



REGULAR BUSINESS MEETING

TUESDAY, APRIL 10, 2018

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

AGENDA (TIMES LISTED ON THE AGENDA ARE APPROXIMATE)

- 1. CALL TO ORDER / ROLL CALL / PLEDGE OF ALLEGIANCE - 7:00 PM**
- 2. ACCEPTANCE OR MODIFICATION OF AGENDA / CONFLICT OF INTEREST DISCLOSURE**
- 3. PUBLIC COMMENT**
- 4. MAYOR'S REPORT**
- 5. CITY MANAGER'S REPORT**
- 6. PRESENTATION(S)**
 - A.** 7:05 PM Poetry Reading for National Poetry Month
 - B.** 7:10 PM Proclamation Declaring April 22, 2018 as "Earth Day," AB 18-064 - Mayor Medina (Pg. 4)
 - C.** 7:15 PM Proclamation Declaring April 27, 2018 as "Arbor Day," AB 18-065 - Mayor Medina (Pg. 7)
 - D.** 7:20 PM Friends of the Farms 2017 Annual Report on City Farmland, AB 18-066 - Executive (Pg. 9)
- 7. UNFINISHED BUSINESS**
 - A.** 7:35 PM Winslow Way Ravine Outfall Project Contract Award, AB 16-006 - Public Works (Pg. 33)
 - B.** 7:45 PM Update on Moratorium Workplan, AB 18-021 - Planning (Pg. 39)
 - C.** 7:55 PM Governance Manual, AB 18-011 - Executive (Pg. 43)
 - D.** 8:15 PM Police/Municipal Court Facility Site Selection, AB 14-008 - Executive (Pg. 96)
- 8. NEW BUSINESS**
 - A.** 8:45 PM Emergency Management Interlocal Agreement, AB 18-067 - Executive (Pg. 103)

- B. 8:55 PM Ordinance Repealing Bainbridge Island Municipal Code Chapter 16.22, Vegetation Management, AB 18-068 - Planning (Pg. 130)
- C. 9:05 PM Ordinance No. 2018-12, Establishing the City LEOFF 1 (Law Enforcement Officers' and Fire Fighters' Plan) Disability Board, AB 18-069 - Executive (Pg. 134)

9. CONSENT AGENDA - 9:15 PM

- A. Agenda Bill for Consent Agenda, AB 18-071 (Pg. 140)
- B. Accounts Payable and Payroll (Pg. 141)
- C. Special City Council Meeting Minutes, March 20, 2018 (Pg. 207)
- D. Study Session Meeting Minutes, March 20, 2018 (Pg. 209)
- E. Special City Council Meeting Minutes, March 27, 2018 (Pg. 213)
- F. Regular City Council Business Meeting Minutes, March 27, 2018 (Pg. 215)

10. COMMITTEE REPORTS - 9:20 PM

- A. Ethics Board Regular Meeting Minutes, January 22, 2018 - Councilmember Deets (Pg. 222)
- B. Climate Change Advisory Committee Regular Meeting Minutes, February 13, 2018 - Councilmember Deets (Pg. 224)
- C. Utility Advisory Committee Meeting Regular Meeting Minutes, February 28, 2018 – Councilmember Nassar (Pg. 227)
- D. Affordable Housing Task Force Meeting Minutes, March 14, 2018 - Deputy Mayor Blossom (Pg. 229)
- E. Island Center Subarea Planning Steering Committee Minutes, March 7, 2018 - Deputy Mayor Blossom (Pg. 232)

11. FOR THE GOOD OF THE ORDER - 9:25 PM

12. ADJOURNMENT - 9:35 PM

GUIDING PRINCIPLES

Guiding Principle #1 - Preserve the special character of the Island, which includes downtown Winslow's small town atmosphere and function, historic buildings, extensive forested areas, meadows, farms, marine views and access, and scenic and winding roads supporting all forms of transportation.

Guiding Principle #2 - Manage the water resources of the Island to protect, restore and maintain their ecological and hydrological functions and to ensure clean and sufficient groundwater for future generations.

Guiding Principle #3 - Foster diversity with a holistic approach to meeting the needs of the Island and the human needs of its residents consistent with the stewardship of our finite environmental resources.

Guiding Principle #4 - Consider the costs and benefits to Island residents and property owners in making land use decisions.

Guiding Principle #5 - The use of land on the Island should be based on the principle that the Island's environmental resources are finite and must be maintained at a sustainable level.

Guiding Principle #6 - Nurture Bainbridge Island as a sustainable community by meeting the needs of the present without compromising the ability of future generations to meet their own needs.

Guiding Principle #7 - Reduce greenhouse gas emissions and increase the Island's climate resilience.

Guiding Principle #8 - Support the Island's Guiding Principles and Policies through the City's organizational and operating budget decisions.



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

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:10 PM Proclamation Declaring April 22, 2018 as "Earth Day," AB 18-064 - Mayor Medina (Pg. 4)	Date: 4/10/2018
Agenda Item: PRESENTATIONS	Bill No.: 18-064
Proposed By: Mayor Medina	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

The attached proclamation declares April 22, 2018, as "Earth Day" on Bainbridge Island. It is one of the annual proclamations that the City Council has authorized the Mayor to sign.

RECOMMENDED ACTION/MOTION

Presentation only.

ATTACHMENTS:

Description	Type
❑ Proclamation	Backup Material
❑ Resolution No. 2017-13	Backup Material



PROCLAMATION

WHEREAS, 2018 is the 48th anniversary of Earth Day; and

WHEREAS, the world continues to face extraordinary challenges to the environment; and

WHEREAS, all people, regardless of race, gender, income or geography, have a moral right to a healthy, sustainable environment; and

WHEREAS, on March 28, 2017 the City Council approved Resolution No. 2017-13 declaring the month of April to be Celebrate Trees! Earth Month Bainbridge Island; reaffirming the City's commitment to promote appreciation of, and protections for, Bainbridge Island's trees and forests and the many cultural, economic, health, and material benefits that trees and forests provide both the community and the Region; and committing the City of Bainbridge Island to creating progressive regulations that encourage tree retention, prevent inappropriate tree removal and support the Island's natural landscape and ecology; and

WHEREAS, it is understood that all people must step forward and take action to protect the environment; and

WHEREAS, the goal of a sustainable environment can be achieved through educational efforts, public policy, and consumer activism campaigns; and

WHEREAS, the people of Bainbridge Island will recognize Earth Day 2018 at their Farmers' Market on April 21, now therefore,

I, Kol Medina, Mayor of the City of Bainbridge Island, Washington, on behalf of the City Council, do hereby proclaim April 22, 2018 as

BAINBRIDGE ISLAND EARTH DAY 2018

and encourage all citizens to join me in this special observance.

SIGNED this 10th day of April, 2018.

Kol Medina, Mayor

RESOLUTION NO. 2017-13
CELEBRATE TREES! EARTH MONTH BAINBRIDGE ISLAND

A RESOLUTION of the City Council of Bainbridge Island, Washington, declaring the month of April to be Celebrate Trees! Earth Month Bainbridge Island; reaffirming the City's commitment to promote appreciation and protection for Bainbridge Island's trees and forests and the many cultural social, economic, health, and material benefits that trees and forests provide our community; and committing the City of Bainbridge Island to creating progressive regulations that encourage tree retention, prevent inappropriate tree removal and support the Island's natural landscape and ecology.

WHEREAS, the citizens of Bainbridge Island recognize that our forests provide multiple ecosystem services including habitat for a wide variety of plants and animals; temperature regulation for dwellings, streams and shorelines; air pollution reduction; serving an integral role in our Island's water, carbon and nutrient cycles; providing windbreaks; forestalling erosion by stabilizing slopes and soils; reducing and attenuating stormwater runoff; enhancing physical and mental health; and

WHEREAS, our Island's forests have performed these important ecological functions for thousands of years, during which times Indigenous Peoples used and coexisted with these forests; and

WHEREAS, the growth of Puget Sound's cities and settlements over the past two centuries was made possible by exploitation of the region's forests and other natural resources; and

WHEREAS, in the 165 years since the Denny Party landed at Alki Point, our intact forest ecosystems have been greatly diminished, with serious repercussions for the health and function of Puget Sound; and

WHEREAS, our City's Comprehensive Plan has long recognized that the well being of our human and ecological communities alike are very much connected to forests and natural resources; and

WHEREAS, being a designated Tree City USA the citizens of Bainbridge Island take seriously their responsibility to protect our native vegetation and forests, and urgently desire that action be taken to strengthen and enforce policies that protect, steward, and sustain forests and native vegetation so that they can continue to provide important cultural, social, economic and ecological benefits to our community; now, therefore,

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

Section 1. The City of Bainbridge Island strongly supports the proposition that April, Bainbridge Island's Celebrate Trees! Earth Month, shall be an opportunity to celebrate

the cultural, spiritual, health and material benefits provided by our trees and forests, and to prioritize appropriate efforts to protect and restore them.

Section 2. The City of Bainbridge Island will make it a priority to revise its regulations to strengthen protections for trees, forests, and native soils and vegetation to protect and promote a full range of ecological services

Section 3. As part of the City of Bainbridge Island's Low Impact Development regulations, and associated land use review process, an emphasis will be placed upon retention of trees, native vegetation, and native soils in preserving hydrological function before and after development.

Section 4. The City of Bainbridge Island will encourage property owners and developers to incorporate trees and native vegetation into their land use designs, prioritizing intact groves, significant trees and vegetation and historic trees. Policies and regulations related to illegal tree removal will be reviewed to ensure they create an effective deterrent to violations.

Section 5. The City of Bainbridge Island will develop and provide resources for developers prior to permitting, and to the broader community, to promote understanding of the economic and ecological value of our Island's trees and forests.

Section 6. The City of Bainbridge Island resolves to promote retention of historic and significant trees for the enjoyment of all citizens and visitors to the Island through appropriate regulations and policies.

Section 7. The City of Bainbridge Island will review current guidelines and regulations regarding the planting of trees along Bainbridge Island's commercial district and consider revisions to promote the enjoyment and social well-being of all its citizens and visitors.

Section 8. With all of this in mind, and with a deep appreciation for our Island's Community Forests and associated ecosystems, the City Council of the City of Bainbridge Island declares April to be Celebrate Trees! Earth Month on Bainbridge Island.

PASSED by the City Council this 28th day of March, 2017.

APPROVED by the Mayor this 28th day of March, 2017.

By: _____


Val Tollefson, Mayor

ATTEST/AUTHENTICATE:

By: 
Christine Brown, City Clerk

FILED WITH THE CITY CLERK:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO. 2017-13

March 10, 2017
March 28, 2018

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:15 PM Proclamation Declaring April 27, 2018 as "Arbor Day," AB 18-065 - Mayor Medina (Pg. 7)	Date: 4/10/2018
Agenda Item: PRESENTATIONS	Bill No.: 18-065
Proposed By: Mayor Medina	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal:	Finance:

DESCRIPTION/BACKGROUND

Mayor Medina will present the Proclamation declaring April 27, 2018, as "Arbor Day." This proclamation is one of the annual proclamations that the City Council authorized the Mayor to sign without further action on February 16, 2016.

RECOMMENDED ACTION/MOTION

Presentation only.

ATTACHMENTS:

Description	Type
□ Proclamation	Backup Material



PROCLAMATION

A PROCLAMATION by the Mayor of the City of Bainbridge Island, Washington, declaring Friday, April 27, 2018, as Arbor Day.

WHEREAS, in 1872, J. Sterling Morton proposed to the Nebraska Board of Agriculture that a special day be set aside for the planting of trees; and

WHEREAS, this holiday, called Arbor Day, was first observed with the planting of more than a million trees in Nebraska; and

WHEREAS, Arbor Day is now observed throughout the nation and the world; and

WHEREAS, trees can reduce the erosion of topsoil by wind and water, cut heating and cooling costs, moderate the temperature, clean the air, produce life-giving oxygen and provide habitat for wildlife; and

WHEREAS, trees are a renewable resource giving us paper, wood for our homes, fuel for our fires and beauty to our community; and

WHEREAS, trees in our city increase property values, enhance the economic vitality of business areas and provide character to our community; and

NOW, THEREFORE, I, Kol Medina, Mayor of the City of Bainbridge Island, on behalf of the City Council, do hereby proclaim Friday, April 27, 2018, as ARBOR DAY in the City of Bainbridge Island, and I urge all citizens to celebrate Arbor Day and to support efforts to protect our trees and woodlands.

I further urge all citizens to plant trees in order to promote the well-being of this and future generations.

DATED this 10th day of April, 2018

Kol Medina, Mayor

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:20 PM Friends of the Farms 2017 Annual Report on City Farmland, AB 18-066 - Executive (Pg. 9)	Date: 4/10/2018
Agenda Item: PRESENTATIONS	Bill No.: 18-066
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

To receive a briefing from Friend of the Farms (FOF) on their activities related to City-owned farmland.

In 2011, the City entered into a master lease with FOF for management of roughly 60 acres of public farmland at five sites. A main task under the lease is FOF management of subleases to individual farmers for use of the public farmland. FOF also manages other collateral activity on these properties.

The master lease stipulates that FOF will provide the City with an annual report on:

- Quantification of produce and products from designated leased properties.
- Identification of farmer sublessees by parcel, acreage utilized, and lease rates.
- Summary of financial management (calendar year basis), including but not limited to: expense by parcel and payee; income by parcel; operating revenues and expenses of the management organization; grants sought/awarded, etc.
- Schedule and status for farm related capital improvements, if any.
- Description of farm-related activities, including but not limited to: educational programs, community outreach, work-parties, and public events.
- Description of farm and farm-related activities demonstrating compliance with the goals, policies, and practices and other requirements of this lease, and where appropriate, reporting and an explanation of instances where the goals, policies, and practices and other requirements of this lease may not have been met.

The 2017 Annual Report provided by Friends of the Farm is attached.

RECOMMENDED ACTION/MOTION

Information only.

ATTACHMENTS:

Description	Type
▣ FOF 2017 Annual Report to the City	Backup Material
▣ FOF 2017 Income and Expenses	Backup Material
▣ FOF 2017 Grant Income and Expenses	Backup Material



FRIENDS OF THE FARMS

2017 Annual Report

City of Bainbridge Island and Friends of the Farms Master Lease and Management Agreement Lease Duration 2012-2042

Friends of the Farms
250 Madrona Way NE, Suite 110B
Bainbridge Island, WA 98110
206.842.5537

info@friendsofthefarms.org
www.friendsofthefarms.org

Board of Directors

Rik Langendoen, President
Becca Hansen, Vice President
Bobbie Morgan, Secretary
Ginny Brewer
Larry Lofgren
Tami Meader
Bobbie Morgan
Karen Selvar

Staff

Heather Burger, Executive Director
Elizabeth Berg, Program Manager
Penni Martin, Bookkeeper



1. Friends of the Farms

Friends of the Farms is a 501 (c) 3 non-profit corporation in Bainbridge Island, Washington founded in 2001 with the mission to preserve and enhance local agriculture, increase farmland, and support the farming community.

We create an environment on Bainbridge Island where local agriculture can flourish by managing approximately 60 acres of publicly owned farmland, providing affordable housing for farm interns in two farm houses, connecting farmers with landowners for affordable farmland, and work collaboratively to advocate the communitywide social, economic, and environmental benefits of local farms and food.

Friends of the Farms envisions a robust agricultural scene, with a minimum of 180 acres on Bainbridge Island permanently protected for agriculture, an ever-increasing customer base for locally grown food, and opportunities that attract and retain future generations of farmers.

Friends of the Farms is committed to improving the overall economic, environmental, and social health of Bainbridge Island by:

- Creating the desirable visual presence of a rural community
- Providing cultural and economic diversity
- Preserving our island's agricultural and ethnic heritage
- Ensuring food resilience
- Protecting our environment

2. Background and History

On December 9, 2011, Friends of the Farms (FotF) and the City of Bainbridge Island (City) signed the “City of Bainbridge Island and Friends of the Farms Master Lease and Management Agreement” (Master Lease). The duration of the Master Lease is 30 years, commencing on the first day of January 2012, and terminating on the first day of January 2042. The properties described in the Master Lease include 60.83 acres of City-owned agricultural land.

Summary of City-owned Agricultural Land Leased by Friends of the Farms

Agricultural Property Name	Location	Size (acres)
Suyematsu & Bentryn Family Farms	9229 NE Day Road- Northeast Section	14.76
Suyematsu & Bentryn Family Farms	9229 NE Day Road- Northwest Section	11.21
Morales Farm	8862 NE Lovgreen Road- Northeast corner of Highway 305 and Lovgreen	4.74
Crawford Property	Accessed either from Suyematsu and Bentryn Family Farms or Lovgreen Road, between Bentryn property (private) to the north and Lempriere property (private) to the south	2.30
M&E Farm	Accessed via Charles Road; between Crawford (west) and private Bentryn property (north)	13.34
Johnson Farm	Johnsonville Lane off of Fletcher Bay Road, approximately ½ mile south of High School Road	14.51
TOTAL ACREAGE		60.36

3. Required Annual Reporting

Pursuant to Section 3.11 of the Master Lease, Friends of the Farms is required to provide the City with an annual written report. The report is to include at least the following information:

A. Quantification of produce and products from designated leased properties

This year farmers on public land grew a record 121,306 pounds of produce, along with sunflowers, flowers for bouquets, plant starts, and nursery trees.

Butler Green, Hey Day, Laughing Crow, Bainbridge Vineyards, and Suyematsu Farms sell produce grown on public farmland at the Bainbridge Island Farmer's Market. The Market took in \$573,540 in 2017, up from \$541,961 in 2016. Visitors to the market increased by 3% and there were an average of 37 vendors per week in the regular season, both upward trends.

Local businesses such as Bay Hay & Feed, Heyday Farm Store, Pane D'amore, and Town & Country Market sell products from farmers on public farmland. Restaurants such as Bainbridge Island Museum of Art Café, Bene Pizza, Blackbird Bakery, Bruciato, Café Nola, Fork and Spoon, Harbor Pub, Hitchcock, Jake's Pickup, Pegasus, Marché, Mossback, Psychedeli, and Via Rosa, source ingredients from local farms on public land.

The production of value-added products from produce grown on public farmland and sold by local small business owners is also growing and includes beverages and fermented foods from Iggy's, jams from Preserve, organic body products from Sun & Bee, and yarn from Emily Tzeng spun from sheep grazed on public farmland and dyed from natural Indigo from plants grown on public farmland.



Farmers on public land, including Bainbridge Island Farms, Butler Green Farms, and Laughing Crow Farms give back to benefit our vulnerable populations through regular donations of fresh, healthy food to the foodbank at Helpline House. Helpline's records indicate at least 6,000 pounds of fresh produce was donated in 2017. That figure means that each time a person left Helpline House with food, an estimated ½ pound of produce was from local farms. Two food bank customers shared the impact this has on their health . . .

The fresh produce I get from Helpline means I recovered from an injury much quicker that I would have if I didn't have it, according to my doctor. I can't afford fresh produce from the grocery, so it made all the difference in my health.

We have a large family, and fresh fruit and vegetables simply aren't in our budget for every day. The produce at the food bank means I can feed my children healthy food.

Quantification of Produce and Products- 2017

Quantities are in pounds unless otherwise indicated

Name	Location	Produce	Quantity
Laughing Crow Farm Betsey Wittick	Suyematsu– Bentyrn	Potatoes	900
		Dried indigo plant material (equals 20 gallons of natural indigo dye) - for Emily Tzeng	70
		Total quantity	970 lbs
Bainbridge Island Vineyards Betsey Wittick	Suyematsu– Bentyrn	Siegeerrebe	4,300
		Madeleine Angevine	6,800
		Muller-Thurgau	4,000
		Pinot Gris	2,000
		Total quantity	17,100 lbs
Bainbridge Island Farms Karen Selvar	Suyematsu– Bentyrn	Raspberries	6,000
		Pumpkins	58,750
		Total quantity	64,750 lbs
Butler Green Farms Brian MacWhorter	Suyematsu– Bentyrn	Sweet Corn	1,225
		Lettuce	50
		Beans	2,230
		Cauliflower	365
		Broccoli	635
		Beets	2,650
		Carrots	4,850
		Onions	2,250
		Garlic	50
		Other Greens	1,275
		Herbs	65
		Artichokes	36
		Sunflowers	(300 stems)
		Total quantity	15,681 lbs
Butler Green Farms Brian MacWhorter	Morales Farm	Tomatoes	7,400
		Onions	1,275
		Summer Squash	475
		Strawberries	240
		Lettuce	1,200
		Other Greens	1,150
		Cucumbers	675
		Herbs	25
		Carrots	2,150
		Beets	317
		Flowers	(60 bouquets)
		Plants Starts	(675 flats)
		Total quantity	14,907 lbs

Perennial Vintners Mike Lempriere	Morales Farm	Melon de Bourgogne	1,634
		Total quantity	1,634 lbs
Perennial Vintners Mike Lempriere	Suyematsu– Bentryn	Mueller Thurgau Madeleine Angevine	680 860
		Total quantity	1,540 lbs
John Chang’s Garden John Chang	Morales Farm	Corn Kale Winter Squash Brussels Sprouts Broccoli Lettuce Mizuna Arugula Chinese Broccoli Chard Cabbage Beets Mustard Collards Flowers	650 216 600 200 60 200 5 3 3 15 20 270 13 5
		Total quantity	2,260 lbs
Heyday Farm	Johnson Farm	Broccoli Cauliflower Kale Strawberries Brussel Sprouts	880 1,150 34 385 15
		Total quantity	2,464 lbs
Paulson Farm Mike Paulson	Suyematsu– Bentryn	Nursery Trees	N/A
		Total All Farms	121,306 lbs

B. Identification of farmer subleases by parcel, acreage, and lease rates



While public holding of agricultural land is a valuable community asset, it was recognized shortly after its acquisition that farmers cannot invest in their operations without the guarantee of long-term access to the land they are cultivating. To this end, the general Master Lease responsibility of Friends of the Farms is to negotiate and manage sublease agreements with farmers and provide various management services for the leased public farmland and structures.

In 2013, Friends of the Farms executed eight subleases on Suyematsu and Bentryn Family Farms, Johnson Farm, and Morales Farm (Only public farmland that was conducive for farming with minimum enhancements was considered.)

Sublease terms range from 5-25 years. Annual sublease rates (based on USDA lease rate formulas) range from \$170 per acre to \$334 per acre, plus utilities.

Summary of Farmer Sub-Leases - 2017

Name	Location Parcel Number	Acreage	Lease Rate (acre/year)	Duration (years)
Laughing Crow Farm Betsey Wittick	Suyematsu– Bentyrn 102502-1-063-2005	1.19	\$334	25
Bainbridge Island Vineyard Betsey Wittick	Suyematsu– Bentyrn 102502-1-063-2005	3.34	\$334	25
Bainbridge Island Farms (now Suyematsu Farms) Karen Selvar	Suyematsu– Bentyrn 102502-1-063-2005	6.82	\$334	25
Butler Green Farms Brian MacWhorter	Suyematsu– Bentyrn 102502-1-063-2005	2.54	\$334	25
Butler Green Farms Brian MacWhorter	Morales Farm 102502-1-062-2006	1.7	\$290	25
Perennial Vintners Mike Lempriere	Morales Farm 102502-1-062-2006	.4	\$290	25
Perennial Vintners Mike Lempriere	Suyematsu– Bentyrn 102502-1-063-2005	.59	\$290	25
John Chang’s Garden John Chang	Morales Farm 102502-1-062-2006	.67	\$290	12
Heyday Farm	Johnson Farm 282502-2-064-2002	1.6	\$170	12
Paulson Farm Mike Paulson	Suyematsu– Bentyrn 102502-1-063-2005	1.44	\$334	24
Total Acreage		20.29		

C. Summary of financial management (calendar year basis) including but not limited to: expense by parcel and payee; income by parcel; operating revenues and expenses of the management organization; grants sought/awarded, etc.

Per the Master Lease agreement, Friends of the Farms acts as the fiscal agent for earned revenue from public farmland use. In 2017 earned income from farmer leases was \$6,392.58 and tenant rent from housing was \$10,642.60. Lease money from 14 community P-Patch gardeners generated \$350.00.

Additionally, a grant was received from the Bainbridge Community Foundation for \$3,000.00. Those funds will be spent in 2018 on wayfinding and informational signage on public farmland.

Expenses totaled \$31,162.14 and included utilities, insurance, equipment rental, supplies, food and beverages for volunteers, maintenance, improvements, repairs, and staff salary directly related to public farmland management.

Additionally, Friends of the Farms' volunteer program provides hundreds of volunteers every year, working thousands of hours on public farmland. Many volunteers loaned or donated tools and equipment that otherwise would need to be rented or purchased at significant cost.

Friends of the Farms has received no financial support from the City for operations since the Master Lease agreement commenced in January 2012.

Details of income and expenses for 2017 are attached at the end of this this report.

D. Schedule and status for farm-related capital improvements, if any

Friends of the Farms monitors the farmer subleases and oversees farm-related capital improvements on all five public farmland properties. The Projects committee gathers input from leasehold farmers through the Site Committee Process, Kitsap Conservation District, Friends of the Farms' Board members and staff, and community members. Together, a list of priority capital improvement and maintenance projects is developed. The list is updated annually by the Projects Committee and approved by the Friends of the Farms' Board of Directors.

Working within the budget established by the City, FotF worked with City staff to organize longer term plans for the City properties and develop criteria to identify which potential projects (capital or major maintenance) should be the responsibility of FotF and which should be the responsibility of the City. This resulted in the following projects completed by the City during 2017:

- Underground fuel tank removal and soil remediation at Day Road Farmland
- Public farmland irrigation systems, legal support, and farmhouse stabilization
- Additional repairs to public farmland infrastructure
- Vegetation management, including clearing along the east fence at Day Road and along the Day Road deer fence, and mowing along the fence line and around the pump house at Morales.

E. **Description of use and activities, including but not limited to: farm-related activities, educational programs, community outreach, farm stewardship volunteer work parties, and public events**

In addition to agricultural activities by farmers with subleases, public farmland is used extensively throughout the year by the broader community.

P-Patch Plots. The Friends of the Farms P-Patch Gardener Program benefits the community by providing 14 plots at Johnson Farm for families to grow their own food. The P-Patchers are a convivial group who share resources and knowledge and take pride in their gardens.

Bainbridge Island Fruit Club Orchard Maintenance. In 2014 interested Islanders (including the future BIFC President) meet with FotF leaders about the potential to help manage the Johnson Farm orchard. In 2015 BIFC sponsored a fruit information booth at the Harvest Fair, providing samples of various apples, pears, and grapes as well as answering fruit-related questions. A partnership was born and in April 2016 a Memorandum of Understanding signed between BIFC and FotF.

Within a month BIFC Board members did a walk-through of Johnson Farm orchard, examining condition of trees and pruning needs as well as removing tent caterpillar nests. Shortly thereafter, BIFC members conducted 4-hour pruning event at Johnson Farm, involving seven large apple trees. In August of 2016 an inventory was done of the fruit trees on the property counting a total of 66 apple, pear, plum, and walnut trees.

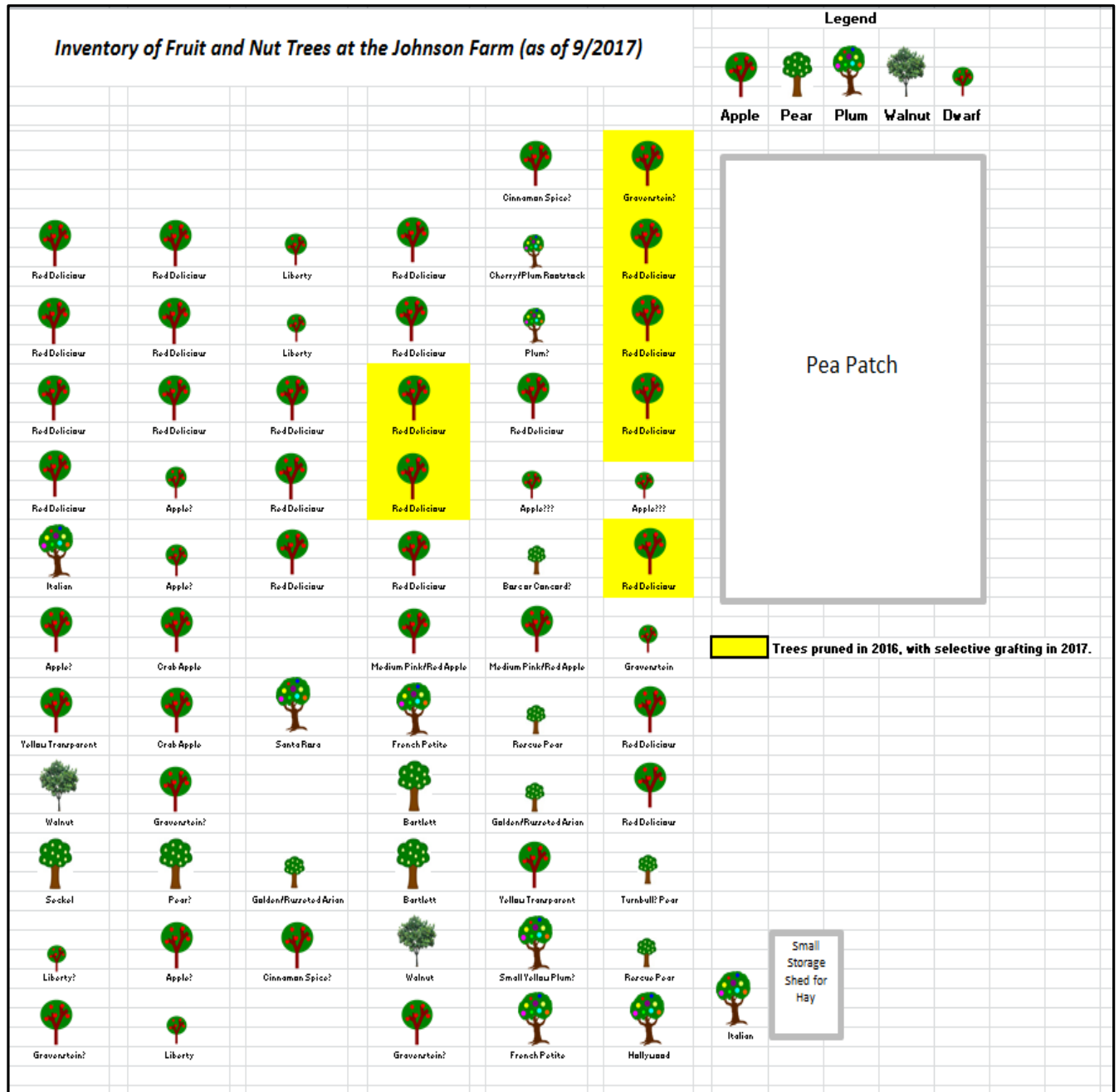
Last year, a significant amount of work was done as restoration of this historic orchard at Johnson Farm continues, ensuring it remains a community asset for generations to come.

