



REGULAR BUSINESS MEETING

TUESDAY, MAY 22, 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 Proclamation Declaring June 1, 2018, as "National Gun Violence Awareness Day," AB 18-094 - Mayor Medina (Pg. 4)
 - B.** 7:10 PM Public Art Committee Update on "Something New" Project, AB 17-021 - Executive (Pg. 7)
- 7. UNFINISHED BUSINESS**
 - A.** 7:20 PM Update on Work Plan Progress and Discuss Moratorium, AB 18-021 - Planning (Pg. 20)
 - B.** 7:50 PM Resolution No. 2018-17 Stating the Council's Intention to Approve an Ordinance Creating the Powers of Initiative and Referendum, AB 18-087 - Councilmember Peltier (Pg. 32)
- 8. NEW BUSINESS**
 - A.** 8:00 PM Resolution No. 2018-12, Amending the 2018 Fee Schedule Relating to Use of Buoys and Utilities at the City Dock, Sewer District 7 Fees, and Casey Street Water Fees, AB 18-070 – Finance (Pg. 101)
 - B.** 8:10 PM Ordinance No. 2018-13 Relating to Business/Industrial Uses, AB 17-127 (Pg. 147)
 - C.** 8:30 PM New Employment Agreement with Police Chief Matthew Hamner, 18-090 - Executive (Pg. 187)
 - D.** 8:40 PM Discussion on Reestablishing a Community Forestry

9. CONSENT AGENDA - 8:50 PM

- A.** Agenda Bill for Consent Agenda, AB 18-090 (Pg. 211)
- B.** Accounts Payable and Payroll (Pg. 212)
- C.** Special City Council Meeting Minutes, May 8, 2018 (Pg. 298)
- D.** Regular City Council Business Meeting Minutes, May 8, 2018 (Pg. 300)
- E.** Ordinance No. 2018-18 Amending Chapter 2.37 BIMC to Allow the Climate Change Advisory Committee to Utilize a Listserv to Conduct Committee Business Under Certain Circumstances, AB 18-005 - Executive (Pg. 305)
- F.** Resolution No. 2018-16, Updating the Procurement Policy, AB 18-083 - Executive (Pg. 309)
- G.** Kitsap County Interlocal Agreement for 2020 Census LUCA Addressing, AB 18-085 - Planning (Pg. 357)
- H.** City Manager's Goals for 2018, AB 18-095 - Executive (Pg. 362)
- I.** Sound to Olympics Trail Phase 3 Options AB 17-077- Public Works (Pg. 366)

10. COMMITTEE REPORTS - 8:55 PM

- A.** Affordable Housing Task Force Regular Meeting Minutes, April 11, 2018 – Deputy Mayor Blossom (Pg. 370)
- B.** Affordable Housing Task Force Regular Meeting Minutes, April 25, 2018 - Deputy Mayor Blossom (Pg. 373)
- C.** Utility Advisory Committee Meeting Regular Meeting Minutes, March 28, 2018 – Councilmember Nassar (Pg. 377)
- D.** Utility Advisory Committee Meeting Regular Meeting Minutes, April 11, 2018 – Councilmember Nassar (Pg. 379)
- E.** Utility Advisory Committee Meeting Regular Meeting Minutes, April 25, 2018 – Councilmember Nassar (Pg. 381)
- F.** Marine Access Committee Regular Meeting Minutes, April 9, 2018 – Councilmember Peltier (Pg. 383)

11. FOR THE GOOD OF THE ORDER - 9:00 PM

12. ADJOURNMENT - 9:10 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: 7:05 PM Proclamation Declaring June 1, 2018, as "National Gun Violence Awareness Day," AB 18-094 - Mayor Medina (Pg. 4)	Date: 5/22/2018
Agenda Item: PRESENTATION(S)	Bill No.: 18-094
Proposed By: Mayor Medina	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

The attached proclamation declares June 1, 2018, as "National Gun Violence Awareness Day" in the City of Bainbridge Island.

RECOMMENDED ACTION/MOTION

I move to authorize the Mayor to sign the Proclamation declaring June 1, 2018, as "National Gun Violence Awareness Day" in the City of Bainbridge Island.

ATTACHMENTS:

Description	Type
▣ National Gun Violence Awareness Day Proclamation	Backup Material



PROCLAMATION

THIS PROCLAMATION declares the first Friday in June to be National Gun Violence Awareness Day in the City of Bainbridge Island to honor and remember all victims and survivors of gun violence and to declare that we as a country must do more to reduce gun violence.

WHEREAS, every day 96 Americans are killed by gun violence and on average there are nearly 13,000 gun homicides every year; and

WHEREAS, Americans are 25 times more likely to be killed with guns than people in other developed countries; and

WHEREAS, support for the Second Amendment rights of law-abiding citizens goes hand-in-hand with keeping guns away from dangerous people; and

WHEREAS, in January 2013, Hadiya Pendleton, a teenager who marched in President Obama's second inaugural parade and was tragically shot and killed just weeks later, should now be celebrating her 21st birthday; and

WHEREAS, to honor Hadiya – and the 96 Americans whose lives are cut short and the countless survivors who are injured by shootings every day – a national coalition of organizations has designated June 1, 2018, the first Friday in June, as the 4th National Gun Violence Awareness Day; and

WHEREAS, the idea was inspired by a group of Hadiya's friends, who asked their classmates to commemorate her life by wearing orange; they chose this color because hunters wear orange to announce themselves to other hunters when out in the woods and orange is a color that symbolizes the value of human life; and

WHEREAS, anyone can join this campaign by pledging to wear orange on June 1st, the first Friday in June in 2018, to help raise awareness about gun violence; and

WHEREAS, by wearing orange on June 1, 2018, Americans will raise awareness about gun violence and honor the lives of gun violence victims and survivors; and

WHEREAS, we renew our commitment to reduce gun violence and pledge to do all we can to keep firearms out of the wrong hands, and encourage responsible gun ownership to help keep our children safe.

NOW, THEREFORE, I, Kol Medina, Mayor of the City of Bainbridge Island, on behalf of the City Council, declare the first Friday in June, June 1, 2018, to be

NATIONAL GUN VIOLENCE AWARENESS DAY

in the City of Bainbridge Island. I encourage all citizens to support their local communities' efforts to prevent the tragic effects of gun violence and to honor and value human lives.

SIGNED this 22nd day of May, 2018.

Kol Medina, Mayor

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:10 PM Public Art Committee Update on "Something New" Project, AB 17-021 - Executive (Pg. 7)	Date: 5/22/2018
Agenda Item: PRESENTATION(S)	Bill No.: 17-021
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

In February, 2017, the Public Art Committee (PAC), a subcommittee of the Arts and Humanities Bainbridge (AHB) Board, presented the City Council with a proposal for a new public art project titled "Something New." The project involves installation of three permanent plinths (bases) in the downtown Winslow area to be used to display artwork from various artists on a one-year rotation.

In September, 2017, the City Council approved \$26,000 of funding from the City's Public Art Fund to support a one-year pilot of the project.

Project management for construction and installation of the bases for the artwork is the responsibility of Public Works staff. The recruitment and selection of artists is the responsibility of AHB, with assistance from PAC.

Using a jury process, PAC solicited for and selected three artwork pieces. These are scheduled to be installed in June.

Representatives from PAC and AHB will provide the City Council with an update on the project progress, including selection of artwork, timing for installation, and plans for community engagement.

RECOMMENDED ACTION/MOTION

Discussion only.

ATTACHMENTS:

Description	Type
▣ Something New - May 22 Update	Backup Material

SOMETHING NEW

Rotating ART | Permanent BENEFIT

**Bainbridge Island Public Art COMMITTEE,
2017-18**



Arts & Humanities
bainbridge



5/22/18

SCULPTURES SELECTED BY JURY



Iris Flare
By Lin McJunkin



Color Spires
By Gerry Newcomb



Hand in Hand
By William Robinson

CONSTRUCTION TIMELINE – 2017/2018

- ▶ **October-December 2017** – Design 3 pedestals and submit permit applications to COBI
- ▶ **May 2018** – COBI constructs pedestals
- ▶ **June 2018** – Installation of initial round of artwork

ARTWORK TIMELINE – 2018

- ▶ **February 15, 2018** – PAC posted Call for Art and identified jurors
- ▶ **March 30, 2018** – Deadline for submissions
- ▶ **April 1, 2018** - Jury approved selections
- ▶ **April 11, 2018** - Artists were notified of selections
- ▶ **May 22, 2018** – Presentation of selections by PAC to City Council
- ▶ **May 30, 2018** – Agreements/contracts signed by selected artists
- ▶ **June 30, 2018** – Installation of initial round of artwork
- ▶ **July 2018** – Exhibition opening and celebrations as part of
 - ▶ Waterfront Dock Celebrations “Sneak Preview”
 - ▶ First Friday Art Walk July 6th

FUTURE TASKS – 2018/BEYOND

- ▶ **Q3 2018** – Review project and determine whether to request COBI funding for additional annual cycles
- ▶ **Q4 2018** – City Council approves funding for future cycles (TBD)
- ▶ **Q1 2019** – Issue new call for second round of artwork
- ▶ **June 2019** – De-Install initial round of artwork, replace with second round of selections
- ▶ Repeat annually...

INITIAL PROGRAM BUDGET

Preliminary Planning:

- ▶ Community engagement events \$500 (Approved by City Council Q1-2017)

Initial Infrastructure Expenses:

- ▶ Bases (3) \$12,000 (based on cost of bases at Waypoint Park)
- ▶ Lighting \$0 (no lighting/electricity for pilot)
- ▶ City Permits \$0 (assume no cost for location in ROW)
- ▶ Design / Engineering \$0 (paid for from General Fund)

Project Subtotal:

- \$12,000
- ▶ Contingency (10% of project budget) \$1,200
- ▶ Project management \$ 0

Initial Infrastructure Subtotal:

\$13,200

ANNUAL PROGRAM BUDGET

Annual Program Budget:

▶ Call For Art	\$450
▶ Artist Interviews (3)	\$1,200
▶ Jury Selection Meeting	\$150
▶ Artists Honoraria (3)	\$3,000
▶ Juror Honoraria (2)	\$400
▶ Publicity	\$300
▶ Opening Reception	\$2,000
▶ Public Choice Award (1)	\$1,000
▶ Plaques (3)	\$450
▶ Insurance	\$0
▶ Art De-installation/Re-installation Expenses	\$600

Estimated Annual Costs

▶ Contingency (10% project budget)	\$9,550
▶ AHB Project Management Support (15% project budget)	\$955
	\$1,575

Combined Estimated Annual Costs: **\$12,080**

TOTAL FUNDING REQUEST

Initial Construction Expenses	\$13,200	Does not include PW staff expenses (paid via General Fund)
AHB/PAC Expenses	\$12,080	For one year cycle (2018)
TOTAL:	\$25,280	To be paid from Public Art Fund

NEXT STEPS

1. Public Works (COBI) to complete pedestal construction
2. COBI to finalize three artist agreements (contract)
3. Artists to receive & sign COBI agreements
4. PAC to present sculpture selections to City Council
5. Public Works to meet with artists re: installation details
6. PAC to plan public unveiling and celebration events
7. PAC & COBI to announce “Something New” unveiling

APPENDIX

PROJECT REVIEW TIMELINE – 2017(COMPLETED)

- ▶ **February** – First presentation by PAC to City Council
- ▶ **April-May** – Three Public outreach meetings held
 - ▶ March 15th, April 20th, and May 24th
- ▶ **August** – Recommendations for 3-4 sites submitted to COBI
- ▶ **Aug-Sep** – Feedback from Public Works and BIDA on site options; work with staff to refine budget and timeline
- ▶ **September** – Present project to City Council at September 26th meeting for consideration and approval

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:20 PM Update on Work Plan Progress and Discuss Moratorium, AB 18-021 - Planning (Pg. 20)	Date: 5/22/2018
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: Yes	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

Staff will provide an update on the moratorium work plan, specifically related to subdivision standards and land use review procedures. See attached memorandum, attachments, and COBI website link.

Administrative Manual for Planning Permits (PDF)

RECOMMENDED ACTION/MOTION

Briefing and discussion only.

ATTACHMENTS:

Description	Type
Memorandum 052218 moratorium work program update status report	Backup Material
Moratorium on Certain Development Applications Work Plan Schedule 5 22 18	Backup Material
Moratorium on Certain Development Applications Work Plan Schedule 4 10 18	Backup Material

- ▣ Moratorium on Certain Development Applications Backup Material
Work Plan Schedule 2 27 18
- ▣ PC Memo 051018 Backup Material



Department of Planning and Community Development

Memorandum

Date: May 22, 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 (January 16, 2018), 2018-05 (February 15, 2018), 2018-09 (March 13, 2018), and 2014-18 (April 24, 2018) 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. On June 26, 2018, a Council public hearing is tentatively scheduled to review options and take possible actions on the moratorium.

In enacting this six-month moratorium, the Council's 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 analyze 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. On April 10, 2018, the Council was briefed on the attached moratorium 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. See attached updated work program schedule (May 22, 2018). On April 23, 2018, the Critical Areas Ordinance became effective. The Affordable Housing Task Force continues to meet and is preparing its recommendations and final report for submittal to the Council by July 2018. A significant amount of staff time and Planning Commission and Design Review Board meetings have focused on issues related to subdivision and dimensional standards, and land use review procedures. On-going discussions pertain to procedures/processes for early and continuous commission and board reviews of subdivisions and the review standards and criteria of such. See attached May 10, 2018 memorandum to Planning Commission regarding Subdivision Standards and Review Procedures – Moratorium Work Plan and its attachments, minus the Administrative Manual for Planning Permits which can be viewed [here](#).

Moratorium on Certain Development Applications Work Plan Schedule

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 Bainbridge Island Municipal Code (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	Ordinance No. 2018-11 Repealed 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 Design Review Board (DRB), and Planning Commission (PC); conduct literature review, draft Joint DRB/PC meeting agenda, and scope of work
March 22	Joint DRB/PC meeting
April 3	City Council study session agenda and DRB/PC joint meeting debriefing, City Council directs Department to proceed with prioritized work program identified next steps
April 23	DRB briefing
May 7	DRB briefing
May 10	PC briefing
May 21	DRB briefing
May 22	City Council briefing
May 24	PC briefing
June 4	DRB briefing
June 5	City Council briefing
June 7	PC briefing
June 14	PC public hearing
June 18	DRB briefing
June 19	City Council briefing
June 26	City Council public hearing and action

Affordable Housing	
Date 2018	Action
March 6	Affordable Housing Task Force (AHTF) Interim Report to City Council
March - May	Inclusionary Zoning / TDR Market Analysis consultant services, issue Request for Qualifications (RFQ) and select consultant, develop project scope of work and timeline
May	Enter into consultant services contract for Inclusionary Zoning / TDR Market Analysis
June - December	Consultant Inclusionary Zoning / TDR Market Analysis
June	AHTF Final Report and Recommendations to City Council

May 22, 2018

Moratorium on Certain Development Applications Work Plan Schedule

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

April 10, 2018

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



DEPARTMENT OF PLANNING AND COMMUNITY DEVELOPMENT

MEMORANDUM

Date: May 10, 2018
To: Planning Commission
From: Christy Carr, AICP
Senior Planner
Subject: Subdivision Standards and Review Procedures – Moratorium Work Plan

I. Background

On January 9, 2018, the City Council passed Ordinance No. 2018-02, declaring a temporary six-month moratorium on the acceptance of certain development applications (“moratorium”). The moratorium prohibits all applications for new short subdivisions, new preliminary long subdivisions, and new large lot subdivisions and expresses the Council’s finding that review of compliance with design review standards and the role of the Design Review Board, Hearing Examiner, Planning Commission, and City Council in the land use development review and decision-making process requires immediate attention to avoid likely adverse impacts related to growth and development under existing regulations. The moratorium is intended to allow additional time for the staff and City Council to develop and review regulations and policies at issue to ensure that the vision and goals of the Comprehensive Plan, including its guiding principal to “Preserve the Island’s special character,” as well as other principals.

Staff has identified several sections of the Bainbridge Island Municipal Code (BIMC) that include regulations and policies at issue within the moratorium:

- BIMC 2.14 – Land Use Approval Bodies
- BIMC 2.16 – Land Use Review Procedures
- BIMC 17.12 – Subdivision Standards
- BIMC 18.12 – Dimensional Standards
- BIMC 18.15 – Development Standards

Staff developed a two-track work plan (included in the agenda packet) to identify and assess alternatives for revisions to the subdivision standards and related dimensional standards and land use review procedures. Preliminary work on each track will include Planning Commission members at one or more of the following:

- Regularly-scheduled Design Review Board meetings (May 7, 21 and June 4)
- Small work group meetings (May 9 and 17)
- Planning Commission meetings (May 24, June 7 and 14)

II. Planning Commission – May 10, 2018

The May 10, 2018 Planning Commission meeting will focus briefly on **subdivision review procedures**, highlighting the following policy topics:

- **Role of Planning Commission:** Consider options, including review with recommendation to Hearing Examiner; review with approval (final approval at City Council); review and final approval (authority delegated by Council)
- **Changes to review procedures:** Where can City staff and Planning Commission have most meaningful impact? Consider options, including existing pre-application conference or public participation meeting; new (required) consultation meeting, Planning Commission meeting
- **Changes to submittal requirements:** Is City staff and Planning Commission getting the right project information at the right point in the process? (Submittal requirements are included in the Administrative Manual.)

Due to limited time, the May 10th meeting is a briefing only. The Design Review Board (DRB) (including a sub-set of Planning Commission members) will provide a recommendation on these policy topics to the full Planning Commission at the end of May. In advance of that meeting, you may wish to familiarize yourself with the background information provided to the DRB:

- BIMC 2.14 and 2.16:
<http://www.codepublishing.com/WA/BainbridgeIsland/#!/BainbridgeIsland02/BainbridgeIsland02.html>
- Preliminary long subdivision review procedure flow chart – existing approval process with input opportunities noted (attached)
- Administrative Manual for Planning Permits: (attached)
- Public Participation meeting background/resolution (attached)



Subdivision Standards and Review Procedures

Draft Work Program
~~April 23, 2018~~ Revised May 3, 2018

Subdivision Standards

April 30 – May 8
Staff + professional advisors develop scope, principals and patterns



May 9 and 17
Small work group meetings



May 21: DRB meeting
May 22: Council briefing
May 24 or 31: PC meeting



Recommendation to Planning Commission

Subdivision Review Procedures

DRB meetings with subset of Planning Commissioners

- May 7
- May 14



Planning Commission meeting

- May 24 or 31



DRB meeting with subset of Planning Commissioners

- June 4



Recommendation to Planning Commission



Planning Commission meetings

June 7 (special meeting)
June 14 (public hearing and recommendation)

City Council meetings

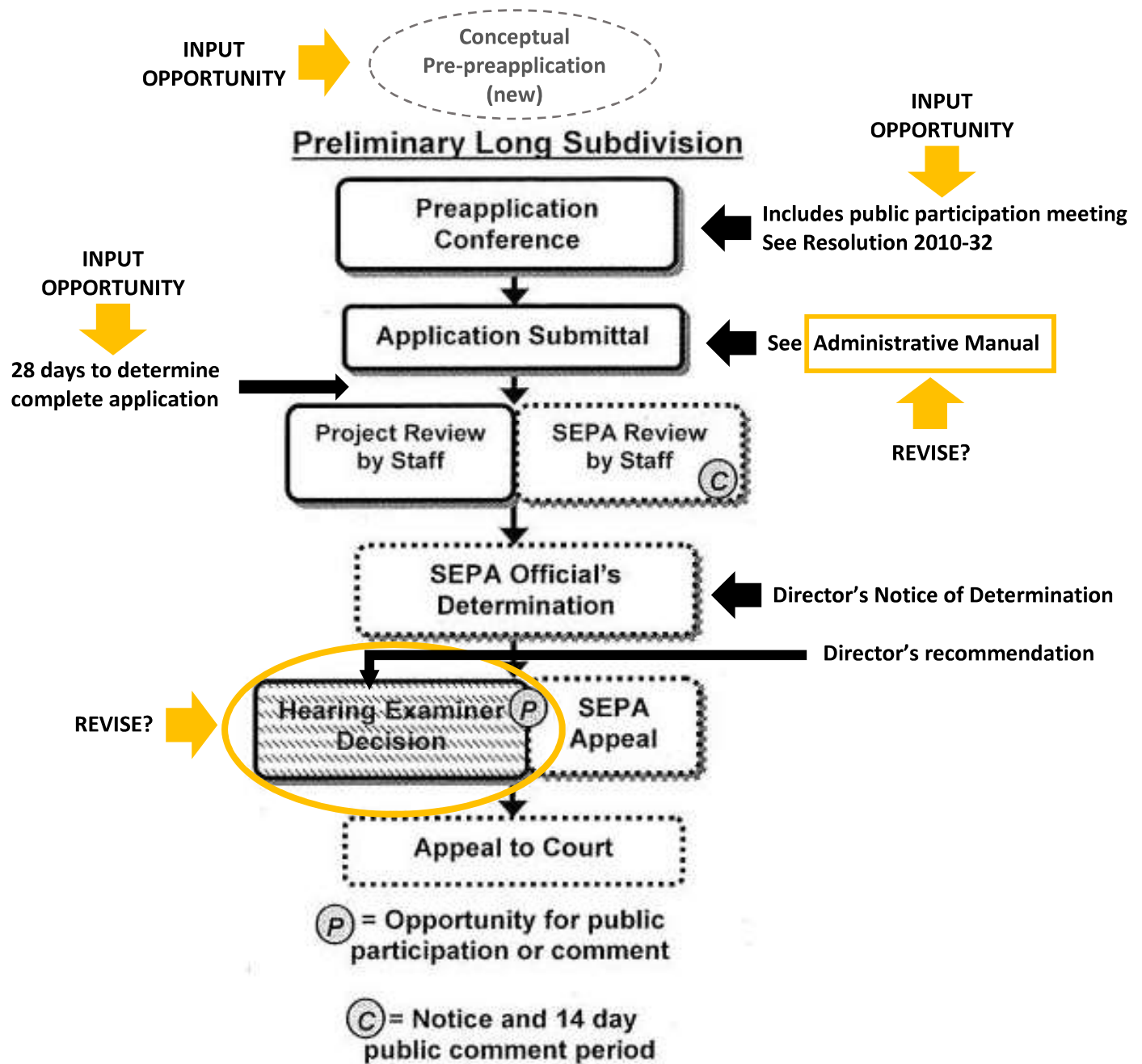
June 19 (schedule public hearing)
July 9 special meeting (adoption)

OUTCOMES

- Revisions to BIMC 17.12 and 18.12
- Scope of work and consultant contract for future work, as needed

OUTCOMES

- Revisions to BIMC 2.14 and 2.16
- Revisions to administrative manual



PRELIMINARY LONG SUBDIVISION APPROVAL PROCESS: EXISTING AND OPPORTUNITIES FOR INPUT

RESOLUTION NO. 2010-32

A RESOLUTION of the City of Bainbridge Island, Washington,
to amend the City's public participation program.

WHEREAS, Framework Goal 7 of the City of Bainbridge Island Comprehensive Plan calls for the development of a meaningful process for citizen participation; and

WHEREAS, in 2001, the City Council adopted Resolution No. 2001-11 establishing a voluntary public participation program in order to inform citizens of proposed projects in their neighborhood, and to provide the development community with an awareness of public concerns; and

WHEREAS, on April 7, 2010, the City Council established the Land Use Public Process small steering group, charged with analyzing and reviewing policies and procedures regarding public involvement in land use permits; and

WHEREAS, the steering group began meeting in May 2010, and quickly identified several ways to better solicit public participation in the land use permit process; and

WHEREAS, upon the recommendation of the steering group, the City Council directed staff to develop an ordinance (Ordinance No. 2010-25) making the City's "Public Participation Program," as outlined in Resolution No. 2001-11, mandatory for certain larger development projects; and

WHEREAS, the steering group wanted the public participation program to involve the community at large for development projects of Island-wide significance; and

WHEREAS, the City has decided to adopt a new "Public Participation Program" resolution, instead of amending Resolution No. 2001-11; now therefore,

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

The City Council of the City of Bainbridge Island, Washington, approves the amendments to the City's public participation program, making the program mandatory for larger development projects. The program will be administered by the Department of Planning and Community Development, and is described in Exhibit A attached hereto and made a part hereof by this reference.

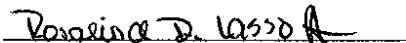
PASSED by the City Council this 13th day of October, 2010.

APPROVED by the Mayor this 13th day of October, 2010.



Bob Scales, Mayor

ATTEST/AUTHENTICATE:


Rosalind D. Lassoff, City Clerk

FILED WITH THE CITY CLERK: October 5, 2010
PASSED BY THE CITY COUNCIL: October 13, 2010
RESOLUTION NO: 2010-32

The City of Bainbridge Island's Public Participation Program

Purpose: The program is intended to bring developers and community members together early in the development application process, so that the residents can learn about proposed developments in the community, and the applicant can be aware of their concerns, if any.

Format: The program is designed to be simple, informal and of mutual benefit to all the participants. It involves one meeting between the applicant and the neighbors, typically right before or after a pre-application conference is held. The focus of the meetings is the specific development project and its possible impacts. The meetings are intended to be neighborhood-oriented, but larger projects may be appropriate for a larger public outreach effort. The applicant makes a short presentation on the development project, which is followed by a question-answer session.

City's Role: The meetings are organized and advertised by Planning staff. The City will mail notice of the meeting to property owners within 500 feet of the subject property. Additionally, staff identifies the targeted neighborhood (s) on a case-by-case basis, taking into account the size and type of development project, and may mail the meeting notice more widely. The City will provide the applicant with a sign to post on the property, and publish a display ad in the paper of record. A staff member will serve as a neutral facilitator of the meetings. Current Planning staff attends the meeting to answer questions about the City's code and development regulations. Staff also prepares a written summary of the meeting, which is sent to the meeting participants and to the appropriate City reviewing body (Design Review Board, Director, Planning Commission, City Council, Hearing Examiner). A member of the Design Review Board is encouraged to attend the Public Participation meeting to hear the discussion.

Benefits:

- Several recent development projects have shown that good communication between the developer and the neighborhood resulted in general public support and a smoother approval process. This program is designed to increase trust and communication, and to diffuse potentially adversarial situations.
- Recent experience has also shown that some development projects have run into public opposition because neighbors feel they hear "too little, too late." In some cases, their concerns could have been addressed fairly easily if they had been raised early in the process. This program provides the public with accurate and timely information, and allows them to have more input into developments in their neighborhoods. It provides the applicant with the opportunity to understand and possibly address any neighborhood issues.
- This program is not a "hearing" or a separate approval process. It is an informal dialogue, and any modifications that an applicant chooses to make as a result are voluntary.
- The program provides educational opportunities for the public to learn about City development regulations and their relationship to the Comprehensive Plan. In turn, it helps City staff and officials keep abreast of existing and emerging community concerns.

Exhibit A

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 7:50 PM Resolution No. 2018-17 Stating the Council's Intention to Approve an Ordinance Creating the Powers of Initiative and Referendum, AB 18-087 - Councilmember Peltier (Pg. 32)	Date: 5/22/2018
Agenda Item: UNFINISHED BUSINESS	Bill No.: 18-087
Proposed By: Councilmember Peltier	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

Attached to this agenda bill are materials that explain the powers of initiative and referendum and draft materials that the City Council could adopt to start and complete the process of authorizing the powers of initiative and referendum in the City of Bainbridge Island.

Briefly, the powers of initiative and referendum for Washington cities allow registered voters in the city at issue to directly enact or repeal certain types of legislation. For cities that have adopted the powers of initiative and referendum, the starting point for a proponent of an initiative or referendum is to obtain signatures on a petition equal in number to 15% of the total number of registered voters within the city as of the date of the last preceding city general election.

Initiatives allow voters in a city to enact legislation directly through an ordinance. The power of referendum allows voters in a city to have an ordinance that has been enacted by the city council to be submitted to the voters for approval or disapproval before it becomes effective. An initiative or referendum prevails if it receives a simple majority of votes in a general or special election.

Generally, a topic subject to initiative and referendum must be legislative in nature (as opposed to administrative), and that topic must pertain to the powers granted to the city as a corporate entity (as opposed to a power that has been granted specifically to the city council). The following are a few topics that may be subject to initiative and referendum:

Power to Establish Solid Waste Handling System
Power to Establish Sewers, Drainage and Water Supplies

Power to Regulate Sidewalks
Authority to Assist Development of Low Income Housing
Authority to Acquire/Construct Multi-Purpose Community Center
Authority to Construct Sidewalks, Gutters, Curbs
Authority to Regulate and License Bicycles
Authority to Provide Off-Street Parking Facilities
Authority to Acquire and Operate Municipal Utilities Generally
Authority to Require Conversion to Underground Utilities
Authority for Local Regulatory Option on Sale of Liquor
Authority to Acquire Recreational Facilities
Authority to Regulate Food and Drugs
Authority to Regulate Health and Safety
Authority to Provide for the General Welfare
Power to Acquire, Use, and Manage Property and Materials
Authority to Provide Public Utilities
Authority to Regulate Harbors and Navigation

Regarding specific examples of topics that are not subject to initiative and referendum powers, such topics include the power to annex property, as well as adopting or amending the zoning code or regulations related to or adopted pursuant to the Growth Management Act. Additionally, RCW 35A.11.090 lists several types of ordinances that are not subject to referendum, as follows:

- (1) Ordinances initiated by petition;
- (2) Ordinances necessary for immediate preservation of public peace, health, and safety or for the support of city government and its existing public institutions which contain a statement of urgency and are passed by unanimous vote of the council;
- (3) Ordinances providing for local improvement districts;
- (4) Ordinances appropriating money;
- (5) Ordinances providing for or approving collective bargaining;
- (6) Ordinances providing for the compensation of or working conditions of city employees; and
- (7) Ordinances authorizing or repealing the levy of taxes; which excepted ordinances shall go into effect as provided by the general law or by applicable sections of Title 35A RCW as now or hereafter amended.

As a code city, the City of Bainbridge Island (“City”) does not automatically have the powers of initiative and referendum for its electorate. To obtain such powers, the City must formally adopt the powers of initiative and referendum. Of the 197 code cities in Washington state, approximately 46 (or 23%) such cities have formally adopted these powers.

There are two methods by which the City can adopt such powers. One method is initiated by a resolution enacted by a majority of the City Council. The other method is by voter petition (via a petition containing signatures equal in number to 50% of the votes cast at the last general municipal election). Creation of the powers of initiative and referendum is typically done by the city council in code cities.

First Step: A Resolution

The first step in creating the powers of initiative and referendum by the legislative body is for the City Council to adopt a resolution declaring the intention to provide for initiative and referendum powers. If adopted, such a resolution must be published in a newspaper of general circulation within the city not more than 10 days after its passage.

If no referendum petition is filed within 90 days after publication of the resolution, then the City Council

would be obligated to enact an ordinance formally adopting the powers of initiative and referendum.

If a referendum petition is filed within the 90 days after publication of the resolution, and the resolution is signed by qualified electors of the city equal to not less than 10 percent of the votes cast at the last general municipal election, an election must be held on the issue of whether to adopt these powers for the City. The vote would be held at the next general municipal election if there is one within 180 days or otherwise at a special election called for that purpose pursuant to RCW 29A.04.330.

Attached is a proposed resolution which would declare the City Council's intent to adopt the powers of initiative and referendum for the City. As described above, if the proposed resolution is enacted, the powers of initiative and referendum would be adopted for the City unless a timely and sufficient referendum petition is filed referring the question to the registered voters of the City.

Also attached is a proposed draft ordinance. The draft ordinance is attached for reference and has not been subjected to thorough legal review by the City Attorney at this point, pending further Council action.

For additional background and guidance, also attached is MRSC's "Initiative and Referendum Guide," which provides detailed information on this topic, including related to the types of topics and actions that are and are not subject to the powers of initiative and referendum.

The Council considered this item at its May 15, 2018, study session. As part of that Council meeting, a Council request was made for additional information related to arguments for and against adopting the powers of initiative and referendum. In response to that request, note that Page 2 of MRSC's Initiative and Referendum Guide contains a page-long description of arguments for and against the initiative and referendum powers.

Note, too, that Appendix A to the initiative and referendum guide contains a list of the cities and counties that have adopted the powers of initiative and referendum. The list was recently updated in April, 2018. MRSC's Initiative and Referendum webpage also contains a list of cities that have adopted the powers of initiative and referendum.

RECOMMENDED ACTION/MOTION

Possible Motion Options:

(1) I move to forward Resolution No. 2018-17 to the [Consent Agenda] [or] [Unfinished Business] portion of the agenda for the Council's June 12, 2018, business meeting.

(2) I move to approve Resolution No. 2018-17.

ATTACHMENTS:

Description	Type
❑ Resolution No. 2018-17	Backup Material
❑ Draft Proposed Ordinance - Initiative and Referendum Powers	Backup Material
❑ MRSC Initiative and Referendum Guide	Backup Material

RESOLUTION NO. 2018-17

A RESOLUTION of the City Council of Bainbridge Island, Washington, declaring the intent of the City Council to adopt the right of initiative and referendum for the registered voters of the City; providing for publication of this resolution; and providing that upon the expiration of the ninetieth day after the date of publication that an ordinance adopting the initiative and referendum process for the registered voters of the City shall be presented unless a timely and sufficient referendum petition has been filed referring the question to the registered voters of the City for approval or rejection.

WHEREAS, in 1990 the citizens of Bainbridge Island voted to incorporate all of Bainbridge Island as a city through a successful campaign referred to as “Home Rule;” and

WHEREAS, Bainbridge Islanders to this day remain keenly interested in self governance and how it impacts the community; and

WHEREAS, the Bainbridge Island City Council has confidence in the collective good judgment of the Island’s citizens; and

WHEREAS, the City Council wishes to provide voters with a measure of direct democracy through the powers of initiative and referendum; and

WHEREAS, the City Council considered this matter at its regular study session on May 15, 2018, and

WHEREAS, the City Council considered this matter further at its regular business meeting on May 22, 2018.

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

Section 1. Pursuant to RCW 35A.11.080, which permits the legislative body of a noncharter code city, such as the City of Bainbridge Island, Washington, to provide for the exercise in the city of the powers of initiative and referendum in accordance with the provisions of state law set forth in RCW 35A.02.020 and other provisions, the City Council of the City of Bainbridge Island hereby declares its intention to adopt for the City the powers of initiative and referendum.

Section 2. Within ten (10) days following the passage of this resolution, the City Clerk is instructed to cause this resolution to be published at least once in a newspaper of general circulation within the City.

Section 3. Notice is given that upon the expiration of the ninetieth (90th) day after the date of first publication of this resolution, but excluding the date of first publication of the resolution, if no timely and sufficient referendum petition is filed pursuant to RCW 35A.02.035, as determined

by RCW 35A.29.170, the intent expressed in this resolution shall, at the next regular meeting of the City Council, be made effective by an ordinance adopting for the City the powers of initiative and referendum.

PASSED by the City Council this ____ day of _____, 2018.

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

By: _____
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: _____
Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	May 11, 2018
PASSED BY THE CITY COUNCIL:	
RESOLUTION NO.	2018-17

DRAFT

ORDINANCE NO. 2018-

AN ORDINANCE OF THE CITY OF BAINBRIDGE ISLAND, WASHINGTON, ESTABLISHING A NEW BAINBRIDGE ISLAND MUNICIPAL CODE CHAPTER 4.15 RELATING TO THE POWERS OF INITIATIVE AND REFERENDUM; PROVIDING FOR SEVERABILITY; AND ESTABLISHING AN EFFECTIVE DATE.

WHEREAS, the City Council has chosen to extend the powers of initiative and referendum to the voters of the City of Bainbridge Island.

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

Section 1. New BIMC Chapter 4.15 Established. A new Bainbridge Island Municipal Code Chapter 4.15 ("Initiative and Referendum") is hereby established and adopted to read as follows:

**Chapter 4.15
INITIATIVE AND REFERENDUM**

Sections:

- 4.15.010 Purpose.
- 4.15.020 Ordinances not subject to initiative and referendum.
- 4.15.030 Initiative – Procedures.
- 4.15.040 Initiative – Sufficiency of the petition – Determination.
- 4.15.050 Initiative – City council action – Calling election.
- 4.15.060 Initiative – Ballot title – Ballot statement.
- 4.15.070 Initiative – Effective date – Recording.
- 4.15.080 Initiative – Appeal to court.
- 4.15.090 Initiative – Repeal or amendment.
- 4.15.100 Referendum – Procedures.
- 4.15.110 Referendum – Filing suspends ordinance – City council action.
- 4.15.120 Referendum – Effective date – Record.
- 4.15.130 Referendum – Other initiative provisions to apply.
- 4.15.140 Restriction or abandonment of powers.
- 4.15.150 Ordinances restricting or abandoning powers – Effective date.

4.15.010 Purpose.

The purpose of this chapter is to provide to the qualified electors of the City of Bainbridge Island the powers of initiative and referendum in accordance with Chapters 35.17 and 35A.11 RCW.

4.15.020 Ordinances not subject to initiative and referendum.

Ordinances of the City of Bainbridge Island which shall not be subject to the powers of initiative and referendum and which shall become effective five days following their passage and legal publication, or as otherwise provided by the general law or by applicable sections of RCW Title 35A, as now or hereafter amended, are as follows:

1. Ordinances initiated by petition;
2. Ordinances necessary for immediate preservation of public peace, health, and safety or for the support of city government and its existing public institutions which contain a statement of urgency and are passed by unanimous vote of the city council;
3. Ordinances providing for local improvement districts;
4. Ordinances appropriating money;
5. Ordinances providing for or approving collective bargaining matters;
6. Ordinances providing for the compensation of or working conditions of city employees;
7. Ordinances authorizing or repealing the levy of taxes;
8. Any other ordinance or subject matter exempted now or hereafter by state law from initiative and referendum processes; and
9. Ordinances enacted under authority delegated exclusively to the legislative body of the city by the state.

4.15.030 Initiative – Procedures.

Ordinances may be initiated by petition of electors of the city of Bainbridge Island only in accordance with the provisions of this chapter:

1. **Recommended Filing.** Persons or groups desiring to initiate an ordinance by petition are strongly encouraged to submit to the city clerk copies of the petition and proposed ordinance by initiative prior to seeking or obtaining signatures. Upon receipt of any such petitions or ordinances, the city clerk shall forward the same to the city attorney. Within 15 business days of receipt of the petition and proposed ordinance by initiative, the city attorney shall determine and report to the city council whether the proposed ordinance by petition is subject to the initiative process, and, if so, shall thereafter formulate an initiative statement, as described in subsection (2)(b) of this section, and shall transmit the initiative statement to the city clerk, city council, city manager, and the petitioner.
2. **Initiative Petition – Requirements – Form.** All initiative petitions submitted to the city clerk for validation shall contain the following:
 - a) **Title of the Proposed Ordinance.** The petition shall indicate the title of the proposed ordinance. The title shall be subject to change by the city as may be necessary to comply with state law or city code.
 - b) **Initiative Statement.** Every petition page shall contain an initiative statement, not exceeding 100 words, phrased in the form of a question that can be answered only with an affirmative or negative response. The initiative statement may be distinct from the petitioner's title of the measure, and shall express and give an impartial statement of the purpose of the measure.
3. **Petition Page(s).** An initiative petition may include any number of pages; provided, that each page shall contain the initiative statement defined in subsection (2)(b) of this section.

4. A copy of the proposed ordinance shall be attached to the petition and shall be made available to every person signing a petition.
5. Signature Lines. Every petition page shall contain consecutively numbered lines for signatures and shall include space for the printed name of the person signing, his or her address, and the date of signing. Signature lines shall be in substantially the following format:

	Petitioner's Signature	Petitioner's Printed Name	Address	Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

6. Warning. Every petition page shall contain the following warning directly above the signature lines:

WARNING

Any person who signs this petition with a name other than his/her true and legal name, or who knowingly signs more than one petition page, or who signs a petition when he/she is not a qualified elector of Bainbridge Island, or who signs a petition when he/she is otherwise not qualified to sign, or who otherwise makes herein any false statement, shall be guilty of a misdemeanor.

4.15.040 Initiative – Sufficiency of the petition – Determination.

1. Signatures. To be sufficient, an initiative petition submitted for validation to the city clerk must contain valid signatures of not less than 15 percent of the number of persons registered to vote at the last preceding general city election.
2. Determination of Sufficiency. Within 10 business days, or such additional time as may reasonably be necessary, from the filing of the

petition for validation, the city clerk or the city clerk's designee shall determine the sufficiency of the signatures and shall either accept the petition and issue a certificate of sufficiency, or reject the petition for insufficiency and issue a certificate of insufficiency. For purposes of this section, the city clerk or designee shall use the registration records and returns of the preceding general city election.

3. **Basis for Determination of Sufficiency.** The following bases shall apply to determinations of sufficiency:

- a) There shall be signatures of not less than 15 percent of the number of persons registered to vote in the last, preceding general city election;
- b) Variations in signatures between the petition and the voter's permanent registration caused by a substitution of initials instead of the voter's first or middle name, or both, shall not invalidate the signature if it is otherwise valid;
- c) Signatures, excluding the first time, of any person who has signed a petition two or more times shall be stricken; and
- d) Petitions shall also include the printed name of the person signing, his or her address, and the date signed.

4.15.050 Initiative – City council action – Calling election.

- 1. If the petition accompanying the proposed ordinance is determined to be sufficient by the city clerk, the city council shall, within 20 days after the city clerk's certification of sufficiency, pass the proposed ordinance without alteration, or reject the proposed ordinance.
- 2. The city council may, after rejection of any initiative measure, propose and pass an alternative ordinance dealing with the same subject; provided, that if the city council rejects any initiative measure, or fails to pass an initiative measure without alteration within 20 days of certification of sufficiency, or passes a different measure dealing with the same subject, then the initiative measure without alteration and the council's alternative measure, if any, shall be submitted to the qualified electors of the city for approval or rejection.
- 3. If the initiative and/or any alternative council measure are to be submitted to the voters, the city council shall call an election to be held pursuant to state law.

4.15.060 Initiative – Ballot title – Ballot statement.

1. When any initiative petition is determined to be sufficient by the city clerk and is to be submitted to the voters, the city clerk shall forward the initiative statement and summary to the city attorney.
2. The city attorney shall prepare, within 10 business days of receipt of the initiative statement and summary:
 - a) A ballot title to permit the voters readily to identify the proposition and distinguish it from other propositions on the ballot; and
 - b) A ballot statement, not to exceed 100 words, containing the essential features of the initiative as expressed in the initiative statement and summary. The ballot statement shall accompany the ballot title on the ballot.

4.15.070 Initiative – Effective date – Recording.

1. If a majority of the number of votes cast in an election on an initiative favor the initiative, it shall become effective and shall be made a part of the record of ordinances of the city.
2. In case the city council, after rejection of the initiative measure, has passed an alternative measure, the alternative measure shall be submitted at the same election with the initiative measure. If both the initiative and the council's alternative measure are approved by a majority vote, and if they are conflicting in any substantive manner, then the measure receiving the highest number of affirmative votes shall thereby be adopted, and the other shall be deemed rejected.

4.15.080 Initiative – Appeal to court.

If the city clerk finds the initiative petition insufficient or if the city council refuses either to pass an initiative ordinance or to order an election thereon, any aggrieved person may commence an action in the superior court against the city seeking to order an election to be held in the city for the purpose of voting upon the proposed ordinance. Any such action shall be filed with the court within 10 calendar days of such refusal by the city council or finding of insufficiency by the city clerk.

4.15.090 Initiative – Repeal or amendment.

1. Upon the adoption of an ordinance by initiative, the city clerk shall write on the margin of the record thereof “Ordinance by Petition No. _____” or “Ordinance by Vote of the People.”
2. The city council may, by ordinance, submit to a vote of the people at any general election a proposition for the repeal or amendment of an ordinance initiated by a petition. If a majority of the votes cast upon the proposition favor it, the ordinance by petition shall be repealed or amended accordingly. Propositions for repeal or amendment of an ordinance by petition shall meet the notice, publication and voting requirement of initiatives.
3. Upon the adoption of a proposition to repeal or amend an ordinance by petition, the city clerk shall write upon the margin of the record of the ordinance “Repealed (or Amended) by Ordinance No. _____” or “Repealed (or Amended) by Vote of the People.”

4.15.100 Referendum – Procedures.

1. A petition for referendum may be timely filed with the city clerk within 30 days from the adoption of an ordinance by the city council, petitioning the council to reconsider an ordinance which is subject to referendum, or to submit the same to a vote of the people for their approval.
2. Referendum Petition – Requirements – Form. All referendum petitions submitted to the city clerk for validation shall contain the following:
 - a) Referendum Statement. The petition for referendum shall contain a referendum statement that shall be phrased substantially in the following language:

Should City of Bainbridge Island Ordinance No.
_____ relating to _____, enacted by
the Bainbridge Island City Council on
_____, be repealed in its entirety?
Your signature on this petition indicates your vote in
favor of repeal of the attached ordinance in its
entirety.
 - b) A copy of the challenged ordinance in the form adopted by the city council shall be attached to each referendum petition for the information of the parties requested to sign such petition and shall be made available to every person signing a petition.
 - c) Petition Pages. A referendum petition may contain any number of pages; provided, that each page contains the referendum

statement described in subsection (1)(b) of this section.

- d) **Signature Lines.** Every petition page shall contain consecutively numbered lines for signatures, and shall include space for the printed name of the person signing, his or her address and the date of signing. Signature lines shall be in substantially the following format:

	Petitioner's Signature	Petitioner's Printed Name	Address	Date
1.	_____	_____	_____	_____
2.	_____	_____	_____	_____
3.	_____	_____	_____	_____

- e) **Warning.** Every petition page shall contain the following warning directly above the signature lines:

WARNING

Any person who signs this petition with a name other than his/her true and legal name, or who knowingly signs more than one petition page, or who signs a petition when he/she is not a qualified elector of Bainbridge Island, or who signs a petition when he/she is otherwise not qualified to sign, or who otherwise makes herein any false statement, shall be guilty of a misdemeanor.

4.15.110 Referendum – Filing suspends ordinance – City council action.

Upon the timely filing of a referendum petition determined to be sufficient by the city clerk, the city council shall reconsider the challenged ordinance and upon reconsideration shall defeat it in its entirety or shall submit it to a vote of the people. The operation of an ordinance timely challenged by referendum shall be suspended from the time a referendum petition is submitted for validation until the referendum petition is finally found insufficient or until the ordinance challenged has received a majority of the votes cast thereon at the election held for the purposes of the referendum.

4.15.120 Referendum – Effective date – Record.

If a majority of the number of votes cast thereon oppose the ordinance subject to the referendum, such ordinance shall be deemed repealed immediately.

4.15.130 Referendum – Other initiative provisions to apply.

The following provisions of this chapter relating to initiatives shall also apply to every referendum:

1. Sufficiency of the petition (BIMC 4.15.040);
2. Ballot title and ballot statement (BIMC 4.15.060); and
3. Appeal to court (BIMC 4.15.080).

4.15.140 Restriction or abandonment of powers.

The exercise of the initiative and referendum powers governed by this chapter may be restricted or abandoned upon passage of a resolution by the city council declaring the council's intent to put a vote to the people calling for restriction or abandonment of the initiative and referendum powers, or by the filing of a petition meeting the sufficiency requirements of BIMC 4.15.040, and seeking the abandonment or restriction of the initiative and referendum powers. The council resolution or the petition shall be submitted to the voters at the next general municipal election if one is to be held within 180 days from the date of filing of the petition or passage of the resolution, or at a special election to be called for that purpose not less than 90 days nor more than 180 days after the passage of the resolution or the certification of sufficiency of the petition. The ballot title and ballot statement of the proposition shall be prepared by the city attorney as provided in BIMC 4.15.060.

4.15.150 Ordinances restricting or abandoning powers – Effective date.

If a majority of votes cast at the election favor restriction or abandonment, such powers of initiative or referendum shall be deemed so restricted or abandoned.

Section 2. Severability. If any section, sentence, clause or phrase of this ordinance should be held to be invalid or unconstitutional by a court of competent jurisdiction, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other section sentence, clause or phase of this ordinance.

Section 3. Effective Date. This ordinance is subject to referendum as provided by law and shall take effect and be in full force ninety (90) days after publication of the enabling Resolution which will be _____, 2018.

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: _____, 2018
PASSED BY THE CITY COUNCIL: _____, 2018
PUBLISHED: _____, 2018
EFFECTIVE DATE: _____, 2018
ORDINANCE NO: 2018-1

Initiative and Referendum Guide

for Washington Cities
and Charter Counties



MRSC

Last Updated:
April 2018



Please note, our publications are updated frequently. To ensure you have the most accurate information, download the latest version of this publication from our website:
www.mrsc.org/publications/publications.aspx.

Revision History

April 2018

- Appendix A – Added Black Diamond, La Center, Lakewood, Sammamish, and Spokane Valley to the list of code cities that have adopted powers of referendum and initiative, and removed Raymond.

February 2018

- Appendix A – Removed Shelton as commission city, and as a code city that has adopted powers of initiative and referendum; added Clark County to list of charter counties.

Initiative and Referendum Guide for Washington Cities and Charter Counties

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Preface

There is increasing interest in the power of the people at both the state and local level to directly exercise authority to enact and repeal laws. This authority is exercised through the powers of initiative and referendum. This publication provides an overview of these powers as they may be exercised at the local level - in the cities and charter counties of the state of Washington.

Most cities and counties in Washington do not have these powers available at this time. Of the 281 incorporated cities in the state, less than 50 have adopted the powers of initiative and referendum. Of the 39 counties in the state, only the seven counties that have adopted local charters have available the powers of initiative and referendum. These statistics may, however, be somewhat misleading. The more populated cities and counties have adopted these powers either in their charters or by city council action, so the powers are available to the many Washington citizens at the local level who live in these larger jurisdictions.

This publication provides an overview of the powers of initiative and referendum in local government. It reviews which cities and counties have the powers available and, when legally permitted, how the powers may be adopted in cities and counties that have not already done so. It also reviews in some detail which types of actions are subject to the initiative and referendum process, since there are limitations on the exercise of the power even when it is available.

We hope this publication will be helpful to officials in cities and counties that already have the powers of initiative and referendum, as well as to officials in cities and counties that are considering adopting the powers.

Special acknowledgment is given to Patrick Mason, Senior Legal Consultant, who prepared the original publication and to Bob Meinig, Legal Consultant, who prepared this revision. Thanks is also given to Holly Stewart, Desktop Publishing Specialist, for her excellent work in preparing this guide for publication.

Periodic updates have been provided by Legal Consultant Paul Sullivan, and Graphic Designer Marissa Roesijadi.

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Initiative and Referendum Powers

Basically, the power of initiative as applied to municipalities refers to the authority of the voters of a city or charter county to directly initiate and enact legislation (hereafter the term “municipality” will include cities, towns, and counties). The process involves an initial petition containing a specified number of signatures that proposes an ordinance for adoption. If the proper form and the number of signatures is sufficient, the issue must either be adopted by the city or charter county council or submitted to the entire electorate of the city or charter county for adoption or rejection at an election.

The power of referendum in a municipality is the right of the people to have an ordi-

nance that has been enacted by the city or charter county council submitted to the voters for their approval or rejection. The process also includes the filing of a petition, with a required minimum number of registered voters, prior to the effective date of the ordinance. If the required number of signatures in the proper form are obtained on the petition, the ordinance is suspended from becoming effective until it has either been repealed by the city or charter county council or is submitted to the voters for approval or rejection at an election.

Briefly, the power of initiative is used to propose new legislation and the power of referendum is used to review previously adopted legislation. These powers exist at the state level also, but this publication deals exclusively with the powers as applied to government at the local level, specifically to cities and charter counties.

Arguments for and against

The use of initiative is direct democracy at its most fundamental level. It is favored by those who value widespread voter participation both in choosing candidates and in drafting and deciding upon legislation. It is an attempt to enlarge the role of the electorate while at the same time diminishing the power of the elected representatives, in this case the city or charter county councilmembers.

The classic arguments for initiative powers have changed little since the initiative and referendum process was introduced in its present form in this country in the early twentieth century. Proponents argued that the initiative process would neutralize special interest groups, curtail corruption, provide a vehicle for civic education, and put pressure on public officials to act in the public interest. Supporters claimed that the initiative process was the culmination of the steady advance of the broadened franchise and direct democracy in this century.

Those opposed to the use of initiative power are basically supporters of representative democracy. They stress the need for

knowledge and deliberation in the drafting of legislation and the daily business of governing. While those favoring this position are often accused of being undemocratic and lacking faith in the people, they assert that the most important democratic act is the selection of representatives.

Critics of the initiative process argue that it is a dangerous device that undercuts representative government by taking law-making out of the hands of the legislators elected to do the job. Complex issues are reduced to fast “yes” or “no” decisions by voters who may be swayed by misleading television or other commercials paid for by special interest groups. Initiatives may be crudely drafted and no allowance made for the usual give and take of the legislative process, which often results in the kind of compromises that make laws more workable.

Both sides agree that most of the business of governing cannot be decided directly by the people but must be decided by elected representatives. Therefore, the power of initiative is always recognized as a supplement to the normal legislative process.

The same basic philosophical arguments apply to the power of referendum as apply to the initiative power.

Municipalities that have the powers of initiative and referendum available

The powers of initiative and referendum are not available to all classes of municipalities. These powers are not automatically included in the powers granted to cities, towns, or counties. The authority for use of these powers is found either in the state constitution or in enabling legislation adopted by the state legislature, or both.

In Washington, the only cities that have been granted the powers of initiative and referendum are the first class cities, code cities that have formally adopted these powers, and cities with the commission form of government.

The only counties that may exercise these powers are counties that have formally adopted them by charter. Of the 39 counties in Washington, 33 retain the commission structure as outlined in Title 36 RCW; six counties have established themselves as charter counties by drafting a charter and submitting it to a vote of the people. Counties that have not taken steps to become charter counties are hereafter referred to as “commission counties.”

First class cities

The state constitution specifically grants the authority to adopt a charter to first class cities, and RCW [35.22.200](#) specifically provides that a first class city charter may provide for direct legislation by the

people through the initiative and referendum process. All of the ten first class cities in Washington have adopted the powers of initiative and referendum, and the procedures for exercising these powers are set out in the city charter of each city. (A brief review of the procedures exercised in each city is contained in Appendix M.)

Second class cities and towns

Second class cities and towns do not have the authority to establish initiative and referendum powers; consequently, voters in these two classes of municipalities may not exercise either power. In second class cities and towns, the council may submit an issue to the voters on an advisory ballot basis. This means that the voters may vote on an issue or an ordinance, but the results of the vote are not legally binding. While a city or town council may consider the vote of the people in an advisory ballot in deciding whether to enact or repeal an ordinance, the council is not bound to follow the majority vote.

Commission cities

A city that has the commission form of government automatically has the powers of initiative and referendum. These powers are set out in the enabling authority for commission cities in RCW [35.17.220](#) - [35.17.360](#).

Code cities

While initiative and referendum powers are available to code cities, they are not automatic powers either at the time of incorporation or reclassification as a code city. Code cities must formally adopt these powers. The procedures for adoption are outlined on pages 11-12 of this publication. As of February 2014, approximately 46

code cities in Washington have formally adopted these powers. (See Appendix A for a list of these code cities.) Citizens in other code cities do not have these powers available. All code cities have authority to submit issues to the public on an advisory basis, but the results of an advisory election are not binding on the city council.

Commission counties

Commission counties are granted their authority under the state constitution and Title 36 RCW. If a county does not go through the charter process, then it remains a commission form of government. Counties with the commission form of government do not have the powers of initiative and referendum available to them.

Charter counties

The state constitution grants counties the option of adopting a charter for their own form of government, and that charter may provide for direct legislation by the people through the initiative and referendum process. Seven counties have adopted a charter: Clallam, Clark, King, Pierce, San Juan, Snohomish, and Whatcom. Each has adopted the powers of initiative and referendum. Procedures for the exercise of these powers are set out in the charter of each county. (A brief review of the procedures as exercised in each charter county is contained in Appendix N.)

Types of legislation subject to the initiative and referendum process

Even if the citizens of a city or county have the powers of initiative and referendum available to them, this does not mean that every type of legislation is subject to these powers. There are a number of statutory limitations on these powers, at least in code cities, and additional limitations have been imposed by the courts. First class city and charter county charters also contain restrictions, and these can differ from city to city and county to county (the specific charter for each jurisdiction must be checked). This section will review the various limitations on the types of legislation which are subject to the initiative and referendum powers.

Only ordinances may be enacted by initiative or repealed by referendum. The powers of initiative and referendum are not applicable to any other type of legislative enactment by a city or county council, such as a motion, order, or resolution.

Statutory limitations placed on a code city

The statutes granting the power of referendum to code cities contain a list of the types of ordinances that are not subject to that power. This means that the 30-day waiting period for ordinances to go into effect, which applies in code cities that have adopted the powers of initiative and referendum, does not apply to these ordinances, since they are not subject to refer-

endum. The list of exempt ordinances contained in RCW [35A.11.090](#) is as follows:

1. Ordinances initiated by petition;
2. Emergency ordinances necessary for the immediate preservation of public peace, health and safety or for the support of the city government and its existing public institutions which contain a statement of urgency and are passed by unanimous vote of the council;
3. Ordinances providing for local improvement districts;
4. Ordinances appropriating money;
5. Ordinances providing for or approving collective bargaining;
6. Ordinances providing for the compensation of or working conditions of city employees;
7. Ordinances authorizing or repealing the levy of taxes.

These types of ordinances take effect as provided in general law - five days after publication, unless a later date is specified in the ordinance.

Statutory limitations placed on a commission city

The statutes that grant the power of referendum to commission cities also contain a limitation on the exercise of that power. RCW [35.17.240](#) indicates that most ordinances adopted in a commission city do not take effect for 30 days after adoption to allow the citizens an opportunity to file

a referendum petition. However, under RCW 35.17.230, the following types of ordinances are not subject to the 30-day waiting period or the referendum process:

1. Ordinances initiated by initiative;
2. Ordinances necessary for the immediate preservation of public peace, health and safety which contain a statement of urgency and are passed by unanimous vote of all the commissioners;
3. Ordinances providing for local improvement districts.

Other limitations

In addition to the above statutory limitations, the courts in Washington have recognized other limitations on the use of the powers of initiative and referendum. Basically, the courts have recognized two tests to determine if an ordinance is beyond the scope of direct legislation by the people either through the exercise of the initiative power or the referendum power.

The first test is whether the underlying action is legislative or administrative in nature. If the action is administrative, then it is not subject to the power of initiative or referendum. If it is legislative, then it may be subject to initiative and referendum, depending upon the outcome of the second test.

The second test is whether the power is one that has been granted by the legislature to the legislative authority of a city or county or whether it is a power that has been granted to the corporate entity as a whole. If it is a power that has been granted to the legislative authority (city or county council), then it is not subject to

the powers of initiative and referendum. If it is a power that has been granted to the city as a corporate entity, then it may be subject to initiative and referendum.

Both of these powers will be explained in more detail, but it is important to note that the action must pass both tests to be subject to initiative or referendum. If the action is administrative in nature or if the subject of the proposed legislation is a power that has been granted by the state legislature to the city or county council, it is **not** subject to the power of initiative and referendum. Citizens may exercise these powers only if the action is legislative in nature and the subject of the legislation is not one that has been granted to the city or county council.

Administrative/legislative distinction

The courts in this state have noted that the power of direct legislation by citizens is not an inherent power of the people. The right did not exist until granted by the state constitution in 1912. There is an inherent limitation on this right in that it only extends to matters legislative in character, as compared to administrative matters. Therefore, the scope of the powers of initiative or referendum is restricted to ordinances adopting legislative policy and is not extended to ordinances effecting administrative actions.

This, of course, raises the question of what is an administrative action and what is a legislative action. The courts have applied two tests in making this determination. First, actions relating to subjects of a permanent and general character are usually regarded as legislative matters, and actions taken on subjects of a temporary and special character are usually regarded as administrative matters. Second, the power

to be exercised is legislative in nature if it prescribes a new policy or plan, whereas it is administrative in its nature if it merely pursues a plan already adopted by the legislative body or some power superior to it.

Even with these tests as guides, it may not always be clear whether a matter is legislative, and subject to initiative and referendum, or administrative. One way to help understand this test is to review some court cases in which the courts have characterized various actions as being either legislative or administrative in nature. The following cases provide some guidance:

1. The decision to fluoridate the city water supply is administrative in nature. *City of Port Angeles v. Our Water-Our Choice!*, 170 Wn.2d 1 (2010).
2. An ordinance amending a comprehensive street name ordinance is administrative in nature since it is enacted pursuant to a plan already adopted by the legislative body. *Heider v. Seattle*, 100 Wn.2d 874 (1984).
3. The enactment of a business and occupation tax is legislative in nature. *Citizens for Financially Responsible Government v. Spokane*, 99 Wn.2d 339 (1983).
4. Implementation of a punch card ballot system is legislative in nature. *Ballasiotes v. Gardner*, 97 Wn.2d 191 (1982).
5. The setting of rates is a legislative act. *Earle M. Jorgensen Co. v. Seattle*, 99 Wn.2d 861 (1983), and

Scott Paper Company v. Anacortes, 90 Wn.2d 19 (1978).

6. A site specific rezone amendment is administrative in nature since it implements the zoning code or comprehensive plan already enacted. *Leonard v. Bothell*, 87 Wn.2d 847 (1976)
7. The selection of a contractor and the numerous other conditions incident to a building contract are administrative in nature. *Ruano v. Spellman*, 81 Wn.2d 820 (1973).
8. The granting of an unclassified use permit is administrative. *Durocher v. King County*, 80 Wn.2d 139 (1972).
9. A decision concerning where to locate a multipurpose stadium is legislative in nature. *Paget v. Logan*, 78 Wn.2d 349 (1970).

Limitations on initiative and referendum: corporate entity vs. legislative body distinction

The other test used by the courts to determine if an issue is subject to initiative or referendum is the distinction between a grant of authority by the state legislature to the city or county as a corporate entity or to its legislative authority (the city or county council). If the statutory grant of authority is to the city or county as a corporate entity, direct legislation by the people is permissible in the form of initiative or referendum. On the other hand, if the grant of power is to the legislative authority of the city or county, then initiative and referendum are prohibited.

