, and commissions subject to Council confirmation.

2.3.5 The Role of Deputy Mayor is Rotated

Council members take turns serving as Deputy Mayor, presiding at meetings, and coordinating with City Manager when Mayor is unavailable or absent.

2.3.6 Service on Regional Bodies is Shared Among Council Members

Council selects individual Council liaison roles based on the desire, qualifications, and skills of interested Council members.

2.3.7 Representatives of City Act in Accordance with City Policies

It is a duty of staff and Council who represent the City to advocate positions that are consistent with City policies, projects, and plans.

2.3.8 Councilors Serve in Liaison Roles to Community Organizations

Council approves liaison duties to community organizations for arts, human services, business community, tourism organizations, etc., based on desire and qualifications.

2.3.9 Councilmembers Have Opportunity to be Leaders and Innovators

One or more Council members may "sponsor" an ordinance or resolution.

2.3.10 Council is Mindful of Limited Resources

Council expense reimbursement is limited to budget and requires receipts. There are other limits on types and amounts of reimbursements.

2.3.11 Council Authorizes Certain Grant Applications Before Submittal

If a grant would require material matching dollars or impact policy, the Administration will seek Council approval prior to applying. The administration will bring grant opportunities it becomes aware of to the full Council. The Council may also initiate the process of pursuing a grant.

2.3.12 Fewer Standing Committees

Because staff time and resources are limited, the Council will use Study Sessions of the whole Council rather than numerous Standing Committees. The Council will consider utilizing a Standing Committee only if needed to provide ongoing oversight in a prescribed area, as described in Section 3.1.2 below.

2.4 Efficiency and Effectiveness of Council Decision-Making

2.4.1 Council Makes Effective Use of Time

Council differentiates among four types of public meetings: (1) goal-setting retreats (sometimes called "advances"); (2) Study Sessions; (3) Business Meetings; (4) single-issue workshops; (5) public communications meetings and forums.

2.4.2 Provide More Effective Opportunity for Public Interaction

Communication with public is more interactive in Study Sessions than in Business Meetings. Typically, public comments on any topic relating to City business will be taken at the outset of Business Meetings, whereas in Study Sessions public comments are taken in the course of consideration of each matter under study at the meeting. Each public comment should usually be limited to three minutes. Councilmembers may also receive public comments via email or other written communications.

2.4.3 Council's Business Meetings Will Be Efficient and Businesslike

The information exchange, review, deliberation and vetting of issues during the prior Study Session enables Council business meetings to be expeditious.

2.4.4 Effective Decision Making Requires Finality

Rules shall limit the prerogative to reconsider a Council decision; effective decision making results in finality and "moving on".

2.4.5 Council Dialog Calls For "Sticking to the Point"

The Presiding Officer's role, especially at the business meeting, is to keep Council business focused and expeditious.

2.4.6 Council Meeting Agendas Are Set by a Team

Agendas for Council meetings are generally developed and refined by the Council and Administration at Study Sessions, and are then arranged by the City Manager and City Clerk in consultation with the Mayor, Deputy Mayor, or both, who provide final approval prior to being publicly posted. Items for draft meeting agendas are submitted to the City Clerk, Mayor, and City Manager, and after team review are finalized by the Mayor, Deputy Mayor, or both, for public notice and distribution.

2.5 Functioning of City Manager and Staff

2.5.1 ICMA Standards are Respected

City leaders respect the ICMA standards and model documents (e.g. ICMA Code of Ethics and the City Manager's employment terms/conditions).

2.5.2 Council-Manager Governance Depends on a Strong City Manager Role

The City Manager prepares the proposed budget; administers code and policy; appoints and removes city employees; serves as the City's chief executive officer.

2.5.3 Regular and Understandable Financial Reporting

The City's regular financial reports enable the Council and community to understand the City's financial condition, and are in harmony with accounting standards for governmental organizations, applicable law, and municipal best practices, taking into account brevity, cogency, salience, and clarity.

2.5.4 Council and Administration are Mindful of Risk Management
There will be periodic reviews of risk management with WCIA (Washington Cities Insurance Authority). The Council empowers the City Manager with a dollar authority level to settle minor claims.

2.5.5 Public Information is Enhanced by Audio, Video, Website & Notes
There is a full audio recording on the city website for each Council meeting. Video and local radio may be used for Business Meetings and bi-weekly Study Sessions. Minutes of meetings are concise and are approved and posted online in as timely a manner as possible.

Article 3: DEFINED TERMS AND BASIC RULES

3.1 Types of Governing Bodies, and Advisory or Supporting Groups

3.1.1 City Council (or "Council")
The Council consists of 7 officials, each elected to four-year terms. The terms are staggered with 3 or 4 terms expiring at the end of even-numbered years. Individual Council members do not have governing power as individuals, but only when meeting as a Council, when a quorum (4 or more) is present. A special-purpose meeting of the Council when a quorum is present is sometimes referred to as a meeting of the Committee of the Whole.

3.1.2 Council Standing Committee
A Council Standing Committee consists of Councilmembers (not more than three, approved by the full Council for a calendar-year term), with staff support appointed by the City Manager. The Council may, but is not required to, establish one or more Standing Committees. A Standing Committee is a body with no established expiration date, and which has jurisdiction over a Council-prescribed ongoing policy area, such as finance. The purpose of a standing committee is to perform oversight functions in the prescribed area, and to develop and recommend actions in that area to the Council.

3.1.3 Council Ad Hoc Committee
An Ad Hoc Committee is a temporary committee established by Council to investigate and advise Council on a specific policy or issue for future Council action, or to develop a legislative or policy proposal for Council on a particular topic. The Council determines the purpose of an Ad Hoc Committee at the time of establishing it. The Council may appoint up to three Councilmembers to an Ad Hoc Committee, and, if applicable, one or more citizens or subject matter experts who are not city employees. Furthermore, each Ad Hoc Committee shall include the City Manager (or his or her designee) and any City staff that the City Manager chooses to assign to the Committee. An Ad Hoc Committee shall be dissolved upon completion of the Council-assigned task.

3.1.4 Citizen Board, Citizen Committee, or Citizen Commission
As defined by ordinance or resolution, a citizen board, committee, or commission is generally a standing (rather than temporary) body with prescribed authority to perform

a recurring advisory or decision-making role on behalf of the City as a municipal corporation. The list of such bodies, as that list may be amended from time to time, is found in Exhibit B. Procedures and rules that apply to such bodies are described in Article 5: Citizen Committees, Boards And Commissions.

3.1.5 Citizen Advisory Committee

A Citizen Advisory Committee consists of a group of citizens, established and appointed by the Council or by the City Manager, which is tasked with the responsibility of advising the appointing body or Manager regarding some activity or pending decision of City government. Such a committee is normally formed on an ad hoc temporary basis to advise either the Council or City Manager (or a Council standing or ad hoc committee) on a particular topic relating to city legislation, policy, or practices, or the means to carry out a proposed project or city activity. The list of such bodies, as that list may be amended from time to time, is found in Exhibit B.

3.1.6 Steering Group

The City Manager or the Council may establish a Steering Group to perform a temporary ad hoc task or project prescribed by the Council or the City Manager – such as organizing one or more forms of citizen engagement on a public issue, or providing direction and oversight for the implementation of a City project or program.

3.1.7 Small Task Group

The Council may, from time to time, create, and appoint members to a small task group for the purpose of examining issues and making recommendations important to the City but not requiring the more formalized process of a larger task force, which may require a steering committee. The small task group may consist of one or more Councilmembers, one or more citizens or experts familiar with the issue or project, and the City Manager (or designee). In all cases, the instrument appointing a task force shall set forth a clear task assignment and provide for dissolution of the group upon completion of the task.

3.1.8 Multi-Agency or Regional Task Group

When a major regional effort involves key agencies outside of City government but vital to a project's coordination, the Council may create by motion, legislative directive, or intergovernmental agreement, an appropriately named multi-agency or regional task group (and may create a Steering Group to guide the task group effort). Membership shall consist of one to three Councilmembers and may include the City Manager (or designee), typically one representative from each partner agency, and, if applicable, representation from any private consultant or non-profit agency with a key interest or resource vital to the issue or project.

3.1.9 Scalable Public Process Planning System

For public issues of high interest or high impact or those that require a lengthy public process, a Public Process Steering Group may be formed. For issues that are less controversial, have less far-reaching impacts, or are suited to a shorter process, an Ad Hoc Committee or Task Force may be more appropriate. The purpose of the committee, task force, or steering group is to strategize and facilitate appropriate public process for a particular community subject or issue. See Exhibit C for more details on the use of this Scalable Public Process Planning System.

A Public Process Steering Group typically consists of one to three Councilmembers, the City Manager (or designee), and the City's Communications Coordinator. The Councilmember(s) shall be appointed by the Mayor and confirmed by Council. The City Manager shall appoint additional staff as needed to provide technical support, and may appoint one or more citizens to provide community input. Representatives of outside agencies may also be included where appropriate. These appointments shall identify the task(s) of the Steering Group. The group shall be dissolved when the task is completed. A similar approach may be taken in assembling an Ad Hoc Committee or Task Force, except that the group make-up may be smaller and simpler, and it may have one or just a few meetings, or even "meet" by email.

The committee, task force, or steering group shall serve as a collection point for information and activity pertaining to the task or issue assigned and shall advise on the design for public processes. Public process activities may incorporate a range of tools such as press releases, newspaper columns, Q & A's, fact sheets, presentations to community organizations, focus groups, neighborhood meetings, ward meetings, and public forums, as described in the City's public participation guidelines. The Council Liaison will inform the Council of the group's activity at Council meetings (when appropriate).

3.1.10 Nonprofit Service Agency

A nonprofit organization may perform a function for the City as defined by contract with the City or as prescribed by ordinance. An example of such a nonprofit entity designated by ordinance is the Bainbridge Island Arts and Humanities Council (for oversight of the Cultural Element of the Comprehensive Plan).

3.2 City Officials and Adjudicators

3.2.1 Mayor

See the definition and duties stated in Section 5.3.

3.2.2 Deputy Mayor

See the definition and duties stated in Section 5.4.

3.2.3 Presiding Officer

The term Presiding Officer means the Councilmember who is to chair, or is in fact chairing, a Council meeting. Unless otherwise stated in the meeting agenda, the Presiding Officer shall be the Mayor unless the Mayor is absent, in which case the Presiding Officer shall be the Deputy Mayor (or, in the absence of both, the Councilmember who is elected by the quorum to preside at the meeting).

3.2.4 City Manager

See the definition and duties stated Article 7: City Administration.

3.2.5 Appointive Officers

The City's Appointive Officers consist of the City Manager and those persons (who may or may not be City employees) who occupy any of the appointive offices stated in Section 2.08.030 of the COBI Code.

3.2.6 Council Liaison

With Council approval, a Councilmember may serve for a calendar year as the Council's Liaison (i.e. representative), to an organization. A Liaison is responsible for facilitating communication, collaboration and coordination with the designated organization, and with regular reporting and accountability to the Council. There are typically Councilmember Liaisons to four types of organizations:

- *A county-wide or regional policy or governing body or intergovernmental organization (such as the Kitsap Regional Coordinating Council)*
- *A community organization (such as an arts, business, or social service organization)*
- *A governing or inter-agency board functioning in the city (such as the Parks Board or the Intergovernmental Working Group – IGWG); and*
- *A citizen board, commission, or committee of the City, whether or not the charter calls for an ex officio Council member (such as the Utility Advisory Committee or Lodging Tax Advisory Committee)*

3.2.7 Hearing Examiner

The City regulates and adjudicates land use matters using a Hearing Examiner system set forth in BIMC 2.14.030. The Hearing Examiner is appointed by the City Manager and confirmed by Council. Under BIMC 2.14.030, the Hearing Examiner is "responsible for conducting hearings on and adjudicating quasi-judicial cases involving a variety of complex land use and regulatory compliance issues, and other issues which the city council may designate to the hearing examiner by ordinance or resolution." The Hearing Examiner has the authority to adopt rules and procedures for proceedings before the Hearing Examiner. Additionally, many of the procedures for hearing various matters and appeals before the Hearing Examiner are found in BIMC 2.16.

3.3 Types of Meetings of Council

3.3.1 Regular Meeting

A Regular Meeting of the Council is a meeting convened on a regular series of dates (and at a time) stated in City ordinance. At a Regular Meeting, the Council may conduct any business stated on the agenda that is publicly posted prior to the meeting, or the Council may approve additions or deletions to the agenda at the meeting.

3.3.2 Special Meeting

A special meeting is a Council meeting called at a date or time other than the time prescribed by ordinance for a Regular Meeting. At a special meeting, the Council may conduct any business stated on the agenda that is publicly posted prior to the meeting, or the Council may approve deletions or additional items for discussion (but not additional action items) to the agenda at the meeting.

3.3.3 Business Meeting

A business meeting is a regular or special meeting of the Council that is primarily for the purpose of voting on the City's business, generally in the form of motions, resolutions or ordinances. A business meeting typically includes a public comment period for a limited period of time stated in advance on the agenda, during which a

member of the public may address the Council on any matter of public concern (whether or not on the agenda).

3.3.4 Study Session

A study session is a regular or special meeting of the Council that is generally held in a more informal manner or setting than a business meeting, and where the purposes may be, for example, (i) to study, deliberate, or review one or more topics or emerging issues for potential action at a future date, (ii) to vet the status of matters that are intended to be presented on the agenda of an ensuing business meeting unless exceptional circumstances apply, (iii) to engage in public comment or dialog, or (iv) to participate in presentations with City staff or other subject matter experts. In general, final votes are not taken at a study session, but there are commonly procedural votes on the disposition of various matters. Any regular or special Council meeting may be adjourned to a Study Session.

3.3.5 Workshop

A study session on a single topic or subject is sometimes referred to as a workshop.

3.3.6 Public Hearing on Ordinance

A formal public hearing may be required by statute or City ordinance as a portion of the prescribed public process for the Council's adoption of the City budget, the City's Capital Facilities Plan, and certain other legislative actions. In such a case, a public hearing is conducted according to certain formal public hearing rules prescribed by law. The public hearing typically occurs during a publicly noticed portion of a regular or special meeting of Council, where the time of the hearing has been stated in the prior public notice.

3.3.7 Public Hearing on Quasi-Judicial matter

Certain Council reviews and actions that are akin to a judicial decision affecting a particular party or a particular set of one or more properties require that the Council conduct a formal public hearing of a "quasi-judicial" kind. Such a hearing is typically conducted by Council during a prescribed portion of a regular or special meeting, and is performed in such a manner as to establish a clear record of proceedings, facts presented, and the decision process according to judicial standards. A detailed discussion of quasi-judicial hearings can be found in Section 9.14.

3.3.8 Retreat

A retreat (sometimes referred to as an "advance") is generally a Special Meeting called for the purpose of very informal discussion dealing with goals, objectives, and guidelines for future activity of the organization. At a retreat, the Council may, for example, develop goals and objectives for its own organization for the year, consider priorities for the Council work plan, or set goals for the City Manager which may be elements of an annual performance evaluation in accordance with the employment agreement. Although a detailed listing of the City's activity plan for a coming year may result from informal consensus, formal adoption should be made in a regular Council meeting by motion or resolution.

3.4 Types of Public Participation in Government

3.4.1 Public Comment Period at Business Meetings

At Council Business Meetings, the agenda shall generally include a period of time known as the Public Comment Period. Within that time period, any member of the public may be recognized by the Presiding Officer and may address the full Council on any public issue – whether or not on the agenda. Unless Council determines otherwise, the Public Comment Period at a Business Meeting is reserved for comments by the public rather than responses from Council or Administration. For further guidelines, see Sections 5.6 (Respect and Decorum) and 9.12 (Procedures for Public Comment at Business Meetings).

3.4.2 Interactive Dialog with the Public at Study Sessions

At Council Study Sessions, the Presiding Officer shall determine the manner in which public comments and dialog are to be invited, depending on the nature of the Study Session and the amount of time available. In general, the Presiding Officer may allow more flexibility in accommodating comments and dialog on agenda matters under discussion than is generally allowed at a Business Meeting, and the Presiding Officer may allow responses and interactive dialog with Councilmembers, the Administration, and other presenters.

3.4.3 Other Meetings with the Public Outside of City Hall

The Council may organize other meetings with the public in various forums outside of City Hall – in various settings such as public forums, neighborhood meetings, presentations to community organizations, ward meetings, town halls, and so on. In such settings, the meeting shall ideally include one or more Council members and one or more members of the Administration.

3.4.4 Public Forum

*When major public policy development warrants, and after adequate preparation of issues and alternatives, a steering group (see Sections 3.1.6 to 3.1.9) may conduct **larger citizen forums** to help develop a public consensus on the issues. The general procedure would be to provide basic information, to explore alternatives and options and to receive verbal and written public comments. The Steering Group shall summarize the conclusions and recommendations of such **forums** for presentation to the City Council prior to the customary City Council deliberations (i.e., agenda actions, public hearings, etc.) which could normally result in final action. The procedures are further illustrated in Exhibit A-4 (1) attached.*

3.4.5 Neighborhood or Ward Meetings

Neighborhood or ward meetings may be scheduled as part of a larger public process as designed by an Ad Hoc Committee, Steering Group, or Task Force (see Sections 3.1.6 to 3.1.9), however, any member of the Council may convene a citizens' neighborhood meeting or series of meetings for the purpose of providing a general forum on City matters. Such meetings shall, when convened, provide information pertaining to specific issues as well as an opportunity for citizens to ask questions or express views on any subject. The Councilmember may request that the City Manager or his or her designee attend these meetings to answer questions on administrative matters. Because such meetings typically involve three or fewer Council members and are therefore not

official Council meetings, Councilmembers who attend shall report issues or conclusions to the Council as such meetings occur. At any such meeting, a Councilmember should avoid discussion or comments that pertain to current or potential lawsuits or other quasi-judicial proceedings that might later come before the Council. Councilmembers should exercise care to avoid claiming to speak for the City or Council on any issue on which the Councilmember is not expressly authorized to speak for the Council.

3.4.6 Additional Avenues for Public Participation

Public process activities may also incorporate a range of tools such as press releases, newspaper columns, fact sheets, Q&A's, etc. as described in the City's documents and guidelines pertaining to public participation in various projects and processes.

3.4.7 Committees and Other Citizen Participation Opportunities

For descriptions of other potential participation opportunities for citizens relating to City governance, see Sections 3.1.3 to 3.1.9.

3.5 Types of Governing Actions

3.5.1 Motion

An adopted motion is a form of action taken by the Council to direct that a specific course of action be taken or executed on behalf of the municipality. A motion is similar to a resolution, but is generally much shorter and worded in a more informal manner than a resolution. A motion, once approved and entered into the record, is the administrative equivalent of a resolution in those instances where a resolution is not required by law, and where such motion is not in conflict with existing State or Federal statutes, City ordinances, or resolutions.

3.5.2 Resolution

An adopted resolution is an administrative act which is less formal than an ordinance and is a statement of legislative policy or direction concerning matters of special or temporary character. Council action shall be taken by resolution when required by law or in those instances where an expression of legislative policy that is more lengthy or more meticulously worded than a motion is desired. While resolutions are often just a statement of policy, a resolution may have the force of law (e.g., a resolution setting permit fees, or a resolution declaring certain City property to be surplus).

3.5.3 Ordinance

An enacted Ordinance is a local law (legislative act) prescribing general rules of conduct. Council action shall be taken by ordinance when required by law, or where prescribed conduct may be enforced by penalty. An ordinance is a legislative act within its sphere as much as an act of the State Legislature. The general guiding principle is that actions relating to subjects of a permanent and general character are usually regarded as legislative and should be addressed through an ordinance, and those providing for subjects of a temporary and special character are regarded as administrative and should be addressed through a resolution. (See Durocher v. King County, 80 Wn.2d 139, 153, 492P2d 547 (1972).

3.5.4 Comprehensive Plan Amendment

Such an amendment is a legislative act in which the Council amends all or part of the Comprehensive Plan after the Planning Commission has deliberated, held public hearings and made recommendation(s) to the Council. The Council likewise holds a public hearing before passage.

3.5.5 Budget Adoption or Amendment

Legislative acts adopting or amending the budget document for the City on an annual or biennial basis. Although the budget is a maximum spending plan, it must be managed by the City Manager to operate within actual revenue received for each fund.

3.5.6 Capital Facilities Plan (CFP) Adoption or Amendment

The CFP is a 6-year plan which is a companion to the budgeting process and which establishes priorities for construction or replacement of capital facilities of the City.

3.5.7 Quasi-Judicial Ruling

Such a ruling is similar to a "judicial act" taken by an agency or authority that is not constituted as a "court" of law. A quasi-judicial ruling is an administrative ruling made by the Council, Hearing Examiner, or Planning Commission where the process and facts to be heard and judged are prescribed by regulatory laws or ordinances and as such, and are appealable to a higher authority or court of law.

3.5.8 Best Practices

Best Practices, as used in this manual, means methods of conducting certain activities of local government which have become widely accepted standards for a given local government activity. Best practices are often imported as a result of professional networking or from another similar agency that discovered a way to "do it better".

Article 4: STANDARDS OF CONDUCT

4.1 Sources and References

In this Article, the following references are frequently cited as sources of law or explanations of applicable law and standards of conduct:

- "KTT": Association of Washington Cities (AWC) and Municipal Research & Services Center of Washington (MRSC): "Knowing the Territory: Basic Legal Guidelines for Washington City, County and Special Purpose District Officials" (Nov. 2009)
- "CMH": AWC and MRSC: "Councilmember's Handbook" (Dec. 2009)
- "RCW": Revised Code of Washington
- "COBI Code" (or "BIMC"): Codified Ordinances of the City of Bainbridge Island (or Bainbridge Island Municipal Code)

4.2 Standards of Conduct for Officials under Washington Law

A summary of various Washington state statutes and case law that impose duties and standards of conduct on a city's elected and non-elected officials is found in the AWC/MRSC handbook called "Knowing the Territory" (referred to herein as "KTT"). For a summary of ethical standards of conduct under City ordinance, see, for example, Section 4.9 and the sections which follow it.