BIFC 2017 activities included:

- Prepared color-coded diagram of orchard showing varieties, size of trees, and those involving significant pruning
- Completed nearly 50 grafts on 7 pruned trees
- Pruned large grape row at Johnson Farm with help from Friends of the Farms' P-Patch members
- Cleaned up of 7 pruned trees with 12 successful grafts
- Sponsored fruit information booth at the Harvest Fair, providing sample of various apples, pears, and grapes as well as answering fruit-related questions

Plans for spring 2018 include a second round of pruning of the larger trees and grape row and additional grafting of trees pruned in 2016. Additionally, several pre-grafted plum trees will be planted in areas where previous fruit trees have died or been removed.

Starting in 2016 and continuing into 2017, the BIFC has identified about 75 percent of the 66 fruit trees adjacent to the Johnson Farm P-Patch. These include: apple (45), pear (10), plum (9), and walnut (2). Of the apple varieties, nearly half are Red Delicious. Samples of varieties that couldn't be identified will be taken to local experts, as some appear fairly uncommon or unique.



Restoring Johnson Farm Orchard via Selective Pruning, Grafting, and Introduction of New Fruit Trees.



In July 2016, the BIFC and FotF staff pruned seven Red Delicious apple trees, most of which were adjacent to the Johnson Farm P-Patch. This involved removing old, dead wood as well as topping some of the trees that had become very top heavy and difficult to manage. The photo above shows the before and after photos of one of the



apple trees, which had about one-third of its canopy removed. Several other trees required nearly 90% branch removal (see bottom photo) in an effort to totally convert the trees to new varieties. These trees recovered nicely in 2017, experiencing significant new growth that will be used in 2018 for grafting new varieties.



The BIFC is also growing several mid-sized plum starts (now 5+ feet tall) that will be planted in the Johnson Farm orchard in Spring 2018. The hope is to expand the plum selection, including such Japanese varieties as Methley, Obilnaja, Peach-Plum, Satsuma, and Shiro and heirloom European varieties as Burbank Prize, Green Gage, and Victoria. Finally, the BIFC is planning on doing another major pruning event in 2018, with the hope of working on another seven trees.

Creating New Varieties Through Grafting of Older Trees.



In early March 2017 nearly 50 grafts were placed on the seven apples trees pruned the prior year. Of these, around 12 successfully took. The two photos show one of the trees grafted and several months later an example of where one of the branches on the original Red Delicious tree is being converted to another variety (Winter Banana, metal tag).

Work was ongoing throughout the summer, with follow-up pruning of the seven trees, removing remaining old/dead branches, and placing aluminum tags on the successful grafts. The club plans to continue grafting onto these seven trees in 2018, especially now that significant new growth has occurred as a result of the earlier pruning. Using such new growth should significantly improve the club's grafting success rate.

Educating the Public About Growing Fruit.

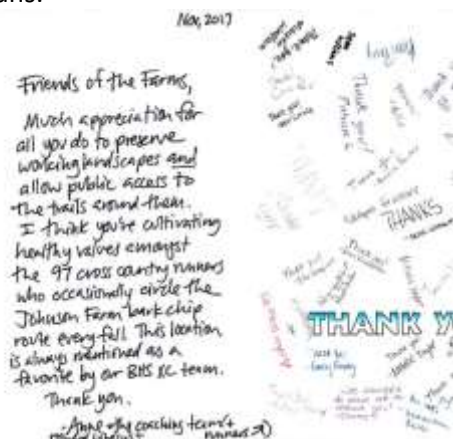


On September 24, 2017, BIFC sponsored an information/fruit tasting booth at the annual FotF Harvest Fair at the Johnson Farm. Beyond the educational displays and handouts, the big attraction was the fruit tasting. To say the least, our grapes and red fleshed apples were a big hit.

In April 2017, the BIFC also assisted the Johnson Farm P-Patch in pruning a large, overgrown grape row. The grapes appear to represent a number of older varieties and had not been pruned for many years. The club plans on holding a follow-up event in Spring 2018, doing more selective grape pruning as well as hopes to identify some of the varieties (assuming we get some good clusters this fall).



Youth Activities. As they have for many years, the Bainbridge Island Lacrosse team continues to utilize the trail network at Johnson Farm for training runs.



Friends of the Farms also coordinates and oversees other activities at farms, including the annual Gear Grinders Farm Fresh Scramble, a community mountain bike race.

F. Description of farm and farm-related activities demonstrating compliance with the Goals, Policies and Practices and other requirements of the Master Lease. Where appropriate, reporting and an explanation of instances where the Goals, Policies and Practices and other requirements of the Master Lease may not have been met

Friends of the Farms manages public farmlands consistent with Goals, Policies and Practices set forth in Section 3.9 of the Master Lease.

Historic Suyematsu Farmstead. In 2016 Council accepted the recommendation from the Historic Preservation Commission to designate the Suyematsu Farmstead at Day Road as a Historic Area, which includes the Suyematsu farmhouse, historic barn, picker cabins, sheds, and storage buildings. In 2017, acknowledging the need for capital improvements to the buildings and landscapes within the Historic District, as well as a desire for the site to provide more public value, the City appointed Friends of the Farms to lead a multi-phase process to plan and identify how improvements might be achieved. Consulting firm KO Projects was engaged by FotF to study needs and opportunities in the historic district, and to create an Implementation Plan that outlines proposed capital projects, site operations, costs, and next steps.

The objectives of this effort included:

- Preservation and interpretation of historic farm structures, landscapes, and histories
- Repair and improvement of the properties to accommodate preservation, interpretation, and agricultural use, as well as needed support functions
- Securing significant artifacts from the site and cataloguing them for future analysis, interpretation, or display
- Exploring the possibility of on-site housing for farm interns and new farmers, and
- Sustaining public value, vibrant activity, historic interpretation, and agricultural output at the farm for decades to come.

Friends of the Farms also engaged the Bainbridge Island History Museum to:

- Organize and inventory contents of Workshop, Office, and Picker Sheds
- Recommend steps needed to secure contents in the short-term
- Deliver to Friends of the Farms written recommendations for long-term disposition of contents of Workshop, Office, and Picker Sheds

Work included organization and inventory of over 2,000 objects/artifacts that were photographed and assigned individual numbers, along with photo inventories of the resulting groupings and locations.

The resulting reports were presented to Council in November 2017. Currently, Friends of the Farms and the Suyematsu Farmstead Planning Leadership Committee (Bart Berg, Hank Helm, Darlene Kordonoy, Clarence Moriwaki, Bill Moskin, and Dave Williams) are drafting a recommended timeline and budget for implementation of 2018 – 2020 projects. We anticipate bringing this before Council in Q2-2018.

Activities on Public Farmland

Farmland Stewardship.



There are volunteer opportunities for all ages throughout the year at various public farmlands. Together, volunteers work to maintain and enhance each property. Participants are treated to a locally sourced meal as our way to give thanks. The community reaps the benefits through this work of invasive species removal, trail construction, general maintenance, and completion of capital projects.

Passive Recreation. An extensive trail network throughout all five public farm properties allows the public to access our farmland for year-round passive recreation. Birders are able to use Johnson Farm, M & E, Crawford, and portions of Suyematsu and Bentryn Family Farm to enjoy and observe over 55 bird species. Johnson Farm's community orchard presents a perfect place to forage for food and enjoy picnics. P-Patches at Johnson Farm allow community members to work gardens year round to grow their own food.

Partner Organizations.

In 2017 FotF worked with the Bainbridge Island Land Trust to enable them to utilize Johnson Farm parking and public trails for 300+ guests attending their summer fundraiser on an adjacent private property. FotF also partners with the Bainbridge Island Metropolitan Park and Recreation District, Historic Preservation Commission, Bainbridge Island Historical Museum, EduCulture, the Grange, Kitsap Conservation District (KCD), WSU Extension, BARN, the Bainbridge Island Fruit Club, Sustainable Bainbridge, the Trust for Public Land, The Bainbridge Island Lodging Association, the CoBI Affordable Housing Task Force, Helpline House, Bainbridge Prepares, and the Chamber of Commerce. It is through collaboration and partnerships that Friends of the Farms is able to create public farmland experiences that benefit the whole community.

Collaborating for Farmland Protection.



In 2017 Friends of the Farms signed a formal memorandum of understanding with The Bainbridge Island Land Trust that outlines the roles each nonprofit will play in future attempts to preserve or acquire agricultural land on Bainbridge Island. The first collaborative project will be working to place a conservation easement on Johnson Farm to ensure it remains our public farmland in perpetuity.

*Signing a Memorandum of Understanding
Connie Waddington - BI Land Trust
Ginny Brewer and Heather Burger - Friends of the Farms*

Commercial Farmers. Commercial farmers not only utilize public land for the business of providing our community with delicious, healthy locally grown food, they also offer seasonal events for the public, including farm stand sales, raspberry u-pick, and pumpkin patch festivities.



In October of 2017 over 5,000 people visited the pumpkin patch at Day Road.

Additionally, hundreds of kids from school groups visited the site and seniors' groups provided organized outings from Stephens House and Messenger House.

Over the summer 500 raspberry lovers turned out to enjoy time on public farmland for the annual u-pick.



Education.



Providing educational opportunities for the next generation of farmers is critical to the long-term viability of local agriculture.



Together, farmers value and embrace agricultural education. Suyematsu and Bentryn Family Farms, Morales Farm, and Johnson Farm are used extensively for educational purposes.

The EduCulture Project, a program of Global Source Education, provides Island students with on-the-ground experiences on local farms that cultivate stewardship, citizenship, sustainability, and an understanding of food systems. Through a collaboration involving farms, schools, and the community, this initiative has been enhancing classroom curricula, nurturing school gardens, and enriching school lunches, while preserving local sustainable agriculture and growing future generations of Bainbridge farmers. 2017 was the 12th year of the EduCulture Project, with dedicated farm-to-school partnerships with Wilkes Elementary, Ordway Elementary, and Island Co-op Preschool.

Many of our local farmers recruit and mentor interns every year. Zachary Fulton, who lived in housing provided by Friends of the Farms at Morales House in 2016, is returning for a second season to mentor with Brian McWhorter who farms on public land at Day Road and Morales farms.

Zachary shared the following thoughts about public farmland:



I like that there is community support for local agriculture on Bainbridge Island and an appreciation of the role it plays in maintaining our island's history. It promotes a sense of community and creates a landscape that isn't like every other place. I understand the commitment it takes for a community to set aside land to save for farming.

And I really appreciate the work of Friends of the Farms. It's unusual to find an organization dedicated to supporting the agricultural community and preserving farmland.

I loved living in Morales House. It's beautiful, clean, well equipped. At my last internship I lived in a horse barn. Other interns lived in a teepee or VW bus and our common area was a trailer.

I wish there was more investment in sustainable agricultural systems and I hope more people become involved in farming, be it commercial or home gardens. It is important for people to be connected to their food. Farming and gardening create community.

I also wish there were more organizations like Friends of the Farms with programs that help make farming viable.

Harvest Fair.



September 24, 2017 was Friends of the Farms 16th Annual Harvest Fair at Johnson Farm. A multi-generational community-wide event, Harvest Fair is a celebration of local food and community attended by several thousand residents and non-residents. Harvest Fair is a festive day that includes sheep shearing, apple cider pressing, a pie contest, live music, local food, and nonprofit organization exhibits. Rides include the beloved Landslide, tractor and carriage rides, and farm demonstrations.

With the help of over 100 volunteers we increased awareness of the value of local agriculture and public farm land. 2018 goals include the expansion of non-profit participation, new activities, increased partner sponsors, and outreach to include even more of our community. Future goals include the island-wide expansion of harvest activities to include local farm-to-table events, wine tastings, farmers' market special events, etc., to eventually create a multi-day event, "Harvest Bainbridge."



Farmer Housing. In 2017 Friends of the Farms provided housing to 7 farm interns. This year we will house a record 9 first-year farm interns who will work a minimum of 30 hours a week alongside a commercial farmer from Full Tilth, Farmhouse Organics, Butler Green Farms, or Laughing Crow Farm/Bainbridge Vineyards. Interns also volunteer with Friends of the Farms.

We will welcome them at a community gathering on Sunday, March 25th when we once again partner with Grange Hall for our third Farmers' Potluck Supper. This informal gathering of farmers of all ages and experience throughout Kitsap County is an opportunity to share a meal with interns coming from around the country to live and work on public farmland sharing ideas and making valuable connections.

Affordable housing for farm interns and new farmers is the highest priority need for the Bainbridge Island agricultural community. The cost of housing on Bainbridge has increased greatly in recent years, and threatens the viability of farm businesses on the island. Recently Friends of the Farms presented at a CoBI Affordable Housing Task Force Committee meeting to ensure the needs of our agricultural community are represented in their holistic approach to addressing our island's affordable housing needs.

Housing will also be at the forefront as the Leadership Team for the Historic Suyematsu Farmstead Project resumes its work. The Farmstead has a long history of housing farm workers. In 1928, Yasuji and Mitsuo Suyematsu purchased 40 acres near Day Road in then-8-year-old Akio Suyematsu's name, as Japanese-born immigrants were not permitted to own property at the time. Over the next 15 years they established a strawberry farm and built a barn, farmhouse, and several outbuildings, many of which remain today as part of the oldest continually farmed property in the county. Like many Japanese-American farming families, they employed Filipino and First Nations people as farm workers who also lived onsite seasonally. The Suyematsu's family home remains on the site and will house 5 first-year interns this year.

4. Site Committee Reports

As required in Article 3.10 of the Master Lease, Friends of the Farms has a Site Committee process that involves multiple meetings of key stakeholder (farmers, Friends of the Farms' representatives, and neighborhood stewards) per year to monitor each property. The site committees follow policy and processes developed to appropriately manage each farm and identify issues that need to be addressed to improve the land. This process includes the following:

- Monitor Goals, Policies and Practices from Lease Exhibit B
- Identify and document issues of concern with recommended resolutions
- Identify and document capital improvements/maintenance measures to be addressed; participate in developing a Capital Improvement Plan



Farm-related capital improvements and maintenance completed in 2017 are detailed below. Day Road farm properties, Johnson Farm, and Morales are more developed than Crawford or M&E and so generally require more time and expense, although ongoing maintenance and improvements occurs on all properties.

Suyematsu East and Bentryn West

Agricultural Land Maintenance

- Approved and monitored cleanup of main inflow ditch to irrigation ponds from the headwaters of Manzanita Creek by Brian Stahl, Kitsap Conservation District, and City water resources grant.



- Maintaining ongoing dialogue with Bentryn's, FotF Board, and farmers on public land to craft solutions to concerns regarding water access, health of the water system, and irrigation rights.
- Monitored and collected monthly water meter reports from sub-lease farmers.
- Added truckloads of gravel to driveways surrounding Suyematsu farmhouse to preserve roads and parking. Materials and equipment donated by Brian McWhorter. Labor by FotF staff and volunteers.
- Coordinated ongoing vegetation management with City-approved funds. Focused on NE corner surrounding the historic area, and South to the border trail connecting Vista Place, Day Road farms and M&E farms and also along Day Road, from East end and west to the farm stand.
- Continued intensive cleanup of garbage and invasive vegetation surrounding Suyematsu Farmhouse. Work is being done by FotF staff, farmers, and volunteers.

- Coordinated with the City on removal of underground fuel storage and above ground, historic, failing, and toxic oil, preservative and pesticide drums.
- In tandem with cataloguing of artifacts by the BIHM, removed and disposed of materials identified as having no historical, practical, or monetary value in garage/office structures
- Assisted BIHM in separating items of historic value from those used in current farm activities in the historic area.
- Identified unlocked historic outhouses and secured them to prevent further use, as they are not up to code and too close to water source

Structural Maintenance



In 2017 FotF secured consultations pro bono from Cris Ugles Building Inspection Services. Over two days, Cris conducted a thorough inspection of the historic Suyematsu Farmhouse and generated an extensive report on the structural condition. The report was organized into Repairs (life safety and code issues), Maintenance (items in need of attention), Improvements (for consideration), and Observations. Cris' report provided a much-needed guide in identifying and prioritizing work necessary to stabilize the structure, weatherize the exterior envelope, prevent further deterioration, and take the farmhouse into the next 100 years.

Work done by the City and coordinated with FotF included:

- Caulk south wall siding
- Addition of T1-11 historic siding and paint to north wall
- Addition of trim around windows to north and south walls to prevent moisture intrusion
- Addressing problems areas in existing roofing and flashing, and
- Cleaning out basement crawl space and installation of vapor barrier to ground.

FotF work to Suyematsu Farmhouse included:

- Excavating and replacing broken drain line outside of basement level
- Removing rotten end of east deck to eliminate step-through hazard and adding a railing for safety
- Well and line flushing of main pump system at pond along with yearly winterization and turn-on
- Pumping septic tank at Suyematsu farmhouse
- Applying treatment to deck for preservation and anti-slip
- Painting interior ceiling with anti-mold treatment, and
- Coordinating with City staff on research to future pump house improvements.



Johnson Farm



Agricultural Land Maintenance

- Provided plots to 14 P-Patch members who grow a diverse range of crops. P-Patches are managed by volunteer Lori Gibson, who along with nearby neighborhood stewards provided hundreds of hours of ongoing security and maintenance, including trimming, and additional access road and trail repair.
- Coordinated with P-Patcher Dennis Miller, who continues to volunteer his time to winterize the pump house and irrigation system at Johnson Farm.
- Coordinated with Rebecca Slattery of Persephone Farms, who continues to use Johnson Farm as a pickup site for her annual CSA members.
- Johnson Farm neighbor and FotF volunteer Rob Ferguson continued to provide equipment to maintain grade and added new chips to the multi-use trail system.
- Worked in partnership with *Let's Pull Together* for numerous Scotch broom removal parties



- inside farm property and on neighboring property to prevent future spreading back onto public farmland and adjacent private property.
- Ongoing removal of Himalayan blackberry around the farm.
- Removed Gorse along the central fence line.
- Removed old apple tree at barn entrance road after it fell over in spring storm.
- Coordinated, monitored, and assisted with ongoing maintenance to the historic orchard on Johnson farm through a partnership with the Bainbridge Island Fruit Club (details in Section 3. E. above).
- Coordinated trimming of old grape vine along the P-Patch fence with P-Patchers under the expert guidance of Bainbridge Fruit Club president Darren Murphy.

Structural Maintenance

- Built a new water catchment system at the entrance to runoff pipes along central east-west fence line to address water runoff issues with the building.
- Replaced rotten structural fence post at west end of P-Patch to keep gate in working order.
- At the request of farmers and P-Patchers, FotF added a permanent portable restroom and is paying the monthly fee.
- Assisted farm intern Zachary Fulton in taking over management of the bee population and structures along main east-west fence line for continued honey production.
- Added locks to all barn doors to increase security of stored supplies and to the structures themselves.
- Pruned trees along Twin Ponds Lane in preparation for Harvest Fair. This work benefitted both the farm and nearby neighbors.

Morales Farm



Agricultural Land Maintenance

- Created a plan to clean up unused farm materials from sheds shared by farmers and spaces between. Work scheduled by FotF staff and volunteers in 2018.
- Ongoing cleaning and upkeep at Morales intern farmhouse by FotF staff.
- Coordinated invasive vegetation management done by City staff along West fence line and corner of Highway 305 to improve visual access to farmland.
- Ongoing mowing around the most visible corner of the farm at Lovgreen Road and 305 by City staff and farm interns working and living on Morales property.
- Identified future irrigation infrastructure needs, such as completion of the water lines along the south border. The lines would feed public farmland leased by John Chang and the location of potential additional community P-Patches.

Structural Maintenance

- Coordinated with the City to completely rebuild the well/pump house. The new pump house is sealed, insulated, and locked for security. The project was a wonderful improvement to the future of this farm and the health of the well and pump system.
- Replaced old failed frost-free hydrant in irrigation lines.

M&E Farm

Agricultural Land Maintenance

- Significant ongoing work to clear invasive species.
- Friends of the Farms once again partnered with *Let's Pull Together* to remove Scotch broom throughout the whole property.
- Hosted a volunteer work party to upkeep and clear the trail connecting Vista Place and M&E farm along the East border of Suyematsu/Bentryn farms.

Structural Maintenance

- Identified and reported failed trail due to fallen tree/root system, which may affect the Manzanita storm drainage routes.

Crawford Property



Agricultural Land Maintenance

- FotF staff coordinated with volunteer Bart Berg to secure services and machinery pro bono from West King Tree Service to drop six alders that were shading vines on the adjacent farmland to the north.

Structural Maintenance

- Ongoing dialogue regarding legal easement from Grace Church to connect M&E via Crawford property trail.

Conclusion



The information in this report illustrates the tangible benefits of the rare public-private partnership between the City of Bainbridge Island and Friends of the Farms. But it is also important to recognize how an investment in public farmland stewardship defines our community. It reflects our history, and creates a sense of place and belonging that spans generations and cultures. Each spring as we line up at the Suyematsu Farmstand for the first berries of the season we become part of the history of land first cultivated in the 1920's by Japanese American farmers. On a fall day when children run through the corn maze and parents pull carts laden with heritage pumpkins of myriad shapes and colors, they play a role in the preservation of the oldest continually operated farmland in the County. When we are nourished by the pure, fresh, locally grown foods we love, like sweet corn, tomatoes, snap peas, heirloom potatoes, or vibrant leafy greens, we become part of the place we call home. Friends of the Farms thanks you for the opportunity to share this report and to work alongside you to preserve and protect our public farmland.

**Submitted by,
Heather Burger, Executive Director**



Photography by Emily Grice, Rick Gordon, Tami Meader, and Joel Sackett

Friends of the Farms
INCOME EXPENSE PUBLIC FARMLAND MANAGEMENT
January through December 2017

	Historic Farmstead Study	Day Rd	Morales	Crawford	Johnson	M&E	TOTAL
Income							
EARNED INCOME							
Lease / Rents							
Rent	0.00	4,783.35	5,859.25	0.00	350.00	0.00	10,992.60
Lease	0.00	5,317.28	803.30	0.00	272.00	0.00	6,392.58
Total Lease / Rents	0.00	10,100.63	6,662.55	0.00	622.00	0.00	17,385.18
Total EARNED INCOME	0.00	10,100.63	6,662.55	0.00	622.00	0.00	17,385.18
CONTRIBUTED INCOME							
Events	0.00	0.00	0.00	0.00	1,170.00	0.00	1,170.00
Individual Contributions	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Foundations	0.00	3,000.00	0.00	0.00	0.00	0.00	3,000.00
Government	49,640.00	0.00	0.00	0.00	0.00	0.00	49,640.00
Total CONTRIBUTED INCOME	49,640.00	3,000.00	0.00	0.00	1,170.00	0.00	53,810.00
REV REL TO / FROM RESTRICTED	0.00	0.00	0.00	0.00	0.00	0.00	0.00
Total Income	49,640.00	13,100.63	6,662.55	0.00	1,792.00	0.00	71,195.18
Gross Profit	49,640.00	13,100.63	6,662.55	0.00	1,792.00	0.00	71,195.18
Expense							
Bank Fees	0.00	1.98	1.98	0.00	0.00	0.00	3.96
Food & Beverage	0.00	105.78	0.00	0.00	0.00	0.00	105.78
Insurance	0.00	597.00	406.00	25.00	116.00	78.00	1,222.00
Payroll	5,158.79	8,901.00	5,370.28	303.87	1,898.51	3,620.21	25,252.66
Professional Services							
Contract Services	44,640.00	0.00	0.00	0.00	0.00	0.00	44,640.00
Equipment Rental	0.00	0.00	0.00	0.00	365.62	0.00	365.62
Misc	0.00	259.61	0.00	0.00	0.00	0.00	259.61
Repairs & Maintenance	0.00	2,043.02	507.89	0.00	9.23	0.00	2,560.14
Total Professional Services	44,640.00	2,302.63	507.89	0.00	374.85	0.00	47,825.37
Supplies	0.00	188.48	123.91	0.00	0.00	0.00	312.39
Utilities							
Cable	0.00	274.32	742.59	0.00	0.00	0.00	1,016.91
Water	0.00	637.79	374.74	0.00	0.00	0.00	1,012.53
Electricity	0.00	2,000.06	1,880.93	0.00	328.34	0.00	4,209.33
Total Utilities	0.00	2,912.17	2,998.26	0.00	328.34	0.00	6,238.77
Total Expense	49,798.79	15,009.04	9,408.32	328.87	2,717.70	3,698.21	80,960.93
Net Income	-158.79	-1,908.41	-2,745.77	-328.87	-925.70	-3,698.21	-9,765.75

Friends of the Farms
GRANT INCOME EXPENSE PUBLIC FARMLAND MANAGEMENT
January through December 2017

	<u>Name</u>	<u>Memo</u>	<u>Amount</u>
GRANT INCOME 2017			
Day Road			
	Bainbridge Community Foundation	Trail Signage	* \$3,000.00
Historic Farmstead Study			
	City of Bainbridge Island	Suyematsu Farmstead	<u>\$49,640.00</u>
TOTAL GRANT INCOME 2017			\$52,640.00
 Project Expenses Historic Farmstead Study			
	Payroll Expense - Heather Burger	Project Manager	\$5,158.79
	KO Projects	Consultant	\$43,000.00
	Bainbridge Historical Museum	Artifact Inventory	<u>\$1,640.00</u>
TOTAL PROJECT EXPENSES HISTORIC FARMSTEAD STUDY			\$49,798.79
 Project Expenses Barn			
	Rotary Club of Bainbridge Island	Refund Unused Grant Money	<u>\$10,000.00</u>
TOTAL PROJECT EXPENSES BARN			\$10,000.00
 GRANT FUNDS BALANCES			
	2015 Barn Restoration Grant Balance as of 12/31/17		\$3,202.86
	2017 COBI Grant Balance as of 12/31/17		\$0.00
	*2017 Bainbridge Community Foundation Balance as of 12/31/17		<u>\$3,000.00</u>
TOTAL GRANT FUNDS BALANCES			\$6,202.86

* Funds to be spent by 6/30/18

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:35 PM Winslow Way Ravine Outfall Project Contract Award, AB 16-006 - Public Works (Pg. 33)	Date: 4/10/2018
Agenda Item: UNFINISHED BUSINESS	Bill No.: 16-006
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

Department: Public Works	Fund: CIP SSWM	
Expenditure Req: \$159,975.00	Budgeted? Yes	Budget Amend. Req? Yes

REFERRALS/REVIEW

Business Meeting: 3/27/2018	Recommendation: Forward to 4/10 unfinished business agenda	
City Manager: Yes	Legal: Yes	Finance: Yes

DESCRIPTION/BACKGROUND

The existing stormwater outfall at Ravine Creek is currently undersized and does not extend to the high-water mark of the creek. The outfall needs to be replaced in order to accommodate the projected flows from the basin. The Winslow Way Ravine Outfall project consists of replacing approximately 100 LF of storm piping near Waypoint Park (SR305/Winslow Way) and installing energy dissipation gabion basket structures and other miscellaneous work.

Bids were solicited through the Municipal Research Services Center (MSRC) Roster and four bids were received. City staff reviewed the bid results and determined that Harbor Pointe Excavating in the amount of \$159,975.00 is the apparent lowest responsible bidder.

An additional \$20,000 is requested for construction, including Puget Sound Energy work to brace adjacent power poles, funds required for permitting, and funds for potential change orders associated with this project. Upon City Council approval, a budget amendment will be included in the 2nd quarter budget adjustment reporting.

RECOMMENDED ACTION/MOTION

I move to authorize and approve the contract award for the Winslow Way Ravine Outfall project to Harbor Point Excavating in the amount of \$159,975.00, and to approve an associated budget amendment of \$20,000 from the stormwater fund to thereby increase spending authority for this project.

ATTACHMENTS:

Description	Type
▣ Contract	Backup Material
▣ Bid Form	Backup Material
▣ Winslow Way Ravine Outfall - Summary from CIP	Backup Material

Contract

CONTRACT FOR CONSTRUCTION

THIS CONSTRUCTION CONTRACT ("Contract"), made the _____, day of _____, 2018, by and between the City of Bainbridge Island ("City" and/or "CONTRACTING AGENCY") and Harbor Point Excavating, LLC ("CONTRACTOR").

WITNESSETH:

WHEREAS, the CONTRACTING AGENCY has caused the Project Manual, Specifications, Drawings, and other contract documents to be prepared for certain Work as described therein, known as the WINSLOW WAY RAVINE OUTFALL PROJECT, and

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

NOW, THEREFORE, in consideration of the mutual covenants and agreements of the parties herein contained and to be performed, the CONTRACTOR hereby agrees that the foregoing recitals are true and correct and are incorporated into this Contract and to complete the Work at the price and on the terms and conditions herein contained. The CONTRACTING AGENCY agrees to pay the CONTRACTOR the contract price of One Hundred Fifty-Nine Thousand Nine Hundred Seventy-Five and 00/100 (\$159,975.00) ("Contract Price") for the fulfillment of the Work and the performance of the covenants set forth herein.

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

1. This Contract, including the form "Proposal – Items of Work and Materials to be Provided, Estimated Quantities, Units of Measurement at the Unit Bid Prices"
2. The Standard Specifications for Road, Bridge, and Municipal Construction, 2018 edition, as issued by the Washington State Department of Transportation (WSDOT) and the American Public Works Association (APWA), Washington State Chapter (hereafter "Standard Specifications")
3. Amendments to the Standard Specifications
4. Indemnity and Insurance Agreement
5. Special Indemnity and Insurance Agreement
6. Prevailing Wage Schedules and Regulations
7. Specifications, Drawings, Details, and all other Documents contained in and made applicable by this Contract and the Project Manual
8. Certification of Compliance with Wage Payment Statutes
9. All Plans, Drawings, Specifications, and Addenda issued prior to the Bid Opening Date.

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

CONTRACTOR's Initials: _____

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

All parties agree that the State of Washington is hereby named as an express third-party beneficiary of this Contract, with all rights as such.

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

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

HARBOR POINT EXCAVATING, LLC:

By: _____

Its: _____

Date: _____

CITY OF BAINBRIDGE ISLAND:

By: _____

Douglas Schulze, City Manager

Date: _____



Winslow Way Ravine Outfall Project

Bid Opening Date: March 21, 2018 @ 10:00 a.m.