When applying this test, it is necessary to determine the statutory grant of authority underlying the action involved. Appendix H contains a list of examples of specific statutory grants of authority to a city council (legislative authority). Presumably, these actions are not subject to initiative and referendum. Appendix I contains a list of examples of specific statutory grants to the city corporate entity. These may be subject to initiative and referendum, although it is necessary to review the other limitations on these powers to make that determination. And finally, Appendix J contains a selected list of specific grants of authority to county legislative authorities.

As an example of how this determination is made, consider the issue of whether citizens may pass an initiative rezoning an area of a city. It is first necessary to determine if there is a specific statutory grant of power to rezone property to either the legislative body or to the city as a whole. There is such a grant of authority for code cities in RCW 35A.63.100 and for other classes of cities in RCW 35.63.080. These statutes provide the legislative body with the authority to divide the city into zones. Therefore, this power is not subject to the power of initiative. This is also the holding of the Washington State Supreme Court, as noted below.

Another example of this determination is the question of whether the initiative process applies to a decision of whether a city should acquire and operate a water utility. Again, the first step is to determine if there is a specific statute that contains a grant of authority to the city as a whole or to the city council to operate a water utility. In this case, there is such a statutory grant in RCW 35.92.010. That statute indicates that a city or town may acquire and oper-

ate a water utility system. Therefore, the grant of authority is not limited to the city council but is a grant to the city as an entity. This issue then, because it is also not an administrative matter, would be subject to the initiative power.

Similarly, this analysis would apply to charter counties as well. An example would be a zoning regulation adopted pursuant to the Planning Enabling Act, chapter 36.70 RCW. Under this statute, the legislature clearly granted the authority to adopt zoning ordinances (“official controls”) and a comprehensive plan to the county legislative authority and not the county as a whole. This effectively invalidates any attempts to use initiative or referendum powers for county comprehensive plans or zoning regulations.

There have been a number of court decisions examining specific issues to determine if the underlying action is subject to initiative and referendum based on this test. A brief summary of the holdings in some of these cases may also help illustrate how this test is applied:

1. In RCW 46.63.170(1), the legislature granted to local legislative bodies the exclusive power to legislate on the subject of the use and operation of automated traffic safety cameras. Therefore, an initiative to expressly restrict the authority of a city’s legislative body to enact red light cameras by requiring a two-thirds vote of the electorate for approval and by limiting the amount of traffic fines is invalid. *Mukilteo Citizens for Simple Gov’t v. City of Mukilteo*, 174 Wn.2d 41 (2012).

2. An initiative that would restrict or limit the authority of a city to issue revenue bonds under chapter 35.41 RCW, the Municipal Revenue Bond Act, exceeds the initiative power and is invalid. The legislature unambiguously granted the legislative body of the city the authority over revenue bonds under multiple provisions in chapter 35.41 RCW. *City of Sequim v. Malkasian*, 157 Wn.2d 251 (2006).
3. The power to amend the county charter was not exclusively delegated to the legislative authority of the county by either article 11 of the state constitution or the King County Charter. Under article 11, amending a county charter is no different than proposing an ordinance. Therefore, an amendment to a county charter may be subject to the powers of initiative and referendum, but repealing a charter is beyond the powers of initiative granted to the people under article 11. *Maleng v. King County Corrections Guild*, 150 Wn.2d 325 (2003).
4. An ordinance adopting a zoning regulation under chapter 36.70 RCW, the Planning Enabling Act, is not subject to the initiative or referendum power because that power has been specifically delegated to the county legislative authority. *Save Our State Park v. County Commissioners*, 74 Wn. App. 637 (1994).
5. An ordinance extending the business and occupation tax is subject to a referendum in a first class city because neither the constitution nor the state legislature restricted that taxing power to the city council. *Citizens for Financially Responsible Government v. Spokane*, 99 Wn.2d 339 (1983).
6. An initiative that amended the city zoning code was invalid because the zoning power has been granted by the state legislature to the city council and not to the city as a corporate entity. *Lince v. Bremerton*, 25 Wn. App. 309 (1980).
7. The legislature granted to the city council the authority to adopt and modify the zoning code. Therefore, a referendum challenging a rezone was not allowed by the court. *Leonard v. Bothell*, 87 Wn.2d 847 (1976).
8. An ordinance providing for annexation is not subject to a referendum because the powers of annexation have been granted by the legislature to the mayor and city council. *State ex rel. Bowen v. Kruegel*, 67 Wn.2d 673 (1965).
9. An ordinance setting utility rates for a municipal-owned water system, which is being financed by revenue bonds, is not subject to referendum because the authority to set utility rates has been given to the city council when revenue bonds are utilized. *State ex rel. Haas v. Pomeroy*, 50 Wn.2d 23 (1957).

Legislative body distinction and the Growth Management Act

The power to enact regulations under the Growth Management Act (GMA), chapter 36.70A RCW, is specifically granted to the

legislative authority of cities and counties. As summarized in the following cases, the courts have addressed the use of initiative and referendum when related to the GMA in a number of cases and have found that the powers are invalid when pertaining to a regulation adopted under the Act:

1. The GMA places considerable power and responsibility in local hands, but it is still a state power that is being exercised to further state mandates. It is for the legislature, not the courts, to amend GMA procedures to provide for local referenda. Until such an amendment is enacted, the court will continue to hold that ordinances such as these that designate and protect critical areas are not subject to local referenda. 1000 Friends of Wash. v. McFarland, 159 Wn.2d 165 (2006).
2. A citizen's initiative to require development restrictions and creek restoration activities was held invalid because development regulations were adopted under the GMA and the authority to adopt them is specifically granted to the city legislative authority. City of Seattle v. Yes for Seattle, 122 Wn. App. 382 (2004), review denied, 153 Wn.2d 1020 (2005).
3. A critical areas ordinance adopted under the GMA was not subject to the referendum power of the citizens of Whatcom County even though the power of referendum was granted to the people in the Whatcom County Charter. The power to enact critical areas ordinances under the GMA is specifically granted to the legislative authority of a

city or county. Whatcom County v. Brisbane, 125 Wn.2d 345 (1994).

4. An ordinance that adopted a county-wide planning policy under the requirements of the Growth Management Act was held beyond the power of referendum even though that power was specifically granted to the citizens of Snohomish County in the Snohomish County Charter. The adoption of a county-wide planning policy under the GMA is specifically granted to the legislative authority of a city or county. Snohomish County v. Anderson, 123 Wn.2d 151, and 124 Wn.2d 834 (1994).

As these cases make clear, the powers of initiative and referendum do not apply to ordinances adopted pursuant to the Growth Management Act.

Summary of legislation subject to the process

A multistep approach is necessary in order to determine if a specific ordinance can be subject to the powers of initiative or referendum. First, it must be determined if the ordinance is an administrative or legislative act of the city or charter county. Second, it must be determined if the underlying issue, which is the subject of the initiative or referendum petition, has been granted by the legislature to the city or charter county as a corporate entity or to the legislative authority of the city or charter county. Finally, for a referendum in a code city, the statutory exceptions from the referendum process in RCW 35A.11.090 must be checked.

How the powers are acquired by a code city

As previously indicated, not all code cities have the powers of initiative and referendum. These powers must be formally adopted to be available in a code city.

Two methods exist by which a code city may adopt the powers of initiative and referendum:

1. **Petition Method.** The adoption of the powers of initiative and referendum may be initiated by registered voters of the city filing a petition with the city requesting their adoption. To be valid, the petition must contain signatures equal in number to 50 percent of the votes cast at the last general municipal election. The petitions with signatures must then be transmitted by the city to the county auditor for verification of the signatures.

If the petition is found to be sufficient by the county auditor, the city council must adopt a resolution declaring the intention of the city to adopt the powers of initiative and referendum. The city must publish the resolution in a newspaper of general circulation within the city not more than 10 days after passage of the resolution.

If no referendum petition is filed within 90 days after publication of

the resolution, the city council must enact an ordinance formally adopting the powers of initiative and referendum.

If a referendum petition is filed within the 90 days after publication of the resolution that is signed by qualified electors of the city equal to not less than 10 percent of the votes cast at the last general municipal election, an election must be held on the issue of whether to adopt these powers for the city. The vote will be held at the next general municipal election if there is one within 180 days of the filing of the petition. Otherwise, the vote will be at a special election called for that purpose pursuant to RCW [29A.04.330](#).

2. **Resolution Method.** The second method for acquiring these powers is for a majority of the city council to initiate the process by enacting a resolution declaring the intention to provide for initiative and referendum powers. This resolution must be published in a newspaper of general circulation within the city not more than 10 days after passage of the resolution.

If no referendum petition is filed within 90 days after publication of the resolution, then the city council must enact an ordinance formally adopting the powers of initiative and referendum.

If a referendum petition is filed within the 90 days after publication of the resolution and is signed by qualified electors of the city equal to

not less than 10 percent of the votes cast at the last general municipal election, an election must be held on the issue of whether to adopt these powers for the city. The vote will be held at the next general municipal election if there is one within 180 days or otherwise at a special election called for that purpose pursuant to RCW 29A.04.330.

How the powers are exercised

Powers exercised in a noncharter code city

As indicated, the power of initiative is only available in those code cities that have formally adopted that power. If a code city adopts this power, it is exercised primarily in the same manner as established for the commission form of government in RCW 35.17.240 - 35.17.360. When the Optional Municipal Code was adopted in 1969, rather than set out a new and different procedure for the initiative and referendum powers, the drafters merely provided that code cities use the same basic procedure that already existed for commission cities. The one exception is in the number of signatures required for a successful petition for code cities, as specified by RCW 35A.11.100.

Only ordinances may be adopted by initiative. It is not possible to adopt resolutions by initiative. Restrictions on the types of ordinances that may be adopted by initiative have been imposed by the legislature and the courts and are reviewed on pages 5-10 of this publication.

Assuming that a code city has formally adopted the power of initiative and that the subject of an ordinance is an appropriate one for an initiative, the initiative process is basically as follows:

1. The proponent of the initiative must obtain signatures on the petition equal in number to 15 percent of the total number of registered voters

within the city as of the date of the last preceding city general election. RCW 35A.11.100.

2. Everyone who signs the initiative petition must add to their signature his or her place of residence, giving the street and the number. Petitions must also be printed in the form required by RCW 35A.01.040. These requirements are outlined in detail in Appendix K.
3. The signed petition must be filed with the officer designated to receive the petition (usually the city clerk), who then has three working days to transmit it to the county auditor who will review and determine the validity and adequacy of the signatures on the petition. After review, the county auditor must attach a certificate to the petition indicating whether or not it has been signed by a sufficient number of registered voters. This written certificate is then transmitted to the city officer with whom the petition was originally filed.
4. If the number of signatures is found to be insufficient, the petitioners have 10 additional days to amend the petition by supplying additional signatures. The amended petition is then resubmitted to the receiving officer who retransmits the petition to the county auditor. If the county auditor finds the number of signatures insufficient a second time, then the petition is returned to the person filing it. Any taxpayer then has the option of filing an action in

superior court to determine if the petition is sufficient.

5. If the county auditor determines that the number of signatures is sufficient, then the city council has two options. The first is for the city council to pass the proposed ordinance, without alteration, within 20 days after the county auditor's certificate of sufficiency has been received by the council. The second is to submit the measure to a vote of the people.
6. The ballot title of any initiative is to be composed of three elements: (a) an identification of the enacting legislative body and a statement of the subject matter; (b) a concise description of the measure; (c) a question asking the voters whether the enactment should be approved or rejected by the voters. The concise statement must be prepared by the city attorney and may not exceed 75 words. RCW 29A.36.071.
7. Once the ballot title is filed, the county auditor will notify the proponents of the initiative of the exact language of the ballot title. If the persons filing the initiative are dissatisfied with the ballot title formulated by the city attorney, they may file an appeal within 10 days to the superior court of the county where the issue is to appear on the ballot. They must indicate their objections and ask for amendment. The court will hold a hearing and render a decision certifying the correct ballot title. The decision of the superior court is final. RCW 29A.36.090.
8. The election will be held by special election not less than 45 days after the certificate of sufficiency is received by the council. The special election dates are listed in RCW 29A.04.330. (See Appendix L.) If a general election is scheduled within 90 days, the election on the initiative will take place on that date instead of on the next special election date (assuming that the general election date is at least 45 days after sufficiency of the petitions is certified).
9. The city clerk must cause the ordinance that will be submitted to the voters at an election to be published at least once in each of the daily newspapers in the city between five and 20 days before the election. If there are no daily newspapers, then publication must be in each of the weekly newspapers.
10. If a majority of the number of votes cast favor the proposed measure, it is adopted and will become effective upon certification of the election results.

An ordinance that has been adopted by means of the initiative process after an election of the people may be repealed or amended only by a vote of the people. This means that the city council may not merely amend or repeal such an ordinance, as is usually the case. However, the city council may initiate the amendment or repeal of the ordinance and then submit the proposition to a vote of the people.

Powers exercised in a noncharter code city

The objective of the referendum process is to submit an ordinance that has been

formally adopted by the city council to a vote of the people. The process is mainly the same as set out in RCW 35.17.240 - 35.17.360 for the exercise of the referendum power in commission cities.

The referendum power may be exercised only in regard to ordinances. Restrictions as to which types of ordinances are subject to the referendum are reviewed on pages 5-10 of this publication.

An ordinance that is subject to the referendum process does not go into effect for 30 days after enactment so that the citizens will have an opportunity to petition for referendum. (Ordinances that are not subject to referendum are usually effective five days after publication.)

Assuming that a code city has formally adopted the power of referendum and that the ordinance is one of the types that is subject to the referendum power, then the following basic procedures apply to exercise of the referendum power:

1. The proponent of the initiative must submit a petition with attached signatures equal to 15 percent of the number of persons listed as registered voters within the city on the day of the last preceding city general election.
2. Everyone who signs the referendum petition must add to their signature his or her place of residence, giving the street and number. The petitions must also be in the form required by RCW 35A.01.040. These requirements are outlined in detail in Appendix K.
3. The petition must be filed with the officer designated to receive the petition (usually the city clerk). That officer has three working days after the filing of a petition to transmit it to the county auditor, who determines the validity and adequacy of the signatures on the petition. The county auditor must attach a certificate to the petition indicating whether or not it has been signed by a sufficient number of registered voters and transmit the written certificate back to the city officer with whom the petition was originally filed.
4. If the number of signatures is insufficient, then the petitioners have 10 additional days to amend the petition by supplying additional signatures. The amended petition is then resubmitted to the receiving officer who retransmits the petition to the county auditor. If the county auditor finds the number of signatures insufficient a second time, then the petition is returned to the person filing it. Any taxpayer then has the option of filing an action in superior court to determine if the petition is sufficient.
5. If the county auditor determines that the number of signatures is sufficient, then the city council has two options. The first option is to reconsider the ordinance within 20 days and repeal it in its entirety. The second option is to submit the measure for approval or disapproval to a vote of the people.
6. The ballot title of any referendum is to be composed of three elements:

(a) an identification of the enacting legislative body and a statement of the subject matter; (b) a concise description of the measure; (c) a question asking the voters whether the enactment should be approved or rejected by the voters. The concise statement must be prepared by the city attorney and may not exceed 75 words. RCW 29A.36.071.

7. Once the ballot title is filed, the county auditor will notify the persons proposing the referendum of the exact language of the concise statement. If the proponents are not satisfied with the concise statement formulated by the city attorney, they may file an appeal within 10 days to the superior court of the county where the question will appear on the ballot. They must indicate their objections and ask for an amendment. After a hearing, the superior court will certify the final ballot title. The decision of the superior court on the wording is final. RCW 29A.36.090.
8. The election will be at a special election to be held not less than 45 days after the certificate of sufficiency is received by the council. The special election dates are listed in RCW 29A.04.330. (See Appendix L.) If there is a general election being held within 90 days, the election on the referendum will take place on that date instead of on the next special election date (assuming that the general election date is at least 45 days after sufficiency of the petitions is certified).

9. The city clerk must cause the ordinance that will be submitted to the voters to be published at least once in each of the daily newspapers in the city between five and 20 days before the election. If there are no daily newspapers, then publication must be once in each of the weekly newspapers.

10. If a majority of the number of votes cast is in favor of the repeal of the proposed ordinance, then the ordinance is deemed repealed and does not become effective.

If a timely referendum petition is filed, the effective date of the ordinance is suspended until the referendum petition is found to be insufficient or the ordinance is approved by the voters at the election. This means that the ordinance does not take effect until the referendum process is complete, in one way or the other.

Powers exercised in a commission city

Basically, the same procedures apply to the exercise of the powers of initiative and referendum in a commission city as apply in a code city, since the code city drafters utilized the statutory procedures which already existed for initiative and referendum in the commission statutes, RCW 35.17.240 - 35.17.360.

However, there is one significant difference. In a commission city, for an initiative or referendum petition to be sufficient, the petition must be signed by registered voters in the city equal in number to 25 percent of the votes cast for all candidates for mayor at the last preceding city election. This number applies to both initiative and referendum petitions. It is significantly

higher than the signature requirement for code cities.

Other than this difference in the number of signatures for a successful petition, the procedure previously outlined for code cities applies.

Powers exercised in a first class city

All of the first class cities have adopted the powers of initiative and referendum in their charters. The exact procedure for the exercise of these powers is outlined in each city charter and varies from city to city. See Appendix M for a short summary of initiative and referendum procedures in each of these cities.

Powers exercised in a charter county

All of the charter counties have adopted the powers of initiative and referendum in their charters. The exact procedure for the exercise of these powers is outlined in each county charter and varies from county to county. See Appendix N for a short summary of initiative and referendum procedures in each of these counties.

How the powers are abandoned

Code cities, first class cities, and charter counties that have acquired the powers of initiative and referendum may repeal or abandon those powers. It is not possible for a commission city to abandon those powers unless the city changes to another plan of government.

All first class cities and charter counties in Washington have adopted the powers of initiative and referendum in their respective charters. If a first class city or charter county desires to relinquish or abandon its initiative and referendum powers, it must amend its charter. This is accomplished in the same manner as any other charter amendment, which requires a vote of the citizens. No first class city or charter county has ever attempted to repeal charter provisions that contain initiative and referendum powers.

State statutes do provide for the repeal or abandonment of the powers of initiative and referendum in a noncharter code city. However, those powers may not be repealed until at least six years has elapsed since they were adopted. To date, no code city that has acquired initiative and referendum powers has ever repealed them or attempted to do so.

The procedure for a code city desiring to abandon or repeal initiative and referendum powers is the same procedure as is provided for abandonment of a plan of government by a code city. RCW 35A.11.080. A summary of the procedure is as follows:

1. Two ways exist to initiate the repeal of initiative and referendum powers. The first is for the city council to pass a resolution of intention, proposing abandonment of initiative and referendum powers. The second is for the citizens to petition for abandonment of the powers. The petition must be signed by qualified electors equal in number to not less than 10 percent of the votes cast at the last general municipal election.
2. Once the petition has been determined to be sufficient by the county auditor or the resolution of intention has been approved by the council, an election must be held at the next general election in accordance with RCW 29A.04.330.
3. If a majority of the voters voting at the election vote to repeal the powers of initiative and referendum, then they are repealed.

Process and requirements for petition signature gatherers

The U.S. Supreme Court held unconstitutional a Colorado law that prohibited the payment of individuals who solicit petition signatures because it was a burden on political expression that the state could not justify. *Meyer v. Grant*, 486 U.S. 414 (1988). In response, the Washington State Legislature in 1993 enacted a law that was more limited than Colorado's and that prohibited paying a signature gatherer only on the basis of how many signatures the gatherer obtains. Paying on the basis of how many signatures are obtained may be considered an incentive for fraud in the signature-gathering process.

In 1994, the U.S. District Court for the Western District of Washington found the Washington law to be an unconstitutional restriction on the First Amendment rights of citizens by limiting payment to gatherers on a per signature basis, absent a legislative finding based on "actual evidence" of fraud. *LIMIT v. Maleng*, 874 F.Supp. 1138 (1994).

Although the Washington law (RCW [29A.84.250](#) and RCW [29A.84.280](#)) has not been repealed, it is no longer enforceable, based on *LIMIT v. Maleng*. (It remains to be seen, however, if the law would be enforceable if a finding based on actual evidence of fraud is made.) In sum, a county or city may not prohibit signature gatherers from being paid, either by a flat rate or per signature gathered.

Appendix A

Cities and counties that have powers of initiative and referendum

The following cities and counties in Washington State possess the powers of initiative and referendum:

First Class Cities

All ten first class cities have the powers of initiative and referendum.

Aberdeen	Bremerton	Richland	Spokane	Vancouver
Bellingham	Everett	Seattle	Tacoma	Yakima

Code Cities

The following code cities have adopted the powers of initiative and referendum.

Battle Ground	Clarkston	Kent	Ocean Shores	Sequim
Bellevue	Des Moines	La Center	Olympia	Shoreline
Black Diamond	Edgewood	Lakewood	Port Angeles	Spokane Valley
Blaine	Edmonds	Lake Forest Park	Puyallup	Tukwila
Bonney Lake	Ellensburg	Longview	Rainier	Tumwater
Bothell	Federal Way	Lynnwood	Redmond	Walla Walla
Brier	Ferndale	Mercer Island	Renton	Wenatchee
Burien	Goldendale	Mill Creek	Ridgefield	Woodinville
Camas	Issaquah	Monroe	Sammamish	
Chelan	Kelso	Mountlake Terrace	SeaTac	
Cheney		Mukilteo		
		North Bend		

Charter Counties

All seven charter counties have adopted the powers of initiative and referendum.

Clallam	King	San Juan	Whatcom
Clark	Pierce	Snohomish	

Appendix B

Sample resolution declaring intent of code city to adopt powers of initiative and referendum

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF _____, WASHINGTON, DECLARING THE INTENT OF THE CITY COUNCIL TO ADOPT THE RIGHT OF INITIATIVE AND REFERENDUM FOR THE REGISTERED VOTERS OF THE CITY; PROVIDING FOR PUBLICATION OF THIS RESOLUTION; AND PROVIDING THAT UPON THE EXPIRATION OF THE NINETIETH DAY AFTER THE DATE OF PUBLICATION THAT AN ORDINANCE ADOPTING THE INITIATIVE AND REFERENDUM PROCESS FOR THE REGISTERED VOTERS OF THE CITY SHALL BE PRESENTED UNLESS A TIMELY AND SUFFICIENT REFERENDUM PETITION HAS BEEN FILED REFERRING THE QUESTION TO THE REGISTERED VOTERS OF THE CITY FOR APPROVAL OR REJECTION.

The CITY COUNCIL OF THE CITY OF _____, WASHINGTON, HEREBY RESOLVES AS FOLLOWS:

Section 1. Pursuant to RCW 35A.11.080, which permits the legislative body of a noncharter code city, such as the City of _____, to provide for the exercise in the City of the powers of initiative and referendum in accordance with the provisions of state law set forth in RCW 35A.02.020 et seq, the City Council of the City of _____, Washington, a noncharter optional municipal code city, hereby declares its intention to adopt for the City the powers of initiative and referendum.

Section 2. Within ten (10) days following the passage of this resolution the City clerk is instructed to cause this resolution to be published at least once in a newspaper of general circulation within the City to wit: (NEWSPAPER TITLE).

Section 3. Notice is given that upon the expiration of the ninetieth day after the date of first publication of this resolution, but excluding the date of first publication of the resolution, if no timely and sufficient referendum petition is filed pursuant to RCW 35A.02.035, as determined by RCW 35A.29.170, the intent expressed in this resolution shall, at the next regular meeting of the City Council, be effected by an ordinance adopting for the City the powers of initiative and referendum.

RESOLVED this _____ day of (month/year).

CITY OF _____

MAYOR, (name)

ATTEST/AUTHENTICATED:

CITY CLERK, (name)

FILED WITH THE CITY CLERK: (date)

PASSED: (date)

PUBLISHED: Published in the (newspaper) on (date).

Appendix C

Sample ordinance of code city adopting powers of initiative and referendum

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY OF _____, WASHINGTON, ADOPTING A POWER OF INITIATIVE AND REFERENDUM FOR THE REGISTERED VOTERS OF THE CITY.

WHEREAS, the City Council of the City of _____, Washington, passed Resolution No. ____ on (date), stating its intent to adopt the powers of initiative and referendum for the registered voters of the City as provided in RCW Chapter 35A.11, now, therefore,

THE CITY COUNCIL OF THE CITY OF _____, WASHINGTON DO ORDAIN AS FOLLOWS:

Section 1. A new Chapter 1.12 entitled “Initiative and Referendum” is hereby added to the _____ Municipal Code to read as follows:

Section 1.12.010 Power of Initiative and Referendum Adopted

The City of _____ hereby adopts the power of initiative and referendum for the registered voters of the city as provided pursuant to RCW 35A.11.080 through 35A.11.100. Such powers are to be exercised as provided in the above referenced sections of the Revised Code of Washington as they now exist or may be amended from time to time and said sections are hereby incorporated in full by this reference.

Section 2. This ordinance will be in full force and effect five days after passage and publication by posting as provided by law.

CITY OF _____

MAYOR, (name)

ATTEST/AUTHENTICATED:

CITY CLERK, (name)

APPROVED AS TO FORM:
OFFICE OF THE CITY ATTORNEY:

BY

FILED WITH THE CITY CLERK: (date)
PASSED BY THE CITY COUNCIL: (date)
SIGNED BY THE MAYOR: (date)

POSTED: (date)
EFFECTIVE DATE: (date)

Appendix D

Sample initiative petition format for code cities

WARNING

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

INITIATIVE PETITION FOR SUBMISSION TO THE _____ CITY COUNCIL

TO: The City Council of the City of _____:

We, the undersigned registered voters of the City of _____, State of Washington, residing at the addresses set forth opposite our respective names, being equal to fifteen percent (15%) of the total number of names of persons listed as registered voters within the City on the day of the last preceding City general election, respectfully request that the following ordinance be enacted by the City Council or, if not so enacted, be submitted to a vote of the residents of the City. The title of the said ordinance is as follows:

(Here insert the title, ensuring that the proposed ordinance does not contain more than one subject and that the subject is clearly expressed in the title, and then insert one of the two sentences shown below.)

(The full text of the ordinance is as follows:] or (A full, true and correct copy of the ordinance is attached to this Petition.)

Each of us for himself or herself says:

I have personally signed this petition; I am a registered voter of the City of _____, State of Washington; and my residence address is correctly stated.

Signature Printed Name Street and Number City Date

1. _____

20. _____

Appendix E

Sample referendum petition format for code cities

WARNING

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

PETITION FOR REFERENDUM

TO: The City Council of the City of _____:

We, the undersigned registered voters of the City of _____, State of Washington, residing at the addresses set forth opposite our respective names, being equal to fifteen percent (15%) of the total number of names of persons listed as registered voters within the City on the day of the last preceding City general election, respectfully request that Ordinance No. _____ enacted by the City Council on the ____ day of _____, 20____, be repealed by the Council or, if not so repealed, be referred to a vote of the residents of the City for their approval or rejection. The title of the said ordinance is as follows:

(Here insert the title of the Ordinance as enacted, and then insert one of the two sentences shown below.)

(The full text of the ordinance, as enacted by the City Council, is as follows:) or
(A full, true and correct copy of the ordinance as enacted by the City Council is attached to this Petition.)

Each of us for himself or herself says:

I have personally signed this petition; I am a registered voter of the City of _____, State of Washington; and my residence address is correctly stated.

Signature Printed Name Street and Number City Date

1. _____

20. _____

Appendix F

Some common questions relating to initiative and referendum powers

1. What is the power of initiative?

The power of initiative is the ability of the voters of the city or charter county to initiate and enact legislation directly, with or without the consent of their elected representatives, the city or county legislative authority.

2. What is the power of referendum?

The power of referendum is the ability of the citizens of the city or charter county to have an ordinance that has been enacted by the city or county legislative authority submitted to the voters for approval or disapproval before it becomes effective.

3. Have all first class cities adopted the powers of initiative and referendum?

Yes. All ten first class cities have adopted these powers in their charters. The exact procedures vary for each city as provided in their charter (See Appendix M).

4. Do all counties have the powers of initiative and referendum?

No. Only the six counties that have adopted a charter have the ability to adopt the powers of initiative and referendum. Each of those counties has adopted the powers of initiative and referendum in their charters. The exact procedures vary for each county as provided in their charters (See Appendix N).

5. Do all code cities have the powers of initiative and referendum?

No. The powers of initiative and referendum are available to all code cities, but they must be specifically adopted. Most of the code cities in the state have not adopted these powers.

6. Do second class cities or towns have these powers available?

No. A statutory grant of authority from the state legislature is necessary for the powers of initiative and referendum to be available. There is no such grant of authority for second class cities or towns to adopt these powers.

7. May the legislative authority of a city or county that does not have the powers of initiative and referendum available submit an issue to the voters in an advisory ballot?

Yes. All cities and counties in the state have the ability to submit an issue to the public on an advisory basis at an election. However, the results of the election are not binding on the city or county legislative authority, as they are for an initiative or referendum; they merely serve to reflect the mood of the electorate.

8. How may a code city adopt the powers of initiative and referendum?

There are two methods by which a code city may adopt these powers. One method is initiated by a resolution of the city council and the other by a voter petition. The exact procedure for each of these methods is outlined in on pages 11-12 of this publication.

9. How many signatures are required to initiate a referendum or initiative in a code city?

For an initiative or referendum petition to be valid in a code city, the petition must contain the signatures of registered voters consisting of at least 15 percent of the total number of persons listed as registered voters within the city on the day of the last preceding city general election.

10. Does the referendum power apply to resolutions of the city or county legislative authority?

No. The power of referendum only applies to ordinances adopted by the city or county legislative authority. Resolutions are not subject to the referendum power and the initiative process may not be applied to a resolution.

11. Are all types of ordinances subject to the initiative and referendum process?

No. There are a number of limitations on the exercise of initiative and referendum powers. Some of these limitations arise out of the state statutes that grant the right of initiative and referendum. Other limitations arise from court decisions concerning the extent of these powers.

12. What statutory limitations are placed on the right of referendum in code cities?

RCW [35A.11.090](#) contains a list of types of ordinances that are not subject to the power of referendum in a code city. This list includes emergency ordinances, ordinances providing for local improvement districts, ordinances appropriating money, ordinances

providing for collective bargaining, ordinances for compensation or other working conditions of city employees, and ordinances authorizing or repealing the levy of taxes.

13. What other limitations are placed on the exercise of the powers of initiative and referendum?

The courts in Washington have imposed two tests to determine if a specific ordinance is subject to the powers of initiative and referendum. The first test is whether the underlying action is administrative or legislative. Only legislative actions are subject to initiative and referendum; administrative actions are not. The second test is to determine if the power is one that has been granted to the legislative authority of the city or county or whether it is a power that has been granted to the corporate entity as a whole. If it is a power that has been granted to the legislative authority or city council specifically, then it is not subject to initiative and referendum.

14. What is an administrative action and what is a legislative action for purposes of determining if an action is subject to initiative and referendum?

The courts have established two tests to determine this. Actions relating to subjects of a permanent and general character are usually regarded as legislative in nature, and actions relating to subjects of a temporary and special character are usually regarded as administrative in nature. Secondly, the power to be exercised is legislative in nature if it prescribes a new policy or plan, while it is administrative in nature if it merely pursues a policy or plan already adopted by the city or county council.

15. Is a rezone ordinance subject to the referendum process in a code city?

No. This specific issue was the subject of a court case, *Leornard v. Bothell*, 87 Wn.2d 847 (1976). Although the court considered a site-specific rezone to be an administrative action, it held that the authority to adopt and modify the zoning code in a code city had been given by the state legislature to the city council, and so a site-specific rezone is not subject to the power of referendum.

16. Is the power to annex property subject to the initiative or referendum process?

No. The power to annex property has been granted by the state legislature specifically to the city council and so it is not subject to the initiative process. This is the holding in *State ex rel. Bowen v. Kruegel*, 67 Wn.2d 673 (1965).

17. May the powers of initiative and referendum be abandoned once they have been adopted?

Yes, first class cities, code cities, and charter counties may abandon these powers after they have been adopted. First class cities and charter counties must amend their charters to abandon these powers. A code city may abandon these powers so long as at least six years have elapsed since their adoption. The process is described on page 18 of this publication. Only commission cities have no authority to abandon these powers since they are a part of the commission form of government and are contained in the state enabling legislation for that form of government.

18. Can petition signature gatherers be paid?

Yes, petition signature gatherers can be paid either a flat fee or on a per signature gathered basis. Cities and counties do not have the authority to ban signature gatherers from being paid on either basis.

19. Are ordinances enacted pursuant to the Growth Management Act (GMA) subject to the power of referendum?

No. Any ordinance adopted pursuant to the GMA is not subject to the power of referendum, because the legislature specifically delegated the power to act under GMA to the legislative authority of a city or county and not to the corporate entity.

20. Can ordinances that pertain to the Growth Management Act be enacted by initiative?

No. Any ordinance related to the GMA is not subject to the powers of initiative as well, because the legislature specifically delegated the power to act under GMA to the legislative authority of a city or county and not to the corporate entity.

Appendix G

Selected Washington cases that relate to initiative and referendum powers of cities and counties

Most of the case law authority in Washington regarding initiative and referendum powers relate to whether a particular issue is subject to those powers or not. The following are some of the leading cases on this issue:

Mukilteo Citizens for Simple Gov't v. City of Mukilteo, 174 Wn.2d 41 (2012)

The legislature granted to local legislative bodies the exclusive power to legislate on the subject of the use and operation of automated traffic safety cameras. Therefore, an initiative to expressly restrict the authority of a city's legislative body to enact red light cameras by requiring a two-thirds vote of the electorate for approval and by limiting the amount of traffic fines is invalid.

City of Port Angeles v. Our Water-Our Choice!, 170 Wn.2d 1 (2010)

The decision to fluoridate the city water supply is administrative in nature, and so is beyond the scope of the local initiative power and is subject to preelection challenge.

1000 Friends of Wash. v. McFarland, 159 Wn.2d 165 (2006)

Ordinances enacted under the GMA that designate and protect critical areas are not subject to local referenda.

City of Sequim v. Malkasian, 157 Wn.2d 251 (2006)

An initiative that would restrict or limit the authority of a city to issue revenue bonds under chapter 35.41 RCW, the Municipal Revenue Bond Act, exceeds the initiative power and is invalid. The legislature unambiguously granted the legislative body of the city the authority over revenue bonds under multiple provisions in chapter 35.41 RCW.

City of Seattle v. Yes for Seattle, 122 Wn. App. 382 (2004), review denied, 153 Wn.2d 1020 (2005)

A local initiative that related to development restrictions over creeks or their buffers and required certain creek restoration activities was invalid because the initiative concerned a development regulation under the Growth Management Act and the statutory grant of power to enact such regulations is to the legislative authority of the city.

King County v. Taxpayers of King County, 133 Wn.2d 584 (1997)

An ordinance authorizing the issuance of bonds to build a new baseball stadium as permitted under the Stadium Act (RCW 82.14.0485) was not subject to initiative.

Bidwell v. Bellevue, 65 Wn. App. 43, review denied, 119 Wn.2d 1023 (1992)

An initiative that restricted the authority of the Bellevue Convention Center Authority to issue negotiable bonds or notes to finance construction of the convention center without prior voter approval was not appropriate because the initiative dealt with administrative matters and would

have unconstitutionally impaired contract rights.

Heider v. Seattle, 100 Wn.2d 874 (1984)

Changing the name of a street is an administrative action not subject to the initiative process.

Citizens for Financially Responsible Government v. Spokane, 99 Wn.2d 339 (1983)

The enactment by a first class city of a business and occupation tax is subject to referendum because it is legislative in nature and the power to enact such taxes is shared with the electorate because of provisions in the Spokane city charter.

Seattle Building and Construction Trades Council v. Seattle, 94 Wn.2d 740 (1980)

A proposed initiative that would have prohibited further work on the I-90 construction project across Lake Washington was held invalid because the actions of the city were administrative in nature and not subject to the initiative process.

Lince v. Bremerton, 25 Wn. App. 309 (1980)

An initiative is not an appropriate measure to amend the zoning code of a first class city because that is a power that has been given to the legislative body of the city.

Leornard v. Bothell, 87 Wn.2d 847 (1976)

A site-specific rezone ordinance is not subject to the referendum power because it is administrative in nature and also because the power to amend the zoning code has been granted to the legislative body of the city.

Ruano v. Spellman, 81 Wn.2d 820 (1973)

An attempt to prevent construction of the Kingdome by repealing the resolution authorizing the project and the bonds to finance it and to prohibit spending of funds for further development was improper because the decisions remaining were held to be administrative in nature and the passage of the initiative would also result in the impairment of existing contract rights.

State ex rel. Guthrie v. Richland, 80 Wn.2d 382 (1972)

Initiative and referendum powers can only be invoked at the local level if their exercise is not in conflict with state law. In this case, an ordinance providing for extensions to the municipally-owned waterworks, financed by revenue bonds, was held not subject to a referendum.

Durocher v. King County, 80 Wn.2d 139 (1972)

Action by the county in granting an “unclassified use permit” was not subject to referendum because it is administrative in nature.

Ford v. Logan, 79 Wn.2d 147 (1971)

The repeal of a county home rule charter is not within the initiative powers granted to the voters of a county.

Paget v. Logan, 78 Wn.2d 349 (1970)

An initiative that prohibited location of a multipurpose stadium at the Seattle Center was held to be appropriate because the issue was legislative and the power was one that had been granted to the county as a corporate entity.

State ex rel. Bowen v. Kruegel, 67 Wn.2d 673 (1965)

An annexation ordinance is not subject to referendum power because the authority to annex property has been given to the city council.

State ex rel. Haas v. Pomeroy, 50 Wn.2d 23 (1957)

The action of a city council in setting water utility rates, where the system is financed by revenue bonds, is not subject to referendum because the grant of power to set rates when revenue bonds have been used to create the utility is to the city council.

Cases that relate to other aspects of the local initiative and referendum process:

Eyman v. McGehee, 173 Wn. App. 684 (2013)

The city clerk had a mandatory duty under RCW 35A.01.040(4) and RCW 35A.29.170 to transfer to the county auditor the initiative petition to prohibit the city's using automatic ticketing cameras, but the issuance of writ of mandamus the issuance of a writ would have been improper as a vain and useless act, because the initiative exceeded the local initiative power.

City of Sequim v. Malkasian, 157 Wn.2d 251 (2006)

The city had standing to bring a postelection challenge to an initiative approved by the voters. The question of whether the initiative was beyond the scope of the initiative power was not mooted by the election because the election did not alter or expand the scope of the initiative power. The sponsor of a local initiative can be the proper defendant in a preelection declaratory action to determine whether the initiative exceeds the initiative power of the people.

Maleng v. King County Corrections Guild, 150 Wn.2d 325 (2003)

A county initiative changing the number of councilmembers was valid. The state supreme court held that the initiative was not beyond the initiative powers under the state constitution or the King County Charter because amending a charter is no different than proposing an ordinance.

Priorities First v. City of Spokane, 93 Wn. App. 406 (1998), review denied, 137 Wn.2d 1035 (1999)

An action against the city for refusing to put an initiative on the ballot that sought voter approval before it created a public development authority (PDA) to provide off-street parking facilities was invalid. The court of appeals ruled that the city was correct in declaring the initiative invalid because it conflicted with a state statute (chapter 35.41 RCW) in which the legislature has delegated authority to the city council.

CLEAN v. City of Spokane, 133 Wn.2d 455 (1997)

A referendum challenging an ordinance to support an off-street parking garage for a private retail development under the emergency clause of the Spokane City Charter was invalid. The court ruled that the city had an interest in preventing economic loss to the downtown area.

Whatcom County v. Brisbane, 125 Wn.2d 345 (1994)

A critical areas ordinance enacted under the Growth Management Act was not subject to the referendum power. The court stated that where a statutory grant of authority is given to the legislative body of a city or county then that grant of authority supersedes the county or city charter.

Snohomish County v. Anderson, 123 Wn.2d 151 (1994), also 124 Wn.2d 834 (1994)

A citizen's referendum to the county council adopting a county-wide planning policy ordinance as required under the Growth Management Act (GMA) was invalid. The court ruled that the GMA requires the legislative authority of counties to adopt a county-wide planning policy and a referendum regarding that policy is beyond the referendum power of the citizens.

Save Our State Park v. County Commissioners, 74 Wn. App. 637 (1994)

An initiative to repeal a zoning regulation adopted by the county commissioners pursuant to the Planning Enabling Act, chapter 36.70 RCW, was invalid. The court of appeals ruled that the legislature has clearly delegated the authority to approve a comprehensive plan, adopt official controls, and engage in zoning under chapter 36.70 RCW to the county legislative authority.

LIMIT v. Maleng, 874 F.Supp. 1138 (1994)

The U.S. District Court found that, based on the U.S. Supreme Court's interpretation, the Washington law that made it a gross misdemeanor to pay signature gatherers per signature was an unconstitutional prohibition on freedom of political speech guaranteed by the First Amendment.

State ex rel. Uhlman v. Melton, 66 Wn.2d 157 (1965)

Petitions for referendums in municipalities must strictly comply with procedural requirements, such as the time for filing petitions, since these requirements are mandatory and jurisdictional.

State ex. rel. O'Connell v. Meyers, 51 Wn.2d 454 (1957)

The presumption in favor of constitutionality of legislation also applies to statutes enacted by initiative.

Appendix H

Examples of specific statutory grants of power to municipal legislative authority

These topics are not likely to be subject to initiative and referendum powers.

Statutory Grants	RCW
Consolidation/Annexation of One City to Another	Ch.35.10
Annexation of Unincorporated Areas to City	Ch.35.13
Assumption of Water-Sewer Districts	35.13A.020
Power to Acquire Auditoriums, Art Museums, Swimming Pools, etc.	35.21.020
Power to Create Special Funds: Payroll & Claims	35.21.085
Authority to Designate Streets as Parkways Transfer of Maintenance Responsibilities	35.21.190
Power to Establish Residency Qualifications for Appointed Officials/ Preference in Employment	35.21.200
Power to Purchase Liability and Workman's Compensation Insurance	35.21.209
Power to Establish Transportation Benefit Districts	35.21.225
Power to Participate in Economic Opportunity Act Programs	35.21.680
Authority to Promote Tourism	35.21.700
Authority to Establish Public Ambulance Utility	35.21.766
Authority to Establish B & O Tax on Ambulance Businesses	35.21.768
Authority to Revise Corporate Boundary Street Center Lines	35.21.790
Authority to Create Park Board Commissioners	35.23.170
Authority to Create Special Funds, Sell Revenue Bonds, Warrants & Set Rates Municipal Bond Revenue Act	Ch.35.41
Authority to Order Local Improvements	35.43.040
Authority to Create Utility Local Improvement Districts (ULID)	35.43.042
Authority to Issue LID Bonds	35.45.010
Authority to Create Pedestrian Malls	35.71.030
Authority to Contract for Street Projects	35.72.010
Authority to Create Comprehensive (6-year) Street Plan	35.77.010
Authority to Classify Streets	35.78.010
Authority to Vacate Streets	35.79.030
Authority to Regulate Unfit Dwellings, Buildings, Structures	35.80.030
Authority to Enable Local Housing Authority	35.82.030

Statutory Grants	RCW
Authority to Acquire, Construct, Maintain, etc., Out-of-State Property, Plant and Equipment for Municipal Utilities	35.92.014
Authority to Appropriate Funds, Levy Tax for Transportation System	35.95.030
Authority to Annex Property Code Cities	35A.14.015
Authority to Establish a Planning Agency	35A.63.020
Authority to Approve Comprehensive Plan	35A.63.072 35.63.100
Authority to Adopt Land Use Regulations (Zoning Code)	35A.63.100 35.63.110
Authority to Establish Short Plat/Subdivision Regulations	58.17.060
Authority to Approve Plats	58.17.100 58.17.110 58.17.170

Appendix I

Examples of specific statutory grants of power to municipal corporate entity

These topics may be subject to initiative and referendum powers if the other statutory and judicial limitations on the powers are satisfied.

Statutory Grants	RCW
Petition for Reduction of City Limits	35.16.010
Power to Provide Auxiliary Water System for Fire Protection	35.21.030
Power to Create Equipment Fund	35.21.088
Power to Establish, Construct and Maintain Dikes and Levees	35.21.090
Power to Accept Donations of Property	35.21.100
Authorization to Construct, Acquire and Maintain Ferries	35.21.110
Power to Establish Solid Waste Handling System	35.21.120
Power to Establish Sewers, Drainage and Water Supplies	35.21.210
Power to Regulate Sidewalks	35.21.220
Authority to Require Removal of Debris/Plants	35.21.310
Authority to Establish Lake Management Districts	35.21.403
Authority to Establish Youth Agencies	35.21.630
Authority to Assist Development of Low Income Housing	35.21.685
Authority to Own/Operate Professional Sports Franchise	35.21.695
Authority to Acquire/Construct Multi-Purpose Community Center	35.59.030
Authority to Participate in World Fairs and Expositions	35.60.030
Authority to Construct Sidewalks, Gutters, Curbs, etc.	35.68.010
Authority to Erect/Maintain Draw Bridges	
Authority to Regulate and License Bicycles	35.75.010
Authority to Provide Off-Street Parking Facilities	35.86.010
Authority to Acquire and Operate Municipal Utilities Generally	35.92.010
Authority to Require Conversion to Underground Utilities	35.96.030
Authority to Establish Heating Systems	35.97.020
Power to Adopt Code City Status	35A.02.010
Power to Adopt Charter Code City Status	35A.07.010
Authority for Library, Museum and Historical Activities	35A.27.010
Authority for Joint Acquisition of Land for Schools	35A.28.010
Authority for Joint Facilities and Agreements Intergovernmental Relations Civic Center, Jails, Armories	35A.35.010

Statutory Grants	RCW
Authority for Emergency Services Participation	35A.38.010
Authority for Granting of Property for Highways and Streets	35A.47.010
Authority for Local Regulatory Option on Sale of Liquor	Ch.35A.66
Authority to Acquire Recreational Facilities	Ch.35A.67
Authority to Acquire Cemeteries/Morgues	Ch.35A.68
Authority to Regulate Food and Drugs	Ch.35A.69
Authority to Regulate Health and Safety	Ch.35A.70
Authority to Provide for the General Welfare	Ch.35A.74
Power to Acquire, Use and Manage Property and Materials	Ch.35A.79
Authority to Provide Public Utilities	Ch.35A.80
Authority to Regulate Harbors and Navigation	Ch.35A.88

Appendix J

Examples of specific statutory grants of power to the county legislative authority

Under RCW 36.32.120, the legislature has granted specific powers to the legislative authority of counties. Specifically those powers are:

1. The erection and repairing of public buildings for use by the county.
2. Laying out, discontinuing, or altering county roads or highways within the county.
3. License and fix rates of ferriage.
4. Fix the amount of taxes to be assessed.
5. Allow all accounts legally chargeable and audit, manage, collect and disburse any money belonging to the county or appropriated to its benefit.
6. Care of the county property and management of the county funds and business as well as prosecute and defend all actions for and against the county.
7. Make and enforce all such police and sanitary regulations as are not in conflict with state law and may adopt building codes for unincorporated areas.
8. The power to compound or release in whole or part any debt due the county.
9. Administer oaths or affirmations necessary to discharge their duties and commit for contempt any witness refusing to testify.
10. The power to declare what shall be deemed a nuisance within the county.

Appendix K

Rules for petitions in cities

Specific statutory rules apply to petitions in cities, including referendum and initiative petitions. RCW 35.21.005, 35A.01.040. The most important of these rules relating to petitions signed by voters are as follows:

1. The petition may include any page or group of pages which contain an identical text intended by the circulators to be considered as one petition. The following are essential elements of the petition:
 - a. The text of the petition must be a concise statement of the action or relief desired by the petitioners;
 - b. All initiative and referendum petitions must contain an attached copy of the full ordinance;
 - c. The petition must contain numbered lines for signatures with space provided beside each signature for the date of signing and the address of the signer;
 - d. The warning statement that is outlined below must be contained on each page of the petition having a space for signatures;
 - e. Any petition that seeks the annexation, incorporation, withdrawal or reduction of city limits must contain an accurate legal description of the

area proposed for such action and a map if practical.

2. The petitions must be printed or typed on single sheets of white paper of good quality. Each sheet of petition paper that has a space of signatures must contain the text of the petition and the following warning language:

WARNING

Every person who signs this petition with any other than his or her true name, or who knowingly signs more than one of these petitions, or signs a petition seeking an election when he or she is not a legal voter, or signs a petition when he or she is otherwise not qualified to sign, or who makes herein any false statement, shall be guilty of a misdemeanor.

Each signature must be signed in ink or indelible pencil and must be followed by the date of signing and the address of the signer.

3. In code cities, the petition must contain the valid signatures of 15 percent of the total number of names of persons listed as registered voters within the city on the day of the last preceding city general election. RCW 35A.11.100.
4. The signatures do not have to all be attached to one sheet of paper.
5. Petitions that contain the required number of signatures are to be ac-

cepted as valid until their invalidity has been proved.

6. A variation between the signature on the petition and that on the voter's permanent registration which is caused by use of initials instead of the first or middle names, or both, does not invalidate the signature on the petition if the last name and handwriting are the same.
7. Signatures that are followed by a date of signing that is more than six months prior to the date of filing the petition are also to be stricken. This means, in effect, that signatures are valid only for six months after the date of signing.
8. Within three working days after the filing of the petition with the city, the officer with whom the petition is filed shall transmit the petition to the county auditor, who must proceed with the determination of whether the signatures are sufficient. The office of the county auditor must notify the officer who received the petition of the date on which this determination was begun, and this date is to be known as the terminal date.
9. Any signer of a filed petition may withdraw his or her signature by filing a written request for withdrawal with the receiving officer prior to the terminal date. The name of the person seeking to withdraw must be signed exactly as the signature on the initial petition. After the filing of the request for withdrawal, the signature of the person seeking to withdraw is to be considered withdrawn.
10. Additional pages of one or more signatures may be added to the petition by filing with the receiving officer such pages prior to the terminal date.
11. The officer responsible for determining the sufficiency of the petition shall do so in writing and transmit the written certificate to the officer with whom the petition was originally filed.

Appendix L

Special election dates

Initiative and referendum elections may be held only on specific dates. These dates are set out in RCW 29A.04.330 and apply to all classes of cities and to all counties. The following are the dates on which an initiative or referendum election may be held:

1. The second Tuesday in February;
2. The fourth Tuesday in April;

3. The third Tuesday in May;
4. The day of the primary election as specified by RCW 29A.04.311;
5. The first Tuesday after the first Monday in November (this is the same date as the general election date in November).

If a sufficient initiative and referendum petition is filed, the election on the ordinance must be held on one of the above listed dates.

Appendix M

Brief review of initiative and referendum powers of first class cities as established in their charters

The following is a brief synopsis of the initiative and referendum powers of each of the first class cities. However, for complete details of the procedures and limitations on these powers, the specific charters of each of the cities must be carefully reviewed.

Aberdeen

Initiative – An ordinance may be initiated by a petition of 25 percent of the qualified registered voters of the city voting at the last preceding general municipal election. The proposed ordinance and initiative must be filed with the finance director at least 60 days before the next municipal general election. If the signatures are sufficient, the measure must be placed on the ballot at the next general municipal election.

Referendum – The citizens have 45 days after the final publication of an ordinance to circulate a petition and obtain the signatures of registered voters equal to at least 25 percent of the total number of persons voting at the last preceding regular municipal election. The election may be at a special election or a general municipal election. If the ordinance is repealed, the council may not reenact it for at least one year.

Bellingham

Initiative – An ordinance may be initiated on petition of a number of qualified vot-

ers equal to not less than 20 percent of the total number of votes cast for the office of mayor at the last preceding municipal general election. The initiative petition is to be filed with the finance director. The election will be at the next municipal general election, although the council may provide for a special election on the initiative.

Referendum – An ordinance may be referred to a referendum election if a petition is filed signed by qualified voters equal in number to not less than 8 percent of the total number of votes cast for the office of mayor at the last preceding municipal general election. The petition must be filed with the finance director at least 30 days following the effective date of such ordinance. Any ordinance initiated or referred and approved at an election may not be amended or repealed within two years after the effective date.

Bremerton

Initiative – An ordinance may be initiated on petition signed by registered voters equal in number to at least 20 percent of the votes cast at the last municipal general election for all candidates for the office of mayor. The initiative must be filed with the city clerk. The election may be at a special election. No ordinance initiated by this process and voted on favorably by the people may be amended or repealed by the city council unless submitted to the citizens for a vote.

Referendum – An ordinance may be referred to a referendum election if a petition is filed before the effective date of the ordinance signed by qualified electors of the city equal in number to not less than 25 percent of the votes cast at the last municipal general election for all candidates

for the office of mayor. The petition must be filed with the city clerk and the election may be at a special or general election.

Everett

Initiative – An ordinance may be initiated by a petition signed by qualified electors equal in number to at least 15 percent of the total number of votes cast at the last preceding municipal general election. The petition must be filed with the clerk and the election may be at a special or general election. No ordinance passed by this process may be amended or repealed except by popular vote of the people.

Referendum – An ordinance may be referred to a referendum election if a petition is filed before the effective date signed by qualified electors equal in number to 10 percent of the entire vote cast at the last preceding general municipal election. It must be filed with the clerk and the election may be at a general or special election.

Richland

Initiative – An ordinance may be initiated by a petition signed by a number of registered voters equal to at least 20 percent of the total vote cast at the last preceding regular general election. The petition must be filed with the city clerk and the election may be at a special or general election. An initiative ordinance may not be amended or repealed within one year of its enactment.

Referendum – An ordinance may be referred to a referendum election if a petition is filed within 30 days of first publication of the ordinance. The petition must be signed by a number of registered electors equal to at least 25 percent of the total votes cast at the last preceding regular general election. The petition must be filed

with the clerk and the election may be at a general or special election. No ordinance repealed by such an election may be reenacted by the council within one year of the effective date of the repeal.

Seattle

Initiative – An ordinance may be initiated by a petition signed by a number of registered voters equal to not less than 10 percent of the total number of votes cast for the office of mayor at the last preceding municipal election. The petition must be filed with the city comptroller. The election may be at a special or general election.

Referendum – An ordinance may be referred to a referendum election if a petition is filed signed by a number of registered voters equal to not less than 8 percent of the total number of votes cast for the office of mayor at the last preceding municipal election. The petition must be filed with the city comptroller and the election may be at a special or general election. No ordinance so initiated or referred and approved by the voters may be amended or repealed by the council for at least a two-year period.

Spokane

Initiative – An ordinance may be initiated by a petition signed by registered and qualified electors equal in number to at least 15 percent of the total number of votes cast at the last preceding general municipal election. The petition must be filed with the clerk and submitted at the next available special or general election. No ordinance adopted by this process may be amended by the council within three years without a vote of the people. After three years, the council may amend or repeal the ordinance if passed by vote of a majority

plus one and the ordinance is subject to referendum.

Referendum – An ordinance may be referred to a referendum election if prior to its effective date a petition is filed signed by qualified electors equal in number to at least 10 percent of the total number of votes cast at the last preceding general municipal election. The petition must be filed with the clerk and voted upon at a general or special election.

Tacoma

Initiative – An ordinance may be initiated by a petition signed by registered voters equal in number to at least 10 percent of the total votes cast at the last preceding council-manic election. The petition must be filed with the city clerk and submitted to a vote at the next general municipal election or at a special election. No ordinance enacted in this manner may be amended or repealed by the council within two years unless the amendment or repeal is submitted to a vote of the people.

Referendum – An ordinance may be referred to a referendum election if prior to its effective date a petition is filed signed by qualified electors equal in number to at least 10 percent of the total vote cast in the last preceding council-manic election. The petition must be filed with the city clerk and submitted to a vote at the next general municipal election or at a special election.

Vancouver

Initiative – An ordinance may be initiated by a petition signed by registered voters equal in number to at least 15 percent of the number of votes cast at the last preceding municipal general election. The petition must be filed with the city clerk and submitted at a general or special election.

No ordinance enacted by this process may be amended or repealed within one year by the city council.

Referendum – An ordinance may be referred to a referendum election if within 30 days after enactment a petition is filed signed by registered voters of the city equal in number to at least 10 percent of the number of votes cast at the last preceding municipal general election. The petition must be filed with the city clerk and may be submitted at a general or special election.

Yakima

Initiative – An ordinance may be initiated by a petition signed by qualified electors equal in number to 20 percent of the total number of votes cast at the last preceding general city election. The petition must be filed with the city clerk and the election may be at a special or general election.

Referendum – An ordinance may be referred to a referendum election if prior to its effective date a petition is filed signed by qualified electors equal in number to 10 percent of the entire vote cast at the last preceding general city election. It must be filed with the city clerk and submitted at a general or special election.

Appendix N

Brief review of initiative and referendum powers of charter counties as established in their charters

Clallam County

Initiative – A sponsor must submit the proposed ordinance to the county auditor for the petition to become registered. The sponsor has 90 days from the date of registration to collect the signatures of not less than 10 percent of the number of voters who voted in the last gubernatorial election. The county commissioners will call for a public hearing within 30 days after receipt of the proposed ordinance and, after the public hearing, the county commissioners have 30 days to adopt or reject the proposed ordinance. If rejected, then the commissioners must set a date for the election of the proposed ordinance and any possible substitute ordinance within 240 days of the rejection but not before 105 days after rejection.

Mini-Initiative – The process for a mini-initiative is the same set forth for an initiative but the sponsor need only get signatures of three percent of the number of those that voted in the last gubernatorial election in the county. The commissioners have 60 days to hold a public hearing on the proposed ordinance and have 30 days after the public hearing to adopt or reject the proposed ordinance in whole or in part.

Referendum – A sponsor may submit a petition for registration requesting the referral of an adopted ordinance to the people for acceptance or rejection in the form

of a referendum proposal. The proposed petition for registration must be within 10 days of the adoption of the ordinance that is the subject of the proposed referendum. Once the petition is registered, the ordinance referred to in the petition is suspended without force. The format for signatures is the same as for initiative and mini-initiative but the time allowed to gather the signatures of 10 percent of those that voted in the last gubernatorial election is 60 days instead of 90. The commissioners will then place the proposed referendum on the ballot for the next election but not before 45 days has elapsed since the petitions were validated.

Referendum by the Commissioners – The commissioners may, by ordinance, refer any proposed or adopted ordinance to the voters for their approval or rejection in the next regular or special election. If a proposed ordinance is approved by the majority of voters then it shall become effective 10 days after the election results are certified.

Clark County

Initiative – Any registered county voter may file an initiative petition with the county auditor. Within 10 business days of the filing date, the prosecuting attorney must formulate a ballot title. The auditor then gives the proposed initiative an identifying number. Within 5 business days, the auditor must then confer with the initiative sponsor and establish the form and style of the initiative petition. The sponsor then has 120 days to collect valid signatures from registered county voters equaling no less than 10 percent of the number of votes cast in the county in the last gubernatorial election. The signatures must be submitted to the auditor no less

than 150 days before the date of the next general election. If a sufficient number of valid signatures has been submitted, the auditor then places the proposed initiative on the ballot for the next general election.

Mini-Initiative – An initiative proposal can be put directly to the county council if a sponsor gets the valid signatures of county voters totaling at least 3 percent of the number of votes cast in the county in the last gubernatorial election. The auditor has 30 business days to validate signatures. If a sufficient number of signatures is verified, the county council must hold a public hearing on the initiative petition within 60 days. After the hearing, the county council has 30 calendar days to enact, reject, or modify the proposed ordinance.

Referendum – Within 10 days after an ordinance is passed by the county council, a county voter may submit to the county auditor a referendum petition signed by 100 registered county voters against all or any portion of the ordinance. The auditor has 10 calendar days to verify the signatures. If 100 signatures are validated, the relevant portions of the ordinance are suspended. Within five business days, the auditor must confer with the referendum sponsor to review the proposal and give the referendum an identifying number. Within 10 business days, the prosecuting attorney must issue a title to the referendum. The sponsor then has 120 calendar days to collect valid signatures from county voters totaling no less than 10 percent of the total votes cast in the county in the last gubernatorial election. If the appropriate number of valid signatures was received by the auditor, the referendum is submitted to the voters at the next general election.

King County

Initiative – Proposed ordinances may be enacted by initiative of the people if petitions bearing not less than 10 percent of the voters of the county that voted in the last election for county executive are filed with the county council. If sufficient, the council has 90 days to adopt the ordinance as petitioned or place the proposed ordinance on the ballot not less than 135 days after the petitions were filed. The council may also reject the proposed ordinance and adopt a substitute ordinance. Both ordinances are then placed on the ballot and the voters are given the choice of rejecting both or choosing one over the other.

Referendum – An ordinance may be subject to referendum if the ordinance petitions have signatures of no less than eight percent of voters in the county that voted in the last election for county executive, and they are filed prior to the effective date of the ordinance. The full text of the ordinance to be referred must be on each petition. If sufficient, the referendum will be put on the ballot at the next special or general election occurring more than 45 days after the petitions are filed.

Institutional Initiative – Any city or town within the county boundaries may, after securing consent by motion or resolution of at least half of the cities within the county, petition the council directly with a proposed ordinance. The proposed ordinance must have county-wide significance and be of a subject matter not already prohibited by referendum.

Pierce County

Initiative – Any voter can propose an initiative to be filed with the filing officer. The filing officer must confer with the sponsor as to the form and style and the prosecuting attorney gives the initiative a ballot

title. The petitioner has 120 days to get the signatures of not less than 10 percent of the registered voters who voted in the last election for county executive. After the filing officer verifies the sufficiency of the signatures, the council can adopt the proposed ordinance without amendment or reject the ordinance and adopt a substitute ordinance. Both ordinances will then be put on the same ballot at the next general election not less than 120 days before validation.

Referendum – Any voter has 15 days after an ordinance is passed by the council to file a referendum proposal. The filing officer confers with the petitioner as to the style and form as well as give the referendum proposal a number. The prosecuting attorney then gives the referendum proposal a ballot title and petitioner has 120 days to gather signatures of at least eight percent of the registered voters in the last election for county executive. The filing officer verifies the sufficiency of the signatures and submits the measure to the people in the next general election not less than 120 days after validation.

Snohomish County

Initiative – An initiative proposal must be filed with the officer charged with holding elections. The prosecuting attorney then drafts the ballot title and the filing officer confers with the petitioner to review and establish the form and substance of the petitions. The petitioner has 90 days to collect the signatures of at least seven percent of the registered voters who voted in the last gubernatorial election. If the sufficiency of petitions is validated then the proposal will be submitted to the people not less than 60 days after validation. Or the council can adopt the proposed ordinance without change or adopt a substitute

ordinance. If a substitute ordinance is adopted then both ordinances will be put on the ballot for the voters.