4.3 Oath of Office

A Council member, when sworn into office by the City's Municipal Court Judge, swears that "I will…":

- comply with the constitution and laws of the United States and the State of Washington, and
- …to the best of my judgment, skill, and ability, truly, faithfully, diligently, and impartially perform the duties of the office … as such duties are prescribed by law."

The City Manager, Department Heads and certain other City employees in key positions are likewise considered city officials and, when hired or promoted to officer status, are likewise sworn in with a similar oath that calls for compliance with those constitutions and laws.

4.4 Public Trust and Fiduciary Duty

"Courts have held public office to be synonymous with public trust and that a public officer's relationship with the public is that of a fiduciary." KTT (pp 6-7). Public trust is a guiding concept in state statutes relating to avoidance of conflict of interest in contracting (RCW 42.23), and in the Open Public Meetings Act (RCW 42.30).

The people themselves, in a 1972 ballot initiative relating to public campaign law, declared trust to be the public policy of the State of Washington, stating in part: "That the people have the right to expect from their elected representatives at all levels of government the utmost of integrity, honesty and fairness in their dealings" and "That the people shall be assured that the private financial dealings of their public officials, and of candidates for those offices, present no conflict of interest between the public trust and private interests."

4.5 Stewardship of Public Funds

The state law imposes the highest of duties on public officials who are custodians of public funds, such as treasurers. (KTT, p. 7). By analogy, there are provisions of law that impose other high standards for public funds on City officials generally, such as: (i) the State Constitution's prohibition against making gifts to an individual or a for-profit or nonprofit corporation or association (KTT p. 22-24); (ii) the state law prohibitions against using public facilities or property for political campaign purposes (RCW 42.17.130); and state law requirements for bidding of public works projects (RCW 35.22.620) (MRSC, "Bidding Book for Washington Counties") and for the giving of notice when seeking suppliers for other major purchases (e.g. RCW 39.80).

4.6 Conflicts of Interest under State Law

As the state Supreme Court has ruled, a Councilmember may not vote on a matter where he or she would be especially benefitted. And, with some exceptions noted below, Washington law forbids a city

official from having a financial interest in a City contract, regardless of whether or not s/he votes on the matter. (KTT, p.9).

Furthermore, the public campaign laws require public elected officials (in addition to candidates) to make financial disclosures at least annually (through the Washington Public Disclosure Commission (PDC)) so that the public can be informed about potential conflicts. These annual disclosures are in addition to those required by COBI's Ethics Code (see below).

4.6.1 State Code of Ethics

The RCW 42.23 includes a Code of Ethics for state and local officials that generally prohibits (with some specified exceptions) four types of conduct by a City official:

(a) using one's City official position to obtain special privileges for oneself or others;

(b) giving or receiving a gift in connection with a City matter;

(c) accepting employment or engaging in a business that would require disclosing confidential information gained as a City official; and

(d) disclosing confidential information gained as a City official, or using such confidential information for personal gain.

Legal advice should be sought on such questions as:

(a) Is a very small gift, such as a coffee, small enough as to be "de minimus" and therefore not intended to be prohibited?

(b) Should a gift from an out of town dignitary be handed over from an official to the city as a whole?

(c) Under what circumstances can an official accept expense-paid travel to a meeting or a fact-finding visit?

4.6.2 Prohibition Against Private Interest in a Public Contract

(a) The RCW 42.23 also broadly prohibits the following conflicts of interest regarding a city contract (including, among other things, employment contracts):

"No municipal officer shall be beneficially interested, directly or indirectly, in any contract which may be made by, through, or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein …"

(b) This prohibition applies even if the official doesn't vote on or otherwise approve the contract that presents a conflict. (KTT, p. 11-13)

(c) Unlike the COBI Ethics Code (which applies to both financial interests and other personal interests), this State conflict of interest standard prohibits only financial conflicts.

(d) There are exceptions to the prohibition, and there is a qualified set of exceptions for certain "remote interests". (KTT, p. 11-13)

4.6.3 Limitations on Holding Multiple Offices

There are state law prohibitions against an official appointing himself or herself to a second office or employment with the city ("dual office holding"), and there are certain combinations of public office that are considered to be incompatible and therefore not eligible to be held concurrently. (KTT, p. 16-18)

4.6.4 "Appearance of Fairness" Doctrine under State Law

(a) The Appearance of Fairness doctrine applies only in those instances when a Councilmember is a decision-maker in a "quasi-judicial" matter (e.g. a spot rezoning, or a long-form plat development approval). It doesn't apply to a Councilmember's various legislative and policy decision-making. (KTT, p. 19-21)

(b) As stated in the RCW 42.36, the "appearance of fairness" requires that the Councilmember not engage in "ex parte" communications with a party interested in the outcome of the quasi-judicial matter.

(c) See Section 8.14 for a further discussion of the Appearance of Fairness Doctrine as applied to quasi-judicial hearings that are conducted by the Council.

4.7 Open Public Meetings under Washington Law

The Open Public Meetings Act is summarized in the KTT, and is also described in greater detail in the MRSC publication, "The Open Public Meetings Act – How it Applies to Washington Cities, Towns, and Counties, Report No. 60 (May 2008).

4.7.1 All Deliberations and Actions Must Be At Noticed Public Meeetings

As stated in RCW 42.30 (Open Public Meetings Act or "OPMA"), all meetings of city governing bodies (i.e., where a quorum or more of Council members, or members of some other "governing body" of the City, assemble to discuss or otherwise act on City business) must be open and public.

4.7.2 Applies to Sub-Agencies of the City

The OPMA applies to a "subagency" of the City, which may mean that a City board, commission, or similar entity created by or pursuant to state or local legislation is subject to elements of the OPMA, such as the Planning Commission. RCW 42.30.020(2) states that a "governing body" to which the OPMA applies includes a committee of the Council or other governing body "when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment." The OPMA does not apply to court proceedings, quasi-judicial proceedings (such as Civil Service Commission hearings), or collective

bargaining and related labor relations meetings. It does not apply to purely social meetings where city business is not discussed.

4.7.3 Two Kinds of Meetings: "Regular" and "Special"

A "regular" meeting is one with regular dates, times, and locations set by ordinance, resolution or rule. Any business may be conducted at a regular meeting, but RCW 35A.12.160 states that "every city shall establish a procedure for notifying the public of upcoming hearings and the *preliminary agenda* for the forthcoming Council meeting."

A "special" meeting is a meeting other than a "regular" meeting, which may be called by the Presiding Officer (e.g. the Council's Mayor) or a majority of Council members. The notice of a special meeting must be posted at least 24 hours prior to the meeting, and must state the items of business on the agenda. Unless an exception applies, the Council may not add to the agenda of a special meeting without giving 24 hours notice of the added item.

4.7.4 Open to the "Public"

Under RCW 42.30.050, all persons must be permitted to attend a public meeting except unruly persons. Attendance may not be conditioned upon registration or similar requirements. The Act does not prohibit a requirement that persons identify themselves prior to testifying at hearings. In cases of disorderly conduct, disorderly persons may be expelled, and if that is insufficient to restore order, the meeting place may be cleared or relocated. However, non-offending members of the news media may not be excluded.

4.7.5 Executive Sessions

An "executive session" is a portion of a public meeting that is conducted on a topic that is permitted by law to be discussed by a governing body or sub-agency in a non-public setting. As further provided by the RCW 42.30.110 in greater detail, an executive session may, in general, be conducted to discuss matters such as the following:

(a) Real estate acquisition, lease or site selection; or deliberations on the price at which to offer real estate for sale or lease;

(b) Negotiations on publicly bid contracts;

(c) Evaluation of complaints or charges brought against a public officer or employee;

(d) Evaluation of qualifications of an applicant for public employment or to review the performance of a public employee;

(e) Evaluation of the qualifications of a candidate for appointment to elective office; or

(f) To discuss with the City's legal counsel City enforcement actions or litigation or potential litigation.

Council members shall not disclose confidential information learned or confidential documents provided during an executive session unless waived by the full Council.

4.7.6 Unintended Meetings; Electronic Meetings

An unintended meeting may occur in violation of the OPMA if, without the requisite public notice, a quorum or more of a public body or sub-agency meets for an in-person or telephonic discussion, or conducts an interactive discussion of city business through email, social media, or other electronic communication. (See 4.8.2 below for more discussion of email, social media, and other electronic communications).

4.8 Open Government and Public Records

As a result of a statewide ballot in 1972, strong public protections were put in place relating to (1) political campaign disclosure; (2) disclosure of lobbying; (3) disclosure of the financial interests of a candidate or elected official; and (4) openness of public records. The topic of open access to public records is summarized in pages 36-41 of the KTT, and in greater detail in the MRSC electronic publication: "Public Records Act for Washington Cities, Counties and Special Purpose Districts" (available at http://mrsc.org/).

4.8.1 Purpose of the Public Disclosure Law

"The people of this state do not yield their sovereignty to the agencies that serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may maintain control over the instruments that they have created. [The law] … shall be liberally construed . . . to promote this public policy." (See, RCW 42.56.030)

It is hereby the policy of the City that elected and other city officials shall do nothing to hinder the City's obligation to possess, retain and store public records. Under RCW 42.56.010(2), a "public record … includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." Furthermore, and under RCW 42.56.010(3), a writing means "handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents, including existing data compilations from which information may be obtained or translated."

4.8.2 Emails, Text Messages, Social Media, and Other Electronic Records

Under the state law definitions (above), an email, text message, or an entry on a website, blog, twitter, or a social media internet site) is a "writing", and it is likewise a "public record" if it meets the definition above.

Additional regulations have been adopted which further elaborate on the legal duty of a city to store and archive not only public records of traditional hard-copy kinds but also electronic public records. (See Chapter 434-662 of the Washington Administrative Code (WAC))

In recognition of the legal duty and desire to maintain open and transparent government, and to support the City's duty to accessibly store and archive electronic public records, it is the policy of the City that in the case of each public record, Council members shall conform to the following practices:

(a) Policies on Email Platforms

(i) Councilmembers not use any private, public, or proprietary email service other than the City's email system for the sending or receiving emails that meet the definition of public record. Council members shall take all reasonable steps to ensure that each email that is a public record sent or received by him or her is sent or received on the City-maintained email system utilizing the individual's email address at bainbridgewa.gov or another email address provided by the City,

(ii) If a Councilmember receives an email that is a public record at an email address other than an address provided by the City, the Councilmember shall promptly forward that email to the Councilmember's email address at bainbridgewa.gov or another email address provided by the City, and advise the email sender that any and all emails pertaining to City matters are to be sent to the Councilmember at the City-provided email address;

(b) Policies on Text Messages

Council members shall promptly forward any text message that is a public record to the member's email address at bainbridgewa.gov or another email address provided by the City; or in the alternative take a screen shot of the text message and promptly forward the screen shot to the member's email address at bainbridgewa.gov or another email address provided by the City;

(c) Policies on Electronic Communications and Compliance With Open Public Meetings Law

(i) Any electronic communication sent by a Councilmember that is a public record as defined above shall not be sent or copied to more than two other Councilmembers. Councilmembers shall not engage in any discussion of City business through email, social media, blog comments, or any other electronic forum or medium with more than two other Councilmembers.

(ii) Any Councilmember who receives an electronic communication that is a public record that has been received by two other Councilmembers shall not forward the communication to any other Councilmember.

(d) Policies on The Use of Personal Accounts and Devices to Conduct City Government

(i) The City shall provide a personal computer and mobile phone to any Councilmember who desires a City-issued device for use in conducting City government.

(ii) In the alternative, a Councilmember may use a personal device to conduct City government, provided that the Councilmember complies with all the policies stated in this Manual.

(iii) Any Councilmember who uses any personal email account or personal electronic device (such as a computer, mobile phone, or tablet) to create or receive information relating to the conduct of City government, or the performance of any function of City government, shall use best efforts to save all such public records in a labeled, designated folder or other location in the account or on the device. The Councilmember shall, upon request of the City Attorney, and in any event prior to leaving office as a Councilmember, transfer all public records from his or her personal account or device to the City. The Councilmember shall not delete any public records from any account or device until all such public records have been transferred to the City. Once the transfer has been completed, and so long as there is no pending request relating to the public records, the Councilmember may delete the transferred records from the account or device.

(iv) If a Councilmember chooses to use a personal account or device to conduct City government, the Councilmember consents to the City or its agent searching the account or device to locate and copy all public records, subject to reasonable safeguards to protect the privacy of information that is not a public record, if a court finds that a search is necessary.

4.8.3 Duty to Act in the Interests of the City

- No elected person shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict arises between the interests of the City of Bainbridge Island and his or her personal interests, or the interests of other organizations.

- ***Each elected person has a duty to place the interests of the City of Bainbridge Island foremost*** in any dealings with the City, and has a continuing responsibility to comply with the requirements of this policy.

- If an elected official has a financial interest a proposed transaction with the City; or has a financial interest in any organization involved in the transaction; or has an immediate family member with a financial interest in such transaction; or holds a position of trustee, director, officer or employee of any organization involved in the transaction; then he or she must make full disclosure of such an interest before any discussion or negotiation of such transaction, shall abstain participating in any Council discussion of such matter, and shall abstain from any vote on such matter.

4.9 Duties to Act Consistently with City Policy When Representing City Elsewhere

Both elected City officials and non-elected City officials are frequently called upon to participate in policy bodies and decision-making forums at the county and regional level. It is hereby the policy of the City that, whenever any City official (whether elected or staff) is directly or indirectly representing the City on a policy making or decision-making body at the county or regional level, it shall be the

duty of that individual to act in a manner consistent with the interests of the City, as embodied in City policy, budget, capital facilities plan or other action of Council or directive of the City Manager.

3.11 Role of City Attorney

The City Attorney's ultimate client is the City itself – a municipal corporation. The City Attorney's relationship to the local government is similar in a number of respects to that of an attorney who represents a corporation. In that capacity, the City Attorney provides legal advice to the City Council, the City Manager, the Department Directors, and City staff. (See KTT (footnote 39).)

The City Attorney may represent the City in actions brought by or against the City or against City officials in their official capacity. However, other attorneys may be hired to handle specific cases because of the nature of the case, because the City Attorney has a conflict or other reason he or she cannot become involved, or due to limited resources of the City Attorney's office. In rare cases, the City Attorney may have a conflict and not be in a position to advise both the City Council and the City Manager. (See MRSC "Knowing the Territory.")

In those rare cases where either the City Council or the City Manager perceive such a conflict, the City Attorney should be consulted directly in order for him or her to make a decision about whether it is possible for the City Attorney to adequately represent the City in that situation. If the City Attorney determines that he or she cannot do so, then it is the responsibility of the City Attorney to secure alternate legal assistance.[1]

The City Manager cannot prohibit the Council from having access to the City Attorney's advice. For reasons of efficiency or cost effectiveness, the City Manager may decide that certain legal questions should be channeled to the City Attorney through the City Manager, to ensure that questions are clearly worded and communications back to Council are consistent. (See MRSC "Councilmember Handbook" (Dec. 2009; p.12).)

The Council can determine as a policy matter whether the City shall obtain legal advice from an on-staff City Attorney or by reliance on a law firm, but the Council may not direct the appointment of an individual to the position of City Attorney – that being the role of the City Manager. (See MRSC "Code City Handbook" (June 2009; p. 51))

[1] There are two scenarios in which a city council has the implied authority to hire outside counsel. One, if the council hires counsel to represent it, and it prevails on the substantive issue to the benefit of the city, a court may direct the town to pay the reasonable fees and costs of outside counsel. *State v. Volkmer*, 73 Wn. App. 89, 95 (1994) (citing *City of Tukwila v. Todd*, 17 Wn. App. 401, 563 P.2d 223 (1977)). Two, if extraordinary circumstances exist a court may determine that a contract with outside counsel is both appropriate and necessary. *State v. Volkmer*, 73 Wn. App. 89, 95 (1994) (citing *Wiley v. Seattle*, 7 Wn. 576, 579, 35 P. 415 (1894)). Extraordinary circumstances may exist where there is a vacancy in the office of city attorney; or where the city attorney is ill, disqualified, absent, or unavailable; or where the legal official of the corporation refuses to appear and perform the necessary services; or where he has, or represents, adverse interests. *City of Tukwila v. Todd*, 17 Wn. App. 401, 406, 563 P.2d 223 (1977) (citing McQuillin, The Law of Municipal Corporations §29.12 at 262-63 (3d ed. 1966)).

4.10 Process for Officials to Question the Legality of City Actions

City officials, including elected officials, may be indemnified by the City (or by insurance purchased by the City) for actions taken by an official within the scope of his or her duties. An official should therefore take care to act within the scope of his or her duties, and not cause City or personal liability by virtue of individual actions taken in the absence of legal advice.

An unfounded assertion by a City official that the City is acting in violation of law can cause undue risk and liability to the City, and may therefore constitute a breach of that official's duty to the City. Therefore, it is hereby the policy of the City that the following steps shall be followed if a City official questions the lawfulness of the conduct (or proposed conduct) of the City, or of any of its officials or staff.

1. Consult the City Attorney and fully describe the facts and issues which raise a question of illegality.

2. If the advice of the City Attorney does not resolve the concern, consult the City Manager.

3. If steps "1" and "2" do not resolve the concern, the official may request an executive session of the full Council, if the matter rises to the level of presenting a risk of litigation.

4. Prior to completing steps "1" through "3", it is a violation of the Official's duty to the City to assert in public the opinion that the City is in violation of law.

4.11 Conduct of Officials with Regard to Litigation Against City

It is hereby the policy of the City that, once an individual or organization has filed a legal proceeding against the City, no City Council member shall engage in discussions or other communications with such individual (or the officers or directors of the organization) about the subject of the lawsuit without first disclosing the intent to do so to the Council, either in public or in executive session. It is also hereby the policy of the City that its conflict of interest rules shall apply to elected officials with regard to individuals or organizations threatening or pursuing a lawsuit against the City.

4.12 Prohibition Against Making Gifts of Public Funds

Article 7, section 1 (Amendment 14) of the Washington State Constitution requires that taxes and other public funds be spent only for public purposes. *See also State ex rel. Collier v. Yelle*, 9 Wn.2d 317, 324-26, 115 P.2d 373 (1941); AGO 1988 No. 21.

Article 11, section 15 further provides as follows:

> The making of profit out of county, city, town, or other public money, or using the same for any purpose not authorized by law, by any officer having the possession or control thereof, shall be a felony, and shall be prosecuted and punished as prescribed by law.

Article 8, section 7 of the constitution states:

> No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation,

except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.

A city may contract with private organizations to provide services to the public if those are services that the city is authorized to provide. The private organization provides the services in question as an agent or contractor for the city. For instance, a city, having authority to provide recreational programs for its residents, may do so by contracting with a youth agency or senior citizens' organization to operate recreational programs for those groups, under appropriate city supervision. The contract should be carefully drawn, however, so that the program or project remains the city's own operation and is not an unlawfully broad delegation of city authority, or grant of city funds, to a private agency. Payments should be made pursuant to vouchers reflecting the satisfactory performance of services, as provided in Chapter 42.24 of the RCW. (KTT p. 22-24).

4.13 Duty to Avoid Interfering with City Manager's Role with Staff

Neither the Council nor any Councilmember shall interfere with the authority of the City Manager to appoint and remove any and all department heads, officers, and employees of the City (except Councilmembers), subject to the provisions of applicable law, rule, or civil service regulation. Nor shall the Council or any Councilmember give orders to any subordinate of the City Manager. (See RCW 35A.13.120).

4.14 Duty to Bargain in Good Faith with Collective Bargaining Representatives

Unions have a significant presence in Washington cities. Most city employees have the right to organize under state law and have joined state-wide unions or formed local associations. The city must negotiate labor contracts with these unions over wages, hours and working conditions.

In particular, most police … departments are unionized. Except for very small cities, police … unions have access to interest arbitration when an impasse in bargaining occurs. This can create a unique dynamic in police … negotiations, given the potential for an outside arbitrator to make decisions regarding wages, benefits and contract language. (Councilmember's Handbook, p.13, available at http://www.awcnet.org/Portals/0/Documents/publications/CouncilmemberHandbook11.pdf)

Certain City employees are represented by the International Association of Machinists (IAM) and police officers are represented by the Police Guild.

It is the policy of the City that it shall be the responsibility of the Council to set policy for collective bargaining, and the responsibility of the City Manager to engage in such collective bargaining.

4.15 Immunity and Indemnification of Officials For Individual Actions in Good Faith

An appointed or elected official or member of the governing body of a public agency is immune from civil liability for damages for any discretionary decision or failure to make a discretionary decision within his or her official capacity, but liability shall remain on the public agency for the tortious conduct of its officials or members of the governing body. (See RCW 4.24.070(1))

It is important to note that an official's immunity applies solely to actions taken in good faith in the course of performing within the scope of the official's duties.

The City is insured through the Washington Cities Insurance Authority (WCIA). WCIA provides broad coverage for damage claims and/or lawsuits brought against the City and its officials. If a damage claim involves a covered claim against a City official, then WCIA will retain legal counsel to defend the City official and will generally pay any resulting judgment or settlement amount. Please note WCIA coverage is only available if the situation is the result of a City official acting within the scope of her or his official duties and (if the matter is) not otherwise excluded from coverage through WCIA's compact with the City (i.e., hazardous waste claims are generally excluded from WCIA coverage).

Additionally, in the event that a damage claim or lawsuit is brought against a City official that is related to the performance or failure to perform his or her official duties and the matter is not covered through WCIA, BIMC 2.68 provides that the City shall provide legal representation to defend the City official and shall indemnify the City official for the payment of the claim (if warranted) or any resulting judgment. The City will not indemnify and defend a City official acting outside the scope of his or her official duties, or if the claim or lawsuit is based upon a dishonest, fraudulent, criminal or malicious act.

Article 5: CITY COUNCIL – THE ELECTED GOVERNING BODY

5.1 Council Meeting - Time and Location

Regular Meetings of the Council in the form of Business Meetings and Study Sessions shall be held on the dates and times as adopted by Council ordinance, unless cancelled or postponed in accordance with applicable State or local procedures. Special meetings may be called by the Mayor or by four Councilmembers.

5.2 Council Meetings – Open to the Public

All meetings of the Council and of any Committees thereof shall be open to the public, except as provided for in RCW 42.30.110 or RCW 42.30.140.