Map Room

<i>Note: Bids Are Opened in Order Received.</i> Bids Solicited by: ☐ Advertisement ☒ Small Works Roster The Engineers Estimate is: \$140,000 to \$160,000				
	Liden Land Development	Harbor Point Excavating	SeaLevel Bulkhead Builders	Boettcher & Sons
Proposal	√	√	√	√
Signature Page	√	√	√	√
Addenda Acknowledged, 1, 2	√	√	√	√
Non-Collusion Declaration	√	√	√	√
5 % Bid Deposit / Bond	√	√	√	√
Statement of Bidder's Qualifications	√	√	√	√
Subcontractors List	√	√	√	√
Certification of Compliance with Wage Payment Statutes	√	√	√	√
GRAND TOTAL BID AMOUNT:	\$392,400.00	\$159,975.00	\$193,463.42	\$202,495.00

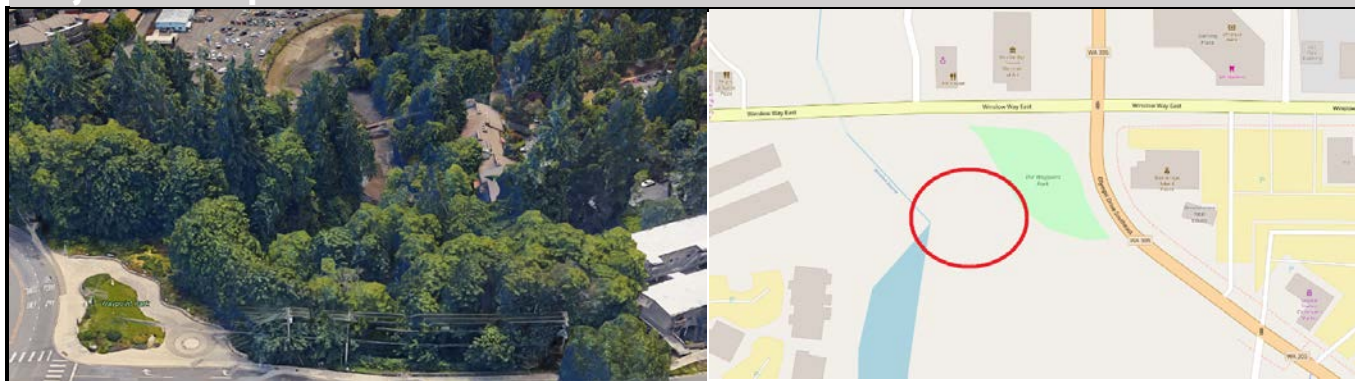
A total of four bids were received and the apparent low bidder is Harbor Point Excavating.

Project: Ravine Creek Outfall Replacement

Number: 00776

Location: Ravine Creek

Project Description



Description: The existing stormwater outfall at Ravine Creek is currently undersized and does not extend to the high water mark of the creek. The outfall needs to be replaced in order to accommodate the projected flows from the basin.

Benefit: Expand the capacity of the current stormwater system and meet DOE criteria for direct-discharge outfall to tidal waters.

Schedule: Construction in 2017.

Capital Funding (1000's)

	Prior Yrs.	2017	2018	2019	2020	2021	2022	2023-2034	Total
FUNDING SOURCES (1000's)									
General Fund	\$56	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$56
Water Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sewer Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
SSWM Fund	\$0	\$170	\$0	\$0	\$0	\$0	\$0	\$0	\$170
Federal Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
State Grant	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Sub-total	\$56	\$170	\$0	\$0	\$0	\$0	\$0	\$0	\$226
FUNDING USES (1000's)									
Design/permitting	\$56								\$56
Construction		\$170							\$170
Sub-total	\$56	\$170	\$0	\$0	\$0	\$0	\$0	\$0	\$226

Estimated Impact on Future Operating Budget

	Prior Yrs.	2017	2018	2019	2020	2021	2022	2023-2034	Total
Operating									
Debt Service									
Sub-total	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0

2% Contribution to Public Art Account

	Prior Yrs	2017	2018	2019	2020	2021	2022	2023-2034	Total
Sub-Total	\$1	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$1

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:45 PM Update on Moratorium Workplan, AB 18-021 - Planning (Pg. 39)	Date: 4/10/2018
Agenda Item: UNFINISHED BUSINESS	Bill No.: 18-021
Proposed By: Planning and Community Development	Referrals(s):

BUDGET INFORMATION

Department: Planning	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

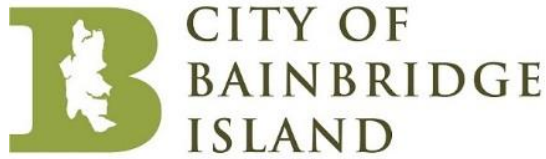
See attached memorandum.

RECOMMENDED ACTION/MOTION

For discussion only. No action/motion required.

ATTACHMENTS:

Description	Type
□ Memorandum	Backup Material
□ Moratorium on Certain Development Applications Work Plan Schedule	Backup Material



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

MEMORANDUM

Date: April 5, 2018
To: City Council
From: Gary R. Christensen, Director
Subject: Moratorium on Certain Development Applications Work Plan Schedule Update/Status Report

On January 9, 2018, the City Council passed Ordinance No. 2018-02, and subsequently adopted Ordinance Nos. 2018-03, 2018-05, and 2018-09 declaring a temporary six-month moratorium on the acceptance of certain development applications, with specified exclusions. The moratorium continues to have an effective date of January 9, 2018, and is in effect until July 9, 2018, unless repealed, amended, or extended.

In enacting this six-month moratorium, the Council stated its intention to have additional time to review regulations and policies to ensure the vision, guiding principles, goals, and policies of the City's Comprehensive Plan are being met to the Council's satisfaction.

Key concerns expressed by the Council in adopting the moratorium are the Council's ongoing consideration of the Critical Areas Ordinance (CAO) Update, the urgent need to address affordable housing issues, and analysis of design review standards and guidelines and long subdivision review process. Given the significance of the update to those regulations, the Council expressed a need for a temporary "timeout" to allow for additional public outreach in determining how best to protect the Island's unique environment.

On February 27, 2018, the Council was provided the attached Moratorium on Certain Development Applications Work Plan Schedule. Since passage of the moratorium, much work has been accomplished to address the Council's key concerns about development on the island. However, additional work still needs to be completed.

Following is a brief update and status report of those efforts.

Critical Areas Ordinance (BIMC 16.20)	
Date 2018	Action
February 27	Ordinance No. 2018-01 adopted, Critical Areas Ordinance (CAO) update
February 27	City Council Special Meeting discussion on Moratorium Workplan Schedule
March 27	Ordinance No. 2018-08 adopted, Amending BIMC Title 2 Relating to Land Use Review Procedures for CAO implementation.
March 27	Resolution No. 2018-08 adopted, Amending the Department of Planning and Community Development Administrative Manual
March 27	Resolution No. 2018-19 adopted, Amending the 2018 Fee Schedule
April 11	Tree Vegetation Service Providers CAO orientation
April 23	Ordinance No. 2018-01, Critical Areas Ordinance update effective date
April 24	Repeal BIMC 16.22 Vegetative Management
March - April	Staff training, update development review process/forms/procedures

Design Standards and Guidelines (BIMC 18.18); Subdivision Design Standards (BIMC 17.12), Development Standards (BIMC 18.12 and 18.15) and Land Use Review Procedures (BIMC 2.16)	
Date 2018	Action
February - March	Identify issues and objectives; meet with DRB and PC; conduct literature review, draft DRB/PC meeting agenda, and scope of work
March 22	Joint Design Review Board (DRB) and Planning Commission (PC) meeting
April 3	City Council study session agenda and DRB/PC joint meeting debriefing, Council directs Department to proceed with prioritized work program identified next steps
April – July, July beyond	Address prioritized work program identified next steps

Affordable Housing	
Date 2018	Action
March 6	Affordable Housing Task Force (AHTF) Interim Report to City Council
March - April	Inclusionary Zoning Consultant Services, issue RFQ and select consultant, develop project scope of work and timeline
July	AHTF Final Report and Recommendations to City Council

Moratorium on Certain Development Applications Work Plan Schedule

The City Council passed Ordinances Nos. 2018-02, 2018-03, and 2018-05 declaring a temporary moratorium on the acceptance of certain development applications, with specified exclusions. The moratorium continues to have an effective date of January 9, 2018 and is in place for 6-months (July 9, 2018) unless amended, repealed or extended.

Included in the ordinances are four (4) City Council concerns regarding likely adverse impacts related to growth and development under existing regulations. The concerns are specified below (**emphasis added**) with a corresponding work plan schedule date and action item.

- (1) **Threatened** harm to Bainbridge Island's **fresh water aquifers** due to continued **clearing of native forests and vegetation**, as well as disturbance of native soils, which activities are currently in the process of being addressed through the City's **Critical Areas Ordinance** update process; and
- (2) The **loss of trees, forests, native vegetation, and soils**, along with the full range of **important ecosystem services and values** that they provide to the community, as expressed, for example, by the City Council in the City's Comprehensive Plan, as well as concerns expressed by the Planning Commission, Design Review Board, and the Ad Hoc Tree/LID Committee.

Critical Areas Ordinance (BIMC 16.20)	
Date 2018	Action
February/March	City Council Adopt Critical Areas Ordinance
March/April	Update BIMC 2.16, Administrative Manual, Fee Schedule
April/May	Critical Areas Ordinance Becomes Effective/Implemented

- (3) Compliance with **design review standards and guidelines**, including as relates to, for example, Policy LU 6.8 of the City's Comprehensive Plan, and regarding the role of the Design Review Board, Hearing Examiner, Planning Commission, and City Council in the **land use development review and decision-making process**, as well as related to meeting the goals of the Comprehensive Plan more generally, including its guiding principle to "Preserve the Island's special character," as well as other principles.

Design Standards and Guidelines (BIMC 18.18); Subdivision Design Standards (BIMC 17.12), Development Standards (BIMC 18.12 and 18.15) and Land Use Review Procedures (BIMC 2.16)	
Date 2018	Action
February/March	Meet with Design Review Board (DRB) and Planning Commission (PC)
March	Conduct Joint DRB/PC Meeting to Identify Municipal Code Update Objectives
March	Select Consultant to Conduct Comprehensive Plan and Municipal Code Consistency Review and Gap Analysis

- (4) Serious challenges promoting **affordable housing** in a manner consistent with the City's Comprehensive Plan.

Affordable Housing	
Date 2018	Action
March	Issue RFQ for Inclusionary Zoning Consultant Services
March	Affordable Housing Task Force (AHTF) Interim Report to City Council
July	AHTF Final Report and Recommendations to City Council

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:55 PM Governance Manual, AB 18-011 - Executive (Pg. 43)	Date: 4/10/2018
Agenda Item: UNFINISHED BUSINESS	Bill No.: 18-011
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

The attached revised draft of the Governance Manual incorporates the changes that were agreed upon by Council at the February 20, 2018, Study Session.

In addition, Mayor Medina proposed revisions to Sections 2.4.2, 3.4.2, and 4.9 to address concerns discussed during Council's review.

RECOMMENDED ACTION/MOTION

I move to approve Resolution No. 2018-13, approving and adopting the updated Governance Manual.

ATTACHMENTS:

Description	Type
□ Governance Manual 2018	Backup Material



CITY OF
BAINBRIDGE ISLAND

MANUAL OF CITY GOVERNANCE
POLICIES, PROCEDURES AND GUIDELINES

RESOLUTION NO. 2018-13

ADOPTED _____, 2018

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. 2018-13

**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~~of City Governance Policies, Procedures and Guidelines" dated ~~June 23~~_____, ~~2015-2018~~ 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 ~~23rd~~____ day of ~~June, 2015~~____, ~~2018~~.

APPROVED by the Mayor of the City of Bainbridge Island, Washington on the ~~23rd~~____^d day of ~~June, 2015~~____, ~~2018~~.

~~Anne S. Blair~~Kol Medina, Mayor

ATTEST/AUTHENTICATE:

~~Rosalind D. Lasseff~~Christine Brown, City Clerk

FILED WITH THE CITY CLERK: ~~April 30, 2015~~April 6, 2018
PASSED BY THE CITY COUNCIL: ~~June 23, 2015~~____, ~~2018~~
RESOLUTION NUMBER: ~~2015~~2018-0713

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Exhibit A – Summary of Robert’s Rules of Order

Exhibit B – Local and Regional Board / Committee Assignments

Exhibit C – Scalable Public Process System

Exhibit D – Sample Order of Business

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 I 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.

2.1.5 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 the public is more interactive in Study Sessions than in Business Meetings. Typically, during Business Meetings public comments on any topic relating to City business will be taken at the outset of Business Meetings, whereas in Study Sessions the meeting and 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. In order to allow the Council to more efficiently and effectively study issues during its limited Study Session time, public comment is generally not taken during Study Sessions.~~ 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).

RP – Note: Are ICMA standards consistent with the best interests of the community?

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 and video 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 6: 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 Limited Dialog with the Public at Study Sessions**

~~At Council Study Sessions will usually not include time for public comments. However, the Presiding Officer, with the consent of Council, shall may determine the manner in which allow limited public comments from, and dialog with, members of the public who have information to share that would be pertinent to the issue that the Council is studying. 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 than is generally allowed at a Business Meeting 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 lengthier 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 or City Clerk, swears that "I will...":

- comply with the constitution and laws of the United States and the State of Washington, and
- ... I will faithfully and impartially discharge the duties of this office to the best of my ability~~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 9.14 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 Meetings

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 [primary](#) 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. [In short, a City official who is serving on a county or regional body as a City representative must place his or her fiduciary duties to the City above any fiduciary duties owed to the county or regional body.](#)

4.10 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)~~.)

4.11 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.

- I. Consult the City Attorney and fully describe the facts and issues which raise a question of illegality.

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)).

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 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 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 Duty to Avoid Interfering with City Manager

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).

4.15 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 <http://www.awcnet.org/Portals/0/Documents/publications/CouncilmemberHandbook11.pdf> at

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.

4.16 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 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 RCW35A.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 3.1 (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 7.5 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 and video 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 and video 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 ~~receive 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.

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 11(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

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

Legend:

RCW: Required by state statute (Revised Code of Washington)

Ord: Required by City ordinance.

Res: Required by Council resolution.

COUNCIL WORKING COMMITTEES

- **Public Safety Committee:** 3 Councilmembers, Police Chief and City Manager.
- **Ad Hoc Tree & Low Impact Development Committee:** Research and recommend legislation modifying regulations relating to trees and low impact development

COUNCIL STANDING ADVISORY COMMITTEES

- **Climate Change Advisory Committee:** 9 members; Councilmember is liaison; serves as a technical and planning advisory committee on issues related to climate change. (Ord)
- **Cultural Organization Funding Committee:** 7 members; Councilmember is liaison; develops funding recommendations to support cultural activities in the community. (Ord)
- **Environmental Technical Advisory Committee:** 7 members; Councilmember is liaison; provides technical and scientific advice on environmental management issues and projects. (Ord)
- **Human Services Funding Advisory Committee:** 7 members; Councilmember is liaison; develops funding recommendations for human services funding. (Ord)
- **Lodging Tax Advisory Committee:** 6 members – four from the community plus Councilmembers as chair and co-chair; reviews proposals for contracts for tourism promotion or tourism facilities, funded by the lodging tax. (RCW)
- **Marine Access Committee:** 7 members; Councilmember is liaison; supports awareness, management, and enhancement of public access to the Island's water and water dependent activities. (Ord)
- **Multi-Modal Transportation Advisory Committee:** 7 members; Councilmember is liaison; advise on transportation issues.
- **Utility Advisory Committee:** 7 members; Councilmember is liaison; Public Works Director is principle support staff; advise on issues relevant to the operation and maintenance of the City's water, sanitary sewer, stormwater, and other utilities. (Ord)
- **Youth Advisory Committee:** Unspecified number of members; Councilmember is liaison; provide youth perspective on selected issues.

STANDING COMMISSIONS AND BOARDS

- **Civil Service Commission:** 5 members; administers Police Department advancements, demotions, suspensions, discharges and employment. (RCW)
- **Design Review Board:** 7 members; Councilmember is liaison; advises on commercial / mixed-use land use applications, makes recommendations based on design guidelines. (Ord)
- **Ethics Board:** 7 members; Councilmember is liaison; promotes understanding of ethical standards for elected officials, and for major contractors working with City. (Ord/Res)
- **Historic Preservation Commission:** 7 members; Councilmember is liaison; provides technical advice on historic preservation to property owners, reviews applications to National Historic register.
- **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)

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.

EXHIBIT C - 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

EXHIBIT D - SAMPLE ORDER OF BUSINESS

Business Meetings of the Council shall be conducted as follows: provided, however, that the Mayor may, during a Council meeting, rearrange items on the agenda to conduct the business before the Council more expeditiously (article 8.8).

Call to Order by the Mayor (7:00 PM)

Pledge of Allegiance

Roll Call

Acceptance or Modification of Agenda / Conflict of Interest Disclosure

Public Comment

Mayor's Report

City Manager's Report

Presentations

Public Hearing (if any)

Unfinished Business

New Business

Consent Agenda

Committee Reports

For the Good of the Order

Adjournment

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:15 PM Police/Municipal Court Facility Site Selection, AB 14-008 - Executive (Pg. 96)	Date: 4/10/2018
Agenda Item: UNFINISHED BUSINESS	Bill No.: 14-008
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

Study Session: 3/6/2018	Recommendation: Forward to March 27 Business Meeting consent agenda	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

At the City Council Study Session on March 20, 2018, the Council received a presentation on initial cost estimates for two potential sites for the Police/Municipal Court project. One site is a vacant lot on Yaquina Avenue and the second site includes an existing building on N. Madison Avenue (Harrison medical facility).

As part of the Council discussion on March 20, the Council requested this item be placed on the March 27 Business Meeting agenda for discussion, to receive public comment, and to consider action. At the March 27th meeting, the Council decided to not take any action and to instead continue the discussion to the April 10, 2018, meeting.

The Council's current direction is that the next step in the project will be to select a site that it would like to obtain more information about so that it can decide whether or not to ultimately move forward with that site. The Council is currently considering the site with the Harrison building, the site on Yaquina Avenue, and a third site that was raised in executive session.

The expectation for the April 10 meeting was that the Council would make a decision on which of these three sites (or a combination of these three sites) it would like to obtain more information about. Staff would then be directed to obtain additional information and more accurate cost estimates for the selected site(s).

Since the March 27th meeting, two Council members have proposed a different course of action – the creation of a Citizens Committee to advise the Council on potential police station sites. The proposal from those two Council members is included with this agenda packet.

RECOMMENDED ACTION/MOTION

Possible Motions:

I move to direct staff to proceed forward with (the Harrison existing building on N. Madison **or** the Yaquina Avenue parcel **or** the third parcel under consideration) as the preferred site for the Police and Municipal Court project, to undertake next steps in pursuit of site acquisition, to conduct additional evaluation of project feasibility and cost estimates for that site, and to report on these activities and this information back to Council prior to committing the City to moving forward with the site.

I move to adopt the “Proposed Police/Court Facility Site Selection Process for the City of Bainbridge Island” and direct the City Manager to implement that Process as quickly as possible.

ATTACHMENTS:

Description	Type
▣ Site Selection Proposal	Backup Material

Proposed Police/Court Facility Site Selection Process for the City of Bainbridge Island

April 10, 2018

Proposal Summary:

I. Task Force

Creation of a City Council police/court facility site selection advisory Task Force.

The City Council shall create a police/court facility site selection advisory Task Force of citizen professionals, to be supervised by the City Manager, in accordance with City Council direction. There will be at least one liaison from the City Council to the Task Force.

Task Force composition.

Selected and approved by the City Council, the Task Force will be made up of approximately 10 citizen professionals with proven expertise in real estate, construction, business, design and other fields and experience applicable to the evaluation of potential sites for police/court facilities. A reputation for independent thinking will be considered a positive attribute when selecting Task Force members.

General instructions

To develop and utilize a weighted criteria scoring matrix for the purpose of evaluating a comprehensive list of potential sites (more detailed instructions included below)

Timeline

To be determined later by the City Council with recommendations by the Task Force and City administration.

Regular updates to the City Council

The Task Force will provide regular written updates to the City Council, some of them in closed sessions, and will respond to additional requests from the City Council.

II. City Council Role in the Site Selection Process.

Regular updates from the Task Force.

The Task Force will provide regular updates, as determined by the City Council, to the City Council on its work, and respond to any additional direction from the City Council as a whole.

List of potential sites.

The City Council shall identify an initial list of potential police/court facility sites to be evaluated by the Task Force. That list, along with the Task Force's instructions, will be provided to the Task Force by the City Manager.

Instructions will include the use of a weighted criteria scoring matrix for the evaluation of potential police/court facilities, as approved by the City Council.

Duration of Task Force.

To be determined by the City Council, along with possible consideration of additional tasks and steps necessary for site selection, design, and budgeting.

III. Role of City Manager

To manage and support the Task Force in accordance with the process approved by the City Council.

Issues this proposal is intended to address.

Clearly defined process needed.

The City of Bainbridge Island has been endeavoring to identify a site for construction of a new police facility for over twelve years. The process to date has taken many twists and turns and currently finds us at a juncture where a clearly defined process is needed.

The City's current process utilizes the paid services of Coates Design and their police facility expert in Arizona. It's an unwieldy process that involves considerable expense at each juncture of the process. The City Council, for its part, is not being provided with the comprehensive overview required to make an informed site selection decision.

Project Cost.

The approach to date has tended to start out with the most expensive design options. This needs to be turned around, starting out with the most basic design options and adding features to fit an acceptable budget. Consideration of a private partnership, and lease to own option, may also be worth consideration.

Transparency.

Members of the public, and maybe some on City Council, do not understand our current process for selecting a site for a new police/court facility. This proposal will create an easy to understand and well defined process that is disciplined and objective. Once a site has been selected, citizens will also be able to see the work product resulting from the process.

Instructions to the Site Selection Task Force

Overview.

The Site Selection Task Force is charged with providing expert advice to the City Council for the siting of a new police/court facility. Consideration of possibly accommodating a court facility will be included, but the priority is siting of a new police facility. At the heart of this overall task will be the creation of a weighted criteria scoring matrix. That matrix, basically a spreadsheet, will include columns for identified sites and columns for weighted criteria that's applied to each site. Each site will be scored per each criteria, with the total score compiled at the bottom. Additional methodologies, deemed useful by the Task Force, may be recommended to the City Council for consideration and possible use by the Task Force.

The weighted criteria scoring matrix.

The primary tool of the Task Force will be the weighted criteria site scoring matrix. Identified as an important site selection tool by the City's 2006 Dana Weber Police and Municipal Court Needs Analysis Study, and the 2014 McKenzie Report, used by Coates Design in 2017, the weighted criteria matrix provides a disciplined and objective tool for evaluating potential police/court sites. The keys for optimal results are: 1) good list of sites; 2) complete and appropriate criteria; 3) properly weighted criteria; 4) objective and informed scoring of sites per each weighted criteria.

Initial site list and criteria.

The Task Force will first identify initial criteria for evaluating sites. This will help the Task Force narrow down the list of potential sites. The Task Force will initially be provided with a list of potential sites by the City Council, and will make a preliminary evaluation. The Task Force may also consider additional sites to be recommended as part of their process.

Criteria should be gleaned from the *2006 Dana Weber Report*, the *2014 McKenzie Report*, and other professional sources deemed appropriate by the Task Force. Having this initial list of criteria before the Task Force will help with fine tuning of the list of potential sites. Bainbridge Island's unique law enforcement needs, and the City's Comprehensive Plan, shall be considered when developing site criteria. Here is a partial list criteria that's been identified to date:

Land marking – Easy to Find

Direct access to SR305

Access to entire Island

Proximity to downtown

Site allows for single story construction for greater operational efficiencies

Site acquisition cost

Topographic constraints

Impacted by traffic congestion

Noise and traffic impacts to neighbors

Development of the weighted criteria scoring matrix.

Besides the list of potential sites, the second major component of the scoring matrix is the weighted criteria. The Task Force will need to fine-tune the list of criteria, working to make the list complete but manageable, and then weigh the criteria. The criteria may be revised later at the discretion of the Task Force, with consideration of feedback from the City Council. Needless to say, the list of criteria, and how it's weighted, is really important for achieving good results from the matrix.

Scoring the sites.

With the potential sites and the weighted criteria in place, the Task Force will score the sites and review the results. The Task Force may then consider

additional adjustments to the matrix. When satisfied that the best results have been achieved, the Task Force will report directly to the City Council.

Task Force Process.

Meetings.

The Site Selection Task Force is required, like all other City citizen advisory committees, to comply with the Open Public Meetings Act. This also allows for the use of executive sessions under certain circumstances. That would most likely pertain to discussions regarding potential real estate acquisition where public knowledge could impact the price. The Task Force will consult with the City Attorney to assure all lawful procedures for open and closed meetings are met. Appropriate notice time will be given for all meetings.

How and when meetings are conducted.

Any meeting times will be determined by the Task Force, with support by the City Manager. The Task Force will elect a chair and vice chair. One or more members will be selected to keep meeting notes. Notes will be kept for each meeting as part of the public record. Task Force work product will be retained by the City. Other procedures will be up to the Task Force to determine within the overall set of tasks identified by the City Council.

The City Manager, when possible, will attend Task Force meetings to support the work of the Task Force in accordance with instructions and direction from the City Council.

At least one member of the City Council will be assigned as liaison to the Task Force and will attend meetings. Individual City Council members may attend Task Force meetings, if they are properly noticed. Care will be taken by the City to properly notice any open meetings which a quorum of council members plan to attend.

Check-ins with City Council.

The Task Force will report regularly to the City Council, as approved by the City Council determines, to keep the Council informed regarding progress. This will also be a time for the Task Force to make recommendations regarding the overall process short of a final recommendation. Some of these check-in meetings will be done in executive session when appropriate.

Timeline and duration of Task Force

To be determined by the City Council with advice and recommendations from the Task Force and City Manager.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:45 PM Emergency Management Interlocal Agreement, AB 18-067 - Executive (Pg. 103)	Date: 4/10/2018
Agenda Item: NEW BUSINESS	Bill No.: 18-067
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

Chapter 38.52 RCW, the Washington Emergency Management Act, authorizes the establishment of a local emergency management organization. Under RCW 38.52.070, emergency management organizations can be administered by a local agency independently or local agencies may join to form an organization. RCW 38.52.070 is disjunctive. The City must either: establish a local emergency management organization; or become a member of a joint local organization.

For this reason, a conflict currently exists between Chapter 2.44 BIMC and ILA KC-496-13. A policy decision is needed to resolve this conflict as the City cannot simultaneously have its own emergency management organization and be part of a joint emergency management organization.

Two possible options are apparent to resolve this conflict. First, the City can withdraw from ILA KC-496-13 and operate its own emergency management organization. Under the terms of the ILA KC-496-13, such a withdrawal is made by written notice and would be effective on December 31, 2018.

Second, the City could amend Chapter 2.44 BIMC, designating the Kitsap County Department of Emergency Management as the City's established emergency management organization.

Please see the attached memo for more detailed information, including a copy of Ordinance No. 2013-09, which adopted Chapter 2.44 BIMC, as well as a copy of ILA KC-496-13.

RECOMMENDED ACTION/MOTION

I move to forward to the April 24, 2018, Consent Agenda the approval of the City's withdrawal from ILA KC-496-13 and the delegation of authority to the City Manager to take all steps necessary to withdraw the City from ILA KC-496-13.

ATTACHMENTS:

Description	Type
▣ Memo for Council re Emergency Management Interlocal Agreement	Backup Material



CITY OF
BAINBRIDGE ISLAND

EXECUTIVE DEPARTMENT

MEMORANDUM

DATE: 4/5/2018

TO: CITY COUNCIL

FROM: AMBER RICHARDS, EMERGENCY MANAGEMENT COORDINATOR

SUBJECT: EMERGENCY MANAGEMENT POLICY CONFLICT

BACKGROUND

Chapter 38.52 RCW, the Emergency Management Act, provides the authority and direction for the establishment of a local emergency management organization. Under this statute, emergency management organizations can be administered by a local agency independently or local agencies may join to form an organization. The State law is disjunctive. The City must either: establish a local emergency management organization; or become a member of a joint local organization.

On May 13, 2013, the incorporated cities of Bainbridge Island, Bremerton, Port Orchard and Poulsbo, and Kitsap County executed Interlocal Agreement (ILA) KC-496-13. This ILA provides for a unified emergency management organization which is allowable under RCW 38.52.070. Under KC-496-13, each incorporated City is responsible for providing funding on a per-capita charge based on population data provided by the Washington State Office of Financial Management (OFM). The fee owed by the City for Emergency Management services for FY 2018 is \$35,760.

In return, Kitsap County Department of Emergency Management (DEM) is designated as the joint emergency management organization for the County and all the Cities within Kitsap County. DEM is responsible for all emergency functions within the county. It is the only organization with authority to execute the duties and responsibilities for emergency functions under RCW 38.52 for the whole of Kitsap County; the cities do not retain that authority.

On May 22, 2013 the City revised the Bainbridge Island Municipal Code (BIMC) through Ordinance 2013-09. BIMC 2.44.040 states:

There is hereby created, in accordance with Chapter 38.52 RCW, an emergency management organization. The purpose of the local organization is to perform local emergency management functions. The organization shall represent only the city of Bainbridge Island and exercise emergency authority only within the City.

A policy decision is needed to deconflict the BIMC and the ILA. The City cannot simultaneously have its own emergency management organization and be part of a joint emergency management organization.

POSSIBLE OPTIONS

The City can withdraw from ILA KC-496-13 by giving written notice to each of the other four participants listed in the ILA.

OR –

The City can amend BIMC 2.44 to reflect the language in the ILA, recognizing the agreement to establish a joint emergency management organization, and designating Kitsap County DEM as the City's established emergency management organization.

STAFF RECOMMENDATION

In September 2016, Emergency Management was identified as a priority program and subsequently, Council adopted a vision for the City to be a recognized leader in preparedness in Washington State. City staff, with strong support, significant involvement, and substantial investment from the community, have worked toward achieving the adopted vision within the constraints of Interlocal Agreement KC-469-13.

Under this structure, statutory emergency management authority is transferred from the City to the County. This is prohibitive to any substantial future growth within the City's Emergency Management program because the City lacks authority to create an efficient, effective program. Additionally, the model goes against one of the most important principles of emergency management – that disasters are local events, survived best when strong local programs are in place and communities are engaged and integrated in them.

Having an in-house emergency management organization aligns with our collective vision of becoming a recognized leader in emergency preparedness in Washington. It also takes into account that Bainbridge Island has unique geographical, economic, and cultural considerations that highlight the importance of having a strong local program.

The residents of this community are looking to their local government, not to the County, to deliver emergency management programs, services, and volunteer opportunities. Likewise, in the event a disaster impacts Bainbridge Island, the residents of Bainbridge Island will look to this government for a strong, confident response.