Mini-Initiative – An initiative proposal can be put directly to the council if a sponsor gets the signatures of at least three percent of the voters in the last gubernatorial election. The council then holds a public hearing on the proposed ordinance and can enact, reject, or modify the proposed ordinance within 30 days.

Referendum – Within 10 days after an ordinance is passed by the council, a voter may submit a referendum petition with at least 100 signatures of those that are opposed to the ordinance with the filing officer. After the form and style of the petitions is confirmed and the ballot title is issued, the petitioner has 45 days to get the signatures of at least five percent of the number of votes that voted in the last gubernatorial election. After validation of the petitions the measure is put to the voters in the next general election not less than 60 days from the time the petitions are validated.

San Juan County

Initiative – Any voter or organization of voters may file an initiative proposal with the county auditor. After the form and style of the petitions are reviewed and the initiative is given a ballot title by the prosecuting attorney, then the petitioner has 120 days to collect the signatures of at least 15 percent of the number of votes in the county from the last gubernatorial election. After the sufficiency of the petitions is verified the measure is to be put to the voters at the next general election not less than 120 days after validation of the petitions. The council can adopt the initiative measure without change or adopt a substi-

tute measure concerning the same subject matter and both will be put on the ballot.

Mini-Initiative – Any voter can propose an ordinance to the council if they collect at least 3 percent of the number of qualified voters who voted in the last gubernatorial election. The council will then hold a public hearing and has 60 days to enact or reject the proposed ordinance.

Referendum – Any voter has 45 days after an ordinance is passed by the council to file a referendum proposal. After the form and style of the petitions is reviewed by the auditor and the prosecuting attorney gives the proposal a ballot title, the petitioner has 120 days to collect the signatures of registered voters of the county not less than 15 percent of those that voted in the last gubernatorial election. If the sufficiency of the petitions is verified, the proposal will be submitted to the voters at the next general election not less than 120 days after verification.

Whatcom County

Initiative – Any voter may file an initiative proposal with the county auditor. After the form and style of the petitions are reviewed and the initiative is given a ballot title by the prosecuting attorney, then the petitioner has 120 days to collect the signatures of at least 15 percent of the number of votes in the county from the last general election. After the sufficiency of the petitions is verified the measure is to be put to the voters at the next general election not less than 120 days after validation of the petitions. The council can adopt the initiative measure without change or adopt a substitute measure concerning the same subject matter and both will be put on the ballot.

Mini-Initiative – Any voter can propose an ordinance to the council if they collect at least 3 percent of the number of qualified voters who voted in the last gubernatorial election. The council will then hold a public hearing and has 60 days to enact or reject the proposed ordinance.

Referendum – Any voter has 45 days after an ordinance is passed by the council to file a referendum proposal. After the form and style of the petitions is reviewed by the auditor and the prosecuting attorney gives the proposal a ballot title, the petitioner has 120 days to collect the signatures of registered voters of the county not less than 15 percent of those that voted in the last general election. If the sufficiency of the petitions is verified, the proposal will be submitted to the voters at the next general election not less than 120 days after verification.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:00 PM Resolution No. 2018-12, Amending the 2018 Fee Schedule Relating to Use of Buoys and Utilities at the City Dock, Sewer District 7 Fees, and Casey Street Water Fees, AB 18-070 – Finance (Pg. 101)	Date: 5/22/2018
Agenda Item: NEW BUSINESS	Bill No.: AB 18-070
Proposed By: Ellen Schroer, Director of Finance	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

The City publishes a comprehensive fee schedule to provide a single point of reference for fees and charges for City programs and services. The fee schedule includes a wide variety of items, from charges for use of the City Dock to rates for the City's utilities. The fees and charges may be updated by Council action throughout the year; staff updates the fee schedule document periodically. Once approved, the fee schedule is posted to the City's website.

This resolution takes the following actions:

- In Section 11, increases the fee for Sewer District 7 in accordance with actions taken by the Sewer District 7 Board of Commissioners.
- In Section 11, adds the Casey Street Water System. This new system will use the fees currently approved for the Winslow Water System.
- In Section 12, adds a new fee for use of utilities at the City Dock.
- In Section 12, retitles an existing fee. The new title, Buoy Fees, replaces Linear Moorage Fees as the Linear Moorage System will be removed and replaced with individual buoys.
- In Section 12, retitles another existing fee to remove reference to the linear moorage system.

The entire fee schedule is included for reference, with new and modified text highlighted.

RECOMMENDED ACTION/MOTION

I move to forward to the June 12, 2018, Consent Agenda for approval Resolution No. 2018-12, amending the 2018 Fee Schedule.

ATTACHMENTS:

Description	Type
▣ Resolution No. 2018-12	Backup Material
▣ Fee Schedule, with Highlighted New Text	Backup Material

RESOLUTION NO. 2018-12

A RESOLUTION of the City Council of Bainbridge Island, Washington, amending the 2018 Fee Schedule to update fees charged by Kitsap County Sewer District No. 7, to reflect ownership of the Casey Street water system, and to add fees relating to use of buoys in Eagle Harbor and utilities at the City Dock.

WHEREAS, the City of Bainbridge Island periodically updates the Fee Schedule to reflect City Council actions and the actual cost to the City of various services in accordance with state law; and

WHEREAS, the City charges customers within the South Island Sewer Area who are served by Kitsap County Sewer District No. 7 the fees established by the Kitsap County Sewer District No. 7 Board of Commissioners; and

WHEREAS, the Kitsap County Sewer District No. 7 Board of Commissioners increased those fees; and

WHEREAS, the City will assume ownership of the Casey Street Water System and will charge those customers the same fees as customers in the Winslow-Area Water System; and

WHEREAS, the City is replacing the linear moorage system in Eagle Harbor with individual buoys and will charge a fee to cover the costs of providing and maintaining such buoys in Eagle Harbor; and

WHEREAS, the City has increased the services available at the City Dock to include electricity and will charge a fee to cover the costs of providing the electricity; and

WHEREAS, on January 23, 2018, the City Council passed Resolution No. 2018-01, adopting the 2018 Fee Schedule.

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

Section 1. Section 11, Utility Fees, of the City's 2018 Fee Schedule is amended as follows:

SEWER RATES FOR CUSTOMERS SERVED BY THE SEWER DISTRICT NO. 7 TREATMENT PLANT

(Ordinance No. 2009-39, Resolution 2018-12)

Property that contributes sewage to the Kitsap County Sewer District No. 7 Treatment Plant shall pay a monthly rate equal to the monthly rate applied to the City by Kitsap County Sewer District No. 7 per ERU (~~presently \$56.65~~ \$58.71) for treatment plus:

Properties with Grinder Pumps	\$23.59 per ERU
Properties without Grinder Pumps	\$19.42 per ERU

Section 2. Section 11, Utility Fees, of the City's 2018 Fee Schedule is amended as follows:

WATER RATES

WATER RATES FOR THE WINSLOW WATER SYSTEM AND CASEY STREET WATER SYSTEM

(Ordinance Nos. 2011-26 and 2012-21, Resolution 2018-12)

Section 3. Section 12, Miscellaneous Fees, of the City's 2018 Fee Schedule is amended as follows:

LINEAR MOORAGE <u>BUOY FEES</u> (<u>Resolution No. 2018-12</u>)	\$0.25 per foot for any time in excess of 3 consecutive hours in a 24-hour period.
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Section 4. Section 12, Miscellaneous Fees, of the City's 2018 Fee Schedule is amended as follows:

BOAT DOCK and LINEAR MOORAGE FEES , SPECIAL USE PERMIT (Ordinance No. 93-32, Resolution No. 93-36, <u>Resolution 2018-12</u>)	\$100.00
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Section 5. A new fee is added to Section 12, Miscellaneous Fees, of the City's 2018 Fee Schedule as follows:

BOAT DOCK UTILITY FEES (Resolution No. 2018-12)	Electrical fee of \$5.00 per day at the City Dock.
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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:
PASSED BY THE CITY COUNCIL:
RESOLUTION NO.

May 18, 2018
_____, 2018
2018-12



CITY OF
BAINBRIDGE ISLAND

2018 FEE SCHEDULE

As of June X, 2018

City of Bainbridge Island Fee Schedule

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City of Bainbridge Island Fee Schedule

1. ANIMAL LICENSES

(Ordinance No. 91-41)

ANIMAL LICENSE, LIFETIME, SPAYED/NEUTERED	\$6.00
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Good for the life of the pet. Owner must have proof that pet has been spayed or neutered.

*ANIMAL LICENSE, ANNUAL NOT SPAYED/NEUTERED	\$25.00
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Year runs from July 1 to June 30.

*ANIMAL LICENSE, HALF YEAR, NOT SPAYED/NEUTERED	\$12.50
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Applies if purchased after January 1. Does not apply to renewals and lifetime licenses.

*ANIMAL LICENSE, TAG REPLACEMENT	\$1.00
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*ANIMAL LICENSE, PENALTY	\$5.00
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Applies if a license has not been obtained by July 31.

*Note: Licenses are required for dogs, optional for cats. License tags shall be provided free of charge for certain animals such as guide and service dogs.

BOARDING KENNEL, ANNUAL	\$150.00
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Applies to all kennels, regardless of animal type boarded.

BOARDING KENNEL, PRORATED	\$150.00 X Fraction of Yr Left
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Applies to new businesses commencing operations after July 31.

BOARDING KENNEL, PENALTY	\$25.00
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Applies if a license has not been obtained by July 31.

COMMERCIAL KENNEL, ANNUAL	\$250.00
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Applies to all commercial kennels, no matter the animal breed or species.

COMMERCIAL KENNEL, PRORATED	\$250.00 X Fraction of Yr Left
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Applies to new businesses commencing operations after July 31.

City of Bainbridge Island Fee Schedule

ANIMAL LICENSES (Continued)

COMMERCIAL KENNEL, PENALTY	\$25.00
Applies if a license has not been obtained by July 31.	
HOBBY KENNEL, LIFETIME	\$50.00
For persons keeping up to 10 altered animals and no unaltered animals.	
HOBBY KENNEL, ANNUAL	\$100.00
Applies to all persons keeping more than 5 unaltered dogs and/or cats over 6 months old.	
HOBBY KENNEL, PRORATED	$\$100.00 \times \text{Fraction of Yr. Left}$
Applies to new applicants commencing operations after July 31.	
HOBBY KENNEL, PENALTY	\$25.00
Applies if a license has not been obtained by July 31.	
GROOMING PARLOR, ANNUAL	\$25.00
Applies to all grooming parlors, no matter the animal served.	
GROOMING PARLOR, PRORATED	$\$25.00 \times \text{Fraction of Yr. Left}$
Applies to new businesses commencing operations after July 31.	
GROOMING PARLOR, PENALTY	\$10.00
Applies if a license has not been obtained by July 31.	
PET SHOP, ANNUAL	\$25.00
Applies to all pet stores, no matter the type of animal sold.	
PET SHOP, PRORATED	$\$25.00 \times \text{Fraction of Yr. Left}$
Applies to new business commencing operations after July 31.	
PET SHOP, PENALTY	\$10.00
Applies if a license has not been obtained by July 31.	

City of Bainbridge Island Fee Schedule

2. BUSINESS LICENSES

(Ordinance No. 99-28, Resolution Nos. 99-05, 2010-40, 2011-08)

BUSINESS LICENSE – INITIAL APPLICATION \$65.00

BUSINESS LICENSE – RENEWAL \$65.00

BUSINESS LICENSE – PENALTY

10% of fee per month
delinquent after March 15
but not more than the license
fee for each year owing (\$6.50
per month up to a maximum
penalty of \$65.00)

SPECIAL BUSINESS – AMUSEMENT GAME \$25.00

(BIMC 5.12) Billiard, Pool and Foosball. The license expires 2/28 of each year.

SPECIAL BUSINESS – JUKEBOX \$100.00+

(BIMC 5.28) The license expires 12/31 of each year. \$10.00/jukebox

SPECIAL BUSINESS – GAMES OF SKILL \$25.00+

(BIMC 5.24) Includes video games. The license expires 12/31 of each year. \$50.00/game

SPECIAL BUSINESS – CABARET \$60.00

(BIMC 5.16) Applies to businesses with live entertainment. The license expires
12/31 of each year.

SPECIAL BUSINESS – PENALTY

10% of fee per month delinquent

(Ordinance No. 92-10)

City of Bainbridge Island Fee Schedule

3. COPY FEES

(Resolution Nos. 2011-15, 2016-10, and 2017-01)

MISCELLANEOUS COPIES (black and white, 8.5" X 14" or smaller, including scanning to an electronic format)	\$0.15 per page or per side on 2-sided copies (First 10 pages free)
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11" x 17" black and white copies	\$0.30
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COLOR COPIES	\$0.30 per page or per side on 2-sided copies
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11" x 17" color copies	\$0.60 per page or per side on 2-sided copies
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ELECTRONIC MEDIA (OPEN PUBLIC RECORDS PORTAL, COMPUTER DISC, DVD, FLASH DRIVE, ETC.) (For electronic copies of records exceeding 100 pages or 25 MB, audio recordings and video recordings. Flash drives to be provided by the requester.)	\$5.00 each installment
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FINGERPRINTS (Ordinance No. 92-24)	\$10.00
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CUSTOMIZED GIS MAPS AND CAD DATASET QUERIES

Custom maps, or any other kind of GIS work (spatial queries) are available at a \$43.00 per hour cost, and will be pro-rated to the nearest ¼ hour. If printed copies are requested, they will be additionally charged at the materials cost detailed below. Internal, or other agency requests that are part of ongoing City-sponsored work are not charged.

Commonly requested maps are available for download (at no charge) in a PDF format from the City website.

Printed materials are charged per square foot. Following are standard sheet sizes and the associated cost.

18" x 24"	\$ 7.00
24" x 36"	\$14.00
28" x 40"	\$18.00

City of Bainbridge Island Fee Schedule

COPY FEES (Continued)

36" x 48"	\$28.00
36" x 60"	\$35.00

City of Bainbridge Island Fee Schedule

4. DEPOSITS

BID PLANS OR SPECIFICATIONS
(BIMC 3.72)

A non-refundable
fee is set on bid call.

BUILDING & PLANNING

See Building & Planning Fees Section

PARK USE PERMIT
(BIMC 12.20)

This permit is refundable if the park is clean after use, as determined
by City staff.

If less than one hundred people attend

\$75.00

If more than one hundred people attend

\$100.00

SURETY DEPOSIT

Bond = 125% of valuation of project

RESERVATION OF WATER/SEWER SYSTEM
(Ordinance No. 2006-07)

A non-refundable deposit equal to 10%
(Prior to receiving the binding commitment)

City of Bainbridge Island Fee Schedule

5. PARKING

POLICE STATION

(Resolution No. 2017-01)

Downtown Employee Parking

\$20.00
(6 months)

City of Bainbridge Island Fee Schedule

6. PERMITS (Except Building & Planning)

CONCEALED PISTOL LICENSE (first time application) (RCW 9.41.070(5); Resolution No. 2017-01) \$18.00 is the City's share; \$18.00 goes to the State; \$12.00 goes to the FBI.	\$48.00
CONCEALED PISTOL LICENSE (renewal) (RCW 9.41.070(6)) \$14.00 is the City's share; \$18.00 goes to the State.	\$32.00
CONCEALED PISTOL LICENSE (late renewal penalty) (RCW 9.41.070(9); Resolution No. 2017-01) \$21.00 is the City's share; \$21.00 goes to the State.	\$42.00
CONCEALED PISTOL LICENSE – REPLACEMENT	\$10.00
FIREARMS DEALER LICENSE (RCW 9.41.110) \$125 goes to the State.	\$125.00
PUBLIC DANCE PERMIT (Ordinance No. 92-24) This permit is for dances or concerts that require the involvement of the Police and/or the Public Works departments.	\$250.00

City of Bainbridge Island Fee Schedule

7. FACILITIES RENTAL

(Resolution Nos. 96-10 and 2000-33)

Use of city facilities requires that before using the premises the applicant shall provide a certificate of general liability insurance showing the City as insured covering the premises used for no less than \$1,000,000 for each occurrence and \$2,000,000 aggregate coverage.

RENTAL OF CITY HALL: Non-profit (Commercial/Private not allowed)

Council Chambers (without kitchen)	\$15.00/Hour
Council Chambers (with kitchen)	\$25.00/Hour

RENTAL/USE OF TOWN SQUARE:

No charge but reservation and deposit is required

RENTAL/USE OF WATERFRONT PARK COMMUNITY CENTER:

Administrative Processing Fee (Non-refundable)	\$10.00
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	Non-Commercial	Commercial	Damage/ Cleaning Deposit	Alcohol surcharge
HUNEY HALL	\$50/hr.	\$100/hr.	\$150	\$75
DINING ROOM	\$35hr.	\$70/hr.	\$150	\$75
FIRESIDE ROOM	\$35hr.	\$70/hr.	\$150	\$75
CONFERENCE ROOM	\$30hr.	\$60/hr.	\$150	No alcohol

The grand piano located in Huney Hall is available for rent through a separate contract with the BCPA for \$50 per event.

City of Bainbridge Island Fee Schedule

8. FIRE AND FIRE INSPECTION FEES

(Ordinance No. 97-10, Resolution Nos. 97-12, 2000-33, and 2016-10)

The charges in this section are in addition to any applicable charges in other sections.

FIRE MARSHALL PLAN REVIEW OF PLANNING APPLICATIONS:

(These charges are included in Building and Planning fee amounts. See Section 9.)

BUILDING PLAN REVIEWS AND FIELD INSPECTIONS:

THE SUM OF:

A. GENERAL FIRE PROTECTION REVIEW

(all except reroof, mechanical, or demolition)

Building Valuation under \$25,000	\$100.00
Building Valuation \$25,000 to \$99,999	\$200.00
Building Valuation \$100,000 to \$499,999	\$300.00
Building Valuation \$500,000 to \$999,999	\$400.00
Building Valuation \$1,000,000 or greater	\$500.00*

* = per \$ million value or portion thereof.

B. SPRINKLER SYSTEMS

Permit and plan review fees shall be based on the fee schedule utilized for computing Building Permit fees using the actual contract cost of the installation of the sprinkler system as the value.

C. FIRE ALARM SYSTEMS

Permit and plan review fees shall be based on the fee schedule utilized for computing Building Permit fees using the actual contract cost of the installation of the fire alarm system as the value.

E. OTHER FIRE EXTINGUISHING SYSTEMS

(Range hood systems, clean agent systems, etc.)

Charge per system	\$200.00
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F. INCOMPLETE DRAWINGS OR RE-INSPECTIONS

Charge per event	\$200.00
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City of Bainbridge Island Fee Schedule

FIRE AND FIRE INSPECTION FEES (Continued)

UNIFORM FIRE CODE PERMITS

To store, use or handle materials, or to conduct processes which produce conditions hazardous to life or property.

Permit Fees:	New Permit	Renewal
a.1. Aerosol Products (Storage & Handling)		
a.2. Aircraft refueling vehicles		
a.4. Asbestos removal		
b.1. Battery systems		
Bowling pin or alley refinishing		
c.1. Candles and open flames in assembly areas		
c.2. Carnivals and fairs		
c.3. Cellulose nitrate film		
c.4. Cellulose nitrate film storage		
c.5. Combustible fiber storage		
c.6. Combustible material storage		
c.7. Compressed gases		
c.8. Commercial Rubbish-handling operation		
c.9. Cryogens		
d.1. Dry cleaning plants		
d.2. Dust-producing operations		
e.1. Explosives or blasting caps	n/a	Not Allowed
f.1. Fire hydrants and water control valves	n/a	
f.2. Fireworks	n/a	Municipal Code
f.3. Flammable or combustible liquids		
f.5. Fumigation or thermal insecticide fogging		
h.1. Hazardous materials		
h.2. High piled combustible storage		
h.3. Hot-work operations		
l.1. Liquefied petroleum gases		
l.2. Liquid or gas-fueled vehicles or equipment in assembly buildings		
m.1. Magnesium working or operations		
m.2. Mall, covered		
m.3. Motor vehicle fuel dispensing stations including marine fuel stations		
o.1. Open burning (Outdoor burning)		

City of Bainbridge Island Fee Schedule

FIRE AND FIRE INSPECTION FEES (Continued)

- o.2. Organic coatings
- o.3. Ovens, industrial baking or drying
- p.1. Parade floats
- p.2. Places of assembly
- p.3. Pyrotechnical special effects material
- r.1. Radioactive materials
- r.2. Refrigeration equipment
- r.3. Repair garages
- s.1. Spraying or dipping operations
- t.1. Temporary membrane structure tents and canopies
- t.2. Tire storage
- w.1. Wood products

OUTDOOR BURNING PERMITS

(Ordinance No. 2000-27, Resolution No. 2001-28)

All fires must comply with all applicable Washington State laws and regulations.

The property owner is responsible for payment of all permit fees.

Agricultural fires

On land designated by the City or Kitsap County as agricultural land	No Charge
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All other locations	\$70.00
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Firefighting instructional fires	No Charge
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Recreational fires greater than three feet diameter	\$70.00
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Recreational fires less than three feet diameter	no permit required
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Storm or flood debris burning	\$70.00
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(may be waived in times of emergency)

Fires that do not comply with all City and State laws and regulations are subject to charges for all time and equipment used by the City and / or the Bainbridge Island Fire Department to deal with the non-complying fire. Time is charged at the Hourly Rate as established by Ordinance No. 99-47.

ROUTINE (ANNUAL OR BIENNIAL) INSPECTIONS

No Charge

(Authority to charge enacted by Ordinance 97-10 and repealed by Ordinance 2005-22 and Resolution 2005-23)

City of Bainbridge Island Fee Schedule

9. BUILDING AND PLANNING FEES

(Resolution Nos. 99-26, 2000-33, 2001-43, 2002-15, 2003-24, 2006-50, 2011-24 and 2017-01, unless otherwise indicated)

The charges in this section are in addition to any applicable charges in other sections.

All fees and charges shall be paid before an application is deemed complete, and issuance of a permit or approval may be withheld until all fees and charges have been paid.

ADMINISTRATIVE PROCESSING FEES

ADMINISTRATIVE CODE INTERPRETATION	\$382.00
(Resolution No. 2006-50)	

AFFORDABLE HOUSING – OPTIONAL FEE IN LIEU	\$36.00
(Resolution No. 2006-50)	per Square Foot

AFTER-THE-FACT INVESTIGATION FEE	100% of total of Building Permit Fee +
(BIMC 15.040.050 C, Ordinance No. 2013-10)	Building Plan Check Fee + Planning Review Fee

AGRICULTURAL CONDITIONAL USE	\$1080.00
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AGRICULTURAL RETAIL PLAN	\$191.00
(Resolution No. 2006-50)	

APPEAL OF ADMINISTRATIVE DECISIONS	\$530.00
(Ordinance No. 92-24, BIMC 2.16, Resolution No. 2006-50)	

APPEAL OF EIS ADEQUACY	\$530.00
(Resolution No. 2006-50)	

APPEAL OF HEARING EXAMINER OR PLANNING COMMISSION DECISION	\$530.00
(Ordinance No. 92-24, BIMC 2.16, Resolution No. 2006-50)	

APPEAL OF SEPA DETERMINATION	\$530.00
(Ordinance No. 92-24, Resolution No. 2006-50)	

BOUNDARY LINE ADJUSTMENT	\$954.00
(Ordinance No. 92-24, Resolution No. 2006-50)	

City of Bainbridge Island Fee Schedule

BUILDING AND PLANNING FEES (Continued)

BUILDING ABATEMENT (Ordinance No. 92-24)	see ENFORCEMENT
BUILDING FEE (SBCC) (Ordinance No. 92-24) This fee is remitted to the State of Washington and funds studies on building activity.	\$4.50 for the first unit, plus \$2.00 for each additional unit
BUILDING PERMIT (Ordinance No. 2007-08)	Calculated from the 1997 UAC (Uniform Administrative Code) Table 3-A, using current Building Valuation Data from the International Code Council, times a factor of 1.41
BUILDING RE-INSPECTION FEE (Ordinance No. 2007-08)	Based on the 1997 UAC Table 3-1
CLEARING PERMIT (AFTER-THE-FACT) (Ordinance No. 2015-03, Resolution No. 2015-01)	\$500
CODE ENFORCEMENT	See ENFORCEMENT
COMPREHENSIVE PLAN AMENDMENT (Ordinance No. 99-47, Resolution No. 2006-50) Fees are due upon filing of the application.	
Site Specific	\$1,526.00
Not Site Specific	\$265.00
CONDITIONAL USE PERMIT –MINOR (Ordinance No. 94-03, Resolution Nos. 2006-50, 2011-24)	\$4,770.00 (except as noted below)
CONDITIONAL USE PERMIT – SPECIFIED CEMETERIES (Conditional Use Permits related to the establishment or expansion of cemeteries where no buildings are to be constructed or used.)	\$1,097.00
CONDITIONAL USE PERMIT – MAJOR (Ordinance No. 99-47, Resolution Nos. 2006-50, 2011-24)	\$10,494.00

City of Bainbridge Island Fee Schedule

BUILDING AND PLANNING FEES (Continued)

CONSOLIDATED PERMIT REVIEW
(BIMC 2.16.170, Resolution No. 2006-50)

The charge is the highest permit applied
for plus one-third of all other applications.

CRITICAL AREA PERMIT FEES

(BIMC 2.16, Resolution No. 2006-50, Resolution No. 2008-01, Ordinance No. 2018-01)

Buffer Enhancement Plan Review	\$1,526.00
Critical Area Site Investigation	Hourly Rate
Critical Area Permit - Major	\$1,526.00
Critical Area Permit - Minor	no fee
Geologically Hazardous Area Third Party Geotechnical Review Deposit	\$2,500.00
(Final balance of any unpaid geotechnical review service fees due prior to issuance of building permits)	
Reasonable Use Exception	
Single Family Residence	\$3,816.00
All Other	\$6,106.00

Critical area restoration and enhancement projects not required as project mitigation and meeting the criteria of BIMC 16.20.040.B.2 shall not be charged fees by the City for pre-application meetings, permit applications, or other review and authorization processes; provided, that this shall not apply to fees for the appeal of City decisions.

DRAINAGE IMPACT FEES

(BIMC 15.20.100)

Impact Cost/100 square feet of impervious area:

BASIN A	\$15.00	Sportsman Club
BASIN B	\$13.00	Weaver Road/Grow Ave.
BASIN C	\$13.00	Madison Avenue
BASIN D	\$4.50	The Canyon
BASIN E	\$15.00	Wing Point Way
BASIN F	\$11.00	Wing Point

ENFORCEMENT

Hourly Rate

(Ordinance Nos. 92-24 and 2003-31, Resolution Nos. 99-14, 2001-36 and 2006-50)

Hourly rates and costs for investigation and processing of a violation of the City Code (BIMC) are from the commencement of the investigation until the time the City

City of Bainbridge Island Fee Schedule

specifically notifies the owner/developer that the violation has been satisfactorily corrected.

ENVIRONMENTAL REVIEWS

(Ordinance Nos. 92-24 and 99-47, Resolution No. 2006-50)

SEPA Review (if E.I.S. NOT required)	\$763.00
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SEPA Review (if E.I.S. required)	\$763.00
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E.I.S. Addendum	\$763.00
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E.I.S. Supplement	\$763.00
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(The applicant will also enter into a three-party contract with the City. A consultant will be selected by the City to prepare the EIS, Addendum, or Supplement.)

FINAL LARGE LOT SUBDIVISION	See SUBDIVISION
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FINAL SHORT PLAT	See SHORT PLAT
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FINAL SUBDIVISION	See SUBDIVISION
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FLOOR AREA RATIO (FAR) BONUSES IN THE MIXED USE TOWN CENTER AND HIGH SCHOOL ROAD DISTRICTS

(Ordinance No. 99-17, Resolution Nos. 2001-02 and 2006-50)

Residential Development	\$18.00 / Square Foot
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Mixed Use Development	\$25.00 / Square Foot
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Commercial Development	\$34.00 / Square Foot
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GRADING PERMIT	Calculated on the 1997 UAC
(Ordinance No. 2007-08)	Tables 3-G and 3-H

LAND CLEARING PERMIT	No Charge
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LARGE LOT SUBDIVISION	\$16,027.00
(Resolution No. 2006-50)	

City of Bainbridge Island Fee Schedule

BUILDING AND PLANNING FEES (Continued)

LARGE LOT SUBDIVISION, MINOR ALTERATION (Resolution No. 2011-24)	\$360.00
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LONG SUBDIVISION (Resolution No. 2006-50)	\$17,363.00 Plus \$1,145.00 per lot
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LONG SUBDIVISION, MINOR ALTERATION OF AN APPROVED PLAT (Resolution No. 2011-24)	\$360.00
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LONG SUBDIVISION, REPLATTING OR AMENDMENT OF AN APPROVED PLAT (Resolution Nos. 2006-50, 2011-24)	
Minor Plat Amendment	\$1,336.00
Major Plat Amendment	\$8,586.00
	Plus \$572.00 per lot

MINOR ADJUSTMENT (Resolution No. 2011-24)	\$900.00
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MAJOR ADJUSTMENT (Resolution No. 2011-24)	\$2160.00
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MECHANICAL FEE (Ordinance No. 2007-08)	Calculated from the 1997 UAC Table 3-C
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MOBILE HOME PERMIT (Resolution No. 2007-05)	\$150.00
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OPEN SPACE REVIEW (Ordinance No. 92-24, Resolution No. 2006-50)	\$265.00
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PARK LAND DEDICATION AND/OR FEE IN LIEU OF (Ordinance No. 84-09)	City Council determines
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PUDs and rezones to multi family are required on a case by case basis to dedicate land and/or pay a fee for parklands.

City of Bainbridge Island Fee Schedule

BUILDING AND PLANNING FEES (Continued)

PARKING CONTRIBUTION IN LIEU OF ON-SITE SPACES

(BIMC 18.81.030.P, Resolution Nos. 99-14, 2001-03 and 2006-50)

Per Space

\$18,550.00

PERMIT RENEWAL FEE

(BIMC 15.04.050, Ordinance No. 96-12)

50% of total of Building Permit Fee +
Building Plan Check Fee + Planning Review Fee

PLAN REVIEW/PLAN CHECK (By Building Division)
(Ordinance No. 2007-08)

65% of Building Permit Fee

PLANNING AND ENGINEERING REVIEW OF BUILDING PERMITS

(Resolution No. 2007-05)

For building permits that have had no prior planning or zoning review, this fee shall be 20% of the Building Permit fee to cover engineering reviews for drainage analysis, and planning reviews, except that the fee shall be 10% of the Building Permit Fee for such reviews for accessory dwelling units.

PLUMBING PERMIT FEE

(Ordinance No. 2007-08)

Calculated from the 1997 UAC Table 3-D

PRE-APPLICATION CONFERENCE

(Resolution No. 2006-50)

\$265.00

RENOTICING FEE

(Resolution No. 2011-24)

\$200.00

REZONE

(BIMC 18.114.030b, Resolution No. 2006-50)

\$3,053.00

City of Bainbridge Island Fee Schedule

BUILDING AND PLANNING FEES (Continued)

SHORELINE PERMITS

(Resolution Nos. 2006-50 and 2010-09)

Buoy (Programmatic Review)	\$450.00
Shoreline Exemption without SEPA	\$572.00
Shoreline Exemption with SEPA	\$1,908.00
Shoreline Substantial Development Permit	\$6,869.00
Shoreline Substantial Development Permit for Enlargement of Existing Structure	\$4,579.00
Shoreline Conditional Use Permit	\$8,014.00
Shoreline Conditional Use Permit for Enlargement of Existing Structure	\$5,342.00
Shoreline Variance:	
Administrative	\$5,724.00
Full process (Hearing Examiner)	\$8,014.00

Fish and wildlife habitat restoration and enhancement projects within the jurisdiction of the City's Shoreline Management Master Program and meeting the criteria in WAC 173-27-040(2)(p) shall not be charged fees by the City for pre-application meetings, permit applications, or other review and authorization processes; provided, that this subsection shall not apply to fees for the appeal of City decisions.

SHORT SUBDIVISION

(Resolution No. 2006-50)

Two to Four Lots	\$6,063.00
Five to Nine Lots	\$7,632.00

SHORT SUBDIVISION, REPLATTING OR AMENDMENT OF AN APPROVED PLAT

(Resolution Nos. 2006-50 and 2011-24)

Minor Plat Amendment	\$763.00
Major Plat Amendment	\$3,339.00
	Plus \$572.00 per lot

SHORT SUBDIVISION, MINOR ALTERATION OF AN APPROVED PLAT

\$360.00

(Resolution No. 2011-24)

City of Bainbridge Island Fee Schedule

BUILDING AND PLANNING FEES (Continued)

SIGN PERMIT (Resolution No. 2007-05)	\$50.00
SITE ASSESSMENT REVIEW (Ordinance No. 2017-03, Resolution No. 2017-08)	\$400.00
SITE PLAN REVIEW (Resolution Nos. 2006-50, 2011-24)	
Minor	\$3,816.00
Major	\$8,586.00
TEMPORARY PARKING LOT PERMIT (Ordinance No. 2014-08, Resolution No. 2014-07)	\$720.00
TRANSPORTATION IMPACT FEE (TIF)	
Per Trip Charge	\$1,687.07
Administrative Fee	2% of calculated TIF
Independent Fee Calculation Review (Ordinance No. 2017-21, Ordinance No. 2015-07)	\$500.00
VARIANCE – MINOR (ZONING OR CRITICAL AREA) (Ordinance Nos. 94-03 and 2005-03, Resolution Nos. 2006-50 and 2011-24)	\$3,434.00
VARIANCE – MAJOR (HEARING EXAMINER) (Ordinance No. 94-03, Resolution No. 2006-50)	
Single Family Residential and Accessories	\$5,724.00
All Other	\$10,303.00
VARIANCE – SHORELINE	see SHORELINE PERMITS
VARIANCE – SIGN (Ordinance No. 94-03, Resolution No. 2006-50)	\$382.00

City of Bainbridge Island Fee Schedule

BUILDING AND PLANNING FEES (Continued)

VEGETATION MANAGEMENT PLAN (Resolution No. 2006-50)	\$530.00+ incurred costs
WELLS, EXEMPT – BUILDING CONNECTION FEE	\$500
WIRELESS FACILITIES PERMIT (Ordinance No. 2015-23, Resolution No. 2015-19)	
Wireless Communication Facility (WCF)	\$370.00
Eligible Facilities Modification (EFM)	\$185.00

City of Bainbridge Island Fee Schedule

10. TAXES

B&O TAX

(Ordinance Nos. 99-48, 99-49, 2010-46, 2012-20, Resolution No. 99-27)

not to exceed two-tenths of one percent (.2%) on the gross income of persons doing business within the city;

For gross revenue generated on Bainbridge Island in the year 2012 and thereafter: \$150,000.00

B&O TAX ON UTILITIES

(BIMC 3.88, Ordinance No. 97-33)

Electricity and Telephone 6.0% of Gross Revenue

(BIMC 5.08, Ordinance Nos. 98-17, 98-26, 99-53)

Solid Waste (garbage) 5.0% of Gross Revenue

Cable Television 6.0% of Gross Revenue

Storm Water 6.0% of Gross Revenue

Water and Sewer owned or operated by municipal corporation
or for-profit entity (Ordinance No. 2016-19) 6.0% of Gross Revenue

COMMERCIAL PARKING TAX

30.0% of Gross Revenue

(Ordinance Nos. 92-47 and 99-54, Resolution No. 2004-36)

Due in the month following each calendar quarter.

B&O TAX – PENALTY

5.0% if paid by 3/31

(Ordinance No. 2004-17)

15.0% if paid by 4/30
else 25.0%

COMMERCIAL PARKING TAX – PENALTY

10% of tax due for

(Ordinance Nos. 92-11 and 99-26)

each month unpaid

EXCISE TAX ON LODGING (HOTEL/MOTEL TAX)

4.0%

(Ordinance No. 98-56)

City of Bainbridge Island Fee Schedule

TAXES (Continued)

GAMBLING TAX

(BIMC 5.20)

The tax is computed on gross receipts less the cost of prizes.

Charitable and non-profit organizations have an additional \$10,000 exemption from gross receipts.

AMUSEMENT GAMES	2.0%
BINGO	5.0%
RAFFLES	5.0%
CARD GAMES	10.0%
PUNCHBOARDS & PULL TABS	10.0%

GAMBLING TAX (Penalty)

See Table Below

(Resolution No. 95-27)

Minimum Penalty	\$10.00
1-10 days delinquent	Minimum plus 5% of tax due
11-20 days delinquent	Minimum plus 7.5% of tax due
21-31 days delinquent	Minimum plus 10% of tax due
32-60 days delinquent	Minimum plus 15% of tax due

City of Bainbridge Island Fee Schedule

11. UTILITY FEES

A. CONNECTION TO CITY UTILITIES

(Required by Ordinance No. 82-20)

1. SYSTEM PARTICIPATION FEES

(Ordinance Nos. 97-26 and 2005-18)

A. WATER

(1) Residential – Single Family

Meter Size of:	5/8" or 3/4"	\$2,754.00
	1"	\$6,885.00
	1.5"	\$13,770.00
	2"	\$22,033.00
	3"	\$44,066.00
	4"	\$68,854.00
	6"	\$137,708.00

(2) Residential – Multi Family

Meter Size of:	5/8" or 3/4"	\$4,515.00
	1"	\$11,287.00
	1.5"	\$22,575.00
	2"	\$36,120.00
	3"	\$72,241.00
	4"	\$112,876.00
	6"	\$225,753.00

(3) Commercial

Meter Size of:	5/8" or 3/4"	\$5,692.00
	1"	\$14,231.00
	1.5"	\$28,462.00
	2"	\$45,539.00
	3"	\$91,079.00
	4"	\$142,311.00
	6"	\$284,623.00

City of Bainbridge Island Fee Schedule

SYSTEM PARTICIPATION FEES (Continued)

(4) Irrigation

Meter Size of:	5/8" or 3/4"	\$4,498.00
	1"	\$11,245.00
	1.5"	\$22,490.00
	2"	\$35,984.00
	3"	\$71,968.00
	4"	\$112,450.00
	6"	\$224,901.00

B. SEWER

- | | |
|---------------------------------|----------------------------|
| (1) Residential – Single Family | \$5,123.00 (a flat fee) |
| (2) Residential – Multi Family | \$3,178.00 per living unit |
| (3) Commercial | \$5,123.00 per ERU |

Where "ERU" is defined as each set of 20 fixture units as shown on the schedule of fixture units on file with the City Clerk.

2. CONNECTION FEES

(Resolution No. 97-39)

Ordinance No. 99-24 provides that "each person applying to connect to the City's water system or to change his or her use of the City's water system shall provide a separate water meter for each separate category of use and for each separate building served, and, in order to allow the monitoring of consumption and to encourage water conservation, shall sub-meter each individual unit at his or her expense."

WATER CONNECTION DONE BY CITY STAFF (INSTALLATION)

If water main is on same side of street.

3/4" Line	\$950.00
1" Line	\$1,100.00
Larger Pipe Size	Calculated on a case-by-case basis at 125% of direct costs

City of Bainbridge Island Fee Schedule

UTILITY CONNECTION FEES (Continued)

WATER CONNECTION DONE BY CITY STAFF (INSTALLATION)

If water main is across street.

3/4" Line	\$2,500.00
1" Line	\$2,750.00
Larger Pipe Size	Calculated on a case by case basis at 125% of direct costs

WATER CONNECTION DONE BY OTHER THAN CITY STAFF (a.k.a. Drop-In)

3/4" Line	\$225.00
1" Line	\$350.00
Larger Pipe Size	Calculated on a case by case basis at 125% of direct costs

SEWER CONNECTION WORK DONE BY CITY STAFF (BIMC 13.12.020)

Calculated on a case by case basis at 125% of direct costs

SEWER CONNECTION DEPOSIT

(Required if the work is to be done by the City)

Determined on a case by case basis

3. INSPECTION FEES

(Resolution No. 97-39)

WATER CONNECTIONS

(Resolution Nos. 92-53 and 97-39)

RESIDENTIAL (per dwelling unit):

INITIAL INSPECTION	\$100.00
FEE FOR EACH RE-INSPECTION	\$100.00
DIG UP FEE (IN ADDITION TO INSPECTION FEE)	\$250.00

NON-RESIDENTIAL (per each set of 20 fixture units or portion thereof)

INITIAL INSPECTION	\$100.00
FEE FOR EACH RE-INSPECTION	\$100.00
DIG UP FEE (IN ADDITION TO INSPECTION FEE)	\$250.00

INSPECTION AND TESTING OF WATER MAIN AND/OR SIDE LINE

125% of direct costs
(Minimum \$600.00)

City of Bainbridge Island Fee Schedule

UTILITY INSPECTION FEES (Continued)

SEWER CONNECTIONS

(Resolution No. 97-39)

RESIDENTIAL (per dwelling unit):

INITIAL INSPECTION	\$100.00
FEE FOR EACH RE-INSPECTION	\$100.00
DIG UP FEE (IN ADDITION TO INSPECTION FEE)	\$250.00

NON-RESIDENTIAL (per each set of 20 fixture units or portion thereof)

INITIAL INSPECTION	\$100.00
FEE FOR EACH RE-INSPECTION	\$100.00
DIG UP FEE (IN ADDITION TO INSPECTION FEE)	\$250.00

INSPECTIONS AND TESTING OF SEWER MAIN AND/OR SIDE LINE	125% of direct costs
--	-------------------------

ADDITIONAL WORK BY CITY

(Resolution Nos. 97-39 and 2000-33)

CHARGING OF WATER MAIN	\$400.00
FLUSHING OF WATER MAIN	\$550.00
REFLUSHING OF WATER MAIN	\$600.00

(Charged for each time flushed after the first – includes bacteriological test).

INSPECTION AND TESTING OF NEW WATER OR SEWER MAINS	Hourly Rate
DEVELOPER EXTENSION AGREEMENTS	\$250.00

4. ADMINISTRATIVE PROCESSING FEES

(Ordinance Nos. 2006-08 and 2006-09, Resolution No. 2006-13)

A. WATER AND SEWER AVAILABILITY REQUESTS

INFORMATION	\$50.00
SINGLE FAMILY RESIDENTIAL USES	\$50.00
MULTI FAMILY RESIDENTIAL USES	\$75.00
COMMERCIAL USES	\$100.00

City of Bainbridge Island Fee Schedule

ADMINISTRATIVE PROCESSING FEES (Continued)

B. WATER AND SEWER SERVICE AREA MODIFICATION REQUESTS

WATER SERVICE AREA – MINOR MODIFICATION (Comprehensive Plan Water Resources Element WR 3.6)	\$125.00
WATER SERVICE AREA – MAJOR EXPANSION (Comprehensive Plan Water Resources Element WR 3.6)	\$250.00
SEWER SERVICE AREA – MINOR MODIFICATION (Comprehensive Plan Water Resources Element WR 2.3)	\$125.00
SEWER SERVICE AREA – MAJOR EXPANSION (Comprehensive Plan Water Resources Element WR 2.7)	\$250.00

B. UTILITY FEES – MONTHLY RATES

(Ordinance Nos. 82-20 (as amended), 2011-26 and 2012-21)

SERVICE CATEGORIES

CATEGORY 1 – Single Family Residences (SFR)

CATEGORY 2 – Multiple Dwellings (MFRs)

Residences including but not limited to apartment houses, condominiums and mobile home courts are included in this category. Each dwelling unit shall constitute one unit for the purposes of this rate schedule.

CATEGORY 3 – Commercial Users (COMM)

Commercial users including but not limited to retail sales, personal and professional services, entertainment, repair facilities, and restaurants. Each water meter shall constitute one unit for the purposes of this rate schedule.

CATEGORY 4 – Other (MIX)

Any users other than those in Categories 1, 2, 3 and 5. Each water meter shall constitute one unit for the purposes of this rate schedule. Ordinance 98-24 provides that there shall be no new connections in this category after October 1, 1998.

CATEGORY 5 – Industrial Users

DISCOUNTS FOR LOW INCOME SENIORS OR DISABLED CITIZENS

(BIMC 13.16.082 through 086, Ordinance Nos. 92-26, 2005-26 and 2017-15, Resolution Nos. 2003-01, 2005-04 and 2005-26)

City of Bainbridge Island Fee Schedule

UTILITY FEES – MONTHLY RATES (CONTINUED)

Persons who meet the qualifications for property tax exemption under RCW 84.36.381, or disabled persons who meet the requirements set forth in BIMC 13.16.084 and 13.16.086, may apply for the following discounts to their single-family residence or residential cooperative or condominium unit utility bills:

WATER:	50% reduction
SEWER:	50% reduction
STORM DRAIN:	50% reduction

DISCOUNTS ARE NOT RETROACTIVE

Delinquent bills are penalized at the rate of 10% of the amount of the delinquent service charges for each month delinquent. (Ordinance No. 74-16, BIMC 13.16.070).

WATER RATES

WATER RATES FOR THE WINSLOW WATER SYSTEM AND CASEY STREET WATER SYSTEM
(Ordinance Nos. 2011-26 and 2012-21, Resolution 2018-12)

CATEGORY I (Single Family) shall pay a monthly fixed base rate based on size of water meter as follows:

Up to 3/4"	\$10.77
1"	\$21.24
1.5"	\$38.72
2"	\$59.71
3"	\$115.70
4"	\$178.65
6"	\$353.94

Plus a charge for consumption on an incremental basis as follows:

For the first 500 cubic feet	\$1.09 per 100 cubic feet
For the next 700 cubic feet	\$1.76 per 100 cubic feet
For the next 1,800 cubic feet	\$2.49 per 100 cubic feet
For amounts over 3,000 cubic feet	\$3.39 per 100 cubic feet

City of Bainbridge Island Fee Schedule

WATER RATES (CONTINUED)

CATEGORY 2 (Multiple Dwellings) shall pay a monthly fixed base rate for each residential unit of: \$5.37

Plus a charge for consumption on an incremental basis as follows:

For the first 500 cubic feet	\$1.09 per 100 cubic feet per unit
For the next 700 cubic feet	\$1.76 per 100 cubic feet per unit
For the next 1,800 cubic feet	\$2.49 per 100 cubic feet per unit
For amounts over 3,000 cubic feet	\$3.39 per 100 cubic feet per unit

CATEGORY 3 (Commercial) shall pay a monthly fixed base rate based on size of water meter as follows:

Up to 3/4"	\$16.45
1"	\$36.40
1.5"	\$69.78
2"	\$109.52
3"	\$215.89
4"	\$335.55
6"	\$667.94

Plus a charge for consumption as follows:

For water billed in November to April	\$1.43 per 100 cubic feet
For water billed May to October	\$1.65 per 100 cubic feet

CATEGORY 4 (Other), other than irrigation systems or construction projects, shall pay a monthly fixed base rate based on size of water meter as follows:

Up to 3/4"	\$24.04
1"	\$55.37
1.5"	\$107.58
2"	\$170.23
3"	\$337.28
4"	\$525.22
6"	\$1047.31

Plus a charge for consumption as follows:

For water billed November to April	\$1.43 per 100 cubic feet
For water billed May to October	\$1.65 per 100 cubic feet

City of Bainbridge Island Fee Schedule

WATER RATES (CONTINUED)

CATEGORY 5 (Industrial) shall pay rates as set by individual contract, which contract shall not provide rates less than any of the categories I through 4.

IRRIGATION SYSTEMS shall pay a monthly base rate based on size of water meter as follows:

Up to 3/4"	\$4.73
1"	\$6.22
1.5"	\$8.70
2"	\$11.70
3"	\$19.64
4"	\$28.59
6"	\$53.47

Plus a charge for consumption of: \$3.89
per 100 cubic feet

WATER FOR CONSUMPTION ON PROJECTS AT CITY LOCATION

(Ordinance No. 2003-42)

\$3.89 per 100 cubic feet
plus 125% of direct cost to city
for connection setup and delivery
plus a billing charge of \$19.19
per bill sent.

Through single family residential meter \$55.96 per 90 days
(flat rate)

WATER RATES FOR THE ROCKAWAY BEACH AREA

CATEGORY I (Single Family Residence) shall pay a monthly fixed base rate based on size of water meter as follows:

Up to 3/4"	\$11.64
1"	\$22.94
1.5"	\$41.85
2"	\$64.53

Plus a charge for consumption on an incremental basis as follows:

For the first 500 cubic feet	\$1.18 per 100 cubic feet
For the next 700 cubic feet	\$1.90 per 100 cubic feet

City of Bainbridge Island Fee Schedule

WATER RATES (CONTINUED)

For the next 1,800 cubic feet	\$2.69 per 100 cubic feet
For amounts over 3,000 cubic feet	\$3.66 per 100 cubic feet

CATEGORY 4 (Other), other than irrigation systems or construction projects, shall pay a monthly fixed base rate based on size of water meter as follows:

Up to 3/4"	\$24.04
1"	\$55.37
1.5"	\$107.58
2"	\$170.23

Plus a charge for consumption as follows:

For water billed November to April	\$1.43 per 100 cubic feet
For water billed May to October	\$1.65 per 100 cubic feet

SEWER RATES

SEWER RATES FOR USERS OF BOTH WATER AND SEWER (Ordinance Nos. 2009-39, 2011-25 and 2012-22)

CATEGORY 1 (Single Family) *	\$42.69 per month/unit plus \$7.28 per 100 cu. ft. of water
CATEGORY 2 (Multi-Family) *	\$37.39 per month/unit plus \$7.28 per 100 cu. ft. of water
CATEGORY 3 (Commercial)	\$123.69 per month/unit plus \$7.28 per 100 cu. ft. of water
CATEGORY 4 (Mixed Use)	\$123.69 per month/unit plus \$7.28 per 100 cu. ft. of water
CATEGORY 5 (Industrial)	Set by individual contract
CATEGORY 6 (Senior/Low Income)	\$21.35 per month plus \$3.65 per 100 cu. ft. of water

City of Bainbridge Island Fee Schedule

SEWER RATES (continued)

* Sewer billings for the three summer months of mid-June through mid-September for all customers in Categories 1 and 2 shall be set at the average of each property's billing for the prior months of mid-December through mid-May.

SEWER RATES FOR USERS WITHOUT WATER SERVICE

The following monthly sewer rates shall apply to billings for users who do not contract with the City for the provision of water services.

For Users served by the City's Sewer Treatment Plant, the following rates apply:

CATEGORY 1 (Single Family)	\$119.80 per month/unit without meter
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CATEGORY 3 (Commercial))	\$129.43 per ERU
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SENIOR/LOW INCOME FLAT RATE	\$59.90 per month without meter
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SEWER RATES FOR CUSTOMERS SERVED BY THE SEWER DISTRICT NO. 7 TREATMENT PLANT

(Ordinance No. 2009-39)

Property that contributes sewage to the Kitsap County Sewer District No. 7 Treatment Plant shall pay a monthly rate equal to the monthly rate applied to the City by Kitsap County Sewer District No. 7 per ERU (**presently \$58.71**) for treatment plus:

Properties with Grinder Pumps	\$23.59 per ERU
Properties without Grinder Pumps	\$19.42 per ERU

SEWER LATECOMER CHARGE (SEWER DISTRICT 7)

(Kitsap County Sewer District 7 Resolution 2017-01)

(1) Residential – Single Family	\$10,330.00 (a flat fee)
(2) Commercial	\$10,330.00 per ERU

Where "ERU" is defined as each set of 20 fixture units as shown on the schedule of fixture units on file with the City Clerk.

City of Bainbridge Island Fee Schedule

C. STORM AND SURFACE WATER RATES

(BIMC 13.24, Ordinance Nos. 2016-23 and 2017-22, and Resolution No. 2017-01)

Storm and Surface Water fees are billed on property tax bills.

CHARGE PER IMPERVIOUS SURFACE UNIT (ISU) \$184.00 annually

REDUCTIONS

(Ordinance No. 2015-20 and Resolution No. 2016-10)

Rate reductions for low-income seniors or disabled citizens 50% discount
(as defined by BIMC 13.16.082)

Categories other than Single Family Residence may apply for the following impervious surface rate reductions for:

Compacted Gravel Surfaces Used by Vehicles	25% discount
On-site Stormwater Mitigation Facility	up to 50% discount
Less than 15% Impervious Groundcover	50% discount

These discounts are not retroactive; they are granted at the sole discretion of the City; and they may not be used to reduce the charge to less than 50% of the fee.

D. UTILITIES FEES – OTHER

BILL TO OTHER THAN OWNER \$25.00
(Ordinance No. 92-24, Resolution No. 97-39)

This fee is a setup charge and replaces the “New Account Fee” if applicable.

CHARGE FOR DELINQUENCY NOTICE \$10.00
(Ordinance No. 92-24)

This fee is charged each time the City mails a letter or notice of delinquency when account is delinquent.

MULTIPLE BILLS \$5.00
(Resolution No. 2003-50)

This fee is charged monthly, per bill sent.

LEAK CHECK REQUEST, IF NO LEAK FOUND \$35.00

City of Bainbridge Island Fee Schedule

UTILITIES FEES – OTHER (continued)

METER RE-READ, IF THE METER WAS NOT ACCESSIBLE

(Resolution No. 2001-07)

First Instance	\$35.00
Subsequent Requests	\$75.00

NEW ACCOUNT FEE

(Ordinance No. 92-24)

\$10.00

NOTICE OF TURN OFF, AT THE CITY'S REQUEST

(Ordinance No. 92-24)

\$20.00

SEASONAL TURN OFF

(Ordinance No. 92-24, Resolution No. 2016-10)

\$75.00

SERVICE RESTORED

(Ordinance No. 92-24, Resolution No. 2001-07)

If Related to Seasonal Turn Off - During normal worked hours (Includes Turn Off)	\$35.00
If Turned off At City Request - During normal worked hours	\$25.00
If Turned On Outside Normal Worked Hours	\$75.00

STANDARD DEVELOPER EXTENSION AGREEMENT PROCESSING FEE

\$250.00

UNAUTHORIZED TURN ON PENALTIES:

(Ordinance No. 92-24, Resolution No. 2001-07)

Occupied Single Family Residences	\$100.00
All Others, including residences under construction	\$500.00

WRITTEN RESPONSE TO BALANCE INQUIRY

(Ordinance No. 92-24, Resolution Nos. 99-26 and 2001-07)

See also Written Report to Escrow Company in Section 13

Billed to former owner (water and sewer service only)	\$5.00 per service
If received by City less than seven working days before transfer of ownership	\$50.00 surcharge

City of Bainbridge Island Fee Schedule

12. MISCELLANEOUS FEES

ALARM REGISTRATION FEE \$50.00
(Ordinance No. 2003-05, Resolution No. 2003-05)

BOAT DOCK MOORING FEE FOR FIRST 3 HOURS \$.10 per foot for 3 hours or less.

BOAT DOCK MOORING \$.50 per foot per day
(Ordinance No. 93-32, Resolution No. 2009-03) for any time in excess of three consecutive hours.

LINEAR MOORAGEBUOY FEES \$0.25 per foot for any time in
(Resolution No. 2018-12) excess of 3 consecutive hours in a 24-hour period.

BOAT RAMP WITH BOAT TRAILER PARKING
(Resolution No. 2011-11, Resolution No. 2017-03) \$8.00 per day: \$80 per year

BOAT RAMP-COMMERCIAL (GROUP) \$20 per day; \$200 per year

HAND LAUNCH WITH CAR PARKING \$5.00 per day

BOAT DOCK ~~and LINEAR MOORAGE FEES~~, SPECIAL USE PERMIT \$100.00
(Ordinance No. 93-32, Resolution No. 93-36, Resolution 2018-12)

BOAT IMPOUND REDEMPTION FEES \$50.00
(BIMC 12.24, Resolution No. 93-36)

BOAT DOCK UTILITY FEES Electrical fee of \$5.00 per day
(Resolution No. 2018-12) at the City Dock.

CABLE TV FRANCHISE FEE 5% of
(Ordinance No. 96-22) Gross Revenue
Paid bi-monthly

MISCELLANEOUS FEES (Continued)

CABLE TV FRANCHISE FEE – PENALTY Variable
(Set by contract)

City of Bainbridge Island Fee Schedule

COLLECTION AGENCY FEE

(Ordinance No. 97-29, Resolution No. 98-06)

Charged whenever the City deems it necessary to use a collection agency in order to collect amounts owed to the City.

Amount owed is \$100.00 or less

100% of Amount Owed

Amount owed is over \$100.00

50% of Amount Owed

CONCESSIONS FROM VENDING MACHINE

Variable

DEVELOPER EXTENSION AGREEMENT

\$250.00

DISHONORED CHECK CHARGE

\$20.00

(Ordinance No. 92-24)

DUI EMERGENCY RESPONSE FEE

\$150.00

(Ordinance No. 98-21, Resolution No. 98-42)

ESCHEAT TRANSACTION PROCESSING FEE

\$10.00

(Ordinance No. 92-24)

FALSE ALARM FEES

(Ordinance Nos. 92-24 and 2003-05, Resolution No. 2003-05)

Second response

\$50.00

Third response

\$100.00

Fourth and subsequent responses

\$250.00/response

LATECOMERS AGREEMENT PROCESSING FEE

Hourly Rate

(Resolution No. 2000-33)

LIEN FILING FEE

\$100.00

(Ordinance No. 92-26, Resolution No. 92-44)

LIEN RELEASE FEE

\$100.00

(Ordinance No. 92-26, Resolution No. 92-44)

MISCELLANEOUS FEES (Continued)

L.I.D. PETITION PROCESSING FEE

\$250.00

City of Bainbridge Island Fee Schedule

MAPS	See Copies
NOTARY SERVICES (BIMC 12.20, WAC 308.30.020)	\$5.00 Waived for City employees or City Work
PARADE PERMIT	See Special Event Permit
POLICE SECURITY SERVICES (Minimum 3 hours)	\$77.00 per hour
PROCESS SERVICE FEE	\$25.00
REPORT TO ESCROW COMPANIES (Ordinance No. 92-24, Resolution Nos. 99-26 and 2001-07, 2007-12) Waived if no investigation required. These charges are in addition to the charges in Section 12, if applicable.	
Electronic Utility and lien search	\$25.00 flat fee
Manual Utility and lien search	\$35.00 flat fee
RIGHT-OF-WAY USE PERMITS (Ordinance No. 2014-24 and Resolution No. 2014-15)	
Type A – Right-of-Way Short-Term Use	\$150.00
Type B1 – Right-of-Way Disturbance	\$250.00
Type B2	
a. Annual Bulk Purchase Right-of-Way Permit	\$500.00
b. Processing Fee for each B1 Permit issued under Bulk Purchase Permit (includes on inspection per cut or use)	\$50.00
Type C – Right-of-Way Long-Term Use	\$250.00
Type D – Right-of-Way Franchise Utility Routine Maintenance	\$1,000.00
Type A through D – Right-of-Way Additional Inspections, each	\$50.00
ROAD SIGN-PRIVATE (Resolution No. 93-22)	\$125.00

City of Bainbridge Island Fee Schedule

MISCELLANEOUS FEES (Continued)

ROAD VACATION (Resolution No. 93-22)	\$250.00
SIDEWALK CAFÉ PERMIT (Resolution No. 2014-11, Ordinance No. 2014-16)	\$100.00
SIGN REMOVAL (Ordinance No. 92-24)	\$25.00
SPECIAL EVENT PERMIT	\$25.00
VISA/CITIZEN/IMMIGRATION DOCUMENTS (Ordinance No. 92-24)	\$5.00
WATER SATELLITE SYSTEM CHARGES (Resolution Nos. 97-39 and 2000-33)	
ANNUAL FEE (no samples included)	\$100.00
SATELLITE WATER SAMPLES – BACTERIOLOGICAL	Hourly Rate
SATELLITE WATER SAMPLES – ALL OTHER	Hourly Rate

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:10 PM Ordinance No. 2018-13 Relating to Business/Industrial Uses, AB 17-127 (Pg. 147)	Date: 5/22/2018
Agenda Item: NEW BUSINESS	Bill No.: AB 17-127
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 and supporting documents.

RECOMMENDED ACTION/MOTION

The City Council has the following options for possible action:

1. I move to refer Ordinance No. 2018-13 back to the Planning Commission for further consideration and recommendation; or
2. I move to schedule a public hearing on Ordinance No. 2018-13 at the June 12, 2018, City Council meeting to allow additional public comment; or
3. I move to forward Ordinance No. 2018-13 to the June 12, 2018, City Council meeting for further review as an Unfinished Business Agenda item; or
4. I move to forward Ordinance No. 2018-13 to the June 12, 2018, City Council meeting for approval on the Consent Agenda.

ATTACHMENTS:

Description	Type
□ Department Memo	Backup Material
□ Business/Industrial Areas Map	Backup Material
□ Ordinance No. 2018-13	Backup Material

- ▣ Exhibit A to Ordinance No. 2018-13 Backup Material
- ▣ Business Industrial Comp Plan Goals and Policies Backup Material

Department of Planning and Community Development**Memorandum**

Date: May 22, 2018
To: City Council
From: Jennifer Sutton, AICP
Senior City Planner
Subject: Ordinance 2018-13 Business/Industrial Zoning District Regulations

BACKGROUND

During the Comprehensive Plan update process, the City Council and the Planning Commission expressed concerns about the types of non-industrial, non-light manufacturing development that has occurred at the Sportsman Club Road Coppertop Business Park and which could otherwise be located in the Business/Industrial (B/I) District, more specifically at the Day Road and SR 305 location, and the NE New Brooklyn Rd area.

To address such concerns, on September 27, 2016, the City Council approved interim Ordinance No. 2016-31 which imposed a limited moratorium, generally on business licenses, building, and land use permits for new conditional uses, to provide an opportunity for the Council to study and consider this matter further and preserve future options. The 6-month moratorium expired on March 27, 2017. With the moratorium's expiration, the City Council concurred with City staff and the B/I business community that the mix of permitted and conditional uses could be reviewed and improved.

The moratorium was the beginning of a community conversation to allow for outreach to B/I business and property owners, and the wider business community. The City held a series of outreach meetings, beginning on [March 14, 2017](#). Comments from these outreach meetings can be viewed on the City's website for that meeting date (see embedded hyperlink).

The City then held a town hall like meeting at City Hall on [May 17, 2017](#), with property and business owners in the B/I zone, and prepared draft revisions to the permitted and conditional uses in the B/I district for that meeting (see attached) and reported back to the City Council on July 18, 2017. At that meeting, the City Council directed staff to continue to collaborate with the B/I community to amend the permitted/conditional uses and to add/modify use definitions for the B/I zone.