5.3 Mayor – Election – Chair to be Mayor – Duties ("Mayor")

Biennially at the first meeting of the new Council the members thereof shall choose a chair from among their number. The chair of the Council shall have the title of Mayor and shall preside at meetings of the Council. In addition to the powers conferred upon him or her as Mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the Council. The Mayor shall be recognized as the head of the city for ceremonial purposes. He or she shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order. (See RCW 35A.13.030,)

5.4 Deputy Mayor or Mayor Pro Tempore ("Mayor Pro Tem")

Biennially at the first meeting of a new Council, or periodically, the members thereof, by majority vote, may designate one of their number as deputy mayor or mayor for such period as the Council may specify, to serve in the absence or temporary disability of the Mayor; or, in lieu thereof, the Council may, as the need may arise, appoint any qualified person to serve as Mayor Pro Tem in the absence or temporary disability of the Mayor. (See RCW 35A.13.035,)

Meetings of the Council shall be presided over by the Mayor, if present, or otherwise by the Deputy Mayor or Mayor Pro Tem if one has been appointed, or (in the absence of both of them) by a member of the Council selected by a majority of the Councilmembers at such meeting. Serving as Presiding Officer of the meeting shall not in any way abridge the right of the Presiding Officer to vote on matters coming before the Council at such meeting.

In the event of the extended excused absence, disability or resignation of a Councilmember, the remaining members by majority vote may appoint a Councilmember pro tempore to serve during the absence or disability.

5.5 Quorum

As provided under State law, at all meetings of the Council, four Councilmembers shall constitute a quorum for the transaction of business. A lesser number may adjourn from time to time, provided that written notice of the adjournment is posted on the exterior Council Chamber doors (pursuant to RCW 42.30.090).

5.6 Respect and Decorum

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt or interrupt the proceedings of the Council, nor disparage any person while speaking. Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

5.6.1 Orderly Behavior and Civility in Remarks

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a recess, forced removal, or adjournment as described elsewhere in this manual.

5.6.2 Permission Required to Address the Council

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.

5.7 Telephonic or Video Participation from a Remote Location

Requests by a Councilmember to participate and vote by telephonic or audio-visual connection shall be granted by the Presiding Officer provided technical capability exists and adequate notice is given.

5.8 Attendance; Excused Absences

A Councilmember may forfeit his or her office by failing to attend three consecutive regular meetings without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Mayor, Deputy Mayor, or Mayor Pro Tem prior to the meeting and state the reason for his or her inability to attend the meeting. If the member is unable to contact the Mayor, Deputy Mayor, or Mayor Pro Tem, the member shall contact the City Manager or City Clerk, who shall convey the message to the Presiding Officer. Near the beginning of the Council meeting, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is any objection to excusing the member. If there is any objection, the Presiding Officer shall call for a motion to excuse the member. This motion shall be non-debatable. In such a case, the outcome of the vote shall determine whether the member shall be considered excused. (See RCW 35A.12.060.)

5.9 Filling Council Vacancies

If a vacancy occurs, the Council will follow the procedures provided in RCW 35A.12.050 in order to fill the vacancy with the most qualified person available until an election can be held. The Council will publish a notice of the vacancy, the procedure, and distribute the application form for soliciting candidates. The Council will draw up an application, which contains relevant information to answer set questions posed by the Council. The application forms will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.

5.10 Continuity of Government Act

In the event that the executive head of the City is unavailable by reason of enemy attack to exercise the powers and discharge the duties of the office, the provisions of RCW 42.14.050 shall apply. The same policy shall be applied in the case of a natural or man-made disaster.

Article 6: CITIZEN COMMITTEES, BOARDS AND COMMISSIONS

6.1 Approval of Appointees

6.1.1 Citizens on Standing Governing Bodies

All members of standing citizen committees, citizen boards, and citizen commissions which are, or which may hereafter be, required by State law or City ordinance or resolution, shall be appointed by the Mayor with confirmation by the Council.

6.1.2 Citizens on Temporary Governing Bodies

Any citizen members of any other committees – such as Ad Hoc Committees, Citizen Advisory Committees or Steering Committees – shall be appointed and approved in the manner described in Section 2.1 (Types of Governing Bodies, and Advisory or Supporting Groups) of this Manual. With regard to any appointments that would normally be subject to Council approval, the Council may choose to waive confirmation in the instrument creating said committee or group.

6.1.3 Removal

Members of any committee, board, or commission which has been appointed by the Council or the Mayor and confirmed by the Council, may be removed without cause by a majority vote of the Council unless otherwise provided for in the Code, ordinance, or resolution that authorized creation of the committee, board, or commission.

6.2 Establishment and Review of Citizen Governing Bodies That Are Temporary

Council-established governing bodies that are intended to be temporary -- such as Ad Hoc Committees or Citizen Advisory Committees – shall be commissioned for a time certain and provided with a clear task description and term (i.e. a "sunset" provision). Such temporary committees shall be subject to review whenever a new Council is seated following elections, so as to determine whether the committee and its functions continue to be appropriate and necessary.

Other special ad hoc committees and Council liaisons for a particular purpose may be appointed by the Mayor, with confirmation of Council, for a time certain along with a clear task description and "sunset" provision.

Citizen Committees, Commissions, and Boards; liaisons; and citizen advisory or taskforce groups should be given an opportunity to make a recommendation, when appropriate, on proposed ordinances, resolutions, and motions within their area of responsibility or interest, before action is taken by the Council. The appropriate spokesperson may present the recommendation(s) during discussion of that business item on a Council agenda.

To the extent that the City Attorney has determined that a citizen committee, commission, or board is a "governing body" that is subject to the State open meetings laws, no such body shall take votes for final action outside of a noticed open public meeting.

6.3 Relations with Boards, Commissions and Citizen Advisory Groups

Boards, commissions, and citizen advisory bodies of the City shall provide the City with minutes, or a summary report of all meetings. Communications from such boards, commissions, and advisory bodies shall be acknowledged by the Council. Any member of the Council may also bring such communication to the Presiding Officer's attention under the agenda item "Committee, Board, and Liaison Reports." Should any member of the Council determine that such communication be officially answered by the Council, the Presiding Officer shall place the matter on the agenda under New Business for the current meeting or any subsequent meeting.

Article 7: CITY ADMINISTRATION

7.1 City Manager

The City Manager is the chief administrative officer of the City. The City Manager is appointed by and directly accountable to the Council for the execution of the Council's legislative policy directives, and for the administration and management of City departments. The powers and duties of the City Manager are defined by State law and a variety of City ordinances. Such duties may be expanded or

clarified by job description, resolution, or Council directive (motion). Balanced with the City Manager's accountability to the Council for policy execution is the need for the Council to allow the City Manager freedom to perform those duties and responsibilities in his or her day-to-day management. The City Manager appoints and removes City employees and may delegate such powers to department heads, provided, that nothing herein shall be construed to prohibit the Council, while in open session, from fully and freely discussing with the City Manager, anything pertaining to appointments and removals of City officers and employees and City affairs. (See RCW 35A.13.)

7.2 Role of the City Manager

The City Manager shall attend all meetings of the City Council, unless excused by the Presiding Officer or Council. The City Manager may recommend for adoption by the Council such measures as he or she may deem necessary or expedient, prepare and submit to the Council such reports or proposals as may be required by the body or as the City Manager deems advisable to submit; keep the Council fully advised as to the business and finances of the City; and when appropriate, shall take part in the Council's discussion on all matters concerning the welfare of the City. In the event that the City Manager is unable to attend a Council meeting, the City Manager shall appoint a key staff member to attend the meeting as the representative of City Administration.

During Council meetings, the Presiding Officer should rely on the City Manager to introduce the administrative participation on agenda items and should offer opportunity for comment or recommendation of the City Manager before final vote on important matters.

7.3 Informal Communications Encouraged

Members of the Council are encouraged to interact informally and casually with City staff for the purpose of gathering information, obtaining progress reports on policies and programs, or providing information to staff relevant to their Council office. Such informal contacts can serve to promote better understanding of specific City functions and problems. However, Councilmembers should be careful, in such interaction, to avoid giving direction or advice to members of City staff, which may conflict with the City Manager's directives. City staff should provide their supervisor with the same information shared with the Councilmember.

7.4 City Manager – Interference by Councilmembers

As provided by RCW 35A.13.120, neither the Council, nor any of its committees or members, shall direct the appointment of any person to, or his or her removal from, office by the City Manager or any of his or her subordinates. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the City Manager and neither the Council nor any committee or member thereof shall give orders to any subordinate of the City Manager, either publicly or privately. The provisions of this section do not prohibit the Council, while in open session, from fully and freely discussing with the city manager anything pertaining to appointments and removals of city officers and employees and city affairs.

7.5 Complaints to Councilmembers

When performance complaints are made by citizens about staff actions or non-action directly to an individual Councilmember or in a Council or committee meeting, the Council or Councilmember should then refer the matter directly to the City Manager for review and, if appropriate, action. The

individual Councilmember or the Council may request to be informed by the Administration of the action or response made to the complainant.

7.6 Administrative Complaints - "Best Practice"

Although citizens' direct access to elected officials is to be encouraged to help develop public policy, City Councilmembers should not develop a "personal intervention" pattern in minor calls for service or administrative appeals which may actually delay a timely customer service response. The best policy is to get the citizen into direct contact with the appropriate department or the City Manager, unless an unsatisfactory result has occurred. In that case, refer to Section 6.5 above.

7.7 City Clerk - Minutes - Public Information Access

The City Clerk shall adhere to the requirements of Washington law, and shall be the ex-officio Clerk-of-the-Council. The City Clerk shall keep minutes as required by law, and shall perform such other duties in the meeting as may be required by the Council, Presiding Officer, or City Manager. In the absence of the City Clerk, the City Clerk shall appoint a replacement to act as Clerk-of-the-Council. The Clerk-of-the-Council shall keep minutes which identify the general discussion of the issue and complete detail of the official action or consensus reached, if any. The City Clerk shall make an audio recording of the proceedings of all public hearings, regular business meetings, study sessions and workshops, and quasi-judicial proceedings. The Clerk shall keep, and make available, an agenda and date for each recording, which will facilitate location of the recorded proceedings. The audio recordings shall be posted publicly on the City website, ideally within 48 hours after the meeting.

7.8 The Three Touch Rule

Decision-makers and citizens at all levels of the City should have adequate time to thoughtfully consider the issues prior to final decisions**.** The Council and Administration should abide by the "Three Touch Rule" whenever possible (unless an exception applies). The following procedural guidelines are designed to avoid "surprises" to the Council, citizens, and administrative personnel.

Any pending request or proposal for adopting or changing public policy, ordinances, resolutions, or directives that will require a decision of the City Council or Administration should normally "***touch***" (through oral or written communication, or any combination thereof) the decision makers at least ***three separate times***. Quasi-judicial matters and any subject discussed in executive sessions are excluded from application of the "Three Touch Rule."

The hands of Decision-makers should not be unnecessarily encumbered. Unexpected circumstances may arise such that observance of the "Three Touch Rule" is impractical. However, when unusual circumstances arise which justify a "first discussion" decision, the persons requesting the expedited decision should also explain the need for expedited timing. The Three Touch Rule excludes staff reports and other general communications not requiring a future Council decision.

7.9 City Staff – Attendance at Meetings

Attendance at meetings by City staff shall be at the discretion of the City Manager. It is the intent of the Council that the City Manager schedule adequate administrative support for the business at hand but also to protect the productive capability of department heads. When sound system or other monitoring capabilities exist, the City Manager may allow personnel to utilize time in their offices or other areas while waiting for the item of business for which appearance before the Council is required.

7.10 Administrative Presentations and Briefings

In order to enhance public understanding of complex issues being presented, City Administration is encouraged to include the use of visual communication tools whenever possible, such as:

- Overhead projection summaries or PowerPoint bullet points;
- Flow charts or box diagrams to illustrate complex organizations, sequences or systems;
- Bullet point or summary handouts for the public and the press, when appropriate;
- Slide projector or video-cam clips to show actual situations or settings;
- Large maps to help pinpoint specific locations or parcels;
- Use of color to highlight important elements;
- White board for illustration; and/or
- Configuring the room/display so as to allow the public to follow and understand issues.

Article 8: PREPARATION FOR COUNCIL MEETINGS

8.1 Council Meeting Agendas

Agenda preparation shall have 3 stages: a **preliminary** stage, a **proposed** stage and a final **Council agenda** stage.

The City Clerk, under the direction of the City Manager, and in consultation with the Mayor, Deputy Mayor, or Mayor Pro Tem, shall arrange a list of proposed matters deemed ready for Council consideration according to the "3 touch" rule (Article 7.8) and shall prepare a **"preliminary agenda"** for the next Council meeting. When the **"preliminary agenda"** has been reviewed by the Mayor or other Presiding Officer, he or she shall have the option of adding (or deleting) any item from such agenda.

When the Mayor executes approval of the preliminary agenda it shall then become the **"proposed agenda."** Copies of the "proposed agenda" shall be posted on the City website at least 24 hours prior to the Council meeting and shall be subject to the notice provisions stated in the City Code.

Upon convening a Council meeting and before any other business, the Council shall accept or modify the agenda by motion. The agenda shall then be officially the **"**Council agenda**"** for that meeting.

Requests for presentations to be scheduled on the formal agenda imply that the presentation is an official business consideration of the City. The Presiding Officer shall have the authority to rule on whether or not a graphic presentation, video, or other audio-visual presentation by non-City personnel is appropriate to be presented at the meeting.

The Presiding Officer, a majority of Councilmembers present, or the City Manager may propose a new item for the agenda at a meeting when extraordinary circumstances require, or for the purpose of information touches, excepting that items for action may not be added to a Special Meeting agenda.

8.2 Consent Agenda

The City Clerk or City Manager, in consultation with the Mayor or other Presiding Officer, may place matters on the consent agenda that:

- have been previously discussed by the Council; or
- based on the information delivered to members of the Council by Administration, can be reviewed by a Councilmember without further explanation;
- are so routine, technical, or "housekeeping" in nature, that passage without discussion is likely; or
- are otherwise deemed in the best interest of the City.

8.3 Study Session Agendas

The City Clerk, under the direction of the City Manager and in consultation with the Mayor, Deputy Mayor, or other Presiding Officer, shall arrange a preliminary study session agenda worksheet for the meeting. Councilmembers may request items to be placed on the agenda by contacting the City Clerk.

The Study Session worksheet shall, for each item, contain the following elements:

- Subject: The project designation or descriptive name for the item. The person requesting the item should use the same title in any subsequent business.

- Discussion Leader: The person who will introduce the item and lead the discussion as in 8.3.1 below.

- Activity: A brief description and time estimate of the discussion necessary for the Council to speak to the question posed in the "Goal" column.

- Goal: The reasonable outcome contemplated, whether a final action, advancement to a future agenda, just a "touch," according to the 3 touch rule, or for general information.

When the **"preliminary study session agenda"** has been reviewed by the Presiding Officer for the Study Session, he or she shall have the option of deleting any item from such agenda until the next Council meeting when the full Council may vote on whether to re-introduce the item on the agenda or for a subsequent Council meeting. When the Mayor has approved the preliminary study session agenda, it shall then become the **"**proposed study session agenda.**"** The proposed agenda shall be published on the City website not less than 24 hours prior to the Study Session.

Upon convening the Study Session and before any other business, the Council shall accept or modify the agenda by motion. The agenda shall then officially be the **"Council study session agenda"** for that meeting.

8.4 Study Session Procedure

During a Council Study Session or Workshop, the discussion leader introduced by the Presiding Officer should:

- Introduce the subject and give background information;
- Identify the discussion goal;

- Act as facilitator to keep the discussion focused toward the goal; and
- Alert the Presiding Officer when it is appropriate to call for consensus or a motion.

The Presiding Officer shall retain the option of assuming the function of the discussion leader at any time in order to keep the discussion properly focused. The City Clerk shall keep notes of the discussion subjects with special attention to Council consensus or administrative direction which may need more formal action in a later meeting (i.e. agenda, future budget changes, etc).

8.5 Process for Preparing Legislation or Policies for Adoption

8.5.1 Draft Documents

Prior to consideration or final passage of all Ordinances, Resolutions, or pre-written Motions, draft documents or proposals shall be designated as drafts and shall contain the date of revision and the name of the author. Proposed Ordinances and Resolutions shall be accompanied by a "bullet" summary for possible later publication.

- **"**Proposed Drafts**"** shall contain the date, name of the group or individual originating or sponsoring the proposal, prior to the first presentation to the City Council**.**

- **"**Council Drafts**"** shall be documents or proposals which have been presented in open public session and held over by the City Council for further consideration or revision.

8.5.2 Preparation of Ordinances.

The procedures for ordinances are as follows:

(a) Proposing an Ordinance

A Councilmember may, in open session, request of the Presiding Officer that the Council consider enacting an ordinance. The Council then may assign the development of the proposed ordinance to the Administration, an Ad Hoc Committee, an Advisory Committee or the Council for consideration. The committee or Administration shall report its findings to the Council. The City Manager, the City Attorney, or any of the citizen boards, committees, or commissions may propose that Council consider an ordinance or resolution.

(b) Sponsorship Encouraged

When a Councilmember wishes to assume sponsorship or advocacy of an ordinance or resolution, he or she should so announce, make the initial motion, provide an introduction and advocate the measure before the Council.

(c) Two (2) Readings

Although State law requires only one reading in most cases, all City ordinances shall normally have two (2) separate readings at separate Council meetings. At each reading, the title of the ordinance and a simplified summary or title of the ordinance shall be read prior to a vote. Not later than the date of the meeting at which the reading occurs, the

full text of the draft ordinance shall be posted on the City website. A printed copy of the ordinance shall be made available by the City upon request by a member of the public.

(d) Waiver

The provision requiring two (2) separate readings of an ordinance may be waived at any meeting when the Council determines that the ordinance is simple, non-controversial, or administrative in nature or that the interests of the City are best served by one reading.

(e) Motion failure

If a motion to "continue an ordinance to a second reading" fails, the ordinance shall be considered lost, unless a subsequent motion directs its revision and resubmission to second reading.

(f) Repealer.

Any ordinance repealing any portion of the Municipal Code shall also repeal the respective portions of the original ordinance(s). Ordinances repealing earlier ordinances shall not apply to acts, incidents, transactions or decisions occurring before such repeal.

8.5.3 Preparation of Resolutions

A resolution may be put to its final passage on the same day on which it was introduced. However, the Council may invoke the two (2) reading procedure, described in Section 8.5.2(c) above, to facilitate public understanding and opportunity to comment on the resolution. The title of each resolution and a simple text summary, if available, shall be read prior to its passage. Not later than the date of the meeting at which the reading occurs, the full text of the draft resolution shall be posted on the City website. A printed copy of a resolution shall be made available upon request by a member of the public.

8.6 Council Packets

Councilmembers shall personally pick up their agenda packets from their individual mailboxes, provided by the City Clerk, unless otherwise arranged by the member or further directed by Council. Councilmembers and affected staff should read the agenda material and ask clarification questions prior to the Council meeting, when possible.

Article 9: RULES OF ORDER FOR COUNCIL MEETINGS

9.1 Parliamentary Procedure

Rules of order not specified by statute, ordinance, or this Manual shall be governed by Robert's Rules of Order (http://www.robertsrules.com/). A simplified summary of some of the most frequently used motions under Robert's Rules is shown in Exhibit A: Simplified Summary of Parliamentary Procedure.

9.2 Motions and Discussion

All items of business placed before the Council that require the expenditure of Council or Administration resources or changes in land use shall be in the form of an affirmative motion. Affirmative motions are preferred to prevent "approval by default" of a failed negative motion.

9.3 Voting

The votes during all meetings of the Council shall be transacted as follows:

- Unless otherwise provided by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a roll call vote shall be taken and recorded by the City Clerk. The order of the roll call vote shall be determined by the Presiding Officer.

- In case of a tie vote on any proposal, the motion shall be considered lost.

- Every member who was in the Council chamber when the question was put, shall give his or her vote unless the Council, for special reasons, shall excuse the member by motion. If any Councilmember refuses to vote "aye" or "nay" (for example, due to a conflict of interest), the result shall be determined in accordance with Robert's Rules, which generally means that it shall be as if the individual who abstained from voting was not present for the vote.

9.4 Reconsideration

Any action of the Council, (including without limitation a final action on applications for legislative changes in land use status), shall be subject to a motion to reconsider, *except for*:

- any action previously reconsidered,
- motions to adjourn or motions to suspend the rules, or
- a vote electing to office one who is present and does not decline.

A motion for reconsideration can be made only by a member of the prevailing side on the original action. A motion to reconsider must be made no later than the next regular Council Business Meeting. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter is returned to the table immediately or at the next regular Council meeting (as determined by the wording of the motion to reconsider) for any action the Council deems advisable. Any motion for reconsideration of a matter which was the subject of a required public hearing or which is a quasi-judicial matter may not be discussed or acted upon unless and until the parties or their attorneys and the persons testifying have been given at least five (5) business days advance notice of such discussion or action.

9.5 Dissents and Protests

Any Councilmember shall have the right to express dissent from or protest, orally or in writing**,** against any Motion, Resolution, or Ordinance of the Council, and have the reason therefore entered or retained in the minutes.

9.6 Complaints and Suggestions to Council

When citizen complaints or suggestions, not on the agenda, are brought before the Council at a meeting, the Presiding Officer may, if circumstances warrant it, attempt to direct the citizen matter to an appropriate channel for resolution. In such a case, the Presiding Officer shall, in consultation with the City Manager, first determine whether the issue is legislative or administrative in nature and then:

- If legislative, and a complaint is about the language or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Presiding Officer may refer the matter to Administration, or the Council for study and recommendation.

- If administrative, and a complaint regarding administrative staff performance, execution of legislative policy or administrative policy within the authority of the City Manager, the Presiding Officer should then refer the complaint directly to the City Manager for review, if said complaint has not been so reviewed. The Council may direct that the City Manager brief the Council when the City Manager's response is made.

9.7 Prior Permission Required for Certain Elaborate Presentations

No overhead projection, photographs, motion pictures, or video that require the use of flood lights or similar continuous artificial illumination, shall be used by the public at City Council meetings without the prior consent of the Presiding Officer or the City Manager.