In consideration of the measurable steps the Council has taken to make emergency management a strategic priority, it is important to consider terminating the ILA KC-496-13. The funding currently paid to support DEM and emergency management within the County at-large

can be invested in a local Office of Emergency Management within the City, to the direct benefit of this community and its residents.

ATTACHMENTS:

Chapter 38.52.070 RCW

Ordinance No. 2013-09 Relating to Emergency Management

KC 496-13 Interlocal Agreement for Emergency Management Services

RCW 38.52.070**Local organizations and joint local organizations authorized—Establishment, operation—Emergency powers, procedures—Communication plans.**

(1) Each political subdivision of this state is hereby authorized and directed to establish a local organization or to be a member of a joint local organization for emergency management in accordance with the state comprehensive emergency management plan and program: PROVIDED, That a political subdivision proposing such establishment shall submit its plan and program for emergency management to the state director and secure his or her recommendations thereon, and verification of consistency with the state comprehensive emergency management plan, in order that the plan of the local organization for emergency management may be coordinated with the plan and program of the state. Local comprehensive emergency management plans must specify the use of the incident command system for multiagency/multijurisdiction operations. No political subdivision may be required to include in its plan provisions for the emergency evacuation or relocation of residents in anticipation of nuclear attack. If the director's recommendations are adverse to the plan as submitted, and, if the local organization does not agree to the director's recommendations for modification to the proposal, the matter shall be referred to the council for final action. The director may authorize two or more political subdivisions to join in the establishment and operation of a joint local organization for emergency management as circumstances may warrant, in which case each political subdivision shall contribute to the cost of emergency management upon such fair and equitable basis as may be determined upon by the executive heads of the constituent subdivisions. If in any case the executive heads cannot agree upon the proper division of cost the matter shall be referred to the council for arbitration and its decision shall be final. When two or more political subdivisions join in the establishment and operation of a joint local organization for emergency management each shall pay its share of the cost into a special pooled fund to be administered by the treasurer of the most populous subdivision, which fund shall be known as the emergency management fund. Each local organization or joint local organization for emergency management shall have a director who shall be appointed by the executive head of the political subdivision, and who shall have direct responsibility for the organization, administration, and operation of such local organization for emergency management, subject to the direction and control of such executive officer or officers. In the case of a joint local organization for emergency management, the director shall be appointed by the joint action of the executive heads of the constituent political subdivisions. Each local organization or joint local organization for emergency management shall perform emergency management functions within the territorial limits of the political subdivision within which it is organized, and, in addition, shall conduct such functions outside of such territorial limits as may be required pursuant to the provisions of this chapter.

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

(3)(a) Each local organization or joint local organization for emergency management that produces a local comprehensive emergency management plan must include a communication plan for notifying significant population segments of life safety information during an emergency. Local organizations and joint local organizations are encouraged to consult with affected community organizations in the development of the communication plans.

(i) In developing communication plans, local organizations and joint organizations should consider, as part of their determination of the extent of the obligation to provide emergency notification to significant population segments, the following factors: The number or proportion of the limited English proficiency persons eligible to be served or likely to be encountered; the frequency with which limited English proficiency individuals come in contact with the emergency notification; the nature and importance of the emergency notification, service, or program to people's lives; and the resources available to the political subdivision to provide emergency notifications.

(ii) "Significant population segment" means, for the purposes of this subsection (3), each limited English proficiency language group that constitutes five percent or one thousand residents, whichever is less, of the population of persons eligible to be served or likely to be affected within a city, town, or county. The office of financial management forecasting division's limited English proficiency population estimates are the demographic data set for determining eligible limited English proficiency language groups.

(b) Local organizations and joint local organizations must submit the plans produced under (a) of this subsection to the Washington military department emergency management division, and must implement those plans. An initial communication plan must be submitted with the local organization or joint local organization's next local emergency management plan update following July 23, 2017, and subsequent plans must be reviewed in accordance with the director's schedule.

(4) When conducting emergency or disaster after-action reviews, local organizations and joint local organizations must evaluate the effectiveness of communication of life safety information and must inform the emergency management division of the Washington military department of technological challenges which limited communications efforts, along with identifying recommendations and resources needed to address those challenges.

[2017 c 312 § 4; 1997 c 49 § 4; 1986 c 266 § 28; 1984 c 38 § 7; 1974 ex.s. c 171 § 9; 1951 c 178 § 8.]

NOTES:

Finding—Intent—2017 c 312: See note following RCW 38.52.580.

Severability—1986 c 266: See note following RCW 38.52.005.

ORDINANCE NO. 2013-09

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

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

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

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

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

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

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

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

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

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

EMERGENCY MANAGEMENT

Sections:

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

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

2.44.010 Purpose.

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

2.44.020 Emergency management policy.

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

2.44.030 Definitions.

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

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

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

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

2.44.040 Emergency management organization.

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

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

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

2.44.060 Comprehensive Emergency Management Plan.

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

2.44.070 Continuity of government.

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

2.44.080 Proclamation of emergency.

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

2.44.090 Notice of proclamations of emergency and emergency orders.

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

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

2.44.100 Authorized emergency orders.

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

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

2.44.110 Emergency procurements.

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

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

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

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

2.44.130 Penalties.

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

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

2.44.140 Private liability.

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

2.44.150 Continuance of existing agreements.

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

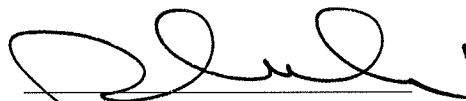
2.44.160 General public duty created.

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

Section 3. This ordinance shall take effect and be in force five (5) days from its passage, approval, and publication as required by law.

PASSED BY THE CITY COUNCIL this 22nd day of May, 2013.

APPROVED BY THE MAYOR this 22nd day of May, 2013.


Steven Bonkowski, Mayor

ATTEST/AUTHENTICATE:


Rosalind D. Lassoff, CMC, City Clerk

FILED WITH THE CITY CLERK:	April 26, 2013
PASSED BY THE CITY COUNCIL:	May 22, 2013
PUBLISHED:	May 24, 2013
EFFECTIVE DATE:	May 29, 2013
ORDINANCE NUMBER:	2013-09

INTERLOCAL AGREEMENT FOR EMERGENCY MANAGEMENT SERVICES

WHEREAS, RCW 38.52, the Emergency Management Act, empowers local governmental entities to establish a program to deal with emergencies and specifically authorizes two or more entities to join together to establish such a program; and

WHEREAS, RCW 39.34, the Interlocal Cooperation Act, encourages joint programs and cooperation between governmental entities; and

WHEREAS, Kitsap County and the cities of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo desire to join together to establish a program to manage emergencies or disasters, whether natural, technological or human-caused.

NOW, THEREFORE, the parties agree as follows:

Section 1. Definitions

The following terms are defined as follows:

- a. "Cities" means the cities of Bainbridge Island, Bremerton, Port Orchard, and Poulsbo.
- b. "Council" means the Kitsap County Emergency Management Council.
- c. "County" means Kitsap County.
- d. "Director" means the Director of the Department of Emergency Management.
- e. "Department of Emergency Management" means the department that is responsible for performing local emergency management functions in incorporated and unincorporated Kitsap County.
- f. "Emergency or disaster" means an event or set of circumstances which:
 - (1) Demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences, or
 - (2) Reaches such a dimension or degree of destructiveness as to warrant the governor declaring a state of emergency pursuant to RCW 43.06.010.
- g. "Emergency Management" means the preparation for and carrying out of all emergency functions, other than functions for which the military forces are primarily responsible, to mitigate, prepare for, respond to, and recover from emergencies and disasters, and to aid

victims suffering from injury or damage, resulting from disaster caused by all hazards, whether natural, technological, or human-caused, and to provide support for search and rescue operations for persons and property in distress.

- h. "Search and Rescue" means the acts of searching for, rescuing, recovering by means of ground, marine, or air activity any person who becomes lost, injured, or is killed while outdoors or as a result of a natural, technological or human-caused disaster, including instances involving searches for downed aircraft when ground personnel are used.

Section 2. Department of Emergency Management Established.

The Department of Emergency Management is hereby established. This department is the successor to the Emergency Management Organization of Kitsap County. The Department of Emergency Management shall be a Kitsap County department that is jointly administered and funded by the Parties to this Interlocal Agreement.

Section 3. Powers and Duties of the Department of Emergency Management.

The Department of Emergency Management shall provide emergency management services and programs to the residents of, and on behalf of, the County and the Cities. In addition, the Department of Emergency Management, pursuant to RCW 38.52.070, is designated as the local emergency management organization for the County and Cities and is vested with emergency management powers and authority to the maximum extent permitted by RCW 38.52.

Section 4. Kitsap County Emergency Management Council Established.

The Kitsap County Emergency Management Council is hereby established. This Council is the successor to the Emergency Management Organization of Kitsap County.

Section 5. Control by Council.

Direction, control, and oversight of the Department of Emergency Management are hereby vested in the Council unless otherwise specifically provided herein.

Section 6. Composition of Council.

- a. The Council shall be composed of the following five persons:

1. One (1) county commissioner;
 2. The mayors of Bremerton, Port Orchard and Poulsbo.
 3. One (1) City council member from Bainbridge Island.
- b. If one of the members is unable to attend a meeting of the Council, he or she may designate an alternate elected official who shall be empowered to vote and participate in and conduct the business of the Council.

Section 7. Conduct of Business by Council.

- a. Meetings. The business and other matters that come before the Council shall be conducted during an open public meeting. Meetings may be scheduled at regular times or may be called as a special meeting on an as-needed basis. The chairperson, vice-chairperson, or the Director is authorized to call for a meeting.
- b. Quorum. A quorum shall exist when there are at least two (2) mayors, or their designees, and one (1) county commissioner, or his or her designee present. Business may be conducted by majority vote of the quorum unless otherwise provided in this agreement.
- c. Bylaws. Bylaws may be passed and amended by the Council but shall require a two-thirds (2/3) favorable vote.
- d. Election. At the first meeting of each calendar year, the Council shall elect a chairperson and vice-chairperson. Each position shall serve for the remainder of the calendar year or until a successor is elected.
- e. Minutes. The Director, or designee, shall keep the minutes of all meetings.
- f. Rules. Council meetings shall be conducted in accordance with Robert's Rules of Order unless otherwise stated in the bylaws.
- g. Notice. Prior to conducting and holding special meetings, each member of the Council shall be given **forty-eight (48)** hours advance notice of the meeting and public notice shall be provided as required by state law.

Section 8. Appointment of Director.

A Director shall be appointed to organize, administer, and manage the operations of the Department of Emergency Management on a day-to-day basis. The Council shall, by majority vote, select the Director.

Section 9. Powers and Duties of Director.

The Director, or designee, shall:

- a. Implement the policies, procedures, programs, and directives of the Council in regard to emergency management operations.
- b. Make recommendations and report to the Council.
- c. Represent the Department of Emergency Management on behalf of the Council in dealings with the public and other outside public or private entities pertaining to emergency management and response to an emergency or disaster.
- d. Organize, appoint, and train volunteers and salaried employees needed to assist in the implementation of emergency management services or programs.
- e. Coordinate the local emergency management program(s) with State, Federal and other local programs.
- f. Develop an “all-hazard” Comprehensive Emergency Management Plan for the county, including policies and procedures to be utilized during an emergency or disaster.
- g. Develop an “all-hazard” Comprehensive Emergency Management Plan for each city, including policies and procedures to be utilized during an emergency or disaster.
- h. Conduct studies and surveys of hazards and the resources available to deal with an emergency or disaster.
- i. Develop mutual aid agreements for reciprocal emergency management aid and assistance.
- j. When an emergency or disaster demands immediate action to preserve public health, protect life, protect public property, or to provide relief to any stricken community overtaken by such occurrences, the Director may proclaim an emergency or disaster anywhere within unincorporated Kitsap County, make and issue rules and regulations on matters reasonably related to the protection of life and property as affected by such disaster; provided, however, such proclamation, and/or rules and regulations must be confirmed at the earliest practicable time by the County Board of Commissioners.
- k. In the event of a proclaimed emergency or disaster, obtain vital supplies, equipment, and such other properties found lacking and needed for the protection of the life and property of the people, and bind the county for the fair value thereof, and if required immediately, to commandeer the same for public use.

- l. In the event of a proclaimed emergency or disaster, require emergency services of any county officer or employee, and in the event of a proclamation by the Governor of the existence of a disaster, to command the aid of as many citizens for the community as he/she considers necessary in the execution of his/her duties; such person shall be entitled to all privileges, benefits and immunities as are provided by State law for registered emergency workers.
- m. In the event of a proclaimed emergency or disaster, execute all of the special powers conferred upon him/her by this adopted agreement pursuant thereto, all powers conferred by statute, or agreement approved by the Board of County Commissioners, or by any other lawful authority.
- n. In the event of a proclaimed emergency or disaster, requisition necessary personnel or material of any County department or agency.

Section 10. Budget.

Prior to July 31st of each calendar year, the Director, or designee, shall submit a proposed budget to the Council for its consideration and approval. The approved budget shall then be submitted to the Board of County Commissioners for inclusion into the County's budget.

Section 11. Funding.

The budget for the Department of Emergency Management that is not funded after receipt of grants or gifts shall be funded by assessments from the County and Cities. The assessment amount for each city shall be based upon a per capita charge. In calculating the per capita charge, the population of each city (numerator) is divided by the total population of the County (denominator) and that percentage is then multiplied by the total amount required for the following year's budget that does not include grant funding. The assessment amount for the County shall be that amount which is obtained when the population of the unincorporated portion of the County is divided by the total population of the County and that percentage is then multiplied by the budget amount that does not include grant funding. Population figures utilized shall be the latest figures available from the Bureau of Census as updated periodically by the Washington State Office of Financial Management (OFM). Assessments shall be paid on an annual basis.

Section 12. Fund Established.

Moneys received and collected on behalf of the Department of Emergency Management shall be deposited in a fund known as the Kitsap County Department of Emergency Management Fund and maintained by the County Treasurer. Department of Emergency Management expenditures shall be paid from this fund.

Section 13. Emergency Proclamation.

Proclamation. If circumstances warrant, the Board of County Commissioners may proclaim the existence of a local emergency occurring anywhere within unincorporated Kitsap County.

Provided, if circumstances are exigent, the Director, or designee, may proclaim the existence of a local emergency anywhere within unincorporated Kitsap County if there is not sufficient time for the Board of County Commissioners to meet in person or by telephone; provided further, if a proclamation of a local emergency is proclaimed by the Director, or designee, the Board of County Commissioners shall meet as soon as possible thereafter to affirm or rescind the Proclamation. If the circumstances warrant, a Mayor, or designee, may proclaim the existence of a local emergency occurring anywhere within that City's jurisdictional boundaries.

- a. Abatement. When a proclaimed emergency or disaster has sufficiently abated, the Board of County Commissioners and/or the Mayor, or designees, depending upon which jurisdiction proclaimed the existence of a local emergency, shall proclaim an end to the emergency or disaster.
- b. Use of Government Resources. If an emergency or disaster has been proclaimed, the Department of Emergency Management may utilize the services, equipment, supplies, and facilities of the State and all other governmental entities organized pursuant to State law.
- c. Impressment of Citizens. If an emergency or disaster has been proclaimed by the Governor, the Department of Emergency Management may commandeer the service and equipment of citizens as provided under chapter 38.52 RCW.

- d. Rules and Regulations. If an emergency or disaster has been proclaimed, the Council, or designee, may make such rules and regulations necessary for the protection of life and property.

Section 14. Compensation for Emergency Workers.

Emergency workers or their dependents shall be compensated for injuries or death pursuant to Chapter 38.52 RCW and implementing regulations thereto.

Section 15. Liability.

Liability for emergency management operations shall be limited as provided by Chapter 38.52 RCW.

Section 16. Compensation Board.

The Compensation Board for the Department of Emergency Management shall be composed of those individuals that would constitute a compensation board for a county pursuant to RCW 38.52.210 (1).

Section 17. Duties of County.

The County shall:

- a. Establish the salaries of the Director and other salaried staff of the Department of Emergency Management.
- b. Treat the Director and salaried staff of the Department of Emergency Management as County employees with respect to such matters as auditing, accounting, fringe benefits, and personnel policies.
- c. Represent and act on the Council's behalf in entering into contracts and Interlocal Agreements and accepting grant funds.

Section 18. Agreement to be Liberally Construed.

This Agreement shall be liberally construed to secure the public health, safety and welfare and the rule of strict construction shall have no application.

Section 19. Hold Harmless.

To the extent not covered under Chapter 38.52 RCW, each party shall defend, indemnify and save all other parties harmless from any and all claims arising out of that party's negligent performance of this agreement.

Section 20. Representation

The Kitsap County Prosecuting Attorney's Office shall provide legal advice and act as counsel for Emergency Management. In the event that a conflict exists between Emergency Management and another client represented by the Prosecutor's Office, then the Bremerton City Attorney's Office shall provide such representation to the Department of Emergency Management; and provided further, that in the event that a conflict exists between Emergency Management and both a client represented by the Prosecutor's Office and a client represented by the Bremerton City Attorney's Office, Emergency Management may retain outside legal counsel regarding that matter only.

Section 21. Term

This agreement shall be of perpetual duration unless terminated as provided in Section 22.

Section 22. Withdrawal.

Any of the five (5) participants in this Interlocal Agreement for Emergency Management Services may withdraw by giving written notice of such to each of the other participants no later than one hundred and twenty (120) days prior to the end of a calendar year; provided, no participant may withdraw unless it is current in its monetary assessment. In the event such notice is given, the withdrawal shall be effective December 31st of the year such notice was given. Upon receipt of a notice of withdrawal, the remaining participants shall meet as soon as possible thereafter, to determine whether there needs to be adjustments or amendments to the Interlocal Agreement for Emergency Management Services necessitated by such withdrawal.

Section 23. Effective date.

This agreement shall become effective and the Kitsap County Emergency Management Council and the Department of Emergency Management shall commence existence when:

- a. The County and Cities each enact a resolution or ordinance authorizing this agreement, or an agreement similar in substance to this agreement; and
- b. This agreement, or an agreement similar in substance to this agreement, is approved by the Director of the Washington State Emergency Management Division; and
- c. A fully executed copy of, this agreement is filed with the Kitsap County Auditor.

Section 24. Venue.

The venue for any action related to this agreement shall be in the Superior Court in and for Kitsap County, Washington.

Section 25. Severability.

If any portion of this agreement or its application to any person/entity or circumstance is held invalid, the remainder or application to other persons/entities or circumstance shall not be affected.

Section 26. Existing Rights and Obligations.

Upon the effective date, the Interlocal Agreement for Emergency Management Services, entered into by the County and Cities in 1986, is hereby terminated and no longer in effect. The rights and obligations that the Emergency Management Organization formed under the 1986 Interlocal Agreement are hereby assumed by the Emergency Management Council formed under this Agreement. This Agreement supersedes and replaces the Interlocal Agreement for Emergency Management Services dated May 2005.

CITY OF BAINBRIDGE ISLAND


By: Doug Schulze, City Manager

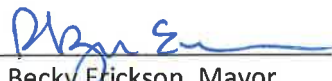
CITY OF BREMERTON


By: Patty Lent, Mayor

CITY OF PORT ORCHARD


By: Tim Matthes, Mayor

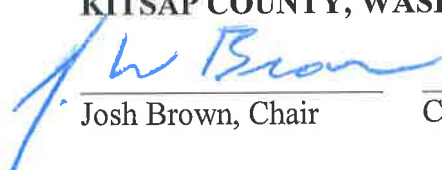
CITY OF POULSBO


By: Becky Erickson, Mayor

DATED this 13 day of May, 2013

KITSAP COUNTY BOARD OF COMMISSIONERS

KITSAP COUNTY, WASHINGTON


Josh Brown, Chair


Charlotte Garrido, Commissioner

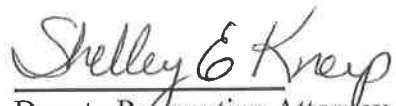

Robert Gelder, Commissioner

ATTEST:


Dana Daniels,
Clerk to the Board



Approved as to form:


Deputy Prosecuting Attorney

Phyllis Mann, Director



KITSAP COUNTY
EMERGENCY
MANAGEMENT
COUNCIL - 2013

Kitsap County
Commissioners

Josh Brown, Dist. 3

City of Bainbridge Island
Council Representative
Steven Bonkowski

City of Bremerton
Mayor Patty Lent,
Council Chair

City of Poulsbo
Mayor Becky Erickson

City of Port Orchard
Mayor Tim Matthes
Council Vice Chair

Main Offices
911 Carver Street
Bremerton, WA 98312
360.307.5871
Fax: 360.478.9802
dem@co.kitsap.wa.us
www.kitsapdem.org

May 29, 2013

Mayor Steven Bonkowski
City of Bainbridge Island
280 Madison Ave N
Bainbridge Island, WA 98110

Contract: Interlocal Agreement for Emergency Management
Services KC-496-13

Dear Mayor Bonkowski:

Enclosed please find one fully signed original contract between The City of Bainbridge Island and Kitsap County Department of Emergency Management. Please keep this fully signed original for your files.

If you have any questions or concerns, please do not hesitate to contact me.

Sincerely,

A handwritten signature in blue ink that reads "Phyllis A. Mann".

Phyllis A. Mann
Director

encl

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:55 PM Ordinance Repealing Bainbridge Island Municipal Code Chapter 16.22, Vegetation Management, AB 18-068 - Planning (Pg. 130)	Date: 4/10/2018
Agenda Item: NEW BUSINESS	Bill No.: 18-068
Proposed By: Planning	Referrals(s):

BUDGET INFORMATION

Department: Planning	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

See attached memo.

RECOMMENDED ACTION/MOTION

I move to forward the approval of Ordinance No. 2018-11 to the April 24, 2018, Consent Agenda.

ATTACHMENTS:

Description	Type
☐ Ordinance No. 2018-11	Ordinance
☐ Memorandum	Backup Material

ORDINANCE NO. 2018-11

AN ORDINANCE of the City of Bainbridge Island, Washington, repealing Chapter 16.22 *Vegetation Management* of the Bainbridge Island Municipal Code.

WHEREAS, the adopted City of Bainbridge Island Comprehensive Plan supports the protection of natural resources through the adoption of development regulations; and

WHEREAS, the City of Bainbridge Island (“City”) is required by the Growth Management Act (“GMA”) (see, e.g., RCW 36.70A.130) to conduct a periodic legislative review and update of its comprehensive plan and development regulations to ensure consistency with updated state laws and population and employment projections; and

WHEREAS, the City’s Comprehensive Plan acknowledges the finite nature of the Island’s natural resources and the unpredictable cumulative impacts of climate change in our region by including integration of the precautionary principle to protect and preserve natural resources in accordance with WAC 365-195-920; and

WHEREAS, on February 27, 2018, the City Council approved Ordinance 2018-01, the update to the City’s Critical Areas Ordinance; and

WHEREAS, the regulations to conserve and protect one type of critical area, aquifer recharge areas, were enhanced through the Critical Areas Ordinance update through the addition of Aquifer Recharge Protection Areas as a tree and vegetation protection measure in the R-0.4, R-1, and R-2 zones, areas that total almost 91% of the land area on Bainbridge Island; and

WHEREAS, Chapter 16.22 *Vegetation Management* was added to the Bainbridge Island Municipal Code in 1997 and has not been amended since; and

WHEREAS, Chapter 16.22 *Vegetation Management* is a fusion of the provisions for different classes of forest practices defined by Chapter 76.09 RCW Forest Practices and the City’s prior open space requirements, which were revised in in 2004; and

WHEREAS, Chapter 16.22 *Vegetation Management* applies primarily in the R-0.4, R-1, and R-2 zones, and the new Aquifer Recharge Protection Area approved with the updated Critical Areas Ordinance overlaps and conflicts with the vegetation preservation requirements in Chapter 16.22 *Vegetation Management*; and

WHEREAS, repealing Chapter 16.22 *Vegetation Management* provides greater clarity for property owners and City staff in understanding vegetation preservation requirements; and

WHEREAS, repealing Chapter 16.22 *Vegetation Management* does not absolve a property owner from obtaining a Forest Practice permit from the State Department of Natural Resources, when applicable; and

WHEREAS, notice was given on March 16, 2018, to the Office of Community Development at the Washington State Department of Commerce in conformance with RCW 36.70A.106; and

WHEREAS, the Planning Commission discussed Ordinance No. 2018-11 and held a public hearing on March 29, 2018, and after closing the public hearing, recommended approval of the ordinance to the City Council, assuming that the Critical Areas Ordinance takes effect as scheduled on April 23, 2018; and

WHEREAS, the City Council discussed Ordinance No. 2018-11 on April 10, 2018;

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

Section 1. Chapter 16.22 *Vegetation Management* of the Bainbridge Island Municipal Code is hereby repealed in its entirety.

Section 2. Chapter 16.22 is being repealed by this ordinance because the Bainbridge Island City Council has determined that Chapter 16.22 is no longer necessary after the adoption of the updated Chapter 16.20 by Bainbridge Island Ordinance No. 2018-01. If any section, sentence, clause, or phrase of BIMC 16.20.090 or 16.20.100, as adopted by Ordinance No 2018-01 or amended, is held to be invalid or unconstitutional by the Growth Management Hearings Board or a court of competent jurisdiction, the provisions of Chapter 16.22 in effect prior to this repeal shall be restored, revived, and in full force and effect as if this repeal of Chapter 16.22 was never adopted.

Section 3. This ordinance shall take effect and be in force on and after five days from its passage and publication as required by law.

PASSED BY THE CITY COUNCIL this ____ of _____, 2018.

APPROVED BY THE MAYOR this ____ of _____, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK: April 6, 2018

PASSED BY THE CITY COUNCIL: _____

PUBLISHED: _____

EFFECTIVE DATE: _____

ORDINANCE NUMBER: 2018-11



Department of Planning and Community Development

Memorandum

Date: April 10, 2018
To: City Council
From: Jennifer Sutton, AICP
Senior City Planner
Subject: Ordinance 2018-11 Repealing BIMC Chapter 16.22 *Vegetation Management*

BACKGROUND

On February 27, 2018, the City Council approved [Ordinance 2018-01](#); the update to the City's Critical Areas Ordinance (CAO). The regulations to conserve and protect one type of critical area, aquifer recharge areas, were enhanced through the CAO update through the addition of Aquifer Recharge Protection Areas (ARPA); see new BIMC Section 16.20.100 in the newly adopted [CAO](#). The ARPA is a tree and vegetation protection measure that applies in the R-0.4, R-1 and R-2 zones, areas that total almost 91% of the land area on Bainbridge Island. A summary sheet that describes the new ARPA regulations (originally called Native Vegetation Protection Areas) can be viewed on the City's website: <https://wa-bainbridgeisland.civicplus.com/DocumentCenter/View/9398>

[BIMC Chapter 16.22 *Vegetation Management*](#) was added to the Bainbridge Island Municipal Code in 1997 and has not been amended since. This Chapter is a fusion of the provisions for different classes of forest practices defined by Chapter 76.09 RCW Forest Practices and the City's prior open space requirements, which were revised in 2004. BIMC Chapter 16.22 *Vegetation Management* applies primarily in the R-0.4, R-1 and R-2 zones because those are the areas of the Island with substantial amounts of forested area to trigger a *Vegetation Management* permit.

The new ARPA regulations approved with the updated CAO overlaps and conflicts with the vegetation preservation requirements in BIMC Chapter 16.22 *Vegetation Management*. Therefore, repealing BIMC Chapter 16.22 *Vegetation Management* provides greater clarity for property owners and City staff in understanding vegetation preservation requirements. Repealing BIMC Chapter 16.22 *Vegetation Management* does not absolve a property owner from obtaining a Forest Practice permit from the State Department of Natural Resources, when applicable.

On March 29, the Planning Commission held a public hearing on Ordinance 2018-11. **The Planning Commission recommends Ordinance 2018-11 Repealing BIMC Chapter 16.22 *Vegetation Management* be approved.** Their recommendation assumes the updated CAO regulations will be effective on April 23 as scheduled. If the updated CAO regulations effective date is delayed, the Commission recommends not acting on Ordinance 2018-11 Repealing BIMC Chapter 16.22 *Vegetation Management* until some later date.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 9:05 PM Ordinance No. 2018-12, Establishing the City LEOFF 1 (Law Enforcement Officers' and Fire Fighters' Plan) Disability Board, AB 18-069 - Executive (Pg. 134)	Date: 4/10/2018
Agenda Item: NEW BUSINESS	Bill No.: 18-069
Proposed By: City Manager Doug Schulze	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted? No	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

State law requires cities with a population of 20,000 or more that have employed uniformed police employees, fire employees, or both between March 1, 1970, and October 1, 1977, to establish a disability board to consider disability retirement and medical claims; and

In 2017, the State Office of Financial Management (OFM), pursuant to RCW 43.62.030, determined that the City's population is greater than 20,000.

Individuals who are members of the State's Law Enforcement Officers' and Fire Fighters' Retirement System Plan 1 (LEOFF 1 Members) may have certain medical services paid for by their employer or, in the case of retirement, their former employer. This board, once established, will review claims and will determine whether medical services are necessary, determine "reasonable" cost, and designate the provider of the services. The City of Bainbridge Island has three LEOFF 1 Members, all of whom are retirees, whose claims will fall under the purview of this board.

Once the board is established, the Mayor will appoint two Councilmembers to serve on the board. Two police representatives will be elected by the City's three LEOFF 1 Members to serve on the board. The fifth and final member of the board will be a resident, appointed by the four other members of the board.

RECOMMENDED ACTION/MOTION

I move that the City Council forward the approval of Ordinance No. 2018-12 to the April 24, 2018, Consent Agenda.

ATTACHMENTS:

Description	Type
□ Ordinance No. 2018-12	Backup Material

ORDINANCE NO. 2018-12

AN ORDINANCE of the City of Bainbridge Island, Washington, establishing a LEOFF Disability Board as required under RCW 41.26.110 for cities with a population over twenty thousand (20,000) people.

WHEREAS, state law requires cities with a population of 20,000 or more that have employed uniformed police employees, fire employees, or both between March 1, 1970, and October 1, 1977, (referred to as LEOFF 1 members) to establish a disability board to consider disability retirement and medical claims; and

WHEREAS, pursuant to RCW 43.62.030, the State Office of Financial Management (OFM) has determined that the City's population is greater than 20,000; and

WHEREAS, no fire employees who are LEOFF 1 members are employed by or have retired from the City.

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

Section 1. A new Chapter 2.45, LEOFF Disability Board, is hereby added to the Bainbridge Island Municipal Code to read as follows:

2.45.010 Definitions

When used in this chapter, the following words, terms, and phrases shall have the meanings ascribed to them in this section.