The City held a workshop on [September 20, 2017](#) that solicited participation from the B/I community, and wider food/beverage/restaurant businesses on the Island. Information about the meeting identified several questions that the City wanted to use to focus the discussion. The workshop divided participants into groups based on B/I zoned areas -- Sportsman Club, Day Road, and New Brooklyn. The three groups then reported back to the whole group. The group also discussed questions related to craft food and beverage businesses.

The following overarching themes were expressed at the workshop:

1. Let the market and business owners decide where businesses can locate. Some businesses need the foot traffic to thrive, other businesses need sewer, and the City's zoning regulations can't account for all the analysis that a business owner has to go through to choose a location.
2. The volume of professional services and healthcare business at Coppertop are working because of its location, and the City shouldn't eliminate those uses from possibly locating at Day Road or New Brooklyn. The group was not opposed to keeping them as conditional uses.
3. The craft food and beverage industry could grow substantially, and the City should recognize the opportunity, and develop regulations that don't inhibit that growth, such as limiting on-site sales of producers.
4. Coincidentally, all 3 B/I nodes are close to schools, and the City should continue to allow those recreation uses (e.g., karate, ballet, rock climbing) in those areas to reduce overall vehicle miles traveled.

At their October 3, 2017 meeting, the City Council confirmed by consensus that the Planning and Community Development Department should move forward with developing an ordinance to clean up and clarify B/I zone uses and use definitions.

PLANNING COMMISSION REVIEW OF ORDINANCE 2018-13

The Planning Commission discussed changes to the mix of uses in the B/I zoning district at the March 8, 2018 Commission meeting. The Planning Commission then held a public hearing on April 12, took public comment and thoroughly discussed Ordinance 2018-13. In recommending approval of Ordinance 2018-13 to the City Council, the Planning Commission added a recommendation that *Live/Work* units should be defined and added as a permitted use in the B/I zone, and directed staff to draft complete *Use Specific Standards* for this new use- see page 4 of Ordinance.

The Commission met again on April 19 to discuss *Healthcare facilities* and *Professional services*. Both uses are currently conditional uses in the B/I zone. The current definition of *Healthcare facilities* applies to healthcare uses at all scales, from a sole practitioner practice to a hospital. The current definition of *Professional services* refers to all other kinds of professionals aside from healthcare providers, such as accountants or lawyers. The Planning Commission recommended to the City Council that the definition of *Healthcare facilities* should be changed to mean large facilities like hospitals and that they should **NOT** be allowed (even conditionally) in the B/I Zone- see page 8 of Ordinance. *Healthcare facilities* would continue to be allowed as a conditional or permitted use in every other zone, except the Water Dependent/Industrial zone (see page 5 of Exhibit A). The Planning Commission also recommended to the City Council that the definition of *Professional services* should be changed to include smaller-scale healthcare providers such as doctors' offices (see page 9 of Ordinance), and that *Professional services* should be changed to be **PERMITTED** in the B/I zone (see page 7 of Exhibit A).

ADDITIONAL DEPARTMENT SUGGESTIONS FOR ORDINANCE 2018-13

Additional suggestions have been identified by the Department since the Planning Commission completed their review. **These changes have been added to Ordinance 2018-13:**

- Increase the number of animals that constitutes a kennel from 3 to 5 animals, matching Kitsap County's regulations. A clarification/correction proposed change is that Indoor kennels will be added as a permitted use in the Neighborhood Center, Mixed Use Town Center, and High School

Road zones. They are currently permitted there as the existing definition of kennel identifies it as a professional service, and professional services are permitted in these zones. (see 7 of Exhibit A and page 9 of Ordinance 2018-13).

- A mixed-use development has both commercial uses and residences on the same property. The Department recommends commercial/residential mixed uses be added as a permitted use in the R-8 & R-14 zones. It is currently not permitted (see page 2 of Exhibit A). Staff recommends permitting mixed-use development in these multi-family zones because there are some commercial uses that are permitted or conditional in those zones, mostly related to institutional, cultural, or healthcare type uses. For instance, this change would allow a multifamily project in those zones to include a school. This change would not permit commercial uses that were not otherwise permitted.
- The Department recommends that Use Specific Standards be created for *Craft Food and Beverage* businesses- see page 5 of Ordinance 2018-13.

Additional Department suggestions have been identified since the Planning Commission completed their review. These changes have NOT been added to Ordinance 2018-13, and are shaded in GREEN in Exhibit A to Ordinance 2018-13 Use Table:

- The Department recommends that *Indoor Recreation* be a permitted use in the Neighborhood Center Zone instead of a conditional use (see page 4 of Exhibit A). *Indoor Recreation* is already a permitted use in the other mixed-use commercial zones. The definition of *Indoor Recreation* is proposed to be amended in Ordinance 2018-13- see page 9 of the ordinance.

Currently, *Research and Development* is a permitted use only in the B/I zone. The Department recommends that *Research and Development* be a permitted use in the other commercial zones to support future sustainable technology business opportunities (see page 12 of Exhibit A). The current definition of *Research and Development* is below.

18.36.030.222. “Research and development” means businesses that include, but are not limited to, laboratories for scientific research testing and experimental development that can be performed with minimal adverse impact on, and pose no special hazard to, the environment and the community.

EXISTING PERFORMANCE STANDARDS IN THE BUSINESS/INDUSTRIAL ZONE

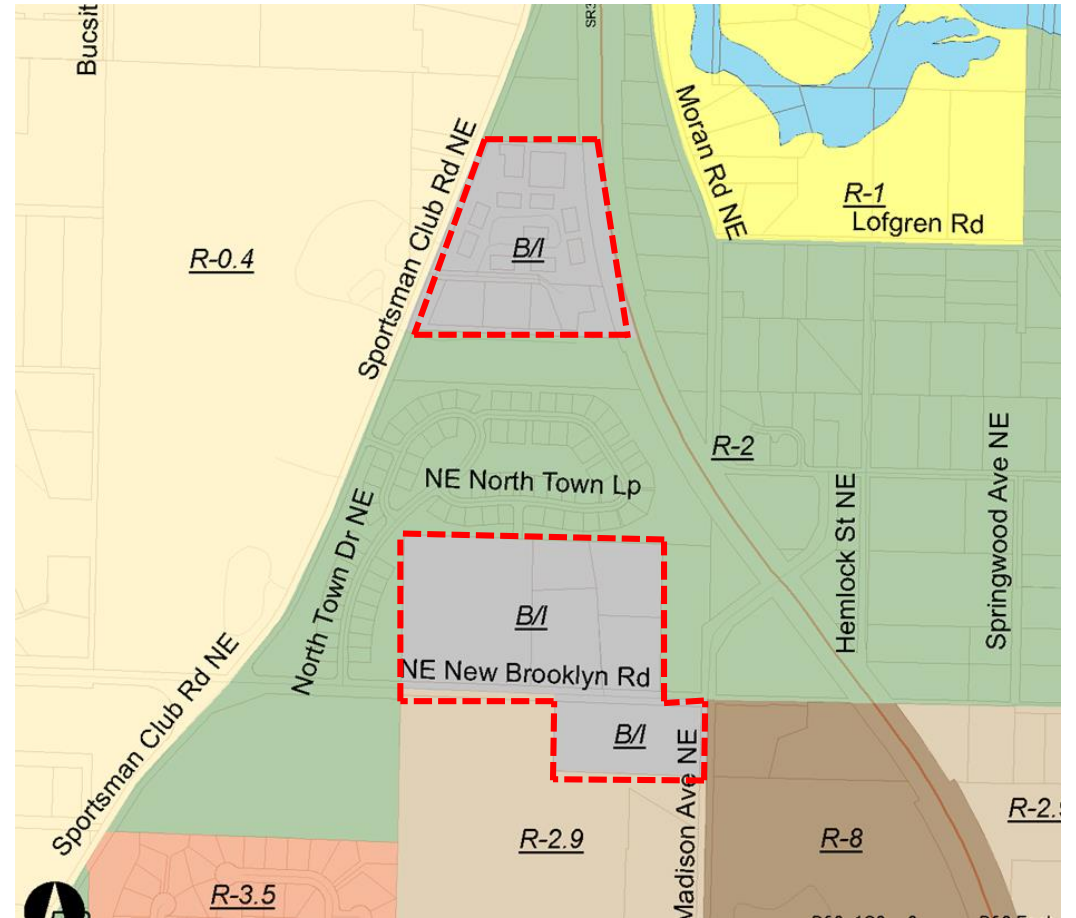
In addition to development standards such as setbacks, height or lot coverage (see [BIMC Table 18.12.020-3](#)), development in the B/I zoning district is subject to a variety of performance standards. Staff has reviewed the variety of performance standards in Title 18 Zoning that apply to the B/I zoning district.

- [18.06.050.B Performance Standards](#)
- [18.15.010 Landscaping, screening, etc.](#)
- [18.15.020 Parking and loading](#)
- [18.15.030 Mobility and access](#)
- [18.15.040 Outdoor lighting](#)
- [Chapter 15.08 Sign Code](#)

These standards are not lacking, per se, but their application has been inconsistent. Additional staff training is needed to ensure that the full suite of standards are applied from Site Plan and Design Review permits to tenant improvement permits and business licenses.

Additionally, City staff is discussing future updates to all [design guidelines, BIMC Section 18.18.030](#), with the Design Review Board, including the [B/I design guidelines](#).

Business/Industrial Zoning Areas



ORDINANCE NO. 2018-13

AN ORDINANCE of the City of Bainbridge Island, Washington, amending Chapter 18.09, and Sections 18.06.060, 18.15.020, and 18.36.030 of the Bainbridge Island Municipal Code.

WHEREAS, the City adopted its most recent Comprehensive Plan Update in 2017; and

WHEREAS, the Comprehensive Plan and subsequent zoning regulations allow a mixed use of businesses and industrial uses in the Business/Industrial District; and

WHEREAS, the purpose of the Business/Industrial District is to facilitate development of a diverse economy on the island with business retention, growth, and innovation, and to provide opportunities for knowledge-based business and expansion of island businesses, diversity of jobs, and low-impact industrial activity that is compatible with adjoining residential neighborhoods; and

WHEREAS, during the recent Comprehensive Plan update process, the City Council and the Planning Commission expressed concerns about the types of non-industrial, non-light manufacturing development that has occurred in the Business/Industrial Zoning District, leading to the City Council's enactment of a six-month partial development moratorium (Ordinances 2016-31 and 2016-35) at the end of 2016; and

WHEREAS, the City Council allowed the moratorium to expire after six months, directing staff to work with the business community to revise the Business/Industrial zoning regulations; and

WHEREAS, after the development moratorium related to the Business/Industrial Zoning District, the City held a series of community meetings (March 14, May 17, and September 20, 2017) with the business community in the Business/Industrial Zoning District to hear from them about the mix of business types that should be allowed in the zone; and

WHEREAS, on March 8, 2018, the Planning Commission discussed proposed Ordinance No. 2018-13 and held a public hearing on the proposed ordinance on April 12, 2018, and after closing the public hearing, recommended "live/work units" be defined and added as a permitted use in the B/I zone, and that related standards be developed by the Department of Planning and Community Development, and the Planning Commission forwarded the proposed ordinance to the City Council for review and further consideration and recommended approval of the ordinance; and

WHEREAS, the Planning Commission continued discussing Ordinance No. 2018-13 on April 19, 2018, and recommended to the City Council amendments to regulations related to "Healthcare facilities" and "Professional services"; and

WHEREAS, notice was given on May 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 City Council discussed and considered Ordinance No. 2018-13 on May 22, 2018.

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

Section 1. Section 18.06.060 of the Bainbridge Island Municipal Code is hereby amended as follows.

18.06.060 Business/Industrial.

A. Purpose. The purpose of the business/industrial district is to facilitate development of a diverse economy on the island with business retention, growth, and innovation. The district is intended to provide opportunities for knowledge-based businesses and expansion of Island businesses, for diversity of jobs, and for low-impact industrial activity that is compatible with adjoining residential neighborhoods. The B/I district was formerly called the light manufacturing (LM) district and is intended to implement comprehensive plan provisions related to light manufacturing uses. The B/I district encourages proper site planning and design of developments in order to minimize traffic congestion, visual impacts, environmental impacts, and other impacts and use conflicts within and beyond the district's boundaries as enabled through development and performance standards.

B. Performance Standards. All uses allowed in the B/I district shall conform to the performance standards listed in BIMC 18.06.050.B.

~~C. Natural Resource Protection Standards. The following provisions are intended to supplement those natural resource protection standards and requirements contained in BIMC Titles 16 (Environment) and 17 (Subdivisions), and specifically to supplement those provisions in Chapters 16.12 (Shoreline Master Program) and 16.20 BIMC (Critical Areas), which remain the primary source of regulation in those areas. In the event of a conflict between the provisions of this section and the provisions of BIMC Title 15 (Buildings and Construction) or Chapter 16.12 or 16.20 BIMC, the provisions of BIMC Title 15 or 16 shall apply.~~

~~1. Drainage. Surface and stormwater shall be managed in accordance with Chapter 15.20 BIMC.~~

~~a. Open Space Conservation Easement. A conservation easement approved by the director shall be placed on the designated open space and shall be recorded with the Kitsap County auditor along with the open space management plan (OSMP) as required in subsection C.1.e of this section. Fence standards contained in BIMC 17.12.030.A.8 shall apply when applicable.~~

~~b. Uses Allowed within Designated Open Space. Within open space areas, uses must conform with the provisions of Chapter 16.20 BIMC.~~

~~c. Open Space Management Plan. An open space management plan (OSMP) shall be prepared by the applicant for review and approval by the city at the time of the application submittal. The OSMP shall include provisions that allow the periodic inspection of the open~~

space by the city. The OSMP shall be recorded with the Kitsap County auditor. The OSMP shall include the following:

- i. A list of all approved uses for the open space areas. If a property has a variety of critical areas, the specific locations of each set of permitted uses shall be depicted graphically.
- ii. A management plan that clearly describes the frequency and scope of maintenance activities.
- iii. Identification of the entity responsible for the maintenance of the open space areas.

2. Maintenance of Open Space Areas. Open space areas shall be maintained permanently by the property owner, the property owners' association, or the public agency for publicly owned properties. In the event that open space is not maintained consistent with the open space management plan, the city shall have the right to provide the maintenance of the open space, and bill the owner for all costs incurred by the city for the maintenance. Such bill shall become delinquent 20 days after the date of mailing, and the amount due interest shall accrue on and after the date of delinquency at 12 percent per annum or the rate authorized by state statute, whichever is lower. Upon delinquency of 60 days, a lien shall be placed on the property.

Section 2. Section 18.09.005 of the Bainbridge Island Municipal Code is hereby amended as follows.

18.09.005 Permitted and conditional uses.

Permitted and conditional uses allowed in each zone district are shown in the use table. It is recognized that new uses will evolve over time. The Director has the authority to evaluate an application and compare a proposed unlisted use against the permitted and conditional uses listed in Table 18.09.020. When a proposed use is not specifically listed in this chapter, the use may be allowed if the Director determines that it is similar to other uses listed and compatible with other uses in the vicinity where it will be located. The Director will issue a Notice of Decision about whether an unlisted use is allowed or not allowed, pursuant to the procedures outlined in BIMC Sections 2.16.020.K.7 and 2.16.030.F. The Notice of Decision will be combined with issuing other required land use permits, building permits, or business licenses, as applicable.

Section 3. Table 18.09.020 *Use Table* of the Bainbridge Island Municipal Code is hereby amended as shown in Exhibit A.

Section 4. Section 18.09.030.A of the Bainbridge Island Municipal Code is hereby amended as follows.

4. Agricultural Processing. In the B/I district, agricultural processing is a permitted ("P") use, unless the business will be primarily out-of-doors. If primarily out-of-doors, then agricultural processing is a conditional ("C") use in the B/I district.

Section 5. Section 18.09.030.B of the Bainbridge Island Municipal Code is hereby amended as follows.

3. Commercial/Residential Mixed Use Development. Principal and accessory uses shall comply with the applicable development standards and performance standards of the ~~B/I and NC~~ districts as well as the other standards listed here.

~~a. In the B/I district, a single residential unit for security and/or insurability of the premises is permitted. No other residential uses are allowed; and~~

b. In the NC district, residential units must be located above the ground floor if the building is located on a collector or secondary arterial or higher road classification; however, for mixed use projects, if the building fronts on a local or private street, residential units can be located on the ground floor. Density for mixed use projects in the NC district shall be calculated pursuant to BIMC 18.12.030.D.

4. Live/Work Units: Live/work units are allowed in the B/I zoning district, and are a building use that combines business activities within the same structure as a residential living space. In addition, such units can provide affordable work and housing space, meet the needs of special groups such as artists, and serve to incubate new businesses.

a. A live/work unit is limited to three thousand square feet in gross floor area. The residential portion is limited to forty percent of the live/work unit's area, not including any internal stairs.

b. The nonresidential use portion must be located on the first floor of the unit or, if parking is the first floor, the unit's main floor area.

c. Living space shall be physically integrated into the live/work unit and not be rented, leased, sold, or occupied separately.

e. Access to outdoor open space shall be provided for the live/work units, such as a balcony or patio. The open space may be exclusive to the unit or shared with adjacent live/work units or businesses.

f. The live/work unit shall be occupied and used only by the owner of the business or manufacturing activity, or the owner's employee, and that person's household.

g. The business may employ up to three persons who do not reside in the live/work unit. Additional parking spaces may be required to be developed, assigned, or designated to accommodate such employees, pursuant to BIMC Table 18.15.020-1.

h. On-premises sales of goods shall be limited to those produced within the live/work unit or related to the permitted business activity, and comply with the standards outlined in BIMC Section 18.09.030.D.

i. A valid business license associated with the business or manufacturing activity must be obtained from the city.

j. Other restrictions may apply subject to the requirements of the adopted International Building Code.

k. A site plan and design review permit may be required pursuant to BIMC 2.16.040.B prior to any other city approval of business licenses or other required permits.

l. The live/work unit and its related business operations shall conform to the performance standards listed in BIMC 18.06.050.B.

m. The live/work unit shall meet the requirements of the Kitsap Public Health District.

Section 6. Section 18.09.030.C of the Bainbridge Island Municipal Code is hereby amended as follows.

1. Educational Facilities.

a. ~~In the B/I district, educational facilities, including vocational schools, preschools (including kindergarten classes), martial arts academies, and other facilities not classified as public or private schools offering primary and secondary education through the high school level are permitted (“P”) uses.~~

b. ~~In the B/I district, educational facilities meeting the definition of common schools referred to in Article IX of the state constitution and established by law and maintained at public expense and private learning institutions established by law and maintained at private expense, offering primary and secondary education through the high school level, are conditional (“C”) uses.~~

c. In the WD-I district, educational facilities are a conditional (“C”) use. Conference centers with overnight accommodations are not permitted.

d. In the ferry terminal overlay district educational facilities are only allowed south of Winslow Way.

Section 7. Section 18.09.030.D of the Bainbridge Island Municipal Code is hereby amended as follows.

4. Craft Food and Beverage

a. Retail activity is limited primarily to items manufactured or assembled on site, pursuant to subsection 18.09.030.D.9.

b. Retail and on-site tasting or consumption areas shall be limited to 40 percent of the gross floor area or 4,000 square feet, whichever is less. A craft food and beverage business is not a restaurant, however, in zoning districts where restaurants are permitted, a craft food and beverage business may include a restaurant, such as a brewpub type of use.

c. The business shall meet the requirements of the Kitsap Public Health District, including the requirements to obtain a Food Establishment Permit when applicable.

d. A site plan and design review permit may be required pursuant to BIMC 2.16.040.B prior to any other city approval of business licenses or other required permits.

89. Retail Sales.

g. In the B/I district, on-site retail sales to the general public must comply with the following standards:

i. Sales are ~~limited to~~ primarily focused on goods or products manufactured or

- utilized on the premises;
- ii. Sales to the general public are clearly subordinate to the primary use of the property as permitted in the B/I district; storefront retail businesses are not permitted in the B/I district;
- iii. ~~There shall be no signage advertising the on-site sales or services to the general public;~~
- iv. There shall be no additional on-site parking allowed beyond what is required for the primary use; and
- v. ~~Notwithstanding subsections D.8.g.i through iv of this section, semiannual sales to the general public of items manufactured on site is allowed; provided, that each sales event lasts no more than two consecutive days.~~

Section 8. Section 18.09.030.E of the Bainbridge Island Municipal Code is hereby amended as follows.

1. Auto Repair Services. In the B/I district, auto repair services are a permitted (“P”) use, unless the business will be primarily out-of-doors. If primarily out-of-doors, then auto repair services are a conditional (“C”) use in the B/I district.

- a. Auto repair services are subject to standards in BIMC 16.20.120.
- b. Any automobiles remaining on site for more than 72 hours are to be screened according to the outdoor storage development standards in BIMC 18.06.050.B.10.

Section 9. Section 18.09.030.H of the Bainbridge Island Municipal Code is hereby amended as follows.

2. Boat Building. In the WD-I district, boat building is a permitted (“P”) use for property located on the north shore of Eagle Harbor. For property south of Eagle Harbor, boat building is a conditional (“C”) use. In the B/I district, boat building is a permitted (“P”) use, unless the business will be primarily out-of-doors. If primarily out-of-doors, then boat building is a conditional (“C”) use in the B/I district.

3. Boat Repair Facilities. In the B/I district, boat repair facilities is a permitted (“P”) use, unless the business will be primarily out-of-doors. If primarily out-of-doors, then boat repair facilities is a conditional (“C”) use in the B/I district. Boat repair facilities are subject to standards in BIMC 16.12.040.C.

Section 10. Section 18.09.030.I of the Bainbridge Island Municipal Code is hereby amended as follows.

10. Accessory Security Residence. In the B/I district, a single residential unit for security and/or insurability of the premises is permitted. No other residential uses are allowed. The accessory security residence shall comply with the applicable development standards and performance standards of the B/I district.

Section 11. Section 18.15.020.B *General Requirements* of the Bainbridge Island Municipal Code is hereby amended as follows.

12. For all development except for single-family residential, the required parking for two or more complementary uses may be reduced up to 50 percent when provided by a common parking lot, but may not be reduced below the highest parking requirement. The reduction shall be reviewed and authorized by the Director of Planning and Community Development together with a Site Plan and Design Review Permit, building permit, or business license, depending on when the parking space reduction is proposed ~~the issuance of a conditional use permit.~~

Section 12. Table 18.15.020-1 of the Bainbridge Island Municipal Code is hereby amended as follows.

Table 18.15.020-1: Off-Street Parking Spaces Required for Residential, Neighborhood Center, Business/Industrial, and Water-Dependent Industrial Zone Districts

Land Use	Spaces Required
Residential dwelling unit in a single-family residential district [1]	2 spaces for each primary dwelling unit and 1 space for each accessory dwelling unit.
Residential dwelling unit in a multifamily residential, NC, or B/I district	1 space per primary dwelling unit that is a studio or 1 bedroom unit, and 2 spaces for all other primary dwelling units.
	Dwelling units situated directly above a commercial use or directly above parking serving a commercial use in the NC <u>district</u> or <u>Live/Work Units in the B/I districts</u> shall require 1 parking space. Dwelling units separate from the commercial use or its parking by one or more intervening floors shall not be considered to be located “directly above” that use, and therefore 2 parking spaces are required.
	The director may require guest parking in excess of the required parking spaces, whether or not the required parking is reduced pursuant to BIMC 18.15.020.B.12 , up to a maximum additional 0.5 stall per dwelling unit, if there is inadequate guest parking on the subject property.
Retail, commercial and personal services in a building with less than 1,000 square feet of floor area	5 spaces per 1,000 square feet of floor area, except as modified by the parking standards for the mixed use overlay districts and High School Road districts below.
Retail, commercial and personal service in a building with 1,000 square feet of floor area or more	4 spaces per 1,000 square feet of floor area, except as modified by the parking standards for the mixed use overlay districts and High School Road districts below.
Industry light manufacturing uses	1 space for each employee plus 1 space for each 250 square feet of office space.
Places of public accommodation serving food and beverage, including but not limited to restaurants, <u>craft</u>	<u>1 space for each employee plus</u> 1 space for each 4 occupants as determined by the department.

Table 18.15.020-1: Off-Street Parking Spaces Required for Residential, Neighborhood Center, Business/Industrial, and Water-Dependent Industrial Zone Districts

Land Use	Spaces Required
<u>food and beverage businesses</u> and taverns	
For motels/hotels, inns, and bed and breakfasts	1 space for each sleeping room.
For places of assembly, including auditoriums, theaters, banquet rooms and religious institutions	10 spaces for each 1,000 square feet of floor area or 1 space for each 5 fixed seats, except for movie theaters which shall require 1 space per 4 seats.
Elementary, middle, and junior high schools	1 space per 50 students and 1 space per employee.
High schools	1 space per 10 school students and 1 per employee.
Educational, governmental, health care and recreational facilities not included as part of an elementary, middle, junior high or high school or a religious institution	A number of spaces adequate to accommodate the peak shift as determined by the director based on information submitted by the applicant as required for other uses and special cases below.
Day care centers	1 stall for each on-duty shift employee plus 1 stall for each 12 adults/children served by the facility. Capacity is determined by state license requirements.
Other uses and special cases	For other uses or special cases, parking requirements shall be established by the director. For determination by the director, the applicant shall supply (a) documentation regarding actual parking demand for the proposed use; or (b) technical studies prepared by a qualified professional relating to the parking need for the proposed use; or (c) required parking for the proposed use as determined by other comparable jurisdictions.

Section 13. Section 18.36.030 of the Bainbridge Island Municipal Code is hereby amended as follows.

29. “Artist’s studio” means the workshop of an artist, writer, craftsperson, or photographer, ~~but not a place where members of the public come to receive instruction on a more than incidental basis or to sit for portraits.~~ An artist’s studio does not include a residence or living unit.

“Boat building and boat repair facility” means a business involving the fabricating, manufacturing, or repair of boats.

“Craft Food and Beverage” means the production and sale of locally-produced food or beverage products. A craft food and beverage business is not a restaurant.

78. “Educational facilities” means a public or private school or educational or training institution that offers a program of college, professional, environmental, preparatory, high school, middle school, junior high school, elementary, ~~or kindergarten instruction, or preschool,~~ or any combination of those facilities, ~~or any other program of trade, technical or artistic instruction (excluding single day programs of instruction),~~ together with associated staff housing and/or conference facilities and other typical educational accessory uses.

113. “Health care facility” means a building or buildings used for human health care with more than 10,000 square feet in floor area, such as a hospital or major medical clinic.

132. “Kennel” means a place where ~~five~~ three or more adult domestic animals are kept commercially, generally overnight. A commercial kennel ~~is considered a professional service under this title and~~ is maintained to board, breed or treat the animals ~~for profit~~ and shall exclude pet shops and agriculture. This use includes a boarding kennel/cattery, animal shelter, animal day care or animal foster home. An “indoor kennel” is a kennel where all activity at the business location is conducted indoors. An “outdoor kennel” is a kennel where any part of business activity is out-of-doors at the business location, excluding parking areas.

“Live/Work Unit” means a building use that combines business activities within the same structure as a residential living space. Live/work units are distinctive from other mixed-use development because the commercial and residential space are internally connected and the business owner or employee must live in the dwelling unit.

199. “Personal service” means an establishment that provides on-site service(s) in a nonoffice environment including, but not limited to, beauty shops, shoe repair, laundry, dry cleaning services, animal ~~grooming parlor care services,~~ and tanning salons. Auto repair and body shops are not included under this definition.

200. “Professional service” means a business or agency that provides services in an office environment and includes, but is not limited to, legal services, counseling services, real estate offices, financial services, insurance services, massage therapy, acupuncture, medical, and dental offices ~~and government offices.~~ Professional service does not include a health care clinic, such as a hospital.

207. Recreation Activities, Indoor. “Indoor recreation activities” means gymnasiums not accessory to an education institution, racket clubs, sports arenas, and similar uses. Martial arts, dance, yoga, and other fitness classes are considered indoor recreation.

238. “Solar panel” means ~~a single panel or combination of panels or elements that does or will use direct sunlight as a source of energy for such purposes as heating or cooling of a structure, heating or pumping of water, and generating electricity. Solar panels include both photovoltaic and hot water devices.~~

“Vocational/Trade Instruction Facilities” means a school that offers instruction and practical introductory experience in skilled trades such as mechanics, carpentry, plumbing, and construction.

Section 14. 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 XX, 2018
PASSED BY THE CITY COUNCIL:	_____
PUBLISHED:	_____
EFFECTIVE DATE:	_____
ORDINANCE NUMBER:	2018-13

Table 18.09.020 Use Table

“P” = Permitted Use				“A” = Accessory Use							Additional use restrictions for Chapters 16.12 and 16.20 BIMC may apply to shoreline or critical area properties								
“C” = Conditional Use				“CA” = Conditional Accessory Use															
Blank = Prohibited Use				“T” = Temporary Use															
ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center				HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]					
PRINCIPAL USES																			
AGRICULTURAL																			
Note: Agricultural uses may be subject to additional requirements in BIMC 16.12.040.E, Forest Practices.																			
All agricultural uses are subject to the critical area regulations in Chapter 16.20 BIMC.																			
Agricultural uses are not allowed within the shoreline jurisdiction pursuant to Chapter 16.12 BIMC.																			
Agriculture, Animal	P	P	P	C	C	C	C									P			A-1
Agriculture, Crop	P	P	P	P	P	P	P	P	P	P						P			A-2
Agriculture Research Facility	C	C	C																A-3

“P” = Permitted Use					“A” = Accessory Use					Additional use restrictions for Chapters 16.12 and 16.20 BIMC may apply to shoreline or critical area properties										
“C” = Conditional Use					“CA” = Conditional Accessory Use															
Blank = Prohibited Use					“T” = Temporary Use															
ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]						
Agricultural Processing															P		P/C		A-4	
RESIDENTIAL																				
Note: Residential uses may be subject to additional requirements in BIMC 16.12.040.I, Residential Development.																				
Household Living																				
Single-Family Dwelling	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			B-1	
Single-Family Dwelling existing on April 15, 1996											P	P	P						B-1	
Multifamily Dwellings	C	C	C	C	C	C	P	C	P	P	P	P	P	P	P	P			B-2	
Commercial/Residential Mixed Use Developments									P	P	P	P	P	P	P	P	P		B-3	
Live/Work Units																	P		B-4	
Group Living																				

“P” = Permitted Use			“A” = Accessory Use								Additional use restrictions for Chapters 16.12 and 16.20 BIMC may apply to shoreline or critical area properties									
“C” = Conditional Use			“CA” = Conditional Accessory Use																	
Blank = Prohibited Use			“T” = Temporary Use																	
ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate	Ferry [1]					
Foster Home	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P			
Small Group Living Facility	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			
Group Care Facility	C	C	C	C	C	C	C	C	C	P	P	P	P	P	C	P	P	€	C	
PUBLIC AND INSTITUTIONAL																				
Community and Educational Facilities																				
Educational Facility	C	C	C	C	C	C	C	C	C	P	P	P	P	C	C	P	C	€	C-1	
New:Vocational/Trade Instruction Facilities	C																	P		
Governmental Facility	C	C	C	C	C	C	C	C	C	P	P	P	P	C	C	P	C	€	C-2	
Religious Facility	C	C	C	C	C	C	C	C	C	P	P	P	P	C	C	P	C	€	C-3	
Parks and Park-Related																				

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“C” = Conditional Use					“CA” = Conditional Accessory Use														
Blank = Prohibited Use					“T” = Temporary Use														
ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center				HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]					
Note: Parks and park-related uses may be subject to additional requirements in BIMC 16.12.040.H, Recreational Development.																			
Community Garden	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			C-4
Park, Active Recreation	P	P	P	C	C	C	C	C	C	C	P	P	P	P	P	P		P	
Park, Passive Recreation	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P		P	
Recreation Activity, Indoor	C	C	C	C	C	C	C	C	C	C	P	P	P	P	P	C	C	P	
Recreation Activity, Outdoor	P	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	P	
Other Public and Institutional																			
Cemetery	C	C	C																
Day Care Center	C	C	C	C	C	C	C	C	C	C	P	P	P	P	P	P	P		C-5
Family Day Care Home	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P			C-6

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ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]						
Health Care Facility	C	C	C	C	C	C	C	C	C	P	P	P	P	C	P	P	€		C-7	
CULTURAL AND ENTERTAINMENT																				
Artist Studio											P	P	P	P	P	P	P			
Club	C	C	C	C	C	C	C	C	C	C	P	P	P	P	P	P				
Commercial Amusement											P	P	P	P	P	C				
Cultural Facility	C	C	C	C	C	C	C	C	C	C	P	P	P	P	P	C	€	C		
Entertainment Facility											P				P	C				
COMMERCIAL SALES AND SERVICE																				
Note: Commercial Sales and Service uses may be subject to additional requirements in BIMC 16.12.040.D, Commercial Development.																				
Accommodation																				

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ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]	Ferry					
Bed and Breakfast (3+ bedrooms)	C	C	C	C	C	C	C	C	C	C	P	P	P	P	P	P	P			
Inn											P	P	P	P	P	P				
Hotel											C			C	C	P			D-1	
Animal Sales and Service																				
Equestrian Facility	C																	P		
Kennel, Indoor	C										P	P	P	P	P	P	P	P		
Kennel, Outdoor	C																	C		
Veterinarian Clinic or Office	C	C	C	C	C	C	C	C	C	P	P	P	P	C	P	C		P		
Food and Beverage																				
Formula Take-Out Restaurant																P				D-2

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ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]						
Restaurant											P	P	P	P	P	P				
Food Service Establishment																	P		D-3	
Mobile Retail Food Establishment											P	P	P	P	P	P	P	P	D-5 4	
Craft Food and Beverage											P	P	P	P	P	P	P		D-4	
Offices and Services																				
Personal Service											P	P	P	P	P	P			D-6 5	
Professional Service											P	P	P	P	P	P	P		D-7 6	
Retail																				
Commuter-Oriented Retail Sales														P					D-8 7	
Open-Air Sales for Garden Supply	C	C	C													P				

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Blank = Prohibited Use				“T” = Temporary Use															
ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center				HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]					
Retail Sales											P	P	P	P		P	P	A	D-9 8
PRIVATE MOTOR VEHICLE-RELATED																			
Note: Private motor vehicle-related uses may be subject to additional requirements in BIMC 16.12.030.C.6, Transportation Facilities.																			
Auto Repair Services															C	C	P/C		E-1
Car Wash Facility, Manual or Automatic															C	C	C		
Commercial Parking Structure											C								
Commercial Parking, Surface											P			P					E-2
Ferry Commuter Parking											P			P	P				E-3
Gasoline Service Station															C	C			
Motor Vehicle Sales															C				E-4

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ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center				HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030	
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]						
Noncommuter Ferry Parking														C					E-5	
Park and Ride Facility/Lot	C	C	C													C	C	€	C	E-6
Park and Ride Lot, Shared Use	C	C	C	C	C	C	C	C	C	C						C	C	€	C	E-7
Small Engine Repair																C	C	P		
Transport and Delivery Service																P	C	P		E-8
Motor Vehicle-Related Services, Not Including Retail and Not Otherwise Listed																C				
UTILITY AND TELECOMMUNICATIONS																				
Note: Utility and telecommunications uses may be subject to additional requirements in BIMC 16.12.030.C.7.																				
Monopole or Lattice Tower	P																	P		

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ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center				HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]					
Small Wind Energy Generator	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	P/C	P/C	P/C	F-1
Solar Panel This use not needed because it is either an accessory to another use or a primary utility	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	€	
Utility, Primary	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	C	P	C	F-2
Public Communications Tower	P	P	A	A	A	A	A	A	A	A	A	A	A	A	A	A	P	A	F-3
Wireless Communication Facilities, Facility I	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	P	
Wireless Communication Facilities, Facility II	P										P	P	P	P	P	P	P	P	
Wireless Communication Facilities, Facility III	P																P	P	
INDUSTRIAL USES																			
Note: Industrial uses may be subject to additional requirements in BIMC 16.12.040.F, Industrial Development.																			

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ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]						
Manufacturing and Production																				
Manufacturing, Small-Scale																C	P			
Manufacturing, Light																	P			
Manufacturing, General																	C			
Mining and Quarrying	C	C	C																G-1	
Research and Development																	P			
Waste and Salvage																				
Recycling Center	C	C									C				C		C		G-2	
Waste Transfer Facility	C																		G-3	
Warehouse and Freight Movement																				

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"C" = Conditional Use											"CA" = Conditional Accessory Use								
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ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center				HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]					
Commercial Moving and Freight Terminal																	C		
Self-Service Storage Facility																C	P		G-4
Warehouse																	P		
Ferry- and Waterfront-Related																			
Note: Ferry- and waterfront-related uses may be subject to additional requirements in BIMC 16.12.040.C, Boating Facilities; and 16.12.050.C, Overwater Structures.																			
Barge Moorage and Off-Load Ships																		C	H-1
Boat Building																	P/C	C	H-2
Boat Repair Facility																	P/C	P	H-3
Cross Harbor Passenger-Only Ferry Terminal and Associated Parking																		C	

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ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center				HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]					
Dry Storage for Boats and Marine Equipment																		P	
Ferry Terminal and Associated Docks, Ramps, Walkways, Trails, Waiting Rooms, and Holding Areas														P					
Ferry Slips and Repair Facility																		P	H-4
Marine Rental and Sales																		P	
Marine Way																		C	
Pleasure and Commercial Vessel Moorage																		P	
Small Boat Haul-Out Facility																		P	
Water-Related Supply and Retail Sale																		P	
ACCESSORY USES																			

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ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate	Ferry [1]					
Accessory Agricultural Education	A	A	A	A	A	A	A									A			I-1	
Accessory Agricultural Retail, Minor	A	A	A	A	A	A	A									A			I-2	
Accessory Agricultural Retail, Major	CA	CA	CA	CA	CA	CA	CA									CA			I-3	
Accessory Agricultural Special Event	A	A	A	A	A	A	A									A			I-4	
Accessory Agricultural Tourism	A	A	A	A	A	A	A									A				
Accessory Composting Bin	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
Accessory Dwelling Unit (outside shoreline jurisdiction)	A	A	A	A	A	A	A		A	A	A	A	A	A	A	A			I-5	
Accessory Dwelling Unit (within shoreline jurisdiction)	CA	CA	CA	CA	CA	CA	CA		CA	CA						CA			I-5	
Accessory Agricultural Processing and Livestock and Poultry Slaughtering	A	A	A	A	A	A	A									A		A	I-6	

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ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center					HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]						
Accessory On-Site Treatment and Storage Facilities for Hazardous Wastes																A	A	A	I-7	
Accessory Outdoor Storage																A	A	A	I-8	
Accessory Rain Garden/Swale	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
Accessory Rainwater Harvesting Barrel	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	I-9	
NEW Accessory Security Residence																	P		I-10	
Accessory Small Wind Energy Generator	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	I-10	
Accessory Solar Panel	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A		
Accessory Uses to Agriculture (not otherwise listed)	A	A	A	A	A	A	A									A				
Accessory Utilities	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	I-11	

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ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center				HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]					
Bed and Breakfast (1 – 2 bedrooms)	A	A	A	A	A	A	A	A	A	A						A			
Minor Home Occupations	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A			I-12
Major Home Occupations	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA	CA			I-13
Nonagricultural Accessory Uses and Structures (not otherwise listed)	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	A	I-14
TEMPORARY USES																			
Temporary Construction Building	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	J-1
Temporary Container Storage	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	J-2
Temporary Commercial Parking											T	T	T	T	T				J-3
Temporary Public Events or Gatherings	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T		J-4
Temporary Ferry Commuter Parking											T			T	T				J-5

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ZONING DISTRICT	R-0.4	R-1	R-2	R-2.9	R-3.5	R-4.3	R-5	R-6	R-8	R-14	Winslow Mixed Use Town Center				HSR I and II	NC	B/I	WD-I	Use-Specific Standards BIMC 18.09.030
USE CATEGORY/TYPE											CC	MA	EA	Gate [1]					
Temporary Noncommuter Parking														T					J-6
Temporary Seasonal Sales	T	T	T								T			T	T	T	T		J-7
Temporary Homeless Encampment	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	T	J-8
MARIJUANA-RELATED USES																			
Marijuana Retailer																	P		K
Marijuana Processor																	P		K
Marijuana Producer																	P		K
Collective Garden																			
[1] In the ferry terminal district, all development shall include at least 10 percent of landscaped or naturally vegetated open space. Parking may be located under the open space. Development south of Winslow Way shall include pedestrian walkways that connect to Winslow Way East and Olympic Drive Southeast, and/or that align with Cave Avenue and Ferncliff Avenue.																			

LAND USE ELEMENT

Policy LU 6.4

The industrial *designated centers* at Day Road and Sportsman Club are intended to augment the Winslow, Lynwood, Island Center and Rolling Bay *designated centers* and allow a diverse economy with business retention, growth and innovation on the Island.

BUSINESS/INDUSTRIAL

GOAL LU-10

Provide appropriate Business/Industrial (B/I) zoned land to create opportunities for new businesses and expansion of existing Island businesses for diversity of jobs and for low-impact industrial activity that contributes to well-paying and new employment opportunities, where traffic congestion, visual, and other impacts on the surrounding *neighborhood* can be minimized.

Policy LU 10.1

The Business/Industrial (B/I) District is for light manufacturing development as well as other uses that add to the diversity of economic activity on the Island.

Policy LU 10.2

New manufacturing businesses that plan to utilize toxic/hazardous substances must list these substances and quantities projected for annual usage and demonstrate compliance with all Federal, State and Kitsap Public Health District requirements for their handling. Development proposals are evaluated using performance standards for the B/I district. Uses of certain toxic/hazardous substances can disqualify the application from approval because of potential environmental impact, however the City would consider factors such as quantity used, adequacy of storage, containment, spill management and waste disposal plans in reviewing such a proposal.

Policy 10.3

Coordinate with the Bainbridge Island Fire Department when reviewing development proposals concerning hazardous materials.

Policy LU 10.4

Applications for development approval within the B/I district must show that adequate water, wastewater, transportation, fire and storm drainage services are available to serve the development.

Policy LU 10.5

Ensure the adequate monitoring and enforcement of hazardous material regulations.

Policy LU 10.6

Performance standards for the B/I district address odor, lighting, noise, vibration, signage, traffic volumes, ingress and egress, parking, delivery and loading areas, and pedestrian and vehicle circulation, to create safe, efficient, compatible conditions among a variety of on-site uses and to protect adjacent residential *neighborhoods*.

Policy LU 10.7

B/I uses must be visually screened year-round from adjacent non-industrial properties and roadways, especially scenic highway SR 305. The visual screening could be achieved through a combination of vegetation and building setback that would add depth to the buffer.

Policy LU 10.8

Discourage the inappropriate designation of isolated Business/Industrial Districts.

Policy LU 10.9

Isolated B/I activities are designated to reflect historical use and the designation shall not be expanded.

ECONOMIC ELEMENT

DIVERSIFIED ECONOMY

GOAL EC-1

Promote economic vitality, growth and stability.

Bainbridge Island has the opportunity to create a robust, resilient and durable economy by demonstrating early leadership and acknowledging the changes that will affect our economy. Planning for these changes and taking actions that support and encourage a local economy will help reduce community vulnerability to issues such as aging demographics, housing availability, transportation constraints, and *climate change*.

By providing enterprises that both serve and employ local residents, Bainbridge Island will be better able to withstand fluctuations in the larger regional economy. In addition, people who live and work in their community are available to invest time and money in their families, organizations, and community life. A key to a healthy, stable and vital economy is to create and undertake business opportunities that anticipate and respond to conditions that affect our community. This would include identifying emerging needs and markets so that Bainbridge Island businesses benefit from being on the leading edge of change.

Policy EC 1.1

Develop and maintain regulations that provide support for our community's businesses.

Policy EC 1.2

The city *should* embrace diverse and innovative business opportunities compatible with community values and develop programs to make Bainbridge Island an attractive location for those businesses.

Bainbridge Island is affected by regional, national, international and global environmental and economic trends and changes in the physical environment. While we cannot control global economic or environmental conditions we can support the local economy by providing *policy* direction and *land use infrastructure* to allow for and encourage robust economic activities that are prepared for and responsive to change.

Policy EC 1.3

Coordinate with local business groups to track commercial activity, identify trends and assess the economic health of the Island. Create an Economic Development Strategy to identify creative and appropriate ways for the City to encourage and stimulate business activity.

Policy EC 1.4

Support entrepreneurship by providing adequate *land use* designations in keeping with the character of the Island, while avoiding investment in sectors, activities, or *infrastructure* that will not remain viable in the foreseeable future.

Policy EC 1.5

In order to provide opportunities for business enterprise, adequate space must be provided for efficient use of existing developed areas near public transportation (e.g. ferry, bus service) and for growth that recognizes and protects the Island's valued natural amenities, its limits of land and water and the quality of its residential *neighborhoods*.

Policy EC 1.6

Coordinate with the business community and others to monitor the Island's business climate and make appropriate adjustments to the economic vitality strategy

Policy EC 3.6

Create opportunities to foster green technology and industries, such as energy, waste and information technology, which have the potential to create local, family wage jobs in our community at the same time we are protecting our natural beauty, environmental and economic health.

DEVELOPMENT IN DESIGNATED CENTERS

GOAL EC-6

As the city's *designated centers* evolve, balance their functions as places of commerce and employment with their roles helping to meet housing needs and provide focal points for civic engagement and cultural enrichment.

Policy EC 6.1

Enhance the existing *designated centers* to help the Island economy prosper and provide a high quality of life, creating ancillary benefits such as decreasing pollution (including *greenhouse gas emissions*), protecting *open space*, and creating local family wage jobs.

Policy EC 6.2

Utilize urban design strategies and approaches to ensure that changes to the built environment are at a locally appropriate scale and enhance the Island's unique attributes, in recognition of the economic value of "sense of place."

Policy EC 6.3

Develop urban design strategies to ensure that the built environment is appropriate for present and future conditions, including the impacts of *climate change*.

Policy EC 6.4

Ensure the efficient flow of people, goods, services, and information in and throughout the Island with *infrastructure* investments, particularly within and connecting to *designated centers*, to anticipate the needs of the Island's businesses.

Policy EC 6.5

Promote emerging business sectors such as artisanal and small-scale producers, including *craft food and beverages*, as well as low-impact, specialty manufacturing, including software, electronics and green technology.

Policy EC 6.6

Preserve and enhance activities that feature Bainbridge Island's history of maritime, agricultural and artistic enterprises.

PUBLIC/PRIVATE PARTNERSHIPS**GOAL EC-7**

Partner with local businesses and business associations on programs and projects to diversify and grow the City's economic make-up, reduce sales leakage, attract spending by visitors, enhance local employment, and increase municipal tax revenues to support local services.

Policy EC 7.1

Leverage technology assets, such as existing fiber connections, to support technology- based businesses and potentially to pursue new revenue streams.

Policy EC 7.2

Focus "buy local" community marketing on consumer spending segments in which there is significant "leakage" and also a strong possibility of recapturing spending.

Policy EC 7.3

Support and enhance social, cultural, artistic, nature based recreational and other learning activities for residents, workers and visitors.

Policy EC 7.6

Support and enhance the role of the *craft food and beverage* industry as attractions for residents and visitors alike.

BUSINESS/INDUSTRIAL

GOAL EC-15

The Business/Industrial (B/I) *land use* designation should provide space for job creating enterprises. Island based businesses provide the possibility of living and working in the community. It is the purpose of the B/I land use designations to provide opportunities for light industrial and other non-retail activities. The City should be prepared to respond to a changing marketplace and the business opportunities perceived by its citizens, when those opportunities require pre- existing infrastructure and well-designed accommodations in order to flourish.

Policy EC 15.1

Promote manufacturing and business/industrial employment as an important source of family wage jobs on Bainbridge Island.

Policy EC 15.2

New Business/Industrial (B/I) *land use* designations will be considered based on the following:

- Proximity to existing B/I.
- The total amount of and expected need for B/I-zoned land.
- Compliance with all *policies* in the Land Use Element.
- Reasonable proximity to SR 305.
- Availability of public sewer and water, *or* whether permitted uses might safely use wells and septic systems or other alternative systems that are approved by the Kitsap Public Health District.
- Consideration of pollution and *aquifer recharge* concerns.
- Adjacency to non-*residential land uses*.
- Minimal impact to *residential land uses, neighborhoods* and *open space*/conservancy and agriculture areas.

Policy EC 15.3

Conform Business/Industrial development to all Business/Industrial performance standards, the requirements of Site Plan and Design Review, and applicable design guidelines.

HIGH PRIORITY ACTIONS

EC Action #1 Adopt and maintain an Economic Development Strategy to coordinate public and private efforts to grow and sustain a healthy economy on the Island

EC Action #3 Assure that adequate parking is available to support businesses.

HOUSING ELEMENT

HO Action #2 Amend the City's development code to facilitate an increase in the diversity of housing types and supply of affordable housing.

HO Action #3 Partner with other jurisdictions, the development community, and non-profit organizations to increase the diversity of housing types and supply of affordable housing.

GOAL HO-3

Promote and maintain a variety of *housing types* to meet the needs of present and future Bainbridge Island residents at all economic segments in a way that is compatible with the character of the Island and encourages more socio-economic diversity. Partner with community non-profit organizations and local and regional private and public entities in carrying out the following policies.

Policy HO 3.1

Encourage innovative zoning regulations that increase the variety of *housing types* and choices suitable to a range of household sizes and incomes in a way that is compatible with the character of existing neighborhoods. Examples of innovative approaches are *cottage housing* development, *conservation villages*, stacked or common-wall housing, *tiny houses* and *accessory dwelling units*.

CULTURAL ELEMENT

HIGH PRIORITY ACTIONS

CU Action #1 Consider work and living space for artists when modifying housing regulations or commercial use regulations.

Policy CUL 2.4

Encourage local support for a creative and economic environment that enables individual artists to live and work in the community.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:30 PM New Employment Agreement with Police Chief Matthew Hamner, 18-090 - Executive (Pg. 187)	Date: 5/22/2018
Agenda Item: NEW BUSINESS	Bill No.: 18-090
Proposed By: City Manager Doug Schulze	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

The current employment agreement between the City of Bainbridge Island and Matthew Hamner was entered into on April 25, 2013, and expires on June 10, 2018. A new employment agreement has been drafted for City Council consideration (see attached). Proposed changes to the employment agreement are shown in red-line formatting. The changes include:

- Employment term changed from a five-year term to an open-ended agreement;
- Increase City contribution to Deferred Compensation from 4% to 8%;
- Add Retention Pay in an amount of \$10,000 in 2018, \$5,000 in 2019 and \$5,000 in 2023.

RECOMMENDED ACTION/MOTION

I move to forward to the June 12, 2018, consent agenda for approval Council authorization for the City Manager to execute a new employment agreement with Police Chief Matthew Hamner as described in and attached to this agenda item.

ATTACHMENTS:

Description	Type
□ Proposed Employment Agreement for Police Chief Hamner	Backup Material

**POLICE CHIEF
EMPLOYMENT AGREEMENT**

THIS POLICE CHIEF EMPLOYMENT AGREEMENT (this “Agreement”) is made and entered into this ____ day of May, 2018, by and between the City of Bainbridge Island, Washington, a municipal corporation of the State of Washington (the “City” or “Employer”), and Matthew Hamner (“Employee”).

RECITALS

- A. The City is a municipality organized under the laws of the State of Washington under the Council-Manager form of government. The City Manager, as the chief administrative official of the City, appoints the Employee.
- B. The City desires to retain the services of Employee as Chief of Police of the Police Department consistent with the laws of the State of Washington and ordinances and policies of the City.
- C. The City desires to provide certain benefits, establish certain conditions of employment and set the general working conditions for Employee.
- D. Employee desires to continue employment as Chief of Police of the Police Department for the City in accordance with the terms and conditions of this Agreement, City ordinances and the City Employee Policy Manual, as the same may be amended from time to time (the “Manual”), subject to the provisions of Section 10.

AGREEMENT

NOW, THEREFORE, in consideration of the mutual covenants herein contained the parties agree as follows:

SECTION 1. DUTIES

- A. The City agrees to employ the services of Employee as Chief of Police of the City’s Police Department (the “Department”). Employee shall have the following powers and duties:
 - 1. Perform the functions and duties that are specified in Bainbridge Island Municipal Code, City ordinances and resolutions.
 - 2. Under the general direction of the City Manager, manage, administer and direct the Department’s functions and operations.
 - 3. Administer Department contracts consistent with the terms and conditions of such contracts and within budget appropriations.

4. Provide policy advice to the City Manager and the City Council.
 5. Organize and plan on a timely basis the annual Department budget in accordance with state law and in conjunction with other City departments and the City Manager.
 6. Maintain open communications with the community and promote responsive and courteous public services.
 7. Perform other legally permissible and proper duties and functions as the City Manager may from time to time assign.
 8. Perform other legally permissible and proper duties and functions necessary to perform the office of the Chief of Police of the Police Department.
- B. Employee will report to and be supervised by the City Manager.
- C. Employee agrees to accept employment and act as Chief of Police for the City and to perform his duties to the best of his ability in accordance with the highest professional and ethical standards of the profession and shall comply with all general rules and regulations established by the State of Washington and the City.
- D. Employee shall not engage in any activity that is, or may become, a conflict of interest, as defined by Washington law, or would be incompatible with the position of Chief of Police, or enter into a prohibited contract, as defined by Washington law.

SECTION 2. STATUS AND TERM

- A. ~~Employee shall be employed for a five-year term, commencing June 10, 2013. Notwithstanding the five-year term of the Agreement, Employee shall serve at the pleasure of the City Manager. Employee shall be considered an "at-will" employee of the City. This Agreement shall be effective June 10, 2018 and shall remain in full force and effect until terminated as provided in Section 6 of this Agreement. Notwithstanding Section 6 of this Agreement, Employee shall serve at the pleasure of the City Manager. Employee is an "at-will" employee of the City.~~
- B. Nothing in this Agreement shall prevent, limit or otherwise interfere with the City's right to terminate this Agreement, with or without cause, at any time, subject only to the provisions set forth in Section 6 of this Agreement, the laws of the State of Washington, City ordinances, and the Manual.
- C. Nothing in this Agreement shall prevent, limit or otherwise interfere with the right of Employee to resign and terminate this Agreement at any time, subject only to the provisions set forth in Section 6 of this Agreement.

- D. So long as this Agreement remains in effect, Employee agrees to remain in the exclusive employ of City and shall neither accept other employment nor become employed by any other City without the prior written approval of the City Manager. The term “employed” and derivations of that term as used in the preceding sentence shall include employment by another legal entity or self employment, but shall not be construed to include occasional teaching, writing, consulting or military reserve service performed on Employee’s own time, and with the advance approval of the City Manager.
- E. Employee understands and agrees that he will not be covered by the civil service system applicable to the Department under RCW 42.12 and BMC 2.28. Employee shall not be entitled to any of the procedural or substantive protections afforded civil service employees, but the employment relationship between the City and Employee shall be at will and governed by the terms of this Agreement and the Manual as provided herein.

SECTION 3. SALARY

- A. ~~The City agrees to pay Employee a starting base salary of One Hundred Forty Four Thousand One Hundred Ninety Two Dollars (\$144,192) per annum for his services, payable in equal installments in accordance with the City’s normal payroll schedule.~~ The City agrees to pay Employee a starting base salary of One Hundred Fifty-Eight Thousand Four Hundred Seventy-Two Dollars (\$158,472) per annum for his services, payable in equal installments in accordance with the City’s normal payroll schedule. Required withholding and deductions will be undertaken by the City, and the City shall make any and all matching contributions required by law.
- B. This salary is Step E in the unrepresented pay scale, Range 22, and is at the top of the scale.
- C. The parties agree that Employee shall be eligible to receive the same cost-of-living adjustment (if any) that applies to the City’s other senior managers, as determined annually by Council.
- D. This Agreement shall be automatically amended to reflect any salary adjustments that are provided or required by this Agreement and/or the City’s compensation policy.
- E. ~~Employee shall be reimbursed for the cost of packing and moving Employee’s and Employee’s family’s personal property up to a maximum of Fifteen Thousand Dollars (\$15,000). Employee shall solicit three bids from qualified moving companies and shall accept the low bid.~~

- F. ~~The City shall pay up to Three Thousand Five Hundred Dollars (\$3,500) for travel, meal and lodging expenses for trips by Employee and his spouse or significant other to the City in order to find housing.~~

SECTION 4. BENEFITS

- A. ~~Employee shall be entitled to a bank of ten days (80 hours) of vacation on the commencement date of Employee's employment. Thereafter, the Employee shall~~ accrue vacation leave at the rate of 15.33 hours per month up to a maximum annual carry-over of 40 days (320 hours). Upon termination of employment for any reason other than death, any accrued but unused vacation hours, up to the limit stated in the previous sentence, shall be paid in a single cash sum.
- B. ~~Employee shall be entitled to a bank of fifteen days (120 hours) of paid sick leave on the commencement date of Employee's employment. Thereafter, the Employee shall~~ accrue sick leave at the rate of eight hours per month (12 days per year), up to a maximum accumulation of 130 days (1040 hours). Upon termination of employment for any reason, any accrued unused sick days shall be forfeited and shall not be paid in cash.
- C. ~~After commencing employment,~~ Employee shall accrue one day (8 hours) per month of management leave, up to a maximum of six management leave days per calendar year, which may not be carried over.
- D. Employee shall be entitled the same bereavement leave as that provided to other non-represented employees of the City.
- E. Employee shall have the use of a Police Department vehicle. In the event that Employee uses his own vehicle for City-business related trips, the City shall reimburse Employee for such use in accordance with the then-current IRS approved mileage rate.
- F. The City shall provide Employee with a smart hand-held mobile device with phone and data communication services, for use in accordance with City policies that limit or prohibit, or require the Employee to reimburse the City for, personal use of the device.
- G. Employee shall participate in the City's health benefit (medical, dental, vision, employee assistance) plans in accordance with the terms then applicable to other non-represented employees of the City. Such terms change from time to time, and shall not be more generous than the terms applicable to other non-represented employees. For example, in 2018, the Employer will provide 95% of the medical plan premium for the Employees's coverage, and 85% of the premium for medical coverage for a spouse/domestic partner or other dependents.

- H. The City shall pay one hundred percent (100%) of the premium for term life insurance in the amount of Three Hundred Thousand Dollars (\$300,000). The Employee shall name the beneficiary(ies) of said term life insurance.
- I. The City shall provide long-term disability insurance for Employee with terms equivalent to that which applies, from time to time, to City non-represented employees.
- J. Notwithstanding the terms of this Agreement that describe the Employee's salary, the Employee shall participate in any furlough program that applies, from time to time, to City non-represented employees.
- K. Employer shall reimburse or pay the Employee's reasonable and actual business expenses outside the City. The finance director or designee, shall disburse such moneys upon receipt of duly executed expense or petty cash vouchers, receipts, statements or personal affidavits.

SECTION 5. RETIREMENT, DEFERRED COMPENSATION AND RETENTION

- A. Employee shall be enrolled in the Law Enforcement and Fire Fighters Plan of Washington ("LEOFF"). The City shall make all legally required City contributions for Employee's participation in said system, and Employee shall be responsible for paying all legally required Employee contributions for Employee's participation in said retirement system.
- B. In addition to City's payment to LEOFF described above, City shall pay an amount equal to ~~4 percent~~ eight (8) percent of Employee's current annual base salary into an Internal Revenue Code Section 457 plan or similar deferred compensation program to be paid by the City in accordance with the City's normal payroll schedule.
- C. Employee shall receive Retention pay as follows:
 - 1. Provided Employee remains employed with the City on September 1, 2018, Employee shall receive a Retention payment in the amount of Ten Thousand Dollars (\$10,000), subject to standard withholdings, on the City's next regular payroll date.
 - 2. Provided Employee remains employed with the City on June 1, 2019, Employee shall receive a Retention payment in the amount of Five Thousand Dollars (\$5,000), subject to standard withholdings, on the City's next regular payroll date.
 - 3. Provided Employee remains employed with the City on June 1, 2023, Employee shall receive a Retention payment in the amount of Five Thousand Dollars (\$5,000), subject to standard withholdings, on the City's next regular payroll date.

SECTION 6. RESIGNATION, TERMINATION AND SEVERANCE PAY

- A. The Employee may resign at any time, with or without cause, and shall give City at least thirty (30) days' advance written notice of the effective date of his resignation. The City may at any time terminate Employee without cause upon thirty (30) days' advance written notice.
- B. This Agreement shall be terminated upon the death or permanent disability of the Employee, which for purposes of this Agreement shall mean that Employee is incapacitated and unable to perform his essential duties, with or without reasonable accommodation, for at least the period of time prescribed by the terms of the Long-Term Disability benefit plan that then covers him.
- C. If Employee is terminated by the City without Cause, then, subject to the Employee signing a legal release as described in Section 6.F below, the Employee shall be entitled to receive severance benefits described in Section 6.E below for ~~one year following termination of employment, if that termination occurs in the first year of Employee's employment, if that termination occurs in the second year of Employee's employment, or for three months following termination of employment if that termination occurs in the third, fourth or fifth year of employment.~~ six months following termination of employment.
- D. The following reasons shall constitute grounds to terminate this Agreement with "Cause" and without payment of the severance provided in Subsection 6.C above:
 - 1. A material breach of this Agreement or the repeated neglect by Employee to perform the duties Employee is required to perform under this Agreement, either of which continues after written notice and a 30-day cure period, or which occurs within one year following a prior written notice and cure opportunity under this Subsection 6.D.1;
 - 2. Conviction of any criminal act relating to employment with the City or otherwise involving dishonesty, moral turpitude or physical violence;
 - 3. Conduct, relating to City employment, which, while not criminal in nature, violates the Manual or other reasonable standards of professional and personal conduct in some substantial manner injurious to the business or reputation of the City;
 - 4. Conviction of any felony offense;
 - 5. Mental or physical unfitness that prevents the Employee from carrying out the essential functions and/or duties of the position of Chief of Police; and
 - 6. Loss of law enforcement commission.