9.8 Conduct of Business Meetings

The Presiding Officer may, during a Council meeting, rearrange items on the agenda to conduct the Council's business more expeditiously. Business Meetings of the Council may generally include many or most of the following agenda elements (which need not occur in the order stated below). Council may, by motion, formally approve a "Sample Order of Business," which, if adopted, shall be appended to accompany the published body of this manual as information. Such "Sample Order of Business" shall serve as a guideline, subject to change by motion of the City Council, in accordance with the procedures described in Article 8.1 and this article.

Examples of Business Meeting agenda elements include:

- **Executive Session**

  The Council may hold an executive session during a regular or special meeting. Before convening in executive session, the Presiding Officer shall publicly announce the purpose for excluding the public from the meeting place and the time when the executive session shall be concluded. If the Council wishes to adjourn or take action at the close of a meeting from executive session, that fact will be announced. The announced time limit for executive sessions may be extended by announcement of the Presiding Officer made to those waiting in the nearest public area. No final action may be taken in executive session. (See RCW 42.30.110.) Councilmembers shall not disclose any confidential oral and written information provided during executive sessions or otherwise obtained in the course of their duties in order to protect the best interests of the City. (See RCW 42.23.070(4), Article II(C) of the City's Code of Ethics.)

- **Summary Reports**

Short summary reports may be presented near the end of the meeting. Short summary reports may, for example, be presented by the Presiding Officer, the City Manager, or the chair of an Ad Hoc Committee or Steering Group.

- **Public Comment Period or Public Hearing**

The routine public comment period at a Business Meeting is conducted as described in Section 9.12 below. By contrast, a public hearing is governed by different rules of procedure than a public comment period, and may either be (a) a quasi-judicial review of a land-use matter, or (b) an opportunity for public comments to be heard and recorded on a legislative matter. Special opportunities for public comment apply to a public hearing (see Section 9.13 below), and special rules and procedures apply to a quasi-judicial hearing (see Section 9.14 below).

- **Consent Agenda**

The proper Council motion on the consent agenda is as follows: *"I move adoption of the consent agenda"*. This motion shall have the effect of moving to adopt all items on the consent agenda. Any member of the Council shall have the right to remove ("pull") any item from the consent agenda. Therefore, prior to the vote on the motion to adopt the consent agenda, the Presiding Officer shall inquire if any Councilmember wishes an item to be "pulled" from the consent agenda. If any matter is pulled, the Presiding Officer shall entertain discussion and a motion on any pulled item after the vote on the passage of the unpulled items of the consent agenda.

- **Discussion of Matters for Future Meetings**

The purpose of such a discussion is to offer Council members (an opportunity) to express preferences regarding the setting of the agenda for a future Council meeting, subject to the prerogatives of the agenda-setting process described in Section 8.1.

- **Other Common Agenda Elements**

The agenda of a Business Meeting may also include other elements such as: Unfinished Business; Ordinance Reading; and New Business.

9.9 Conduct of Study Sessions and Workshops

Regular or Special Meetings of the Council, or portions thereof, may be designated as Study Sessions. The definition and the basic rules for Study Sessions are stated in Section 3.4.4 and for a Workshop in Section 3.3.5.

A Study Session may consist of any or all of the following elements:

(a) Public Comment Period
In general, because a Study Session is more informal and more interactive than a Business Meeting, the Presiding Officer may have greater latitude to seek public comment on a particular issue being discussed. Therefore, the Presiding Officer may invite public comment and dialog from time to time during the Study Session. In

general, public comment shall be sought solely or primarily on matters on the Study Session agenda.

(b) Vetting of Agenda Items:
This element of a Study Session involves a vetting and review of agenda items that are expected to appear for Council action on the agenda of the next ensuing Council Business Meeting. This element of the Study Session may include: review of clarity and completeness of issues presented; discussion of the merits of the proposal; and a procedural vote to determine whether the agenda item shall be advanced to an ensuing Business Meeting of the Council.

(c) Study of Emerging Issues
This element of the Study Session involves emerging issues that are not initially expected to appear for action at the next Council Business Meeting, and it may include: (i) staff or third-party presentations; (ii) Council and Administration study, discussion and analysis; and/or (iii) interactive public comments and Council responses to comments.

(d) First Touch and Second Touch Updates
The agenda may provide time for short updates by the City Manager, staff, Councilmembers, or a member of an Ad Hoc Committee or Steering Group.

(e) Referral to Committee, Steering Group or Further Public Process
At a Study Session, the Council may choose to refer an issue to an Ad Hoc Committee or Steering Group, or schedule a Public Forum, before the issue returns to a future agenda.

9.10 Workshops

The purpose of a Workshop (i.e., a single-topic Study Session) is to allow Councilmembers to do concentrated preliminary work with Administration or the public on a single subject (i.e., budget, complex legislation, or reports, etc.). Workshops shall be in a less formal setting, but shall not discourage public observation. Public comment is not normally allowed at Workshops although the Council may allow, or request, participation in the same manner as other Council Study Sessions.

9.11 Adjournment Due to Emergency or Disruption

In the event of emergency, such as a fire, threatened violence, or inability to maintain order, the Presiding Officer shall declare the meeting adjourned or continued and Councilmembers shall immediately leave the meeting area.

9.12 Procedures for Public Comment at Business Meetings

9.12.1 In General

The City Council desires to allow a maximum opportunity for public comment at various public forums and meetings. However, at a Business Meeting, the business of the City must proceed in an orderly, timely manner, and in that setting, the open Public Comment period is generally limited in overall time on the agenda (e.g. 30 minutes), and is further limited in the amount of time per speaker (3 minutes, or such lesser time determined by the Presiding Officer

if a large number of individuals wish to speak). At any time the Presiding Officer in his or her sole discretion, may set such further limitations as are necessary to progress through the agenda and to prevent disruption of other necessary business.

The City will utilize a sign-in procedure for public comments, but, if time permits, the Presiding Officer may also invite comments from individuals who failed to sign in. The Presiding Officer may require a member of the public to state their name, address, and the subject of their comments.

These rules are intended to promote an orderly system of holding a public meeting, to give persons opportunity to be heard and to create an environment in which no individuals are embarrassed or uncomfortable by exercising their right of free speech.

9.12.2 Subjects – Whether or Not on the Current Agenda

Public comments received during the public comment period may be on any public topic, whether or not on the agenda, but a comment on the subject that is covered by a public hearing at that meeting must be made during the period of the public hearing.

9.12.3 Use of Microphones

Comments shall be made directly into the microphone, as it is necessary for the public record and for the audience to hear all proceedings. No comments shall be made from any other location.

9.12.4 Civility

The Presiding Officer is responsible for maintaining order and civility among those addressing the Council. There will be no demonstrations during, or at the conclusion of, any person's presentation. Any disruptive behavior, as determined by the Presiding Officer, shall be cause for removal from the meeting room.

9.12.5 Council May Overrule the Presiding Officer

Any ruling by the Presiding Officer relative to the conduct of the public comment period may be overruled by a vote of a majority of Councilmembers present.

9.13 Public Hearings – In General

9.13.1 Sign in Procedure

Prior to the start of the public hearing, the Presiding Officer may require that all persons wishing to be heard sign in with the Clerk, giving their names and addresses, the agenda item, and whether they wish to speak as proponent, opponent, or otherwise. Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so. At any public hearing, persons who have signed in and wish to be heard shall be given an opportunity to be heard.

9.13.2 Time Limits

The Presiding Officer shall be authorized to establish speaker time limits and otherwise control presentations to avoid repetition. The Presiding Officer may change the order of speakers so that testimony is heard in the most logical groupings, (i.e., proponents, opponents, adjacent owners, vested interests, etc.).

9.13.3 Other Rules

The rules applicable to a Public Comment period under Sections 9.12.3, 9.12.4, and 9.12.5 shall likewise apply to legislative public hearings.

9.14 Council Quasi-Judicial Hearings

Quasi-judicial hearings and actions of the Council are those proceedings which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding. Quasi-judicial actions or hearings do not include the hearings pertaining to legislative actions adopting, amending, or revising a general governmental policy or ordinance, or a comprehensive, community, or neighborhood plan or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance."

9.14.1 Appearance of Fairness Doctrine Applies to Quasi-Judicial Actions

If a proceeding is quasi-judicial, the "appearance of fairness doctrine" under Washington state law is generally applicable. See RCW 42.36.010 and Section 4.6.4 of this Manual. If a proceeding contains both legislative and adjudicative functions, it is recommended that the appearance of fairness doctrine rules be followed by the Council.

9.14.2 Obligations of Councilmembers in Quasi-Judicial Proceeding

In the event of a quasi-judicial proceeding of the Council, a Council member should immediately disclose any interests that may appear to constitute a conflict of interest. Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve a Councilmember's business associate, or a member of the Councilmember's immediate family. It could involve *ex parte communications* (that is, communications with one party to the quasi-judicial matter without notice to or argument from the other party). Or it could involve ownership of property in the vicinity, business dealings with the proponents or opponents before or after the hearing, business dealings of the Councilmember's employer with the proponents or opponents, announced predisposition, and the like. Prior to any quasi-judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If the answer is in the affirmative, no matter how remote, the Councilmember should disclose such fact to the City Attorney.

Anyone seeking to disqualify a Councilmember from participating in a decision on the basis of a violation of the Appearance of Fairness Doctrine must raise the challenge as soon as the basis for disqualification is made known, or reasonably should have been made known, prior to the issuance of the decision. Upon failure to do so, the Doctrine may not be relied upon to

invalidate the decision. The party seeking to disqualify the Councilmember shall state, with specificity, the basis for disqualification.

In the case of the Council sitting as a quasi-judicial body, the Presiding Officer shall have authority to request a Councilmember to excuse him or herself on the basis of an Appearance of Fairness violation. Further, if two Councilmembers believe that an Appearance of Fairness violation exists, such individuals may move to request a Councilmember to excuse him or herself on the basis of an Appearance of Fairness violation. In arriving at this decision, the Presiding Officer or other Councilmembers shall give due regard to the opinion of the City Attorney.

9.14.3 Avoid Ex Parte Communications with Quasi-Judicial Parties

During the pendency of any quasi-judicial proceeding, no Councilmember may engage in ***ex parte*** communications with proponents or opponents about a proposal involved in the pending proceeding, unless the Councilmember: (1) places on the record the substance of such oral or written communications concerning the decision or action; and (2) provided that a public announcement of the content of the communication and of the parties' right to rebut the substance of the communication shall be made at each hearing where action is taken or considered on the subject. Under RCW 42.36.060(2), this does not prohibit correspondence between a citizen and his or her elected official, if the correspondence is made a part of the record, when it pertains to the subject matter of a quasi-judicial proceeding.

Manual of City Governance
Policies, Procedures and Guidelines

Resolution No. ~~2010-15~~_____

Adopted ~~March 10, 2010~~_____

A Comprehensive Collection of
Governance Principles, Policies, Procedures,
Standards of Conduct, Meeting Rules
and References to Applicable Law

Introduction

~~This manual serves as a guide for the Council, city management, and the community regarding the policies, principles and procedures that embody the City's Council/Manager form of governance.~~

~~The responsibilities of modern government require that we update the procedures that help us function effectively in the current atmosphere of complex laws, rules, and regulations. Thus we have an opportunity to refine and expand those initial rules of self-government.~~

~~While some other sources of standards and practices do exist, unfortunately those examples are scattered in a number of resources and references.~~ The Bainbridge Island Manual of City Governance gathers standards for Bainbridge Island governance practices into a single document. It is a comprehensive collection of policies, meeting rules, coordination procedures, administrative references, public outreach guidelines and procedures. Included, by reference, are relevant provisions of applicable state and local law. Also included are principles to guide the Council/Manager form of government.

This manual can be a valuable resource for Bainbridge Island, the City's citizens, the City Council and City management as we continue to work together for effective and efficient local government.

~~These rules should not be construed to invalidate any action of the City Council or City Manager that is otherwise in compliance with applicable law.~~

The City Council and City management should be familiar with the contents of this manual and keep it close at hand.

This manual (as adopted by Resolution) is a legislative act and is intended to remain in force except to the extent that any portion may be subsequently be amended or rescinded by act of Council. ~~Article 9 which explains certain limitations on the intended use of this Manual.~~

Webmaster's Note: This document contains embedded hyperlinks. To go directly from the Table of Contents to a specific section, roll your curser over the page number and click.

RESOLUTION NO. _____

A RESOLUTION OF THE CITY OF BAINBRIDGE ISLAND
ADOPTING A MANUAL OF CITY GOVERNANCE
POLICIES, PROCEDURES AND GUIDELINES
FOR THE COUNCIL-MANAGER FORM OF GOVERNMENT.

WHEREAS, the City Council desires that city government be transparent and accountable to the public; and

WHEREAS, the City Council seeks to govern in a manner that is responsive to the community, in collaboration with City management, and in a business-like and professional manner; and

WHEREAS, written principles, policies and procedures best assure an atmosphere conducive to principled, accountable and transparent governance,

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

Section 1. There is hereby adopted by reference, "City of Bainbridge Island Manual Of City Governance Policies, Procedures and Guidelines" dated _____, which is attached hereto as Exhibit "A".

PASSED by the City Council of the City of Bainbridge Island, Washington at the regular meeting of the City Council on the __th day of _____, 2015.

APPROVED by the Mayor of the City of Bainbridge Island, Washington on the __th day of _____ 2015.

_____
Anne S. Blair, Mayor

ATTEST/AUTHENTICATE:

_____
Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK: March 2, 2010
PASSED BY THE CITY COUNCIL: March 10, 2010
RESOLUTION NUMBER 2010-15

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Article 1: USE OF THIS MANUAL AND ITS RULES

1.1 Purpose

This manual, and its governance policies and rules of procedure, are designed to provide guidance for the Council and City Administration. They are not to be considered restrictions or expansions of Council authority. These rules have been prepared from review of many statutes, ordinances, court cases and other sources but they are not intended to be an amendment or substitute for those statutes, ordinances, court decisions or other authority.

~~1.2 Use of Rules by Council~~

~~No action taken by a Councilmember or by the Council which is not in compliance with these rules, but which is otherwise lawful, shall invalidate such Councilmember's or Council action or be deemed a violation of oath of office, misfeasance or malfeasance. No authority other than the Council may enforce these rules or rely on these rules. References to other documents or laws included herein do not signify the intent to incorporate such documents in their entirety. Failure of the Council to follow any of these rules shall be considered a Council decision to waive such rule. No notice of such waiver need be given.~~

~~1.3 Public Use or Reliance Not Intended~~

~~Because these rules are designed to assist the Council and not to provide substantive rules affecting constituents, it is expressly stated that these rules do not constitute land use regulations, official controls, "appearance of fairness rules", public hearing rules or other substantive rules binding upon or to be used by or relied upon by members of the public. These rules do not amend statutory or other regulatory (such as ordinance) requirements.~~

~~1.4~~1.2 Waiver, Amendment~~s~~ or Suspension of Portions of this Manual

Failure of the Council, acting in an open public meeting, to follow any of these rules shall be considered a Council decision to waive such rule. No notice of such waiver need be given.
Amendments of all or any part of these rules may be made by resolution or temporarily suspended by motion until changed, provided there is no conflict with any superior statute.

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Article 2: PRINCIPLES

It is hereby the policy of the City to establish the principles stated in this Article 1 as core values of City governance:

2.1 Values

2.1.1 City Leaders Listen to the Community
City leaders listen to the community in a way that represents the community's interests and goals.

2.1.2 Collaboration is Valued
Council and staff should use their best efforts to collaborate in every endeavor, seeking consensus as far as possible.

2.1.3 City Leaders Lead and Reason Together
Council members should, individually and collectively, demonstrate the ability to lead and reason together.

2.1.4 The City Exemplifies Professionalism in City Management
City leaders exhibit respect for the professionalism and ethical conduct of the City Manager and staff.

1.1.5 Sustainability
Leaders strive to achieve sustainable outcomes in City policies and administration, with sustainable bottom lines for the community, environment, and for city finances, and the local economy.

2.2 Relationship between Council, City Manager, Staff, and Public

2.2.1 Council Oversees City Organization But Does Not Interfere With Management
Council establishes budgetary authority for departments and positions, and may determine the duties and compensation of each, but does not interfere with the City Manager's management of City employees.

2.2.2 Council and City Manager Roles and Responsibilities Differentiated
Leaders adhere to the separate and distinct policy and management roles of Council and City Manager. Administrative policy and complaints are handled by the City Manager and Department Heads; legislative policy is established by Council.

2.2.3 Performance-Driven Management
Council reviews the City Manager's performance annually. The City Manager is responsible for performance reviews of subordinates.

2.2.4 City Attorney Is Legal Counsel to the City and Its Officials Collectively
The City Attorney is hired by the City Manager and represents the City and in that capacity provides legal advice to the Council, City Manager, and staff to the extent their interests coincide with the City's.

2.2.5 Staff Provides Adequate Information for Council Policy-Setting
Information is sufficient for effective decisions.

2.2.6 Council Will Not Request Unnecessary Information
In recognition of the limitations of staff time and resources, the Council will not request unnecessary information.

2.2.7 Public Documents Ensure Open And Transparent Government
The Council and Administration will adhere to laws on public access to documents.

2.2.8 Communications to the Public are Essential
The City Manager shall be responsible for the City communications function, but controversial communications shall be promptly copied to Council.

2.3 Functioning of City Council

2.3.1 Importance of Open Public Meetings
The City shall comply with the Open Public Meetings Act under Washington law.

2.3.2 There is a Council-Selected Mayor
The Council-selected Mayor presides at Business Meetings of the Council.

2.3.3 The Mayor Also Embodies Other Leadership Roles
The Mayor serves as: the City's ceremonial head; the main liaison for the Council with the City Manager; a team leader; a goal-setter; an organizer who helps stabilize Council relationships; a champion of the City.

2.3.4 Citizen Volunteers Play an Important Role
For citizen advisory committees, boards, and commissions, the Mayor shares the role of seeking and interviewing volunteers, and appoints citizens to these committees, boards, and commissions subject to Council confirmation.

2.3.5 The Role of Deputy Mayor is Rotated
Council members take turns serving as Deputy Mayor, presiding at meetings, and coordinating with City Manager when Mayor is unavailable or absent.

2.3.6 Service on Regional Bodies is Shared Among Council Members
Council selects individual Council liaison roles based on the desire, qualifications, and skills of interested Council members.

2.3.7 Representatives of City Act in Accordance with City Policies
It is a duty of staff and Council who represent the City to advocate positions that are consistent with City policies, projects, and plans.

2.3.8 Councilors Serve in Liaison Roles to Community Organizations
Council approves liaison duties to community organizations for arts, human services, business community, tourism organizations, etc., based on desire and qualifications.

2.3.9 Councilmembers Have Opportunity to be Leaders and Innovators
One or more Council members may "sponsor" an ordinance or resolution.

2.3.10 Council is Mindful of Limited Resources
Council expense reimbursement is limited to budget and requires receipts. There are other limits on types and amounts of reimbursements.

2.3.11 Council Authorizes Certain Grant Applications Before Submittal
If a grant would require material matching dollars or impact policy, the Administration will seek Council approval prior to applying. The administration will bring grant opportunities it becomes aware of to the full Council. The Council may also initiate the process of pursuing a grant.

2.3.12 Fewer Standing Committees
Because staff time and resources are limited, the Council will use Study Sessions of the whole Council rather than numerous Standing Committees. The Council will consider utilizing a Standing Committee only if needed ~~– e.g. a Finance Committee~~ to provide ongoing oversight in a prescribed area, as described in Section 3.1.2 below.

2.4 Efficiency and Effectiveness of Council Decision-Making

2.4.1 Council Makes Effective Use of Time
Council differentiates among four types of public meetings: (1) goal-setting retreats (sometimes called "advances"); (2) Study Sessions ~~(and single-issue workshops)~~; (3) Business Meetings; (4) single-issue workshops; (5) public communications meetings and forums.

2.4.2 Provide More Effective Opportunity for Public Interaction
Communication with public is more interactive in Study Sessions than in Business Meetings. Typically, public comments on any topic relating to City business will be taken at the outset of Business Meetings, whereas in Study Sessions public comments are taken in the course of consideration of each matter under study at the meeting. Each public comment should usually be limited to three minutes. Councilmembers may also receive public comments via email or other written communications. ~~(where the 3-minute public comments process shall apply).~~

2.4.3 Council's Business Meetings Will Be Efficient and Businesslike
The information exchange, review, deliberation and vetting of issues during the prior Study Session enables Council business meetings to be expeditious.

2.4.4 Effective Decision Making Requires Finality
Rules shall limit the prerogative to reconsider a Council decision; effective decision making results in finality and "moving on".

2.4.5 Council Dialog Calls For "Sticking to the Point"
The Presiding Officer's role, especially at the business meeting, is to keep Council business focused and expeditious.

2.4.6 Council Meeting Agendas Are Set by a Team
Agendas for Council meetings are generally developed and refined by the Council and Administration at Study Sessions, and are then arranged by the City Manager and City Clerk in consultation with the Mayor, Deputy Mayor, or both, who provide final approval prior to being publicly posted. Items for draft meeting agendas are submitted to the City Clerk, Mayor, and City Manager, and after team review are finalized by the Mayor, Deputy Mayor, or both, for public notice and distribution.

2.5 Functioning of City Manager and Staff

2.5.1 ICMA Standards are Respected
City leaders respect the ICMA standards and model documents (e.g. ICMA Code of Ethics and the City Manager's employment terms/conditions).

2.5.2 Council-Manager Governance Depends on a Strong City Manager Role
The City Manager prepares the proposed budget; administers code and policy; appoints and removes city employees; serves as the City's chief executive officer.

2.5.3 Regular and Understandable Financial Reporting
The City's regular financial reports enable the Council and community to understand the City's financial condition, and are in harmony with accounting standards for governmental organizations, applicable law, and municipal best practices, taking into account brevity, cogency, salience, and clarity.

2.5.4 Council and Administration are Mindful of Risk Management
There will be periodic reviews of risk management with WCIA (Washington Cities Insurance Authority). The Council empowers the City Manager with a dollar authority level to settle minor claims.