A. "At-Large Member" shall mean the one member of the Disability Board from the public at large who resides within the City and who is appointed by the other members of the Disability Board.

B. "Disability Board" shall mean the City's disability board established pursuant to RCW 41.26.110.

C. "LEOFF" shall mean the Law Enforcement Officers' and Firefighters' Retirement System.

2.45.020 Establishment

Pursuant to RCW 41.26.110, the Disability Board is established having jurisdiction over all claims for disability by members of the LEOFF 1 retirement plan employed by or retired from the City.

2.45.030 Composition

A. The Disability Board shall be composed of the following five members:

1. Two (2) members of the City Council, to be appointed by the Mayor.
2. Two (2) active or retired law enforcement officers, to be elected by the law enforcement officers employed by or retired from the City who are subject to the jurisdiction of the board and who are members of the LEOFF 1 retirement plan. All law enforcement officers employed by or retired from the City are eligible for election.
3. One member from the public at large who resides within the City to be appointed by the other four members designated in this section.

B. The City Manager, or their designee, will advertise and solicit applications from individuals desiring to serve as the At-Large Member. Following such advertisement and solicitation, the Disability Board will interview and appoint the At-Large Member from the resulting pool of applicants.

2.45.040 Terms – Vacancies – Elections

A. All members of the Disability Board elected or appointed pursuant to this chapter shall serve a two-year term.

B. Any member of the Disability Board who ceases to have the qualifications provided in this chapter shall be deemed to have forfeited his or her office.

C. Vacancies occurring, other than through the expiration of terms, shall be filled for the unexpired term of the outgoing member. Vacancies shall be filled in the same manner as with an original appointment or election.

D. The City Manager, or their designee, shall organize any elections required under this chapter and shall ensure that such elections are held in a timely manner. The City Manager, or their designee, shall provide a notice of elections to the City's law enforcement officers through their city email account and to the City's retired law enforcement officers by mail to the last known address provided to the City. The notice of elections shall also be posted on the City's website.

2.45.050 Duties and Powers

A. The Disability Board shall perform all functions, exercise all powers, and make such determinations as specified in Chapter 41.26 RCW, as now or hereafter amended.

B. The Disability Board may adopt reasonable rules and regulations consistent with state law to carry out its authority and to govern the manner and form of filings, presentations, and hearings before the Disability Board.

2.45.060 Officers, Quorum, and Meetings

A. At the first meeting following establishment of the Disability Board, and annually thereafter, the Disability Board shall select from among its members a Chairperson, a Chairperson Pro Tem, and such other officers as may be necessary, who shall serve in such capacity for a one-year term.

B. The City Manager may, in their discretion, designate an employee of the City to provide administrative support to the Disability Board.

C. The presence of three members of the Disability Board shall be required to constitute a quorum for the transaction of business.

D. The Disability Board shall meet regularly at a scheduled time and place established by resolution of the Disability Board. Regular meetings may be canceled if there is no business pending before the Disability Board.

E. All meetings of the Disability Board shall be open to the public and held in accordance with the Open Public Meetings Act, unless otherwise required or allowed by state or federal law.

D. Any member of the Disability Board may participate in meetings of the Disability Board remotely, either by telephone or electronically through software that is compatible with the City's systems and equipment. The City Manager, or their designee, shall facilitate such remote participation as needed.

2.45.070 Compensation and Expenses

Members of the Disability Board shall serve without compensation for their service, but members shall be reimbursed by the City for all expenses incidental to their service in the manner and amount as authorized by law, except that members will not be reimbursed for travel or lodging expenses incurred traveling to or from meetings of the Disability Board.

Section 2. Severability. Should any section, paragraph, sentence, clause, or phrase of this ordinance, or its application to any person or circumstance, be declared unconstitutional or otherwise invalid for any reason, or should any portion of this ordinance be preempted by state or federal law or regulation, such decision or preemption shall not affect the validity of the remaining portions of this ordinance or its application to other persons or circumstances.

Section 3. Effective Date. 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 _____, 2018.

APPROVED by the Mayor this ____ day of _____, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK	April 6, 2018
PASSED BY THE CITY COUNCIL	April _____, 2018
PUBLISHED:	April _____, 2018
EFFECTIVE DATE:	April _____, 2018
ORDINANCE NO:	2018-12

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Agenda Bill for Consent Agenda, AB 18-071 (Pg. 140)	Date: 4/10/2018
Agenda Item: CONSENT AGENDA - 9:15 PM	Bill No.: 18-071
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Consider approval of the following items:

- B. Accounts Payable and Payroll
- C. Special City Council Meeting Minutes, March 20, 2018
- D. Study Session Meeting Minutes, March 20, 2018
- E. Special City Council Meeting Minutes, March 27, 2018
- F. Regular City Council Business Meeting Minutes, March 27, 2018

RECOMMENDED ACTION/MOTION

I move that we approve the Consent Agenda, as presented.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Accounts Payable and Payroll (Pg. 141)	Date: 4/10/2018
Agenda Item: CONSENT AGENDA - 9:15 PM	Bill No.: 18-071
Proposed By: Finance	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
☐ Accounts Payable	Backup Material
☐ Payroll	Backup Material

ACCOUNTS PAYABLE REPORT TO CITY COUNCIL OF CASH DISBURSEMENTS

CHECK RUN: March 26, 2018 - April 9, 2018
CITY COUNCIL: March 27, 2018 - April 10, 2018

Last check from previous run: 347090 dated 3/28/2018 issued to ZEE MEDICAL SERVICE in the amount of \$182.21

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	4/2/18	289	US Bank/Interest payment on 2005 bonds	16,260.00
ACH	3/27/18	290	COBI/Utility billing - March 2018	1,475.29
ACH	3/27/18	291	WA State DOL/Concealed weapon permits - March 2018	297.00
EFT	3/27/18	292	WA State DOR/Excise taxes - February 2018	9,476.94
VOID	3/28/18	347037	Kelley Imaging Systems/Needed separate checks	N/A
Manual	03/14/18	347091	Centurylink/Weaver pressure release valve telemetry service	58.32
Manual	03/16/18	347092	ENG/Good To Go/Toll bill	6.30
Manual	03/20/18	347093	Kitsap County Auditor/November 2017 general election costs	14,889.93
Manual	03/20/18	347094	CRT/Kelley Imaging Systems/Copier overages	749.81
Manual	03/20/18	347095	PCD/Kelley Imaging Systems/Copier lease	239.26
Manual	03/20/18	347096	LEGAL/Law offices of Thomas Alpaugh/March 2018 public defender	4,375.00
Manual	03/20/18	347097	LEGAL/Ogden Murphy Wallace/January 2018 legal services	21,974.25
Manual	4/4/18	347098	PW/Island Hands/March 2018 janitorial services	11,116.13
Manual Checks and Electronic Disbursements				63,182.94

Regular Run	4/11/18	347099-347188	Regular Check Run	203,646.56
				266,829.50

Retainage Release	3/28/18	165	Sullivan Heating & Cooling/Retainage release on project 813	1,456.81
Travel Advance	3/28/18	84	POL/Harbormaster Conference April 2018: Tami Allen	300.00

Prepared and Reviewed by  Carrie Christianson, Senior Accounting Technician

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


Karl R. Shaw, Accounting Manager

4-5-2018
Date

EFT - US Bank interest
cc 3/30/18

03/30/2018 08:57 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

289	04/02/2018	MANL	8330	US BANK	220951	905609	02/08/2018	EFT04-02	16,260.00
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Invoice: 905609

16,260.00	91213219	783000	2005 bonds - interest 10/1/17-3/31/18
			FINANCE - 2005 LTGO INTEREST

CHECK	289	TOTAL:	16,260.00
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NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	16,260.00
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COUNT	AMOUNT
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TOTAL MANUAL CHECKS	1	16,260.00
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*** GRAND TOTAL ***	16,260.00
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JOURNAL ENTRIES TO BE CREATED
CLERK: cchristianson

YEAR PER	JNL						ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT							LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3						
2018 3 381										
APP 201-213000							ACCOUNTS PAYABLE		16,260.00	
03/30/2018	EFT04-02	INTPMT					AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100							CASH			16,260.00
03/30/2018	EFT04-02	INTPMT					AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL									16,260.00	16,260.00
APP 631-130000							DUE TO/FROM CLEARING		16,260.00	
03/30/2018	EFT04-02	INTPMT								
APP 201-130000							DUE TO/FROM CLEARING			16,260.00
03/30/2018	EFT04-02	INTPMT								
SYSTEM GENERATED ENTRIES TOTAL									16,260.00	16,260.00
JOURNAL 2018/03/381 TOTAL									32,520.00	32,520.00

FUND	YEAR	PER	JNL	EFF DATE		DEBIT	CREDIT
ACCOUNT					ACCOUNT DESCRIPTION		
201 GO BOND FUND	2018	3	381	03/30/2018			
201-130000					DUE TO/FROM CLEARING		16,260.00
201-213000					ACCOUNTS PAYABLE	16,260.00	
					FUND TOTAL	16,260.00	16,260.00
631 CLEARING FUND	2018	3	381	03/30/2018			
631-130000					DUE TO/FROM CLEARING	16,260.00	
635-111100					CASH		16,260.00
					FUND TOTAL	16,260.00	16,260.00

FUND		DUE TO	DUE FROM
201	GO BOND FUND		16,260.00
631	CLEARING FUND	16,260.00	
	TOTAL	16,260.00	16,260.00

** END OF REPORT - Generated by Carrie L. Christianson **

ACH-UB
 @ 3/30/18

03/30/2018 08:57 |CITY OF BAINBRIDGE ISLAND |P 1
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL |apcsdshsb

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

INVOICE DTL DESC									
290	03/27/2018	MANL	103 CITY OF BAINBRIDGE I	220940	13005MAR18	03/01/2018	ACHMAR18	17.40	
Invoice: 13005MAR18				17.40	91011768 547500	309 SHANNON DR	GG-C/E-PARKS-WTR/SWR		
Invoice: 13006MAR18				220941	13006MAR18	03/01/2018	ACHMAR18	288.99	
				288.99	91011768 547500	309 SHANNON DR DOCK	GG-C/E-PARKS-WTR/SWR		
Invoice: 10461MAR18				220942	10461MAR18	03/01/2018	ACHMAR18	485.67	
				485.67	91011768 547500	289 SHANNON DR	GG-C/E-PARKS-WTR/SWR		
Invoice: 10463MAR18				220943	10463MAR18	03/01/2018	ACHMAR18	358.67	
				358.67	91011755 547500	370 BRIEN DR	GG-C/E-COMMONS-WTR/SWR		
Invoice: 10464MAR18				220944	10464MAR18	03/01/2018	ACHMAR18	297.70	
				297.70	91011755 547500	402 BRIEN DR	GG-C/E-COMMONS-WTR/SWR		
Invoice: 11573MAR18				220945	11573MAR18	03/01/2018	ACHMAR18	17.40	
				17.40	91011768 547500	5350 CREOSOTE PL NE	GG-C/E-PARKS-WTR/SWR		
Invoice: 12755MAR18				220946	12755MAR18	03/01/2018	ACHMAR18	9.46	
				9.46	91011768 547500	240 WEAVER RD NW	GG-C/E-PARKS-WTR/SWR		
CHECK								290 TOTAL:	1,475.29
NUMBER OF CHECKS				1	*** CASH ACCOUNT TOTAL ***				1,475.29
						COUNT	AMOUNT		
TOTAL MANUAL CHECKS						1	1,475.29		
								*** GRAND TOTAL ***	1,475.29

JOURNAL ENTRIES TO BE CREATED
CLERK: cchristianson

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2018 3 382									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		1,475.29	
03/30/2018	ACHMAR18	MAR	UB			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			1,475.29
03/30/2018	ACHMAR18	MAR	UB			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		1,475.29	1,475.29
APP 631-130000						DUE TO/FROM CLEARING		1,475.29	
03/30/2018	ACHMAR18	MAR	UB						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			1,475.29
03/30/2018	ACHMAR18	MAR	UB						
						SYSTEM GENERATED ENTRIES TOTAL		1,475.29	1,475.29
						JOURNAL 2018/03/382 TOTAL		2,950.58	2,950.58

FUND	YEAR PER	JNL	EFF DATE		DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2018 3	382	03/30/2018			
001-130000				GENERAL - DUE TO/FROM CLEARING		1,475.29
001-213000				GENERAL - ACCOUNTS PAYABLE	1,475.29	
				FUND TOTAL	1,475.29	1,475.29
631 CLEARING FUND	2018 3	382	03/30/2018			
631-130000				DUE TO/FROM CLEARING	1,475.29	
635-111100				CASH		1,475.29
				FUND TOTAL	1,475.29	1,475.29

FUND		DUE TO	DUE FROM
001	GENERAL FUND		1,475.29
631	CLEARING FUND	1,475.29	
TOTAL		1,475.29	1,475.29

** END OF REPORT - Generated by Carrie L. Christianson **

ACH-FA
CC 3/30/18

03/30/2018 08:58
cchristianson

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

|P 1
|apcshdsb

CASH ACCOUNT: 635 111100 CASH

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

INVOICE DTL DESC											
291 03/27/2018 MANL		969 WA ST DEPT OF LICENS 220939		MAR18 CPL		03/26/2018		ACH03FA		297.00	
Invoice: MAR18 CPL						CPL MAR18 CPL TRANSMITTAL					
				297.00 41654860 586000		GUN PERMIT OUT					
								CHECK	291 TOTAL:	297.00	
				NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***				297.00	
						COUNT	AMOUNT				
				TOTAL MANUAL CHECKS	1	297.00					
										*** GRAND TOTAL ***	297.00

03/30/2018 08:58 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 2
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR	PER	JNL	SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT	
2018	3	383	APP 650-213000						ACCOUNTS PAYABLE		297.00		
			03/30/2018	ACH03FA	MAR	FA			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100			03/30/2018	ACH03FA	MAR	FA			CASH			297.00	
									AP CASH DISBURSEMENTS JOURNAL				
											297.00	297.00	
GENERAL LEDGER TOTAL												297.00	297.00
APP 631-130000			03/30/2018	ACH03FA	MAR	FA			DUE TO/FROM CLEARING		297.00		
APP 650-130000			03/30/2018	ACH03FA	MAR	FA			DUE TO/FROM CLEARING			297.00	
											297.00	297.00	
SYSTEM GENERATED ENTRIES TOTAL												297.00	297.00
JOURNAL 2018/03/383 TOTAL												594.00	594.00

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION					
631 CLEARING FUND	2018	3	383	03/30/2018		
631-130000				DUE TO/FROM CLEARING	297.00	
635-111100				CASH		297.00
				FUND TOTAL	297.00	297.00
650 AGENCY FUND	2018	3	383	03/30/2018		
650-130000				DUE TO/FROM CLEARING		297.00
650-213000				ACCOUNTS PAYABLE	297.00	
				FUND TOTAL	297.00	297.00

FUND		DUE TO	DUE FROM
631	CLEARING FUND	297.00	
650	AGENCY FUND		297.00
TOTAL		297.00	297.00

** END OF REPORT - Generated by Carrie L. Christianson **

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3/30/18

03/30/2018 08:58 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 1
|apcshdsb

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

NET

INVOICE DTL DESC

292	03/27/2018	MANL	124 WA ST DEPT OF REVENUE	220947	2018-02	02/28/2018	EFTMAR18	9,476.94
Invoice: 2018-02						FEB18 EXCISE TAXES		
2,076.54	91411341	553000				FINANCE - WATER EXTRNL TAXES		
2,365.66	91421351	553000				FINANCE - SEWER - EXTRNL TAXES		
3,333.30	91421351	553000				FINANCE - SEWER - EXTRNL TAXES		
22.09	91421351	553000				FINANCE - SEWER - EXTRNL TAXES		
4.79	91411341	553000				FINANCE - WATER EXTRNL TAXES		
2.63	91411341	553000				FINANCE - WATER EXTRNL TAXES		
807.53	91431383	553000				FINANCE - SSWM - EXTRNL TAXES		
335.89	91411341	553000				FINANCE - WATER EXTRNL TAXES		
398.66	91421351	553000				FINANCE - SEWER - EXTRNL TAXES		
4.75	51011191	531100				PD-C/E-PROP RM-SUPPLIES		
125.10	54025212	531100				MARINE - SUPPLIES		

CHECK 292 TOTAL: 9,476.94

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 9,476.94

	COUNT	AMOUNT
TOTAL MANUAL CHECKS	1	9,476.94

*** GRAND TOTAL *** 9,476.94

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL								
SRC ACCOUNT					ACCOUNT DESC	T OB	DEBIT	CREDIT	
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2018 3 384									
APP 401-213000					ACCOUNTS PAYABLE		2,419.85		
03/30/2018 EFTMAR18	DORMAR				AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100					CASH			9,476.94	
03/30/2018 EFTMAR18	DORMAR				AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000					ACCOUNTS PAYABLE		6,119.71		
03/30/2018 EFTMAR18	DORMAR				AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000					ACCOUNTS PAYABLE		807.53		
03/30/2018 EFTMAR18	DORMAR				AP CASH DISBURSEMENTS JOURNAL				
APP 001-213000					GENERAL - ACCOUNTS PAYABLE		129.85		
03/30/2018 EFTMAR18	DORMAR				AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL							9,476.94	9,476.94	
APP 631-130000					DUE TO/FROM CLEARING		9,476.94		
03/30/2018 EFTMAR18	DORMAR								
APP 401-130000					DUE TO/FROM CLEARING			2,419.85	
03/30/2018 EFTMAR18	DORMAR								
APP 402-130000					DUE TO/FROM CLEARING			6,119.71	
03/30/2018 EFTMAR18	DORMAR								
APP 403-130000					DUE TO/FROM CLEARING			807.53	
03/30/2018 EFTMAR18	DORMAR								
APP 001-130000					GENERAL - DUE TO/FROM CLEARING			129.85	
03/30/2018 EFTMAR18	DORMAR								
SYSTEM GENERATED ENTRIES TOTAL							9,476.94	9,476.94	
JOURNAL 2018/03/384 TOTAL							18,953.88	18,953.88	

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2018 3	384	03/30/2018			
001-130000				GENERAL - DUE TO/FROM CLEARING		129.85
001-213000				GENERAL - ACCOUNTS PAYABLE	129.85	
				FUND TOTAL	129.85	129.85
401 WATER OPERATING FUND	2018 3	384	03/30/2018			
401-130000				DUE TO/FROM CLEARING		2,419.85
401-213000				ACCOUNTS PAYABLE	2,419.85	
				FUND TOTAL	2,419.85	2,419.85
402 SEWER OPERATING FUND	2018 3	384	03/30/2018			
402-130000				DUE TO/FROM CLEARING		6,119.71
402-213000				ACCOUNTS PAYABLE	6,119.71	
				FUND TOTAL	6,119.71	6,119.71
403 STORM & SURFACE WATER FUND	2018 3	384	03/30/2018			
403-130000				DUE TO/FROM CLEARING		807.53
403-213000				ACCOUNTS PAYABLE	807.53	
				FUND TOTAL	807.53	807.53
631 CLEARING FUND	2018 3	384	03/30/2018			
631-130000				DUE TO/FROM CLEARING	9,476.94	
635-111100				CASH		9,476.94
				FUND TOTAL	9,476.94	9,476.94

FUND		DUE TO	DUE FROM
001	GENERAL FUND		129.85
401	WATER OPERATING FUND		2,419.85
402	SEWER OPERATING FUND		6,119.71
403	STORM & SURFACE WATER FUND		807.53
631	CLEARING FUND	9,476.94	
TOTAL		9,476.94	9,476.94

** END OF REPORT - Generated by Carrie L. Christianson **

03/23/2018 11:14 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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

VOUCHER INVOICE

INV DATE PO CHECK RUN

NET

INVOICE DTL DESC

347037 03/28/2018 VOID	1971 KELLEY IMAGING SYSTE	220786	IN365891	03/12/2018	-749.81
Invoice: IN365891				CRT/TOS3005AC OVERAGES	
	-749.81	21011125	545000	COURT - RENTS & LEASES - OPER	
	220787	22297272		03/12/2018	-239.26
Invoice: 22297272				PCD/E-STUDIO4555C COPIER LEASE	
	-239.26	61470581	545000	PCD - DEV ADMIN RENTS & LEASES	
				CHECK 347037 TOTAL:	-989.07

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -989.07

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	989.07

*** GRAND TOTAL *** -989.07

Invoices should have been printed
on 2 separate checks - separate
remittance addresses.

03/23/2018 11:14 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
2018 3 325									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			749.81
	03/23/2018	347037 VOID				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		749.81	
	03/23/2018	347037 VOID				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000						ACCOUNTS PAYABLE			239.26
	03/23/2018	347037 VOID				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		239.26	
	03/23/2018	347037 VOID				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								989.07	989.07
APP 631-130000						DUE TO/FROM CLEARING			989.07
	03/23/2018 03/25/18	VOID							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		749.81	
	03/23/2018 03/25/18	VOID							
APP 407-130000						DUE TO/FROM CLEARING		239.26	
	03/23/2018 03/25/18	VOID							
SYSTEM GENERATED ENTRIES TOTAL								989.07	989.07
JOURNAL 2018/03/325 TOTAL								1,978.14	1,978.14

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2018	3	325	03/23/2018		
001-130000				GENERAL - DUE TO/FROM CLEARING	749.81	
001-213000				GENERAL - ACCOUNTS PAYABLE		749.81
				FUND TOTAL	749.81	749.81
407 BUILDING & DEVELOPMENT FUND	2018	3	325	03/23/2018		
407-130000				DUE TO/FROM CLEARING	239.26	
407-213000				ACCOUNTS PAYABLE		239.26
				FUND TOTAL	239.26	239.26
631 CLEARING FUND	2018	3	325	03/23/2018		
631-130000				DUE TO/FROM CLEARING		989.07
635-111100				CASH	989.07	
				FUND TOTAL	989.07	989.07

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			749.81
407 BUILDING & DEVELOPMENT FUND			239.26
631 CLEARING FUND		989.07	
	TOTAL	989.07	989.07

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03/28/2018 15:02 |CITY OF BAINBRIDGE ISLAND
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CASH ACCOUNT: 635 111100 CASH			VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME			INVOICE DTL DESC			
347091	03/28/2018	PRTD 551 CENTURYLINK	220930	6124MAR18	03/16/2018	M032718		58.32
		Invoice: 6124MAR18			WEAVER PRV WATER TELEMETRY SVC			
			58.32	91411891 542100	GG-WTR-FAC-PHONE			
					CHECK	347091	TOTAL:	58.32
347092	03/28/2018	PRTD 7451 GOOD TO GO!	220931	TB-180850055	03/16/2018	M032718		6.30
		Invoice: TB-180850055			ENG/VEH#232 520 TOLL 2/15/18			
			6.30	72011321 543100	ENG - C/E ADMIN TRAVEL EXPENSE			
					CHECK	347092	TOTAL:	6.30
347093	03/28/2018	PRTD 4109 KITSAP COUNTY AUDITO	220932	03/14/18	03/14/2018	M032718		14,889.93
		Invoice: 03/14/18			NOV 7 2017 GEN ELECTION COSTS			
			14,889.93	91011117 551000	COUNCIL - ELECTION SERVICES			
					CHECK	347093	TOTAL:	14,889.93
347094	03/28/2018	PRTD 1971 KELLEY IMAGING SYSTE	220933	IN365891A	03/12/2018	M032718		749.81
		Invoice: IN365891A			CON#CT13879-01 OVERAGES 03/16/17-03/15/18			
			749.81	21011125 545000	COURT - RENTS & LEASES - OPER			
					CHECK	347094	TOTAL:	749.81
347095	03/28/2018	PRTD 1971 KELLEY IMAGING SYSTE	220934	22297272A	03/12/2018	M032718		239.26
		Invoice: 22297272A			PCD/E-STUDIO4555C COPIER LEASE			
			239.26	61470581 545000	PCD - DEV ADMIN RENTS & LEASES			
					CHECK	347095	TOTAL:	239.26
347096	03/28/2018	PRTD 7849 LAW OFFICE OF THOMAS	220935	MAR18	03/23/2018	M032718		4,375.00
		Invoice: MAR18			LEGAL/PUB DEF SVCS MAR 2018			
			4,375.00	32011281 541113	LGL-C/E-PUBLIC DEF-OUTSIDE ATT			
					CHECK	347096	TOTAL:	4,375.00

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NUMBER OF CHECKS 6 *** CASH ACCOUNT TOTAL *** 20,318.62

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	6	20,318.62

*** GRAND TOTAL *** 20,318.62

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JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR	PER	JNL	SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	ACCOUNT DESC LINE DESC	T OB	DEBIT	CREDIT
EFF DATE											
2018	3	359									
APP 401-213000								ACCOUNTS PAYABLE		58.32	
	03/28/2018	M032718		032818				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100								CASH			20,318.62
	03/28/2018	M032718		032818				AP CASH DISBURSEMENTS JOURNAL			
APP 001-213000								GENERAL - ACCOUNTS PAYABLE		20,021.04	
	03/28/2018	M032718		032818				AP CASH DISBURSEMENTS JOURNAL			
APP 407-213000								ACCOUNTS PAYABLE		239.26	
	03/28/2018	M032718		032818				AP CASH DISBURSEMENTS JOURNAL			
										-----	-----
GENERAL LEDGER TOTAL										20,318.62	20,318.62
APP 631-130000								DUE TO/FROM CLEARING		20,318.62	
	03/28/2018	M032718		032818							
APP 401-130000								DUE TO/FROM CLEARING			58.32
	03/28/2018	M032718		032818							
APP 001-130000								GENERAL - DUE TO/FROM CLEARING			20,021.04
	03/28/2018	M032718		032818							
APP 407-130000								DUE TO/FROM CLEARING			239.26
	03/28/2018	M032718		032818							
										-----	-----
SYSTEM GENERATED ENTRIES TOTAL										20,318.62	20,318.62
JOURNAL 2018/03/359 TOTAL										40,637.24	40,637.24

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT			ACCOUNT DESCRIPTION		
001 GENERAL FUND	2018 3	359	03/28/2018		
001-130000			GENERAL - DUE TO/FROM CLEARING		20,021.04
001-213000			GENERAL - ACCOUNTS PAYABLE	20,021.04	
			FUND TOTAL	20,021.04	20,021.04
401 WATER OPERATING FUND	2018 3	359	03/28/2018		
401-130000			DUE TO/FROM CLEARING		58.32
401-213000			ACCOUNTS PAYABLE	58.32	
			FUND TOTAL	58.32	58.32
407 BUILDING & DEVELOPMENT FUND	2018 3	359	03/28/2018		
407-130000			DUE TO/FROM CLEARING		239.26
407-213000			ACCOUNTS PAYABLE	239.26	
			FUND TOTAL	239.26	239.26
631 CLEARING FUND	2018 3	359	03/28/2018		
631-130000			DUE TO/FROM CLEARING	20,318.62	
635-111100			CASH		20,318.62
			FUND TOTAL	20,318.62	20,318.62

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		20,021.04
401	WATER OPERATING FUND		58.32
407	BUILDING & DEVELOPMENT FUND		239.26
631	CLEARING FUND	20,318.62	
	TOTAL	20,318.62	20,318.62

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

INVOICE DTL DESC

347097 04/02/2018 PRD 2430 OGDEN MURPHY WALLACE 220963 808477 02/28/2018 M033018 21,974.25
Invoice: 808477

LEGAL/JANUARY 2018 PROF SVCS
810.15 32470152 54111100844 LIT-CLARK ADMIN APPEAL
60.00 32470152 54111400849 HEX-IMESON SHORELINE APPEAL
1,500.00 32470152 54111400775 HEX-RICH PERMITTING
90.00 32470152 54111400885 HEX-TSENG PROPERTIES
90.00 32470152 54111100892 LIT-CAINION SUP CT WRIT
720.00 32470152 54111100893 LIT-CAINION APA SUP CT
240.00 32011152 541110 LGL-C/E-CIVIL-GEN'L OUTSIDE AT
90.00 91011211 541110 GG-C/E-CIVIL SVC-LEGAL ADVICE
180.00 32470152 54111000711 SMP LEGAL ADVICE
16,844.10 32470152 54111400802 HEX-GERLACH SSDP/MDNS APPEAL
330.00 32470152 54111100711 SMP LITIGATION
180.00 32470152 54111100897 LIT-PRESERVE RESP SHORELINE
840.00 32470152 54111000891 LGL-CRITICAL AREAS REGS

CHECK 347097 TOTAL: 21,974.25

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 21,974.25

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	21,974.25

*** GRAND TOTAL *** 21,974.25

JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR	PER	JNL					ACCOUNT DESC	T	OB	DEBIT	CREDIT
SRC	ACCOUNT		EFF	DATE	JNL	DESC	REF 1	REF 2	REF 3	LINE	DESC
2018	4	2									
APP	407-213000									ACCOUNTS PAYABLE	21,644.25
	04/02/2018	M033018			M0330					AP CASH DISBURSEMENTS JOURNAL	
APP	635-111100									CASH	21,974.25
	04/02/2018	M033018			M0330					AP CASH DISBURSEMENTS JOURNAL	
APP	001-213000									GENERAL - ACCOUNTS PAYABLE	330.00
	04/02/2018	M033018			M0330					AP CASH DISBURSEMENTS JOURNAL	
										GENERAL LEDGER TOTAL	21,974.25
											21,974.25
APP	631-130000									DUE TO/FROM CLEARING	21,974.25
	04/02/2018	M033018			M0330						
APP	407-130000									DUE TO/FROM CLEARING	21,644.25
	04/02/2018	M033018			M0330						
APP	001-130000									GENERAL - DUE TO/FROM CLEARING	330.00
	04/02/2018	M033018			M0330						
										SYSTEM GENERATED ENTRIES TOTAL	21,974.25
											21,974.25
										JOURNAL 2018/04/2	TOTAL
											43,948.50
											43,948.50

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT	ACCOUNT DESCRIPTION					
001 GENERAL FUND	2018	4	2	04/02/2018		
001-130000				GENERAL - DUE TO/FROM CLEARING		330.00
001-213000				GENERAL - ACCOUNTS PAYABLE	330.00	
				FUND TOTAL	330.00	330.00
407 BUILDING & DEVELOPMENT FUND	2018	4	2	04/02/2018		
407-130000				DUE TO/FROM CLEARING		21,644.25
407-213000				ACCOUNTS PAYABLE	21,644.25	
				FUND TOTAL	21,644.25	21,644.25
631 CLEARING FUND	2018	4	2	04/02/2018		
631-130000				DUE TO/FROM CLEARING	21,974.25	
635-111100				CASH		21,974.25
				FUND TOTAL	21,974.25	21,974.25