- E. For purposes of the severance benefits described in Subsection 6.C, each month's severance "benefits" shall mean cash payment equal to the annual rate of base salary in effect on the date of termination of employment for the remaining term of the Agreement, paid in accordance with the Employer's normal payroll schedule. In addition, the Employer shall provide, at no cost to the Employee, up to six (6) months COBRA health coverage for each health plan (i.e., medical, dental, and/or vision plan coverage) that applied to the Employee as of the termination date, at the level of coverage that was then in effect for the Employee and any then-covered dependents. Any severance payments shall be paid following the termination date, in accordance with the Employer's normal payroll schedule, subject to the Employee signing a legal release as described in Subsection 6.F. Except as described in this subsection, the Employer as of the date of termination will cease life and long term disability insurance coverage, all Employer LEOFF and/or deferred compensation payments, and any other benefits previously received by Employee.
- F. As a condition to eligibility to receive any severance benefits under this Section 6, the Employee shall sign, as of the date immediately following his separation and in a form provided by the City, a legal release of any and all claims of any kind against the City (except for earned and unpaid wages and benefits as of the termination date, and except for severance benefits hereunder and COBRA benefits), and agreeing neither to bring any litigation nor to make any written or oral communications that are harmful to the reputation of the City or any elected or unelected official or employee of the City.
- G. It is understood that after notice of termination or resignation in any form, Employee and the City will cooperate to provide for an orderly transition. Specific responsibilities during such transition will be specified in a written separation agreement. If Employee is involuntarily terminated by Employer for reasons that have the potential to adversely impact Employee's professional reputation if made public, Employee may request, and if requested, Employee shall be given an opportunity for a name clearing hearing with the City Manager.

SECTION 7. FLEXIBLE HOURS OF WORK

It is recognized that Employee must devote a great deal of time outside the normal office hours on business for City, and to that end Employee shall be allowed to establish an appropriate work schedule that allows time away from the office during normal office hours. It is expected that Employee will work at least forty (40) hours per week. The parties recognize that Employee will be exempt from the provisions relating to overtime payment and compensatory time under the Fair Labor Standards Act.

SECTION 8. PERFORMANCE EVALUATION

The City shall review and evaluate the performance of Employee on an annual basis. Performance evaluations shall be conducted by the City Manager. Employee shall be provided with a written copy of the evaluation.

SECTION 9. PROFESSIONAL DEVELOPMENT

The City shall budget and pay for the professional dues and subscriptions of Employee and associated costs (including travel, lodging and meal expenses) reasonably necessary for his continuation and full participation in regional, state and local associations and organizations that are necessary and desirable for his continued professional participation, growth and advancement to better serve the interests of the City.

SECTION 10. OTHER TERMS AND CONDITIONS OF EMPLOYMENT

A. The City Manager may fix in writing any such other terms and conditions of employment, as he may determine from time to time, relating to the performance of Employee, provided such terms and conditions are not inconsistent with or in conflict with the provisions of this Agreement, City ordinances, or any other applicable law

B. All provisions of City ordinances, regulations, rules and the Manual as they now exist or hereafter may be amended, shall also apply to Employee as they would to other employees of the City, except as may be specifically agreed upon herein.

C. If any term of this Agreement differs from the Manual, the terms of this Agreement shall take precedence.

SECTION 11. INDEMNIFICATION AND BOND

Without regard to any lesser requirements of federal, state or local law, the City shall defend, save harmless and indemnify Employee against any liability claim or demand or other legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the performance of Employee's duties as Chief of Police or resulting from the exercise of judgment or discretion in connection with the performance of program duties or responsibilities, unless the act or omission involved willful or wanton misconduct. In such case, Employee may request, and the City shall not unreasonably refuse to provide, independent legal representation at City's expense, and City may not unreasonably withhold approval. Legal representation, provided by the City for Employee, shall extend until a final determination of the legal action, including any appeals brought by either party. The City shall indemnify Employee against any and all losses, damages, judgments, interest, settlements, fines, court costs and other reasonable costs and expenses of legal proceedings including reasonable attorneys' fees, and any other liabilities incurred by, imposed on, or suffered by Employee in connection with or resulting from any claim, action, suit, or proceeding, actual or threatened, arising out of or in connection with the performance of his duties. Any settlement of any claim must be made with prior approval

of the City in order for indemnification, as provided in this section, to be available. Employee recognizes that the City shall have the right to compromise and settle any claim or suit arising out of or in connection with the performance of Employee's duties as Chief of Police.

SECTION 12. CIVIC INVOLVEMENT

Employer recognizes the desirability of representation in and before local and regional civic and other organizations, and Employee is authorized to become a member of such civic clubs or organizations he deems necessary or desirable in order to maintain awareness of community attitudes and ideas. Employer shall pay all expenses for membership and participation in up to three such Bainbridge Island organizations. Employee shall report to Employer on each membership that he has taken out at Employer's expense.

SECTION 13. MISCELLANEOUS PROVISIONS

- A. Paragraph Headings. The headings in this Agreement are inserted for convenience and identification only and are in no way intended to describe, interpret, define or limit the scope, extent or intent of this Agreement or any of the provisions of the Agreement.
- B. Provisions Severable. Every provision of this Agreement is intended to be severable. If any term or provision hereof is illegal or invalid for any reason whatsoever, such illegality or invalidity shall no affect the validity of the remainder of the Agreement.
- C. Rights and Remedies. The rights and remedies provided in this Agreement are cumulative, and the use of any one right or remedy by any party shall not preclude nor waive its rights to use any or all other remedies. Any rights provided to the parties under this Agreement are given in addition to any other rights the parties may have by law, statute, ordinance or otherwise.
- D. Entire Agreement. This Agreement contains the entire agreement between the parties respecting the matters herein set forth and supersedes all prior agreements between the parties hereto respecting such matters, including the Employment Agreement between the parties in effect from April 25, 2013 through June 9, 2018.
- E. Governing Law and Dispute Resolution. This Agreement shall be construed in accordance with the laws of the State of Washington. Venue for any dispute arising hereunder shall be in Kitsap County Superior Court. However, before any lawsuit may be filed by either party, the Employee and Employer must agree to engage in non-binding mediation, in which the expense of the mediator will be paid by the Employer. Other than the cost of the mediator, each party shall bear its own expenses and attorney fees in any dispute, including mediation or litigation.

- F. Preparation of Agreement. No presumption shall exist in favor of or against any party to this Agreement as a result of the drafting and preparation of this document.
- G. No Waiver. No waiver of any breach by either party of the terms of this Agreement shall be deemed a waiver of any subsequent breach of the Agreement.
- H. Counterparts. This Agreement may be executed simultaneously in one or more counterparts, each of which shall be deemed an original, but all of which together shall constitute one and the same instrument.
- I. Amendment. No amendment of this Agreement shall be effective unless the amendment is in writing, signed by each of the parties.
- J. Notices. All notices and demands of any kind which either party hereto may be required or desires to serve upon the other party under the terms of this Agreement shall be in writing and shall be served upon such other party by personal service, or by leaving a copy of such notice or demand at the address hereinafter set forth, whereupon service shall be deemed complete, or by mailing a copy thereof by certified or registered mail, airmail if the address is outside the state in which the same is mailed, postage prepaid, with return receipt requested, addressed as follows:

CITY:

City of Bainbridge Island
c/o Human Resources
280 Madison Avenue North
Bainbridge Island, WA 98110

EMPLOYEE:

Matthew Hamner


Bainbridge Island, WA 98110

In case of service by mail, it shall be deemed complete on the day of actual delivery as shown on the addressee's registry of certification receipt or at the expiration of the third day after the date of mailing, whichever first occurs. The addresses to which notices and demands shall be delivered or sent may be changed from time to time by notice served as hereinabove provided by either party upon the other party.

- K. Appropriations. No commitment of public funds will be made prior to the approval of this Agreement. The terms of this Agreement are contingent upon sufficient appropriations being made by the City Council for the performance of this Agreement. If sufficient appropriations are not made, this Agreement shall terminate subject to the conditions subsequent concerning notice and severance

payment being given by the City to Employee as provided in Section 6 of this Agreement. Termination pursuant to the terms of this Agreement shall not result in any claim for payment or damages by Employee or the City. The City's decision as to whether sufficient appropriations are available shall be accepted by Employee and shall be final.

IN WITNESS WHEREOF, the City has caused this Agreement to be signed and executed on its behalf by the City Manager, and Employee has signed and executed this Agreement, both in duplicate, as of the day and year first above written.

CITY OF BAINBRIDGE ISLAND

EMPLOYEE

By: _____
Douglas Schulze, City Manager

By: _____
Matthew Hamner

Date: _____

Date: _____

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: 8:40 PM Discussion on Reestablishing a Community Forestry Commission, AB 18-096 - Councilmember Peltier (Pg. 199)	Date: 5/22/2018
Agenda Item: NEW BUSINESS	Bill No.: 18-096
Proposed By: Councilmember Peltier	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

Per a request by Councilmember Peltier, included for discussion and consideration by the City Council is the reestablishment of the City's Community Forestry Commission. Pursuant to resolutions (see attached) in 2001 (Resolution No. 2001-51) and 2003 (Resolution No. 2003-26), the Council established a Community Forestry Commission. The Commission has been inactive for several years and there is interest in possibly reestablishing it.

If the Council wishes to reestablish the Community Forestry Commission, it is recommended that the Council do so by ordinance, in a manner similar to the other committees and commissions that the Council has established for the City in recent years, such that establishment of the Commission and related matters (i.e., how established, powers) would be incorporated into the Bainbridge Island Municipal Code.

RECOMMENDED ACTION/MOTION

I move to direct the City Manager to prepare an ordinance to reestablish an Community Forestry Commission for the City and to bring this matter back to the Council for further consideration at its June 12, 2018, regular business meeting.

ATTACHMENTS:

Description	Type
▣ Resolution No. 2001-51	Backup Material
▣ Resolution No. 2003-26	Backup Material

RESOLUTION 2001-51

A RESOLUTION of the City of Bainbridge Island, Washington, relating to establishing a citizen's advisory commission and the development of community forestry management plan.

WHEREAS, the city council has determined that it is in the best interest of the citizens of the city to manage and protect our natural resources including forestry resources; and

WHEREAS, the urban forestry committee, a citizen's committee appointed by the mayor, recommends comprehensive management of our community forestry resources; and

WHEREAS, the urban forestry committee recommends that the city council establish a Community Forestry Commission; now therefore;

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

Section 1. The City Council of the City of Bainbridge Island, Washington approves the establishment of a community forestry management plan to be developed by the City and a citizen's committee, as described in Attachment 1 to this resolution.

Section 2. Commission establishment and authority.

A community forestry commission is established for the following purposes:

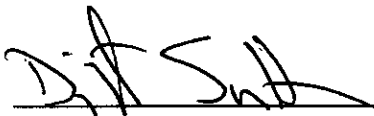
- A. Develop and implement a comprehensive community forestry management plan that recommends policies and regulations to preserve urban forests in the City;
- B. Serve as an advisory board to the mayor and city council on urban forestry issues;
- C. Provide a public forum for discussion of issues and ideas related to urban forestry;
- D. Coordinate its work with other city programs, local agencies and community groups with an interest in forest resource management;
- E. Recommend to the city council sources of revenue to support urban forestry activities and to support the management and enhancement of the city forestry resources; and
- F. Report annually to the city council on the state of the city's forest resources.

Section 3. Commission membership and terms.

The community forestry commission shall consist of seven members, appointed by the mayor and confirmed by the city council who shall serve without compensation. The mayor shall also appoint annually, one member of the community forestry commission to serve as chairperson for a one-year term. Members of the community forestry commission shall serve for a period of three years and shall be residents of the city. The initial members shall be appointed for staggered terms as follows: two members shall serve one-year terms; two members shall serve two-year term; and three members shall serve three-year terms.

PASSED by the City Council this 26th day of September 2001.

APPROVED by the Mayor this 26th day of September 2001.


Dwight Sutton, Mayor

ATTEST/AUTHENTICATE:


Susan P. Kasper, City Clerk

FILED WITH THE CITY CLERK:	September 19, 2001
PASSED BY THE CITY COUNCIL:	September 26, 2001
RESOLUTION NUMBER:	2001-51

Proposal for a Community Forestry Management Plan

As recommended by the Urban Forestry Committee

Urban Forestry Committee Vision Statement:

"We commit to sustain and create a community where trees, forests, and natural systems are essential parts of the island environment where we live, work, play and learn."

September 26, 2001

Attachment 1

Bainbridge Island Community Forestry Management Plan

As recommended as the Urban Forestry Committee

Proposal: Establish a Community Forestry Commission for the City of Bainbridge Island. Initiate a Community Forestry Management Plan for the City of Bainbridge Island, including forest resource assessment, strategic planning and community outreach.

Purpose: Integrate urban forestry with overall City planning efforts. Begin development of a comprehensive community forestry management plan for Bainbridge Island utilizing a natural resource systems management sustainability model by first conducting a forest resource assessment and developing a community involvement program.

Community Forestry Management Plan Description:

The urban forestry assessment shall incorporate the following three elements:

- 1) Identify the Vegetation Resource; 2) Establish Community Outreach Framework; and
- 3) Implement a Resource Management Plan.

The first step in developing the plan will be to assess the state of the forest resources. This assessment will require compiling existing natural resource system inventories completed for previous projects and directing community volunteers in a new resource inventory. A consultant will work with the Urban Forestry Commission to develop criteria for the inventory, which will include determining the health condition, canopy cover, age distribution, species mix and identifying native vegetation, in addition to making management recommendations. The assessment will also include a review of the City's existing codes and policies that address the management of the Island's forest resources.

The Urban Forestry Commission, with assistance from the consultant, will begin strategic planning for development of the community forestry plan, including development of a community education and volunteer recruitment program. The Urban Forestry Commission will coordinate with public agencies, large private landholders, neighborhood groups and the business community to build general awareness of trees and forests as a community resource, in addition to building support for development of the comprehensive community forestry plan.

The completed assessment and strategic plan will create the foundation for a future City-wide community forestry plan which will include assessment and protection tools for existing trees, recommendation of species and site selection of trees, standards for tree care, education on citizen safety and recommendations on recycling vegetation. The future plan will be coordinated with other existing resource management regulations, such as the Critical Areas Ordinance and on-going resource education programs such as the Wildlife Corridor Network, NatureMapping (Gap Analysis) and Watershed Watch. This plan will also include implementation strategies for education, stewardship and proposed regulations.

Background

The City of Bainbridge Island is located east of the main Kitsap peninsula, separated generally by Agate Passage to the north; the main body of Puget Sound to the east; Rich Passage Inlet to the south; and Port Orchard Bay to the west. The Island is characterized by an irregular coastline of approximately 45 miles with numerous bays and inlets. The topography is generally that of low rolling hills with several ridges oriented mostly north to south at 250 to 300 feet elevation, vegetated with a mix of deciduous and evergreen forests. The Island features numerous streams and creeks in addition to Gazzam Lake, a year-round freshwater lake. There are over 170 documented wetlands, though more exist that are unmapped.

The City's Comprehensive Plan was adopted in 1994. The Comprehensive Plan Vision Statement calls for retaining and protecting our natural amenities, ensuring that development is sensitive to the natural environment and recognizing that the Island's environmental resources are finite and must be maintained at a sustainable level.

Although the Island geography and heritage play major roles in the makeup of the Island community, it is the forested nature of the island that most citizens agree is of great importance. Recently, as part of the City's five-year review of the Comprehensive Plan, the City contracted with Pacific Rim Resources to conduct a community values survey. When asked which characteristic contributes most to the Island's character, "forested land" ranked highest of all characteristics presented.

During the fall of 2000, in an effort to improve the protection and retention of trees and strengthen policies relating to tree protection and management, the Mayor appointed a citizen's committee to address these issues. Eight volunteers formed the Urban Forestry Committee with the purpose of integrating forest protection measures with overall planning efforts. The committee is recommending that the City of Bainbridge Island develop a comprehensive forest management plan for the Island.

A Natural Systems Network

Even though Bainbridge Island is a city with much of its natural systems still functioning, the pressures of development and loss of forest areas have impacted these systems. In 1995, the Puget Sound Cooperative River Basin Team, using primarily 1991 aerial photographs, estimated that 73% of the island was "tree-covered". This figure included many lightly developed areas where forest habitat had been significantly altered. According to a 1996 aerial photography estimate conducted for the Bainbridge Island Wildlife Corridor Network Study, the remaining forested areas of Bainbridge Island are now nearly at the 50% point. Much of the remaining forested areas are in public reserves (Fort Ward State Park, Gazzam Lake, Grand Forest and Manzanita Park).

The City is protecting its natural systems in the following ways:

- Identifying and protecting critical areas through the Critical Areas Ordinance (streams, wetlands, steep slopes and geological hazard areas);
- Requiring that shoreline vegetation be retained through the Shoreline Management Program;
- Clustering residential development, protecting forested ridgelines and designating forested open space areas through the subdivision of land under the Flexible Lot Design Subdivision Code;
- Protecting and managing public forested areas as parkland;
- Requiring street trees with all new development in the urban core area of Winslow;
- Requiring the protection of significant trees when developing new commercial developments; and
- Identifying important forested habitat links between large habitat areas in public parks and encouraging volunteer land stewardship through the Wildlife Corridor Network.

Practicing stewardship of existing natural systems is necessary in order to maintain Bainbridge Island's natural treasures and to contribute to the larger community of Washington State by safeguarding a rich, sustainable ecosystem. For Bainbridge Island, sustaining valued forestland means more than retaining trees. It means retaining, protecting and nurturing the natural systems that will ensure sustainability for the future of everyone, including those who live beyond our shores.

Community Benefits

Goals achieved: The City of Bainbridge Island has taken an integrated approach to implementing the environmentally focused goals and policies of its Comprehensive Plan. Bainbridge Island would further these goals by integrating urban forestry management into the overall planning efforts, working toward sustainability of our Island's natural systems. The preservation of forested areas is included in the first of five overriding principles that guide the Comprehensive Plan. In addition, the retention of forests is identified as an important component in the Greenways section of the Comprehensive Plan.

Participation: The City has eight citizens currently volunteering their time on the Urban Forestry Committee, providing advice and guidance on the development of a community forestry plan and other urban forestry issues.

Public relations: The assessment will promote citizen and government interaction and neighborhood and landowner cooperation by involving them in the assessment process. The results of this effort will provide data for the City to begin a long-term resource management model of sustainability through adoption of a Community Forest Plan.

Education: The program will establish an education component with the intent to assist citizens in understanding the importance of community forest resources and also encourage volunteer participation in management efforts for managing and protecting private natural resources.

Continuation of related projects: The community forestry plan will build on the Wildlife Corridor Network by determining the health of our native forests on public lands and by providing improvements in terms of ecosystem management.

Regulation: The assessment will feed into on-going policy development processes and result in revisions to tree retention and protection ordinances.

Activities:

1) Assessment of the state of the forest resources

The assessment will include the identification of Island's forest resources by incorporating previous forest inventory information into the findings; evaluating forest resource conditions in specific areas; and analyzing existing City policies relating to forest resources as follows:

- Compile existing information on the Island's forest ecosystems.
- Assess specific areas focusing on forests on public lands and urban areas of the Island.
Develop specific criteria to include the following:
 - Identification of tree species (native and non-native);
 - Diameter and size of trees;
 - Relative age and general canopy coverage;
 - Health condition of trees; and
 - Management recommendations for publicly owned trees.

The following locations will be assessed:

Public property and public parks;
Winslow core area;
Neighborhood Service Centers; and
Fort Ward Area.

- Evaluate and assess the effectiveness of existing codes and policies related to Island forest resources. Identify gaps in forest resource management policies.

2) Strategic planning and community outreach

The consultant will assist the Urban Forestry Commission with a strategic plan for developing the community forestry plan, including development of a community education and volunteer recruitment program.

The Urban Forestry Commission will meet on a regular basis and coordinate with public agencies, large private landholders, neighborhood groups, and the business community to build awareness of trees and forests as a community resource, in addition to building support for development of the comprehensive community forestry plan. A community kickoff meeting will be scheduled to recruit volunteers and begin the education and awareness process for developing a self-sustaining urban forestry program.

Facilities & Equipment Needs: The City of Bainbridge Island will provide a computer for compilation of assessment data and report writing, as well as a temporary workspace. Computer software and field equipment for the assessment inventory will be needed.

Participants: Assessing the state of the forest resources, strategic planning and community outreach will primarily involve a consultant, the Urban Forestry Commission, City staff, the Park District and interested community groups and citizens. The assessment will be organized by the consultant. The Urban Forestry Commission and City staff will work with the consultant to develop a strategic plan and community outreach program. Tasks will include the involvement of the following:

- Bainbridge Island Parks District
- Bainbridge Island School District & NatureMapping
- Bainbridge Island Historical Society
- Watershed Watch (Stream Teams)
- Wildlife Corridor Network volunteer coordinator

Administration: The Urban Forestry Commission will oversee the tasks through the consultant, staff and community volunteers.

Timetable:

Assessment

January 2002	A consultant will be hired
February 2002	Assessment criteria developed and begin fieldwork
July 2002	Assessment fieldwork completed
September 2002	Draft Assessment report completed
January - September 2002	Other components of the assessment will be on-going

Strategic Planning & Community Outreach:

February 2002	Urban Forestry Commission and consultant begin strategic planning for community forestry plan - including development of a community education and volunteer recruitment program
June 2002	Completion of education program and volunteer recruitment program
July 2002	Kick off public meeting presenting draft assessment and implementation of education and volunteer recruitment program
November 2002	Draft strategic plan for integrating urban forestry into City planning efforts

Product: Assessment report and action plan.

BUDGET WORKSHEET

City of Bainbridge Island Urban Forestry Commission Bainbridge Island Community Forestry Plan

ITEM	City Share	In-Kind	Total
Component: Assessment			
Personnel: Consultant-90 hrs @ \$85	\$7,650		\$7,650
Staff – 20 hrs @ \$25.55 hr.	\$511		\$511
Volunteers – 320 hrs @ \$12.5		4,000	\$4,000
Equipment			
Field data logger	\$600		\$600
Computer	\$1,500		\$1,500
Supplies			
Computer Software – For data compilation	\$500		\$500
Component: Strategic Planning & Community Outreach			
Personnel:			
Consultant-70 hrs @ \$85	\$5,950		\$5,950
Staff – 100 hrs @ \$25.55 hr	\$2,555		\$2,555
Volunteers – 100 hrs @ \$12.5		1,500	\$1,500
Urban Forestry Commission 8 volunteers @ 4 hrs. a month @ 12.50 hr.		\$4,800	\$4,800
Supplies: Advertising -\$75 Mailings - \$300 Printing - \$300	\$675		\$675
TOTAL	\$19,941	\$10,300	\$30,241

RESOLUTION 2003-26

A RESOLUTION of the City of Bainbridge Island, Washington, relating to increasing the number of appointments to the Community Forestry Commission.

WHEREAS, the city council has determined that it is in the best interest of the citizens of the city to manage and protect our natural resources including forestry resources; and

WHEREAS, the urban forestry committee recommends that the city council establish a Community Forestry Commission; and

WHEREAS, city council wishes to increase the number of Community Forestry Commissioners from seven to nine; now therefore;

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

Section 1. The City Council of the City of Bainbridge Island, Washington approves the establishment of a community forestry management plan to be developed by the City and the Community Forestry Commission.

Section 2. Commission establishment and authority.

A community forestry commission is established for the following purposes:

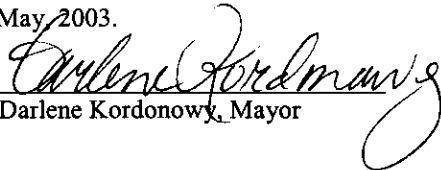
- A. Develop and implement a comprehensive community forestry management plan that recommends policies and regulations to preserve urban forests in the City;
- B. Serve as an advisory board to the mayor and city council on urban forestry issues;
- C. Provide a public forum for discussion of issues and ideas related to urban forestry;
- D. Coordinate its work with other city programs, local agencies and community groups with an interest in forest resource management;
- E. Recommend to the city council sources of revenue to support urban forestry activities and to support the management and enhancement of the city forestry resources; and
- F. Report annually to the city council on the state of the city's forest resources.

Section 3. Commission membership and terms.

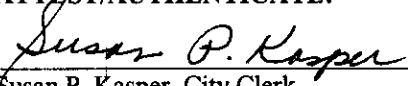
The community forestry commission shall consist of ~~seven~~ nine members, appointed by the mayor and confirmed by the city council who shall serve without compensation. The mayor shall also appoint annually, one member of the community forestry commission to serve as chairperson for a one-year term. Members of the community forestry commission shall serve for a period of three years and shall be residents of the city.

PASSED by the City Council this 14th day of May, 2003.

APPROVED by the Mayor this 15th day of May 2003.


Darlene Kordonow, Mayor

ATTEST/AUTHENTICATE:


Susan P. Kasper, City Clerk

FILED WITH THE CITY CLERK:	May 9, 2003
PASSED BY THE CITY COUNCIL:	May 14, 2003
RESOLUTION NUMBER:	2003-26

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Agenda Bill for Consent Agenda, AB 18-090 (Pg. 211)	Date: 5/22/2018
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: 18-090
Proposed By:	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

Consider approval of the following Consent Agenda items:

- B. Accounts Payable and Payroll
- C. Special City Council Meeting Minutes, May 8, 2018
- D. Regular City Council Business Meeting Minutes, May 8, 2018
- E. Ordinance No. 2018-18 Amending Chapter 2.37 of the Bainbridge Island Municipal Code to Allow the Climate Change Advisory Committee to Utilize a Listserv to Conduct Committee Business Under Certain Circumstances
- F. Resolution No. 2018-16, Updating the Procurement Policy
- G. Kitsap County Interlocal Agreement for 2020 Census LUCA Addressing
- H. City Manager's Goals for 2018
- I. Sound to Olympics Trail Phase 3 Options

RECOMMENDED ACTION/MOTION

I move to approve the Consent Agenda, as presented.

City of Bainbridge Island City Council Agenda Bill



PROCESS INFORMATION

Subject: Accounts Payable and Payroll (Pg. 212)	Date: 5/22/2018
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.:
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: May 7, 2018 - May 21, 2018
CITY COUNCIL: May 8, 2018 - May 22, 2018

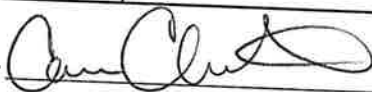
Last check from previous run: 347416 dated 5/09/18 issued to Kelley Imaging Systems in the amount of \$279.04

Payment Type	Check Date	Check Number	Department/Vendor/Description	Amount
EFT	N/A	N/A		
ACH	N/A	N/A		N/A
ACH	N/A	N/A		N/A
VOID	12/28/16	343212	UB/Stale refund check: void to reissue	N/A
VOID	4/25/18	347219	EX/Incorrect vendor on contract	N/A
VOID	5/9/18	347390	ENG/SCE Inc/Check returned, not owed	N/A
VOID	5/10/18	347426	CenturyLink/Invoice entered at incorrect amount	N/A
Manual	5/3/18	347417	POL/Creative Marketing/BIPD coffee mugs	395.53
Manual	5/3/18	347418	ENG/COBI/Permit: BLD23164 waterfront park bridge repairs	1,519.19
Manual	5/3/18	347419	EX/Fluid Concrete/Public art repairs	2,316.25
Manual	5/3/18	347420	PW/Island Hands/April 2018 janitorial services	11,116.13
Manual	5/3/18	347421	PW/Paditu/City parking sewer replacement - Madrona	38,490.63
Manual	5/3/18	347422	PW/Puget Sound Energy/Waterfront park dock connection	1,042.67
Manual	5/3/18	347423	ENG/Redside/City dock improvements	61,363.34
Manual	5/10/18	347425	Rodebud II, LLC/Right of way refund	2,875.00
Manual	5/10/18	347427	EX/Battle Point Astronomical Assoc/Cultural funding	3,338.18
Manual	5/10/18	347428	Puget Sound Energy/Citywide electricity April 2018	38,983.28
Manual	5/10/18	347429	Verizon Wireless/Citywide phone services April 2018	5,596.87
Manual	5/11/18	347430	CenturyLink/Citywide phone services May 2018	921.59
Manual	5/16/18	347431	UB/Dan Fjelstad/Reprint of stale refund check	30.01
Manual	5/16/18	547432	COBI/Retainage on Project #917 asphalt repair	3,448.81
Manual	5/16/18	547433	Granite Construction/Payment #1 - asphalt repairs	65,527.30
Manual	5/16/18	347434	LEGAL/Sound Law Center/HEX services April-May 2018	18,139.47
Manual	5/16/18	347435	COBI/Retainage on Project #884 Cave Ave PRV	13,450.00
Manual Checks and Electronic Disbursements				269,554.25

Regular Run	5/23/18	347436-347558	Regular Check Run	1,331,635.22
				1,601,189.47

Retainage Release	N/A	N/A		N/A
Travel Advance	N/A	N/A		N/A

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

213

Date

5-18-2018

05/11/2018 08:02 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

VOID

cc 5/11/18

KRS

5-11-18

|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

343212	12/28/2016	VOID	8579 FJELSTAD, DAN	210262	57606	12/19/2016			-30.01
Invoice: 57606						UB 11447 6348 MITCHELL LANE NE			

-30.01	411	122100	WATER ACCOUNTS RECEIVABLE
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CHECK	343212 TOTAL:	-30.01
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NUMBER OF CHECKS	1	*** CASH ACCOUNT TOTAL ***	-30.01
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COUNT	AMOUNT
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TOTAL VOIDED CHECKS	1	30.01
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*** GRAND TOTAL ***	-30.01
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Lost check (stale). void for reprint.

CLERK: cchristianson

JOURNAL ENTRIES TO BE CREATED

YEAR	PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC				
2018 5 154										
APP 401-213000						ACCOUNTS PAYABLE				30.01
	05/11/2018	343212	VOID			AP CASH DISBURSEMENTS JOURNAL				
APP 635-111100						CASH		30.01		
	05/11/2018	343212	VOID			AP CASH DISBURSEMENTS JOURNAL				
GENERAL LEDGER TOTAL									30.01	30.01
APP 631-130000						DUE TO/FROM CLEARING				30.01
	05/11/2018	12/18/16	VOID							
APP 401-130000						DUE TO/FROM CLEARING		30.01		
	05/11/2018	12/18/16	VOID							
SYSTEM GENERATED ENTRIES TOTAL									30.01	30.01
JOURNAL 2018/05/154 TOTAL									60.02	60.02

05/11/2018 08:02
cchristianson

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401	WATER OPERATING FUND	2018	5	154	05/11/2018	DUE TO/FROM CLEARING	30.01	30.01
	401-130000					ACCOUNTS PAYABLE		
	401-213000							
						FUND TOTAL	30.01	30.01
631	CLEARING FUND	2018	5	154	05/11/2018	DUE TO/FROM CLEARING	30.01	30.01
	631-130000					CASH		
	635-111100							
						FUND TOTAL	30.01	30.01

05/11/2018 08:02
cchristianson

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

|P 4
|apcshdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
401 WATER OPERATING FUND		30.01	30.01
631 CLEARING FUND		30.01	
	TOTAL	30.01	30.01

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

05/09/2018 13:15 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

VOID
00 5/9/18
KRS
5-10-18

|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

347219 04/25/2018 VOID 8889 BAINBRIDGE ARTISAN R 221484 1 04/08/2018 -3,338.19
Invoice: 1 Q1 2018 CULTURAL FUNDING - ARTISAN AST
-3,338.19 31011732 541100 EX-GF-CULTURAL ARTS & SCIENCES

CHECK 347219 TOTAL: -3,338.19

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** -3,338.19

	COUNT	AMOUNT
TOTAL VOIDED CHECKS	1	3,338.19

*** GRAND TOTAL *** -3,338.19

Incorrect vendor on contract.

05/09/2018 13:15 |CITY OF BAINBRIDGE ISLAND
 cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 2
 |apcshdsb

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 5 136									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE			3,338.19
05/09/2018	347219	VOID				AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH		3,338.19	
05/09/2018	347219	VOID				AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								3,338.19	3,338.19
APP 631-130000						DUE TO/FROM CLEARING			3,338.19
05/09/2018	04/22/18	VOID							
APP 001-130000						GENERAL - DUE TO/FROM CLEARING		3,338.19	
05/09/2018	04/22/18	VOID							
SYSTEM GENERATED ENTRIES TOTAL								3,338.19	3,338.19
JOURNAL 2018/05/136 TOTAL								6,676.38	6,676.38

05/09/2018 13:15
cchristianson

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

P 3
apcsbdsb

JOURNAL ENTRIES TO BE CREATED

FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001 GENERAL FUND	2018	5	136	05/09/2018			
001-130000					GENERAL - DUE TO/FROM CLEARING	3,338.19	
001-213000					GENERAL - ACCOUNTS PAYABLE		3,338.19
					FUND TOTAL	3,338.19	3,338.19
631 CLEARING FUND	2018	5	136	05/09/2018			
631-130000					DUE TO/FROM CLEARING		3,338.19
635-111100					CASH	3,338.19	
					FUND TOTAL	3,338.19	3,338.19

FUND		DUE TO	DUE FROM
			3,338.19
001	GENERAL FUND	3,338.19	
631	CLEARING FUND		
TOTAL		3,338.19	3,338.19

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

05/09/2018 13:41 |CITY OF BAINBRIDGE ISLAND
cchristianson |MODIFY INVOICES

|P 1
|apinvmt

CLERK: cchristianson

INVOICE HEADER CHANGED

VENDOR DOCUMENT	CHECK RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE	INV DATE	DISCOUNT AMOUNT	INVOICE NET	ERROR
008889 68451	221484	EXEC 2018	04 635	111100	INV	04/08/2018	.00		
BARN	RMT: 1 Q1 2018	CULTURAL FUNDING - ARTISAN	AST			04/25/2018	3,338.19		
INVOICE: 1									
31011732 541100	CULT ARTS			N 1			3,338.19		

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

05/09/2018 13:41 |CITY OF BAINBRIDGE ISLAND
cchristianson |MODIFY INVOICES

|P 2
|apinvmnt

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 5 137					EX-GF-CULTURAL ARTS & SCIENCES			3,338.19
APM 31011732-541100					Q1 2018 CULTURAL FUNDING -			
05/09/2018 VOIDINV	008889		68451		EX-GF-CULTURAL ARTS & SCIENCES 4		3,338.19	
COL 31011732-541100					Q1 2018 CULTURAL FUNDING -			
05/09/2018 VOIDINV	008889		68451					
					1 GENERAL LEDGER TOTAL		0.00	3,338.19
APM 001-213000					GENERAL - ACCOUNTS PAYABLE		3,338.19	
05/09/2018 VOIDINV	008889							
COL 001-295000					GENERAL - ENCUMBRANCE CONTROL		3,338.19	
05/09/2018								
COL 001-299900					GENERAL BUD FB RESERV FOR ENC			3,338.19
05/09/2018								
					1 TOTAL		6,676.38	3,338.19
					SYSTEM GENERATED ENTRIES TOTAL		6,676.38	3,338.19
					JOURNAL 2018/05/137 TOTAL		6,676.38	6,676.38
2018 5 137					EXPENDITURE CONTROL			3,338.19
APM 001-292200								
05/09/2018 VOIDINV	008889							

05/09/2018 13:41 |CITY OF BAINBRIDGE ISLAND
cchristianson |MODIFY INVOICES

|P 3
|apinvmnt

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
001	GENERAL FUND	2018	5	137	05/09/2018			
	001-213000					GENERAL - ACCOUNTS PAYABLE	3,338.19	
	001-292200					EXPENDITURE CONTROL		3,338.19
	001-295000					GENERAL - ENCUMBRANCE CONTROL	3,338.19	
	001-299900					GENERAL BUD FB RESERV FOR ENC		3,338.19
						FUND TOTAL	6,676.38	6,676.38

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

VOID

5/17/18

KRS
5-17-18

05/16/2018 15:45 | 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

347390 05/09/2018 VOID 6180 SCE INC
Invoice: 1712

221782 1712

04/02/2018 21700091

-270.00

ENG/PS FOR VILLAGE PUMP STATION RP

-270.00 72423434 64110000782 VILLAGE PUMP STATION-PROF SVCS

CHECK 347390 TOTAL:

-270.00

NUMBER OF CHECKS 1

*** CASH ACCOUNT TOTAL ***

-270.00

COUNT

AMOUNT

TOTAL VOIDED CHECKS

1

270.00

*** GRAND TOTAL ***

-270.00

Per vendor: amount not due.
voided check & invoice

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cchristianson |A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	LINE DESC			
EFF DATE	REF 1	REF 2	REF 3		
2018 5 212		ACCOUNTS PAYABLE			270.00
APP 402-213000		AP CASH DISBURSEMENTS JOURNAL		270.00	
05/16/2018 347390 VOID		CASH			
APP 635-111100		AP CASH DISBURSEMENTS JOURNAL			
05/16/2018 347390 VOID		GENERAL LEDGER TOTAL		270.00	270.00
					270.00
APP 631-130000		DUE TO/FROM CLEARING		270.00	
05/16/2018 05/06/18 VOID		DUE TO/FROM CLEARING			
APP 402-130000		SYSTEM GENERATED ENTRIES TOTAL		270.00	270.00
05/16/2018 05/06/18 VOID					
		JOURNAL 2018/05/212 TOTAL		540.00	540.00

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
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FUND		YEAR	PER	JNL	EFF DATE	DEBIT	CREDIT	
ACCOUNT		ACCOUNT DESCRIPTION						
402	SEWER OPERATING FUND	2018	5	212	05/16/2018	270.00		
	402-130000				DUE TO/FROM CLEARING		270.00	
	402-213000				ACCOUNTS PAYABLE			
FUND TOTAL						270.00	270.00	
631	CLEARING FUND	2018	5	212	05/16/2018		270.00	
	631-130000				DUE TO/FROM CLEARING	270.00		
	635-111100				CASH			
FUND TOTAL						270.00	270.00	

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JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FROM
			270.00
402	SEWER OPERATING FUND	270.00	
631	CLEARING FUND		
TOTAL		270.00	270.00

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05/03/2018 15:14 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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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								
347417	05/03/2018	PRTD	8444 CREATIVE MARKETING &	221897	CMD2227152	03/20/2018	M050218	395.53
Invoice: CMD2227152						POL/BIPD COFFEE MUGS		
				395.53	51011211	53110000589	PD-COMM OUTREACH-SUPPLIES	
							CHECK	347417 TOTAL:
								395.53
347418	05/03/2018	PRTD	634 CITY OF BAINBRIDGE I	221891	BLD23164	05/02/2018	M050218	1,519.19
Invoice: BLD23164						ENG/BLD23164 WTRFT PARK		
				1,519.19	72011262	54980000778	WFP BRIDGE REDECKING-PERMIT	
							CHECK	347418 TOTAL:
								1,519.19
347419	05/03/2018	PRTD	8257 FLUID CONCRETE & DES	221893	043018	04/30/2018	21800052 M050218	2,316.25
Invoice: 043018						PUBLIC ART REPAIRS-HS RD		
				2,316.25	31024759	54810000297	PUB ART-FREESTANDING R&M	
							CHECK	347419 TOTAL:
								2,316.25
347420	05/03/2018	PRTD	8646 ISLAND HANDS	221896	17428-17429	04/30/2018	21800026 M050218	11,116.13
Invoice: 17428-17429						APRIL 2018 JANITORIAL SERVICE		
				10,771.53	73011183	54110000269	JANITORIAL CONTRACT-PRO SVCS	
				344.60	73425358	54110000269	JANITORIAL CONTRACT-PRO SVCS	
							CHECK	347420 TOTAL:
								11,116.13
347421	05/03/2018	PRTD	8736 PADITU, LLC	221887	PAYREQ3-806	05/02/2018	M050218	38,490.63
Invoice: PAYREQ3-806						PW/CITY PKG SWR RPLCMT-MADRONA		
				38,490.63	72423434	66300000806	ENG-SWR-MADRONA/CITY P.LOT-CON	
							CHECK	347421 TOTAL:
								38,490.63
347422	05/03/2018	PRTD	6541 PUGET SOUND ENERGY	221890	965 WEAVER - APR18	04/18/2018	M050218	1,042.67
Invoice: 965 WEAVER - APR18						PW/CONN. CUST OWNED WIRE - COMMERICAL		
				1,042.67	72311475	66300000732	WF PARK DOCK IMPRV-CONSTR	
							CHECK	347422 TOTAL:
								1,042.67
347423	05/03/2018	PRTD	7801 REDSIDE CONSTRUCTION	221894	PAYREW7-732	04/26/2018	21700112 M050218	61,363.34
Invoice: PAYREW7-732						CITY DOCK IMPROVEMENTS		
				61,363.34	72311475	66300000732	WF PARK DOCK IMPRV-CONSTR	
							CHECK	347423 TOTAL:
								61,363.34

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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

347424	05/03/2018	PRTD	4977 ROSEBUD II, LLC	221892	ROW 16-276	01/10/2018		M050218	2,875.00
	Invoice: ROW 16-276			2,875.00	62338	386000	ROW16-276 REFUND		
							SURETY DEPOSITS CUS		

CHECK 347424 TOTAL: 2,875.00

NUMBER OF CHECKS 8 *** CASH ACCOUNT TOTAL *** 119,118.74

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	8	119,118.74

*** GRAND TOTAL *** 119,118.74

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	LINE DESC			
EFF DATE	REF 1	REF 2	REF 3		
2018 5 78				15,002.50	
APP 001-213000		GENERAL - ACCOUNTS PAYABLE			
05/03/2018 M050218	050218	AP CASH DISBURSEMENTS JOURNAL			119,118.74
APP 635-111100		CASH			
05/03/2018 M050218	050218	AP CASH DISBURSEMENTS JOURNAL		38,835.23	
APP 402-213000		ACCOUNTS PAYABLE			
05/03/2018 M050218	050218	AP CASH DISBURSEMENTS JOURNAL		62,406.01	
APP 301-213000		ACCOUNTS PAYABLE			
05/03/2018 M050218	050218	AP CASH DISBURSEMENTS JOURNAL		2,875.00	
APP 622-213000		ACCOUNTS PAYABLE			
05/03/2018 M050218	050218	AP CASH DISBURSEMENTS JOURNAL			
		GENERAL LEDGER TOTAL		119,118.74	119,118.74
				119,118.74	
		DUE TO/FROM CLEARING			15,002.50
APP 631-130000		GENERAL - DUE TO/FROM CLEARING			38,835.23
05/03/2018 M050218	050218	DUE TO/FROM CLEARING			62,406.01
APP 001-130000		DUE TO/FROM CLEARING			2,875.00
05/03/2018 M050218	050218	DUE TO/FROM CLEARING			
APP 402-130000					
05/03/2018 M050218	050218				
APP 301-130000					
05/03/2018 M050218	050218				
APP 622-130000					
05/03/2018 M050218	050218				
		SYSTEM GENERATED ENTRIES TOTAL		119,118.74	119,118.74
		JOURNAL 2018/05/78 TOTAL		238,237.48	238,237.48

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A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

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FUND		YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT		CREDIT
ACCOUNT									
001	GENERAL FUND	2018	5	78	05/03/2018				15,002.50
	001-130000				GENERAL - DUE TO/FROM CLEARING		15,002.50		
	001-213000				GENERAL - ACCOUNTS PAYABLE				
					FUND TOTAL		15,002.50		15,002.50
301	CAPITAL CONSTRUCTION FUND	2018	5	78	05/03/2018				62,406.01
	301-130000				DUE TO/FROM CLEARING		62,406.01		
	301-213000				ACCOUNTS PAYABLE				
					FUND TOTAL		62,406.01		62,406.01
402	SEWER OPERATING FUND	2018	5	78	05/03/2018				38,835.23
	402-130000				DUE TO/FROM CLEARING		38,835.23		
	402-213000				ACCOUNTS PAYABLE				
					FUND TOTAL		38,835.23		38,835.23
622	EXPENDABLE TRUST FUND	2018	5	78	05/03/2018				2,875.00
	622-130000				DUE TO/FROM CLEARING		2,875.00		
	622-213000				ACCOUNTS PAYABLE				
					FUND TOTAL		2,875.00		2,875.00
631	CLEARING FUND	2018	5	78	05/03/2018				
	631-130000				DUE TO/FROM CLEARING		119,118.74		119,118.74
	635-111100				CASH				
					FUND TOTAL		119,118.74		119,118.74

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FROM
			15,002.50
			62,406.01
001	GENERAL FUND		38,835.23
301	CAPITAL CONSTRUCTION FUND		2,875.00
402	SEWER OPERATING FUND		
622	EXPENDABLE TRUST FUND	119,118.74	
631	CLEARING FUND		
	TOTAL	119,118.74	119,118.74

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Manual

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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

347425 05/10/2018 PRTD 8939 BATTLE POINT ASTRONO 221902 1 04/08/2018 M051018 3,338.18
Invoice: 1 3,338.18 31011732 541100 CULTURAL FUNDING: ARTISAN ASTR
EX-GF-CULTURAL ARTS & SCIENCES

CHECK 347425 TOTAL: 3,338.18

347426 05/10/2018 VOID 551 CENTURYLINK
Invoice:

VOID for reprint - invoice entered @ incorrect amt.

CHECK 347426 TOTAL: .00

347427 05/10/2018 PRTD 1205 PUGET SOUND ENERGY 221913 4376APR18 04/30/2018 M051018 849.33
Invoice: 4376APR18 849.33 91011189 547101 APR18 GREEN POWER CONTRACT
ELECTRIC-GREEN POWER

Invoice: CITY HALL - APR18 221914 CITY HALL - APR18 05/01/2018 M051018 3,040.43
3,040.43 91011189 547100 CITY HALL - APRIL 2018
GG-C/E-CITY HALL-ELECTRIC

Invoice: 828APR18 221916 828APR18 04/30/2018 M051018 161.03
161.03 91415345 547100 TAYLOR WELLS LID17 PHASE1
GG-ROCKAWAY BCH-UTILITIES

Invoice: IL3APR18 221917 IL3APR18 04/30/2018 M051018 31.25
31.25 91111263 547100 ROUNDAABOUT HS/MADISON IMPR
GG-STRT-STREET LIGHTING-UTIL

Invoice: 647APR18 221918 647APR18 04/30/2018 M051018 45.63
45.63 91111263 547100 STREET LIGHTS/TRAFFIC CONTR
GG-STRT-STREET LIGHTING-UTIL

Invoice: IL9APR18 221919 IL9APR18 04/30/2018 M051018 109.58
109.58 91111263 547100 MADISON AVE S
GG-STRT-STREET LIGHTING-UTIL

Invoice: 285APR18 221920 285APR18 04/30/2018 M051018 252.12
252.12 91421355 547100 SPS NORTH TOWN/SPORTSMAN
GG-SWR-ELECTRIC

Invoice: 735APR18 221921 735APR18 04/30/2018 M051018 52.89
52.89 91011768 547100 SHANNON DR/WPF DOCK
GG-C/E-PARKS-ELECTRIC

Invoice: 182APR18 221922 182APR18 04/30/2018 M051018 62.34
62.34 91011255 547100 MUNI COURT - METER E6 - 10255 NE VALLEY RD
GG-C/E-COURT BLDG-ELECTRIC

Invoice: 058APR18 221923 058APR18 04/30/2018 M051018 52.34
52.34 91011897 547100 NE HIDDEN COVE - SHOP
GG-C/E-O&M YARD FAC-ELECTRIC

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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		
Invoice: 973APR18			221924	973APR18	04/30/2018	M051018		57.78
			57.78	91415345	547100	OC RESERVOIR LID17 PHASE 2		
						GG-ROCKAWAY BCH-UTILITIES		
Invoice: 558APR18			221925	558APR18	04/30/2018	M051018		2,416.62
			2,416.62	91011897	547100	7315 NE HIDDEN COVE RD		
						GG-C/E-O&M YARD FAC-ELECTRIC		
Invoice: 336APR18			221926	336APR18	04/30/2018	M051018		134.77
			134.77	91421355	547100	SLS-9 ISLAND TERRACE		
						GG-SWR-ELECTRIC		
Invoice: IL11APR18			221927	IL11APR18	04/30/2018	M051018		21.60
			21.60	91111263	547100	STREET LIGHTS WW MAD TO 305		
						GG-STRT-STREET LIGHTING-UTIL		
Invoice: 520-330APR18			221928	520-330APR18	04/30/2018	M051018		74.69
			74.69	91011768	547100	210 WINSLOW WAY E IRRIGATION		
						GG-C/E-PARKS-ELECTRIC		
Invoice: 823APR18			221929	823APR18	04/30/2018	M051018		10.75
			10.75	91011768	547100	BRIEN DR N/BOOTH EL PANEL		
						GG-C/E-PARKS-ELECTRIC		
Invoice: 682-B-APR18			221930	682-B-APR18	04/30/2018	M051018		29.14
			29.14	91111263	547100	MUNIC PARKING LOR-MADISON/MADRONA		
						GG-STRT-STREET LIGHTING-UTIL		
Invoice: 736APR18			221931	736APR18	04/30/2018	M051018		99.70
			99.70	91011768	547100	SHANNON DR/WFP RESTROOM		
						GG-C/E-PARKS-ELECTRIC		
Invoice: 040-581APR18			221932	040-581APR18	04/30/2018	M051018		146.17
			146.17	91421355	547100	3900 HALLS HILL RD PUMP		
						GG-SWR-ELECTRIC		
Invoice: 884APR18			221933	884APR18	04/30/2018	M051018		120.32
			120.32	91421355	547100	SLS FERRY TERMINAL		
						GG-SWR-ELECTRIC		
Invoice: 111APR18			221934	111APR18	04/30/2018	M051018		418.95
			418.95	91011215	547100	POLICE STATION - METER 2		
						GG-C/E-PD-ELECTRIC		
Invoice: 717APR18			221935	717APR18	04/30/2018	M051018		253.93
			253.93	91011215	547100	POLICE STATION - METER 1		
						GG-C/E-PD-ELECTRIC		
Invoice: 520-374APR18			221936	520-374APR18	04/30/2018	M051018		61.82
			61.82	91111264	547100	SIGNAL AT 108 OLYMPIC DR SE		
						GG-STREET-TRAF CONTROL-UTILITY		

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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: 520-136APR18				221937	520-136APR18	04/30/2018		M051018	3,045.00	
				3,045.00	91411345 547100	HOB BOOSTER PUMP/WELL GG-WTR-ELECTRIC				
Invoice: IL5APR18				221938	IL5APR18	04/30/2018		M051018	101.64	
				101.64	91111263 547100	COMMODORE OFF HS @ OLYMPIC GG-STRT-STREET LIGHTING-UTIL				
Invoice: 021APR18				221939	021APR18	04/30/2018		M051018	93.29	
				93.29	91421355 547100	SLS-3 TREATMENT PLANT GG-SWR-ELECTRIC				
Invoice: 291APR18				221940	291APR18	04/30/2018		M051018	14.57	
				14.57	91411345 547100	HEAD OF BAY WELL FIELD GG-WTR-ELECTRIC				
Invoice: 031APR18				221941	031APR18	04/30/2018		M051018	106.05	
				106.05	91421355 547100	SLS-6 LOVELL LOWER GG-SWR-ELECTRIC				
Invoice: IL12APR18				221942	IL12APR18	04/30/2018		M051018	75.44	
				75.44	91111263 547100	STREET LIGHTS WW 305-FERNCLIFF GG-STRT-STREET LIGHTING-UTIL				
Invoice: 573APR18				221943	573APR18	04/30/2018		M051018	13.95	
				13.95	91411345 547100	COMMODORE/HS RESERVOIR GG-WTR-ELECTRIC				
Invoice: 040-714APR18				221944	040-714APR18	04/30/2018		M051018	10.75	
				10.75	91021182 547100	7095 NW TWIN PONDS RD GG-OS-PROP MNGT-ELECTRIC				
Invoice: 206APR18				221945	206APR18	04/30/2018		M051018	394.35	
				394.35	91421355 547100	4586 POINT WHITE DR NE GG-SWR-ELECTRIC				
Invoice: 256APR18				221946	256APR18	04/30/2018		M051018	375.20	
				375.20	91421355 547100	SLS-8 HWY 305/HARBORVIEW GG-SWR-ELECTRIC				
Invoice: 636APR18				221947	636APR18	04/30/2018		M051018	97.54	
				97.54	91421355 547100	SLS-7 WING POINT WAY GG-SWR-ELECTRIC				
Invoice: 888APR18				221948	888APR18	04/30/2018		M051018	249.67	
				249.67	91411345 547100	NE HIGH SCHOOL RD PUMP GG-WTR-ELECTRIC				
Invoice: 658APR18				221949	658APR18	04/30/2018		M051018	70.19	
				70.19	91421355 547100	SLS-4 IRENE/LOWER HAWLEY GG-SWR-ELECTRIC				

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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										
Invoice: 520-298APR18				221950	520-298APR18	04/30/2018	M051018		270.96	
						SLS-5 WW/SUNDAY COVE				
				270.96	91421355 547100	GG-SWR-ELECTRIC				
Invoice: 640APR18				221951	640APR18	04/30/2018	M051018		27.56	
						BRIEN DR S/BOOTH EL PANEL				
				27.56	91011768 547100	GG-C/E-PARKS-ELECTRIC				
Invoice: 983APR18				221952	983APR18	04/30/2018	M051018		11.75	
						MILLER RD NE BEACON				
				11.75	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY				
Invoice: 067APR18				221953	067APR18	04/30/2018	M051018		10.75	
						MADISON PARKING LOT				
				10.75	91111263 547100	GG-STRT-STREET LIGHTING-UTIL				
Invoice: IL7APR18				221954	IL7APR18	04/30/2018	M051018		77.43	
						MADISON PRJ HS TO WINSLOW II				
				77.43	91111263 547100	GG-STRT-STREET LIGHTING-UTIL				
Invoice: 466APR18				221955	466APR18	04/30/2018	M051018		10.75	
						MADISON/HS/RAINBRINGER				
				10.75	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY				
Invoice: 093APR18				221956	093APR18	04/30/2018	M051018		2,970.69	
						FLETCHER BAY WELL FIELD				
				2,970.69	91411345 547100	GG-WTR-ELECTRIC				
Invoice: 444APR18				221957	444APR18	04/30/2018	M051018		695.87	
						BI COMMONS - BJUNE				
				695.87	91011755 547100	GG-C/E-COMMONS-ELECTRIC				
Invoice: 461APR18				221958	461APR18	04/30/2018	M051018		5,782.92	
						WWTP - 1220 DONALD PL				
				5,782.92	91425358 547100	GG-WWTP-ELECTRIC				
Invoice: WW&305APR18				221959	WW&305APR18	04/30/2018	M051018		504.43	
						WINSLOW WAY & 35				
				504.43	91111264 547100	GG-STREET-TRAF CONTROL-UTILITY				
Invoice: 831APR18				221960	831APR18	04/30/2018	M051018		1,811.10	
						SANDS AVE NE WELL FIELD				
				1,811.10	91411345 547100	GG-WTR-ELECTRIC				
Invoice: 797APR18				221961	797APR18	04/30/2018	M051018		201.07	
						MUNI COURT - METER E3				
				201.07	91011255 547100	GG-C/E-COURT BLDG-ELECTRIC				
Invoice: 247APR18				221962	247APR18	04/30/2018	M051018		27.74	
						SSWM/DECANT FACILITY				
				27.74	91435838 547100	GG-DECANT-ELECTRIC				

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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			
Invoice: 143APR18			221963	143APR18	04/30/2018	M051018		11.71
			11.71	91111264	547100	REITAN ROAD/WELCOME TO BI GG-STREET-TRAF CONTROL-UTILITY		
Invoice: IL1APR18			221964	IL1APR18	04/30/2018	M051018		223.57
			223.57	91111263	547100	ERICKSON/MDSN/WNSLW/KNTCHL GG-STRT-STREET LIGHTING-UTIL		
Invoice: 710APR18			221965	710APR18	04/30/2018	M051018		320.09
			320.09	91421355	547100	SLS-2 VILLAGE CENTER GG-SWR-ELECTRIC		
Invoice: 893APR18			221966	893APR18	04/30/2018	M051018		710.28
			710.28	91111263	547100	MUNI STREET LIGHTING GG-STRT-STREET LIGHTING-UTIL		
Invoice: 040-751APR18			221967	040-751APR18	04/30/2018	M051018		11.18
			11.18	91411345	547100	520 ERICKSEN AVE PRV GG-WTR-ELECTRIC		
Invoice: SPRINGAPR18			221968	SPRINGAPR18	04/30/2018	M051018		52.14
			52.14	91111263	547100	SPRINGRIDGE RD/HANSEN HILL GG-STRT-STREET LIGHTING-UTIL		
Invoice: LYNCTRAPR18			221969	LYNCTRAPR18	04/30/2018	M051018		84.88
			84.88	91111263	547100	4238 LYNWOOD CENTER RD, BLOSSOM HILL GG-STRT-STREET LIGHTING-UTIL		
Invoice: BKLYN&MADAPR18			221970	BKLYN&MADAPR18	04/30/2018	M051018		16.20
			16.20	91111263	547100	NEW BROOKLYN & MAD AVE ST LIGHT GG-STRT-STREET LIGHTING-UTIL		
Invoice: 2360-MADAPR18			221971	2360-MADAPR18	04/30/2018	M051018		16.20
			16.20	91111263	547100	2360 MAD AVE N - E ENTRANCE ST LT GG-STRT-STREET LIGHTING-UTIL		
Invoice: MAD&ORDAPR18			221972	MAD&ORDAPR18	04/30/2018	M051018		16.20
			16.20	91111263	547100	MAD AVE N, ORDWAY CROSS ST LT GG-STRT-STREET LIGHTING-UTIL		
Invoice: BKLYN&NTOWNAPR18			221973	BKLYN&NTOWNAPR18	04/30/2018	M051018		16.20
			16.20	91111263	547100	NEW BROOKLYN & N TOWN ST LT GG-STRT-STREET LIGHTING-UTIL		
Invoice: WING&AZALEAAPR18			221974	WING&AZALEAAPR18	04/30/2018	M051018		13.54
			13.54	91111263	547100	WING POINT & AZALEA AVE ST LT GG-STRT-STREET LIGHTING-UTIL		
Invoice: W.OFMAD-PH1APR18			221975	W.OFMAD-PH1APR18	04/30/2018	M051018		1,112.94
			1,112.94	91111263	547100	W. OF MADISON-BAINBRIDGE CO PH1 GG-STRT-STREET LIGHTING-UTIL		

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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									

Invoice: E/OFMAD-PH2APR18				221976	E/OFMAD-PH2APR18	04/30/2018	M051018	10,773.10	
				10,773.10	91111263 547100	E. OF MADISON-BAINBRIDGE CO PH2			
						GG-STRT-STREET LIGHTING-UTIL			
Invoice: MAD&H.S.APR18				221977	MAD&H.S.APR18	04/30/2018	M051018	51.21	
				51.21	91111263 547100	MADISON AVE/HS AVE ST LT			
						GG-STRT-STREET LIGHTING-UTIL			
CHECK 347427 TOTAL:								38,983.28	
347428 05/10/2018 PRD 1485 VERIZON WIRELESS				221915	9806440114	05/01/2018	M051018	5,596.87	
Invoice: 9806440114				5,596.87	91011189 542100	APR18 CITYWIDE PHONE SERVICE			
						GG-C/E-CITY HALL-PHONE			
CHECK 347428 TOTAL:								5,596.87	
NUMBER OF CHECKS 4 *** CASH ACCOUNT TOTAL ***								47,918.33	

						COUNT	AMOUNT		
TOTAL PRINTED CHECKS						3	47,918.33		
TOTAL VOIDED CHECKS						1	.00		

*** GRAND TOTAL ***								47,918.33	

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 JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL				ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT					LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3				
2018 5 150					GENERAL - ACCOUNTS PAYABLE		17,202.27	
APP 001-213000					AP CASH DISBURSEMENTS JOURNAL			47,918.33
05/10/2018 M051018	051018				CASH			
APP 635-111100					AP CASH DISBURSEMENTS JOURNAL		8,334.97	
05/10/2018 M051018	051018				ACCOUNTS PAYABLE			
APP 401-213000					AP CASH DISBURSEMENTS JOURNAL		14,189.38	
05/10/2018 M051018	051018				STREETS - ACCOUNTS PAYABLE			
APP 101-213000					AP CASH DISBURSEMENTS JOURNAL		8,163.97	
05/10/2018 M051018	051018				ACCOUNTS PAYABLE			
APP 402-213000					AP CASH DISBURSEMENTS JOURNAL		27.74	
05/10/2018 M051018	051018				ACCOUNTS PAYABLE			
APP 403-213000					AP CASH DISBURSEMENTS JOURNAL			
05/10/2018 M051018	051018						47,918.33	47,918.33
					GENERAL LEDGER TOTAL			
							47,918.33	
APP 631-130000					DUE TO/FROM CLEARING			17,202.27
05/10/2018 M051018	051018				GENERAL - DUE TO/FROM CLEARING			8,334.97
APP 001-130000					DUE TO/FROM CLEARING			14,189.38
05/10/2018 M051018	051018				STREETS - DUE TO/FROM CLEARING			8,163.97
APP 401-130000					DUE TO/FROM CLEARING			27.74
05/10/2018 M051018	051018				DUE TO/FROM CLEARING			
APP 101-130000							47,918.33	47,918.33
05/10/2018 M051018	051018				SYSTEM GENERATED ENTRIES TOTAL			
APP 402-130000							95,836.66	95,836.66
05/10/2018 M051018	051018				JOURNAL 2018/05/150 TOTAL			

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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	5	150	05/10/2018			
001-130000					GENERAL - DUE TO/FROM CLEARING		17,202.27
001-213000					GENERAL - ACCOUNTS PAYABLE	17,202.27	
					FUND TOTAL	17,202.27	17,202.27
101 STREET FUND	2018	5	150	05/10/2018			
101-130000					STREETS - DUE TO/FROM CLEARING		14,189.38
101-213000					STREETS - ACCOUNTS PAYABLE	14,189.38	
					FUND TOTAL	14,189.38	14,189.38
401 WATER OPERATING FUND	2018	5	150	05/10/2018			
401-130000					DUE TO/FROM CLEARING		8,334.97
401-213000					ACCOUNTS PAYABLE	8,334.97	
					FUND TOTAL	8,334.97	8,334.97
402 SEWER OPERATING FUND	2018	5	150	05/10/2018			
402-130000					DUE TO/FROM CLEARING		8,163.97
402-213000					ACCOUNTS PAYABLE	8,163.97	
					FUND TOTAL	8,163.97	8,163.97
403 STORM & SURFACE WATER FUND	2018	5	150	05/10/2018			
403-130000					DUE TO/FROM CLEARING		27.74
403-213000					ACCOUNTS PAYABLE	27.74	
					FUND TOTAL	27.74	27.74
631 CLEARING FUND	2018	5	150	05/10/2018			
631-130000					DUE TO/FROM CLEARING	47,918.33	
635-111100					CASH		47,918.33
					FUND TOTAL	47,918.33	47,918.33