2.5.5 Public Information is Enhanced by Audio, Video, Website & Notes
There is a full audio recording on the city website for each Council meeting. Video and local radio may be used for Business Meetings and bi-weekly Study Sessions. Minutes of meetings are concise and are approved and posted online in as timely a manner as possible.

Article 3: DEFINED TERMS AND BASIC RULES

3.1 Types of Governing Bodies, and Advisory or Supporting Groups

3.1.1 City Council (or "Council")
The Council consists of 7 officials, each elected to four-year terms. The terms are staggered with 3 or 4 terms expiring at the end of even-numbered years. Individual Council members do not have governing power as individuals, but only when meeting as a Council, when a quorum (4 or more) is present. A special-purpose meeting of the Council when a quorum is present is sometimes referred to as a meeting of the Committee of the Whole.

3.1.2 Council Standing Committee
A Council Standing Committee consists of Councilmembers (not more than three, approved by the full Council for a calendar-year term), with staff support appointed by the City Manager. The Council may, but is not required to, establish one or more Standing Committees. A Standing Committee is a body with no established expiration date, and which has jurisdiction over a Council-prescribed ongoing policy area, such as finance. The purpose of a standing committee is to perform oversight functions in the prescribed area, and to develop and recommend actions in that area to the Council.

3.1.3 Council Ad Hoc Committee

An Ad Hoc Committee is a temporary committee established by Council to investigate and advise Council on a specific policy or issue for future Council action, or to develop a legislative or policy proposal for Council on a particular topic. The Council determines the purpose of an Ad Hoc Committee at the time of establishing it. The Council may appoint up to three Councilmembers to an Ad Hoc Committee, and, if applicable, one or more citizens or subject matter experts who are not city employees. Furthermore, each Ad Hoc Committee shall include the City Manager (or his or her designee) and any City staff that the City Manager chooses to assign to the Committee. An Ad Hoc Committee shall be dissolved upon completion of the Council-assigned task.

3.1.4 Citizen Board, Citizen Committee, or Citizen Commission

As defined by ordinance or resolution, a citizen board, committee, or commission is generally a standing (rather than temporary) body with prescribed authority to perform a recurring advisory or decision-making role on behalf of the City as a municipal corporation. The list of such bodies, as that list may be amended from time to time, is found in Exhibit B. Procedures and rules that apply to such bodies are described in Article 5: Citizen Committees, Boards And Commissions.

3.1.5 Citizen Advisory Committee

A Citizen Advisory Committee consists of a group of citizens, established and appointed by the Council or by the City Manager, which is tasked with the responsibility of advising the appointing body or Manager regarding some activity or pending decision of City government. Such a committee is normally formed on an ad hoc temporary basis to advise either the Council or City Manager (or a Council standing or ad hoc committee) on a particular topic relating to city legislation, policy, or practices, or the means to carry out a proposed project or city activity. The list of such bodies, as that list may be amended from time to time, is found in Exhibit B.

3.1.6 Steering Group

The City Manager or the Council may establish a Steering Group to perform a temporary ad hoc task or project prescribed by the Council or the City Manager – such as organizing one or more forms of citizen engagement on a public issue, or providing direction and oversight for the implementation of a City project or program.

3.1.7 Small Task Group

The Council may, from time to time, create, and appoint members to a small task group for the purpose of examining issues and making recommendations important to the City but not requiring the more formalized process of a larger task force, which may require a steering committee. The small task group may consist of one or more Councilmembers, one or more citizens or experts familiar with the issue or project, and the City Manager (or designee). In all cases, the instrument appointing a task force shall set forth a clear task assignment and provide for dissolution of the group upon completion of the task.

3.1.8 Multi-Agency or Regional Task Group

When a major regional effort involves key agencies outside of City government but vital to a project's coordination, the Council may create by motion, legislative directive, or intergovernmental agreement, an appropriately named multi-agency or regional task

group (and may create a Steering Group to guide the task group effort). Membership shall consist of one to three Councilmembers and may include the City Manager (or designee), typically one representative from each partner agency, and, if applicable, representation from any private consultant or non-profit agency with a key interest or resource vital to the issue or project.

3.1.9 Scalable Public Process Planning System

For public issues of high interest or high impact or those that require a lengthy public process, a Public Process Steering Group may be formed. For issues that are less controversial, have less far-reaching impacts, or are suited to a shorter process, an Ad Hoc Committee or Task Force may be more appropriate. The purpose of the committee, task force, or steering group is to strategize and facilitate appropriate public process for a particular community subject or issue. See Exhibit C for more details on the use of this Scalable Public Process Planning System.

A Public Process Steering Group typically consists of one to three Councilmembers, the City Manager (or designee), and the City's Communications Coordinator. The Councilmember(s) shall be appointed by the Mayor and confirmed by Council. The City Manager shall appoint additional staff as needed to provide technical support, and may appoint one or more citizens to provide community input. Representatives of outside agencies may also be included where appropriate. These appointments shall identify the task(s) of the Steering Group. The group shall be dissolved when the task is completed. A similar approach may be taken in assembling an Ad Hoc Committee or Task Force, except that the group make-up may be smaller and simpler, and it may have one or just a few meetings, or even "meet" by email.

The committee, task force, or steering group shall serve as a collection point for information and activity pertaining to the task or issue assigned and shall advise on the design for public processes. Public process activities may incorporate a range of tools such as press releases, newspaper columns, Q & A's, fact sheets, presentations to community organizations, focus groups, neighborhood meetings, ward meetings, and public forums, as described in the City's public participation guidelines. The Council Liaison will inform the Council of the group's activity at Council meetings (when appropriate).

3.1.10 Nonprofit Service Agency

A nonprofit organization may perform a function for the City as defined by contract with the City or as prescribed by ordinance. An example of such a nonprofit entity designated by ordinance is the Bainbridge Island Arts and Humanities Council (for oversight of the Cultural Element of the Comprehensive Plan).

3.2 City Officials and Adjudicators

3.2.1 Mayor

See the definition and duties stated in Section 5.3.

3.2.2 Deputy Mayor

See the definition and duties stated in Section 5.4.

3.2.3 Presiding Officer
The term Presiding Officer means the Councilmember who is to chair, or is in fact chairing, a Council meeting. Unless otherwise stated in the meeting agenda, the Presiding Officer shall be the Mayor unless the Mayor is absent, in which case the Presiding Officer shall be the Deputy Mayor (or, in the absence of both, the Councilmember who is elected by the quorum to preside at the meeting).

3.2.4 City Manager
See the definition and duties stated Article 7: City Administration.

3.2.5 Appointive Officers
The City's Appointive Officers consist of the City Manager and those persons (who may or may not be City employees) who occupy any of the appointive offices stated in Section 2.08.030 of the COBI Code.

3.2.6 Council Liaison
With Council approval, a Councilmember may serve for a calendar year as the Council's Liaison (i.e. representative), to an organization. A Liaison is responsible for facilitating communication, collaboration and coordination with the designated organization, and with regular reporting and accountability to the Council. There are typically Councilmember Liaisons to four types of organizations:

- *A county-wide or regional policy or governing body or intergovernmental organization (such as the Kitsap Regional Coordinating Council)*
- *A community organization (such as an arts, business, or social service organization)*
- *A governing or inter-agency board functioning in the city (such as the Parks Board or the Intergovernmental Working Group – IGWG); and*
- *A citizen board, commission, or committee of the City, whether or not the charter calls for an ex officio Council member (such as the Utility Advisory Committee or Lodging Tax Advisory Committee)*

3.2.7 Hearing Examiner
The City regulates and adjudicates land use matters using a Hearing Examiner system set forth in BIMC 2.14.030. The Hearing Examiner is appointed by the City Manager and confirmed by Council. Under BIMC 2.14.030, the Hearing Examiner is "responsible for conducting hearings on and adjudicating quasi-judicial cases involving a variety of complex land use and regulatory compliance issues, and other issues which the city council may designate to the hearing examiner by ordinance or resolution." The Hearing Examiner has the authority to adopt rules and procedures for proceedings before the Hearing Examiner. Additionally, many of the procedures for hearing various matters and appeals before the Hearing Examiner are found in BIMC 2.16.

3.3 Types of Meetings of Council

3.3.1 Regular Meeting
A Regular Meeting of the Council is a meeting convened on a regular series of dates (and at a time) stated in City ordinance. At a Regular Meeting, the Council may

conduct any business stated on the agenda that is publicly posted prior to the meeting, or the Council may approve additions or deletions to the agenda at the meeting.

3.3.2 Special Meeting

A special meeting is a Council meeting called at a date or time other than the time prescribed by ordinance for a Regular Meeting. At a special meeting, the Council may conduct any business stated on the agenda that is publicly posted prior to the meeting, or the Council may approve deletions or additional items for discussion (but not additional action items) to the agenda at the meeting.

3.3.3 Business Meeting

A business meeting is a regular or special meeting of the Council that is primarily for the purpose of voting on the City's business, generally in the form of motions, resolutions or ordinances. A business meeting typically includes a public comment period for a limited period of time stated in advance on the agenda, during which a member of the public may address the Council on any matter of public concern (whether or not on the agenda).

3.3.4 Study Session

A study session is a regular or special meeting of the Council that is generally held in a more informal manner or setting than a business meeting, and where the purposes may be, for example, (i) to study, deliberate, or review one or more topics or emerging issues for potential action at a future date, (ii) to vet the status of matters that are intended to be presented on the agenda of an ensuing business meeting unless exceptional circumstances apply, (iii) to engage in public comment or dialog, or (iv) to participate in presentations with City staff or other subject matter experts. In general, final votes are not taken at a study session, but there are commonly procedural votes on the disposition of various matters. Any regular or special Council meeting may be adjourned to a Study Session.

3.3.5 Workshop

A study session on a single topic or subject is sometimes referred to as a workshop.

3.3.6 Public Hearing on Ordinance

A formal public hearing may be required by statute or City ordinance as a portion of the prescribed public process for the Council's adoption of the City budget, the City's Capital Facilities Plan, and certain other legislative actions. In such a case, a public hearing is conducted according to certain formal public hearing rules prescribed by law. The public hearing typically occurs during a publicly noticed portion of a regular or special meeting of Council, where the time of the hearing has been stated in the prior public notice.

3.3.7 Public Hearing on Quasi-Judicial matter

Certain Council reviews and actions that are akin to a judicial decision affecting a particular party or a particular set of one or more properties require that the Council conduct a formal public hearing of a "quasi-judicial" kind. Such a hearing is typically conducted by Council during a prescribed portion of a regular or special meeting, and is performed in such a manner as to establish a clear record of proceedings, facts

presented, and the decision process according to judicial standards. A detailed discussion of quasi-judicial hearings can be found in Section 9.14.

3.3.8 Retreat

A retreat (sometimes referred to as an "advance") is generally a Special Meeting called for the purpose of very informal discussion dealing with goals, objectives, and guidelines for future activity of the organization. At a retreat, the Council may, for example, develop goals and objectives for its own organization for the year, consider priorities for the Council work plan, or set goals for the City Manager which may be elements of an annual performance evaluation in accordance with the employment agreement. Although a detailed listing of the City's activity plan for a coming year may result from informal consensus, formal adoption should be made in a regular Council meeting by motion or resolution.

3.4 Types of Public Participation in Government

3.4.1 Public Comment Period at Business Meetings

At Council Business Meetings, the agenda shall generally include a period of time known as the Public Comment Period. Within that time period, any member of the public may be recognized by the Presiding Officer and may address the full Council on any public issue – whether or not on the agenda. Unless Council determines otherwise, the Public Comment Period at a Business Meeting is reserved for comments by the public rather than responses from Council or Administration. For further guidelines, see Sections 5.6 (Respect and Decorum) and 9.12 (Procedures for Public Comment at Business Meetings).

3.4.2 Interactive Dialog with the Public at Study Sessions

At Council Study Sessions, the Presiding Officer shall determine the manner in which public comments and dialog are to be invited, depending on the nature of the Study Session and the amount of time available. In general, the Presiding Officer may allow more flexibility in accommodating comments and dialog on agenda matters under discussion than is generally allowed at a Business Meeting, and the Presiding Officer may allow responses and interactive dialog with Councilmembers, the Administration, and other presenters.

3.4.3 Other Meetings with the Public Outside of City Hall

The Council may organize other meetings with the public in various forums outside of City Hall – in various settings such as public forums, neighborhood meetings, presentations to community organizations, ward meetings, town halls, and so on. In such settings, the meeting shall ideally include one or more Council members and one or more members of the Administration.

3.4.4 Public Forum

When major public policy development warrants, and after adequate preparation of issues and alternatives, a steering group (see Sections 3.1.6 to 3.1.9) may conduct ***larger citizen forums*** *to help develop a public consensus on the issues. The general procedure would be to provide basic information, to explore alternatives and options and to receive verbal and written public comments. The Steering Group shall summarize the conclusions and recommendations of such* ***forums*** *for presentation to the*

City Council prior to the customary City Council deliberations (i.e., agenda actions, public hearings, etc.) which could normally result in final action. The procedures are further illustrated in Exhibit A-4 (1) attached.

3.4.5 Neighborhood or Ward Meetings

Neighborhood or ward meetings may be scheduled as part of a larger public process as designed by an Ad Hoc Committee, Steering Group, or Task Force (see Sections 3.1.6 to 3.1.9), however, any member of the Council may convene a citizens' neighborhood meeting or series of meetings for the purpose of providing a general forum on City matters. Such meetings shall, when convened, provide information pertaining to specific issues as well as an opportunity for citizens to ask questions or express views on any subject. The Councilmember may request that the City Manager or his or her designee attend these meetings to answer questions on administrative matters. Because such meetings typically involve three or fewer Council members and are therefore not official Council meetings, Councilmembers who attend shall report issues or conclusions to the Council as such meetings occur. At any such meeting, a Councilmember should avoid discussion or comments that pertain to current or potential lawsuits or other quasi-judicial proceedings that might later come before the Council. Councilmembers should exercise care to avoid claiming to speak for the City or Council on any issue on which the Councilmember is not expressly authorized to speak for the Council.

3.4.6 Additional Avenues for Public Participation

Public process activities may also incorporate a range of tools such as press releases, newspaper columns, fact sheets, Q&A's, etc. as described in the City's documents and guidelines pertaining to public participation in various projects and processes.

3.4.7 Committees and Other Citizen Participation Opportunities

For descriptions of other potential participation opportunities for citizens relating to City governance, see Sections 3.1.3 to 3.1.9.

3.5 <u>Types of Governing Actions</u>

3.5.1 Motion

An adopted motion is a form of action taken by the Council to direct that a specific course of action be taken or executed on behalf of the municipality. A motion is similar to a resolution, but is generally much shorter and worded in a more informal manner than a resolution. A motion, once approved and entered into the record, is the administrative equivalent of a resolution in those instances where a resolution is not required by law, and where such motion is not in conflict with existing State or Federal statutes, City ordinances, or resolutions.

3.5.2 Resolution

An adopted resolution is an administrative act which is less formal than an ordinance and is a statement of legislative policy or direction concerning matters of special or temporary character. Council action shall be taken by resolution when required by law or in those instances where an expression of legislative policy that is more lengthy or more meticulously worded than a motion is desired. While resolutions are often just a

statement of policy, a resolution may have the force of law (e.g., a resolution setting permit fees, or a resolution declaring certain City property to be surplus).

3.5.3 Ordinance

An enacted Ordinance is a local law (legislative act) prescribing general rules of conduct. Council action shall be taken by ordinance when required by law, or where prescribed conduct may be enforced by penalty. An ordinance is a legislative act within its sphere as much as an act of the State Legislature. The general guiding principle is that actions relating to subjects of a permanent and general character are usually regarded as legislative and should be addressed through an ordinance, and those providing for subjects of a temporary and special character are regarded as administrative and should be addressed through a resolution. (See Durocher v. King County, 80 Wn.2d 139, 153, 492P2d 547 (1972).

3.5.4 Comprehensive Plan Amendment

Such an amendment is a legislative act in which the Council amends all or part of the Comprehensive Plan after the Planning Commission has deliberated, held public hearings and made recommendation(s) to the Council. The Council likewise holds a public hearing before passage.

3.5.5 Budget Adoption or Amendment

Legislative acts adopting or amending the budget document for the City on an annual or biennial basis. Although the budget is a maximum spending plan, it must be managed by the City Manager to operate within actual revenue received for each fund.

3.5.6 Capital Facilities Plan (CFP) Adoption or Amendment

The CFP is a 6-year plan which is a companion to the budgeting process and which establishes priorities for construction or replacement of capital facilities of the City.

3.5.7 Quasi-Judicial Ruling

Such a ruling is similar to a "judicial act" taken by an agency or authority that is not constituted as a "court" of law. A quasi-judicial ruling is an administrative ruling made by the Council, Hearing Examiner, or Planning Commission where the process and facts to be heard and judged are prescribed by regulatory laws or ordinances and as such, and are appealable to a higher authority or court of law.

3.5.8 Best Practices

Best Practices, as used in this manual, means methods of conducting certain activities of local government which have become widely accepted standards for a given local government activity. Best practices are often imported as a result of professional networking or from another similar agency that discovered a way to "do it better".

Article 4: STANDARDS OF CONDUCT

4.1 Sources and References

In this Article, the following references are frequently cited as sources of law or explanations of applicable law and standards of conduct:

- "KTT": Association of Washington Cities (AWC) and Municipal Research & Services Center of Washington (MRSC): "Knowing the Territory: Basic Legal Guidelines for Washington City, County and Special Purpose District Officials" (Nov. 2009)
- "CMH": AWC and MRSC: "Councilmember's Handbook" (Dec. 2009)
- "RCW": Revised Code of Washington
- "COBI Code" (or "BIMC"): Codified Ordinances of the City of Bainbridge Island (or Bainbridge Island Municipal Code)

4.2 Standards of Conduct for Officials under Washington Law

A summary of various Washington state statutes and case law that impose duties and standards of conduct on a city's elected and non-elected officials is found in the AWC/MRSC handbook called "Knowing the Territory" (referred to herein as "KTT"). For a summary of ethical standards of conduct under City ordinance, see, for example, Section 4.9 and the sections which follow it.

4.3 Oath of Office

A Council member, when sworn into office by the City's Municipal Court Judge, swears that "I will…":

- comply with the constitution and laws of the United States and the State of Washington, and
- …to the best of my judgment, skill, and ability, truly, faithfully, diligently, and impartially perform the duties of the office … as such duties are prescribed by law."

The City Manager, Department Heads and certain other City employees in key positions are likewise considered city officials and, when hired or promoted to officer status, are likewise sworn in with a similar oath that calls for compliance with those constitutions and laws.

4.4 Public Trust and Fiduciary Duty

"Courts have held public office to be synonymous with public trust and that a public officer's relationship with the public is that of a fiduciary." KTT (pp 6-7). Public trust is a guiding concept in state statutes relating to avoidance of conflict of interest in contracting (RCW 42.23), and in the Open Public Meetings Act (RCW 42.30).

The people themselves, in a 1972 ballot initiative relating to public campaign law, declared trust to be the public policy of the State of Washington, stating in part: "That the people have the right to expect from their elected representatives at all levels of government the utmost of integrity, honesty and fairness in their dealings" and "That the people shall be assured that the private financial dealings of their public officials, and of candidates for those offices, present no conflict of interest between the public trust and private interests."

4.5 Stewardship of Public Funds

The state law imposes the highest of duties on public officials who are custodians of public funds, such as treasurers. (KTT, p. 7). By analogy, there are provisions of law that impose other high standards for public funds on City officials generally, such as: (i) the State Constitution's prohibition against making gifts to an individual or a for-profit or nonprofit corporation or association (KTT p. 22-24); (ii) the state law prohibitions against using public facilities or property for political campaign purposes (RCW 42.17.130); and state law requirements for bidding of public works projects (RCW 35.22.620) (MRSC, "Bidding Book for Washington Counties") and for the giving of notice when seeking suppliers for other major purchases (e.g. RCW 39.80).

4.6 Conflicts of Interest under State Law

As the state Supreme Court has ruled, a Councilmember may not vote on a matter where he or she would be especially benefitted. And, with some exceptions noted below, Washington law forbids a city official from having a financial interest in a City contract, regardless of whether or not s/he votes on the matter. (KTT, p.9).

Furthermore, the public campaign laws require public elected officials (in addition to candidates) to make financial disclosures at least annually (through the Washington Public Disclosure Commission (PDC)) so that the public can be informed about potential conflicts. These annual disclosures are in addition to those required by COBI's Ethics Code (see below).

4.6.1 State Code of Ethics

The RCW 42.23 includes a Code of Ethics for state and local officials that generally prohibits (with some specified exceptions) four types of conduct by a City official:

(a) using one's City official position to obtain special privileges for oneself or others;

(b) giving or receiving a gift in connection with a City matter;

(c) accepting employment or engaging in a business that would require disclosing confidential information gained as a City official; and

(d) disclosing confidential information gained as a City official, or using such confidential information for personal gain.

Legal advice should be sought on such questions as:

(a) Is a very small gift, such as a coffee, small enough as to be "de minimus" and therefore not intended to be prohibited?

(b) Should a gift from an out of town dignitary be handed over from an official to the city as a whole?

(c) Under what circumstances can an official accept expense-paid travel to a meeting or a fact-finding visit?

4.6.2 Prohibition Against Private Interest in a Public Contract

(a) The RCW 42.23 also broadly prohibits the following conflicts of interest regarding a city contract (including, among other things, employment contracts):

"No municipal officer shall be beneficially interested, directly or indirectly, in any contract which may be made by, through, or under the supervision of such officer, in whole or in part, or which may be made for the benefit of his office, or accept, directly or indirectly, any compensation, gratuity or reward in connection with such contract from any other person beneficially interested therein …"

(b) This prohibition applies even if the official doesn't vote on or otherwise approve the contract that presents a conflict. (KTT, p. 11-13)

(c) Unlike the COBI Ethics Code (which applies to both financial interests and other personal interests), this State conflict of interest standard prohibits only financial conflicts.