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|A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001 GENERAL FUND			330.00
407 BUILDING & DEVELOPMENT FUND			21,644.25
631 CLEARING FUND		21,974.25	
	TOTAL	21,974.25	21,974.25

** END OF REPORT - Generated by Carrie L. Christianson **

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04/04/2018 09:29 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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

INVOICE DTL DESC

347098 04/04/2018 PRD 8646 ISLAND HANDS 221133 17426-17427 03/28/2018 21800026 M040418 11,116.13
Invoice: 17426-17427 MARCH 2018 JANITORIAL SERVICE
10,771.53 73011183 54110000269 JANITORIAL CONTRACT-PRO SVCS
344.60 73425358 54110000269 JANITORIAL CONTRACT-PRO SVCS

CHECK 347098 TOTAL: 11,116.13

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 11,116.13

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	11,116.13

*** GRAND TOTAL *** 11,116.13

04/04/2018 09:29 |CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR	PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC	ACCOUNT					LINE DESC			
	EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
2018	4	27							
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		10,771.53	
	04/04/2018	M040418	M0404			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			11,116.13
	04/04/2018	M040418	M0404			AP CASH DISBURSEMENTS JOURNAL			
APP 402-213000						ACCOUNTS PAYABLE		344.60	
	04/04/2018	M040418	M0404			AP CASH DISBURSEMENTS JOURNAL			
						GENERAL LEDGER TOTAL		11,116.13	11,116.13
APP 631-130000						DUE TO/FROM CLEARING		11,116.13	
	04/04/2018	M040418	M0404						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			10,771.53
	04/04/2018	M040418	M0404						
APP 402-130000						DUE TO/FROM CLEARING			344.60
	04/04/2018	M040418	M0404						
						SYSTEM GENERATED ENTRIES TOTAL		11,116.13	11,116.13
						JOURNAL 2018/04/27 TOTAL		22,232.26	22,232.26

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

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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT						
001 GENERAL FUND	2018 4	27	04/04/2018			
001-130000				GENERAL - DUE TO/FROM CLEARING		10,771.53
001-213000				GENERAL - ACCOUNTS PAYABLE	10,771.53	
				FUND TOTAL	10,771.53	10,771.53
402 SEWER OPERATING FUND	2018 4	27	04/04/2018			
402-130000				DUE TO/FROM CLEARING		344.60
402-213000				ACCOUNTS PAYABLE	344.60	
				FUND TOTAL	344.60	344.60
631 CLEARING FUND	2018 4	27	04/04/2018			
631-130000				DUE TO/FROM CLEARING	11,116.13	
635-111100				CASH		11,116.13
				FUND TOTAL	11,116.13	11,116.13

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		10,771.53
402	SEWER OPERATING FUND		344.60
631	CLEARING FUND	11,116.13	
	TOTAL	11,116.13	11,116.13

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04/04/2018 14:26 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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CASH ACCOUNT: 635 111100 CASH					INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE VENDOR NAME	VOUCHER	INVOICE	INVOICE DTL DESC			
347099	04/11/2018	PRTD 5 ACE HARDWARE	220964	40286/1	03/29/2018		04/08/18	30.50
	Invoice: 40286/1				PW/SAW BLADES			
			30.50	73021182 531100	OFFICE SUPPLIES			
			220965	40053/1	02/28/2018		04/08/18	99.04
	Invoice: 40053/1				PW/PIPE, CAPS, BOLTS, CEMENT			
			99.04	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
			220966	40159/1	03/13/2018		04/08/18	23.96
	Invoice: 40159/1				PW/BAKING SODA			
			23.96	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
			220967	40186/1	03/15/2018		04/08/18	3.90
	Invoice: 40186/1				PW/ELECTRICAL SUPPLIES			
			3.90	73011755 531100	O&M-COMMONS SUPPLIES			
			220968	40207/1	03/20/2018		04/08/18	34.23
	Invoice: 40207/1				ENG/DISTILLED WATER, BLEACH, SHOP TOWELS			
			34.23	72011322 53110000485	GROUNDWTR MNGT PRGM-SUPPLIES			
			220969	40215/1	03/20/2018		04/08/18	21.78
	Invoice: 40215/1				PW/CAUTION TAPE			
			21.78	73011189 531100	O&M - C/E FACIL OFC SUPPLIES			
			220970	40245/1	03/23/2018		04/08/18	88.79
	Invoice: 40245/1				ENG/SQUARE HEAD PLUGS, NUT HEX, FASTENERS			
			88.79	72011322 53110000485	GROUNDWTR MNGT PRGM-SUPPLIES			
			220971	40246/1	03/23/2018		04/08/18	9.89
	Invoice: 40246/1				PW/HARDWARE, LINK CHAIN QUICK			
			9.89	73411345 531100	OFFICE SUPPLIES			
			221084	40278/1	03/29/2018		04/08/18	117.12
	Invoice: 40278/1				PW/WRENCH SET, RATCHET set			
			117.12	73411345 531100	OFFICE SUPPLIES			
			221085	40257/1	03/26/2018		04/08/18	16.30
	Invoice: 40257/1				PW/RUBBING ALCOHOL			
			16.30	73411345 531100	OFFICE SUPPLIES			
			221086	40260/1	03/26/2018		04/08/18	17.42
	Invoice: 40260/1				PW/OUTLET BOX			
			17.42	73011183 531100	O&M-C/E-CH FAC-SUPPLIES			
			221087	40250/1	03/23/2018		04/08/18	21.97
	Invoice: 40250/1				PW/KEY, PICTURE HANGING STRIPS			
			21.97	73011215 531100	O&M-C/E-POLICE FAC-SUPPLIES			
			221088	4235/1	03/22/2018		04/08/18	10.55
	Invoice: 4235/1				PW/GROUND RECEPTACLE			
			10.55	73011755 531100	O&M-COMMONS SUPPLIES			

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CASH ACCOUNT: 635 111100 CASH

CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
Invoice: 40219/1				221089	40219/1	03/21/2018		04/08/18	13.06
				13.06	73011183 531100	PW/BLOWOFF DUSTER, STRAP HANGER O&M-C/E-CH FAC-SUPPLIES			
				CHECK			347099	TOTAL:	508.51
347100	04/11/2018	PRTD	863 INTERSTATE BATTERIES	221111	22051898	03/08/2018		04/08/18	504.60
Invoice: 22051898				125.08	73111423 531100	PW/BATTERIES:13, 194, 191 OFFICE SUPPLIES			
				125.08	73111427 531100	OFFICE SUPPLIES			
				127.22	51011211 531100	PD-C/E-ADM-SUPPLIES			
				127.22	53011212 531100	PD-C/E-PATROL SUPPLIES			
				CHECK			347100	TOTAL:	504.60
347101	04/11/2018	PRTD	8672 ALLSTREAM	220972	15257489	04/01/2018		04/08/18	963.50
Invoice: 15257489				963.50	41637891 542100	APR 18 - CITYWIDE PHONE SERVICES FIN - ALLOC TELEPHONE			
				CHECK			347101	TOTAL:	963.50
347102	04/11/2018	PRTD	4739 COLIN HYDE POST #172	220973	0006	03/26/2018		04/08/18	90.00
Invoice: 0006				90.00	31011256 54500000830	EX/AM RADIO TOWER SPACE RENTAL EMERG AM RADIO STATION-RENTS			
				CHECK			347102	TOTAL:	90.00
347103	04/11/2018	PRTD	8874 ANYTIME LOCK & SAFE	220974	038056	03/22/2018		04/08/18	201.65
Invoice: 038056				201.65	73011897 531100	PW/LOCKS W/ KEYS O&M-C/E-PWY FAC-SUPPLIES			
				CHECK			347103	TOTAL:	201.65
347104	04/11/2018	PRTD	4710 ASSOCIATED PETROLEU	221090	1219762-IN	03/13/2018		04/08/18	1,163.98
Invoice: 1219762-IN				1,163.98	73638893 532000	PW/430.1 GAL DIESEL O&M-FUEL USE-ALLOCATION			
Invoice: 1216967-IN				463.32	73638893 532000	PW/150 GAL DIESEL O&M-FUEL USE-ALLOCATION			463.32
Invoice: 1222946-IN				436.76	73638893 532000	PW/134.1 GAL DIESEL O&M-FUEL USE-ALLOCATION			436.76
Invoice: 1216474-IN				1,290.36	73638893 532000	PW/477.9 GAL UNLEADED			1,290.36

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CASH ACCOUNT: 635			111100	CASH					
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
INVOICE DTL DESC									
				1,290.36	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 1216971-IN				221094	1216971-IN	03/15/2018		04/08/18	853.93
				853.93	73638932 532000	PW/325 GAL UNLEADED			
						O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 1216473-IN				221095	1216473-IN	03/13/2018		04/08/18	1,292.64
						PW/500 GAL UNLEADED			
				1,292.64	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
						CHECK	347104	TOTAL:	5,500.99
347105	04/11/2018	PRTD	7821 AUS WEST LOCKBOX	221096	1990538936	01/18/2018		04/08/18	52.94
Invoice: 1990538936						PW/LAUNDRY SERVICE			
				52.94	73638893 589310	LAUNDRY SERVICES			
Invoice: 1990643601				221098	1990643601	03/29/2018		04/08/18	52.94
						PW/LAUNDRY SERVICE			
				52.94	73638893 589310	LAUNDRY SERVICES			
Invoice: 1990633236				221099	1990633236	03/22/2018		04/08/18	52.94
						PW/LAUNDRY SERVICE			
				52.94	73638893 589310	LAUNDRY SERVICES			
Invoice: 1990622901				221101	1990622901	03/15/2018		04/08/18	52.94
						PW/LAUNDRY SERVICE			
				52.94	73638893 589310	LAUNDRY SERVICES			
						CHECK	347105	TOTAL:	211.76
347106	04/11/2018	PRTD	2138 ASPECT CONSULTING LL	220960	29244	03/21/2018	21700005	04/08/18	745.00
Invoice: 29244						GROUNDWATER MANAGEMENT			
				745.00	72011322 54110000485	GROUNDWTR MNGT PRGM-PROF SVCS			
						CHECK	347106	TOTAL:	745.00
347107	04/11/2018	PRTD	4365 AUTOMATIC FUNDS TRAN	220975	100058	03/20/2018		04/08/18	7.23
Invoice: 100058						FIN/BILL PRINT & MAIL			
				1.26	43411341 541100	FIN - WATER ADMIN PROF SERVICE			
				1.27	43421351 541100	FIN - SEWER ADMIN PROF SERVICE			
				2.35	91411891 542500	GG-WTR-FAC-POSTAGE			
				2.35	91421891 542500	GG-SWR-FAC-POSTAGE			
						CHECK	347107	TOTAL:	7.23
347108	04/11/2018	PRTD	54 BAINBRIDGE RENTAL IN	220981	CON#31756	03/20/2018		04/08/18	24.57
Invoice: CON#31756						PW/SPLINE SCREW, TRIMMER LINE			
				24.57	73111427 531100	OFFICE SUPPLIES			

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

Invoice: CON#31550				220982	CON#31550	03/16/2018		04/08/18	33.78			
				33.78	73111427 531100	PW/REQIND STARTER						
						OFFICE SUPPLIES						
Invoice: CON#31784				220983	CON#31784	03/21/2018		04/08/18	32.69			
				32.69	73637891 531100	PW/HEARING PROTECTOR						
						OFFICE SUPPLIES						
Invoice: CON#31724				220984	CON#31724	03/20/2018		04/08/18	488.30			
				488.30	73111427 531100	PW/RAPID SUPER CHAIN						
						OFFICE SUPPLIES						
							CHECK	347108 TOTAL:	579.34			
347109	04/11/2018	PRTD	55 BAINBRIDGE ISLAND RE	220979	BI-211847 2018	03/02/2018		04/08/18	48.00			
Invoice: BI-211847 2018						POL/CHIEF SUBSX 2018						
				48.00	51011211 549100	PD-C/E-ADM-DUES/SUBCR/MEMBERSHP						
							CHECK	347109 TOTAL:	48.00			
347110	04/11/2018	PRTD	55 SOUND PUBLISHING, IN	221003	7825700-2056983	02/28/2018		04/08/18	672.25			
Invoice: 7825700-2056983						CC/CRIT AREAS MEETING AD						
				672.25	11011113 544000	COUNCIL - LEGAL NOTICES						
Invoice: 7825700-2070131				221124	7825700-2070131	02/28/2018		04/08/18	504.50			
				504.50	55011757 544000	POL/RFP: BOAT CONCESSIONS						
						PD-HARBORMASTER-ADV						
Invoice: 7825700-2045449				221127	7825700-2045449	02/28/2018		04/08/18	375.00			
				375.00	31011572 542450	EX/COMMUNITY ENGAGEMENT AD						
						EXEC-C/E-OUTREACH-ADV						
							CHECK	347110 TOTAL:	1,551.75			
347111	04/11/2018	PRTD	55 SOUND PUBLISHING, IN	221004	BIR800846	03/23/2018		04/08/18	75.56			
Invoice: BIR800846						PCD/BLD22780 R-ALT NOI						
				75.56	63470586 544000	CUR - DEV ZONING ADVERTISING						
Invoice: BIR800842				221005	BIR800842	03/23/2018		04/08/18	79.10			
				79.10	63470586 544000	PCD/PLN50504 CUP						
						CUR - DEV ZONING ADVERTISING						
Invoice: BIR801622				221128	BIR801622	03/30/2018		04/08/18	37.78			
				37.78	11011113 544000	CC/SUMM OF ORD 2018-10						
						COUNCIL - LEGAL NOTICES						
Invoice: BIR801620				221129	BIR801620	03/30/2018		04/08/18	33.06			
						CC/SUMM OF ORD 2018-07						

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

				33.06	11011113	544000	COUNCIL - LEGAL NOTICES				
				221130	BIR801618		03/30/2018	04/08/18			37.78
Invoice: BIR801618							CC/SUMM OF ORD 2018-08				
				37.78	11011113	544000	COUNCIL - LEGAL NOTICES				
							CHECK	347111	TOTAL:		263.28
347112	04/11/2018	PRTD	55 SOUND PUBLISHING, IN	220977	7825991		02/28/2018	04/08/18			42.92
Invoice: 7825991							HR/NPDES PERMIT COORD AD				
				42.92	33011161	544000	HR-C/E-ADVERTISING				
							CHECK	347112	TOTAL:		42.92
347113	04/11/2018	PRTD	57 BAY HAY & FEED	221007	1309234		03/09/2018	04/08/18			29.38
Invoice: 1309234							PCD/DAVID G BOOTS				
				29.38	63470588	531100	CUR - DEV DEV PLAN OFC SUPPLY				
							CHECK	347113	TOTAL:		29.38
347114	04/11/2018	PRTD	5412 BENEFIT ADMINISTRATI	220985	1803514		03/27/2018	04/08/18			242.00
Invoice: 1803514							MAR18 BENEFIT ADMINISTRATION				
				29.04	21011125	520000	COURT - BENEFITS				
				33.88	31011131	520000	EXEC - C/E BENEFITS				
				41.14	41011141	520000	FIN - C/E ADMIN BENEFITS				
				16.94	51011211	520000	PD-C/E ADMIN-BENEFITS				
				24.20	61011581	520000	PCD - C/E ADMIN BENEFITS				
				79.86	71011321	520000	PW - C/E BENEFITS				
				16.94	81011881	520000	IT - C/E ADMIN BENEFITS				
							CHECK	347114	TOTAL:		242.00
347115	04/11/2018	PRTD	50 BAINBRIDGE ISLAND EL	220980	20180023		03/23/2018	04/08/18			261.60
Invoice: 20180023							PW/EXIT SIGNS @ POLICE STATION				
				261.60	73011215	531100	O&M-C/E-POLICE FAC-SUPPLIES				
							CHECK	347115	TOTAL:		261.60
347116	04/11/2018	PRTD	567 BAINBRIDGE ISLAND DO	221126	1024		03/27/2018	04/08/18			750.00
Invoice: 1024							EX/CELEBRATE BAINBRIDGE PARTNERS 2018				
				750.00	31011572	541100	EXEC-C/E-OUTREACH-PROF SVCS				
							CHECK	347116	TOTAL:		750.00

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

347117	04/11/2018	PRTD	1341 BLUE SKY PRINTING	220987	125754	03/26/2018		04/08/18		832.15
Invoice: 125754				832.15	33011161 531100	HR/NOTE PADS (1000)				
						HR-C/E-SUPPLIES				
CHECK									347117 TOTAL:	832.15
347118	04/11/2018	PRTD	8747 SEATTLE SEWING SOLUT	221058	201803B103	03/16/2018		04/08/18		282.64
Invoice: 201803B103				282.64	53011212 520000	POL/UNIFORMS: BINGHAM				
						POLICE - C/E PATROL BENEFITS				
CHECK									347118 TOTAL:	282.64
347119	04/11/2018	PRTD	8595 BRUCE TITUS FORD, IN	221102	67069256/3	03/20/2018		04/08/18		138.12
Invoice: 67069256/3				138.12	53011212 548100	PW/VEH#213 OIL CHANGE, MINOR INTERIOR REPR				
						POLICE - C/E PATROL MAINTENANC				
CHECK									347119 TOTAL:	138.12
347120	04/11/2018	PRTD	551 CENTURYLINK	220989	0399MAR18	03/23/2018		04/08/18		2,814.93
Invoice: 0399MAR18				1,590.03	91425358 542100	CITYWIDE TELEMETRY & FAX SERVICE				
						GG-WWTP-TELEPHONE/FAX				
						GG-WTR-FAC-PHONE				
						GG-C/E-COMMONS-PHONE				
						GG-C/E-CITY HALL-PHONE				
						GG-C/E-O&M YARD FAC-PHONE				
						GG-C/E-COURT BLDG-PHONE				
						GG-C/E-PD-PHONE				
CHECK									347120 TOTAL:	2,814.93
347121	04/11/2018	PRTD	7823 CIVICPLUS, LLC	221103	165884	03/31/2018		04/08/18		1,308.00
Invoice: 165884				1,308.00	33011164 443415	HR/VIRTUAL REDESIGN TRAINING				
						HR-C/E-CITY WIDE TRAINING				
CHECK									347121 TOTAL:	1,308.00
347122	04/11/2018	PRTD	1921 CNA SURETY	220958	68363519-2018	03/29/2018		04/08/18		165.00
Invoice: 68363519-2018				75.00	31029476 546000	2018 NOTARY INSURANCE (11)				
						EXEC-INS SFUND-MISC INS				
						FIN - INS RISK XFER INSURANCE				
						PCD - INS INSURANCE				
						PW - INS INSURANCE				
CHECK									347122 TOTAL:	165.00

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

347123	04/11/2018	PRTD	8435 COATES DESIGN INC	220922	123394	03/01/2018	21600085	04/08/18									15,040.00	
			Invoice: 123394															
				15,040.00	72311942	64110000724	PD/COURT BLDG-PROF SVCS/DESIGN											
				220923	123477	03/01/2018	21600085	04/08/18									902.00	
			Invoice: 123477															
				902.00	72311942	64110000724	PD/COURT BLDG-PROF SVCS/DESIGN											
				220924	123507	03/16/2018	21600085	04/08/18									5,269.00	
			Invoice: 123507															
				5,269.00	72311942	64110000724	PD/COURT BLDG-PROF SVCS/DESIGN											
				220925	123475	03/01/2018	21600085	04/08/18									5,832.75	
			Invoice: 123475															
				5,832.75	72311942	64110000724	PD/COURT BLDG-PROF SVCS/DESIGN											
				220926	123478	03/01/2018	21600085	04/08/18									4,209.15	
			Invoice: 123478															
				4,209.15	72311942	64110000724	PD/COURT BLDG-PROF SVCS/DESIGN											
				220927	123476	03/01/2018	21600085	04/08/18									2,904.00	
			Invoice: 123476															
				2,904.00	72311942	64110000724	PD/COURT BLDG-PROF SVCS/DESIGN											
												CHECK	347123 TOTAL:					34,156.90
347124	04/11/2018	PRTD	142 COPIERS NORTHWEST IN	220990	INV1731278	03/22/2018		04/08/18									733.17	
			Invoice: INV1731278															
				366.58	31011131	545000	FIN&EX/IRC7565I OVERAGES											
				366.59	41011141	545000	EXEC - C/E RENTS & LEASES											
							FIN - C/E ADMIN RENTS & LEASES											
												CHECK	347124 TOTAL:					733.17
347125	04/11/2018	PRTD	152 DAILY JOURNAL OF COM	220993	3334777	03/16/2018		04/08/18									82.80	
			Invoice: 3334777															
				82.80	61011581	544000	PCD/SOQ: ZONING PROGRAM											
							PCD - C/E ADMIN ADVERTISING											
												CHECK	347125 TOTAL:					82.80
347126	04/11/2018	PRTD	4975 DAY WIRELESS SYSTEMS	220994	458781	03/23/2018		04/08/18									1,090.00	
			Invoice: 458781															
				1,090.00	53011212	548100	POL/RADAR RECALIBRATION X14											
							POLICE - C/E PATROL MAINTENANC											
												CHECK	347126 TOTAL:					1,090.00

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CASH ACCOUNT: 635 111100 CASH

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

347127	04/11/2018	PRTD	161 DENCO SALES COMPANY	220996	3560024-00	03/07/2018		04/08/18	271.82
			Invoice: 3560024-00			PW/SIGN SUPPLIES, ADHESIVE TAPE			

197.29	990	141100
74.53	73111264	531100

MERCHANDISE
 O&M-STREET-TRAF CONTROL-SUPPLY

CHECK 347127 TOTAL: 271.82

347128	04/11/2018	PRTD	4192 DMCMA	220997	04/26/18-DJ	03/31/2018		04/08/18	50.00
			Invoice: 04/26/18-DJ			CRT/DAY IN THE LIFE TRAINING: D. JONES			

50.00	21011125	443410
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COURT - TRAINING

			Invoice: 04/26/18-JS	220998	04/26/18-JS	03/31/2018		04/08/18	50.00
						CRT/DAY IN THE LIFE TRAINING: J. SMITH			

50.00	21011125	443410
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COURT - TRAINING

CHECK 347128 TOTAL: 100.00

347129	04/11/2018	PRTD	4174 ENVIRO-CLEAN EQUIPME	221000	S18-031902	03/19/2018		04/08/18	162.97
			Invoice: S18-031902			PW/HANDLE, CABLE			

162.97	73637945	531100
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O&M ALLOC-SWEEPER-SUPPLIES

CHECK 347129 TOTAL: 162.97

347130	04/11/2018	PRTD	7909 FRATERNAL ORDER OF P	221008	2018-DUES	03/09/2018		04/08/18	72.00
			Invoice: 2018-DUES			POL/ANNUAL DUES: HAMNER			

72.00	51011211	549100
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PD-C/E-ADM-DUES/SUBCR/MEMBRSH

CHECK 347130 TOTAL: 72.00

347131	04/11/2018	PRTD	8520 FRANCISCAN MEDICAL G	221001	OMF6 FEB18	03/15/2018		04/08/18	904.00
			Invoice: OMF6 FEB18			POL/OCC HEALTH SERVICES			

904.00	53011212	541100
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POLICE - C/E PATROL PROF SVCS

CHECK 347131 TOTAL: 904.00

347132	04/11/2018	PRTD	8580 FREESTONE FOX LLC	220948	67957	03/29/2018		04/08/18	160.40
			Invoice: 67957			UB 13041 642 LANDMARK COURT NE			

160.40	411	122100
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WATER ACCOUNTS RECEIVABLE

CHECK 347132 TOTAL: 160.40

347133	04/11/2018	PRTD	6940 FREMONT ANALYTICAL	221009	1803181	03/22/2018	21800036	04/08/18	480.00
			Invoice: 1803181			CHEM & BIO ASSAY SVCS			

480.00	72637319	54110000809
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WATER QUAL FLOW MONIT-PRO SVCS

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

CHECK 347133 TOTAL:									480.00
347134	04/11/2018	PRTD	513 GRAINGER	221010	9737443797	03/23/2018		04/08/18	270.27
Invoice: 9737443797						PW/LIQUID LEVEL SWITCH			
				270.27	73411345 531100	OFFICE SUPPLIES			
CHECK 347134 TOTAL:									270.27
347135	04/11/2018	PRTD	2096 GRAY & OSBORNE INC	220961	17614-5	03/06/2018	21700158	04/08/18	9,388.38
Invoice: 17614-5						WATER SYSTEM DESIGN IMPRVMENTS			
				9,388.38	724113434 64110000819	WATER IMPR PROJECTS 2017-ENG			
CHECK 347135 TOTAL:									9,388.38
347136	04/11/2018	PRTD	8514 HERITAGE-CRYSTAL CLE	221105	15028176	03/13/2018		04/08/18	783.63
Invoice: 15028176						PW/WASTE PICKUP 3/13			
				783.63	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
CHECK 347136 TOTAL:									783.63
347137	04/11/2018	PRTD	4850 HOME DEPOT CREDIT SE	221106	5054412	03/14/2018		04/08/18	104.03
Invoice: 5054412						PW/COMMONS MAINT SUPPLIES			
				104.03	73011755 531100	O&M-COMMONS SUPPLIES			
CHECK 347137 TOTAL:									104.03
347138	04/11/2018	PRTD	8916 VIRGINIA HOYTE	220956	03/25/18	03/25/2018		04/08/18	150.00
Invoice: 03/25/18						HUNEY HALL DAMAGE DEP REFUND			
				150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
CHECK 347138 TOTAL:									150.00
347139	04/11/2018	PRTD	8027 INFORMATION STATION	221012	1121709-G	03/16/2018		04/08/18	350.00
Invoice: 1121709-G						EX/MAR-APR 2018 AM RADIO TOWER RENTAL			
				350.00	31011256 54500000830	EMERG AM RADIO STATION-RENTS			
CHECK 347139 TOTAL:									350.00
347140	04/11/2018	PRTD	6857 INGERSOLL RAND COMPA	221107	24351104	03/09/2018		04/08/18	583.15
Invoice: 24351104						PW/SINGLE STAGE MOTOR			
				583.15	73425358 531100	O&M-WWTP-SUPPLIES			
Invoice: 24352109						PW/RETURN MOTOR			
				-708.72	73425358 531100	O&M-WWTP-SUPPLIES			-708.72

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

Invoice: 24345398				221110	24345398	03/06/2018		04/08/18									708.72	
						PW/MOTOR												
				708.72	73425358 531100	O&M-WWTP-SUPPLIES												
						CHECK	347140	TOTAL:									583.15	
347141	04/11/2018	PRTD	7961 KATY BIGELOW, ARBORI	221013	4993	03/19/2018		04/08/18									93.75	
Invoice: 4993						PW/W VALLEY TREE ASSESSMT												
				93.75	73111427 54110000354	TREE PRES/REMOVAL-RD-PROF SVCS												
						CHECK	347141	TOTAL:									93.75	
347142	04/11/2018	PRTD	2306 KITSAP COUNTY PROSEC	221014	MAR18	03/04/2018		04/08/18									9,247.00	
Invoice: MAR18						LEGAL/MAR 18 PROSECUTION SVCS												
				9,247.00	32011521 541112	LGL-CRIMINA-OUTSIDE PROSECUTOR												
Invoice: FEB18				221043	FEB18	02/28/2018		04/08/18									9,247.00	
						LEGAL/PROSECTUTOR SVCS FEB18												
				9,247.00	32011521 541112	LGL-CRIMINA-OUTSIDE PROSECUTOR												
						CHECK	347142	TOTAL:									18,494.00	
347143	04/11/2018	PRTD	4740 KITSAP COUNTY PUBLIC	221015	2696	03/13/2018		04/08/18									1,080.00	
Invoice: 2696						PW/SALT BRINE												
				1,080.00	73111252 53110000903	2018 STORM RESP-STRT-SUPPLY												
						CHECK	347143	TOTAL:									1,080.00	
347144	04/11/2018	PRTD	1971 KELLEY IMAGING SYSTE	221018	IN363714	03/06/2018		04/08/18									1,151.16	
Invoice: IN363714						ENG/CT13607-01 OVERAGE Q1 2018												
				1,151.16	72011321 545000	ENG - C/E ADMIN RENTS & LEASES												
						CHECK	347144	TOTAL:									1,151.16	
347145	04/11/2018	PRTD	1971 KELLEY IMAGING SYSTE	221019	22358895	03/22/2018		04/08/18									283.78	
Invoice: 22358895						ENG/E-STUDIO4505AC LEASE												
				283.78	72011321 545000	ENG - C/E ADMIN RENTS & LEASES												
						CHECK	347145	TOTAL:									283.78	
347146	04/11/2018	PRTD	8546 KITSAP 911 PUBLIC AU	221021	BIPD2018-04	03/21/2018	21800003	04/08/18									9,563.04	
Invoice: BIPD2018-04						POL/CALL CENTER SERVICES												
				2,868.91	52011286 551000	POLICE - C/E - INVEST CENCOM												
				6,694.13	53011286 551000	POLICE - C/E PATROL CENCOM												

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CASH ACCOUNT: 635 111100 CASH

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

						CHECK	347146	TOTAL:	9,563.04
347147	04/11/2018	PRTD	315 KITSAP HUMANE SOCIET	221022	1511	02/01/2018		04/08/18	5,596.83
Invoice: 1511						ANIMAL CONTROL SERVICES FEB18			
				5,596.83	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
				221023	1521	03/01/2018		04/08/18	5,596.83
Invoice: 1521						ANIMAL CONTROL SERVICES MAR18			
				5,596.83	91011393 541100	FIN - C/E ANIMAL CONTROL FEES			
						CHECK	347147	TOTAL:	11,193.66
347148	04/11/2018	PRTD	309 KITSAP TIRE CENTER I	221024	212985A	02/28/2018		04/08/18	7.22
Invoice: 212985A						PW/SALES TAX ON INV 212985			
				7.22	73111423 531100	OFFICE SUPPLIES			
				221112	213518	03/27/2018		04/08/18	4.36
Invoice: 213518						PW/VEH#24 SCRAOP TIRE DISP			
				4.36	91011897 547900	GG-C/E-O&M YARD FAC-GARBAGE			
						CHECK	347148	TOTAL:	11.58
347149	04/11/2018	PRTD	8917 TODD KNOWLES	220957	03/22/18	03/22/2018		04/08/18	150.00
Invoice: 03/22/18						HUNEY HALL DAMAGE DEPOSIT REFUND			
				150.00	41625860 586000	SC/COMMONS ROOM DEP-DISBURSEME			
						CHECK	347149	TOTAL:	150.00
347150	04/11/2018	PRTD	8915 LISA SACKETT CAMACHO	220950	67959	03/29/2018		04/08/18	5.35
Invoice: 67959						UB 12298 10152 GARIBALDI LOOP NE			
				5.35	411 122100	WATER ACCOUNTS RECEIVABLE			
						CHECK	347150	TOTAL:	5.35
347151	04/11/2018	PRTD	8918 MACDONALD MILLER FAC	221027	40091-2017	03/29/2018		04/08/18	7,694.47
Invoice: 40091-2017						FIN/BL 40091 B&O OVERPAYMENT REFUND			
				7,694.47	01132 321900	C/E BL INITIAL & RENEWAL			
						CHECK	347151	TOTAL:	7,694.47
347152	04/11/2018	PRTD	8375 MOORE IACOFANO GOLTS	220962	0052609	03/14/2018	21600063	04/08/18	24,451.43
Invoice: 0052609						DESIGN SERVICES FOR WYATT WAY			
				24,451.43	72321951 64110000708	WYATT-MAD TO LOVELL-ENG/DESIGN			