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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
			17,202.27
001	GENERAL FUND		14,189.38
101	STREET FUND		8,334.97
401	WATER OPERATING FUND		8,163.97
402	SEWER OPERATING FUND		27.74
403	STORM & SURFACE WATER FUND	47,918.33	
631	CLEARING FUND		
	TOTAL	47,918.33	47,918.33

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INVOICE HEADER/DETAIL CHANGED

VENDOR DOCUMENT	CHECK RUNVOUCHER	DEPT	YR/PER	CASH ACCOUNT	TYPE	INV DATE	DISCOUNT AMOUNT	INVOICE NET	ERROR
000551 68830	221912	41001	2018 05	635	111100 INV	05/02/2018		.00	
CENTURYLINK	RMT: 1 SANDS AVE WELL TELE				ACT	05/10/2018		50.35	
INVOICE: 9858MAY18									
91411891 542100	GG-PHONE			N 1		50.35			

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 cchristianson |MODIFY INVOICES

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YEAR	PER	JNL	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC
2018 5 151						GG-WTR-FAC-PHONE
APM 91411891-542100	05/10/2018	MOD AMT	000551		68830	SANDS AVE WELL TELE
						1 GENERAL LEDGER TOTAL
						45.23
						.00
						45.23
						ACCOUNTS PAYABLE
						45.23
APM 401-213000	05/10/2018	MOD AMT	000551			
						1 TOTAL
						.00
						45.23
						SYSTEM GENERATED ENTRIES TOTAL
						.00
						45.23
						JOURNAL 2018/05/151 TOTAL
						45.23
						EXPENDITURE CONTROL
						45.23

FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401	WATER OPERATING FUND	2018	5	151	05/10/2018	ACCOUNTS PAYABLE	45.23	
	401-213000					EXPENDITURE CONTROL		45.23
	401-292200							
						FUND TOTAL	45.23	45.23

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 cchristianson | A/P CASH DISBURSEMENTS JOURNAL

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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					
347429	05/10/2018	PRTD 551 CENTURYLINK	221903	0225MAY18	05/02/2018	M051018		95.82
		Invoice: 0225MAY18	95.82	91011897 542100	O&M FIRE ALARM MONIT.			
					GG-C/E-O&M YARD FAC-PHONE			
			221904	0754MAY18	05/02/2018	M051018		72.94
		Invoice: 0754MAY18	72.94	91411891 542100	FLETCHER BAY WELL TELE			
					GG-WTR-FAC-PHONE			
			221905	1745MAY18	05/02/2018	M051018		46.54
		Invoice: 1745MAY18	46.54	91011189 542100	C.H. ELEVATOR SVC LINE			
					GG-C/E-CITY HALL-PHONE			
			221906	3736MAY18	05/02/2018	M051018		95.82
		Invoice: 3736MAY18	95.82	91011189 542100	C.H. FIRE ALARM MONIT. SVC			
					GG-C/E-CITY HALL-PHONE			
			221907	5211MAY18	05/02/2018	M051018		183.55
		Invoice: 5211MAY18	183.55	91011215 542100	POL PHN SVCS			
					GG-C/E-PD-PHONE			
			221908	8731MAY18	05/02/2018	M051018		50.91
		Invoice: 8731MAY18	50.91	91011755 542100	COMMONS FIRE ALARM MONIT.			
					GG-C/E-COMMONS-PHONE			
			221909	9136MAY18	05/02/2018	M051018		137.51
		Invoice: 9136MAY18	137.51	91011189 542100	C.H. SECURITY ALARM MONIT.			
					GG-C/E-CITY HALL-PHONE			
			221910	9791MAY18	05/02/2018	M051018		137.80
		Invoice: 9791MAY18	137.80	91011215 542100	POL TI MANDUS TELCOM			
					GG-C/E-PD-PHONE			
			221911	9840MAY18	05/02/2018	M051018		50.35
		Invoice: 9840MAY18	50.35	91411891 542100	HEAD OF BAY WELL TELE			
					GG-WTR-FAC-PHONE			
			221912	9858MAY18	05/02/2018	M051018		50.35
		Invoice: 9858MAY18	50.35	91411891 542100	SANDS AVE WELL TELE			
					GG-WTR-FAC-PHONE			
CHECK 347429 TOTAL:								921.59

NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL *** 921.59

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	1	921.59

*** GRAND TOTAL *** 921.59

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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 5 152									
APP 001-213000						GENERAL - ACCOUNTS PAYABLE		747.95	
	05/10/2018	M051018	0510RP			AP CASH DISBURSEMENTS JOURNAL			
APP 635-111100						CASH			921.59
	05/10/2018	M051018	0510RP			AP CASH DISBURSEMENTS JOURNAL			
APP 401-213000						ACCOUNTS PAYABLE		173.64	
	05/10/2018	M051018	0510RP			AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								921.59	921.59
APP 631-130000						DUE TO/FROM CLEARING		921.59	
	05/10/2018	M051018	0510RP						
APP 001-130000						GENERAL - DUE TO/FROM CLEARING			747.95
	05/10/2018	M051018	0510RP						
APP 401-130000						DUE TO/FROM CLEARING			173.64
	05/10/2018	M051018	0510RP						
SYSTEM GENERATED ENTRIES TOTAL								921.59	921.59
JOURNAL 2018/05/152 TOTAL								1,843.18	1,843.18

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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	5	152	05/10/2018			
001-130000					GENERAL - DUE TO/FROM CLEARING		747.95
001-213000					GENERAL - ACCOUNTS PAYABLE	747.95	
					FUND TOTAL	747.95	747.95
401 WATER OPERATING FUND	2018	5	152	05/10/2018			
401-130000					DUE TO/FROM CLEARING		173.64
401-213000					ACCOUNTS PAYABLE	173.64	
					FUND TOTAL	173.64	173.64
631 CLEARING FUND	2018	5	152	05/10/2018			
631-130000					DUE TO/FROM CLEARING	921.59	
635-111100					CASH		921.59
					FUND TOTAL	921.59	921.59

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

JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FROM
			747.95
001	GENERAL FUND		173.64
401	WATER OPERATING FUND	921.59	
631	CLEARING FUND		
TOTAL		921.59	921.59

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cchristianson |A/P CASH DISBURSEMENTS JOURNAL

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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								
347430	05/11/2018	PRTD	8579	FJELSTAD, DAN	210262	57606	12/19/2016	1234
Invoice: 57606					UB 11447 6348 MITCHELL LANE NE			
					WATER ACCOUNTS RECEIVABLE			
					30.01	411	122100	
CHECK 347430 TOTAL:								30.01
NUMBER OF CHECKS 1 *** CASH ACCOUNT TOTAL ***								30.01
COUNT AMOUNT								
TOTAL PRINTED CHECKS 1 30.01								
*** GRAND TOTAL ***								30.01

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JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL					ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT						LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3					
2018 5 179									
APP 401-213000						ACCOUNTS PAYABLE		30.01	
05/16/2018 1234	REPRIN					AP CASH DISBURSEMENTS JOURNAL			30.01
APP 635-111100						CASH			
05/16/2018 1234	REPRIN					AP CASH DISBURSEMENTS JOURNAL			
GENERAL LEDGER TOTAL								30.01	30.01
APP 631-130000						DUE TO/FROM CLEARING		30.01	
05/16/2018 1234	REPRIN								30.01
APP 401-130000						DUE TO/FROM CLEARING			
05/16/2018 1234	REPRIN								
SYSTEM GENERATED ENTRIES TOTAL								30.01	30.01
JOURNAL 2018/05/179 TOTAL								60.02	60.02

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

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FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401	WATER OPERATING FUND	2018	5	179	05/16/2018			30.01
	401-130000					DUE TO/FROM CLEARING	30.01	
	401-213000					ACCOUNTS PAYABLE		
						FUND TOTAL	30.01	30.01
631	CLEARING FUND	2018	5	179	05/16/2018		30.01	
	631-130000					DUE TO/FROM CLEARING		30.01
	635-111100					CASH		
						FUND TOTAL	30.01	30.01

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

JOURNAL ENTRIES TO BE CREATED

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FUND		DUE TO	DUE FROM
			30.01
401	WATER OPERATING FUND	30.01	
631	CLEARING FUND		
TOTAL		30.01	30.01

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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

347431 05/16/2018 PRD 102 CITY OF BAINBRIDGE I 222290 RETREQ1-917 05/16/2018 21800061 M051518 3,448.81
 Invoice: RETREQ1-917 2018 ASPHALT REPAIR-RET
 3,448.81 72111423 54810000917 2018 ASPHALT REPAIRS

CHECK 347431 TOTAL: 3,448.81

347432 05/16/2018 PRD 7570 GRANITE CONSTRUCTION 222289 PAYREQ1-917 05/08/2018 21800060 M051518 65,527.30
 Invoice: PAYREQ1-917 2018 ASPHALT REPAIR
 65,527.30 72111423 54810000917 2018 ASPHALT REPAIRS

CHECK 347432 TOTAL: 65,527.30

347433 05/16/2018 PRD 8855 SOUND LAW CENTER 222061 2071 04/03/2018 M051518 12,267.50
 Invoice: 2071 LEGAL/APR 2018 HEX SERVICES
 367.50 34470586 54111000883 HEX-MADRONA SCHOOL
 3,167.50 34470586 54111000802 HEX-GERLACH SSDP/MDNS APPEAL
 4,515.00 34470586 54111000774 HEX-ROLLING SUNRISE
 4,112.50 34470586 54111000795 HEX-DUPRESNE
 105.00 34470586 541110 HEX - DEV HEARING EX & PRO TEM

222062 2083 05/01/2018 M051518 5,365.00
 Invoice: 2083 LEGAL/MAY 2018 HEX SVCS
 2,921.50 34470586 54111000927 MADISON GROVE PRELIM SUB
 2,443.50 34470586 54111000887 HEX-WALLACE COTTAGES

222063 2095 05/01/2018 M051518 506.97
 Invoice: 2095 LEGAL/COSTS FOR PLN50667SUB, PLN50589SUB
 253.48 34470586 54111000927 MADISON GROVE PRELIM SUB
 253.49 34470586 54111000887 HEX-WALLACE COTTAGES

CHECK 347433 TOTAL: 18,139.47

NUMBER OF CHECKS 3 *** CASH ACCOUNT TOTAL *** 87,115.58

	COUNT	AMOUNT
TOTAL PRINTED CHECKS	3	87,115.58

*** GRAND TOTAL *** 87,115.58

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

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YEAR PER	JNL	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT		LINE DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	
2018 5 207		STREETS - ACCOUNTS PAYABLE		68,976.11	
APP 101-213000		AP CASH DISBURSEMENTS JOURNAL			87,115.58
05/16/2018 M051518	MAN	CASH			
APP 635-111100		AP CASH DISBURSEMENTS JOURNAL		18,139.47	
05/16/2018 M051518	MAN	ACCOUNTS PAYABLE			
APP 407-213000		AP CASH DISBURSEMENTS JOURNAL			
05/16/2018 M051518	MAN			87,115.58	87,115.58
		GENERAL LEDGER TOTAL			
				87,115.58	
		DUE TO/FROM CLEARING			68,976.11
APP 631-130000		STREETS - DUE TO/FROM CLEARING			18,139.47
05/16/2018 M051518	MAN	DUE TO/FROM CLEARING			
APP 101-130000				87,115.58	87,115.58
05/16/2018 M051518	MAN				
APP 407-130000		SYSTEM GENERATED ENTRIES TOTAL			
05/16/2018 M051518	MAN			174,231.16	174,231.16
		JOURNAL 2018/05/207 TOTAL			

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CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

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FUND	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
ACCOUNT							
101 STREET FUND	2018	5	207	05/16/2018			68,976.11
101-130000					STREETS - DUE TO/FROM CLEARING		
101-213000					STREETS - ACCOUNTS PAYABLE	68,976.11	
					FUND TOTAL	68,976.11	68,976.11
407 BUILDING & DEVELOPMENT FUND	2018	5	207	05/16/2018			18,139.47
407-130000					DUE TO/FROM CLEARING	18,139.47	
407-213000					ACCOUNTS PAYABLE		
					FUND TOTAL	18,139.47	18,139.47
631 CLEARING FUND	2018	5	207	05/16/2018			
631-130000					DUE TO/FROM CLEARING	87,115.58	
635-111100					CASH		87,115.58
					FUND TOTAL	87,115.58	87,115.58

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| CITY OF BAINBRIDGE ISLAND
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JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
			68,976.11
			18,139.47
101	STREET FUND	87,115.58	
407	BUILDING & DEVELOPMENT FUND		
631	CLEARING FUND		
TOTAL		87,115.58	87,115.58

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

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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		
347434	05/16/2018	PRTD	102 CITY OF BAINBRIDGE I	222046	RETREQ1-884	04/20/2018	21800063 RT051418	13,450.00
Invoice: RETREQ1-884						RETAINGE: CAVE AVENUE PRV		
				13,450.00	72413434	66400000884	BAIN LANDING/CAVE PRV-EQ/CONST	
					CHECK	347434	TOTAL:	13,450.00

347435	05/16/2018	PRTD	102 CITY OF BAINBRIDGE I	222048	RETREQFINAL-884	05/04/2018	21800063 RT051418	1,000.00
Invoice: RETREQFINAL-884						RETAINGE: CAVE AVENUE PRV		
				1,000.00	72413434	66400000884	BAIN LANDING/CAVE PRV-EQ/CONST	
					CHECK	347435	TOTAL:	1,000.00

NUMBER OF CHECKS	2	*** CASH ACCOUNT TOTAL ***	14,450.00
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	COUNT	AMOUNT
TOTAL PRINTED CHECKS	2	14,450.00

*** GRAND TOTAL *** 14,450.00

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YEAR PER	JNL	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT		LINE DESC			
EFF DATE	JNL DESC	REF 1 REF 2 REF 3			
2018 5 208				14,450.00	
APP 401-213000		ACCOUNTS PAYABLE			
05/16/2018 RT051418 RET		AP CASH DISBURSEMENTS JOURNAL			14,450.00
APP 635-111100		CASH			
05/16/2018 RT051418 RET		AP CASH DISBURSEMENTS JOURNAL			
		GENERAL LEDGER TOTAL		14,450.00	14,450.00
				14,450.00	
APP 631-130000		DUE TO/FROM CLEARING			14,450.00
05/16/2018 RT051418 RET		DUE TO/FROM CLEARING			
APP 401-130000					
05/16/2018 RT051418 RET					
		SYSTEM GENERATED ENTRIES TOTAL		14,450.00	14,450.00
		JOURNAL 2018/05/208 TOTAL		28,900.00	28,900.00

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FUND	ACCOUNT	YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT	CREDIT
401	WATER OPERATING FUND	2018	5	208	05/16/2018	DUE TO/FROM CLEARING		14,450.00
	401-130000					ACCOUNTS PAYABLE	14,450.00	
	401-213000						14,450.00	14,450.00
						FUND TOTAL		
631	CLEARING FUND	2018	5	208	05/16/2018	DUE TO/FROM CLEARING	14,450.00	14,450.00
	631-130000					CASH		
	635-111100						14,450.00	14,450.00
						FUND TOTAL		

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FUND		DUE TO	DUE FROM
			14,450.00
401	WATER OPERATING FUND	14,450.00	
631	CLEARING FUND		
	TOTAL	14,450.00	14,450.00

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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										
347436	05/23/2018	PRTD	8259	ADVANCED BROADCAST S	222093	14073	05/03/2018		05/20/18	9,728.11
Invoice: 14073							IT/PEG ADDITIONAL MICROPHONES			
						9,728.11	81031881	53550000567	PEG CAP FUNDING-NON CAP ITEMS	
									CHECK 347436 TOTAL:	9,728.11
347437	05/23/2018	PRTD	5	ACE HARDWARE	221978	40614/1	05/04/2018		05/20/18	7.62
Invoice: 40614/1							PW/NOZZLE TWIST			
						7.62	73111261	531100	OFFICE SUPPLIES	
Invoice: 40613/1							05/04/2018		05/20/18	42.43
						42.43	73411345	531100	PW/MICRON FILTERS, MURIATIC ACID, RUNNING ALCOHOL	
									OFFICE SUPPLIES	
Invoice: 40604/1							05/03/2018		05/20/18	16.34
						16.34	73411345	531100	PW/TAPE RULE 1X25'	
									OFFICE SUPPLIES	
Invoice: 40595/1							05/03/2018		05/20/18	33.77
						33.77	73111427	531100	PW/SOCKET SET, TAPE	
									OFFICE SUPPLIES	
Invoice: 40585/1							05/02/2018		05/20/18	19.02
						19.02	73111261	531100	PW/TOP SOIL	
									OFFICE SUPPLIES	
Invoice: 40581/1							05/02/2018		05/20/18	26.43
						26.43	73111427	531100	PW/PAINTING SUPPLIES	
									OFFICE SUPPLIES	
Invoice: 40575/1							05/02/2018		05/20/18	55.54
						55.54	73111427	531100	PW/GLOVES, SIMPLE GREEN, DECK BRUSH	
									OFFICE SUPPLIES	
Invoice: 40583/1							05/02/2018		05/20/18	22.86
						22.86	51011211	531100	POL/PICTURE HANGING SUPPLIES	
									PD-C/E-ADM-SUPPLIES	
Invoice: 40562/1							05/01/2018		05/20/18	37.05
						37.05	53011212	531100	POL/VELCRO	
									PD-C/E-PATROL SUPPLIES	
Invoice: 40560/1							05/01/2018		05/20/18	35.98
						35.98	73011189	531100	PW/GARDEN IRRIGATION SUPPLIES: C.H.	
									O&M - C/E FACIL OFC SUPPLIES	
Invoice: 40541/1							04/30/2018		05/20/18	15.24
						15.24	73111261	531100	PW/MASONRY WHEEL	
									OFFICE SUPPLIES	
Invoice: 40556/1							04/30/2018		05/20/18	42.49

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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		
Invoice: 40556/1				42.49 73111261 531100	PW/NOZZLES, TANK SPRAYER			
					OFFICE SUPPLIES			
				221990 40555/1	04/30/2018	05/20/18		71.36
Invoice: 40555/1				71.36 73111264 531100	PW/WASHERS, LAGS, SIMPLE GREEN			
					O&M-STREET-TRAF CONTROL-SUPPLY			
				221991 40518/1	04/26/2018	05/20/18		4.35
Invoice: 40518/1				4.35 72637319 53110000809	PW/WORK GLOVES			
					WATER QUAL FLOW MONIT-SUPPLIES			
				221993 40516/1	04/26/2018	05/20/18		35.95
Invoice: 40516/1				35.95 73011189 531100	PW/TARP, LAWN FOOD			
					O&M - C/E FACIL OFC SUPPLIES			
				221994 40517/1	04/26/2018	05/20/18		20.70
Invoice: 40517/1				20.70 73011183 531100	PW/HOLE SAW			
					O&M-C/E-CH FAC-SUPPLIES			
				221995 40448/1	04/19/2018	05/20/18		174.39
Invoice: 40448/1				174.39 73425358 531100	PW/SUMP PUMP			
					O&M-WWTP-SUPPLIES			
				221996 40206/1	03/19/2018	05/20/18		14.94
Invoice: 40206/1				14.94 73011757 531100	PW/PLUMBING SUPPLIES			
					O&M-C/E-MARINA-SUPPLIES			
				222049 40660/1	05/10/2018	05/20/18		65.36
Invoice: 40660/1				65.36 73411345 531100	PW/FILTERS, SEAL TAPE			
					OFFICE SUPPLIES			
				222050 40657/1	05/10/2018	05/20/18		100.25
Invoice: 40657/1				100.25 73011215 531100	PW/OUTDOOR LIGHTS, TIMER			
					O&M-C/E-POLICE FAC-SUPPLIES			
				222051 40629/1	05/08/2018	05/20/18		16.28
Invoice: 40629/1				16.28 73435838 531100	PW/KEYS, TACKLE BOX			
					O&M-DECANT-SUPPLIES			
				222052 40636/1	05/08/2018	05/20/18		60.99
Invoice: 40636/1				60.99 73431835 531100	PW/TRASH CAN, WRECKING BAR, HEX BIT, TACKLE BOX			
					OFFICE SUPPLIES			
				222053 40637/1	05/08/2018	05/20/18		23.97
Invoice: 40637/1				23.97 73431835 531100	PW/RETRACTABLE LEASH			
					OFFICE SUPPLIES			
				222054 40628/1	05/08/2018	05/20/18		70.22
Invoice: 40628/1				70.22 73111427 531100	PW/STREETSCAPING MAINT SUPPLIES			
					OFFICE SUPPLIES			
				222055 40625/1	05/08/2018	05/20/18		14.68

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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			
Invoice: 40625/1				14.68 73111427 531100	PW/WINSLOW WY SPRINKLER SUPPLIES			
					OFFICE SUPPLIES			
				222056 40627/1	05/08/2018 05/20/18			31.03
Invoice: 40627/1				31.03 73011183 531100	PW/DUST PAN, VELCRO, BROOM ANGLE			
					O&M-C/E-CH FAC-SUPPLIES			
					CHECK 347437 TOTAL:			1,059.24
347438 05/23/2018 PRTD	7994	PENINSULA SERVICES	221998 84891	04/30/2018 05/20/18	CRT/SHRED SERVICES			32.00
Invoice: 84891				32.00 21011125 541100	COURT - PROFESSIONAL SERVICES			
				221999 84892	04/30/2018 21800008 05/20/18			64.00
Invoice: 84892				64.00 51011211 541100	POL/MOBILE SHREDDING			
					PD-C/E-ADM-PROF SVCS			
					CHECK 347438 TOTAL:			96.00
347439 05/23/2018 PRTD	7166	AMERICAN MESSAGING	222057 W4104492SE	05/01/2018 05/20/18	PW/MAY 2018 MESSAGING			79.49
Invoice: W4104492SE				79.49 73637891 542100	O&M - ALLOC FACIL TELEPHONE			
					CHECK 347439 TOTAL:			79.49
347440 05/23/2018 PRTD	8942	AMY ANDERSON	222235 RW4RAA-051118	05/13/2018 05/20/18	PW/ROW FEE REFUND			250.00
Invoice: RW4RAA-051118				250.00 11154 322412	ROW PERMIT-ROAD APPROACH			
					CHECK 347440 TOTAL:			250.00
347441 05/23/2018 PRTD	8874	ANYTIME LOCK & SAFE	222058 038093	04/19/2018 05/20/18	PW/WFP SHOWER LOCK INSTALL			1,286.20
Invoice: 038093				1,286.20 73011768 548100	O&M-C/E-PARKS-R&M			
					CHECK 347441 TOTAL:			1,286.20
347442 05/23/2018 PRTD	4710	ASSOCIATED PETROLEU	222000 1240260-IN	04/26/2018 05/20/18	PW/305 GAL UNLEADED			858.84
Invoice: 1240260-IN				858.84 73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
				222001 1240259-IN	04/26/2018 05/20/18			354.18
Invoice: 1240259-IN				354.18 73638893 532000	PW/95 GAL DIESEL			
					O&M-FUEL USE-ALLOCATION			
				222002 1228333-IN	04/24/2018 05/20/18			1,548.56
Invoice: 1228333-IN					PW/550 GAL UNLEADED			

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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									
				1,548.56	73638932 532000	O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 1239875-IN				222003	1239875-IN	04/24/2018		05/20/18	659.69
				659.69	73638893 532000	PW/200 GAL DIESEL O&M-FUEL USE-ALLOCATION			
Invoice: 1236804-IN				222005	1236804-IN	04/19/2018		05/20/18	1,329.06
				1,329.06	73638932 532000	PW/475.23 GAL UNLEADED O&M-FUEL ALLOC TO OTH DEPTS			
Invoice: 1236803-IN				222007	1236803-IN	04/19/2018		05/20/18	253.90
				253.90	73638893 532000	PW/60 GAL DIESEL O&M-FUEL USE-ALLOCATION			
Invoice: 1236415-IN				222008	1236415-IN	04/17/2018		05/20/18	1,071.18
				1,071.18	73638893 532000	PW/345 GAL DIESEL O&M-FUEL USE-ALLOCATION			
Invoice: 1228332-IN				222009	1228332-IN	04/17/2018		05/20/18	1,384.73
				1,384.73	73638932 532000	PW/502 GAL UNLEADED O&M-FUEL ALLOC TO OTH DEPTS			
						CHECK	347442	TOTAL:	7,460.14
347443	05/23/2018	PRTD	7821 AUS WEST LOCKBOX	222011	1990695405	05/03/2018		05/20/18	52.94
Invoice: 1990695405				52.94	73638893 589310	PW/LAUNDRY SERVICE LAUNDRY SERVICES			
Invoice: 1990684911				222012	1990684911	04/26/2018		05/20/18	54.71
				54.71	73638893 589310	PW/LAUNDRY SERVICE LAUNDRY SERVICES			
Invoice: 1990705642				222059	1990705642	05/10/2018		05/20/18	52.94
				52.94	73638893 589310	PW/LAUNDRY SERVICE LAUNDRY SERVICES			
						CHECK	347443	TOTAL:	160.59
347444	05/23/2018	PRTD	2138 ASPECT CONSULTING LL	222013	29545	04/24/2018	21700005	05/20/18	395.00
Invoice: 29545				395.00	72011322 54110000485	PW/GROUNDWATER MANAGEMENT GROUNDWTR MNGT PRGM-PROF SVCS			
Invoice: 29409				222014	29409	04/17/2018	21700139	05/20/18	1,091.36
				1,091.36	72637319 54110000809	PW/WQFM CALIB, MNTRNG, MX, MNGMNT WATER QUAL FLOW MONIT-PRO SVCS			
						CHECK	347444	TOTAL:	1,486.36

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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

347445 05/23/2018 PRTD 1235 AT&T ONENET SERVICE 222015 1268071898 05/01/2018 05/20/18 .76
Invoice: 1268071898 PCD/FAX LONG DIST MAY18
GG-C/E-CITY HALL-PHONE
.76 91011189 542100

222016 1268063204 05/01/2018 05/20/18 47.18
Invoice: 1268063204 FIN/FAX LONG DIST MAY 18
GG-C/E-CITY HALL-PHONE
47.18 91011189 542100

CHECK 347445 TOTAL: 47.94

347446 05/23/2018 PRTD 1159 AUTOGLASS PLUS INC 222060 B0039333 05/02/2018 05/20/18 490.50
Invoice: B0039333 PW/VEH 228 INSTALL WINDSHIELD
O&M ALLOC-SWEEPER-REPAIRS
490.50 73637945 548100

CHECK 347446 TOTAL: 490.50

347447 05/23/2018 PRTD 4365 AUTOMATIC FUNDS TRAN 222017 100800 04/25/2018 05/20/18 4.99
Invoice: 100800 FIN/UB FINAL BILL MAILING
FIN - WATER ADMIN PROF SERVICE
FIN - SEWER ADMIN PROF SERVICE
GG-WTR-FAC-POSTAGE
GG-SWR-FAC-POSTAGE
1.08 43411341 541100
1.09 43421351 541100
1.41 91411891 542500
1.41 91421891 542500

222018 100919 05/01/2018 05/20/18 759.70
Invoice: 100919 FIN/UB STATEMENT MAILING
FIN - WATER ADMIN PROF SERVICE
FIN - SEWER ADMIN PROF SERVICE
GG-WTR-FAC-POSTAGE
GG-SWR-FAC-POSTAGE
157.85 43411341 541100
157.85 43421351 541100
222.00 91411891 542500
222.00 91421891 542500

CHECK 347447 TOTAL: 764.69

347448 05/23/2018 PRTD 47 BAINBRIDGE DISPOSAL 222020 0000753611 04/30/2018 05/20/18 965.43
Invoice: 0000753611 APR 2018 CITYWIDE DISPOSAL SVCS
GG-C/E-PD-GARBAGE
GG-STREET-ROADSIDE-GARBAGE
GG-WWTP-GARBAGE (NOT BIOSOLIDS)
GG-C/E-O&M YARD FAC-GARBAGE
FIN-C/E-MISC EXP
143.25 91011215 547900
312.26 91111427 547900
332.83 91425358 547900
176.09 91011897 547900
1.00 41011141 549900

222021 0000753878 04/30/2018 05/20/18 57.07
Invoice: 0000753878 APR 2018 CITYWIDE DISPOSAL SVCS
BIG BELLY SOLAR GARBAGE CANS
FIN-C/E-MISC EXP
56.07 91011189 547903
1.00 41011141 549900

222022 0000753817 04/30/2018 05/20/18 347.39
Invoice: 0000753817 APR 2018 CITYWIDE DISPOSAL SVCS
GG-C/E-CITY HALL-GARBAGE
347.39 91011189 547900

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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									
Invoice: 0000753571				222023	0000753571	04/30/2018	05/20/18		258.98
				258.98	91011755 547900	APR 2018 SS/COMMONS DISPOSAL SVC			
				GG-C/E-COMMONS-GARBAGE					
				CHECK 347448 TOTAL:				1,628.87	
347449	05/23/2018	PRTD	54 BAINBRIDGE RENTAL IN	222024	CON#32871	04/18/2018	05/20/18		42.49
Invoice: CON#32871				42.49	73425358 531100	PW/SPRAY LANCE COUPLER & WAND			
				O&M-WWTP-SUPPLIES					
Invoice: CON#33571				222025	CON#33571	05/01/2018	05/20/18		19.60
				19.60	73425358 531100	PW/SPRAY LANCE COUPLER			
				O&M-WWTP-SUPPLIES					
Invoice: CON#33652				222026	CON#33652	05/03/2018	05/20/18		438.70
				438.70	73431835 531100	PW/POND MAINT SUPPLIES			
				OFFICE SUPPLIES					
Invoice: CON#33952				222074	CON#33952	05/08/2018	05/20/18		376.05
				376.05	73431835 531100	PW/EXCAVATOR KIT			
				OFFICE SUPPLIES					
Invoice: CON#34042				222075	CON#34042	05/09/2018	05/20/18		49.01
				49.01	73011189 531100	PW/LEAF RAKE			
				O&M - C/E FACIL OFC SUPPLIES					
				CHECK 347449 TOTAL:				925.85	
347450	05/23/2018	PRTD	55 BAINBRIDGE ISLAND RE	222019	BI-0000211645 2018	04/27/2018	05/20/18		85.00
Invoice: BI-0000211645 2018				85.00	21011125 549100	CRT/BI-0000211645 2018 RENEWAL			
				COURT-DUES/SUBSCR/MEMBERSHIPS					
				CHECK 347450 TOTAL:				85.00	
347451	05/23/2018	PRTD	55 SOUND PUBLISHING, IN	222027	7837375-2113434	04/30/2018	05/20/18		141.00
Invoice: 7837375-2113434				141.00	11011113 544000	CC/AD:LTAC VOLUNTEERS			
				COUNCIL - LEGAL NOTICES					
Invoice: 7837375-2113433				222028	7837375-2113433	04/30/2018	05/20/18		141.00
				141.00	11011113 544000	CC/AD: CIT. ADV GROUP			
				COUNCIL - LEGAL NOTICES					
Invoice: 7837375-2111666				222029	7837375-2111666	04/30/2018	05/20/18		293.25
				293.25	11011113 544000	CC/AD: EARTH DAY			
				COUNCIL - LEGAL NOTICES					
Invoice: 7837375-2113428				222030	7837375-2113428	04/30/2018	05/20/18		141.00
				CC/AD: CIT ADVISORY GROUP					

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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									

				141.00	11011113 544000	COUNCIL - LEGAL NOTICES			
				222076	7837375-2091077	04/30/2018		05/20/18	252.25
Invoice: 7837375-2091077						CC/CAD: COUNCIL VACANCY			
				252.25	11011113 544000	COUNCIL - LEGAL NOTICES			
						CHECK	347451	TOTAL:	968.50
347452 05/23/2018 PRTD		55	SOUND PUBLISHING, IN	222032	BIR805199	04/27/2018		05/20/18	35.42
Invoice: BIR805199						CC/SUMM OR ORD 2018-11			
				35.42	11011113 544000	COUNCIL - LEGAL NOTICES			
				222033	BIR805195	04/27/2018		05/20/18	44.86
Invoice: BIR805195						CC/SUMM OR ORD 2018-14			
				44.86	11011113 544000	COUNCIL - LEGAL NOTICES			
				222034	BIR805202	04/27/2018		05/20/18	38.96
Invoice: BIR805202						CC/SUMM OF ORD 2018-12			
				38.96	11011113 544000	COUNCIL - LEGAL NOTICES			
				222035	BIR804475	04/20/2018		05/20/18	40.14
Invoice: BIR804475						POL/LEGAL: AUCTION 1973 SAILBOAT			
				40.14	55011757 54400000159	PD-DERELICT VES-ADVERTISING			
				222036	BIR806419	05/04/2018		05/20/18	79.10
Invoice: BIR806419						PCD/NOI BLD22985 R-SFR			
				79.10	63470586 544000	CUR - DEV ZONING ADVERTISING			
				222094	BIR807397	05/11/2018		05/20/18	139.31
Invoice: BIR807397						PCD/PH 5/24 SMP COMMENTS			
				139.31	61011581 544000	PCD - C/E ADMIN ADVERTISING			
						CHECK	347452	TOTAL:	377.79
347453 05/23/2018 PRTD		7179	BAINBRIDGE YOUTH SER	222065	Q1 2018	04/15/2018		05/20/18	13,375.00
Invoice: Q1 2018						Q1 2018 OPERATING SUPPORT			
				13,375.00	31017526 54110000297	EX-BYS-YOUTH COUNS & JOB OPP			
						CHECK	347453	TOTAL:	13,375.00
347454 05/23/2018 PRTD		57	BAY HAY & FEED	222066	1326365	05/08/2018		05/20/18	53.30
Invoice: 1326365						PW/GARDEN HOES			
				53.30	73111427 531100	OFFICE SUPPLIES			
						CHECK	347454	TOTAL:	53.30

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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

347455 05/23/2018 PRD 5412 BENEFIT ADMINISTRATI 222037 1804514 04/27/2018 05/20/18 237.60
Invoice: 1804514
28.51 21011125 520000 APR 18 BENEFIT ADMINISTRATION
33.26 31011131 520000 COURT - BENEFITS
40.39 41011141 520000 EXEC - C/E BENEFITS
16.63 51011211 520000 FIN - C/E ADMIN BENEFITS
23.76 61011581 520000 PD-C/E ADMIN-BENEFITS
78.41 71011321 520000 PCD - C/E ADMIN BENEFITS
16.64 81011881 520000 PW - C/E BENEFITS
IT - C/E ADMIN BENEFITS

CHECK 347455 TOTAL: 237.60

347456 05/23/2018 PRD 7178 BAINBRIDGE ISL CHILD 222070 Q1 2018 04/18/2018 05/20/18 6,244.74
Invoice: Q1 2018
6,244.74 31017540 54110000297 Q1 2018 PROGRAM SUPPORT
EX-BI CHILD CARE/B&G CLUB

CHECK 347456 TOTAL: 6,244.74

347457 05/23/2018 PRD 50 BAINBRIDGE ISLAND EL 222040 20180024 04/20/2018 05/20/18 1,088.87
Invoice: 20180024
1,088.87 73011897 548100 PW/JOCKEY PUMP REPAIR
O&M-C/E-PWYD FAC-REPAIRS

Invoice: 20180037
222041 20180037 04/20/2018 05/20/18 730.43
730.43 73011183 548100 PW/FARMER'S MARKET CIRCUIT PANEL
O&M-C/E-CH FAC-REPAIRS

Invoice: 20180044
222072 20180044 05/04/2018 05/20/18 130.80
130.80 73011897 548100 PW/EXHAUST FAN REPAIR: PW
O&M-C/E-PWYD FAC-REPAIRS

Invoice: 20180041
222073 20180041 05/04/2018 05/20/18 130.80
130.80 73011215 548100 PW/EXHAUST FAN REPAIR: POL STN
O&M-C/E-POLICE FAC-REPAIRS

CHECK 347457 TOTAL: 2,080.90

347458 05/23/2018 PRD 5202 BAINBRIDGE ARTS AND 222038 Q1 2018 05/01/2018 05/20/18 3,750.00
Invoice: Q1 2018
3,750.00 31011732 541100 Q1 2018 CULTURAL FUNDING - OPERATING S
EX-GF-CULTURAL ARTS & SCIENCES

CHECK 347458 TOTAL: 3,750.00

347459 05/23/2018 PRD 8747 SEATTLE SEWING SOLUT 222042 201804B120 04/19/2018 05/20/18 605.71
Invoice: 201804B120
605.71 53011212 520000 POL/UNIFORMS: MCCARTY
POLICE - C/E PATROL BENEFITS

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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 347459 TOTAL: 605.71

347460 05/23/2018 PRD 8595 BRUCE TITUS FORD, IN 222043 IC022818 04/30/2018 05/20/18 119.03
Invoice: IC022818 119.03 41011141 549900 FIN/FIN CHARGES ON INV 67065174-3
FIN-C/E-MISC EXP

Invoice: 67070385/2 222044 67070385/2 04/16/2018 05/20/18 47.83
47.83 73637957 548100 PW/#215 INSPECTION & LATCH REPAIR
O&M ALLOC-80%FAC/20%STRT-R&M

CHECK 347460 TOTAL: 166.86

347461 05/23/2018 PRD 551 CENTURYLINK 222080 5996MAY18 05/07/2018 05/20/18 76.67
Invoice: 5996MAY18 76.67 91011757 542100 E-PHONE @ WFP DOCK
GG-GF-WFP DOCK-PHONE

CHECK 347461 TOTAL: 76.67

347462 05/23/2018 PRD 8253 CHS NORTHWEST 222081 24391/H 04/30/2018 05/20/18 456.12
Invoice: 24391/H 456.12 73637892 531100 PW/50# BAGS COURSE SALT (49)
O&M-ALLOC-WTR-CONSUMABLES

CHECK 347462 TOTAL: 456.12

347463 05/23/2018 PRD 8491 CHUCKALS, INC. 222082 948484-0 05/03/2018 05/20/18 350.26
Invoice: 948484-0 350.26 21011125 531100 CRT/OFFICE SUPPLIES
COURT - SUPPLIES

CHECK 347463 TOTAL: 350.26

347464 05/23/2018 PRD 460 CITY OF BI - PETTY C 222086 FEB-APR18 04/26/2018 05/20/18 154.57
Invoice: FEB-APR18 10.00 72011562 64250000668 FIN/FEB-APR 2018 PETTY CASH USAGE
32.64 91011189 542500 STO PH 2&4-SHIPPING/POSTAGE
13.98 72011321 53110000899 GG-C/E-CITY HALL-POSTAGE
3.65 91411891 542500 APWA ACCREDITATION-SUPPLIES
32.35 41011141 531100 GG-WTR-FAC-POSTAGE
33.45 41011141 531100 FIN - C/E ADMIN SUPPLIES
15.00 41011141 531100 FIN - C/E ADMIN SUPPLIES
13.50 36011143 443410 FIN - C/E ADMIN SUPPLIES
CLERK-C/E-TRAINING

CHECK 347464 TOTAL: 154.57

347465 05/23/2018 PRD 460 CITY OF BI - PETTY C 222085 POL-2018-04 04/30/2018 05/20/18 85.67
Invoice: POL-2018-04 6.70 91011215 542500 POL/APR 18 PETTY CASH REIMB
GG-C/E-PD-POSTAGE

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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				
							40.00	51011211	531100	PD-C/E-ADM-SUPPLIES	
							38.97	51011211	53110000589	PD-COMM OUTREACH-SUPPLIES	
							CHECK			347465 TOTAL:	85.67
347466	05/23/2018	PRTD	103 CITY OF BAINBRIDGE I	222083	21800074		05/02/2018		05/20/18	130.37	
Invoice: 21800074							PW/SANDS WELL H2O USAGE				
							34.42	73011189	547500	O&M-C/E-FAC-CITY WTR/SWR	
							29.73	73111290	547500	O&M-STREET-ADM OH-CITY WTR/SWR	
							66.22	73426355	547500	O&M-SIS-CITY WATER/SEWER BILLS	
							CHECK			347466 TOTAL:	130.37
347467	05/23/2018	PRTD	104 CITY OF BREMERTON	222095	BKAT000424		04/02/2018		05/20/18	2,750.00	
Invoice: BKAT000424							IT/BKAT APR 2018				
							2,750.00	81011881	542420	IT-C/E-TELEVISTED COUNCIL MEET	
							222096	BKAT000429		05/02/2018	2,750.00
Invoice: BKAT000429							IT/BKAT MAY 2018				
							2,750.00	81011881	542420	IT-C/E-TELEVISTED COUNCIL MEET	
							CHECK			347467 TOTAL:	5,500.00
347468	05/23/2018	PRTD	8111 COMMUNITY SOLAR SOLU	222087	APR18		04/30/2018		05/20/18	330.83	
Invoice: APR18							APR18-SOLAR NET METERING				
							330.83	91011189	54500000627	CH SOLAR-NET METERING PYMTS	
							CHECK			347468 TOTAL:	330.83
347469	05/23/2018	PRTD	142 COPIERS NORTHWEST IN	222097	INV1741508		04/06/2018		05/20/18	311.51	
Invoice: INV1741508							OCE PLOTTER OVERAGES				
							155.75	61011581	545000	PCD - C/E ADMIN RENTS & LEASES	
							155.76	72011321	545000	ENG - C/E ADMIN RENTS & LEASES	
							CHECK			347469 TOTAL:	311.51
347470	05/23/2018	PRTD	6101 E & S BRYAN INC	222092	2294		04/29/2018		05/20/18	1,425.00	
Invoice: 2294							FIN/CRYSTAL REPORTS DEVEL.				
							1,425.00	41011141	541100	FIN - C/E ADMIN PROF SERVICES	
							CHECK			347470 TOTAL:	1,425.00
347471	05/23/2018	PRTD	6363 LN CURTIS & SONS	222088	INV180411		04/30/2018		05/20/18	19.90	
Invoice: INV180411							POL/VELCRO NAME PATCH: KOON				
							19.90	53011212	520000	POLICE - C/E PATROL BENEFITS	

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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			
Invoice: INV176965			222090	INV176965	04/18/2018		05/20/18	240.07
					POL/VELCRO POLICE PATCHES			
			240.07	53011212 520000	POLICE - C/E PATROL BENEFITS			
					CHECK	347471	TOTAL:	259.97
347472 05/23/2018 PRTD 7016 CUSTOM PRINTING			222091	7663	04/27/2018		05/20/18	67.85
Invoice: 7663					CC/BUS CARDS FOR L. SCHNEIDER			
			67.85	11011116 531100	COUNCIL - SUPPLIES			
					CHECK	347472	TOTAL:	67.85
347473 05/23/2018 PRTD 2219 DELL MARKETING LP			222098	10235807841	04/12/2018		05/20/18	13,347.98
Invoice: 10235807841					IT/DESKTOP COMPUTER REPLACEMENT			
			13,347.98	81011881 535500	IT - C/E COMPUTER PARTS & EQ			
					CHECK	347473	TOTAL:	13,347.98
347474 05/23/2018 PRTD 8928 DIGGIN' IT, LLC			222099	PAYREQFINAL-884	05/04/2018	21800063	05/20/18	1,180.00
Invoice: PAYREQFINAL-884					CAVE AVENUE PRV			
			1,180.00	72413434 66400000884	BAIN LANDING/CAVE PRV-EQ/CONST			
					CHECK	347474	TOTAL:	1,180.00
347475 05/23/2018 PRTD 672 DSC INC			222100	97857	04/26/2018		05/20/18	325.26
Invoice: 97857					PW/PLUMBING SUPPLIES			
			325.26	73011897 531100	O&M-C/E-PWY FAC-SUPPLIES			
					CHECK	347475	TOTAL:	325.26
347476 05/23/2018 PRTD 7144 DTMICRO, INC			222101	3795	03/15/2018		05/20/18	136.25
Invoice: 3795					IT/POL NTWK CNCT W/ KITSAP CO APR 2018			
			136.25	91011215 542100	GG-C/E-PD-PHONE			
			222102	3834	04/15/2018		05/20/18	136.25
					IT/POL NTWK CNCT W/ KITSAP CO MAY 2018			
Invoice: 3834					GG-C/E-PD-PHONE			
			136.25	91011215 542100				
					CHECK	347476	TOTAL:	272.50
347477 05/23/2018 PRTD 8548 ECOLOGICAL LAND SERV			222103	2029436	04/24/2018	21800043	05/20/18	2,886.15
Invoice: 2029436					SITE SPECIFIC ANALYSIS/MITIGAT: NIKKEI			
			2,886.15	72431835 54110000779	PRITCHARD PARK OUTFALL-PRO SVC			

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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								
CHECK 347477 TOTAL:								2,886.15
347478	05/23/2018	PRTD	8912 ENVIROSOUND CONSULTI	222104	18-G030	04/27/2018 21800056	05/20/18	2,000.00
Invoice: 18-G030						GEOTECH CONSULT: NIKKEI		
				2,000.00	72431835	54110000779	PRITCHARD PARK OUTFALL-PRO SVC	
CHECK 347478 TOTAL:								2,000.00
347479	05/23/2018	PRTD	1876 ENVIRONMENTAL RESOUR	222106	862202	04/16/2018	05/20/18	132.40
Invoice: 862202						PW/DISSOLVED OXYGEN		
				132.40	73425358	531100	O&M-WWTP-SUPPLIES	
CHECK 347479 TOTAL:								132.40
347480	05/23/2018	PRTD	5781 EXTERMINATION SERVIC	222110	29373	04/13/2018	05/20/18	90.47
Invoice: 29373						PW/APRIL 2018 SERVICE		
				90.47	73011215	548100	O&M-C/E-POLICE FAC-REPAIRS	
CHECK 347480 TOTAL:								90.47
347481	05/23/2018	PRTD	705 FCS GROUP	222111	2854-21804071	04/20/2018 21800065	05/20/18	1,152.50
Invoice: 2854-21804071						2018 WATER SEWER RATE STUDY		
				576.25	72411342	54110000923	WATER RATE STUDY-PROF SVCS	
				576.25	72421352	54110000923	SEWER RATE STUDY-PROF SVCS	
CHECK 347481 TOTAL:								1,152.50
347482	05/23/2018	PRTD	4262 GEMPLER'S	222113	SI04078303	03/12/2018	05/20/18	1,423.11
Invoice: SI04078303						PW/SAFETY SUPPLIES		
				1,423.11	73637891	531100	OFFICE SUPPLIES	
347482	05/23/2018	PRTD	4262 GEMPLER'S	222114	SI04077284	03/12/2018	05/20/18	59.00
Invoice: SI04077284						PW/SAFETY SUPPLIES		
				59.00	73637891	531100	OFFICE SUPPLIES	
CHECK 347482 TOTAL:								1,482.11
347483	05/23/2018	PRTD	2133 CALPORTLAND CO	222078	93712675	05/01/2018	05/20/18	857.56
Invoice: 93712675						PW/7.5 CY CONCRETE		
				202.28	73111261	531100	OFFICE SUPPLIES	
				101.14	73111261	531100	OFFICE SUPPLIES	
				554.14	73111261	531100	OFFICE SUPPLIES	
347483	05/23/2018	PRTD	2133 CALPORTLAND CO	222079	93696456	04/18/2018	05/20/18	1,383.22
Invoice: 93696456						PW/8 CY POURED CONCRETE		
				216.13	73111261	531100	OFFICE SUPPLIES	

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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		
				1,167.09	73111261	531100	OFFICE SUPPLIES	
							CHECK 347483 TOTAL:	2,240.78
347484	05/23/2018	PRTD	2096 GRAY & OSBORNE INC	222117	17614-7		05/01/2018 21700158 05/20/18	3,446.65
			Invoice: 17614-7				WATER SYSTEM DESIGN IMPRVMENTS	
				3,446.65	72413434	64110000819	WATER IMPR PROJECTS 2017-ENG	
							CHECK 347484 TOTAL:	3,446.65
347485	05/23/2018	PRTD	1517 GUARDIAN SECURITY SY	222119	813026		05/01/2018 21800002 05/20/18	44.00
			Invoice: 813026				POL/ALARM MONITORING	
				44.00	51011215	541100	POLICE - C/E FACIL PROF SVCS	
							CHECK 347485 TOTAL:	44.00
347486	05/23/2018	PRTD	252 H.D. FOWLER COMPANY	222120	i4809082		05/01/2018 05/20/18	1,008.28
			Invoice: i4809082				PW/TANK & VAULT MAINT SUPPLIES	
				1,008.28	73431835	531100	OFFICE SUPPLIES	
							CHECK 347486 TOTAL:	1,008.28
347487	05/23/2018	PRTD	253 HACH COMPANY	222121	10926323		04/18/2018 05/20/18	1,275.75
			Invoice: 10926323				PW/FLOURIDE	
				1,275.75	73637892	531100	O&M-ALLOC-WTR-CONSUMABLES	
							CHECK 347487 TOTAL:	1,275.75
347488	05/23/2018	PRTD	8514 HERITAGE-CRYSTAL CLE	222122	15094679		04/25/2018 05/20/18	418.56
			Invoice: 15094679				PW/COM-30 GAL	
				418.56	73011897	531100	O&M-C/E-PWY FAC-SUPPLIES	
				222123	15094680		04/25/2018 05/20/18	1,834.44
			Invoice: 15094680				PW/55 GAL ABSORBENT DEBRIS(3)	
				1,834.44	91011897	547900	GG-C/E-O&M YARD FAC-GARBAGE	
							CHECK 347488 TOTAL:	2,253.00
347489	05/23/2018	PRTD	4850 HOME DEPOT CREDIT SE	222125	2971767		04/16/2018 05/20/18	514.45
			Invoice: 2971767				PW/COMMONS MAINT SUPPLIES	
				514.45	73011755	531100	O&M-COMMONS SUPPLIES	
				222126	2070189		04/26/2018 05/20/18	-514.45
			Invoice: 2070189				PW/RETURN: COMM MAINT SUPPLIES	
				-514.45	73011755	531100	O&M-COMMONS SUPPLIES	

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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					
					222127	2014367	04/26/2018	05/20/18	29.06	
Invoice: 2014367					PW/BOLTS, CAM LOCKS					
					29.06	73011183	531100	O&M-C/E-CH FAC-SUPPLIES		
					CHECK 347489 TOTAL:				29.06	
					03/31/2018				05/20/18	6,859.57
347490	05/23/2018	PRTD	268 HOUSING RESOURCES BO	222129	3566	Q1 2018 HOMEFINDING PROGRAM SUPPO				
Invoice: 3566					6,859.57 31017592 54130600297 HOMESHARE					
					CHECK 347490 TOTAL:				6,859.57	
					05/14/2018				05/20/18	80.16
347491	05/23/2018	PRTD	8381 INVINTUS MEDIA, INC	222130	7559	IT/STREAMING MEDIA HOSTING APR 18				
Invoice: 7559					80.16 81011881 548500 IT - C/E COMPUTER SUPPORT					
					03/07/2018				05/20/18	71.87
Invoice: 7527					222131 7527 IT/STREAMING MEDIA HOSTING FEB 18					
					71.87 81011881 548500 IT - C/E COMPUTER SUPPORT					
					05/14/2018				05/20/18	74.34
Invoice: 7558					222132 7558 IT/STREAMING MEDIA HOSTING MAR 18					
					74.34 81011881 548500 IT - C/E COMPUTER SUPPORT					
					CHECK 347491 TOTAL:				226.37	
					04/03/2018				05/20/18	77.00
347492	05/23/2018	PRTD	333 KITSAP COUNTY AUDITO	222134	396262	PCD/AGMT BLD22780 R-ALT - 201804030080				
Invoice: 396262					77.00 63470588 551000 CUR-DEV PLAN-RECORDING FEES					
					CHECK 347492 TOTAL:				77.00	
					04/26/2018				05/20/18	1,611.87
347493	05/23/2018	PRTD	4564 KITSAP COUNTY CLERK	222135	04/26/18	CRT/JURY PANELS CAUSE-CASE#23058501				
Invoice: 04/26/18					1,611.87 21011125 551000 COURT-JURY PANELS					
					CHECK 347493 TOTAL:				1,611.87	
					05/03/2018				05/20/18	9,247.00
347494	05/23/2018	PRTD	2306 KITSAP COUNTY PROSEC	222136	APR18	CRT/APR 18 PROSECUTION SVCS				
Invoice: APR18					9,247.00 32011521 541112 LGL-CRIMINA-OUTSIDE PROSECUTOR					
					CHECK 347494 TOTAL:				9,247.00	

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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					

347495	05/23/2018	PRTD	4740 KITSAP COUNTY PUBLIC	222138	10120	04/16/2018	21500051	05/20/18	208.51		
Invoice: 10120						Q1 2018 SSWM TECH ASSIST-ILA					
						208.51	72431832	54110000872	H2O/SSWM GROUP-PROF SVCS		
						CHECK	347495	TOTAL:	208.51		
347496	05/23/2018	PRTD	1971 KELLEY IMAGING SYSTE	222140	22533815	04/23/2018		05/20/18	392.96		
Invoice: 22533815						ENG/E-STUDIO4505AC COPIER LEASE & PROP TAX					
						392.96	72011321	545000	ENG - C/E ADMIN RENTS & LEASES		
Invoice: 22598803						222142	22598803	05/03/2018	21800009	05/20/18	279.04
						POL/4555C COPIER LEASE					
						279.04	51011211	545000	PD-C/E-ADMIN RENTS/LEASE		
Invoice: 22598803-A						222143	22598803-A	05/03/2018		05/20/18	107.24
						POL/PROP TAX & LATE CHARGES					
						27.90	51011211	545000	PD-C/E-ADMIN RENTS/LEASE		
						79.34	51011211	545000	PD-C/E-ADMIN RENTS/LEASE		
						CHECK	347496	TOTAL:	779.24		
347497	05/23/2018	PRTD	8114 KENYON DISEND, PLLC	222144	187056	04/30/2018		05/20/18	204.00		
Invoice: 187056						LEGAL/PRO SVCS APR 18					
						204.00	32470152	54111100775	LIT-RICH PERMITTING		
Invoice: 187057						222145	187057	04/30/2018		05/20/18	96.00
						LEGAL/PRO SVCS APR 18					
						96.00	32470152	54111100797	LIT-CAVE PROPERITES LUPA		
						CHECK	347497	TOTAL:	300.00		
347498	05/23/2018	PRTD	694 KITSAP PUD #1	222146	JAN18-MAR18	03/16/2018		05/20/18	70.44		
Invoice: JAN18-MAR18						WATER/LOT 1 BELFAIR AVE NE					
						64.04	91011768	547500	GG-C/E-PARKS-WTR/SWR		
						6.40	41011141	549900	FIN-C/E-MISC EXP		
Invoice: NOV17-JAN18						222147	NOV17-JAN18	01/16/2018		05/20/18	64.04
						WATER/LOT 1 BELFAIR AVE NE					
						64.04	91011768	547500	GG-C/E-PARKS-WTR/SWR		
						CHECK	347498	TOTAL:	134.48		
347499	05/23/2018	PRTD	4396 KITSAP RECLAMATION &	222148	63974-38349	04/09/2018		05/20/18	385.74		
Invoice: 63974-38349						PW/CONCRETE 21.43 TON					
						385.74	91111427	547900	GG-STREET-ROADSIDE-GARBAGE		
						222149	63974-38401	04/11/2018		05/20/18	186.32

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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								
Invoice: 63974-38401			186.32	91111427 547900	PW/23.29 TON ASPHALT			
					GG-STREET-ROADSIDE-GARBAGE			
			222150	63974-38314	04/06/2018		05/20/18	262.16
Invoice: 63974-38314			262.16	91111427 547900	PW/21.75 TON ASPHALT			
					GG-STREET-ROADSIDE-GARBAGE			
			222151	63974-38372	04/10/2018		05/20/18	331.04
Invoice: 63974-38372			331.04	91111427 547900	PW/41.38 TON ASPHALT			
					GG-STREET-ROADSIDE-GARBAGE			
					CHECK	347499	TOTAL:	1,165.26
347500 05/23/2018 PRTD	7089	KITSAP SAFETY	222152	15227	04/23/2018		05/20/18	342.47
Invoice: 15227			342.47	73421355 531100	PW/SENSOR FOR G450			
					WIN COLL-SUPPLIES			
					CHECK	347500	TOTAL:	342.47
347501 05/23/2018 PRTD	579	KITSAP SUN	222153	343233-1963438	04/30/2018		05/20/18	189.44
Invoice: 343233-1963438			189.44	11011113 544000	CC/AD: COUNCIL VACANCY			
					COUNCIL - LEGAL NOTICES			
					CHECK	347501	TOTAL:	189.44
347502 05/23/2018 PRTD	309	KITSAP TIRE CENTER I	222154	212985-B	02/28/2018		05/20/18	1.00
Invoice: 212985-B			1.00	73111423 531100	PW/SHORT PAYMENT INV 212985			
					OFFICE SUPPLIES			
					CHECK	347502	TOTAL:	1.00
347503 05/23/2018 PRTD	8566	KURT R. LATIMORE	222155	18-6	04/18/2018 21800033		05/20/18	6,975.00
Invoice: 18-6			6,975.00	61011585 541100	IMPLEMENTATION OF LATIMORE REP			
					PROFESSIONAL SERVICES			
					CHECK	347503	TOTAL:	6,975.00
347504 05/23/2018 PRTD	7015	LEXIPOL, LLC	222156	24398	05/01/2018		05/20/18	6,017.00
Invoice: 24398			6,017.00	51011215 548500	POL/SOFTWARE SUPPORT AND DTB			
					POLICE - C/E FACIL COMP MAINT			
					CHECK	347504	TOTAL:	6,017.00
347505 05/23/2018 PRTD	5011	LEXISNEXIS RISK SOLU	222157	1272084-20180430	04/30/2018 21800010		05/20/18	54.50
Invoice: 1272084-20180430			54.50	52011212 549100	POL/INFORMATION SERVICES			
					PD-C/E-INV-DUES/SUBSCR/MEMBRSH			

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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		
					CHECK	347505	TOTAL:	54.50
347506	05/23/2018	PRTD	8527 MUNICIPAL EMERGENCY	222158	IN1223404	04/30/2018	05/20/18	1,023.58
			Invoice: IN1223404			POL/BODY ARMOR: MCCARTY		
				1,023.58	53011212	53110000499	BVP-BULLETPROOF VESTS-PURCHASE	
					CHECK	347506	TOTAL:	1,023.58
347507	05/23/2018	PRTD	7038 MOON SECURITY SERVIC	222159	925381	04/30/2018	05/20/18	1,730.00
			Invoice: 925381			CRT/APR18 HOUSE ARREST MONIT		
				1,730.00	21011125	545000	COURT - RENTS & LEASES - OPER	
					CHECK	347507	TOTAL:	1,730.00
347508	05/23/2018	PRTD	7791 NAT'L ASSOC OF CHIEF	222161	04/17/18	04/17/2018	05/20/18	60.00
			Invoice: 04/17/18			POL/ANNUAL DUES: HAMNER		
				60.00	51011211	549100	PD-C/E-ADM-DUES/SUBCR/MEMBERSHP	
					CHECK	347508	TOTAL:	60.00
347509	05/23/2018	PRTD	2574 NATIONAL BARRICADE C	222162	275622	04/20/2018	05/20/18	863.28
			Invoice: 275622			PW/ROAD SIGNS		
				863.28	990	141100	MERCHANDISE	
				222163	275624	04/20/2018	05/20/18	165.18
			Invoice: 275624			PW/ROAD SIGNS		
				165.18	990	141100	MERCHANDISE	
				222164	276115	05/06/2018	05/20/18	657.98
			Invoice: 276115			PW/ROAD & TRAIL SIGNS		
				548.98	990	141100	MERCHANDISE	
				109.00	73111264	531100	O&M-STREET-TRAF CONTROL-SUPPLY	
					CHECK	347509	TOTAL:	1,686.44
347510	05/23/2018	PRTD	5837 NCL OF WISCONSIN INC	222166	405979	04/27/2018	05/20/18	225.72
			Invoice: 405979			PW/HN CARTRIDGES		
				225.72	73425358	531100	O&M-WWTP-SUPPLIES	
					CHECK	347510	TOTAL:	225.72
347511	05/23/2018	PRTD	8940 CHRISTOPHER L NEAL	222165	BLD22537 R-REP	05/03/2018	05/20/18	78.50
			Invoice: BLD22537 R-REP			PCD/BLD22537 PARTIAL REFUND		
				78.50	47148	322100	BUILDINGS, STRUCT. & EQ	

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CHECK 347512 TOTAL: 376.13

LEGAL/FAC SVCS			
6,636.05	32470152	54111100844	LIT-CLARK ADMIN APPEAL
660.00	32470152	54111400775	HEX-RICH PERMITTING
90.00	32470152	54111400885	HEX-TSENG PROPERTIES
1,711.35	32470152	54111100893	LIT-CAINION APA SUP CT
480.00	32470152	54111100775	LIT-RICH PERMITTING
2,525.31	32470152	54111100925	LIT-BLACKWOOD HOLDINGS
30.00	32470152	54111100926	LIT-KC ASSO. OF REALTORS
510.00	32011152	5411110	LGL-C/E-CIVIL-GEN'L OUTSIDE AT
60.00	91011211	5411110	GG-C/E-CIVIL SVC-LEGAL ADVICE
60.00	32470152	54111000711	SMP LEGAL ADVICE
9,453.00	32470152	54111400802	HGX-GERLACH SSDP/MDNS APPEAL
120.00	32470152	54111100896	LIT-BAINBRIDGE ALLIANCE
2,329.90	32470152	54111100897	LIT-PRESERVE RESP SHORELINE
330.00	32470152	54111000891	LGL-CRITICAL AREAS REGS