(d) There are exceptions to the prohibition, and there is a qualified set of exceptions for certain "remote interests". (KTT, p. 11-13)

4.6.3 Limitations on Holding Multiple Offices

There are state law prohibitions against an official appointing himself or herself to a second office or employment with the city ("dual office holding"), and there are certain combinations of public office that are considered to be incompatible and therefore not eligible to be held concurrently. (KTT, p. 16-18)

4.6.4 "Appearance of Fairness" Doctrine under State Law

(a) The Appearance of Fairness doctrine applies only in those instances when a Councilmember is a decision-maker in a "quasi-judicial" matter (e.g. a spot rezoning, or a long-form plat development approval). It doesn't apply to a Councilmember's various legislative and policy decision-making. (KTT, p. 19-21)

(b) As stated in the RCW 42.36, the "appearance of fairness" requires that the Councilmember not engage in "ex parte" communications with a party interested in the outcome of the quasi-judicial matter.

(c) See Section 8.14 for a further discussion of the Appearance of Fairness Doctrine as applied to quasi-judicial hearings that are conducted by the Council.

4.7 Open Public Meetings under Washington Law

The Open Public Meetings Act is summarized in the KTT, and is also described in greater detail in the MRSC publication, "The Open Public Meetings Act – How it Applies to Washington Cities, Towns, and Counties, Report No. 60 (May 2008).

4.7.1 All Deliberations and Actions Must Be At Noticed Public Meeetings

As stated in RCW 42.30 (Open Public Meetings Act or "OPMA"), all meetings of city governing bodies (i.e., where a quorum or more of Council members, or members of some other "governing body" of the City, assemble to discuss or otherwise act on City business) must be open and public.

4.7.2 Applies to Sub-Agencies of the City

The OPMA applies to a "subagency" of the City, which may mean that a City board, commission, or similar entity created by or pursuant to state or local legislation is subject to elements of the OPMA, such as the Planning Commission. RCW 42.30.020(2) states that a "governing body" to which the OPMA applies includes a committee of the Council or other governing body "when the committee acts on behalf of the governing body, conducts hearings, or takes testimony or public comment." The OPMA does not apply to court proceedings, quasi-judicial proceedings (such as Civil Service Commission hearings), or collective bargaining and related labor relations meetings. It does not apply to purely social meetings where city business is not discussed.

4.7.3 Two Kinds of Meetings: "Regular" and "Special"

A "regular" meeting is one with regular dates, times, and locations set by ordinance, resolution or rule. Any business may be conducted at a regular meeting, but RCW 35A.12.160 states that "every city shall establish a procedure for notifying the public of upcoming hearings and the *preliminary agenda* for the forthcoming Council meeting."

A "special" meeting is a meeting other than a "regular" meeting, which may be called by the Presiding Officer (e.g. the Council's Mayor) or a majority of Council members. The notice of a special meeting must be posted at least 24 hours prior to the meeting, and must state the items of business on the agenda. Unless an exception applies, the Council may not add to the agenda of a special meeting without giving 24 hours notice of the added item.

4.7.4 Open to the "Public"

Under RCW 42.30.050, all persons must be permitted to attend a public meeting except unruly persons. Attendance may not be conditioned upon registration or similar requirements. The Act does not prohibit a requirement that persons identify themselves prior to testifying at hearings. In cases of disorderly conduct, disorderly persons may be expelled, and if that is insufficient to restore order, the meeting place may be cleared or relocated. However, non-offending members of the news media may not be excluded.

4.7.5 Executive Sessions

An "executive session" is a portion of a public meeting that is conducted on a topic that is permitted by law to be discussed by a governing body or sub-agency in a non-public setting. As further provided by the RCW 42.30.110 in greater detail, an executive session may, in general, be conducted to discuss matters such as the following:

(a) Real estate acquisition, lease or site selection; or deliberations on the price at which to offer real estate for sale or lease;

(b) Negotiations on publicly bid contracts;

(c) Evaluation of complaints or charges brought against a public officer or employee;

(d) Evaluation of qualifications of an applicant for public employment or to review the performance of a public employee;

(e) Evaluation of the qualifications of a candidate for appointment to elective office; or

(f) To discuss with the City's legal counsel City enforcement actions or litigation or potential litigation.

Council members shall not disclose confidential information learned or confidential documents provided during an executive session unless waived by the full Council.

4.7.6 Unintended Meetings; Electronic Meetings

An unintended meeting may occur in violation of the OPMA if, without the requisite public notice, a quorum or more of a public body or sub-agency meets for an in-person or telephonic discussion, or conducts an interactive discussion of city business through email, social media, or other electronic communication. (See 4.8.2 below for more discussion of email, social media, and other electronic communications).

4.8 Open Government and Public Records

As a result of a statewide ballot in 1972, strong public protections were put in place relating to (1) political campaign disclosure; (2) disclosure of lobbying; (3) disclosure of the financial interests of a candidate or elected official; and (4) openness of public records. The topic of open access to public records is summarized in pages 36-41 of the KTT, and in greater detail in the MRSC electronic publication: "Public Records Act for Washington Cities, Counties and Special Purpose Districts" (available at http://mrsc.org/).

4.8.1 Purpose of the Public Disclosure Law

"The people of this state do not yield their sovereignty to the agencies that serve them. The people, in delegating authority, do not give their public servants the right to decide what is good for the people to know and what is not good for them to know. The people insist on remaining informed so that they may maintain control over the instruments that they have created. [The law] … shall be liberally construed . . . to promote this public policy." (See, RCW 42.56.030)

It is hereby the policy of the City that elected and other city officials shall do nothing to hinder the City's obligation to possess, retain and store public records. Under RCW 42.56.010(2), a "public record … includes any writing containing information relating to the conduct of government or the performance of any governmental or proprietary function prepared, owned, used, or retained by any state or local agency regardless of physical form or characteristics." Furthermore, and under RCW 42.56.010(3), a writing means "handwriting, typewriting, printing, photostating, photographing, and every other means of recording any form of communication or representation, including, but not limited to, letters, words, pictures, sounds, or symbols or combination thereof, and all papers, maps, magnetic or paper tapes, photographic

films and prints, motion picture, film and video recordings, magnetic or punched cards, discs, drums, diskettes, sound recordings, and other documents, including existing data compilations from which information may be obtained or translated."

4.8.2 Emails, Text Messages, Social Media, and Other Electronic Records

Under the state law definitions (above), an email, text message, or an entry on a website, blog, twitter, or a social media internet site) is a "writing", and it is likewise a "public record" if it meets the definition above.

Additional regulations have been adopted which further elaborate on the legal duty of a city to store and archive not only public records of traditional hard-copy kinds but also electronic public records. (See Chapter 434-662 of the Washington Administrative Code (WAC))

In recognition of the legal duty and desire to maintain open and transparent government, and to support the City's duty to accessibly store and archive electronic public records, it is the policy of the City that in the case of each public record, Council members shall conform to the following practices:

(a) Policies on Email Platforms

(i) Councilmembers not use any private, public, or proprietary email service other than the City's email system for the sending or receiving emails that meet the definition of public record. Council members shall take all reasonable steps to ensure that each email that is a public record sent or received by him or her is sent or received on the City-maintained email system utilizing the individual's email address at bainbridgewa.gov or another email address provided by the City,

~~(i)~~(ii) If a Councilmember receives an email that is a public record at an email address other than an address provided by the City, the Councilmember shall promptly forward that email to the Councilmember's email address at bainbridgewa.gov or another email address provided by the City, and advise the email sender that any and all emails pertaining to City matters are to be sent to the Councilmember at the City-provided email address;

(b) Policies on Text Messages

Council members shall promptly forward any text message that is a public record to the member's email address at bainbridgewa.gov or another email address provided by the City; or in the alternative take a screen shot of the text message and promptly forward the screen shot to the member's email address at bainbridgewa.gov or another email address provided by the City;

(c) Policies on Electronic Communications and Compliance With Open Public Meetings Law

(i) Any electronic communication sent by a Councilmember that is a public record as defined above shall not be sent or copied to more than two other Councilmembers. Councilmembers shall not engage in any discussion of City

business through email, social media, blog comments, or any other electronic forum or medium with more than two other Councilmembers.

(ii) Any Councilmember who receives an electronic communication that is a public record that has been received by two other Councilmembers shall not forward the communication to any other Councilmember.

(d) Policies on The Use of Personal Accounts and Devices to Conduct City Government

(i) The City shall provide a personal computer and mobile phone to any Councilmember who desires a City-issued device for use in conducting City government.

(ii) In the alternative, a Councilmember may use a personal device to conduct City government, provided that the Councilmember complies with all the policies stated in this Manual.

(iii) Any Councilmember who uses any personal email account or personal electronic device (such as a computer, mobile phone, or tablet) to create or receive information relating to the conduct of City government, or the performance of any function of City government, shall use best efforts to save all such public records in a labeled, designated folder or other location in the account or on the device. The Councilmember shall, upon request of the City Attorney, and in any event prior to leaving office as a Councilmember, transfer all public records from his or her personal account or device to the City. The Councilmember shall not delete any public records from any account or device until all such public records have been transferred to the City. Once the transfer has been completed, and so long as there is no pending request relating to the public records, the Councilmember may delete the transferred records from the account or device.

(iv) If a Councilmember chooses to use a personal account or device to conduct City government, the Councilmember consents to the City or its agent searching the account or device to locate and copy all public records, subject to reasonable safeguards to protect the privacy of information that is not a public record, if a court finds that a search is necessary.

~~**4.9 COBI Ethics Program**~~

~~In 2006, the Council established an Ethics Program for elected officials of the City. The purposes of the Program are: (i) to establish standards of ethical conduct; (ii) provide training and clarification on those standards; (iii) establish a system to review and advise upon questions of ethics; (iv) create an Ethics Board; and (v) create enforcement mechanisms. The Program consists of several component parts, as described in this section. (See BIMC 2.07 and Resolution No. 2006-25.)~~

~~4.9.1 COBI Code of Ethics~~

~~The Code of Ethics addresses the following topics:~~

- ~~Prohibited gifts to elected officials; exceptions~~
- ~~Rules on uses of City property~~
- ~~Confidentiality of privileged, proprietary and confidential information~~
- ~~Conflict of interest, where the elected official has financial or private interests~~
- ~~Exceptions to conflict of interest rules~~
- ~~Annual written disclosure of interests~~
- ~~Conflicts of elected official family members; conflicts after leaving office~~
- ~~Requirement for a conflicts statement from contractors with city business over $5,000~~

~~4.9.2 Ethics Board Process and Sanctions~~

~~Five volunteer citizens serve on the Ethics Board. The Board is responsible for training elected officials and responding to requests for an advisory opinion on a potential ethics concern, or a waiver to confirm that certain conduct is not in violation of the Code of Ethics. Opinions and waivers are handled with anonymity, and the Board assumes that the facts asserted are true. A hearing may be conducted by the City Hearing Examiner. Any enforcement action against an elected official found to have violated the Code of Ethics is determined by the City Council, and may consist of admonition, reprimand, censure or other sanctions.~~

Commented [MS1]: This is confusing, inaccurate, and unnecessary. The Ethics Program as approved by resolution of the Council should stand on its own and need not be summarized here.

~~4.9.3~~4.8.3 Duty to Act in the Interests of the City

- No elected person shall use his or her position, or the knowledge gained therefrom, in such a manner that a conflict arises between the interests of the City of Bainbridge Island and his or her personal interests, or the interests of other organizations.

- ***Each elected person has a duty to place the interests of the City of Bainbridge Island foremost*** in any dealings with the City, and has a continuing responsibility to comply with the requirements of this policy.

- If an elected official has a financial interest a proposed transaction with the City; or has a financial interest in any organization involved in the transaction; or has an immediate family member ~~of immediate family~~ with a financial interest in such transaction; or holds a position of trustee, director, officer or employee of any organization involved in the transaction; then he or she must make full disclosure of such an interest before any discussion or negotiation of such transaction, shall abstain participating in any Council discussion of such matter, and shall abstain from any vote on such matter.

~~4.10~~4.9Duties to Act Consistently with City Policy When Representing City Elsewhere

Both elected City officials and non-elected City officials are frequently called upon to participate in policy bodies and decision-making forums at the county and regional level. It is hereby the policy of the City that, whenever any City official (whether elected or staff) is directly or indirectly representing

the City on a policy making or decision-making body at the county or regional level, it shall be the duty of that individual to act in a manner consistent with the interests of the City, as embodied in City policy, budget, capital facilities plan or other action of Council or directive of the City Manager.

3.11 Role of City Attorney

The City Attorney's ultimate client is the City itself – a municipal corporation. The City Attorney's relationship to the local government is similar in a number of respects to that of an attorney who represents a corporation. In that capacity, the City Attorney provides legal advice to the City Council, the City Manager, the Department Directors, and City staff. (See KTT (footnote 39).)

The City Attorney may represent the City in actions brought by or against the City or against City officials in their official capacity. However, other attorneys may be hired to handle specific cases because of the nature of the case, because the City Attorney has a conflict or other reason he or she cannot become involved, or due to limited resources of the City Attorney's office. In rare cases, the City Attorney may have a conflict and not be in a position to advise both the City Council and the City Manager. (See MRSC "Knowing the Territory.")

In those rare cases where either the City Council or the City Manager perceive such a conflict, the City Attorney should be consulted directly in order for him or her to make a decision about whether it is possible for the City Attorney to adequately represent the City in that situation. If the City Attorney determines that he or she cannot do so, then it is the responsibility of the City Attorney to secure alternate legal assistance.[1]

The City Manager cannot prohibit the Council from having access to the City Attorney's advice. For reasons of efficiency or cost effectiveness, the City Manager may decide that certain legal questions should be channeled to the City Attorney through the City Manager, to ensure that questions are clearly worded and communications back to Council are consistent. (See MRSC "Councilmember Handbook" (Dec. 2009; p.12).)

The Council can determine as a policy matter whether the City shall obtain legal advice from an on-staff City Attorney or by reliance on a law firm, but the Council may not direct the appointment of an individual to the position of City Attorney – that being the role of the City Manager. (See MRSC "Code City Handbook" (June 2009; p. 51))

[1] There are two scenarios in which a city council has the implied authority to hire outside counsel. One, if the council hires counsel to represent it, and it prevails on the substantive issue to the benefit of the city, a court may direct the town to pay the reasonable fees and costs of outside counsel. *State v. Volkmer*, 73 Wn. App. 89, 95 (1994) (citing *City of Tukwila v. Todd*, 17 Wn. App. 401, 563 P.2d 223 (1977)). Two, if extraordinary circumstances exist a court may determine that a contract with outside counsel is both appropriate and necessary. *State v. Volkmer*, 73 Wn. App. 89, 95 (1994) (citing *Wiley v. Seattle*, 7 Wn. 576, 579, 35 P. 415 (1894)). Extraordinary circumstances may exist where there is a vacancy in the office of city attorney; or where the city attorney is ill, disqualified, absent, or unavailable; or where the legal official of the corporation refuses to appear and perform the necessary services; or where he has, or represents, adverse interests. *City of Tukwila v. Todd*, 17 Wn. App. 401, 406, 563 P.2d 223 (1977) (citing McQuillin, The Law of Municipal Corporations §29.12 at 262-63 (3d ed. 1966)).

~~4.11~~4.10 Process for Officials to Question the Legality of City Actions

City officials, including elected officials, may be indemnified by the City (or by insurance purchased by the City) for actions taken by an official within the scope of his or her duties. An official should therefore take care to act within the scope of his or her duties, and not cause City or personal liability by virtue of individual actions taken in the absence of legal advice.

An unfounded assertion by a City official that the City is acting in violation of law can cause undue risk and liability to the City, and may therefore constitute a breach of that official's duty to the City. Therefore, it is hereby the policy of the City that the following steps shall be followed if a City official questions the lawfulness of the conduct (or proposed conduct) of the City, or of any of its officials or staff.

1. Consult the City Attorney and fully describe the facts and issues which raise a question of illegality.

2. If the advice of the City Attorney does not resolve the concern, consult the City Manager.

3. If steps "1" and "2" do not resolve the concern, the official may request an executive session of the full Council, if the matter rises to the level of presenting a risk of litigation.

4. Prior to completing steps "1" through "3", it is a violation of the Official's duty to the City to assert in public the opinion that the City is in violation of law.

~~4.12~~4.11 Conduct of Officials with Regard to Litigation Against City

It is hereby the policy of the City that, once an individual or organization has filed a legal proceeding against the City, no City Council member shall engage in discussions or other communications with such individual (or the officers or directors of the organization) about the subject of the lawsuit without first disclosing the intent to do so to the Council, either in public or in executive session. It is also hereby the policy of the City that its conflict of interest rules shall apply to elected officials with regard to individuals or organizations threatening or pursuing a lawsuit against the City.

~~4.13~~4.12 Prohibition Against Making Gifts of Public Funds

Article 7, section 1 (Amendment 14) of the Washington State Constitution requires that taxes and other public funds be spent only for public purposes. *See also State ex rel. Collier v. Yelle*, 9 Wn.2d 317, 324-26, 115 P.2d 373 (1941); AGO 1988 No. 21.

Article 11, section 15 further provides as follows:

> The making of profit out of county, city, town, or other public money, or using the same for any purpose not authorized by law, by any officer having the possession or control thereof, shall be a felony, and shall be prosecuted and punished as prescribed by law.

Article 8, section 7 of the constitution states:

> No county, city, town or other municipal corporation shall hereafter give any money, or property, or loan its money, or credit to or in aid of any individual, association, company or corporation,

except for the necessary support of the poor and infirm, or become directly or indirectly the owner of any stock in or bonds of any association, company or corporation.

A city may contract with private organizations to provide services to the public if those are services that the city is authorized to provide. The private organization provides the services in question as an agent or contractor for the city. For instance, a city, having authority to provide recreational programs for its residents, may do so by contracting with a youth agency or senior citizens' organization to operate recreational programs for those groups, under appropriate city supervision. The contract should be carefully drawn, however, so that the program or project remains the city's own operation and is not an unlawfully broad delegation of city authority, or grant of city funds, to a private agency. Payments should be made pursuant to vouchers reflecting the satisfactory performance of services, as provided in Chapter 42.24 of the RCW. (KTT p. 22-24).

~~4.14 Separate Accounting of City Funds~~

~~With regard to the City's four enterprise services funds – namely, the three utility funds (i.e., water, wastewater and stormwater utilities), and the Building and Development Services Fund – it is the policy of the City:~~

- ~~to separately account for each of the funds; and~~
- ~~to ensure that fees and charges collected from a customer of any such enterprise is not used to subsidize another enterprise fund or the general operations of city government.~~

~~Nothing in this policy is intended to either: (i) prohibit an enterprise fund from paying its duly allocated share of direct or indirect costs or its reasonable allocation of City overhead costs, periodically examined by the State Auditor; or (ii) prohibit the imposition of a tax on the utility funds.~~

Commented [MS2]: This should be covered in a separate resolution or left to state law.

~~4.15~~4.13 Duty to Avoid Interfering with City Manager's Role with Staff

Neither the Council nor any Councilmember shall interfere with the authority of the City Manager to appoint and remove any and all department heads, officers, and employees of the City (except Councilmembers), subject to the provisions of applicable law, rule, or civil service regulation. Nor shall the Council or any Councilmember give orders to any subordinate of the City Manager. (See RCW 35A.13.120).

~~4.16~~4.14 Duty to Bargain in Good Faith with Collective Bargaining Representatives

> *Unions have a significant presence in Washington cities. Most city employees have the right to organize under state law and have joined state-wide unions or formed local associations. The city must negotiate labor contracts with these unions over wages, hours and working conditions.*
>
> *In particular, most police … departments are unionized. Except for very small cities, police … unions have access to interest arbitration when an impasse in bargaining occurs. This can create a unique dynamic in police … negotiations, given the potential for an outside arbitrator to make decisions regarding wages, benefits and contract language. (Councilmember's Handbook, p.13, available at http://www.awcnet.org/Portals/0/Documents/publications/CouncilmemberHandbook11.pdf)*

Certain City employees are represented by the International Association of Machinists (IAM) and police officers are represented by the Police Guild.

It is the policy of the City that it shall be the responsibility of the Council to set policy for collective bargaining, and the responsibility of the City Manager to engage in such collective bargaining.

~~4.17~~4.15 Immunity and Indemnification of Officials For Individual Actions in Good Faith

An appointed or elected official or member of the governing body of a public agency is immune from civil liability for damages for any discretionary decision or failure to make a discretionary decision within his or her official capacity, but liability shall remain on the public agency for the tortious conduct of its officials or members of the governing body. (See RCW 4.24.070(1))

It is important to note that an official's immunity applies solely to actions taken in good faith in the course of performing within the scope of the official's duties.

The City is insured through the Washington Cities Insurance Authority (WCIA). WCIA provides broad coverage for damage claims and/or lawsuits brought against the City and its officials. If a damage claim involves a covered claim against a City official, then WCIA will retain legal counsel to defend the City official and will generally pay any resulting judgment or settlement amount. Please note WCIA coverage is only available if the situation is the result of a City official acting within the scope of her or his official duties and (if the matter is) not otherwise excluded from coverage through WCIA's compact with the City (i.e., hazardous waste claims are generally excluded from WCIA coverage).

Additionally, in the event that a damage claim or lawsuit is brought against a City official that is related to the performance or failure to perform his or her official duties and the matter is not covered through WCIA, BIMC 2.68 provides that the City shall provide legal representation to defend the City official and shall indemnify the City official for the payment of the claim (if warranted) or any resulting judgment. The City will not indemnify and defend a City official acting outside the scope of his or her official duties, or if the claim or lawsuit is based upon a dishonest, fraudulent, criminal or malicious act.

Article 5: CITY COUNCIL – THE ELECTED GOVERNING BODY

5.1 Council Meeting - Time and Location

Regular Meetings of the Council in the form of Business Meetings and Study Sessions shall be held on the dates and times as adopted by Council ordinance, unless cancelled or postponed in accordance with applicable State or local procedures. Special meetings may be called by the Mayor or by four Councilmembers.

5.2 Council Meetings – Open to the Public

All meetings of the Council and of any Committees thereof shall be open to the public, except as provided for in RCW 42.30.110 or RCW 42.30.140.