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

VOUCHER INVOICE

INV DATE PO

CHECK RUN

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INVOICE DTL DESC

CHECK 347152 TOTAL: 24,451.43

347153 04/11/2018 PRD 8921 MONKEY WRENCH FAB LL 221028 03/29/18 03/29/2018 04/08/18 602.77
 Invoice: 03/29/18 PW/SUPPORT PLATES: SOMETHING NEW ART PROJ
 602.77 73011759 53110000877 SOMETHING NEW-SUPPLIES

CHECK 347153 TOTAL: 602.77

347154 04/11/2018 PRD 4815 NATIONAL ASSOCIATION 221029 4240 03/08/2018 04/08/18 40.00
 Invoice: 4240 POL/RENEWAL: BENKERT

40.00 53011212 549100 PD-C/E-PATROL-DUES/SUBCR/MEMBR

221030 4221 03/07/2018 04/08/18 40.00
 Invoice: 4221 POL/RENEWAL: KOON

40.00 53011212 549100 PD-C/E-PATROL-DUES/SUBCR/MEMBR

221031 4223 03/07/2018 04/08/18 40.00
 Invoice: 4223 POL/RENEWAL: LEDBETTER

40.00 53011212 549100 PD-C/E-PATROL-DUES/SUBCR/MEMBR

221033 4222 03/07/2018 04/08/18 40.00
 Invoice: 4222 POL/RENEWAL: PEPPER

40.00 53011212 549100 PD-C/E-PATROL-DUES/SUBCR/MEMBR

221034 4224 03/07/2018 04/08/18 40.00
 Invoice: 4224 POL/RENEWAL: SHIELDS

40.00 53011212 549100 PD-C/E-PATROL-DUES/SUBCR/MEMBR

221035 4200 03/05/2018 04/08/18 40.00
 Invoice: 4200 POL/RENEWAL: TOVAR

40.00 53011212 549100 PD-C/E-PATROL-DUES/SUBCR/MEMBR

CHECK 347154 TOTAL: 240.00

347155 04/11/2018 PRD 8286 SUPERINTENDENT OF P 221037 13845 03/12/2018 04/08/18 344.00
 Invoice: 13845 POL/FINGERPRINTING

344.00 65438 386110 AGENCY-FINGERPRINT REV TO SPI

221038 13855 03/12/2018 04/08/18 129.00
 Invoice: 13855 POL/FINGERPRINTING

129.00 65438 386110 AGENCY-FINGERPRINT REV TO SPI

221039 13874 03/20/2018 04/08/18 473.00
 Invoice: 13874 POL/FINGERPRINTING

473.00 65438 386110 AGENCY-FINGERPRINT REV TO SPI

221040 13881 03/20/2018 04/08/18 129.00
 Invoice: 13881 POL/FINGERPRINTING

129.00 65438 386110 AGENCY-FINGERPRINT REV TO SPI

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CASH ACCOUNT: 635 111100 CASH

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

CHECK 347155 TOTAL: 1,075.00

347156	04/11/2018	PRTD	1754 OTIS ELEVATOR COMPAN	221041	ST05151G418	03/20/2018		04/08/18	2,224.56
					Invoice: ST05151G418				
					2,224.56	73011183	548100		

PW/2Q ELEVATOR SERVICE CONTRACT
 O&M-C/E-CH FAC-REPAIRS

CHECK 347156 TOTAL: 2,224.56

347157	04/11/2018	PRTD	8919 PACIFIC FUSION PREMI	221044	44688-2017	03/29/2018		04/08/18	44.01
					Invoice: 44688-2017				
					44.01	01132	321900		

FIN/BL#44688 B&O TAX OVERPAYMENT REFUND
 C/E BL INITIAL & RENEWAL

CHECK 347157 TOTAL: 44.01

347158	04/11/2018	PRTD	448 PARAMETRIX INC	220929	04-22342	02/16/2018		04/08/18	742.28
					Invoice: 04-22342				
					742.28	72011475	64110000732		

HPA - INTERTIDAL FORAGE FISH U
 WF PARK DOCK IMPRV-PROF SVCS

CHECK 347158 TOTAL: 742.28

347159	04/11/2018	PRTD	6579 WILLIAM R PEACOCK	221114	03/31/18	03/31/2018		04/08/18	15.00
					Invoice: 03/31/18				
					15.00	73421355	549100		

PW/EXAM FEE: KY
 WIN COLL-DUES/SUBCRIP

CHECK 347159 TOTAL: 15.00

347160	04/11/2018	PRTD	458 PENINSULA FIRE INC	221045	03132018TM1	03/13/2018		04/08/18	174.18
					Invoice: 03132018TM1				
					174.18	73011897	531100		

PW/EXIT SIGNS(4)
 O&M-C/E-PWY FAC-SUPPLIES

CHECK 347160 TOTAL: 174.18

347161	04/11/2018	PRTD	8914 PILAR, MICHAEL & JIT	220949	67958	03/29/2018		04/08/18	161.94
					Invoice: 67958				
					161.94	411	122100		

UB 11967 755 MOJI LANE NW
 WATER ACCOUNTS RECEIVABLE

CHECK 347161 TOTAL: 161.94

347162	04/11/2018	PRTD	8922 PLATT	221046	P930013	03/15/2018		04/08/18	86.49
					Invoice: P930013				
					86.49	73011897	531100		

PW/FUSES (5)
 O&M-C/E-PWY FAC-SUPPLIES

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CASH ACCOUNT: 635 111100 CASH

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

CHECK 347162 TOTAL: 86.49

347163	04/11/2018	PRTD	5225 PND ENGINEERS INC	220952	18030129	03/19/2018	21500040	04/08/18	15,691.45
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Invoice: 18030129

DESIGN - WATERFRONT PARK DOCK

15,691.45 72011475 64110000732 WF PARK DOCK IMPRV-PROF SVCS

220953 18020172

02/28/2018 21500040 04/08/18

22,313.95

DESIGN - WATERFRONT PARK DOCK

22,313.95 72011475 64110000732 WF PARK DOCK IMPRV-PROF SVCS

Invoice: 18020172

CHECK 347163 TOTAL: 38,005.40

347164	04/11/2018	PRTD	360 PROBUILD COMPANY LLC	221047	1697025	03/21/2018		04/08/18	53.92
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Invoice: 1697025

PW/QUICK SET CEMENT

53.92 73431835 531100

OFFICE SUPPLIES

221048 1696930

03/20/2018 04/08/18

22.86

PW/CAUTION TAPE

22.86 73011189 531100

O&M - C/E FACIL OFC SUPPLIES

Invoice: 1696930

221049 1696678

03/19/2018 04/08/18

49.04

PW/TARP

49.04 73111423 531100

OFFICE SUPPLIES

Invoice: 1696678

221050 1696360

03/15/2018 04/08/18

42.48

PW/HYDRAULIC WTRSTOP (3)

42.48 73421355 531100

WIN COLL-SUPPLIES

Invoice: 1696360

221051 1696077

03/14/2018 04/08/18

1.95

PW/DUPLEX RECEPTICLE

1.95 73011897 531100

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

Invoice: 1696077

CHECK 347164 TOTAL: 170.25

347165	04/11/2018	PRTD	1205 PUGET SOUND ENERGY	221052	4376MAR18	03/27/2018		04/08/18	849.33
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Invoice: 4376MAR18

MAR18 GREEN POWER CONTRACT

849.33 91011189 547101

ELECTRIC-GREEN POWER

221053 5822FEB18

03/26/2018 04/08/18

47.24

301 HSANNON DR SE - WFP

47.24 91011768 547100

GG-C/E-PARKS-ELECTRIC

Invoice: 5822FEB18

CHECK 347165 TOTAL: 896.57

347166	04/11/2018	PRTD	8892 PULSE TECHNOLOGY PAR	221054	1001	03/19/2018		04/08/18	2,020.00
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Invoice: 1001

POL/HANDHELD RADARS X2

2,020.00 53011212 531100

PD-C/E-PATROL SUPPLIES

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CASH ACCOUNT: 635 111100 CASH

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

										CHECK	347166	TOTAL:	2,020.00
347167	04/11/2018	PRTD	6180 SCE INC	221131	1676	02/01/2018	21700091	04/08/18	6,963.00				
Invoice: 1676				PS FOR VILLAGE PUMP STATION RP									
				6,963.00	72423434	64110000782	VILLAGE PUMP STATION-PROF SVCS						
										CHECK	347167	TOTAL:	6,963.00
347168	04/11/2018	PRTD	1670 SEATTLE PUMP & EQUIP	221055	18-1364	03/14/2018		04/08/18	214.08				
Invoice: 18-1364				PW/20' HOSE									
				214.08	73637941	531100	VACTOR R&M-SUPPLIES						
										CHECK	347168	TOTAL:	214.08
347169	04/11/2018	PRTD	2035 SIX ROBBLEES INC	221056	2-678293	03/14/2018		04/08/18	18.14				
Invoice: 2-678293				PW/HYD BRAKE HOSE									
				18.14	73111423	531100	OFFICE SUPPLIES						
										CHECK	347169	TOTAL:	18.14
347170	04/11/2018	PRTD	601 SOUND REPROGRAPHICS	221057	60650	02/06/2018		04/08/18	69.50				
Invoice: 60650				EX/STO OUTREACH SUPPLIES									
				69.50	31011572	54110000668	STO PH 2-OUTREACH						
										CHECK	347170	TOTAL:	69.50
347171	04/11/2018	PRTD	8132 SPECTRA LABORATORIES	221060	18-01792	03/16/2018		04/08/18	19.32				
Invoice: 18-01792				PW/ROCKAWAY ECOLI TESTING									
				19.32	73415345	54110000391	LAB SVCS-WATER ROCKAWAY						
				221061	18-01793	03/16/2018		04/08/18	19.32				
Invoice: 18-01793				PW/PW WELL ECOLI TESTING									
				19.32	73011897	54110000391	LAB SVCS-PWY FAC						
				221118	18-01918	03/21/2018		04/08/18	55.66				
Invoice: 18-01918				PW/ROCKAWAY WATER TESTING									
				55.66	73415345	54110000391	LAB SVCS-WATER ROCKAWAY						
				221119	18-01919	03/21/2018		04/08/18	62.10				
Invoice: 18-01919				PW/WINWTR FLUORIDE TESTING									
				62.10	73411345	54110000391	LAB SVCS-WATER						
				221121	18-01982	03/23/2018		04/08/18	96.60				
Invoice: 18-01982				PW/WINWTR ECOLI TESTING									
				96.60	73411345	54110000391	LAB SVCS-WATER						

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CASH ACCOUNT: 635			111100	CASH							
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET		
INVOICE DTL DESC											
								CHECK	347171 TOTAL:	253.00	
347172	04/11/2018	PRTD	2467 STAPLES ADVANTAGE	221062	3371057816	03/03/2018		04/08/18		70.03	
Invoice: 3371057816						PCD/RUBBERBANDS, PAPER					
				70.03	61011581 531100	PCD - C/E ADMIN SUPPLIES					
				221063	3371057818	03/03/2018		04/08/18		74.84	
Invoice: 3371057818						PCD/PLASTIC FORKS, PAPER					
				74.84	61011581 531100	PCD - C/E ADMIN SUPPLIES					
				221064	3371057817	03/03/2018		04/08/18		49.66	
Invoice: 3371057817						PCD/PAPER, NOTE PADS					
				49.66	61011581 531100	PCD - C/E ADMIN SUPPLIES					
								CHECK	347172 TOTAL:	194.53	
347173	04/11/2018	PRTD	5730 SUMMIT LAW GROUP	221065	90477-CR	02/16/2018		04/08/18		-881.50	
Invoice: 90477-CR						LEGAL/OVERPAYMENT INV 90477					
				-881.50	32011152 54111000870	LGL-HR SVCS (NON-BARGAINING)					
				221066	91243	03/16/2018		04/08/18		2,531.50	
Invoice: 91243						LEGAL/FEB 18 LEGAL SERVICES					
				2,348.50	32011152 54111000274	LABOR NEGOTIATION SVCS					
				183.00	32011152 54111000870	LGL-HR SVCS (NON-BARGAINING)					
								CHECK	347173 TOTAL:	1,650.00	
347174	04/11/2018	PRTD	7095 SUPERIOR SAW & SUPPL	221067	116085	03/20/2018		04/08/18		113.91	
Invoice: 116085						PW/SAW CHAIN SHARPENING					
				113.91	73111427 548100	O&M-ACCESS RDSIDE R&M					
				221068	116325	03/27/2018		04/08/18		31.07	
Invoice: 116325						PW/CHAIN SAW SHARPENING					
				31.07	73111427 548100	O&M-ACCESS RDSIDE R&M					
								CHECK	347174 TOTAL:	144.98	
347175	04/11/2018	PRTD	8244 SUPPLYWORKS	221069	432676237	03/15/2018		04/08/18		2,062.90	
Invoice: 432676237						PW/BATHROOM SUPPLIES					
				2,062.90	73637948 531100	O&M ALLOC-CITY WIDE SUPPLIES					
								CHECK	347175 TOTAL:	2,062.90	
347176	04/11/2018	PRTD	5044 SVR DESIGN COMPANY	220954	0050619	10/12/2017	21400138	04/08/18		1,515.00	
Invoice: 0050619						OLYMPIC DRIVE NM IMP/ DESIGN					
				1,515.00	72334951 64110000596	SR305-OLYMPIC NM-ENG/DESIGN					

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CASH ACCOUNT: 635			111100	CASH										
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET					
INVOICE DTL DESC														
Invoice: 0052612				220955	0052612	03/14/2018	21400138	04/08/18	782.19					
				OLYMPIC DRIVE NM IMP/ DESIGN										
				782.19	72334951 64110000596	SR305-OLYMPIC NM-ENG/DESIGN								
								CHECK	347176	TOTAL:	2,297.19			
347177	04/11/2018	PRTD	8243 CRANE & CRANE HOLDIN	221070	03/23/18	03/23/2018		04/08/18	30.00					
Invoice: 03/23/18				PW/3Y YARD WASTE POL STATION										
				30.00	91011215 547900	GG-C/E-PD-GARBAGE								
								CHECK	347177	TOTAL:	30.00			
347178	04/11/2018	PRTD	8920 TNT MANAGEMENT INC	221071	44915-2017	03/29/2018		04/08/18	398.50					
Invoice: 44915-2017				FIN/BL 44915 B&O OVERPAYMENT										
				398.50	01132 321900	C/E BL INITIAL & RENEWAL								
								CHECK	347178	TOTAL:	398.50			
347179	04/11/2018	PRTD	6714 TOSHIBA FINANCIAL SE	221072	22358894	03/22/2018		04/08/18	188.58					
Invoice: 22358894				CRT/E-STUDIO3005AC COPIER LEASE										
				188.58	21011125 545000	COURT - RENTS & LEASES - OPER								
								CHECK	347179	TOTAL:	188.58			
347180	04/11/2018	PRTD	8183 JOHN A. GREEN	221074	15200	03/15/2018		04/08/18	67.78					
Invoice: 15200				PW/CITY DOCK SIGNS										
				67.78	73011757 548100	O&M-C/E-MARINA-R&M								
								CHECK	347180	TOTAL:	67.78			
347181	04/11/2018	PRTD	2190 UNITED PARCEL SERVIC	221075	000028Y3Y1118	03/17/2018		04/08/18	14.05					
Invoice: 000028Y3Y1118				POL/SHIPPING										
				14.05	91011215 542500	GG-C/E-PD-POSTAGE								
								CHECK	347181	TOTAL:	14.05			
347182	04/11/2018	PRTD	2425 THE UPS STORE #1265	221122	03/09/18	03/09/2018		04/08/18	41.59					
Invoice: 03/09/18				PW/SHIPPING EXPENSE										
				41.59	91425358 542500	GG-WWTP-POSTAGE/SHIPPING								
								CHECK	347182	TOTAL:	41.59			
347183	04/11/2018	PRTD	1152 USA BLUE BOOK	221076	514795	03/12/2018		04/08/18	237.43					
Invoice: 514795				PW/SAMPLING BAGS, FILTERS										
				237.43	73425358 531100	O&M-WWTP-SUPPLIES								

04/04/2018 14:26 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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

							CHECK	347183 TOTAL:	237.43		
347184	04/11/2018	PRTD 4634 WA DEPT OF RETIREMEN	221078	1273931	03/20/2018		04/08/18	57.75			
Invoice: 1273931				2017 OLD AGE SURVIVORS INS							
				57.75 91011172 520000	GG-C/E-PENSION SVCS-ADMIN-BEN						
							CHECK	347184 TOTAL:	57.75		
347185	04/11/2018	PRTD 5271 WASHINGTON WATER SER	221079	0131710-MAR18	03/20/2018		04/08/18	126.70			
Invoice: 0131710-MAR18				MAR18 - DECANT FACILITY WATER							
				126.70 91435838 547500	GG-DECANT-WATER/SEWER						
							CHECK	347185 TOTAL:	126.70		
347186	04/11/2018	PRTD 499 WESTBAY AUTO PARTS I	221077	329307	01/19/2018		04/08/18	15.22			
Invoice: 329307				PW/VEH#44 HINGE PINBUSHING KIT							
				15.22 73011581 531100	O&M-C/E-PCD VEH WORK-SUPPLIES						
							CHECK	347186 TOTAL:	15.22		
347187	04/11/2018	PRTD 6920 COMCAST	221081	APR18	03/20/2018	21800005	04/08/18	11.31			
Invoice: APR18				POL/HD CONVERTER BOX							
				11.31 51011211 545000	PD-C/E-ADMIN RENTS/LEASE						
							CHECK	347187 TOTAL:	11.31		
347188	04/11/2018	PRTD 2607 ZEE MEDICAL SERVICE	221082	68352920	03/26/2018		04/08/18	47.58			
Invoice: 68352920				C.H. FIRST AID SUPPLIES							
				47.58 41011189 531100	FIN - C/E CNTL SV SUPPLIES						
				221123 68352922	03/26/2018		04/08/18	26.21			
Invoice: 68352922				PW/FIRST AID RESTOCK							
				26.21 73637891 531100	OFFICE SUPPLIES						
							CHECK	347188 TOTAL:	73.79		

NUMBER OF CHECKS90

*** CASH ACCOUNT TOTAL ***

203,646.56

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	90	203,646.56

*** GRAND TOTAL ***

203,646.56

04/04/2018 14:26 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR	PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2018 4 32										
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			108,320.89	
	04/04/2018	04/08/18	040818			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH				203,646.56
	04/04/2018	04/08/18	040818			AP CASH DISBURSEMENTS JOURNAL				
APP 401-213000						ACCOUNTS PAYABLE			11,087.33	
	04/04/2018	04/08/18	040818			AP CASH DISBURSEMENTS JOURNAL				
APP 101-213000						STREETS - ACCOUNTS PAYABLE			2,264.47	
	04/04/2018	04/08/18	040818			AP CASH DISBURSEMENTS JOURNAL				
APP 631-213000						ACCOUNTS PAYABLE			9,655.10	
	04/04/2018	04/08/18	040818			AP CASH DISBURSEMENTS JOURNAL				
APP 402-213000						ACCOUNTS PAYABLE			9,476.30	
	04/04/2018	04/08/18	040818			AP CASH DISBURSEMENTS JOURNAL				
APP 407-213000						ACCOUNTS PAYABLE			184.04	
	04/04/2018	04/08/18	040818			AP CASH DISBURSEMENTS JOURNAL				
APP 301-213000						ACCOUNTS PAYABLE			60,905.52	
	04/04/2018	04/08/18	040818			AP CASH DISBURSEMENTS JOURNAL				
APP 901-213000						ACCOUNTS PAYABLE			197.29	
	04/04/2018	04/08/18	040818			AP CASH DISBURSEMENTS JOURNAL				
APP 622-213000						ACCOUNTS PAYABLE			300.00	
	04/04/2018	04/08/18	040818			AP CASH DISBURSEMENTS JOURNAL				
APP 650-213000						ACCOUNTS PAYABLE			1,075.00	
	04/04/2018	04/08/18	040818			AP CASH DISBURSEMENTS JOURNAL				
APP 403-213000						ACCOUNTS PAYABLE			180.62	
	04/04/2018	04/08/18	040818			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL									203,646.56	203,646.56
APP 631-130000						DUE TO/FROM CLEARING			193,991.46	
	04/04/2018	04/08/18	040818							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING				108,320.89
	04/04/2018	04/08/18	040818							
APP 401-130000						DUE TO/FROM CLEARING				11,087.33
	04/04/2018	04/08/18	040818							
APP 101-130000						STREETS - DUE TO/FROM CLEARING				2,264.47
	04/04/2018	04/08/18	040818							
APP 402-130000						DUE TO/FROM CLEARING				9,476.30
	04/04/2018	04/08/18	040818							
APP 407-130000						DUE TO/FROM CLEARING				184.04
	04/04/2018	04/08/18	040818							
APP 301-130000						DUE TO/FROM CLEARING				60,905.52
	04/04/2018	04/08/18	040818							
APP 901-130000						DUE TO/FROM CLEARING				197.29
	04/04/2018	04/08/18	040818							
APP 622-130000						DUE TO/FROM CLEARING				300.00
	04/04/2018	04/08/18	040818							
APP 650-130000						DUE TO/FROM CLEARING				1,075.00

JOURNAL ENTRIES TO BE CREATED

YEAR PER	JNL								
SRC ACCOUNT						ACCOUNT DESC	T OB	DEBIT	CREDIT
EFF DATE	JNL DESC	REF 1	REF 2	REF 3		LINE DESC			
04/04/2018	04/08/18	040818							
APP 403-130000						DUE TO/FROM CLEARING			180.62
04/04/2018	04/08/18	040818							
SYSTEM GENERATED ENTRIES TOTAL								193,991.46	193,991.46
JOURNAL 2018/04/32 TOTAL								397,638.02	397,638.02

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|CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT
ACCOUNT				ACCOUNT DESCRIPTION		
001 GENERAL FUND	2018	4	32	04/04/2018		
001-130000				GENERAL - DUE TO/FROM CLEARING		108,320.89
001-213000				GENERAL - ACCOUNTS PAYABLE	108,320.89	
				FUND TOTAL	108,320.89	108,320.89
101 STREET FUND	2018	4	32	04/04/2018		
101-130000				STREETS - DUE TO/FROM CLEARING		2,264.47
101-213000				STREETS - ACCOUNTS PAYABLE	2,264.47	
				FUND TOTAL	2,264.47	2,264.47
301 CAPITAL CONSTRUCTION FUND	2018	4	32	04/04/2018		
301-130000				DUE TO/FROM CLEARING		60,905.52
301-213000				ACCOUNTS PAYABLE	60,905.52	
				FUND TOTAL	60,905.52	60,905.52
401 WATER OPERATING FUND	2018	4	32	04/04/2018		
401-130000				DUE TO/FROM CLEARING		11,087.33
401-213000				ACCOUNTS PAYABLE	11,087.33	
				FUND TOTAL	11,087.33	11,087.33
402 SEWER OPERATING FUND	2018	4	32	04/04/2018		
402-130000				DUE TO/FROM CLEARING		9,476.30
402-213000				ACCOUNTS PAYABLE	9,476.30	
				FUND TOTAL	9,476.30	9,476.30
403 STORM & SURFACE WATER FUND	2018	4	32	04/04/2018		
403-130000				DUE TO/FROM CLEARING		180.62
403-213000				ACCOUNTS PAYABLE	180.62	
				FUND TOTAL	180.62	180.62
407 BUILDING & DEVELOPMENT FUND	2018	4	32	04/04/2018		
407-130000				DUE TO/FROM CLEARING		184.04
407-213000				ACCOUNTS PAYABLE	184.04	
				FUND TOTAL	184.04	184.04
622 EXPENDABLE TRUST FUND	2018	4	32	04/04/2018		
622-130000				DUE TO/FROM CLEARING		300.00
622-213000				ACCOUNTS PAYABLE	300.00	
				FUND TOTAL	300.00	300.00
631 CLEARING FUND	2018	4	32	04/04/2018		

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
631-130000					DUE TO/FROM CLEARING	193,991.46	
631-213000					ACCOUNTS PAYABLE	9,655.10	
635-111100					CASH		203,646.56
					FUND TOTAL	203,646.56	203,646.56
650 AGENCY FUND	2018	4	32	04/04/2018			
650-130000					DUE TO/FROM CLEARING		1,075.00
650-213000					ACCOUNTS PAYABLE	1,075.00	
					FUND TOTAL	1,075.00	1,075.00
901 CITY-WIDE REPORTING FUND	2018	4	32	04/04/2018			
901-130000					DUE TO/FROM CLEARING		197.29
901-213000					ACCOUNTS PAYABLE	197.29	
					FUND TOTAL	197.29	197.29

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cchristianson

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

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
001	GENERAL FUND		108,320.89
101	STREET FUND		2,264.47
301	CAPITAL CONSTRUCTION FUND		60,905.52
401	WATER OPERATING FUND		11,087.33
402	SEWER OPERATING FUND		9,476.30
403	STORM & SURFACE WATER FUND		180.62
407	BUILDING & DEVELOPMENT FUND		184.04
622	EXPENDABLE TRUST FUND		300.00
631	CLEARING FUND	193,991.46	
650	AGENCY FUND		1,075.00
901	CITY-WIDE REPORTING FUND		197.29
	TOTAL	193,991.46	193,991.46

** END OF REPORT - Generated by Carrie L. Christianson **

RET. REL.

03/28/2018 15:35 |CITY OF BAINBRIDGE ISLAND
bhuish |A/P CASH DISBURSEMENTS JOURNAL

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apcshdsb
3.28.18

CASH ACCOUNT: 628	111100	CASH-RETAINAGE								
CHECK NO	CHK DATE	TYPE	VENDOR NAME	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET	
INVOICE DTL DESC										
165	03/28/2018	PRTD	7850 SULLIVAN HEATING & C	220936	RETREL-813	03/15/2018		RT032718	1,456.81	
Invoice: RETREL-813						RET REL CH HVAC				
					1,456.81	41628860	586000	RETAINAGE RELEASE		
								CHECK	165 TOTAL:	1,456.81
NUMBER OF CHECKS					1	*** CASH ACCOUNT TOTAL ***			1,456.81	
						COUNT		AMOUNT		
TOTAL PRINTED CHECKS					1			1,456.81		
								*** GRAND TOTAL ***	1,456.81	

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2018 3 361									
APP 622-213000						ACCOUNTS PAYABLE		1,456.81	
03/28/2018	RT032718	032718				AP CASH DISBURSEMENTS JOURNAL			
APP 628-111100						CASH-RETAINAGE			1,456.81
03/28/2018	RT032718	032718				AP CASH DISBURSEMENTS JOURNAL			
JOURNAL 2018/03/361							TOTAL	1,456.81	1,456.81

03/28/2018 15:35
bhuish

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

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JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
622	EXPENDABLE TRUST FUND	2018 3	361	03/28/2018			
	622-213000				ACCOUNTS PAYABLE	1,456.81	
	628-111100				CASH-RETAINAGE		1,456.81
					FUND TOTAL	1,456.81	1,456.81

** END OF REPORT - Generated by Matthew Brigham Huish **

TRAVEL ADV.

03/28/2018 15:21 |CITY OF BAINBRIDGE ISLAND
bhuish |A/P CASH DISBURSEMENTS JOURNAL

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Ch 3-28-18

CASH ACCOUNT: 013 111100 ADV TRAVEL - CASH

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

84	03/28/2018	PRTD	1767 TAMI ALLEN	220937	TRVLAPR18-TA	03/05/2018		TA032718	300.00
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Invoice: TRVLAPR18-TA

POL/HARBORMASTER CONF APR 17-20

300.00 013 122100 ADV TRAVEL ACCOUNTS RECEIVABLE

CHECK 84 TOTAL: 300.00

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 300.00

COUNT	AMOUNT
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TOTAL PRINTED CHECKS	1 300.00
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*** GRAND TOTAL *** 300.00

03/28/2018 15:21

|CITY OF BAINBRIDGE ISLAND

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|A/P CASH DISBURSEMENTS JOURNAL

|apcshdsb

JOURNAL ENTRIES TO BE CREATED

CLERK: bhuish

YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2018 3 360									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		300.00	
03/28/2018	TA032718	032818				AP CASH DISBURSEMENTS JOURNAL			
APP 013-111100						ADV TRAVEL - CASH			300.00
03/28/2018	TA032718	032818				AP CASH DISBURSEMENTS JOURNAL			
						JOURNAL 2018/03/360	TOTAL	300.00	300.00

03/28/2018 15:21
bhuish

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

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JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2018	3	360	03/28/2018			
	001-213000					GENERAL - ACCOUNTS PAYABLE	300.00	
	013-111100					ADV TRAVEL - CASH		300.00
						FUND TOTAL	300.00	300.00

** END OF REPORT - Generated by Matthew Brigham Huish **

PAYROLL

PAYROLL CHECK RUN: 4 - 5 - 2018

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	4/5/2018	041317 - 041441	P/R check run - direct deposit	294,411.79
Normal	4/5/2018	108485 - 108487	P/R check run - regular	5,709.79
Vendor	4/5/2018	108488 - 108502	P/R vendor check run	308,005.91
EFTPS	4/5/2018		Federal Tax Electronic Transfer	115,794.72
			TOTAL:	723,922.21

Prepared and Reviewed by


Deborah Lee

Date

4-4-18

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.


Kimberly M. Dunscombe, Budget Manager

Date

4/4/18

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Special City Council Meeting Minutes, March 20, 2018 (Pg. 207)	Date: 4/10/2018
Agenda Item: CONSENT AGENDA - 9:15 PM	Bill No.: 18-071
Proposed By: City Clerk	Referrals(s):

BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
CCMIN 032018 SPECIAL	Backup Material



SPECIAL CITY COUNCIL MEETING
TUESDAY, MARCH 20, 2018

MEETING MINUTES

1. CALL TO ORDER

Deputy Mayor Blossom called the special City Council meeting to order at 6:30 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Blossom, and Councilmembers Deets, Nassar, Peltier, Scott, and Tirman were present.