CHECK 347513 TOTAL: 24,995.61

04/30/2018 21800012 05/20/18
POL/PURIFIED WATER
POLICE - C/E FACIL SUPPLIES

CHECK 347514 TOTAL: 114.83

05/01/2018 21800006 05/20/18
POL/PARKING SYSTEM SUPPORT
POLICE - C/E FACIL COMP MAINT

CHECK 347515 TOTAL: 379.32

04/27/2018 05/20
POL/FINGERPRINTING
AGENCY-FINGERPRINT REV TO SPI

04/27/2018 05/20/18
POL/FINGERPRINTING
AGENCY-FINGERPRINT REV TO SPI

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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					
Invoice: 13992			222173	13992	04/27/2018		05/20/18	258.00
			258.00	65438	386110	POL/FINGERPRINTING	AGENCY-FINGERPRINT REV TO SPI	
Invoice: 14001			222174	14001	04/30/2018		05/20/18	129.00
			129.00	65438	386110	POL/FINGERPRINTING	AGENCY-FINGERPRINT REV TO SPI	
Invoice: 14009			222175	14009	04/30/2018		05/20/18	172.00
			172.00	65438	386110	POL/FINGERPRINTING	AGENCY-FINGERPRINT REV TO SPI	
			CHECK 347516 TOTAL:					
								946.00
347517	05/23/2018	PRTD 5070 PALISADES HOMES	222176	bld21399 R-SFR	05/08/2018		05/20/18	4,507.00
Invoice: bld21399 R-SFR			4,507.00	62338	386000	PCD/BLD21399 R-SFR FEE REFUND	SURETY DEPOSITS CUS	
			CHECK 347517 TOTAL:					
								4,507.00
347518	05/23/2018	PRTD 2623 PAPE' MACHINERY	222177	2602925	04/16/2018		05/20/18	12,303.60
Invoice: 2602925			12,303.60	73637891	548100	PW/FORKLIFT REPAIR #46	REPAIRS	
			CHECK 347518 TOTAL:					
								12,303.60
347519	05/23/2018	PRTD 8655 PENINSULA TREE SERVI	222178	1719	04/19/2018		05/20/18	3,433.50
Invoice: 1719			3,433.50	73111427	54810000354	PW/MAPLE TREE REMOVAL OLD MILL RD	TREE PRES & REMOVAL-ROADS	
			CHECK 347519 TOTAL:					
								3,433.50
347520	05/23/2018	PRTD 5225 PND ENGINEERS INC	222179	18040124	04/15/2018	21500040	05/20/18	2,248.75
Invoice: 18040124			2,248.75	72011475	64110000732	DESIGN - WATERFRONT PARK DOCK	WF PARK DOCK IMPRV-PROF SVCS	
			CHECK 347520 TOTAL:					
								2,248.75
347521	05/23/2018	PRTD 8447 PRINCIPAL LIFE INSUR	222288	487885-2018	05/05/2018		05/20/18	1,229.35
Invoice: 487885-2018			949.06	31011131	520000	EX/CITY MGR LIFE INS	EXEC - C/E BENEFITS	
			78.68	31111131	520000		EXEC - STREET ADM BENEFITS	
			28.28	31411131	520000		EX-WTR-ADM-BENEFITS	
			57.78	31421131	520000		EX-SWR-ADM-BENEFITS	
			49.17	31431131	520000		EX-SSWM-ADM-BENEFITS	
			29.50	31470131	520000		EXEC - DEV BENEFITS	
			36.88	31471581	520000		EXEC - BLDG BENEFITS	

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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					
CHECK 347521 TOTAL:								1,229.35
347522	05/23/2018	PRTD 1205 PUGET SOUND ENERGY	222180	5822MAR18	05/04/2018		05/20/18	95.86
		Invoice: 5822MAR18	95.86	91011768 547100	301 SHANNON DR SE - WFP			
					GG-C/E-PARKS-ELECTRIC			
		Invoice: 1450APR18	222181	1450APR18	05/08/2018		05/20/18	10.68
			10.68	91011739 547100	278 WW EAST KIOSK			
					COMM EVENTS-ELECTRICITY			
		Invoice: 1631APR18	222183	1631APR18	05/08/2018		05/20/18	14.38
			14.38	91411345 547100	965 WEAVER RD NW			
					GG-WTR-ELECTRIC			
		Invoice: 9100APR18	222184	9100APR18	05/08/2018		05/20/18	11.19
			11.19	91011768 547100	BJUNE - WFP BOOTH EL PANEL #1			
					GG-C/E-PARKS-ELECTRIC			
		Invoice: 9167APR18	222185	9167APR18	05/08/2018		05/20/18	11.82
			11.82	91011768 547100	BJUNE-WFP BOOTH EL PANEL #2			
					GG-C/E-PARKS-ELECTRIC			
		Invoice: 9126APR18	222186	9126APR18	05/08/2018		05/20/18	10.68
			10.68	91011768 547100	BJUNE-WFP BOOTH EL PANEL #3			
					GG-C/E-PARKS-ELECTRIC			
		Invoice: 8393APR18	222187	8393APR18	05/08/2018		05/20/18	10.68
			10.68	91011768 547100	BJUNE-WFP BOOTH EL PANEL #4			
					GG-C/E-PARKS-ELECTRIC			
CHECK 347522 TOTAL:								165.29
347523	05/23/2018	PRTD 7187 RANDOLPH BAUER	222188	18-05-081	04/26/2018		05/20/18	90.00
		Invoice: 18-05-081	90.00	73435838 545000	PW/DECANT FACILITY 4/26-5/23			
					O&M-DECANT-RENTS			
		Invoice: 18-05-082	222189	18-05-082	04/26/2018		05/20/18	180.00
			180.00	73011768 545000	PW/JOEL PRITCHARD PARK 4/26-5/23			
					O&M-C/E-PARKS-OP LEASES			
		Invoice: 18-05-080	222190	18-05-080	04/26/2018		05/20/18	90.00
			90.00	73011768 545000	PW/JOEL PRITCHARD/CREOSOTE PL 4/26-5/23			
					O&M-C/E-PARKS-OP LEASES			
		Invoice: 18-05-083	222191	18-05-083	04/26/2018		05/20/18	90.00
			90.00	73011897 545000	PW/SHOP 4/26-5/23			
					O&M-C/E-PWYD FAC-RENTS			

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VOUCHER INVOICE

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CHECK 347523 TOTAL: 450.00

347524	05/23/2018	PRTD	8654	RAUL AGUIRRE	222192	043018	04/30/2018	05/20/18	120.00
Invoice: 043018					120.00		21011125		541230
							CRT/INTERPRETER SVCS 4/30/18		
							COURT - INTERPRETER		

Invoice: 032618

222193 032618 CRT/INTERPRETER SVCS 3/26/18
120.00 21011125 541230 COURT - INTERPRETER

Invoice: 022618

222194	022618	02/26/2018	05/20/18	120.00
CRT/INTERPRETER SVCS 2/26/18				
120.00	21011125	541230	COURT - INTERPRETER	

CHECK 347524 TOTAL: 360.00

347525 05/23/2018 PRTD 8745 RELIABLE STORAGE BAI 222197 27449
Invoice: 27449 213.00 53011212 545000
POL/STORAGE UNIT RENTAL C34
POLICE - C/E PATROL RENTS

213.00 53011212 545000

CHECK 347525 TOTAL: 213.00

347526	05/23/2018	PRTD	8711	MICHAEL T. SEMAN	222198	1209	05/01/2018	05/23/2018
Invoice: 1209							IT/PRIORITY BASED BUDGETING ANNUAL MAINT	
20,000.00 81011881 548500							IT - C/E COMPUTER SUPPORT	

20,000.00 81011881 548500

CHECK 347526 TOTAL: 20,000.00

347527	05/23/2018	PRTD	408 ROLLING BAY COMMERC	222199	112566	05/01/2018	05/20/18	112566
Invoice: 112566						CRT/JUN18	RENT	
3 855 00 91011255 545000						GG-C/E-COURT BLDG-RENT		

3,955.00 91011255 545000

CHECK 347527 TOTAL: 3,955.00

347528	05/23/2018	PRTD	618 ALBERTSONS SAFEWAY	222202	722161-041318-1252	04/13/2018	05/20/18	7.62
Invoice: 722161-041318-1252					POL/FLOWERS FOR TABLE C AWARDS GALA			
					7.62	51011211	531100	PD-C/E-ADM-SUPPLIES

7.62 51011211 531100

Invoice: 722148-041318-3148

222203 722148-041318-3148 04/13/2018 05/20/18 45.71
POL/FLOWERS FOR TABLES C AWARDS GALA X6
45.71 51011211 531100 PD-C/E-ADM-SUPPLIES

Invoice: 430001-041318-3148

222204	430001-041318-3148	04/13/2018	05/20/18	19.57
		POL/REFRESHMENTS & RUBBING ALCOHOL		
19.57	51011211 531100	PD-C/E-ADM-SUPPLIES		

222205	805830-050218-1252	05/02/2018	05/20/18	45.63
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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			
Invoice: 805830-050218-1252				45.63	53011212	443410	POL/BEVERAGES FOR MAY MTG POLICE - C/E PATROL TRAINING	118.53
							CHECK 347528 TOTAL:	118.53
347529	05/23/2018	PRTD	6180 SCE INC	222201	1736	04/02/2018 21800017	05/20/18	5,047.00
Invoice: 1736				5,047.00	72111262	54110000898	WOODWARD / SAKAI TRAIL PSA WOODWARD/SAKAI TRAIL-PROF SVCS	
							CHECK 347529 TOTAL:	5,047.00
347530	05/23/2018	PRTD	7385 CHARLES P. SHANE	222207	001821	03/26/2018	05/20/18	286.50
Invoice: 001821				286.50	32011281	5411113	CRT/MAR 18 PUB DEF SVCS LGL-C/E-PUBLIC DEF-OUTSIDE ATT	
							CHECK 347530 TOTAL:	286.50
347531	05/23/2018	PRTD	4689 SITESTAR DONOBI INTE	222208	6756202	04/01/2018	05/20/18	6,165.00
Invoice: 6756202				6,165.00	81011881	545000	IT/2Q 2018 WAN-ISP IT - C/E RENTS & LEASES	
							CHECK 347531 TOTAL:	6,165.00
347532	05/23/2018	PRTD	7173 SKILLINGS CONNOLLY I	222209	11109	05/03/2018 21600086	05/20/18	745.32
Invoice: 11109				745.32	72334562	64110000800	MILLER RD TOLO-PETERSON HILL C40-MILLER RD-ENG/DESIGN	
							CHECK 347532 TOTAL:	745.32
347533	05/23/2018	PRTD	8129 SMARSH INC	222210	INV00349968	04/30/2018	05/20/18	621.50
Invoice: INV00349968				621.50	81011881	548500	IT/TEXT & SOCIAL MEDIA ARCHIVE MAR 18 IT - C/E COMPUTER SUPPORT	
Invoice: INV00369035				664.50	81011881	548500	04/30/2018 05/20/18 IT/TEXT & SOCIAL MEDIA ARCHIVE APR 18 IT - C/E COMPUTER SUPPORT	664.50
							CHECK 347533 TOTAL:	1,286.00
347534	05/23/2018	PRTD	8040 SOLENIS LLC	222212	131297732	04/26/2018	05/20/18	4,293.29
Invoice: 131297732				4,293.29	73425358	531100	PW/PRAESTOL K279 FLX IBC 1000L O&M-WWTP-SUPPLIES	
							CHECK 347534 TOTAL:	4,293.29

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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			
347535	05/23/2018	PRTD	601 SOUND REPROGRAPHICS	222213 62734	05/04/2018		05/20/18	30.54
	Invoice: 62734				ENG/WFP FLYERS/SIGNS			
				30.54 72311475 64400000732	WF PARK DOCK IMPRV-ADV			
					CHECK	347535	TOTAL:	30.54
347536	05/23/2018	PRTD	7193 SOUTH PARK MARINA LL	222214 04/28/18	04/28/2018		05/20/18	454.19
	Invoice: 04/28/18				POL/VESSEL STORAGE: H-10			
				454.19 55011757 54110000159	PD-DERELICT VES-DISPOSAL SVCS			
					CHECK	347536	TOTAL:	454.19
347537	05/23/2018	PRTD	8738 SPEAKWRITE, LLC	222215 07E3F157	05/01/2018		05/20/18	51.00
	Invoice: 07E3F157				POL/TRANSCRIPTION SVCS			
				51.00 52011212 541100	POLICE - C/E INVEST PROF SVCS			
					CHECK	347537	TOTAL:	51.00
347538	05/23/2018	PRTD	8132 SPECTRA LABORATORIES	222217 18-02841	04/25/2018		05/20/18	135.00
	Invoice: 18-02841				PW/WWTP TESTING			
				135.00 73425358 54110000391	LAB & TESTING SVCS-WWTP			
	Invoice: 18-02907			222219 18-02907	04/26/2018		05/20/18	57.96
					PW/WINWTR ECOLI TESTING			
				57.96 73411345 54110000391	LAB SVCS-WATER			
	Invoice: 18-03134			222220 18-03134	05/03/2018		05/20/18	19.32
					PW/ROCKAWAY ECOLI TESTING			
				19.32 73415345 54110000391	LAB SVCS-WATER ROCKAWAY			
	Invoice: 18-03147			222221 18-03147	05/03/2018		05/20/18	19.32
					PW/WINWTR ECOLI TESTING			
				19.32 73411345 54110000391	LAB SVCS-WATER			
	Invoice: 18-03148			222222 18-03148	05/03/2018		05/20/18	19.32
					PW/PW ECOLI TESTING			
				19.32 73011897 54110000391	LAB SVCS-PWY FAC			
	Invoice: 18-03136			222223 18-03136	05/03/2018		05/20/18	69.62
					PW/FLETCHER & TAYLOR WATER TESTING			
				69.62 73411345 54110000391	LAB SVCS-WATER			
	Invoice: 18-03059			222224 18-03059	05/03/2018		05/20/18	493.12
					PW/H2O TESTS-PROFILE SAMPLES			
	Invoice: 18-03059			493.12 73111427 541100	O&M-ACCESS RDSIDE PROF SVCS			

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CASH ACCOUNT: 635			111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	
CHECK NO	CHK DATE	TYPE	VENDOR NAME	INVOICE DTL DESC						
CHECK 347538 TOTAL:										813.66
347539	05/23/2018	PRTD	8887 SOUTHEASTERN SECURIT	222233	133346	05/01/2018		05/20/18		18.50
Invoice: 133346				18.50	31011572 541100	EX/APR 18 BACKGROUND CHECKS				
						EXEC-C/E-OUTREACH-PROF SVCS				
CHECK 347539 TOTAL:										18.50
347540	05/23/2018	PRTD	2467 STAPLES ADVANTAGE	222225	3377440912	05/05/2018		05/20/18		68.18
Invoice: 3377440912				68.18	61011581 531100	PCD/MANILA ENVELOPES, PAPER				
						PCD - C/E ADMIN SUPPLIES				
Invoice: 3377440911				222226	3377440911	05/05/2018		05/20/18		251.59
						PCD/VARIOUS OFFICE SUPPLIES				
						PCD - C/E ADMIN SUPPLIES				
Invoice: 3377440905				222227	3377440905	05/05/2018		05/20/18		211.73
						PCD/FOLDERS				
						BLDG - BLDG OFFICE SUPPLIES				
Invoice: 3377440906				222228	3377440906	05/05/2018		05/20/18		178.07
						PCD/POST-ITS, PAPER				
						PCD - C/E ADMIN SUPPLIES				
Invoice: 3377440901				222229	3377440901	05/05/2018		05/20/18		80.34
						PCD/COLOROX WIPES, PAPER, TAPE				
						PCD - C/E ADMIN SUPPLIES				
Invoice: 3377440903				222230	3377440903	05/05/2018		05/20/18		152.70
						PCD/FOLDERS				
						PCD - C/E ADMIN SUPPLIES				
Invoice: 3377440910				222231	3377440910	05/05/2018		05/20/18		88.90
						PCD/WHISTLES, LANYARDS				
						PCD - C/E ADMIN SUPPLIES				
Invoice: 3377440904				222232	3377440904	05/05/2018		05/20/18		369.26
						PCD/FOLDERS, TAPE, LIFESAVERS				
						PCD - C/E ADMIN SUPPLIES				
CHECK 347540 TOTAL:										1,400.77
347541	05/23/2018	PRTD	2122 STERICYCLE INC	222234	3004251513	04/30/2018	21800007	05/20/18		10.36
Invoice: 3004251513				10.36	51011211 541100	POL/BIOHAZARD DISPOSAL				
						PD-C/E-ADM-PROF SVCS				
CHECK 347541 TOTAL:										10.36

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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

347542	05/23/2018	PRTD	8244	SUPPLYWORKS	222236	436814107	04/19/2018	05/20/18	1,776.93
Invoice: 436814107					1,776.93	73637948	531100	PW/SHOP SUPPLIES	
									O&M ALLOC-CITY WIDE SUPPLIES
									CHECK 347542 TOTAL: 1,776.93
347543	05/23/2018	PRTD	4819	THOMSON REUTERS - WE	222237	838173311	04/30/2018	05/20/18	531.62
Invoice: 838173311					531.62	32011152	549100	LEGAL/APR 18 INFO CHARGES	
									LEGAL-C/E-DUES & SUBSCR SVCS
									CHECK 347543 TOTAL: 531.62
347544	05/23/2018	PRTD	8243	CRANE & CRANE HOLDIN	222238	04/26/18-A	04/26/2018	05/20/18	7.50
Invoice: 04/26/18-A					7.50	91011189	547900	PW/.75Y WOODWASTE	
									GG-C/E-CITY HALL-GARBAGE
					222239	04/27/18	04/27/2018	05/20/18	15.00
Invoice: 04/27/18					15.00	91011189	547900	PW/1.5Y YARD WASTE	
									GG-C/E-CITY HALL-GARBAGE
					222240	04/30/18	04/30/2018	05/20/18	15.00
Invoice: 04/30/18					15.00	91011189	547900	PW/1.5Y WOOD WASTE	
									GG-C/E-CITY HALL-GARBAGE
					222241	05/01/18	05/01/2018	05/20/18	10.00
Invoice: 05/01/18					10.00	91111427	547900	PW/1Y WOOD WASTE	
									GG-STREET-ROADSIDE-GARBAGE
					222242	05/08/18	05/08/2018	05/20/18	5.00
Invoice: 05/08/18					5.00	91011189	547900	PW/.5Y WOOD WASTE	
									GG-C/E-CITY HALL-GARBAGE
					222243	05/09/18	05/09/2018	05/20/18	15.00
Invoice: 05/09/18					15.00	91111427	547900	PW/1.5Y YARD WASTE	
									GG-STREET-ROADSIDE-GARBAGE
					222244	05/10/18	05/10/2018	05/20/18	15.00
Invoice: 05/10/18					15.00	91011755	547900	PW/1.5Y WOOD WASTE	
									GG-C/E-COMMONS-GARBAGE
					222245	05/11/18	05/11/2018	05/20/18	5.00
Invoice: 05/11/18					5.00	91011189	547900	PW/.5Y YARD WASTE	
									GG-C/E-CITY HALL-GARBAGE
									CHECK 347544 TOTAL: 87.50

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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		
347545	05/23/2018	PRTD	6714 TOSHIBA FINANCIAL SE	222247	22598802	05/03/2018	05/20/18	351.39
	Invoice: 22598802					PW/E-STUDIO4555C COPIER LEASE & PROP TAX		
						RENTS & LEASES - OPERATING		
				351.39	73637891	545000	CHECK	347545 TOTAL:
								351.39
347546	05/23/2018	PRTD	558 TOWN & COUNTRY MARKE	222248	04/30/18	04/30/2018	05/20/18	3.79
	Invoice: 04/30/18					PW/SUGAR		
						OFFICE SUPPLIES		
				3.79	73111261	531100	CHECK	347546 TOTAL:
								3.79
347547	05/23/2018	PRTD	4929 TYLER TECHNOLOGIES I	222249	045-217852	04/01/2018	05/20/18	12,621.35
	Invoice: 045-217852					IT/MUNIS QRTLY MAINT		
						IT - C/E COMPUTER SUPPORT		
				12,621.35	81011881	548500		
				222251	045-221591	04/18/2018	05/20/18	1,280.00
	Invoice: 045-221591					IT/ESECUTIME IMPLEMENTATION		
						IT - C/E PROF SERVICES		
				1,280.00	81011881	541100		
				222252	045-223368	05/03/2018	05/20/18	640.00
	Invoice: 045-223368					IT/EXECUTIME IMPLEMENTATION		
						IT - C/E PROF SERVICES		
				640.00	81011881	541100		
				222253	045-223819	05/08/2018	05/20/18	640.00
	Invoice: 045-223819					IT/EXECUTIME IMPLEMENTATION		
						IT - C/E PROF SERVICES		
				640.00	81011881	541100		
				222254	045-214505	03/01/2018	05/20/18	7,965.72
	Invoice: 045-214505					IT/EXECUTIME ANNUAL MAINT		
						IT - C/E COMPUTER SUPPORT		
				7,965.72	81011881	548500	CHECK	347547 TOTAL:
								23,147.07
347548	05/23/2018	PRTD	2425 THE UPS STORE #1265	222255	05/03/18	05/03/2018	05/20/18	13.68
	Invoice: 05/03/18					PW/SHIPPING EXPENSE		
						GG-C/E-O&M YARD FAC-POSTAGE		
				13.68	91011897	542500	CHECK	347548 TOTAL:
								13.68
347549	05/23/2018	PRTD	1152 USA BLUE BOOK	222256	549003	04/18/2018	05/20/18	370.2
	Invoice: 549003					PW/HACH M-FC BROTH IN PLASTIC X4		
						O&M-WWTP-SUPPLIES		
				370.27	73425358	531100	CHECK	347549 TOTAL:
								370.2

CASH ACCOUNT: 635	111100	CASH	VOUCHER	INVOICE	INV DATE	PO	CHECK RUN	NET
CHECK NO	CHK DATE	TYPE	VENDOR NAME		INVOICE DTL	DESC		
347550	05/23/2018	PRTD	553 UTILITIES UNDERGROUN	222257	8040103	04/30/2018	05/20/18	312.18
Invoice: 8040103				312.18	73637893	54110000393	O&M ALLOC-LOCATING SVCS	
							CHECK	347550 TOTAL:
								312.18
347551	05/23/2018	PRTD	167 WA ST DEPT OF ECOLOG	222258	2018-RS-WAR045503	04/30/2018	05/20/18	16,103.00
Invoice: 2018-RS-WAR045503				16,103.00	91431383	54980000278	NPDES PERMIT-SSWM	
							CHECK	347551 TOTAL:
								16,103.00
347552	05/23/2018	PRTD	938 WA ST DEPT OF HEALTH	222259	006698-2018	04/30/2018	05/20/18	322.00
Invoice: 006698-2018				322.00	73415345	549800	PW/2018 OPER PERMIT FEE-ROCKAWAY BCH WTR PERMITS-COBI OR OUTSIDE AGENCY	
							CHECK	347552 TOTAL:
								322.00
347553	05/23/2018	PRTD	952 WASHINGTON STATE PAT	222260	118007415	05/03/2018	05/20/18	132.00
Invoice: 118007415				132.00	41654861	586100	APR18 BACKGROUND CHECKS AGENCY DISBURSEMENTS	
							CHECK	347553 TOTAL:
								132.00
347554	05/23/2018	PRTD	4500 DEPARTMENT OF COMMER	222261	PWTFNT-355253	05/08/2018	05/20/18	192,787.51
Invoice: PWTFNT-355253				185,532.18	91422235	77800000471	LOAN PC13-961-046 EHB CONSTR BEACH MAIN REPL DES-PWTF PRIN	
				7,255.33	91422923	78300000471	BEACH MAIN REPL DES-PWTF INT	
Invoice: PWTF-257453				222262	PWTF-257453	04/27/2018	05/20/18	31,474.27
				23,664.86	91242142	778000	LOAN PE08-951-075 DEC 2007 STORMS	
				7,809.41	91242242	783000	GG-2008PWTF-I/GPRIN-DEC07STORM	
Invoice: PWTF-253926				222263	PWTF-253926	04/27/2018	05/20/18	21,557.91
				20,434.04	91422235	77800000471	LOAN PR08-951-104 EHB DESIGN	
				1,123.87	91422923	78300000471	BEACH MAIN REPL DES-PWTF PRIN	
Invoice: PWTF-254989				222264	PWTF-254989	04/27/2018	05/20/18	307,912.50
				297,500.00	91422235	77800000279	LOAN PW-04-691-002 SO. ISL SEWER	
				10,412.50	91422923	78300000279	LID20 MAINT/OPS-FIN-PWTF PRIN	
Invoice: PWTF-260393				222265	PWTF-260393	04/27/2018	05/20/18	9,879.1
				9,545.05	91432238	77800000176	LOAN PW-04-691-PRE-107 DECANT FAC DESIGN	
							DECANT FAC-PRINCIPLE PWTF LOAN	

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

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INV DATE PO CHECK RUN

NET

INVOICE DTL DESC

Invoice: PWTF-257584

334.08 91432923 78300000176 DECANT FAC-INTEREST-PWTF LOAN
222266 PWTF-257584 04/27/2018 05/20/18 21,825.56
LOAN PW-04-691-PRE-108 WWTP DESIGN
21,087.50 91422235 77800000036 PRIN PYMT PWTF-WWTP PE
738.06 91422923 78300000036 INTEREST EXP PWTF-WWTP PE

Invoice: PWTF-256715

222267 PWTF-256715 04/27/2018 05/20/18 42,804.21
LOAN PW-05-691-001 DECANT FAC CONSTR
41,157.89 91432238 77800000176 DECANT FAC-PRINCIPLE PWTF LOAN
1,646.32 91432923 78300000176 DECANT FAC-INTEREST-PWTF LOAN

Invoice: PWTF-258420

222268 PWTF-258420 04/27/2018 05/20/18 219,048.22
LOAN PW-05-691-002 WWTP CONSTR #1
210,623.29 91422235 77800000086 WWTP CONSTR-PRIN-PWTF
8,424.93 91422923 78300000086 WWTP 2011 LTGO & 2PWTF INT EXP

Invoice: PWTF-259911

222269 PWTF-259911 04/27/2018 05/20/18 209,008.42
LOAN PW-06-962-004 WWTP CONSTR #2
200,008.06 91422235 77800000086 WWTP CONSTR-PRIN-PWTF
9,000.36 91422923 78300000086 WWTP 2011 LTGO & 2PWTF INT EXP

CHECK 347554 TOTAL: 1,056,297.73

347555 05/23/2018 PRTD 8941 JENNIFER WALDRON
Invoice: 18267

222270 18267 04/13/2018 05/20/18 195.00
FIN/BUS LIC FEE REFUND X 3YR
195.00 01132 321900 C/E BL INITIAL & RENEWAL

CHECK 347555 TOTAL: 195.00

347556 05/23/2018 PRTD 7551 WASHINGTON TRACTOR I 222271 1542931
Invoice: 1542931

83.78 73011483 531100 05/03/2018 05/20/18 83.78
PW/3 BLADES
O&M-C/E-MECH SHOP-SUPPLIES

Invoice: 1537019

222273 1537019 04/27/2018 05/20/18 133.14
PW/2.5G HY-GARD, FILTER KIT
133.14 73011483 531100 O&M-C/E-MECH SHOP-SUPPLIES

CHECK 347556 TOTAL: 216.92

347557 05/23/2018 PRTD 499 WESTBAY AUTO PARTS I 222276 358443
Invoice: 358443

25.48 990 141100 05/09/2018 05/20/18 25.48
PW/OIL FILTERS
MERCHANDISE

Invoice: 358772

222277 358772 05/10/2018 05/20/18 17.79
PW/FUEL FILTERS
17.79 990 141100 MERCHANDISE

222278 355074 04/27/2018 05/20/18 3.8

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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: 355074

3.89 73638935 531100

PW/FUNNELS
 O&M-STD ALLOCATION-SUPPLIES

05/01/2018 05/20/18

76.45

Invoice: 355977

222279 355977
 76.45 73638935 531100

PW/BUE DEF 2.5 GAL X6
 O&M-STD ALLOCATION-SUPPLIES

04/16/2018 05/20/18

83.05

Invoice: 351656

222280 351656
 83.05 73411345 531100

PW/OIL PRESSURE SWITCH, OIL FILTER
 OFFICE SUPPLIES

04/26/2018 05/20/18

27.21

Invoice: 354684

222281 354684
 27.21 990 141100

PW/OIL & AIR FILTERS
 MERCHANDISE

04/13/2018 05/20/18

451.84

Invoice: 351107

107.89 73111264 531100
 343.95 990 141100

PW/PUMP, FILTERS, BEAMS
 O&M-STREET-TRAF CONTROL-SUPPLY
 MERCHANDISE

04/03/2018 05/20/18

-158.07

Invoice: 348476

222284 348476
 -12.01 73111423 531100
 -20.40 73637958 531100
 -30.15 73638935 531100
 -17.27 990 141100
 -46.64 73411345 531100
 -31.60 53011212 531100

PW/RETURNS
 OFFICE SUPPLIES
 ROADSIDE MOWER ALLOC-SUPPLIES
 O&M-STD ALLOCATION-SUPPLIES
 MERCHANDISE
 OFFICE SUPPLIES
 PD-C/E-PATROL SUPPLIES

CHECK 347557 TOTAL:

527.64

347558 05/23/2018 PRD
 Invoice: 68356125

2607 ZEE MEDICAL SERVICE 222287 68356125
 130.42 51011215 531100

05/04/2018 21800013 05/20/18
 POL/FIRST AID SUPPLY RESTOCK
 POLICE - C/E FACIL SUPPLIES

CHECK 347558 TOTAL:

130.42

130.42

NUMBER OF CHECKS 123

*** CASH ACCOUNT TOTAL *** 1,331,635.22

TOTAL PRINTED CHECKS

COUNT	AMOUNT
123	1,331,635.22

*** GRAND TOTAL *** 1,331,635.2

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JOURNAL ENTRIES TO BE CREATED

CLERK: cchristianson

YEAR PER	JNL	ACCOUNT DESC	T OB	DEBIT	CREDIT
SRC ACCOUNT	JNL DESC	REF 1	REF 2	REF 3	LINE DESC
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC
2018 5 209					GENERAL - ACCOUNTS PAYABLE
APP 001-213000					AP CASH DISBURSEMENTS JOURNAL
05/16/2018 05/20/18	052318				CASH
APP 635-111100					AP CASH DISBURSEMENTS JOURNAL
05/16/2018 05/20/18	052318				STREETS - ACCOUNTS PAYABLE
APP 101-213000					AP CASH DISBURSEMENTS JOURNAL
05/16/2018 05/20/18	052318				ACCOUNTS PAYABLE
APP 401-213000					AP CASH DISBURSEMENTS JOURNAL
05/16/2018 05/20/18	052318				ACCOUNTS PAYABLE
APP 631-213000					AP CASH DISBURSEMENTS JOURNAL
05/16/2018 05/20/18	052318				ACCOUNTS PAYABLE
APP 402-213000					AP CASH DISBURSEMENTS JOURNAL
05/16/2018 05/20/18	052318				ACCOUNTS PAYABLE
APP 403-213000					AP CASH DISBURSEMENTS JOURNAL
05/16/2018 05/20/18	052318				ACCOUNTS PAYABLE
APP 407-213000					AP CASH DISBURSEMENTS JOURNAL
05/16/2018 05/20/18	052318				ACCOUNTS PAYABLE
APP 901-213000					AP CASH DISBURSEMENTS JOURNAL
05/16/2018 05/20/18	052318				ACCOUNTS PAYABLE
APP 650-213000					AP CASH DISBURSEMENTS JOURNAL
05/16/2018 05/20/18	052318				ACCOUNTS PAYABLE
APP 622-213000					AP CASH DISBURSEMENTS JOURNAL
05/16/2018 05/20/18	052318				ACCOUNTS PAYABLE
APP 301-213000					AP CASH DISBURSEMENTS JOURNAL
05/16/2018 05/20/18	052318				ACCOUNTS PAYABLE
APP 201-213000					AP CASH DISBURSEMENTS JOURNAL
05/16/2018 05/20/18	052318				GENERAL LEDGER TOTAL
					1,331,635.22
					1,331,635.22
					1,304,313.09
APP 631-130000					DUE TO/FROM CLEARING
05/16/2018 05/20/18	052318				GENERAL - DUE TO/FROM CLEARING
APP 001-130000					STREETS - DUE TO/FROM CLEARING
05/16/2018 05/20/18	052318				DUE TO/FROM CLEARING
APP 101-130000					DUE TO/FROM CLEARING
05/16/2018 05/20/18	052318				DUE TO/FROM CLEARING
APP 401-130000					DUE TO/FROM CLEARING
05/16/2018 05/20/18	052318				DUE TO/FROM CLEARING
APP 402-130000					DUE TO/FROM CLEARING
05/16/2018 05/20/18	052318				DUE TO/FROM CLEARING
APP 403-130000					DUE TO/FROM CLEARING
05/16/2018 05/20/18	052318				DUE TO/FROM CLEARING
APP 407-130000					DUE TO/FROM CLEARING
05/16/2018 05/20/18	052318				DUE TO/FROM CLEARING
APP 901-130000					DUE TO/FROM CLEARING
05/16/2018 05/20/18	052318				DUE TO/FROM CLEARING
APP 650-130000					DUE TO/FROM CLEARING

05/16/2018 14:59
cchristianson

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

JOURNAL ENTRIES TO BE CREATED

|P 31
|apcshdsb

YEAR PER	JNL					T OB	DEBIT	CREDIT
SRC ACCOUNT					ACCOUNT DESC			
EFF DATE	JNL DESC	REF 1	REF 2	REF 3	LINE DESC			
								4,507.00
05/16/2018	05/20/18	052318			DUE TO/FROM CLEARING			
APP 622-130000								775.86
05/16/2018	05/20/18	052318			DUE TO/FROM CLEARING			
APP 301-130000								31,474.27
05/16/2018	05/20/18	052318			DUE TO/FROM CLEARING			
APP 201-130000								
05/16/2018	05/20/18	052318					1,304,313.09	1,304,313.09
					SYSTEM GENERATED ENTRIES TOTAL			
					JOURNAL 2018/05/209	TOTAL	2,635,948.31	2,635,948.31

05/16/2018 14:59
cchristianson

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL

JOURNAL ENTRIES TO BE CREATED

P 32
apcshdsb

FUND		YEAR	PER	JNL	EFF DATE	ACCOUNT DESCRIPTION	DEBIT		CREDIT
ACCOUNT									
001	GENERAL FUND	2018	5	209	05/16/2018				164,054.44
	001-130000					GENERAL - DUE TO/FROM CLEARING	164,054.44		
	001-213000					GENERAL - ACCOUNTS PAYABLE			
						FUND TOTAL	164,054.44		164,054.44
101	STREET FUND	2018	5	209	05/16/2018				13,694.67
	101-130000					STREETS - DUE TO/FROM CLEARING	13,694.67		
	101-213000					STREETS - ACCOUNTS PAYABLE			
						FUND TOTAL	13,694.67		13,694.67
201	GO BOND FUND	2018	5	209	05/16/2018				31,474.27
	201-130000					DUE TO/FROM CLEARING	31,474.27		
	201-213000					ACCOUNTS PAYABLE			
						FUND TOTAL	31,474.27		31,474.27
301	CAPITAL CONSTRUCTION FUND	2018	5	209	05/16/2018				775.86
	301-130000					DUE TO/FROM CLEARING	775.86		
	301-213000					ACCOUNTS PAYABLE			
						FUND TOTAL	775.86		775.86
401	WATER OPERATING FUND	2018	5	209	05/16/2018				6,280.31
	401-130000					DUE TO/FROM CLEARING	6,280.31		
	401-213000					ACCOUNTS PAYABLE			
						FUND TOTAL	6,280.31		6,280.31
402	SEWER OPERATING FUND	2018	5	209	05/16/2018				979,291.18
	402-130000					DUE TO/FROM CLEARING	979,291.18		
	402-213000					ACCOUNTS PAYABLE			
						FUND TOTAL	979,291.18		979,291.18
403	STORM & SURFACE WATER FUND	2018	5	209	05/16/2018				75,944.44
	403-130000					DUE TO/FROM CLEARING	75,944.44		
	403-213000					ACCOUNTS PAYABLE			
						FUND TOTAL	75,944.44		75,944.44
407	BUILDING & DEVELOPMENT FUND	2018	5	209	05/16/2018				25,238.32
	407-130000					DUE TO/FROM CLEARING	25,238.32		
	407-213000					ACCOUNTS PAYABLE			
						FUND TOTAL	25,238.32		25,238.32
622	EXPENDABLE TRUST FUND	2018	5	209	05/16/2018				

05/16/2018 14:59
cchristianson

CITY OF BAINBRIDGE ISLAND
A/P CASH DISBURSEMENTS JOURNAL
JOURNAL ENTRIES TO BE CREATED

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apcshdsb

				DEBIT	CREDIT
FUND	YEAR PER	JNL	EFF DATE		
ACCOUNT	ACCOUNT DESCRIPTION				
					4,507.00
			DUE TO/FROM CLEARING	4,507.00	
622-130000			ACCOUNTS PAYABLE		
622-213000				4,507.00	4,507.00
			FUND TOTAL		
631 CLEARING FUND	2018 5	209	05/16/2018	1,304,313.09	
631-130000			DUE TO/FROM CLEARING	27,322.13	
631-213000			ACCOUNTS PAYABLE		1,331,635.22
635-111100			CASH		
			FUND TOTAL	1,331,635.22	1,331,635.22
650 AGENCY FUND	2018 5	209	05/16/2018		1,078.00
650-130000			DUE TO/FROM CLEARING	1,078.00	
650-213000			ACCOUNTS PAYABLE		
			FUND TOTAL	1,078.00	1,078.00
901 CITY-WIDE REPORTING FUND	2018 5	209	05/16/2018		1,974.60
901-130000			DUE TO/FROM CLEARING	1,974.60	
901-213000			ACCOUNTS PAYABLE		
			FUND TOTAL	1,974.60	1,974.60

05/16/2018 14:59 |CITY OF BAINBRIDGE ISLAND
cchristianson |A/P CASH DISBURSEMENTS JOURNAL

|P 34
|apcsbdsb

JOURNAL ENTRIES TO BE CREATED

FUND		DUE TO	DUE FROM
			164,054.44
001	GENERAL FUND		13,694.67
101	STREET FUND		31,474.27
201	GO BOND FUND		775.86
301	CAPITAL CONSTRUCTION FUND		6,280.31
401	WATER OPERATING FUND		979,291.18
402	SEWER OPERATING FUND		75,944.44
403	STORM & SURFACE WATER FUND		25,238.32
407	BUILDING & DEVELOPMENT FUND		4,507.00
622	EXPENDABLE TRUST FUND	1,304,313.09	
631	CLEARING FUND		1,078.00
650	AGENCY FUND		1,974.60
901	CITY-WIDE REPORTING FUND		
	TOTAL	1,304,313.09	1,304,313.09

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

PAYROLL

PAYROLL CHECK RUN: 5 - 21 - 2018

Run Type	Run Date	Check # Sequence	Comments	Amount
Normal	5/21/2018	041693 - 041825	P/R check run - direct deposit	315,494.11
Normal	5/21/2018	108536 - 108539	P/R check run - regular	6,131.66
Vendor	5/21/2018	108540 - 108551	P/R vendor check run	127,777.57
EFTPS	5/21/2018		Federal Tax Electronic Transfer	123,478.06
			TOTAL:	572,881.40

Prepared and Reviewed by:

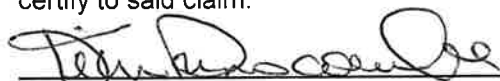


Deborah Lee

Date

5-18-18

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

5/18/18

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Special City Council Meeting Minutes, May 8, 2018 (Pg. 298)	Date: 5/22/2018
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: 18-091
Proposed By: City Clerk	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
CCMIN 050818 SPECIAL	Backup Material



SPECIAL CITY COUNCIL MEETING
TUESDAY, MAY 8, 2018

MEETING MINUTES

1. CALL TO ORDER - 6:00 PM

Mayor Medina called the special City Council meeting to order at 6:03 p.m. in Council Chambers.

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

2. EXECUTIVE SESSION

A. Council adjourned to the Planning Conference Room pursuant to RCW 42.30.110(1)(g) to review the performance of a public employee.

3. ADJOURNMENT

Council returned from Executive Session at 6:31 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, May 8, 2018 (Pg. 300)	Date: 5/22/2018
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: 18-091
Proposed By: City Clerk	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
CCMIN 050818 BUSINESS	Backup Material



CITY COUNCIL BUSINESS MEETING
TUESDAY, MAY 8, 2018

MEETING MINUTES

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

Mayor Medina called the City Council meeting to order at 7:01 p.m. in Council Chambers.

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

2. AGENDA APPROVAL OR MODIFICATION/CONFLICT OF INTEREST DISCLOSURE

Mayor Medina asked to add proposed board/committee assignments under New Business as 8(D). Councilmember Peltier moved and Councilmember Nassar seconded to approve the agenda as amended. The motion carried unanimously, 7-0. There were no conflict of interest disclosures.

3. PUBLIC COMMENT

4. MAYOR'S REPORT

Mayor Medina proposed using approval by unanimous consent for non-controversial agenda items, and Council concurred. He reported on the Bainbridge Island Police Awards Ceremony, scheduling of a report on the Wycoff property, and short-term event rental regulations.

5. CITY MANAGER'S REPORT 7:11 PM

City Manager Schulze provided an update on the Wycoff briefing, assistance provided to homeless individuals, the pavement maintenance project, For the Love of Bainbridge event, Association of Bainbridge Communities Environmental Conference, Waterfront Park Dock Grand Opening, the comprehensive communication strategy, and the Suzuki project.

6. PRESENTATION(S)

A. Oath of Office for Leslie Schneider – Executive 7:23 PM

Councilmember Schneider took the Oath of Office.

7. UNFINISHED BUSINESS

A. Resolution No. 2018-15 and Ordinance No. 2018-16 Relating to Right-of-Way Vacation for Unnamed 30-Foot Strip, AB 17-148 – Public Works 7:26 PM

Public Works Director Loveless introduced the agenda item.

Public Comment

Jane Stone and Perry Barrett thanked Sarah Soutter, Council, and staff for their work.

MOTION: I move to adopt Resolution No. 2018-15, formally initiating a street vacation process and setting a public hearing on the proposed vacation for June 12, 2018.

Tirman/Nassar: The motion passed by unanimous consent.

B. Ordinance No. 2018-18 Amending Chapter 2.37 of the Bainbridge Island Municipal Code to Allow the Climate Change Advisory Committee to Utilize a Listserv to Conduct Committee Business Under Certain Circumstances, AB 18-005 – Executive 7:31 PM

Councilmember Deets introduced the agenda item. City Attorney Levan provided additional information.

MOTION: I move to refer approval of Ordinance No. 2018-18 to the May 22, 2018, Consent Agenda.

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

8. NEW BUSINESS

A. 2017 Year-End and 2018 Quarter I Financial Report, AB 18-084 – Finance 7:41 PM

Finance Director Schroer provided a presentation on the 2017 year-end and 2018 Quarter I financial report.

B. Resolution No. 2018-16 Updating the Procurement Policy, AB 18-083 – Executive 8:03 PM

Deputy City Attorney Sepler introduced the agenda item.

MOTION: I move to refer approval of Resolution No. 2018-16, updating the City's procurement policy, to the May 22, 2018, Consent Agenda.

Nassar/Peltier: The motion passed by unanimous consent.

C. Kitsap County Interlocal Agreement for 2020 Census LUCA Addressing, AB 18-085 – Planning 8:09 PM

Building Official Weaver introduced the agenda item.

MOTION: I move to refer approval of the interlocal agreement with Kitsap County relating to the 2020 Census LUCA addressing to the May 22, 2018, consent agenda.

Peltier/Deets: The motion passed by unanimous consent.

D. Proposed Board/Committee Assignments [Added] 8:12 PM

Mayor Medina introduced the agenda item.

MOTION: I move to approve the proposed board/committee assignments to replace Councilmember Scott.

Nassar/Tirman: The motion passed by unanimous consent.

9. COUNCIL DISCUSSION

8:15 PM A. Code of Conduct, AB 18-086 – Mayor Medina

Mayor Medina introduced the agenda item. Councilmember Deets discussed the Core Values from the Ethics Program.

10. CONSENT AGENDA - 8:21 PM

A. Agenda Bill for Consent Agenda, AB 18-082

B. Accounts Payable and Payroll

Accounts Payable: last check number 347312 from previous run for \$6,638.19; manual check number sequence 347313 – 347322 for \$39,609.44; regular check number sequence 347323 – 347416 for \$160,117.66; Electronic Funds Transfer check number 293 for \$13,754.80; ACH check numbers 293 and 294 for \$8,143.31. Total disbursement = \$221,625.21.

Payroll: normal direct deposit check sequence 041566 – 041692 for \$292,199.72; normal payroll check sequence 108518 – 108520 for \$4,490.32; vendor check run sequence 108521 – 108535 for \$311,443.45; Federal Tax Electronic Funds Transfer for \$113,123.15. Total disbursement = \$720,256.64.

C. Study Session Meeting Minutes, April 17, 2018

D. Special City Council Meeting Minutes – Council Vacancy, April 19, 2018

E. Special City Council Meeting Minutes, April 19, 2018

F. Special City Council Meeting Minutes, April 24, 2018

G. Regular City Council Business Meeting Minutes, April 24, 2018

H. Ordinance No. 2018-15, Relating to 2018 Quarter 1 Budget Amendments, AB 18-077 – Finance

I. Professional Services Agreement for Design of Sportsman Club Road/New Brooklyn Intersection Improvements, AB 18-033 – Public Works

J. Termination of Appointment of Mr. Gutsche to the Design Review Board for Unexcused Absences

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

Tirman/Peltier: The motion passed by unanimous consent.

11. COMMITTEE REPORTS - 8:23 PM

A. Multi-Modal Transportation Advisory Committee Regular Meeting Minutes, March 14, 2018 – Councilmember Deets

B. Environmental Technical Advisory Committee Regular Meeting Minutes, March 15, 2018 – Councilmember Nassar

C. Climate Change Advisory Committee Meeting Minutes, March 21, 2018 – Councilmember Deets

D. Tree & Low Impact Development Ad Hoc Committee Special Meeting Notes, April 13, 2018

12. REVIEW UPCOMING COUNCIL MEETING AGENDAS - 8:23 PM

A. Council Calendar

Council reviewed the Council calendar. Councilmember Nassar requested a discussion on the Green Direct program. Council requested an update on the moratorium at every Study Session following the meeting on May 15, 2018. Councilmember Peltier requested a discussion on re-establishing the Forestry Commission.

13. FOR THE GOOD OF THE ORDER - 8:37 PM

Councilmember Deets raised the idea of establishing a sister city in Norway.

Mayor Medina said that the trees to be removed on Miller Road will be flagged, and Council discussed the method.

Mayor Medina and Councilmember Nassar were appointed to the LEOFF Disability Board.

14. ADJOURNMENT

Mayor Medina adjourned the meet at 8:44 p.m.

Kol Medina, Mayor

Christine Brown, City Clerk

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Ordinance No. 2018-18 Amending Chapter 2.37 BIMC to Allow the Climate Change Advisory Committee to Utilize a Listserv to Conduct Committee Business Under Certain Circumstances, AB 18-005 - Executive (Pg. 305)	Date: 5/22/2018
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: 18-005
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

Business Meeting: 5/8/2018	Recommendation: Forward to 5/22 Consent Agenda	
City Manager: Yes	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

Interest has been expressed by the Climate Change Advisory Committee to allow committee members to utilize a listserv as an option to engage in discussions and exchange information. Due to the unique nature of the work of the committee, which often requires review and analysis of complex technical documents and communications and document preparation related to such matters, and challenges in scheduling more meetings of the committee due to time demands on committee members, an option of utilizing a listserv would be beneficial and would increase the productive capacity of the committee.

Under Chapter 2.37 of the Bainbridge Island Municipal Code (“BIMC”), which governs the committee, the committee’s meetings are to be held in accordance with the state law Open Public Meetings Act (“OPMA”) (Chapter 42.30 RCW). In order to avoid confusion regarding what constitutes a “meeting” of the committee for the purposes of the OPMA in the context of use of a listserv by committee members, it is proposed that Chapter 2.37 BIMC be revised to make clear that the committee’s use of a listserv to engage in discussions and exchange information, under conditions described in the attached proposed ordinance, would not be regarded as a meeting of the committee for the purposes of OPMA requirements that the City otherwise imposes on its advisory committees.

The proposed revision to Chapter 2.37 BIMC is consistent with the OPMA because the committee’s work is purely advisory in nature. Generally speaking, the committee’s role is to provide input and recommendations to the City Council. Additionally, the proposed revision is intended to increase the productiveness of the committee and enhance transparency and the public’s involvement with the committee. Under the proposed ordinance, all discussions and exchanges of information by committee members via the

committee's listserv would be open to the public on a read-only basis. Use of the listserv would supplement the work that the committee will continue to conduct at its committee meetings, which will continue to be publicized and open to the public.

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
▣ Ordinance No. 2018-18	Ordinance

ORDINANCE NO. 2018-18

AN ORDINANCE of the City Council of Bainbridge Island, Washington, amending Chapter 2.37 BIMC to Allow the Climate Change Advisory Committee to Utilize a Listserv to Conduct Committee Business Under Certain Circumstances.

WHEREAS, the Climate Change Advisory Committee has expressed an interest in allowing committee members to utilize a listserv as an option to engage in discussions and exchange information in certain circumstances; and

WHEREAS, due to the unique nature of the work of the committee, which often requires review and analysis of complex technical documents and communications and document preparation related to such matters, and challenges in scheduling more meetings of the committee due to time demands on committee members, an option of utilizing a listserv would be beneficial and would increase the productive capacity of the committee; and

WHEREAS, under Chapter 2.37 of the Bainbridge Island Municipal Code (“BIMC”), which governs the committee, the committee’s meetings are to be held in accordance with the state law Open Public Meetings Act (“OPMA”) (Chapter 42.30 RCW); and

WHEREAS, in order to avoid confusion regarding what constitutes a “meeting” of the committee for the purposes of the OPMA in the context of use of a listserv by committee members, it is proposed that Chapter 2.37 BIMC be revised to make clear that the committee’s use of a listserv to engage in discussions and exchange information, under conditions described in this ordinance, would not be regarded as a meeting of the committee for the purposes of OPMA requirements that the City otherwise imposes on its advisory committees; and

WHEREAS, the proposed revision to Chapter 2.37 BIMC is consistent with the OPMA because the committee’s work is purely advisory in nature and, generally speaking, the committee’s role is to provide input and recommendations to the City Council; and

WHEREAS, the proposed revision is intended to increase the productiveness of the committee and enhance transparency and the public’s involvement with the committee such that, under the revision to Chapter 2.37 BIMC, all discussions and exchanges of information by committee members via the committee’s listserv would be open to the public on a read-only basis;

WHEREAS, use of the listserv would supplement the work that the committee will continue to conduct at its committee meetings, which will continue to be publicized and open to the public.

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

Section 1. Section 2.37.040 of the Bainbridge Island Municipal Code is hereby amended to add a new subsection as follows:

F. This committee has the option of establishing and using a listserv to engage in discussions and exchange information. If such a listserv is established, it must be open to the public on a read-only basis. For the purposes of this committee, use of such a committee listserv by a majority of the committee will not be regarded as a meeting of the committee for the purposes of Open Public Meetings Act requirements that the city otherwise imposes on its advisory committees.

Section 2. This ordinance shall take effect and be in force five (5) days from its passage and publication as required by law.

PASSED BY THE CITY COUNCIL this ____ day of May, 2018.

APPROVED BY THE MAYOR this ____ day of May, 2018.

Kol Medina, Mayor

ATTEST/AUTHENTICATE:

Christine Brown, City Clerk

FILED WITH THE CITY CLERK:	May 4, 2018
PASSED BY THE CITY COUNCIL:	May ____, 2018
PUBLISHED:	
EFFECTIVE DATE:	
ORDINANCE NUMBER:	2018-18

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Resolution No. 2018-16, Updating the Procurement Policy, AB 18-083 - Executive (Pg. 309)	Date: 5/22/2018
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: 18-083
Proposed By: Executive	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

Business Meeting: 5/8/2018	Recommendation: Forward to 5/22 Consent Agenda.	
City Manager: Yes	Legal:	Finance:

DESCRIPTION/BACKGROUND

On June 14, 2016, the City Council adopted the City's procurement policy to govern the City's purchasing, procurement, and public works procedures.

Attached for the City Council's review is a proposed update to the City's procurement policy. The proposed update includes:

A. Authorization for the City Manager to Execute Certain Grant Documents

Proposed amendments to Section 15.1 of the procurement policy would authorize the City Manager to execute all required agreements and documents with a grant-issuing agency to effectuate any grant approved or accepted by the City Council.

B. Authorization for the City Manager to Enter Into Certain Leases

Proposed changes to Section 15.3 of the procurement policy would authorize the City Manager to enter into leases of real property where the rent does not exceed \$50,000 total over the term of the lease. However, the City Council's approval would be required for all leases of real property that are for a term or more than five (5) years.

The \$50,000 limit is consistent with the contracting authority that the City Council has previously delegated to the City Manager in other contexts. For example, the procurement policy authorizes the City Manager to award contracts for public works projects costing less than \$50,000.

C. State Auditor's Office Recommendations

Proposed additions of Sections 5.2.7 and 17, and related proposed changes to Section 5.3, would adopt recommendations made by the State Auditor's Office following the April 2017 Federal Grant Audit and ensure compliance with applicable federal law.

D. Changes to State Law

Proposed changes Section 5.7 would update the procurement policy to reflect changes in state law related to payment and performance bond requirements. Specifically, the proposed update would address changes to RCW 39.08.010(3), which was amended in 2017.

E. Environmentally-Friendly Purchasing Policy

Proposed addition of a Section 4.7 would adopt a new environmentally-friendly purchasing policy for the City, which would require the City to purchase environmentally-friendly products whenever appropriate environmentally-friendly products are available and reasonably priced compared to competing products.

F. Neonicotinoids and Pesticides

Proposed addition of Sections 4.8 and 4.9 would formally include in the procurement policy purchasing restrictions on products containing neonicotinoids and certain pesticides that were previously adopted by the City Council.

The proposed update would also correct several minor spelling and grammar issues throughout the procurement policy.

Attached to this agenda bill are:

1. Proposed Resolution 2018-16, updating the City's procurement policy; and
2. The proposed update to the City's procurement policy, in track changes.

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
❑ Resolution No. 2018-16	Resolution
❑ Proposed Updates to Procurement Policy	Backup Material

RESOLUTION NO. 2018-16

A RESOLUTION of the City Council of Bainbridge Island,
Washington, updating the City's procurement policy.

WHEREAS, on June 14, 2016, the City Council approved Resolution No. 2016-14,
adopting a comprehensive procurement policy for the City; and

WHEREAS, the City's procurement policy serves as a guide for the community and the
City's staff and officers; and

WHEREAS, the City Council now desires to update the City's procurement policy to
provide additional clarity with respect to certain purchasing and contracting processes and to
reflect changes in state law.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF BAINBRIDGE ISLAND
DOES RESOLVE AS FOLLOWS:**

Section 1. The procurement policy adopted by Resolution No. 2016-14 is hereby
repealed in its entirety.

Section 2. The procurement policy attached as Exhibit A to this resolution is hereby
adopted in its entirety.

PASSED by the City Council this ____ day of ____, 2018.

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

By: /s/
Kol Medina, Mayor

ATTEST/AUTHENTICATE:

By: /s/
Christine Brown, City Clerk

FILED WITH THE CITY CLERK: May 4, 2018
PASSED BY THE CITY COUNCIL: , 2018
RESOLUTION NO. 2018-16

Exhibit A
Procurement Policy



CITY OF
BAINBRIDGE ISLAND

PROCUREMENT POLICY
PURCHASING GUIDELINES
CONTRACT AND SURPLUS AUTHORITY

Effective Date: May 22, 2018

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I. GENERAL

1.1 Purpose

This document is intended to direct the purchase of goods and services at a reasonable cost. An open, fair, documented, and competitive process is to be used whenever reasonable and possible. The purchasing function's integrity, efficiency, and effectiveness are critical elements of sound government.

1.2 Objectives

The objectives of the City's purchasing program are as follows:

- To provide a uniform system to obtain supplies, materials, equipment, and services in an efficient and timely manner;
- To facilitate responsibility and accountability with the use of City resources;
- To ensure equal opportunity and competition among vendors and contractors;
- To promote effective relationships and clear communication between the City and its vendors and contractors;
- To comply with State procurement statutes governing expenditures of public funds;
- To promote use of recycled materials and products, and dispose of surplus and scrap materials with regards to cost savings and the environment.

1.3 Scope

These guidelines apply to purchases of:

- Supplies, materials and equipment
- Professional services (including architectural and engineering services)
- Non-professional services (purchased services)
- Public works projects

The guidelines do not apply to the acquisition, sale, or lease of real property, except as described in Section 15.3.

If grant or debt funding is involved in the proposed purchase, applicable requirements should be obtained from the funding agency. Such requirements may be more restrictive than the City's policy.

1.4 Controlling Laws

All purchases shall comply with appropriate and relevant Federal, State, and City laws and policies. If the appropriate and relevant Federal or State laws, regulations, grants, debt, or requirements are more restrictive than these guidelines, such laws, regulations, grants, debt, or requirements should be followed.

The City Attorney shall be consulted when questions regarding potential conflicts arise. Applicable laws and regulations will be cited throughout this document.

2.0 DETERMINING TOTAL PURCHASE COST

2.1 Use Anticipated Cost

The anticipated annual need for a good or service (when it can reasonably be projected) shall be used to determine the cost of that good or service, and thus which contract approval level, cost threshold, and other related purchasing requirements apply.

2.2 No “Bid Splitting”

Requirements shall not be divided to come up with a lower total cost to avoid contract approval levels or competition requirements. If one item being purchased requires another item to “make a whole,” the total accumulated costs of the two items (when they can reasonably be projected) should be considered together to determine which approval level and cost threshold apply, unless the two items are not available from a single vendor.

2.3 Costs to include

Include costs such as taxes, freight, and installation charges when determining which cost threshold applies. Do not include the value of a trade-in. Trade-in value should be considered, however, to determine the lowest bid when competitive bidding is used.

2.4 Include Total Quantity Needed

Requirements for the total quantity of an item (when they can be reasonably projected) should be considered when determining which cost threshold and related purchasing requirements apply.

2.5 Multiphase Programs

If a project is to be completed in phases, the total accumulated cost for all phases should be considered when determining which cost threshold applies.

3.0 CONTRACT APPROVAL LEVELS

These approval levels are designed for contracts whose costs are covered by budget appropriations previously approved by the City Council. Contracts requiring additional appropriations must be approved by the Council.

3.1 Purchasing of Equipment, Supplies & Materials

3.1.1 \$10,000 or Less

Purchases in this price range are to be approved by the Department Director.

3.1.2 \$10,001 to \$50,000

Purchases in this price range are to be approved by the City Manager.

3.1.3 \$50,001 or More

Purchases in this price range are to be approved by the City Council.

3.2 Professional Services (Personal Services and Architecture & Engineering Services)

3.2.1 \$50,000 or Less

Contracts in this price range are to be approved by the City Manager.

3.2.2 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

3.3 Non-Professional Services (Purchased Services)

3.3.1 \$10,000 or Less

Contracts in this price range are to be approved by the Director.

3.3.2 \$10,001 to \$50,000

Contracts in this price range are to be approved by the City Manager.

3.3.3 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

3.4 Public Works Projects

3.4.1 \$10,000 or Less

Contracts in this price range are to be approved by the Public Works Director.

3.4.2 \$10,001 to \$50,000

Contracts in this price range are to be approved by the City Manager, provided they are included in the Capital Improvement Plan (CIP).

3.4.3 \$50,001 or More

Contracts in this price range are to be approved by the City Council.

4.0 COST THRESHOLD REQUIREMENTS – PURCHASING AND NON-PROFESSIONAL SERVICES (PURCHASED SERVICES)

The following cost thresholds apply for purchases of supplies, equipment, non-professional services, and information services.

Non-professional services (referred to as purchased services by Municipal Research and Services Center (MRSC)) are for routine and continuing functions, mostly related to physical activities that:

- Follow established or standardized procedures
- Contribute to the day-to-day business operations
- Completion of assigned and specific tasks
- Require only routine decisions
- May require payment of prevailing wages

Examples include delivery services, landscaping and janitorial services, vehicle inspection and repair services, HVAC system maintenance, and office furnishings installation and repair service. Consult with the City Attorney prior to contracting for these services for advice on bidding and prevailing wage requirements.

The cost thresholds below do not apply to the purchase of services that are considered to constitute a *public work* – see Section 5.0 on public works projects.

They also do not apply to the purchase of *professional services* (including architectural or engineering services) – see Section 7.0 on professional services and Section 8.0 on architectural and engineering services.

Refer to Section 10.0 in situations involving *sole source* or *emergency* purchases.

4.1 \$10,000 OR LESS – Direct Negotiation

Purchases in this price range may be entered into through direct negotiation. Competition is not required, though departments should still make every effort to receive the best price possible. Documentation on all quotes should be retained.

4.2 \$10,001 TO \$50,000 – 3 Quotes Needed

For purchases in this price range, at least three quotes shall be obtained. Quotes may be obtained by telephone or in writing. Documentation on all quotes will be retained. The documentation will include the date, time, vendor contact name, phone number, email (if applicable), price quoted and any reasons for acceptance or refusal of the quote.

4.3 \$50,001 or More– Competitive Bids

For purchases in this price range, competitive bids shall be obtained from at least 3 vendors. Bids do not need to be sealed, but shall be in writing. See Section 6.0 on competitive bidding for a detailed description of the procedures to be followed.

4.4 Auctions

RCW 39.30.045 allows for the purchase of any supplies or equipment at auctions rather than through competitive bidding, if the items can be obtained at a competitive price. This authority allows the City to make a purchase on an internet-based auction service, such as eBay, as well as through in-person auctions. The City may also use federal, state or local governmental auctions.

4.5 Purchasing Surplus Property from Other Governmental Agencies

RCW 39.33.010 allows for the purchase of surplus property from other governmental agencies without regard to bid laws.

4.6 Contracting for Services with Other Governmental Agencies

RCW 39.04.080 authorizes one public agency to contract with another public agency to perform any function which each agency is authorized by law to perform itself.

4.7 Environmentally-Friendly Purchasing

Where appropriate environmentally-friendly products are available and reasonably priced compared to competing products, such environmentally-friendly products are to be purchased by the City. Environmentally-friendly products may include, but are not limited to, products that are: less toxic or hazardous, energy and water efficient, recyclable or made from recycled content or renewable resources, bio-based, sustainably certified, or shipped or made with reduced packaging.

4.8 Neonicotinoids

Pursuant to Resolution No. 2016-11, the City will not purchase landscaping materials, including plants and seeds, that have been treated with neonicotinoids, except for use in: (a) a well-defined research study; or (b) when the life or health of a valuable or significant tree is threatened and neonicotinoid application is the least environmentally impactful option.

4.9 Pesticides

Pursuant to Chapter 16.30 BIMC, the City will not purchase any pesticide, except for those included on the Least Toxic Products List established by Resolution 2003-23 or subsequent resolutions of the City Council.