5.3 Mayor – Election – Chair to be Mayor – Duties ("Mayor")

Biennially at the first meeting of the new Council the members thereof shall choose a chair from among their number. The chair of the Council shall have the title of Mayor and shall preside at meetings of the Council. In addition to the powers conferred upon him or her as Mayor, he or she shall continue to have all the rights, privileges, and immunities of a member of the Council. The Mayor shall be recognized as the head of the city for ceremonial purposes. He or she shall have no regular administrative duties, but in time of public danger or emergency, if so authorized by ordinance, shall take command of the police, maintain law, and enforce order. (See RCW 35A.13.030,)

5.4 Deputy Mayor or Mayor Pro Tempore ("Mayor Pro Tem")

Biennially at the first meeting of a new Council, or periodically, the members thereof, by majority vote, may designate one of their number as deputy mayor or mayor for such period as the Council may specify, to serve in the absence or temporary disability of the Mayor; or, in lieu thereof, the Council may, as the need may arise, appoint any qualified person to serve as Mayor Pro Tem in the absence or temporary disability of the Mayor. (See RCW 35A.13.035,)

Meetings of the Council shall be presided over by the Mayor, if present, or otherwise by the Deputy Mayor or Mayor Pro Tem if one has been appointed, or (in the absence of both of them) by a member of the Council selected by a majority of the Councilmembers at such meeting. Serving as Presiding Officer of the meeting shall not in any way abridge the right of the Presiding Officer to vote on matters coming before the Council at such meeting.

In the event of the extended excused absence, disability or resignation of a Councilmember, the remaining members by majority vote may appoint a Councilmember pro tempore to serve during the absence or disability.

5.5 Quorum

As provided under State law, at all meetings of the Council, four Councilmembers shall constitute a quorum for the transaction of business. A lesser number may adjourn from time to time, provided that written notice of the adjournment is posted on the exterior Council Chamber doors (pursuant to RCW 42.30.090).

5.6 Respect and Decorum

It is the duty of the Presiding Officer and Councilmembers to maintain dignity and respect for their offices, City staff, and the public. While the Council is in session, the Councilmembers shall preserve civility, order and decorum. No member of the public shall, by conversation or otherwise, delay, disrupt or interrupt the proceedings of the Council, nor disparage any person while speaking. Councilmembers and the public shall obey the proper orders of the Presiding Officer of the meeting.

5.6.1 Orderly Behavior and Civility in Remarks

Any person disrupting the business of the Council, either while addressing the Council or attending the proceedings, shall be asked to leave, or be removed from the meeting. Continued disruptions may result in a recess, forced removal, or adjournment as described elsewhere in this manual.

5.6.2 Permission Required to Address the Council

Persons other than Councilmembers and Administration shall be permitted to address the Council only upon recognition and introduction by the Presiding Officer of the meeting.

5.7 Telephonic or Video Participation from a Remote Location

Requests by a Councilmember to participate and vote by telephonic or audio-visual connection shall be granted by the Presiding Officer provided technical capability exists and adequate notice is given.

5.8 Attendance; Excused Absences

A Councilmember may forfeit his or her office by failing to attend three consecutive regular meetings without being excused by the Council. Members of the Council may be so excused by complying with this section. The member shall contact the Mayor, Deputy Mayor, or Mayor Pro Tem prior to the meeting and state the reason for his or her inability to attend the meeting. If the member is unable to contact the Mayor, Deputy Mayor, or Mayor Pro Tem, the member shall contact the City Manager or City Clerk, who shall convey the message to the Presiding Officer. Near the beginning of the Council meeting, the Presiding Officer shall inform the Council of the member's absence, state the reason for such absence, and inquire if there is any objection to excusing the member. If there is any objection, the Presiding Officer shall call for a motion to excuse the member. This motion shall be non-debatable. In such a case, the outcome of the vote shall determine whether the member shall be considered excused. (See RCW 35A.12.060.)

5.9 Filling Council Vacancies

If a vacancy occurs, the Council will follow the procedures provided in RCW 35A.12.050 in order to fill the vacancy with the most qualified person available until an election can be held. The Council will publish a notice of the vacancy, the procedure, and distribute the application form for soliciting candidates. The Council will draw up an application, which contains relevant information to answer set questions posed by the Council. The application forms will be used in conjunction with an interview of each candidate to aid the Council's selection of the new Councilmember.

5.10 Continuity of Government Act

In the event that the executive head of the City is unavailable by reason of enemy attack to exercise the powers and discharge the duties of the office, the provisions of RCW 42.14.050 shall apply. The same policy shall be applied in the case of a natural or man-made disaster.

Article 6: CITIZEN COMMITTEES, BOARDS AND COMMISSIONS

6.1 Approval of Appointees

6.1.1 Citizens on Standing Governing Bodies

All members of standing citizen committees, citizen boards, and citizen commissions which are, or which may hereafter be, required by State law or City ordinance or resolution, shall be appointed by the Mayor with confirmation by the Council.

6.1.2 Citizens on Temporary Governing Bodies

Any citizen members of any other committees – such as Ad Hoc Committees, Citizen Advisory Committees or Steering Committees – shall be appointed and approved in the manner described in Section 2.1 (Types of Governing Bodies, and Advisory or Supporting Groups) of this Manual. With regard to any appointments that would normally be subject to Council approval, the Council may choose to waive confirmation in the instrument creating said committee or group.

6.1.3 Removal

Members of any committee, board, or commission which has been appointed by the Council or the Mayor and confirmed by the Council, may be removed without cause by a majority vote of the Council unless otherwise provided for in the Code, ordinance, or resolution that authorized creation of the committee, board, or commission.

6.2 Establishment and Review of Citizen Governing Bodies That Are Temporary

Council-established governing bodies that are intended to be temporary -- such as Ad Hoc Committees or Citizen Advisory Committees – shall be commissioned for a time certain and provided with a clear task description and term (i.e. a "sunset" provision). Such temporary committees shall be subject to review whenever a new Council is seated following elections, so as to determine whether the committee and its functions continue to be appropriate and necessary.

Other special ad hoc committees and Council liaisons for a particular purpose may be appointed by the Mayor, with confirmation of Council, for a time certain along with a clear task description and "sunset" provision.

Citizen Committees, Commissions, and Boards; liaisons; and citizen advisory or taskforce groups should be given an opportunity to make a recommendation, when appropriate, on proposed ordinances, resolutions, and motions within their area of responsibility or interest, before action is taken by the Council. The appropriate spokesperson may present the recommendation(s) during discussion of that business item on a Council agenda.

To the extent that the City Attorney has determined that a citizen committee, commission, or board is a "governing body" that is subject to the State open meetings laws, no such body shall take votes for final action outside of a noticed open public meeting.

6.3 Relations with Boards, Commissions and Citizen Advisory Groups

Boards, commissions, and citizen advisory bodies of the City shall provide the City with minutes, or a summary report of all meetings. Communications from such boards, commissions, and advisory bodies shall be acknowledged by the Council. Any member of the Council may also bring such communication to the Presiding Officer's attention under the agenda item "Committee, Board, and Liaison Reports." Should any member of the Council determine that such communication be officially answered by the Council, the Presiding Officer shall place the matter on the agenda under New Business for the current meeting or any subsequent meeting.

Article 7: CITY ADMINISTRATION

7.1 City Manager

The City Manager is the chief administrative officer of the City. The City Manager is appointed by and directly accountable to the Council for the execution of the Council's legislative policy directives, and for the administration and management of City departments. The powers and duties of the City Manager are defined by State law and a variety of City ordinances. Such duties may be expanded or clarified by job description, resolution, or Council directive (motion). Balanced with the City Manager's accountability to the Council for policy execution is the need for the Council to allow the City Manager freedom to perform those duties and responsibilities in his or her day-to-day management. The City Manager appoints and removes City employees and may delegate such powers to department heads, provided, that nothing herein shall be construed to prohibit the Council, while in open session, from fully and freely discussing with the City Manager, anything pertaining to appointments and removals of City officers and employees and City affairs. (See RCW 35A.13.)

7.2 Role of the City Manager

The City Manager shall attend all meetings of the City Council, unless excused by the Presiding Officer or Council. The City Manager may recommend for adoption by the Council such measures as he or she may deem necessary or expedient, prepare and submit to the Council such reports or proposals as may be required by the body or as the City Manager deems advisable to submit; keep the Council fully advised as to the business and finances of the City; and when appropriate, shall take part in the Council's discussion on all matters concerning the welfare of the City. In the event that the City Manager is unable to attend a Council meeting, the City Manager shall appoint a key staff member to attend the meeting as the representative of City Administration.

During Council meetings, the Presiding Officer should rely on the City Manager to introduce the administrative participation on agenda items and should offer opportunity for comment or recommendation of the City Manager before final vote on important matters.

7.3 Informal Communications Encouraged

Members of the Council are encouraged to interact informally and casually with City staff for the purpose of gathering information, obtaining progress reports on policies and programs, or providing information to staff relevant to their Council office. Such informal contacts can serve to promote better understanding of specific City functions and problems. However, Councilmembers should be

careful, in such interaction, to avoid giving direction or advice to members of City staff, which may conflict with the City Manager's directives. City staff should provide their supervisor with the same information shared with the Councilmember.

7.4 City Manager – Interference by Councilmembers

As provided by RCW 35A.13.120, neither the Council, nor any of its committees or members, shall direct the appointment of any person to, or his or her removal from, office by the City Manager or any of his or her subordinates. Except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the City Manager and neither the Council nor any committee or member thereof shall give orders to any subordinate of the City Manager, either publicly or privately. The provisions of this section do not prohibit the Council, while in open session, from fully and freely discussing with the city manager anything pertaining to appointments and removals of city officers and employees and city affairs.

7.5 Complaints to Councilmembers

When performance complaints are made by citizens about staff actions or non-action directly to an individual Councilmember or in a Council or committee meeting, the Council or Councilmember should then refer the matter directly to the City Manager for review and, if appropriate, action. The individual Councilmember or the Council may request to be informed by the Administration of the action or response made to the complainant.

7.6 Administrative Complaints - "Best Practice"

Although citizens' direct access to elected officials is to be encouraged to help develop public policy, City Councilmembers should not develop a "personal intervention" pattern in minor calls for service or administrative appeals which may actually delay a timely customer service response. The best policy is to get the citizen into direct contact with the appropriate department or the City Manager, unless an unsatisfactory result has occurred. In that case, refer to Section 6.5 above.

7.7 City Clerk - Minutes - Public Information Access

The City Clerk shall adhere to the requirements of Washington law, and shall be the ex-officio Clerk-of-the-Council. The City Clerk shall keep minutes as required by law, and shall perform such other duties in the meeting as may be required by the Council, Presiding Officer, or City Manager. In the absence of the City Clerk, the City Clerk shall appoint a replacement to act as Clerk-of-the-Council. The Clerk-of-the-Council shall keep minutes which identify the general discussion of the issue and complete detail of the official action or consensus reached, if any. The City Clerk shall make an audio recording of the proceedings of all public hearings, regular business meetings, study sessions and workshops, and quasi-judicial proceedings. The Clerk shall keep, and make available, an agenda and date for each recording, which will facilitate location of the recorded proceedings. The audio recordings shall be posted publicly on the City website, ideally within 48 hours after the meeting.

7.8 The Three Touch Rule

Decision-makers and citizens at all levels of the City should have adequate time to thoughtfully consider the issues prior to final decisions**.** The Council and Administration should abide by the "Three Touch Rule" whenever possible (unless an exception applies). The following procedural guidelines are designed to avoid "surprises" to the Council, citizens, and administrative personnel.

Any pending request or proposal for adopting or changing public policy, ordinances, resolutions, or directives that will require a decision of the City Council or Administration should normally "***touch***" (through oral or written communication, or any combination thereof) the decision makers at least ***three separate times***. Quasi-judicial matters and any subject discussed in executive sessions are excluded from application of the "Three Touch Rule."

The hands of Decision-makers should not be unnecessarily encumbered. Unexpected circumstances may arise such that observance of the "Three Touch Rule" is impractical. However, when unusual circumstances arise which justify a "first discussion" decision, the persons requesting the expedited decision should also explain the need for expedited timing. The Three Touch Rule excludes staff reports and other general communications not requiring a future Council decision.

7.9 City Staff – Attendance at Meetings

Attendance at meetings by City staff shall be at the discretion of the City Manager. It is the intent of the Council that the City Manager schedule adequate administrative support for the business at hand but also to protect the productive capability of department heads. When sound system or other monitoring capabilities exist, the City Manager may allow personnel to utilize time in their offices or other areas while waiting for the item of business for which appearance before the Council is required.

7.10 Administrative Presentations and Briefings

In order to enhance public understanding of complex issues being presented, City Administration is encouraged to include the use of visual communication tools whenever possible, such as:

- Overhead projection summaries or PowerPoint bullet points;
- Flow charts or box diagrams to illustrate complex organizations, sequences or systems;
- Bullet point or summary handouts for the public and the press, when appropriate;
- Slide projector or video-cam clips to show actual situations or settings;
- Large maps to help pinpoint specific locations or parcels;
- Use of color to highlight important elements;
- White board for illustration; and/or
- Configuring the room/display so as to allow the public to follow and understand issues.

Article 8: PREPARATION FOR COUNCIL MEETINGS

8.1 Council Meeting Agendas

Agenda preparation shall have 3 stages: a **preliminary** stage, a **proposed** stage and a final **Council agenda** stage.

The City Clerk, under the direction of the City Manager, and in consultation with the Mayor, Deputy Mayor, or Mayor Pro Tem, shall arrange a list of proposed matters deemed ready for Council consideration according to the "3 touch" rule (Article 7.8) and shall prepare a **"preliminary agenda"**

for the next Council meeting. When the **"preliminary agenda"** has been reviewed by the Mayor or other Presiding Officer, he or she shall have the option of adding (or deleting) any item from such agenda.

When the Mayor executes approval of the preliminary agenda it shall then become the **"proposed agenda."** Copies of the "proposed agenda" shall be posted on the City website at least 24 hours prior to the Council meeting and shall be subject to the notice provisions stated in the City Code.

Upon convening a Council meeting and before any other business, the Council shall accept or modify the agenda by motion. The agenda shall then be officially the **"**Council agenda**"** for that meeting.

Requests for presentations to be scheduled on the formal agenda imply that the presentation is an official business consideration of the City. The Presiding Officer shall have the authority to rule on whether or not a graphic presentation, video, or other audio-visual presentation by non-City personnel is appropriate to be presented at the meeting.

The Presiding Officer, a majority of Councilmembers present, or the City Manager may propose a new item for the agenda at a meeting when extraordinary circumstances require, or for the purpose of information touches, excepting that items for action may not be added to a Special Meeting agenda.

8.2 Consent Agenda

The City Clerk or City Manager, in consultation with the Mayor or other Presiding Officer, may place matters on the consent agenda that:

- have been previously discussed by the Council; or
- based on the information delivered to members of the Council by Administration, can be reviewed by a Councilmember without further explanation;
- are so routine, technical, or "housekeeping" in nature, that passage without discussion is likely; or
- are otherwise deemed in the best interest of the City.

8.3 Study Session Agendas

The City Clerk, under the direction of the City Manager and in consultation with the Mayor, Deputy Mayor, or other Presiding Officer, shall arrange a preliminary study session agenda worksheet for the meeting. Councilmembers may request items to be placed on the agenda by contacting the City Clerk.

The Study Session worksheet shall, for each item, contain the following elements:

- Subject: The project designation or descriptive name for the item. The person requesting the item should use the same title in any subsequent business.

- Discussion Leader: The person who will introduce the item and lead the discussion as in 8.3.1 below.

- Activity: A brief description and time estimate of the discussion necessary for the Council to speak to the question posed in the "Goal" column.

- Goal: The reasonable outcome contemplated, whether a final action, advancement to a future agenda, just a "touch," according to the 3 touch rule, or for general information.

When the **"preliminary study session agenda"** has been reviewed by the Presiding Officer for the Study Session, he or she shall have the option of deleting any item from such agenda until the next Council meeting when the full Council may vote on whether to re-introduce the item on the agenda or for a subsequent Council meeting. When the Mayor has approved the preliminary study session agenda, it shall then become the **"**proposed study session agenda.**"** The proposed agenda shall be published on the City website not less than 24 hours prior to the Study Session.

Upon convening the Study Session and before any other business, the Council shall accept or modify the agenda by motion. The agenda shall then officially be the **"Council study session agenda"** for that meeting.

8.4 Study Session Procedure

During a Council Study Session or Workshop, the discussion leader introduced by the Presiding Officer should:

- Introduce the subject and give background information;
- Identify the discussion goal;
- Act as facilitator to keep the discussion focused toward the goal; and
- Alert the Presiding Officer when it is appropriate to call for consensus or a motion.

The Presiding Officer shall retain the option of assuming the function of the discussion leader at any time in order to keep the discussion properly focused. The City Clerk shall keep notes of the discussion subjects with special attention to Council consensus or administrative direction which may need more formal action in a later meeting (i.e. agenda, future budget changes, etc).

8.5 Process for Preparing Legislation or Policies for Adoption

8.5.1 Draft Documents

Prior to consideration or final passage of all Ordinances, Resolutions, or pre-written Motions, draft documents or proposals shall be designated as drafts and shall contain the date of revision and the name of the author. Proposed Ordinances and Resolutions shall be accompanied by a "bullet" summary for possible later publication.

- **"**Proposed Drafts**"** shall contain the date, name of the group or individual originating or sponsoring the proposal, prior to the first presentation to the City Council**.**
- **"**Council Drafts**"** shall be documents or proposals which have been presented in open public session and held over by the City Council for further consideration or revision.

8.5.2 Preparation of Ordinances.

The procedures for ordinances are as follows:

(a) Proposing an Ordinance

A Councilmember may, in open session, request of the Presiding Officer that the Council consider enacting an ordinance. The Council then may assign the development of the proposed ordinance to the Administration, an Ad Hoc Committee, an Advisory Committee or the Council for consideration. The committee or Administration shall report its findings to the Council. The City Manager, the City Attorney, or any of the citizen boards, committees, or commissions may propose that Council consider an ordinance or resolution.

(b) Sponsorship Encouraged

When a Councilmember wishes to assume sponsorship or advocacy of an ordinance or resolution, he or she should so announce, make the initial motion, provide an introduction and advocate the measure before the Council.

(c) Two (2) Readings

Although State law requires only one reading in most cases, all City ordinances shall normally have two (2) separate readings at separate Council meetings. At each reading, the title of the ordinance and a simplified summary or title of the ordinance shall be read prior to a vote. Not later than the date of the meeting at which the reading occurs, the full text of the draft ordinance shall be posted on the City website. A printed copy of the ordinance shall be made available by the City upon request by a member of the public.

(d) Waiver

The provision requiring two (2) separate readings of an ordinance may be waived at any meeting when the Council determines that the ordinance is simple, non-controversial, or administrative in nature or that the interests of the City are best served by one reading.

(e) Motion failure

If a motion to "continue an ordinance to a second reading" fails, the ordinance shall be considered lost, unless a subsequent motion directs its revision and resubmission to second reading.

(f) Repealer.

Any ordinance repealing any portion of the Municipal Code shall also repeal the respective portions of the original ordinance(s). Ordinances repealing earlier ordinances shall not apply to acts, incidents, transactions or decisions occurring before such repeal.

8.5.3 Preparation of Resolutions

A resolution may be put to its final passage on the same day on which it was introduced. However, the Council may invoke the two (2) reading procedure, described in Section 8.5.2(c) above, to facilitate public understanding and opportunity to comment on the resolution. The title of each resolution and a simple text summary, if available, shall be read prior to its

passage. Not later than the date of the meeting at which the reading occurs, the full text of the draft resolution shall be posted on the City website. A printed copy of a resolution shall be made available upon request by a member of the public.

8.6 Council Packets

Councilmembers shall personally pick up their agenda packets from their individual mailboxes, provided by the City Clerk, unless otherwise arranged by the member or further directed by Council. Councilmembers and affected staff should read the agenda material and ask clarification questions prior to the Council meeting, when possible.

Article 9: RULES OF ORDER FOR COUNCIL MEETINGS

9.1 Parliamentary Procedure

Rules of order not specified by statute, ordinance, or this Manual shall be governed by Robert's Rules of Order (http://www.robertsrules.com/). A simplified summary of some of the most frequently used motions under Robert's Rules is shown in Exhibit A: Simplified Summary of Parliamentary Procedure.

9.2 Motions and Discussion

All items of business placed before the Council that require the expenditure of Council or Administration resources or changes in land use shall be in the form of an affirmative motion. Affirmative motions are preferred to prevent "approval by default" of a failed negative motion.

9.3 Voting

The votes during all meetings of the Council shall be transacted as follows:

- Unless otherwise provided by statute, ordinance, or resolution, all votes shall be taken by voice, except that at the request of any Councilmember, a roll call vote shall be taken and recorded by the City Clerk. The order of the roll call vote shall be determined by the Presiding Officer.
- In case of a tie vote on any proposal, the motion shall be considered lost.
- Every member who was in the Council chamber when the question was put, shall give his or her vote unless the Council, for special reasons, shall excuse the member by motion. If any Councilmember refuses to vote "aye" or "nay" (for example, due to a conflict of interest), the result shall be determined in accordance with Robert's Rules, which generally means that it shall be as if the individual who abstained from voting was not present for the vote.

9.4 Reconsideration

Any action of the Council, (including without limitation a final action on applications for legislative changes in land use status), shall be subject to a motion to reconsider, *except for*:

- any action previously reconsidered,
- motions to adjourn or motions to suspend the rules, or
- a vote electing to office one who is present and does not decline.

A motion for reconsideration can be made only by a member of the prevailing side on the original action. A motion to reconsider must be made no later than the next regular Council Business Meeting. A motion to reconsider is debatable only if the action being reconsidered is debatable. Upon passage of a motion to reconsider, the subject matter is returned to the table immediately or at the next regular Council meeting (as determined by the wording of the motion to reconsider) for any action the Council deems advisable. Any motion for reconsideration of a matter which was the subject of a required public hearing or which is a quasi-judicial matter may not be discussed or acted upon unless and until the parties or their attorneys and the persons testifying have been given at least five (5) business days advance notice of such discussion or action.

9.5 Dissents and Protests

Any Councilmember shall have the right to express dissent from or protest, orally or in writing**,** against any Motion, Resolution, or Ordinance of the Council, and have the reason therefore entered or retained in the minutes.