2. EXECUTIVE SESSION

Council adjourned to the Planning Conference Room pursuant to (1) RCW 42.30.110(1)(b), to consider the selection of a site or acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, and (2) RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

3. ADJOURNMENT

Council returned from Executive Session at 7:00 p.m., and Deputy Mayor Blossom adjourned the special City Council meeting.

Kol Medina, Mayor

Christine Brown, City Clerk

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Study Session Meeting Minutes, March 20, 2018 (Pg. 209)	Date: 4/10/2018
Agenda Item: CONSENT AGENDA - 9:15 PM	Bill No.: 18-071
Proposed By: City Clerk	Referrals(s):

BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
CCMIN032018 STUDY SESSION	Backup Material



CITY COUNCIL STUDY SESSION
TUESDAY, MARCH 20, 2018

MEETING MINUTES

1. CALL TO ORDER/ROLL CALL

Deputy Mayor Blossom called the meeting to order at 7:00 p.m. in Council Chambers.

Deputy Mayor Blossom, Mayor Medina, and Councilmembers Deets, Nassar, Peltier, Scott and Tirman were present.

2. AGENDA APPROVAL OR MODIFICATION/CONFLICT OF INTEREST DISCLOSURE

Councilmember Scott moved and Mayor Medina seconded to approve the agenda, as presented. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed. Councilmember Peltier moved and Councilmember Tirman seconded to move the Police/Court discussion to the first item under Unfinished Business. The motion carried unanimously, 7-0.

3. PRESENTATION(S)

A. Multi-Modal Transportation Advisory Committee 2017 Annual Report and 2018 Workplan, AB 18-048 – Councilmember Deets 7:03 PM

Leif Horowitz, Chair of the Multi-Modal Transportation Advisory Committee, presented the 2017 Annual Report and 2018 Workplan.

MOTION: I move to accept the Multi-Modal Transportation Committee's 2018 work plan as proposed.

Deets/Scott: The motion carried unanimously, 7-0.

B. Ethics Board 2017 Annual Report, 2018 Workplan, Ethics Training, and Resolution No. 2018-10 Approving an Amendment to the Ethics Program, AB 18-049 – Councilmember Deets 7:15 PM

Scott Wilder and Dennis Willerford from the Ethics Board presented the 2017 and 2018 Workplan. Council discussed the suggested changes to the Ethics Program.

MOTION: I move to forward Resolution No. 2018-10 to the March 27, 2018, Consent Agenda.

Scott/Deets: The motion carried unanimously, 7-0.

MOTION: I move to accept the Ethics Board's 2018 work plan as proposed.

Deets/Tirman: The motion carried unanimously, 7-0.

Council asked that ethics training be provided to the new Councilmembers in a separate session.

4. UNFINISHED BUSINESS

A. Police/Municipal Court Facility Site Selection, AB 14-008 – Executive 7:35 PM [Moved]

Deputy City Manager Smith introduced Matthew Coates who provided a presentation on the sites. Jim MacClaren from MWL Architects addressed facility questions. Sharon Kennedy, cost estimator from the Robinson Company, addressed Council's questions. Council discussed the project and forwarded the site selection to the March 27, 2018 Business Meeting with an Executive Session scheduled for 6:30 p.m.

B. Overview of Priority Based Budgeting for 2019-2020 Biennial Budget, AB 18-016 – Finance 9:06 PM

Finance Director Schroer provided a presentation on Priority Based Budgeting and addressed Council's questions.

C. Miller and Fletcher Bay Roads Shoulder Improvements (Core 40 Program), AB 16-145 – Public Works 9:22 PM

Public Works Director Loveless introduced the agenda item, and Council discussed the project.

5. NEW BUSINESS

A. Waterfront Park Small Boat Rental Concession Agreement, AB 18-051 – Executive 9:48 PM

Public Works Director Loveless introduced the agenda item.

MOTION: I move to forward to the Council's March 27, 2018, Consent Agenda approval of a delegation of authority to the City Manager to negotiate and execute all documents necessary to enter into a Concession Agreement with Exotic Aquatics to operate a small boat rental concession from the finger pier attached to the City Dock.

Medina/Scott: The motion carried unanimously, 7-0.

6. COUNCIL DISCUSSION

A. Quarterly Council Reports on Regional Committees, AB 18-050 – Mayor Medina 9:52 PM

Mayor Medina and Councilmembers provided an update on the work of regional committees.

7. REVIEW UPCOMING COUNCIL MEETING AGENDAS - 10:21 PM

A. Council Calendar

Deputy City Manager Smith reviewed the upcoming agenda.

8. FOR THE GOOD OF THE ORDER - 10:22 PM

9. ADJOURNMENT

Deputy Mayor Blossom adjourned the meeting at 10:29 p.m.

Kol Medina, Mayor

Christine Brown, City Clerk

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Special City Council Meeting Minutes, March 27, 2018 (Pg. 213)	Date: 4/10/2018
Agenda Item: CONSENT AGENDA - 9:15 PM	Bill No.: 18-071
Proposed By: City Clerk	Referrals(s):

BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
CCMIN 032718 SPECIAL	Backup Material



SPECIAL CITY COUNCIL MEETING
TUESDAY, MARCH 27, 2018

MEETING MINUTES

1. CALL TO ORDER

Mayor Medina called the special City Council meeting to order at 6:01 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Blossom, and Councilmembers Deets, Nassar, Peltier, and Scott were present. Councilmember Tirman participated remotely.

2. EXECUTIVE SESSION

Council adjourned to the Planning Conference Room pursuant to (1) RCW 42.30.110(1)(b), to consider the selection of a site or acquisition of real estate by lease or purchase when public knowledge regarding such consideration would cause a likelihood of increased price, and (2) RCW 42.30.110(1)(i), to discuss with legal counsel matters relating to litigation or potential litigation to which the city, the governing body, or a member acting in an official capacity is, or is likely to become, a party, when public knowledge regarding the discussion is likely to result in an adverse legal or financial consequence to the agency.

3. ADJOURNMENT

Council returned from Executive Session at 6:59 p.m., and Mayor Medina adjourned the special City Council meeting.

Kol Medina, Mayor

Christine Brown, City Clerk

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Regular City Council Business Meeting Minutes, March 27, 2018 (Pg. 215)	Date: 4/10/2018
Agenda Item: CONSENT AGENDA - 9:15 PM	Bill No.: 18-071
Proposed By: City Clerk	Referrals(s):

BUDGET INFORMATION

Department: City Clerk	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
CCMIN 032718 BUSINESS	Backup Material



CITY COUNCIL BUSINESS MEETING
TUESDAY, MARCH 27, 2018

MEETING MINUTES

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

Mayor Medina called the meeting to order at 7:02 p.m. in Council Chambers.

Mayor Medina, Deputy Mayor Blossom, and Councilmembers Deets, Nassar, Peltier, Scott and Tirman were present.

2. AGENDA APPROVAL OR MODIFICATION/CONFLICT OF INTEREST DISCLOSURE

Councilmember Peltier proposed adding a land use item that was discussed in Executive Session to Unfinished Business. Councilmember Scott asked to pull items 9(B) and 9(C). Councilmember Scott moved and Councilmember Peltier seconded to approve the agenda, as modified. The motion carried unanimously, 7-0. There were no conflicts of interest disclosed.

3. PUBLIC COMMENT – 7:06 PM

Dave Henry praised the Municipal Court Judge.

Tom Golon spoke against property tax increases and in favor of the existing police station.

4. MAYOR'S REPORT – 7:09 PM

Mayor Medina mentioned the posting of Council's priorities in Council Chambers and the Council vacancy.

5. CITY MANAGER'S REPORT – 7:11 PM

Deputy City Manager Smith updated Council on the "Something New" project and the opening of the City dock.

6. PRESENTATION(S)

A. Recognition of Service for Councilmember Scott, AB 18-052 - Executive 7:12 PM

Mayor Medina highlighted Councilmember Scott's achievements on Council.

Public Comment

Gloria Saylor thanked Councilmember Scott for his service.

B. Proclamation Declaring April 3, 2018 as “National Service Recognition Day,” AB 18-053 – Mayor Medina 7:19 PM

Mayor Medina read the proclamation.

MOTION: I move to authorize the Mayor to sign the Proclamation declaring April 3, 2018, as "National Service Recognition Day."

Peltier/Scott: The motion carried unanimously, 7-0.

Andrea Dolan-Potter accepted the proclamation and thanked Council.

C. Proclamation Declaring March 30, 2018 as "Applaud our Teachers Day," AB 18-055 – Mayor Medina 7:24 PM

Mayor Medina read the proclamation.

MOTION: I move to authorize the Mayor to sign the Proclamation Declaring March 30, 2018 as "Applaud Our Teachers Day" and add this proclamation to the list of approved annual proclamations.

Nassar/Peltier: The motion carried unanimously, 7-0.

Mariad Shutt accepted the proclamation and thanked Council.

D. Proclamation Declaring the Month of April 2018 as “Heritage Tree Month,” AB 18-054 – Mayor Medina 7:26 PM

Councilmember Peltier read the proclamation and presented it to Olaf Ribeiro.

Public Comment

Anna Oeste spoke in favor of preserving trees.

Olaf Ribeiro spoke in favor of the tree heritage program.

7. PUBLIC HEARING(S)**A. Ordinance No. 2018-08, Amending Bainbridge Island Municipal Code Title 2 Relating to Land Use Review Procedures for the Updated Critical Areas Ordinance, AB 18-044 – Planning 7:34 PM**

Senior Planner Carr introduced the ordinance.

Mayor Medina opened the public hearing at 7:35 p.m.

Public Comment

Anna Oeste thanked Olaf Ribeiro.

Patti Dusbabek spoke against development.

Mayor Medina closed the public hearing at 7:37 p.m.

Senior Planner Carr addressed Council's questions.

MOTION: I move to approve Ordinance No. 2018-08.

Blossom/Nassar: The motion carried unanimously, 7-0.

8. CLOSED RECORD PROCEEDING

A. Resolution No. 2018-04 Relating to the Final Plat Approval for The Reserve at Winslow, AB 18-056 – Planning 7:38 PM

Associate Planner Tayara introduced the resolution. City Attorney Levan reviewed the procedures for a Closed Record Proceeding. There were no challenges relating to the Appearance of Fairness doctrine. Mayor Medina disclosed that Todd McKittrick called him today, and he will recuse himself from the vote.

MOTION: I move to adopt Resolution No. 2018-04, approving The Reserve at Winslow final subdivision.

Scott/Tirman: The motion carried 6-0.

9. UNFINISHED BUSINESS

A. Resolution No. 2018-07, Updating and Adopting Financial Policies, AB 18-036 – Finance 7:48 PM

Finance Director Schroer introduced the resolution and addressed Council's questions.

MOTION: I move to approve Resolution No. 2018-07, Updating and Adopting Financial Policies.

Blossom/Nassar: The motion carried unanimously, 7-0.

B. Police/Municipal Court Facility Site Selection, AB 14-008 – Executive

This item was pulled from the agenda.

C. Amendment No. 4 to Police and Court Facility Professional Services Agreement, AB 14-008 – Public Works

This item was pulled from the agenda.

D. Ordinance No. 2018-07 Establishing a Gender Inclusive Restroom Requirement as Part of a New Title 7, Human Rights, of the Bainbridge Island Municipal Code, AB 18-027 – Councilmembers Tirman and Scott 7:52 PM

Councilmember Scott introduced the amended ordinance. Council discussed the ordinance, and Deputy City Attorney Sepler answered Council's questions.

MOTION: I move to approve Ordinance No. 2018-07 as revised by the City Attorney's Office.

Tirman/Scott: The motion carried unanimously, 7-0.

E. Village Pump Station Replacement Project Contract Award, AB 18-039 – Public Works 7:58 PM

Public Works Director Loveless introduced the agenda item.

MOTION: I move to approve the contract award to Liden Land Development in the amount of \$394,341.29 for the Village Pump Station Replacement Project.

Blossom/Peltier: The motion carried unanimously, 7-0.

F. Rolling Sunrise Final Plat Settlement – 8:01 PM

City Attorney Levan introduced the agenda item.

MOTION: I move to authorize the City Attorney to pursue the course of action discussed by the Council in Executive Session.

Peltier/Nassar: The motion carried unanimously, 7-0.

10. NEW BUSINESS

A. 2018 Islandwide Asphalt Repair Project Contract Award, AB 18-057 – Public Works 8:02 PM

Public Works Director Loveless introduced the agenda item and addressed Council's questions. Council asked for additional information on stormwater during CIP discussions.

MOTION: I move to authorize and approve the contract award for the 2018 Islandwide Asphalt Repair project to Granite Construction in the amount of \$721,216.00.

Blossom/Peltier: The motion carried unanimously, 7-0.

B. Winslow Way Ravine Outfall Project Contract Award, AB 16-006 – Public Works 8:23 PM

Public Works Director Loveless introduced the agenda item, and addressed Council's questions.

Public Comment

Patti Dusbabek spoke against development.

MOTION: I move to forward to the April 10, 2018, Unfinished Business agenda the Winslow Way Ravine Outfall project award.

Blossom/Scott: The motion carried unanimously, 7-0.

C. Speed Reduction on Grow Avenue, AB 18-059 – Public Works 8:30 PM

Public Works Director Loveless introduced the agenda item. Councilmember Nassar provided additional information.

Public Comment

Chip McDermott spoke in favor of the speed reduction.

MOTION: I move to direct the City's Public Works Department to lower the posted speed limit on lower Grow Avenue, being that section between Winslow Way and Wyatt, to 20 mph.

Nassar/Deets: The motion carried unanimously, 7-0.

D. Resolution No. 2018-11 Relating to Sportsman Club/New Brooklyn Grant Acceptance and Future Grant Opportunities, AB 18-058 – Public Works 8:41 PM

Public Works Director Loveless introduced the agenda item.

Public Comment

Doug Rauh spoke in favor of a different approach.

MOTION: I move to approve Resolution No. 2018-11 accepting grant funding in the amount of \$679,840 for construction of the Sportsman Club Road/New Brooklyn Road Intersection Improvements Project.

Blossom/Tirman: The motion carried unanimously, 7-0.

11. CONSENT AGENDA - 8:48 PM**A. Agenda Bill for Consent Agenda, AB 18-060****B. Accounts Payable and Payroll**

Accounts Payable: last check number 346974 from previous run = \$283.94; manual check number sequence 346975 – 346983 = \$213,270.01; regular check number sequence 346984 – 347090 = \$573,482.49; total disbursements = \$786,752.50.

Payroll: miscellaneous check number 108467 for \$2,113.35; normal direct deposit check sequence 041191 – 041316 for \$306,658.03; normal payroll check sequence 108468 – 108471 = \$10,283.03; vendor check run sequence 108472 – 108484 = \$127,999.25; Electronic Funds Transfer = \$122,159.21. Total disbursement = \$569,212.87.

C. Special City Council Meeting Minutes, March 6, 2018**D. City Council Study Session Minutes, March 6, 2018****E. Special City Council Meeting Minutes, March 13, 2018****F. Regular City Council Business Meeting Minutes, March 13, 2018****G. Resolution No. 2018-08, Amending the Administrative Manual of the Department of Planning and Community Development in Connection with the Critical Areas Ordinance, AB 18-045 – Planning****H. Ordinance No. 2018-10, Relating to 2017 Budget Carryovers into 2018, AB 18-043 – Finance****I. Resolution No. 2018-09, Amending the 2018 Fee Schedule Relating to the Critical Areas Ordinance, AB 18-046 – Planning****J. Resolution No. 2018-10, Approving an Amendment to the Ethics Program, AB 18-049 – Councilmember Deets****K. Waterfront Park Small Boat Rental Concession Agreement, AB 18-051 – Executive**

MOTION: I move to approve the Consent Agenda as presented.

Blossom/Tirman: The motion carried unanimously, 7-0.

12. COMMITTEE REPORTS - 8:49 PM**A. Environmental Technical Advisory Committee Regular Meeting Minutes, February 15, 2018 – Councilmember Nassar****B. Multi-Modal Transportation Advisory Committee Regular Meeting Minutes, January 10, 2018, Councilmember Deets****C. Multi-Modal Transportation Advisory Committee Regular Meeting Minutes, February 14, 2018, Councilmember Deets****D. Affordable Housing Task Force Regular Meeting Minutes, February 28, 2018**

- E. Tree & Low Impact Development Ad Hoc Committee, February 21, 2018**
- F. Kitsap Regional Coordinating Council (KRCC) Draft Planning Policy Committee (PlanPOL)
Meeting Summary, February 15, 2018 – Councilmembers Peltier and Nassar**

13. FOR THE GOOD OF THE ORDER - 8:50 PM

14. ADJOURNMENT

Mayor Medina adjourned the meeting at 8:51 p.m.

Kol Medina, Mayor

Christine Brown, City Clerk

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Ethics Board Regular Meeting Minutes, January 22, 2018 - Councilmember Deets (Pg. 222)	Date: 4/10/2018
Agenda Item: COMMITTEE REPORTS - 9:20 PM	Bill No.:
Proposed By: Councilmember Deets	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

For information only.

ATTACHMENTS:

Description	Type
☐ Ethics Board Regular Meeting Minutes, January 22, 2018	Backup Material



CITY OF
BAINBRIDGE ISLAND

ETHICS BOARD
REGULAR MEETING
MONDAY, JANUARY 22, 2018
CITY HALL
COUNCIL CONFERENCE ROOM
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

Minutes

Call to order. Meeting was called to order at 6:34 PM Present were Scott Wilder, Dennis Willerford, Maradel Gale, Ingrid Billies, and Michael Scott, Council representative.

Changes or Additions to Agenda. None.

Disclosure of conflicts of interest. None.

Minutes of the November 22, 2017 meeting were accepted.

Communications. Scott emailed with Dennis regarding BCB, Maradel contacted MRSC and was emailed the Power Point presentation about Ethics and Planning by MSRC. Dennis requested that this presentation be brought for the Board to view at our next meeting. Scott spoke with Roz regarding the timeframe the Board would give the Annual Report to the City Council. Scott suggested we could give Ethics Training to "new" members of committees and commissions in a few large Ethics Education sessions instead of attending individual committee and commission meetings to give the training.

Public Comment. None.

Discussion on Next Steps on Education Efforts. Scott will contact Roz for best times to get on the agendas to present Ethics Education to committees and commissions. The Board would like to bundle the presentations of the Annual Report, 2018 Work Plan, proposed changes to the Code and Ethics Education to the City Council at the same Council meeting.

Update on Bainbridge Community Broadcasting. Scott advocates waiting until the proposed changes to the Code are presented to the City Council. The other members of the Board agree.

Ideas for Improvements to Code. Dennis walked the Board through the proposed changes. One change was struck, two changes are grammatical corrections, two are more substantive proposed changes. Dennis will forward these on to Joe Levan. Scott will email Joe Levan and let him know the Board would like to present these to the Council with the Ethics Training.

Review Annual Report and Work Plan. Dennis presented the 2017 Annual Report and 2018 Work Plan to the Board. The Board approved. Scott emailed with Roz regarding the open position on the Ethics Board and the possibility of filling the open position.

Items for the next meeting Agenda. Scott will ask Roz about how to televise something on the tv in the conference room. Maradel will bring the Ethics and Planning Power Point presentation.

Next meeting date. February 26, 2018.

Adjournment. 7:33 p.m.

 3/19/18
Scott Wilder, Chair 03/19/18

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Climate Change Advisory Committee Regular Meeting Minutes, February 13, 2018 - Councilmember Deets (Pg. 224)	Date: 4/10/2018
Agenda Item: COMMITTEE REPORTS - 9:20 PM	Bill No.:
Proposed By: Councilmember Deets	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

For information only.

ATTACHMENTS:

Description	Type
☐ Climate Change Advisory Committee Regular Meeting Minutes, February 13, 2018 - Councilmember Deets	Backup Material



CITY OF
BAINBRIDGE ISLAND

CLIMATE CHANGE
ADVISORY COMMITTEE
MONDAY, FEBRUARY 13, 2018
CITY HALL
COUNCIL CONFERENCE ROOM
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

MINUTES

Present: Committee members Lara Hansen, David McCaughey, Nora Ferm Nickum, Jane Rein, Deborah Rudnick, James Rufo-Hill. On the phone: Derik Broekhoff

Absent: Committee member Gary Lagerloef

Public: Steve Johnson

1. Call to order
 - The meeting was called to order at 6:27 pm.
2. Approval of minutes
 - Minutes from the previous meeting (January 22, 2017) were approved with one minor modification.
3. Public comment
 - No public comment.
4. Report-outs from subcommittees
 - Waste subcommittee: Nora and Deb attended a Bainbridge Island Zero Waste meeting last week and learned about a commercial composting facility being explored for Bainbridge Island. This would directly contribute to reduced emissions, including from transportation.
 - Transportation subcommittee: Will be meeting again in March.
 - Electrical generation subcommittee: No updates.
 - Adaptation subcommittee: The subcommittee plans to look at Seattle adaptation resources for relevant components that could be customized for Bainbridge Island.
 - Greenhouse gas inventory: The AP Environmental Studies course wants to build a greenhouse gas inventory into their curriculum. We understand that the Committee's recommendations were put on the consent agenda for the January 23 Council meeting. We are awaiting confirmation that it has been approved.
5. Earth Day Bainbridge Island climate change event
 - Proposed for April 21, 9 am – noon (during the Farmers' Market).
 - It would include presentations by City and/or Climate Change Advisory Committee members as well as tabling by organizations and businesses working on climate change.
 - Lara will write up a concept note based on our discussion to present to the City.



CITY OF
BAINBRIDGE ISLAND

CLIMATE CHANGE
ADVISORY COMMITTEE
MONDAY, FEBRUARY 13, 2018
CITY HALL
COUNCIL CONFERENCE ROOM
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

6. Membership discussion

- The Council has confirmed that the CCAC will remain a nine-person committee, with an additional Committee member appointed to replace Michael Cox.
- We are moving forward with Angela Adams as the new ninth member of this Committee.

7. March meeting agenda (March 21, 6:15-7:45 pm)

- Earth Day Bainbridge Island climate change event

8. Meeting adjourned

- The meeting was adjourned at 7:38 pm.



Co-Chair 03/21/18

Co-Chair 03/21/18

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Utility Advisory Committee Meeting Regular Meeting Minutes, February 28, 2018 – Councilmember Nassar (Pg. 227)	Date: 4/10/2018
Agenda Item: COMMITTEE REPORTS - 9:20 PM	Bill No.:
Proposed By: Councilmember Nassar	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

For information only.

ATTACHMENTS:

Description	Type
☐ Utility Advisory Committee Meeting Regular Meeting Minutes, February 28, 2018 – Councilmember Nassar	Backup Material



CITY OF
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, FEBRUARY 28, 2018
CITY HALL
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

Minutes

Committee members present - Andy Maron, Jeff Kanter, Nancy Nolan, Emily Sato, Jim Thrash

Absent - Steve Johnson, Ted Jones

Also present - Council Liaison Rasham Nassar, Public Works Director Barry Loveless

1. The meeting was called to order at 5:02 pm by Andy Maron, Co-Chair.
2. The meeting notes of the February 13, 2018 meeting were unanimously approved.
3. No Public Comment
4. Briefing on West Eagle Harbor Sewer Basin Study - Steve Clark and Eric Delfel of Gray & Osborne, Inc., provided an overview of the Predesign Report, which describes alternatives and recommendations to replace/rehabilitate the west Eagle Harbor Beach Sewer Main. The study describes preferred alternatives for 4 project sections - South Sunday Cove Subbasin, Lovell Avenue Subbasin, Lovell Avenue Grinder Pumps, and Wood Avenue Subbasin.
5. Public Works Update - Barry Loveless noted that the water/sewer rate study consultant selection will be on the consent agenda in 2 weeks. Also, the broadband presentation for the City Council will be March 6. Barry also noted that they are finishing the small sewer project located at Madison/New Brooklyn Road/3 Tree Road.
6. Discuss Fire Code Draft - Jeff Kanter described the revised draft issues that involve policy recommendations and took comments from the committee for further draft revisions.
7. Discuss Template for UAC Utility Review - Due to Ted Jones' absence, this was deferred.
8. Comments for The Good of the Order - none
9. Meeting was adjourned at 6:40 pm


Co Chair


Date

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Affordable Housing Task Force Meeting Minutes, March 14, 2018 - Deputy Mayor Blossom (Pg. 229)	Date: 4/10/2018
Agenda Item: COMMITTEE REPORTS - 9:20 PM	Bill No.:
Proposed By: Deputy Mayor Blossom	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

For information only.

ATTACHMENTS:

Description	Type
▣ Affordable Housing Task Force Meeting Minutes, March 14, 2018	Backup Material



AFFORDABLE HOUSING TASK FORCE
REGULAR MEETING
THURSDAY, MARCH 14, 2018
6:00 PM – 8:00 PM
COUNCIL CHAMBER
280 MADISON AVE. N
BAINBRIDGE ISLAND, WA 98110

MINUTES

TASK FORCE MEMBERS PRESENT:

Althea Paulson, Chair
Pat Callahan
Corey Christopherson
Stephen Deines
Phedra Elliott
Sharon Gilpin

Stuart Grogan
Ann Lovejoy
Pegeen Mulhern
David Shorett
Charlie Wenzlau

LIAISONS PRESENT: Deputy Mayor Sarah Blossom & Planning Commissioner Bill Chester

MEMBERS OF THE PUBLIC PRESENT: John Bierly, Charlotte & Andy Rovelstad, Marci Burkel and Paul Svornich

CALL TO ORDER: Chair Althea Paulson called the meeting to order at 6:00 pm.

ADDITIONS & CORRECTIONS TO AGENDA: None

CONFLICTS OF INTEREST: Pat Callahan: Identified he owns property in Island Village

APPROVAL OF MINUTES: The February 28 meeting minutes were approved without changes.

PUBLIC COMMENT: None

LIVE-ABOARD REGULATIONS & CITY OPEN WATER MARINA: Task Force listened to citizen input on limitations affecting full utilization of live aboard moorage in Eagle Harbor. Agreement with DNR allows for 16 buoys but only 9 are currently available for use. Additionally, registration period is limited to only one month each year. Sharon will draft letter to Council to identify above concerns and related recommendation to increase available moorage to 16.

DEBRIEF FROM 3/7 INTERIM REPORT TO CITY COUNCIL: Althea reported on response from Council after she gave overview of recommendations. Mayor Medina requested task Force bring to them recommendations as final draft ordinance for their review and approval. The group agreed it was not in our instructions to prepare that level of detail and that we will instead give our recommendations directly to staff to prepare specifics for Council approval.

Other comments included:

- We need to identify which items have not been considered by task force and either add them to work plan or note them as future study items after the June report is issued.
- Inclusionary Zoning seems like a priority item to get to staff as soon as possible
- We can continue to send other recommendations to staff as they are completed (Highschool Road/Ferry Terminal, Cottage Housing, etc.)

DISCUSS TIER 2 HDDP PROJECTS IN WINSLOW: John Bierly presented his tier 2 HDDP project on Ericksen which will include affordable units. He requested the Task Force consider making a recommendation to Council that the moratorium should exclude Tier 2 HDDP (it currently excludes Tier 3 HDDP). Although the AHTF agreed in principal, given the volatility of the moratorium and complications of continuing to make exceptions to it, it was not willing to make the request to Council.

FUTURE INCLUSIONARY ZONING ORDINANCE: Pat Callahan gave excellent overview of factors which affect affordability and specific cost impacts related to subsidies at various income levels. Discussion also included some basic regulations that need to be defined to create inclusionary program. Those include: where required, percentage requirement, offset, fee in lieu, etc.

PUBLIC COMMENT: None

ADJOURN: Motion to adjourn at 8:05 p.m. approved by a unanimous vote.

NOTES APPROVED: March 28, 2018

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Island Center Subarea Planning Steering Committee Minutes, March 7, 2018 - Deputy Mayor Blossom (Pg. 232)	Date: 4/10/2018
Agenda Item: COMMITTEE REPORTS - 9:20 PM	Bill No.:
Proposed By: Deputy Mayor Blossom	Referrals(s):

BUDGET INFORMATION

Department: Executive	Fund:	
Expenditure Req:	Budgeted?	Budget Amend. Req?

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

RECOMMENDED ACTION/MOTION

For information only.

ATTACHMENTS:

Description	Type
☐ Island Center Subarea Planning Steering Committee Minutes 030718	Backup Material

REVIEW AND APPROVAL OF MEETING AGENDA
REVIEW AND APPROVE MINUTES - February 21, 2018
PUBLIC COMMENT
DISCUSS A VISION STATEMENT FOR ISLAND CENTER
DISCUSS FUTURE PUBLIC MEETING
PUBLIC COMMENT
NEXT STEPS, DISCUSS AGENDA FOR MARCH 21, 2018 MEETING
ADJOURN

REVIEW AND APPROVAL OF MEETING AGENDA

Chair Maradel Gale called the meeting to order at 6:35 PM. Steering Committee members in attendance were Michael Loverich, Donna Harui, Micah Strom, Adam Matschek, Scott Anderson, Sherri Eckert, Lisa Neal, Michael Killion (Planning Commission) and Joseph Dunstan (Design Review Board). Tracy Collier and Sarah Blossom (City Council) were absent and excused. City Staff present were Planning Director Gary Christensen, Engineering Manager Michael Michael, Senior City Long Range Planner Jennifer Sutton and Administrative Specialist Jane Rasely who monitored recording and prepared minutes. There were 7 citizens in attendance.

The agenda was reviewed and approved.

REVIEW AND APPROVE MINUTES - February 21, 2018

Approved as distributed.

PUBLIC COMMENT

None.

DISCUSS A VISION STATEMENT FOR ISLAND CENTER

Copies of discussed drafts attached.

DISCUSS FUTURE PUBLIC MEETING

It was decided to not set a date for the public meeting until a draft Vision Statement had been written.

PUBLIC COMMENT

Jim Cutler, Citizen – Asked the Steering Committee to be very realistic and to ask themselves how they can fix what they had, calling what they had a strip development.

NEXT STEPS, DISCUSS AGENDA FOR MARCH 21, 2018 MEETING

An initial draft of a possible Vision Statement was promised for the March 21, 2018 meeting. A parcel map and presentation of the geography of the area were requested. A conflict of interest statement on the Steering Committee's webpage was suggested.

ADJOURN

Meeting was adjourned at 8:34 PM.

NOTES APPROVED: March 21, 2018