9.6 Complaints and Suggestions to Council

When citizen complaints or suggestions, not on the agenda, are brought before the Council at a meeting, the Presiding Officer may, if circumstances warrant it, attempt to direct the citizen matter to an appropriate channel for resolution. In such a case, the Presiding Officer shall, in consultation with the City Manager, first determine whether the issue is legislative or administrative in nature and then:

- If legislative, and a complaint is about the language or intent of legislative acts or suggestions for changes to such acts, and if the Council finds such complaint suggests a change to an ordinance or resolution of the City, the Presiding Officer may refer the matter to Administration, or the Council for study and recommendation.

- If administrative, and a complaint regarding administrative staff performance, execution of legislative policy or administrative policy within the authority of the City Manager, the Presiding Officer should then refer the complaint directly to the City Manager for review, if said complaint has not been so reviewed. The Council may direct that the City Manager brief the Council when the City Manager's response is made.

9.7 Prior Permission Required for Certain Elaborate Presentations

No overhead projection, photographs, motion pictures, or video that require the use of flood lights or similar continuous artificial illumination, shall be used by the public at City Council meetings without the prior consent of the Presiding Officer or the City Manager.

9.8 Conduct of Business Meetings

The Presiding Officer may, during a Council meeting, rearrange items on the agenda to conduct the Council's business more expeditiously. Business Meetings of the Council may generally include many or most of the following agenda elements (which need not occur in the order stated below). Council may, by motion, formally approve a "Sample Order of Business," which, if adopted, shall be appended

to accompany the published body of this manual as information. Such "Sample Order of Business" shall serve as a guideline, subject to change by motion of the City Council, in accordance with the procedures described in Article 8.1 and this article.

Examples of Business Meeting agenda elements include:

- **Executive Session**

The Council may hold an executive session during a regular or special meeting. Before convening in executive session, the Presiding Officer shall publicly announce the purpose for excluding the public from the meeting place and the time when the executive session shall be concluded. If the Council wishes to adjourn or take action at the close of a meeting from executive session, that fact will be announced. The announced time limit for executive sessions may be extended by announcement of the Presiding Officer made to those waiting in the nearest public area. No final action may be taken in executive session. (See RCW 42.30.110.) Councilmembers shall not disclose any confidential oral and written information provided during executive sessions or otherwise obtained in the course of their duties in order to protect the best interests of the City. (See RCW 42.23.070(4), Article II(C) of the City's Code of Ethics.)

- **Summary Reports**

Short summary reports may be presented near the end of the meeting. Short summary reports may, for example, be presented by the Presiding Officer, the City Manager, or the chair of an Ad Hoc Committee or Steering Group.

- **Public Comment Period or Public Hearing**

The routine public comment period at a Business Meeting is conducted as described in Section 9.12 below. By contrast, a public hearing is governed by different rules of procedure than a public comment period, and may either be (a) a quasi-judicial review of a land-use matter, or (b) an opportunity for public comments to be heard and recorded on a legislative matter. Special opportunities for public comment apply to a public hearing (see Section 9.13 below), and special rules and procedures apply to a quasi-judicial hearing (see Section 9.14 below).

- **Consent Agenda**

The proper Council motion on the consent agenda is as follows: *"I move adoption of the consent agenda"*. This motion shall have the effect of moving to adopt all items on the consent agenda. Any member of the Council shall have the right to remove ("pull") any item from the consent agenda. Therefore, prior to the vote on the motion to adopt the consent agenda, the Presiding Officer shall inquire if any Councilmember wishes an item to be "pulled" from the consent agenda. If any matter is pulled, the Presiding Officer shall entertain discussion and a motion on any pulled item after the vote on the passage of the unpulled items of the consent agenda.

- **Discussion of Matters for Future Meetings**

The purpose of such a discussion is to offer Council members (an opportunity) to express preferences regarding the setting of the agenda for a future Council meeting, subject to the prerogatives of the agenda-setting process described in Section 8.1.

- **Other Common Agenda Elements**

The agenda of a Business Meeting may also include other elements such as: Unfinished Business; Ordinance Reading; and New Business.

9.9 Conduct of Study Sessions and Workshops

Regular or Special Meetings of the Council, or portions thereof, may be designated as Study Sessions. The definition and the basic rules for Study Sessions are stated in Section 3.4.4 and for a Workshop in Section 3.3.5.

A Study Session may consist of any or all of the following elements:

(a) Public Comment Period
In general, because a Study Session is more informal and more interactive than a Business Meeting, the Presiding Officer may have greater latitude to seek public comment on a particular issue being discussed. Therefore, the Presiding Officer may invite public comment and dialog from time to time during the Study Session. In general, public comment shall be sought solely or primarily on matters on the Study Session agenda.

(b) Vetting of Agenda Items:
This element of a Study Session involves a vetting and review of agenda items that are expected to appear for Council action on the agenda of the next ensuing Council Business Meeting. This element of the Study Session may include: review of clarity and completeness of issues presented; discussion of the merits of the proposal; and a procedural vote to determine whether the agenda item shall be advanced to an ensuing Business Meeting of the Council.

(c) Study of Emerging Issues
This element of the Study Session involves emerging issues that are not initially expected to appear for action at the next Council Business Meeting, and it may include: (i) staff or third-party presentations; (ii) Council and Administration study, discussion and analysis; and/or (iii) interactive public comments and Council responses to comments.

(d) First Touch and Second Touch Updates
The agenda may provide time for short updates by the City Manager, staff, Councilmembers, or a member of an Ad Hoc Committee or Steering Group.

(e) Referral to Committee, Steering Group or Further Public Process
At a Study Session, the Council may choose to refer an issue to an Ad Hoc Committee or Steering Group, or schedule a Public Forum, before the issue returns to a future agenda.

9.10 Workshops

The purpose of a Workshop (i.e., a single-topic Study Session) is to allow Councilmembers to do concentrated preliminary work with Administration or the public on a single subject (i.e., budget, complex legislation, or reports, etc.). Workshops shall be in a less formal setting, but shall not discourage public observation. Public comment is not normally allowed at Workshops although the Council may allow, or request, participation in the same manner as other Council Study Sessions.

9.11 Adjournment Due to Emergency or Disruption

In the event of emergency, such as a fire, threatened violence, or inability to maintain order, the Presiding Officer shall declare the meeting adjourned or continued and Councilmembers shall immediately leave the meeting area.

9.12 Procedures for Public Comment at Business Meetings

9.12.1 In General

The City Council desires to allow a maximum opportunity for public comment at various public forums and meetings. However, at a Business Meeting, the business of the City must proceed in an orderly, timely manner, and in that setting, the open Public Comment period is generally limited in overall time on the agenda (e.g. 30 minutes), and is further limited in the amount of time per speaker (3 minutes, or such lesser time determined by the Presiding Officer if a large number of individuals wish to speak). At any time the Presiding Officer in his or her sole discretion, may set such further limitations as are necessary to progress through the agenda and to prevent disruption of other necessary business.

The City will utilize a sign-in procedure for public comments, but, if time permits, the Presiding Officer may also invite comments from individuals who failed to sign in. The Presiding Officer may require a member of the public to state their name, address, and the subject of their comments.

These rules are intended to promote an orderly system of holding a public meeting, to give persons opportunity to be heard and to create an environment in which no individuals are embarrassed or uncomfortable by exercising their right of free speech.

9.12.2 Subjects – Whether or Not on the Current Agenda

Public comments received during the public comment period may be on any public topic, whether or not on the agenda, but a comment on the subject that is covered by a public hearing at that meeting must be made during the period of the public hearing.

9.12.3 Use of Microphones

Comments shall be made directly into the microphone, as it is necessary for the public record and for the audience to hear all proceedings. No comments shall be made from any other location.

9.12.4 Civility

The Presiding Officer is responsible for maintaining order and civility among those addressing the Council. There will be no demonstrations during, or at the conclusion of, any person's presentation. Any disruptive behavior, as determined by the Presiding Officer, shall be cause for removal from the meeting room.

9.12.5 Council May Overrule the Presiding Officer

Any ruling by the Presiding Officer relative to the conduct of the public comment period may be overruled by a vote of a majority of Councilmembers present.

9.13 Public Hearings – In General

9.13.1 Sign in Procedure

Prior to the start of the public hearing, the Presiding Officer may require that all persons wishing to be heard sign in with the Clerk, giving their names and addresses, the agenda item, and whether they wish to speak as proponent, opponent, or otherwise. Any person who fails to sign in shall not be permitted to speak until all those who signed in have done so. At any public hearing, persons who have signed in and wish to be heard shall be given an opportunity to be heard.

9.13.2 Time Limits

The Presiding Officer shall be authorized to establish speaker time limits and otherwise control presentations to avoid repetition. The Presiding Officer may change the order of speakers so that testimony is heard in the most logical groupings, (i.e., proponents, opponents, adjacent owners, vested interests, etc.).

9.13.3 Other Rules

The rules applicable to a Public Comment period under Sections 9.12.3, 9.12.4, and 9.12.5 shall likewise apply to legislative public hearings.

9.14 Council Quasi-Judicial Hearings

Quasi-judicial hearings and actions of the Council are those proceedings which determine the legal rights, duties, or privileges of specific parties in a hearing or other contested case proceeding. Quasi-judicial actions or hearings do not include the hearings pertaining to legislative actions adopting, amending, or revising a general governmental policy or ordinance, or a comprehensive, community, or neighborhood plan or other land use planning documents or the adoption of area-wide zoning ordinances or the adoption of a zoning amendment that is of area-wide significance."

9.14.1 Appearance of Fairness Doctrine Applies to Quasi-Judicial Actions

If a proceeding is quasi-judicial, the "appearance of fairness doctrine" under Washington state law is generally applicable. See RCW 42.36.010 and Section 4.6.4 of this Manual. If a proceeding contains both legislative and adjudicative functions, it is recommended that the appearance of fairness doctrine rules be followed by the Council.

9.14.2 Obligations of Councilmembers in Quasi-Judicial Proceeding

In the event of a quasi-judicial proceeding of the Council, a Council member should immediately disclose any interests that may appear to constitute a conflict of interest. Councilmembers should recognize that the Appearance of Fairness Doctrine does not require establishment of a conflict of interest, but whether there is an appearance of conflict of interest to the average person. This may involve a Councilmember's business associate, or a member of the Councilmember's immediate family. It could involve *ex parte communications* (that is, communications with one party to the quasi-judicial matter without notice to or argument from the other party). Or it could involve ownership of property in the vicinity, business dealings with the proponents or opponents before or after the hearing, business dealings of the Councilmember's employer with the proponents or opponents, announced predisposition, and the like. Prior to any quasi-judicial hearing, each Councilmember should give consideration to whether a potential violation of the Appearance of Fairness Doctrine exists. If the answer is in the affirmative, no matter how remote, the Councilmember should disclose such fact to the City Attorney.

Anyone seeking to disqualify a Councilmember from participating in a decision on the basis of a violation of the Appearance of Fairness Doctrine must raise the challenge as soon as the basis for disqualification is made known, or reasonably should have been made known, prior to the issuance of the decision. Upon failure to do so, the Doctrine may not be relied upon to invalidate the decision. The party seeking to disqualify the Councilmember shall state, with specificity, the basis for disqualification.

In the case of the Council sitting as a quasi-judicial body, the Presiding Officer shall have authority to request a Councilmember to excuse him or herself on the basis of an Appearance of Fairness violation. Further, if two Councilmembers believe that an Appearance of Fairness violation exists, such individuals may move to request a Councilmember to excuse him or herself on the basis of an Appearance of Fairness violation. In arriving at this decision, the Presiding Officer or other Councilmembers shall give due regard to the opinion of the City Attorney.

9.14.3 Avoid Ex Parte Communications with Quasi-Judicial Parties

During the pendency of any quasi-judicial proceeding, no Councilmember may engage in ***ex parte*** communications with proponents or opponents about a proposal involved in the pending proceeding, unless the Councilmember: (1) places on the record the substance of such oral or written communications concerning the decision or action; and (2) provided that a public announcement of the content of the communication and of the parties' right to rebut the substance of the communication shall be made at each hearing where action is taken or considered on the subject. Under RCW 42.36.060(2), this does not prohibit correspondence between a citizen and his or her elected official, if the correspondence is made a part of the record, when it pertains to the subject matter of a quasi-judicial proceeding.

EXHIBIT A: SIMPLIFIED SUMMARY OF PARLIAMENTARY PROCEDURE

Motion "To Approve "Robert's Rules of Order – Newly Revised in Brief" as the definitive guidance parliamentary procedure for any Council meeting at which Robert's Rules are applicable, and to approve the following "…At a Glance" summary as a simplified reference tool for Exhibit A of the City Governance Manual.

PARLIAMENTARY PROCEDURE AT A GLANCE

To do this:	You say this:	May you interrupt speaker?	Must be seconded?	Is motion debatable?	Vote required
Introduce business	"I move that …"	NO	YES	YES	MAJORITY
Amend a motion	"I move to amend this motion"	NO	YES	YES	MAJORITY
Request information	"Point of information"	YES	NO	NO	NO VOTE
Suspend further discussion	"I move we table it"(until when?)	NO	YES	NO	MAJORITY
End debate	"I move the previous question …"	NO	YES	NO	MAJORITY
Postpone discussion	"I move we postpone this matter until …"(when?)	NO	YES	YES	MAJORITY
Have something further studied by a committee	"I move we refer …"	NO	YES	YES	MAJORITY
Ask for a vote count to verify a voice vote	"I call for a division of the house"	NO	NO	NO	NO VOTE
Object to considering some matter	"I object to consideration"	YES	NO	NO	MAJORITY
Take up a matter previously tabled	"I move to take from the table …"	NO	YES	NO	MAJORITY
Reconsider something already disposed of	"I move we reconsider action on …" (time-date?)	YES	YES	YES	MAJORITY
Consider something in unscheduled order	"I move we suspend the rules and …"	NO	YES	NO	MAJORITY
Vote on a ruling by the chair	"I appeal the chair's decision"	YES	YES	YES	MAJORITY
Object to procedure or personal affront - chair decides	"Point of order"	YES	NO	NO	NO VOTE
Complain about noise, room temperature, etc.	"Point of privilege"	YES	NO	NO	NO VOTE
Recess the meeting	"I move that we recess until …"	NO	YES	NO	MAJORITY
Adjourn the meeting	"I move that we adjourn"	NO	YES	NO	MAJORITY

EXHIBIT B: CURRENT LIST OF CITIZEN COMMITTEES, COMMISSIONS AND BOARDS

This Exhibit was adopted by Council Motion as follows: "The Council hereby approves the summary of ongoing Citizen committees, commissions and boards that are recognized by the City as of _____ 2015, and directs that such summary be incorporated as an Exhibit to the Governance Manual."

Legend:
RCW: Required by state statute (Revised Code of Washington)
Ord: Required by City ordinance.
Res: Required by Council resolution.

Hyperlink: Further information about the following committees, commissions and boards can be found on the City website here.

- **Civil Service Commission:** 5 members; City Manager is liaison; administers Police Department advancements, demotions, suspensions, discharges and employment. (RCW)
- **Design Review Board:** 7 members; Planning Director is liaison; advises on commercial / mixed-use land use applications, makes recommendations based on design guidelines. (Ord)
- **Environmental Technical Advisory Committee:** 7-9 members; Planning Director is liaison; provides technical and scientific advice on environmental management issues and projects. (Res)
- **Ethics Board:** 5 members; City Attorney is liaison; promotes understanding of ethical standards for elected officials, and for major contractors working with City. (Ord/Res)
- **Harbor Commission:** 7 members; Harbormaster is liaison; develops and implements harbor management rules and regulations, governs all harbors and waters as authorized. (Ord)
- **Historic Preservation Commission:** 7 members; Planning Director is liaison; provides technical advice on historic preservation to property owners, reviews applications to National Historic register.
- **Housing Trust Fund Executive Committee:** 75 members; Planning Director is liaison; encourages development of moderate and low income housing, provides funding for income groups not served by other sources. (Ord/Res)
- **Lodging Tax Advisory Committee:** 5 members – four from the community plus a Councilmember as chair; reviews proposals for contracts for tourism promotion or tourism facilities, funded by the lodging tax. (RCW)
- **Non-Motorized Transportation Advisory Committee:** 9 members; Public Works director is liaison; advocates for non-motorized transportation facilities, including funding and promotional/educational programs.
- **Open Space Commission:** 7 members; City Manager is liaison; recommends program and process for acquiring/preserving forested areas, open space, wildlife habitat, farms and agricultural lands.

- **Planning Commission:** 7 members; Planning Director is staff liaison; reviews applications for amendments to comprehensive plan, official zoning map and official zoning ordinance and other land use and city planning matters. (RCW)

- **Road Ends Committee:** 7 members; Planning Director is liaison; researches, recommends and implements use and development of street ends leading to water. (Res)

- **Salary Commission:** 7 members; City Manager is liaison; reviews and recommends elected officials salaries. (Ord)

- **Utility Advisory Committee:** 7 members plus Councilmember(s) ex officio; Finance Director is principle support staff; advise on issues related to the City's three utilities (water, sewer, stormwater). (Ord)

The committees, commissions and boards listed above shall be subject to the following general guidelines, except to the extent stated to the contrary in the applicable resolution or ordinance.

(a) Meetings

Committee meetings (when held) must be open to the public, including the media, unless discussing matters which would qualify for an executive session (under the state law defining eligible executive session issues that apply to the Council).

(b) Council Liaison to Citizen Committees, Commissions and Boards

Liaisons shall be appointed by the Mayor and confirmed by the Council for specific purposes and for a time certain (normally a term of one calendar year, which may repeat if Council so determines). Liaisons may attend assigned citizen group meetings and report to the Council on matters of public concern.

(c) Liaison Procedures

Individual members of the Council may be assigned as liaisons whose duties involve keeping current with a group or activity by either attending meetings or conferring with members, and keeping Council informed. Liaisons may advocate Council actions on behalf of their assigned group or activity. Care must be taken to avoid an Appearance of Fairness Doctrine violation, or conflict of interest possibilities (i.e.: in the unusual case of a quasi-judicial proceeding). Liaisons' functions and duties may be further defined and/or directed by the Mayor or Mayor Pro Tem with concurrence of Council.

(d) Appointment

Except as otherwise provided by City ordinance or resolution, members of citizen committees, commissions and boards shall be appointed by the Mayor and approved by Council.

(e) Publication on Website

It shall be City policy to disclose names and terms of citizen boards, committees and commissions on the City website, with a description of the role and functioning of the body.

EXHIBIT C: ILLUSTRATION OF SCALABLE PUBLIC PROCESS PLANNING SYSTEM

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This Exhibit was adopted by Council Motion as follows: "I move that the City Council approve the following illustrations of the Scalable Public Process Planning System, in accordance with the procedures set forth in article 3.1.9 of the City of Bainbridge Island Governance Manual."

Scalable Public Process Planning System

Getting the right people in the right place at the right time making the right decisions to keep the residents of Bainbridge Island well-informed and engaged

Level of Public Interest/Impact	Who and How	Sample Outreach Activities/Tools
Straightforward issue • Information only • Low controversy • One-time event	• Staff "expert" • Communications Coordinator ➢ A few emails	**Information (2.4.6)** • Press release • Calendar announcement
More complex issue • Multiple public "touches" • Public input helpful • Low controversy • Longer term impact	**Ad Hoc Committee (2.1.3, 2.1.9)** • Director/designee • Staff "expert" • Communications Coordinator ➢ One or more meetings	**Small scale campaign** may include above, plus: • Display ad • ListServ notification • FAQ • Presentations to Key Influencers (ie., Rotary, Men's Oatmeal, 2.4.3)
Complex, and/or controversial issue • Lasting policy and/or land use impacts • High interest for multiple community elements • Public input desired • Longer process	**Small Task Force (2.1.7, 2.1.9)** • City Council liaison • City Manager/designee • Director/designee • Staff "experts" • Communications Coordinator ➢ Multiple meetings	**Longer, more complex strategy** may include above, plus: • Multiple press releases/ announcements • Targeted outreach to potential stakeholders • Stakeholder meetings (2.4.3) • Neighborhood meetings (2.4.5) • One or more public forums (2.4.4) • Built-in, iterative feedback loop to evaluate results and alter course as needed
Extremely complex, significant and/or controversial issue • Lasting policy and/or land use impacts • Engage broad range of community interests	**Public Process Steering Group (2.1.6, 2.1.9)** • City Council liaison • City Manager/designee • Director/designee • Staff "experts"	**Large scale, long-term PR campaign may include above, plus:** • Strategic use of multiple public engagement tools like field trips, informational presentations, focus groups, visioning exercises, etc.

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• Significant public input required • Long process	• Communications Coordinator • Citizen(s) ➢ A series of meetings over months or years	• Clear, distinct milestones and decision point(s). • Built-in, iterative feedback loop to evaluate results and alter course as needed

* Note that outreach is an art, not a science; the committee composition and tools shown are NOT PRESCRIPTIVE, but are examples of the approaches, tools and strategies that might be appropriate for public process planning at various levels of Public Interest/Impact. The Public Participation handbook provides an overview of potential tools, selection guidelines and implementation procedures.

SAMPLE ORDER OF BUSINESS

This Supplementary Policy was adopted by Council Motion as follows: "I move that the City Council approve the following sample order of business for Council s in accordance with the procedures set forth in articles 7.1 and 8.8 of the City of Bainbridge Island Governance Manual. Such "Sample Order of Business" shall serve as a guideline."

Business Meetings of the Council shall be conducted as follows: provided, however, that the Presiding Officer may, during a Council meeting, rearrange items on the agenda to conduct the business before the Council more expeditiously (article 8.8).

Announce Executive Session (if applicable)
Brief Summary Reports (if applicable)
Presiding Officer's Report
Chair Reports
City Manager's Report
Call to Order by the Presiding Officer (7:00 PM)
Pledge of Allegiance
Roll Call
Acceptance or Modification of Agenda / Conflict of Interest Disclosure

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~~**Public Comment** (20 minutes)~~
~~**Public Hearing** (if any)~~

~~**Consent Agenda**~~
~~**Ordinances** (1st/2nd Reading)~~
~~**Resolutions**~~
~~**Unfinished Business**~~
~~**New Business**~~
~~**Emerging Issues/1st touches**~~
~~**Adjournment**~~

~~*Approved March 24, 2010 City Clerk Certification*~~

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