5.0 PUBLIC WORKS PROJECTS

As defined in RCW 39.04.010, *public works* include (but are not limited to) all work, construction, alteration, repair, or improvement (other than *ordinary maintenance*, engineering analysis, and design and other professional services) executed at the City's cost, or which is by law a lien or charge on any property therein. If the City contracts out for maintenance or repairs, the work is a public work for bidding and prevailing wage purposes.

5.1 Defining Project Cost

The cost of a public works project includes the costs of materials, supplies, equipment, and labor on the construction of that project.

5.2 Bid Requirements

Washington State law requires the City to call for bids whenever the cost of a public work will exceed \$65,000, if more than one craft or trade is involved. If only a single craft or trade is involved, or if the project is for street signalization or street lighting, bids must be called for if the cost is greater than \$40,000. The City has established the following additional guidelines for the bidding process:

5.2.1 Public Works Projects \$0 to \$500: No competitive bidding is needed.

5.2.2 Public Works Projects \$501 to \$2500: Solicit 3 informal quotes by telephone or in writing.

5.2.3 Public Works Projects \$2501 to \$10,000: Solicit 3 informal quotes by telephone or in writing, preferably from the small works roster.

5.2.4 Public Works Projects \$10,001 to \$35,000: Solicit 3 quotes from the small works roster.

5.2.5 Public Works Projects \$35,001 to \$150,000: Solicit quotes from at least five contractors on the small works roster in a manner that will equitably distribute opportunities among contractors on the roster.

"Equitably distribute" means that the City may not favor certain contractors on the appropriate small works roster over other contractors on the appropriate small works roster who perform similar services.

5.2.6 Public Works Projects \$150,001 to \$300,000: Solicit 5 quotes from small works roster and notify the remaining contractors on the roster that quotes on the work are being sought. This notice can be made by:

- Publishing notice in a legal newspaper in general circulation in the area where the work is to be done; or
- Mailing a notice to these contractors; or
- Sending a notice to these contractors by electronic means such as email or fax.

5.2.7 Exception: If the public works project is \$150,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

5.2.8 Public Works Projects More than \$300,000: Advertise and call for bids using the formal bid process.

All contracts are to be awarded to the lowest responsible bidder. RCW 39.04.350 outlines criteria that a bidder must meet in order to be considered responsible.

5.3 Small Works Roster

RCW 39.04.155 authorizes cities to use a small works roster to award public works contracts of less than \$300,000.

Exception: If the public works project is \$150,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

Using a small works roster provides a streamlined method for soliciting competitive bids for public works projects costing less than \$300,000.

A small works roster consists of all responsible contractors who have requested to be listed, and are properly licensed or registered to perform such work in the State of Washington.

As an alternative to creating and maintaining the City's own small works roster for construction of public works projects, the City Manager is authorized to enter into agreements with the Municipal Research and Services Center (MRSC) or any other agency for use of their small works roster, as long as such small works rosters are in compliance with the latest State of Washington rules, regulations, requirements, and laws regarding the establishment, maintenance, and use of small works rosters for public works projects. The City is currently using MRSC's small works roster.

A contract awarded from a small works roster need not be advertised. Invitations for quotations shall include an estimate of the scope and nature of the work to be performed, as well as materials and equipment to be furnished. However, detailed plans and specifications need not be included in the invitation. This does not eliminate other requirements for architectural or engineering approvals as to quality and compliance with building codes.

Performance bonds are required on small works roster projects, and the City requires bid bonds for small works roster projects with an estimated cost of more than \$100,000. Although not required for small works roster projects below that threshold, bid bonds are recommended to ensure that the contractor enters into the contract.

The City Council will award contracts with a value of more than \$50,000.

The Public Works Director shall post a list of the contracts awarded using the small works roster at least once a year. The list shall contain the names of the contractors awarded the contracts, the amount of the contracts, a brief description of the type of work performed under the contracts, and the date the contracts were awarded. The list shall also state the location where the bid proposals for the contracts are available for public inspection.

5.4 Limited Public Works Process

The limited public works process is a type of small works roster process that applies only to contracts estimated to cost less than \$35,000. To use this process, the City must solicit electronic or written quotations from a minimum of three contractors from the appropriate small works roster. This process is described in RCW 39.04.155(3) and allows the City to waive the payment and performance bond requirements of Chapter 39.08 RCW and the retainage requirements of Chapter 60.28 RCW. Consult with the City Attorney for prior approval when waiving both of these requirements.

5.5. Public Works Performed by City Employees

RCW 35.23.352 allows City employees to perform public works projects as long as the project's estimated cost is lower than the bidding limits (\$40,000 single craft/trade or \$65,000 multiple craft/trade).

Work performed within the City by other public employees under an interlocal agreement shall also be included in these limits.

The City is required to provide a report to the state auditor of the costs of all public works in excess of \$5,000 that are not let by contract (RCW 35A.40.200 and 35.23.352(4)). For any project using City employees in excess of \$25,000, the City must publish a description of the project and its estimated cost in the official newspaper at least fifteen days before beginning the work (RCW 39.04.020).

5.6 Prevailing Wages

The City is required by RCW 39.12.040 to require contractors to pay prevailing wages on all public works contracts.

A "Statement of Intent to Pay Prevailing Wages" must be received from a contractor before any payment is made, and an "Affidavit of Wages Paid" must be received following final acceptance of the work.

5.7 Performance and Payment Bonds

RCW 39.08.010 mandates that the City require payment and performance bonds for every public works contract, except as described below. This ensures that the job will be completed and that all workers, vendors, and subcontractors will be paid.

The bonds shall be executed by a surety company authorized to do business in Washington State, in an amount equal to 100% of the price specified in the contract.

For contracts of \$150,000 or less, the City is allowed, at the option of the contractor, to forego requiring payment and performance bonds. Instead, the City may retain 10% of the contract for 30 days after final acceptance, or until receipt of all necessary releases from the Department of Revenue, Department of Labor & Industries, and Employment Security Department, and settlement of any liens filed under RCW 60.28, whichever is later. The intent of this exception is to assist small contractors who may have difficulty securing bonds.

RCW 39.08.015 subjects the City to claims of laborers, materialmen, subcontractors, and mechanics if the required payment and performance bonds are not obtained.

RCW 60.28.011 prohibits agencies from withholding retainage on public works projects funded in whole or in part by federal transportation funds. Instead, agencies must rely on the contractor's bond.

5.8 Public Works over \$1 Million

RCW 39.30.060 specifies that in order for their bid to be considered responsive, every bidder for a public works contract of over \$1 million must submit (either with their bid or within one hour of the bid submittal time) the names of all subcontractors that will be used for heating, ventilation and air conditioning, plumbing and electrical work.

5.9 Change Orders

Change orders are to be approved in accordance with the cost thresholds outlined in this section, provided that the changes do not increase the project's cost in excess of previously approved budget appropriations.

The City Council must approve any change order that increases a project's cost beyond previously-approved budget appropriations.

Public Work Contract total remains below \$300,000 – Change orders are to be approved by the City Manager.

Public Work Contract total moves to \$300,000 or more, but the total cumulative amount of change orders is 10% or less – Change orders are to be approved by the City Manager.

Public Work Contract total moves to \$300,000 or more and the total cumulative amount of change orders is more than 10% – Council must authorize the City Manager to approve the revised contract.

In the event unforeseen conditions necessitate an immediate change to avoid a contractor's claim against the City for delays, the City Manager may authorize and direct work irrespective of the limits above, provided any work change directive issued in excess of the City Manager's authority shall be incorporated into a change order and presented to the City Council as soon as practicable.

5.10 Project Acceptance

At the completion of a public works project, as confirmed by the Director of Public Works or designee, the City Manager is authorized to accept the work.

The Director of Public Works, Director of Planning and Community Development and the Director of Finance are further authorized to sign exoneration and release forms for bonds and other security devices submitted with respect to a project.

6.0 COMPETITIVE BIDDING PROCEDURES

6.1 Public Notice

RCW 35.23.352(1) sets out the advertising requirements for the public works bidding process. For all contracts that require bids, notice shall be published in the official newspaper at least 13 days prior to the due date for bids.

Advertisements for bids should include the following items:

- Title of the project
- Nature and scope of the work
- Materials and equipment to be furnished
- Where contract documents (plans, *specifications*) may be obtained
- Cost to obtain a set of contract documents
- Place, date, and time that bids are due
- Statement that a *bid bond* must accompany the bid
- Statements that the City retains the right to reject any or all bids, and to waive minor irregularities in the bidding process

6.2 Bid Specifications

Bid specifications should incorporate a clear and accurate description of the technical requirements for the material, product, or service to be purchased. Such descriptions should not contain features that unduly restrict competition.

When it is impractical or uneconomical to make clear and accurate description requirements, a “brand name or equal” description may be used. The responsibility of demonstrating to the City’s satisfaction that a product is “equal” to that specified shall be on the vendor proposing the substitution.

Requests for approval of substitutions must be made with sufficient time to allow the City to adequately review the proposal, including time for vendors to respond to questions and requests for additional information or clarification. The City has no obligation to accept proposed substitutions.

Acceptance of a substitute product proposed as an “equal” to that specified will be made in writing. If this acceptance occurs prior to the bid, other bidders will be notified to the extent practical.

6.3 Award

The contract will be awarded to the lowest responsive and responsible bidder whose bid meets the requirements and criteria included in the invitation for bids, or all bids will be rejected. RCW 39.04.350 outlines criteria that a bidder must meet in order to be considered responsible. The City may not negotiate with any of the bidders.

RCW 39.04.350 established bidder responsibility criteria. Before the City may accept a Contractor's bid, the contractor must:

- Be a registered contractor at the time of bid submittal (RCW 18.27.020)
- Have a current Unified Business Identifier (UBI) number
- Have industrial insurance coverage
- Have an employment security department number
- Have a state excise tax registration number
- Have never been disqualified from bidding under RCW 39.06.010 or 39.12.065(3)

The City also requires that the contractor must:

- Have or agree to obtain a current City business license
- Be current with all applicable licenses, taxes, and fees owed to the City of Bainbridge Island

In addition, the City adopts the following supplemental criteria which may be used in connection with specified projects:

- The ability, capacity, and skill of the bidder to perform the contract or provide the service required
- The character, integrity, reputation, judgment, experience, and efficiency of the bidder
- Whether the bidder can perform the contract within the time specified
- The quality of performance of previous contracts or services
- The previous and existing compliance by the bidder with laws relating to the contract or services
- Such other information as may be secured having a bearing on the decision to award the contract

When using the supplemental criteria described above, the City will include the supplemental criteria in the bidding documents, together with a basis for evaluation, deadline for bidder to submit responsibility documentation, and deadline for bidder to appeal a "not responsible" determination.

Contracts over \$50,000 are awarded by the City Council.

When a trade-in option exists and is in the City's best interest, the price offered on the trade will be considered when determining the lowest responsive and responsible bid.

RCW 39.30.040 allows any local sales tax revenue generated by the purchase to be considered in determining the lowest responsive and responsible bid. Other preferences favoring local businesses are not permitted.

6.4 Cancellation

An invitation for bids may be cancelled. Additionally, the City (at its sole discretion) may choose to reject any or all bids, in whole or in part.

6.5 Submittal of Bids

Bids will be submitted as specified in the invitation for bid by the appointed date and time listed in the invitation. Each bid will be dated and time stamped as it is received. Late bids will not be accepted. If the bid is a sealed bid, all qualified bids will be opened and read aloud publicly at the appointed time.

No City representative shall inform a contractor of the terms or amount of any other contractor's bid for the same project prior to the bid opening date and time. Once bids have been submitted (and opened, if the bids are sealed), the City may not negotiate with bidders. The contract must be awarded to the lowest responsive and responsible bidder, or else all bids must be rejected.

A written record shall be made of each contractor's bid on a project and of any conditions imposed on the bid. Immediately after an award is made, the bid quotations shall be recorded, open to public inspection, and available by telephone inquiry.

Original specifications and the original bid responses will be retained for review and audit as required.

6.6 Bid Security

Bid security shall be required for all competitive bidding for public works contracts, and shall be included in the bid package. Security shall be in the form of a bond with a value of at least 5% of the amount of the bid, provided by a surety company that is authorized to do business in Washington State, or the equivalent in cash or certified check.

Bid bonds are not required when small works procedures are used for projects under \$100,000.

Bid security shall be required on all bids for materials, supplies, and equipment only if it is determined to be necessary.

When the invitation for bids requires submittal of bid security, noncompliance will result in rejection of the bid.

If a bidder is permitted to withdraw a bid before award, its bid security shall be returned.

6.7 Non-Collusion Affidavit

Each bidder shall be required to warrant that their bid is genuine, and that they have not entered into collusion with other bidders, by submitting with their bid an executed and notarized affidavit on a form approved by the City Attorney.

7.0 PROFESSIONAL SERVICES

*Professional services*¹ are services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement.

Professional services include, but are not limited to:

- Architectural, engineering, or design services
- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisal or title abstracts
- Relocation assistance
- Surveying
- Soils analysis or core testing

7.1 Competitive Process

A competitive process is recommended but not required for professional services, other than professional architectural engineering, or surveying services (see Section 8.0 for procedures to be followed when obtaining these services). The contract approval levels outlined in Section 3.0 still apply.

7.2 Solicitation of Proposals

The City may request a Request for Qualification (RFQ) as an initial submission or together with a Request for Proposals (RFP) in connection with a formal solicitation. An RFQ asks a company to submit their general capabilities, list of principal employees, previous projects, and other qualifications for a project. An RFP asks a company to both submit their qualifications and a proposed scope of services for a specific project, including information on the schedule and deliverables.

¹ MRSC uses the terms “personal services” and “architecture and engineering services” in their contract guidelines.

An RFP should include:

- a detailed scope of work describing the project tasks
- an estimated budget
- an estimated schedule
- evaluation criteria
- instructions regarding the submittal information (page limitations, number of copies, etc.)
- proposal deadline
- copy of agreement for professional services

A department director may evaluate proposals for smaller projects, but a review panel of at least three employees is recommended for more complex projects. City staff should review all submittals received prior to the deadline to ensure they comply with the requirements of the RFP. The director or review panel should then use the evaluation criteria to evaluate each proposal.

Guidelines for issuing RFPs and RFQs are as follows:

Dollar Threshold: \$0 to \$25,000

Competitive Process: Minimal competition

Major Activities:

- Select qualified firms (1-3) based on established criteria from MRSC roster
- OR advertise for statements of qualifications and proposals from interested firms
- Ask for proposals from selected firm(s)
- Select most qualified firm
- Negotiate a contract with the firm deemed the most highly qualified
- Document the process

Dollar Threshold: \$25,000 to \$100,000

Competitive Process: Informal Competition

Major Activities:

- Select 3-5 qualified firms based on established criteria from MRSC roster
- OR advertise for statements of qualifications and proposals from interested firms
- Prepare written solicitation, including at a minimum, description of services required, project schedule, request for consultant's qualifications and/or non-price proposal and due date for the responses
- Send to a minimum of 3 firms

- Evaluate responses and select most qualified firm
- Negotiate a contract with most qualified firm
- Document the process for file, including selection criteria, names of firms considered, all responses to RFP, basis for award decision, and copy of contract

Dollar Threshold: Over \$100,000

Competitive Process: Formal Competition

Major Activities:

- Prepare formal solicitation document (RFP or RFQ/RFP)
- Publish legal notice in major daily newspapers
- Post solicitation document on City website
- Develop score sheets for use by evaluators
- Issue RFP or RFQ/RFP to a minimum of six firms.
- Conduct pre-proposal conference, if required in RFP or RFQ/RFP and issue addendum
- Provide answers to bidders' questions via addenda and post on website
- Date and time stamp proposals received by the due date
- Evaluate proposals strictly against criteria set forth in the RFP or RFQ/RFP and score. Use 3 evaluators for scoring and score proposals using score sheets. Tabulate scores and determine ranking of proposers
- Schedule and conduct oral interviews of top finalists, if desired
- Determine final scoring and select most qualified firm
- Notify successful and unsuccessful firms
- Negotiate a contract with most qualified firm
- Conduct debriefing conferences with unsuccessful proposers, if requested

8.0 ARCHITECTURAL, ENGINEERING, AND SURVEYING SERVICES

Services for professional architectural (including landscape architectural), engineering or surveying services are procured using the qualifications based selection requirements in Chapter 39.80 RCW. Examples include architectural blueprints, road design, and sewer and water system design. The requirements outlined in that chapter, as stated in these guidelines, or as may be amended by the State Legislature, must be carefully followed.

8.1 Annual Roster

As an alternative to creating and maintaining the City's own annual roster for the procurement of architectural, surveying, and engineering services, the City Manager is authorized to enter into agreements with the MRSC and/or any other agencies for use of their annual rosters as long as such rosters are in compliance with the latest state of Washington rules, regulations, requirements and laws regarding the procurement of architectural, surveying, and engineering services. The City currently uses MRSC's roster.

The City encourages architectural, engineering and surveying firms to submit to MRSC a statement of qualifications and performance data annually. When services are needed, the City will evaluate current statements of qualifications and performance data on file with those submitted by other firms regarding a proposed project.

8.2 Contract Negotiations

Discussions will be conducted with one or more firms regarding anticipated concepts and the relative utility of alternative methods of approach for furnishing the required services. Using criteria established by the City for the project, category, or type of services needed, a professional services contractor will be selected that is deemed to be the most highly qualified to provide the services required for the proposed project. See Section 7.2 for the RFQ and RFP process. RFPs for architectural, engineering, and surveying services may not request a price. The City must select the most qualified firm and then negotiate a price for the project.

The City will negotiate a contract with the most qualified firm at a price that the City determines is fair and reasonable. In making its determination, the City will take into account the estimated value of the services to be rendered as well as the scope, complexity, and professional nature of the service to be provided. If the City is unable to negotiate a satisfactory contract with the firm selected at a price that is determined fair and reasonable, negotiations with that firm will be formally terminated. Another firm will then be selected and the process continued until an agreement is reached or the process terminated.

Contracts for these services will be approved in accordance with the contract approval levels outlined in Section 3.2.

9.0 CONTRACT AMENDMENTS

The City Manager may execute an amendment to a contract without City Council approval, provided that the amendment:

- Simply extends the time of completion for a project. Such an extension can be for up to one year from the original termination date of the contract.
- Provides for a cost increase that does not exceed 10% of the original contract cost (or \$50,000, whichever is greater), and is supported by the City's budget.
- Is solely for "On-Call" services to ensure compliance with City Codes and regulations by development applications and studies associated with development applications, when the cost of the work performed is recovered from applicant reimbursements or applications fees. Examples include agreements for geotechnical studies and traffic impact analysis.

All changes to the scope of work must be done by contract amendment. Substantial changes to the scope of work must be submitted to the City Attorney for a determination as to whether the work should be awarded as a new contract.

10.0 SOLE SOURCE AND EMERGENCIES

Situations may occur when competition among multiple vendors is not practical.

These situations, as outlined in RCW 39.04.280, include:

- There is clearly and legitimately only one source capable of supplying the good or service in a timely fashion.
- There are special circumstances or market conditions that result in only one appropriate source. (This includes parts and services for equipment, and technical support for computer software or hardware, that the City is already using. Other costs associated with a potential purchase, such as the need for additional staff training, may also be considered.)
- Purchases of insurance or bonds.
- In the event of an *emergency*.

Purchases may be made from a *sole source* vendor without soliciting other quotes or bids. In non-emergency situations, written documentation demonstrating the appropriateness of a sole source purchase shall be submitted to the Finance Department in advance of the purchase. Finance (and the City Attorney, when needed) will evaluate whether a vendor can legitimately be defined as a sole source.

If an *emergency* exists, the City Council or the person(s) designated by the Council to act in the event of an emergency may:

- Declare that an emergency situation exists.
- Waive competitive requirements.
- Award, on behalf of the City, contracts necessary to address the emergency situation (including, but not limited to, contracts for architectural and engineering services).

Chapter 2.44 BIMC contains additional provisions relating to emergency management. RCW 39.04.280 requires that a written finding of the existence of an emergency be made and entered into the public record no later than two weeks following the award of the contract.

11.0 INTERGOVERNMENTAL COOPERATIVE PURCHASING AGREEMENTS

RCW 39.34.030 allows the City to join with other governmental agencies for the purchase of supplies, equipment, or services. This is done by entering into a written Intergovernmental Cooperative Purchasing Agreement (also known as an “Interlocal Agreement”).

Prior to making a purchase under such an agreement, the City must ensure that the procedure used by the agency that originally awarded the bid, proposal, or contract is allowable with the City’s purchasing policy. The originating agency must also have fulfilled one of two additional public notice requirements:

- Posted the bid or solicitation notice on a web site established and maintained by a public agency, purchasing cooperative, or similar service provider, for purposes of posting public notice of bid or proposal solicitations.
- Provided an access link on the state’s web portal to the notice.

The City may also make a bid call with another government entity as a joint purchase that complies with the procurement requirements of both jurisdictions.

When practical, the City should include language in its solicitations that allows other public agencies to purchase from City of Bainbridge Island’s contracts or purchase orders, provided that other agencies provide similar rights and reciprocal privileges to the City of Bainbridge Island.

Pursuant to RCW 39.34.030, the City may make purchases through state contracts. The City has signed a Master Contracts Usage Agreement with the Department of Enterprise Services (“DES”). The DES’ webpage provides information and instructions for making purchases with the state contract.

The City Council shall approve all Intergovernmental Cooperative Purchasing Agreements.

12.0 VENDOR RELATIONS

12.1 Code of Ethics

Employees will follow applicable personnel policies in this subject area.

12.2 Quote or Bid Revisions

If a vendor is permitted to submit a revised quote or bid, other competitors will be given the same opportunity. Bidders are expected to offer their best bid first, and offering an opportunity to re-quote should be done only when absolutely necessary.

12.3 Samples

When vendors offer samples for evaluation, they will be accepted only under the following conditions:

- The sample is accepted as property of the City.
- The product is of a type presently in use by the City, or is of potential use. Samples of goods not likely to be purchased are not to be accepted.
- The quantity or size of the sample is relatively small and of minimal value.
- Any chemicals offered as vendor samples shall not be accepted unless accompanied by an OSHA product safety data sheet or material safety data sheet (MSDS).
- If vendor samples are accepted, they must be sent to the appropriate location or department for testing.
- Samples that are requested for evaluation must be purchased.

12.4 Local Business Participation

The City will take affirmative steps not only to encourage local businesses to apply to participate in the procurement process, but to the extent legally possible, the City will consider the use of those local businesses.

13. VENDOR APPEALS

Vendors may appeal or protest a proposal solicitation or award of contract issued by the City of Bainbridge Island, provided that the vendor strictly follows the procedures described below.

Prior to the deadline for submitting bids or proposals, vendors may appeal or protest specifications, terms, or requirements. After the deadline for submission of bids or proposals, vendors may appeal or protest the award or pending award to the apparent low bidder, or the selection of the apparently most advantageous proposal.

13.1 Procedures for Initial Appeal or Protest

The appeal or protest must:

- Be submitted in writing;
- Explicitly identify itself as an appeal or protest;
- Explicitly identify the bid/project/request for which the appeal or protest is made;
- Explicitly state all reasons and bases in law and fact supporting the appeal or protest (including, but not limited to, identification of any and all specifications, terms, requirements, or conditions to which the vendor objects);
- Include any and all supporting documents; and
- Be filed with the City Clerk within the following deadlines:
 - For appeals or protests involving specifications, terms, conditions, or requirements, no later than 7 business days prior to the bid deadline.
 - For appeals or protests involving an award or pending award – no later than 5 business days after the award is made.

13.2 Consideration of Initial Appeal or Protest

A vendor's initial appeal or protest will be reviewed by the City Manager, the City Attorney, the Director of the procuring department, and the Finance Director, or their designees.

The initial appeal or protest will be decided based upon the written materials, supporting documents, and other information obtained by those reviewing the appeal or protest. In the event that a meeting or conference with the appellant or protestor would materially assist the City in making its decision, a meeting may be scheduled.

Only those issues identified by the appellant or protestor in the initial written appeal or protest filed with the City Clerk will be considered. The City Attorney or designee will issue a written

decision no later than 10 business days after the filing of the initial appeal or protest with the City Clerk.

13.3 Appeals from Denial of Initial Appeal or Protest

A vendor may only appeal the City's initial decision by following the procedures described in this section. The appeal will be decided by the City Council.

The appellant or protestor must file the appeal or protest in writing with the City Clerk no later than 7 business days after the date of the City's written decision. The appeal must state the basis in law for the appeal, include a copy of the initial appeal or protest, and the decision from which the appellant or protestor appeals, and state whether the appellant requests time to appear before the Council to present the appeal.

Council will not consider any issues that were not raised in the initial appeal or protest. At its sole discretion, Council may decide to allow the appellant to make any presentation other than the written submission if the Council finds that such a presentation would materially aid its decision.

Council may form a committee of less than the entire Council to consider the appeal and recommend a decision to the entire Council.

The Council's decision shall be final and binding.

14.0 SALE OR DISPOSAL OF CITY PROPERTY

14.1 Authorization

The City Manager may authorize the sale or disposal of City property, provided that the property is no longer needed and that notice of intention to sell is given as provided in this section. The property will be deemed as *surplus* or *scrap*.

Permission must be obtained from the grantor before selling or disposing of any property which was purchased with grant funding. Failure to obtain permission could obligate the City to repay grant funding used to purchase the property.

14.2 Sale versus Disposal

Sales of surplus items to other governmental agencies may occur via private sale. Other sales of surplus items shall be sold via public auction. It is the City's policy to utilize third-party auction services rather than conduct the auction itself.

Scrap may be sold via public auction, via private sale at prices established by current market conditions, or may be disposed of if there is not a viable market. The City Manager may donate items with a nominal value to a charitable organization which is tax exempt pursuant to Internal Revenue Code Section 501(c)(3).

14.3 Trade-Ins

Trade-in of old equipment to upgrade similar or reasonably related equipment is permitted when it is in the best interest of the City. The requesting Department Director shall be responsible for the sale, trade, or other disposition of surplus property and scrap belonging to the City of Bainbridge Island when used for a trade-in.

14.4 Public Notice of Sale

If the City opts not to use a third-party auction service and instead chooses to conduct an auction itself, the notice of intent to sell surplus or scrap at a public sale shall be published once a week for two consecutive weeks in the City's official newspaper immediately prior to the sale. The notice shall state the time and place at which the property will be sold. Any other reasonable means to attract potential buyers to the sale may be used in conjunction with the notice posted in the official newspaper.

14.5 Conflict of Interest

Because City employees have more information than the general public about City property to be auctioned and an appearance of fairness is necessary to maintain the public trust, employees, their spouses, and their agents are not permitted to bid on or buy property auctioned or sold directly by the City.

14.6 Inventoried Items

Surplus, scrap or trade-in of any inventoried item will be confirmed by the employee responsible and approved by the Department Director. A Property Disposition form will be completed and submitted to the Finance Department.

Each Department will be responsible for storing and retaining an inventory of such property until issued disposition instructions.

15.0 ADDITIONAL SIGNING AUTHORITY

15.1 Grants

If a grant would require material matching dollars or impact policy, the City Manager will seek City Council approval prior to applying. The City Manager will bring grant opportunities the City Manager becomes aware of to the full City Council. The City Council may also initiate the process of pursuing a grant. If other entities, such as non-profit organizations or community interest groups, wish to apply for a grant on behalf of the City, the group must first obtain the approval of City Council.

The City Manager is authorized to execute all required agreements and documents with a grant-issuing agency to effectuate any grant approved or accepted by the City Council.

Amendments to grants that simply extend the term of the grant may be approved by the City Manager.

15.2 Interlocal Agreements

All interlocal and interagency agreements must be approved by City Council. Amendments to interlocal agreements that simply extend the term of the agreement may be approved by the City Manager.

15.3 Real Property

Contracts and agreements that relate to real property (other than as described below) must be approved by the City Council.

The City Manager is authorized to enter into leases of real property where the rent does not exceed \$50,000 total over the term of the lease; Provided, that the City Council's approval is required for all leases of real property that are for a term of more than five (5) years.

The City Manager is authorized to enter into licenses, permits, or other agreements in order to manage the use of the City's right-of-way. Any such license, permit, or other agreement shall contain the provisions set forth in Resolution No. 2013-09.

The City Manager, Director of Public Works and Director of Planning and Community Development are authorized to accept dedications, easements, rights-of-way, fee estates, or other interests in real property for use by or on behalf of the city. Pursuant to this authority, the City Manager, the Director of Public Works, or the Director of Planning and Community Development are each authorized to sign and accept delivery of real property acquisition documents on behalf of the City.

The Director of Planning and Community Development is further authorized to sign and accept documents relating to any notice to title recorded with Kitsap County in connection with the Critical Areas ordinance.

15.4 Settlement Authority

The City Manager is authorized to sign settlement agreements requiring the City to pay less than \$50,000 to resolve and settle any damage claims or suits against the City and to execute all necessary documents pursuant to the resolution of such claims. The City Manager shall have the further authority to approve the issuance of checks pursuant to the resolution of such claims. Claims settled by the City Manager under this authority will be reported to the City Council at the next City Council meeting following the settlement.

16.0 COMPLIANCE WITH POLICY

A violation of any of the provisions of this policy may result in discipline to the individual involved where, in the opinion of the City Manager (in the case of employees) or the City Council (in the case of an elected official or City Manager), such discipline is in the interest of the public and good government.

Officers and employees should be aware of possible personal penalties, termination, and financial liability for intentional or willful violation of competitive bidding laws. RCW 39.30.020 states (emphasis added):

In addition to any other remedies or penalties contained in any law, municipal charter, ordinance, resolution, or other enactment, any municipal officer by or through whom or under whose supervision, in whole or in part, any contract is made in willful and intentional violation of any law, municipal charter, ordinance, resolution, or other enactment requiring competitive bidding upon such contract shall be held liable to civil penalty of not less than three hundred dollars and may be liable, jointly and severally, with any other such municipal officer for all consequential damages to the municipal corporation. If, as a result of a criminal action, the violation is found to have been intentional, the municipal officer shall immediately forfeit their office. For purposes of this section “municipal officer” shall mean an “officer” or “municipal officer” as those terms are defined in RCW 42.23.020(2).

17.0 SUMMARY OF PURCHASING GUIDELINES

Public Works Projects

Estimated Cost	Signing Authority	Purchase/Bidding Process	Contract Mechanism
\$0 - \$500	Public Works Director	No competition needed	Estimate/Invoice
\$501 - \$2500		Minimal competition – call for 2-3 quotes/bids (phone or written)	Small Project Contract
\$2501 - \$10,000		Minimal competition – call for 2-3 quotes/bids (phone or written) at a minimum via the small works roster	
\$10,001 - \$35,000	City Manager	Solicit 3 quotes/bids from small works roster	Limited Public Works Contract
\$35,001 - \$50,000		Solicit 5 quotes/bids from small works roster. Provide notice to others on roster for projects \$150,000 or more.	Small Works Contract
\$50,001 - \$300,000	City Council		
\$300,001 - Greater		Formal bidding process with advertisement	Formal Bid Contract

Exception: If the public works project is \$150,000 or greater and is funded in whole or in part with federal funds, a formal bid process is required. This threshold is set by the federal government at 2 CFR § 200.88 and 48 CFR § 2.101 (“Simplified acquisition threshold”) and is subject to periodic adjustment for inflation pursuant to 41 U.S.C. § 1908.

Purchasing

This matrix is to be used for purchasing charges that includes, goods, equipment, materials and supplies that are **not** part of a Public Works project (telecommunications is not included and is governed by RCW 39.04.270). For items that are defined as a purchased service, please see “Non-professional Services” matrix. For purchases relative to a public works project, please see “Public Works Projects.”

Purchasing Procedure	Signing Authority	Purchase \$10,000 Or Less	Purchase \$10,001 - \$50,000	Purchase Over \$50,001
Direct Negotiations – Informal	Directors	X		
Quotes (3 minimum) Telephone, fax or email – Informal	City Manager		X	
Bids (3 minimum) Must be in writing – Formal Competitive Bid	City Council			X

Non-Professional Services

(Purchased Services)

Services provided by vendors for routine, necessary and continuing functions of a local agency, relative to a physical activity. Examples include courier, janitorial, disposal, vehicle inspection repair or up-fitting, office furnishing install.

Note that prevailing wages may need to be paid in connection with the contract.

Bidding Procedure	Signing Authority	Purchase \$10,000 or Less	Purchase \$10,001 - \$50,000	Purchase Over \$50,001
Direct Negotiations – Informal	Directors	X		
Quotes (3 minimum) Telephone, fax or email – Informal	City Manager		X	
Bids (3 minimum) Must be in writing – Formal Competitive Bid	City Council			X

Professional Services

(Personal Services and Architecture & Engineering Services)

RCW 39.80 must be followed for architectural, engineering and surveying services (see Section 8.0) and price may not be considered in the initial selection process.

Agreement Amount	Signing Authority	Recommended Solicitation Process
\$25,000 or Less	City Manager	Minimal competition needed. Contact 1-3 qualified firms.
\$25,001 to \$50,000	City Council	Informal competition. Prepare RFQ/RFP and contact 3-5 qualified firms.
\$50,001 to \$100,000		Formal competition. Prepare RFP/RFQ and advertise.
Over \$100,000		

18.0 GLOSSARY

Appropriation - City Council authorization to expend funds for a specific purpose.

Bid – The executed document submitted by a bidder in response to a notice inviting bids, a proposal, or a request for quotations.

Bid Bond – A bond or deposit submitted with a bid, for a sum not less than 5% of the bid amount (including sales tax). Designed to help ensure that a bid has been made in good faith and that the bidder will enter into a contract if a bid is accepted.

Bidder – A person or legal entity who submits a bid in response to a solicitation.

Change Order – Written modification or addition to a purchase order or contract authorized by the appropriate authority.

Competitive Bidding – The submission of prices by individuals or firms competing for a contract, privilege, or right to supply merchandise or services.

Contract – A verbal or written, legally binding mutual promise between two parties.

Designee – A duly authorized and appointed representative of an employee that holds a superior position to the person appointed to represent him or her.

Emergency – Unforeseen circumstances beyond the City's control that present a real, immediate threat to the proper performance of essential functions, or that will likely result in material loss to property, bodily injury, or loss of life if immediate action is not taken.

Lowest (Responsive and) Responsible Bidder – The bidder submitting the lowest price that is also capable of performing the proposed contract. See also "responsive bidder" and "responsible bidder."

Non-Professional Services or Purchased Services – Services provided by vendors for routine, necessary and continuing functions of a local agency, relative to a physical activity. Examples include, but are not limited to:

- Courier services
- Janitorial services
- Disposal services
- Vehicle inspection, repair or up-fitting
- Office furnishing installation
- HVAC system maintenance

Non-Responsive Bid – A bid that does not conform to the essential requirements of the notice inviting bids.

Ordinary Maintenance – Work not performed by contract and that is performed on a regular basis (daily, weekly, monthly – but not less than once per year) to service, check or replace items that are not broken. Also defined as work not performed by contract that is not regularly scheduled, but is required to maintain an asset so that repair does not become necessary.

Prevailing Wages – The hourly wages, usual benefits, and overtime paid in the largest city in each county to the majority of workers, laborers, and mechanics. Prevailing wages are established by the Washington State Department of Labor and Industries for each trade and occupation employed in the performance of public work. They are established separately for each county, and are reflective of local wage conditions.

Professional Services – Services which provide professional or technical expertise to accomplish a specific study, project, task, or other work statement. Examples include, but are not limited to:

- Architectural, engineering or design services
- Accounting and auditing
- Bond or insurance brokerage
- Consulting services
- Legal services
- Real estate appraisals or title abstracts
- Relocation assistance
- Surveying
- Soils analysis or core testing
- Water quality monitoring

Public Work – All work, construction, alteration, repair, or improvement other than ordinary maintenance, executed at the cost of the City, or which is by law a lien or charge on any property therein.

Quotation – A statement of price, terms of sale, and description of goods or services offered by a prospective seller to a prospective purchaser, usually for purchases below the amount requiring formal bidding. For professional service contracts, quotes would typically include the qualifications of the provider and may or may not include pricing information depending on the situation.

Request for Proposal (RFP) – All documents, whether attached or incorporated by reference, utilized for soliciting competitive proposals. The RFP procedure permits negotiation of proposals and prices, as distinguished from competitive bidding and a notice inviting bids. The procedure allows changes to be made after proposals are opened and contemplates that the nature of the proposals and/or prices offered will be negotiated prior to award.

Request for Quotation/Qualification (RFQ) – A document generally used for obtaining a summary of qualification from prospective providers of professional services.

Responsible Bidder – A person or legal entity who has the capability in all respects to perform in full the contract requirements, and the integrity and reliability which will assure good faith performance.

Responsive Bidder - A person or legal entity who has submitted a bid conforming in all material respects to the terms and conditions, specifications and other requirements in a request for bids.

Scrap – Any equipment or material which cannot service its original purpose.

Sealed Bid – A bid which has been submitted in a sealed envelope to prevent its contents from being revealed before the deadline for the submission of all bids.

Sole Source – An award for a purchase to the only reasonably known capable vendor due to the unique nature of the requirement, the vendor, or market conditions.

Specifications – A description of what the purchaser seeks to buy or accomplish – and consequently what a bidder must be responsive to in order to be considered for award of a contract. May be a description of the physical or functional characteristics, or the nature of a supply or service. May also include a description of any requirements for inspecting, testing, or preparing a supply or service item for delivery.

Surplus property – Any tangible, personal property owned by the City that is no longer needed or usable, presently or in the foreseeable future.

REFERENCES

“City Bidding Book, Washington State” by MRSC (2015)

“Contracting for Services: Guidelines for Local Governments in Washington State” by MRSC (November 2013)

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Kitsap County Interlocal Agreement for 2020 Census LUCA Addressing, AB 18-085 - Planning (Pg. 357)	Date: 5/22/2018
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: 18-085
Proposed By: Department of Planning & Community Development	Referrals(s):

BUDGET INFORMATION

Department: Planning	Fund:	
Expenditure Req: Not to exceed \$11,000.00	Budgeted? No	Budget Amend. Req? Yes

REFERRALS/REVIEW

Business Meeting: 5/8/2018	Recommendation: Forward to 5/22 Consent Agenda.	
City Manager: Yes	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

Under the proposed interlocal agreement with Kitsap County, Kitsap County would conduct the review, processing, and coordination required to ensure that the City of Bainbridge Island addressing is in alignment with Federal Census 2020 regulations and Kitsap 911 digital and GIS addressing requirements.

As a component of the regular Federal Census, the U.S. Census Bureau coordinates with local jurisdictions in relation to the validation and GIS geolocation of each City or County's address list in accordance with the Census Bureau's training, protocols, and security requirements. Within Kitsap County, all addressing functions, software, and recordkeeping are managed by the County, with input and minor changes as requested by other municipalities located within the County. This arrangement ensures coordination among all jurisdictions and ensures compliance with state and federal regulations in relation to addressing and emergency response requirements.

In previous Census task work, Kitsap County has offered to coordinate the Local Update for Census Addressing (LUCA) operations and validate the process on behalf of each municipality with an intergovernmental contract for the cost of County staff to conduct the work on behalf of each municipality and in the effort of mutual benefit, efficiency, and economy of scale. The attached agreement with Kitsap County is to conduct these services at an hourly rate of \$ 93.25 per hour for an estimated 70-110 hours. The maximum contract would not exceed \$11,000.

The value of the interlocal agreement with Kitsap County lies in that the municipalities would expend at least twice as much in in-house resources, staff time, and training to conduct the same work. Kitsap County's staff already possess the software, the training, the resources, the expertise, and the ability to satisfy the LUCA addressing work and ensure that the addresses within the municipality are in compliance with Federal, State, and Emergency Management requirements.

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
▣ KC Interlocal 2020 Census/LUCA Addressing	Backup Material

INTERLOCAL AGREEMENT FOR SERVICES BETWEEN
KITSAP COUNTY & THE CITY OF BAINBRIDGE ISLAND
FOR LUCA PARTICIPATION

THIS INTERLOCAL AGREEMENT (“Agreement”) is made and entered into this ____ day of _____, 20__ by and between Kitsap County, a political subdivision of the State of Washington (“County”), and the City of Bainbridge Island, a Washington municipal corporation (“City”), pursuant to the provisions of Chapter 39.34 RCW (Interlocal Cooperation Act).

RECITALS

WHEREAS, in preparation for the 2020 census, the US Census Bureau offers a voluntary opportunity for local governments to review and correct the Census Bureau’s residential address list for their jurisdictions, via a program called Local Update for Census Address Operations (LUCA); and

WHEREAS, participation in LUCA helps ensure an accurate count of the jurisdiction’s population, which count is used by the Federal government in the allocation of grants and other funding and resources; and

WHEREAS, the City of Bainbridge Island (the City) desires to participate in LUCA; and

WHEREAS, local governments may designate higher-level governments to participate in LUCA on their behalf as their LUCA Liaisons; and

WHEREAS, Kitsap County (the County) has the appropriate staff, equipment, and procedures to conduct the LUCA review efficiently and to comply with the Federal security requirements for the Census Bureau’s address data; and

WHEREAS, Kitsap County GIS will be doing the LUCA review for unincorporated Kitsap County and has offered to do the same for the cities within the county; and

WHEREAS, the City desires the County to participate in LUCA on its behalf; and

WHEREAS, as authorized by Chapter 39.34 RCW, the County and City are entering into this interlocal agreement to memorialize the parties’ agreement;

NOW, THEREFORE, THE PARTIES HERETO AGREE AS FOLLOWS:

1. The City designates the County to participate in LUCA on its behalf, and James Weaver, City Building Official to serve as the administrator of this Agreement.
2. The County shall act as the City’s LUCA Liaison and conduct the review of the Census Bureau’s address list for Bainbridge Island in accordance with the Census Bureau’s training, protocols, and security requirements.
3. The City’s addressing technician, and other staff as needed, shall sign any required Confidentiality Agreement and be available to consult with County staff and shall review the draft results before they are finalized.

4. For the services included in this Agreement, the City shall pay the County an hourly rate of \$ 93.25 per hour for an estimated 70-110 hours, but not more than \$11,000.
5. Time spent by County staff on LUCA activities for the benefit of all participants, such as attending the Census Bureau's training workshop, shall be apportioned between the County, the City, and any other entities the County is representing in this activity.
6. If it appears the project may exceed 110 hours, the County shall notify the City as far in advance as possible and the parties shall review this Agreement and the new estimate.
7. Any extension or modification of this Agreement shall only be valid by written agreement and upon the signature of the authorized representatives of both parties.
8. This Agreement may be terminated by either party upon thirty (30) days' written notice to the other party.
9. This Agreement shall become effective upon the date entered above and shall terminate upon the completion of the work or December 31, 2018, whichever is sooner, unless extended or modified as provided herein.

10. General Provisions

a. Interlocal Agreement. This is an interlocal agreement entered into pursuant to the authorization of Chapter 39.34 RCW. Accordingly, the following provisions are set forth in accordance with the provisions of RCW 39.34.030.

- i. No separate legal or administrative entity is created by this Agreement.
- ii. The cooperative undertakings of the parties shall be financed as provided herein. Each party shall separately establish and maintain a budget for its own functions.
- iii. No administrator or joint board shall be responsible for administering the undertakings.
- iv. No joint property shall be acquired, held or disposed of. Any real or personal property used in the joint or cooperative undertaking shall be considered to be and remain the property of the party who purchased such real or personal property.
- v. Pursuant to RCW 39.34.040, this Agreement shall be posted on the City's website prior to its effective date.

b. Non-waiver of Breach. The failure of either party to insist upon strict performance of any of the covenants and agreements contained herein, or to exercise any option herein contained in one or more instances, shall not be construed to be a waiver or relinquishment of said covenants, agreements, or options, and the same shall be in full force and effect.

c. Severability. The provisions of this Agreement are declared to be severable. If any provision of this Agreement is for any reason held by a court of competent jurisdiction to be invalid or unconstitutional, such invalidity or unconstitutionality shall not affect the validity or constitutionality of any other provision.

d. Entire Agreement. The written provisions of this Agreement, together with any Exhibits attached hereto, shall supersede all prior verbal statements of any officer or other representative of the County or the City, and such statements shall not be effective or be construed as entering into or forming a part of or altering in any manner whatsoever, the Agreement or the Agreement documents. The entire agreement between the parties with respect to the subject matter hereunder is contained in this Agreement and any Exhibits attached hereto, which may or may not have been dated prior to the execution of this Agreement. All of the above documents are hereby made a part of this Agreement and form the Agreement document as fully as if the same were set forth herein. Should any language in any Exhibit to this Agreement conflict with any language contained in this Agreement, then this Agreement shall prevail.

e. Authorization. The governing bodies of the parties listed below have authorized their respective designated officials to execute this Agreement on their behalf.

CITY OF BAINBRIDGE ISLAND,
WASHINGTON

KITSAP COUNTY, WASHINGTON

Doug Schulze, City Manager

Craig Adams, Information Services Director

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: City Manager's Goals for 2018, AB 18-095 - Executive (Pg. 362)	Date: 5/22/2018
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: 18-095
Proposed By: City Council	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager: Yes	Legal:	Finance:

DESCRIPTION/BACKGROUND

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

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda

ATTACHMENTS:

Description	Type
2018 City Manager Goals	Backup Material



CITY OF
BAINBRIDGE ISLAND

Executive Department

Memorandum

Date: 2/13/2018
To: Mayor & City Council
From: Doug Schulze, City Manager 
Subject: 2018 City Manager Performance Goals

As part of my 2017 Performance Evaluation, the City Council agreed to establish 2018 performance goals on decisions made during the January 2018 Advance. A copy of the 2017 Performance Evaluation is attached for your review and information. As noticed in the Evaluation, three goals have been identified:

- Doug will schedule briefings with individual Councilmembers to discuss current topics under review or upcoming matters, for the purpose of encouraging additional communication and providing more direct guidance and leadership.
- Doug will oversee the development of a capital budget reporting system.
- Doug will demonstrate he is making efforts relating to employee engagement through coaching, mentoring and/or feedback.

Setting individual performance goals for a city manager can be challenging because, ultimately, the city manager is responsible for the organizational goals and has general responsibilities. However, based on the January 2018 Advance, I offer the following goals for 2018, in addition to those identified above:

- Provide a briefing and recommendation for improving Island broadband service.
- Develop a comprehensive communications strategy.
- Complete a development management agreement for the Suzuki Affordable Housing Project.



CITY OF
BAINBRIDGE ISLAND

MEMORANDUM

DATE: December 12, 2017
TO: City Manager Doug Schulze
FROM: City Council
CC: Kate Brown, Human Resources Manager
SUBJECT: 2017 City Manager Performance Evaluation

This memo serves as City Manager Doug Schulze's 2017 performance evaluation. It includes a summary of interviews between the Mayor and individual City Council members, and the Mayor and senior staff, and also reflects a frank discussion between the City Manager and members of the Council in executive session on December 5.

In concluding remarks in its evaluation of the City Manager's performance in 2016, the Council indicated that its 2017 evaluation would place great weight on the extent to which the City staff is successful in accomplishing its Work Plan, and especially the Work Plan of the Executive Department. In addition, the following performance goals were agreed upon by the Council and the City Manager:

- Doug will schedule briefings with individual Councilmembers to discuss current topics under review or upcoming matters, for the purpose of encouraging additional communication and providing more direct guidance and leadership.
- Doug will oversee the development of a capital project budget reporting system.
- Doug will demonstrate he is making efforts relating to employee engagement through coaching, mentoring and/or feedback.

The Council's 2017 evaluation has taken into account these goals and comments from the prior evaluation.

There is consensus that Doug is a very competent professional, that he is highly regarded within his profession, and that he makes good use of opportunities for professional development for himself and senior staff, and brings fresh insights to his work. Doug "understands what it takes to make a city work."

The Council generally considers Doug's performance in 2017 to be well above average. Comments include, "very pleased, asset to our City," "he does a good job and should know that," "overall,

competent, great city manager,” “City is lucky to have Doug.”

Highest praise for Doug relates to the financial condition of the City, and its financial management. He is very knowledgeable, as is the Finance Director. In addition, several Council members mentioned the efforts relating to emergency preparedness as extremely positive and successful this year.

He also received almost unanimous praise for his relations with individual citizens and groups, his work with the public power task force and the infrastructure task force being cited as recent examples.

Council feels that Doug does a good job of executing policy set by the Council, however there is a level of frustration with lack of progress this year in some areas, and with lack of reporting on status (scheduled or by request). Several members noted improved reporting on capital projects and budgeting this year.

As in previous years, some Council members want to hear more from Doug when Council is discussing an issue. There is an interest in not necessarily hearing Doug’s opinion or preference, but in utilizing his experience to help the Council make constructive decisions on complex issues. “Help us get unstuck,” said one Council member.

As Doug mentioned in his self-evaluation, Council generally is seeking more opportunities to hear from Doug. There are a “lack of consistent opportunities for personal interaction outside regular public meetings.” This seems a shared desire by Council and Doug, and with more communication, it may remove the impression by some that certain issues get ignored.

Some Council members would like to see either a different approach or more effort relating to community relations, including both Doug out and about in the community as well as the City’s outreach and engagement methods. Doug is very responsive to requests from citizens. A couple of Council members mentioned that there were instances they did not hear about an issue or change before the public was informed.

The senior staff at the City is now largely comprised of individuals hired by Doug, and the Council generally feels he has a highly capable team in place. One reservation expressed by several members is that the Planning and Community Development Department is in the midst of significant personnel and regulatory changes, and it is hoped that the changes will result in better efficiency, better compliance with Comprehensive Plan goals and policies, and more consistent enforcement of City regulations.

Regarding supervision of staff, senior employees uniformly value the fact the city manager does not, as a rule, micro manage the affairs of the city. Also, he has demonstrated concern for their well-being as individuals, which in turn enhances their performances of their jobs. Doug should get credit for a number of staffing changes this year.

Based on this evaluation, and on decisions made as a result of its January 2018 Retreat, Council will establish individual goals for the City Manager’s performance for 2018.

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Sound to Olympics Trail Phase 3 Options AB 17-077- Public Works (Pg. 366)	Date: 5/22/2018
Agenda Item: CONSENT AGENDA - 8:50 PM	Bill No.: 17-077
Proposed By: Public Works Director Barry Loveless	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal: Yes	Finance:

DESCRIPTION/BACKGROUND

The Sound-to-Olympics (STO) trail is a separated, shared-use (bicycle and pedestrian) pathway being built incrementally along the SR 305 corridor on Bainbridge Island and eventually connecting to a trail across Kitsap County to the Hood Canal Bridge. Starting at the ferry terminal, the newly-constructed segment of the trail extends approximately one mile north to High School Road. The first mile of the STO trail is located in the City's Trail Connection Zone and will link important components of the City's non-motorized network including the High School Road corridor, the Ravine Creek Non-Motorized Bridge, the Winslow Way intersection serving the Winslow Core District and Gateway District, and along Olympic Drive to the ferry terminal with service to Seattle.

The next planned segment of the trail (Phase 3) is a planned highway crossing near Vineyard Lane which will provide a direct connection from the west side of Winslow to the new trail. The City Council decided at its meeting on April 17, 2018, to no longer pursue a bridge crossing at this location and directed staff to bring back other options.

Initial contact with WSDOT indicates a pedestrian-controlled, on-grade crossing could be installed in the Vineyard-Knechtel location. The attachment shows an example of what a crossing there might look like.

There is a very similar existing highway crossing in Edmonds:

<https://www.wsdot.wa.gov/Projects/SR104/EdmondsParkVicPedCrossing/default.htm>

In order to enhance the connectivity to the first mile of trail, crossing improvements could be considered for the High School Road intersection. The attached drawing shows some potential improvements that could be pursued with WSDOT concurrence.

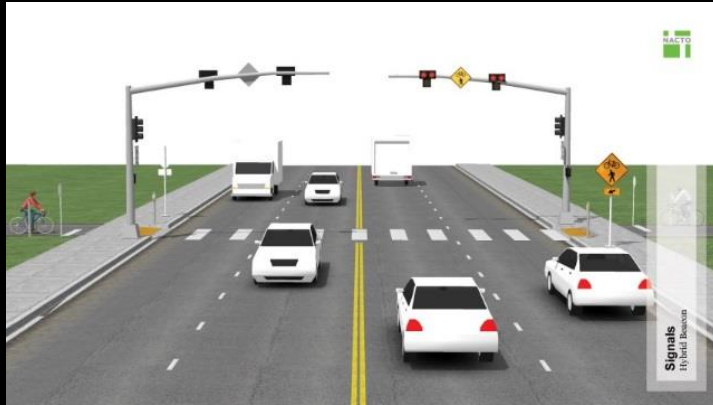
At the May 15, 2018, Study Session, the City Council moved to forward to the Consent Agenda at the May 22, 2018, Council meeting authorization for City staff to pursue actions required to change the project scope of the Sound-to-Olympics Trail Phase 3 project to a protected, on-grade crossing at Vineyard Lane and improved pedestrian and bicycle accommodations at the High School Road intersection.

RECOMMENDED ACTION/MOTION

Approve with Consent Agenda.

ATTACHMENTS:

Description	Type
□ Concept Slides	Backup Material



On-grade Crossing

Pedestrian Hybrid Beacon

PROS

- Provides connectivity for most users
- Safer crossing than No Action alternative
- Construction Cost (City) <\$100k (assuming PSRC funding)

CONS

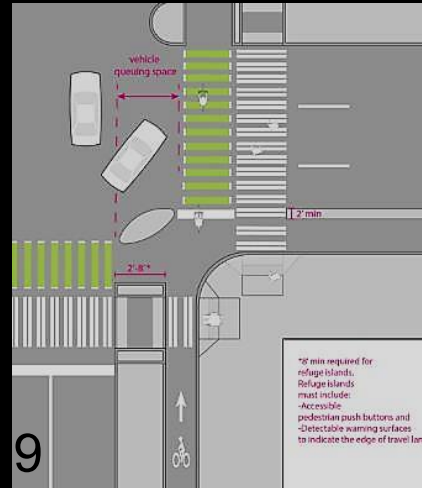
- Less accommodating for some users (elderly, children)
- Interrupts highway traffic
- More tree removal



High School Rd Crossing

“Cross Bike” Intersection Marking

- Separates bicycles and pedestrians crossing intersection
- Provides refuge islands for slower pedestrians



City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Affordable Housing Task Force Regular Meeting Minutes, April 11, 2018 – Deputy Mayor Blossom (Pg. 370)	Date: 5/22/2018
Agenda Item: COMMITTEE REPORTS - 8:55 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

For information only.

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
▣ Affordable Housing Task Force Regular Meeting Minutes, April 11, 2018	Backup Material



AFFORDABLE HOUSING TASK FORCE
REGULAR MEETING
THURSDAY, APRIL 11, 2018
6:00 PM – 8:00 PM
COUNCIL CHAMBER
280 MADISON AVE. N
BAINBRIDGE ISLAND, WA 98110

MINUTES

TASK FORCE MEMBERS PRESENT:

Pat Callahan	Stuart Grogan
Corey Christopherson	Ed Kushner
Jonathan Davis	Bill Luria
Stephen Deines	Pegeen Mulhern
Phedra Elliott	David Shorett
Sharon Gilpin	Charlie Wenzlau (Acting Chair)

LIAISONS PRESENT: Deputy Mayor Sarah Blossom, Planning Commissioner Bill Chester

COBI STAFF PRESENT: Jennifer Sutton, Senior City Planner

MEMBERS OF THE PUBLIC PRESENT: Marci Burkel and City Councilmember Ron Peltier

CALL TO ORDER: Acting Chair Charlie Wenzlau called the meeting to order at 6:03 pm.

ADDITIONS & CORRECTIONS TO AGENDA: None

CONFLICTS OF INTEREST: Pat Callahan: “As I have disclosed numerous times during these meetings that my company, Urban Renaissance Group LLC, owns Island Village Shopping Center and two other buildings on Hildebrand. The zoning changes we are discussing could, someday, impact those properties. In addition, as I have disclosed before, we occasionally interact with property owners with the Town Center zone of Bainbridge Island. Recently we have had discussions with a particular property owner that falls within the Town Center zoning. We have no agreement with this owner but it has been a substantive discussion.”

Stuart Grogan, Phedra Elliott and Jonathan Davis each reminded the group of their previous conflict disclosure regarding the City considering surplussing the Suzuki property. Mr. Grogan and Ms. Elliott’s respective housing organizations are potential partners related to affordable housing in a future Suzuki property development. Mr. Davis, an architect, has worked with Olympic Property Group on conceptual development designs for the Suzuki property.

Charlie Wenzlau and Jonathan Davis (both architects) acknowledged that since they both work on Bainbridge Island, in the future they may work on projects in locations where zoning development standards were amended as recommended by the AHTF.

APPROVAL OF MINUTES: The March 28 meeting minutes were approved without changes.

PUBLIC COMMENT: No public comment.

TRANSFER OF DEVELOPMENT RIGHTS: General discussion on the opportunities, constraints and limitations of the use of TDR's on Bainbridge. It was reported that the BI Land Trust expressed interest in TDR's and would like to discuss with the AFTH at some future meeting.

REVIEW DRAFT INCLUSIONARY ZONING MEMO TO STAFF:

Part 1: Inclusionary Zoning

- Exempt Business/Industrial Zones (i.e. Day Road) from the proposed inclusionary zoning requirements;
- Reconcile R (dua) zones with the FAR zones in the Designated Centers;
- Consider greater incentives for providing affordable rental units;
- Consider a minimum threshold (in units or sq. ft) for the fee-in-lieu requirement.

Part 2: Zoning Incentives in Designated Centers

- Consider incentives for more "livable" developments in the Neighborhood Service Centers, i.e., smaller & clustered housing with more public and open spaces.

DISCUSS SHORT-TERM RENTALS ISSUE: MOVED TO 4/25 MEETING.

DISCUSS AGENDA FOR NEXT MEETING 4/25: Charlie will revise the Memo to Staff re: Inclusionary Zoning as discussed during that agenda item and bring back to the next meeting. The group did not get to the issue of short-term rentals will also be on the next agenda, along with work group reports.

PUBLIC COMMENT: None

ADJOURN: Motion to adjourn at 8:10 p.m. approved by a unanimous vote.

NOTES APPROVED: Amended and approved May 9, 2018

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Affordable Housing Task Force Regular Meeting Minutes, April 25, 2018 - Deputy Mayor Blossom (Pg. 373)	Date: 5/22/2018
Agenda Item: COMMITTEE REPORTS - 8:55 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

For information only.

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
☐ Affordable Housing Task Force Regular Meeting Minutes, April 25, 2018	Backup Material



AFFORDABLE HOUSING TASK FORCE
REGULAR MEETING
THURSDAY, APRIL 25, 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
Jonathan Davis
Stephen Deines
Phedra Elliott
Sharon Gilpin

Ed Kushner
Ann Lovejoy
Bill Luria
Pegeen Mulhern
David Shorett
Charlie Wenzlau

LIAISONS PRESENT: Deputy Mayor Sarah Blossom, Planning Commissioner Bill Chester

COBI STAFF PRESENT: Jennifer Sutton, Senior City Planner

MEMBERS OF THE PUBLIC PRESENT: Marci Burkel and Kirsten Jewell, Kitsap Co. Housing & Homelessness Program

CALL TO ORDER: Chair Althea Paulson called the meeting to order at 6:00 pm.

ADDITIONS & CORRECTIONS TO AGENDA: The Chair requested that some agenda items be re-ordered to accommodate a member who had to leave early, and to accommodate the meeting guest, Kirsten Jewell from the Kitsap County Housing and Homelessness Program. The task force agreed to those changes in the agenda.

CONFLICTS OF INTEREST: Ed Kushner owns several properties in Winslow, some of which are developed, some undeveloped. There were no changes to any previously disclosed conflicts by any task force members.

APPROVAL OF MINUTES: The minutes of the April 11, 2018 meeting were unanimously approved.

PUBLIC COMMENT: No public comment.

HOMELESSNESS- PRESENTATION, Q&A: Kirsten Jewell, Coordinator of the Kitsap County Housing and Homelessness Program presented handouts and information about housing insecurity in Kitsap County and on Bainbridge Island. She said she was excited that Bainbridge Island was turning its Comprehensive Plan into reality. She urged people to visit the county

website for a great deal of helpful information. <https://www.kitsapgov.com/hs/Pages/HH-Program-Overview.aspx> The county is developing a data base with the Washington State Housing Finance Commission to provide updated numbers on housing and homelessness, which should be online by early 2019. She will advise the Mayor when it is available. She also encouraged members to contact her for any data the task force might need. She mentioned that housing for the lowest income population is particularly scarce in the county. There are 12 units of housing available for every 100 people who need housing in the lowest income group.

She gave some data about Bainbridge Island, derived from information from Housing Solutions which has an office on the island. In 2017, 116 households sought help because they were at risk of homelessness. Of those, 22% (25 people) were literally homeless. Their most common characteristics were mental illness (39%) and domestic violence (37%). Sixty four percent were female heads of household. Of those who are literally homeless, 52% reported domestic violence, and 16% were households with children. She stressed that these numbers are only from those who sought help and were likely low.

She described various programs and strategies for addressing housing problems. But, she said, to address homelessness, we need to build housing.

REVIEW DRAFT INCLUSIONARY ZONING MEMO TO STAFF: The task force was advised that the City has hired a consultant to assist with research and analysis necessary for an inclusionary zoning ordinance and a transfer of development program (TDR), as well as other code amendments and changes to encourage affordable housing. The consultant team is ECONorthwest and Forterra. A task force member asked whether there could be a public open house after they had completed their work, and Ms. Sutton agreed to suggest it to them.

The task force discussed the Inclusionary memo, which was reviewed in detail at the last meeting. Among the items discussed was whether the MFTE affordable set-aside requirements could be extended past 12 years. Language was added to the memo to allow that period to be extended to the maximum allowed under the law.

The recommendations in the Inclusionary memo (copy attached) were unanimously approved.

DISCUSS SHORT-TERM RENTALS ISSUE: Task force member Corey Christopherson presented a draft letter he had written for possible approval as a task force recommendation. He based it on a program that has been adopted in Seattle because AirBnB had agreed to support it and not challenge it legally. The task force discussed whether to make a recommendation and if so, how restrictive to make it. With a few minor changes, the task force unanimously approved the recommendation presented (copy attached).

WORK GROUPS REPORTS: The group working on community partnerships made their report. The group had reached out to the School District, the Parks Department, the Fire Department, the Land Trust, Friends of the Farms, and some churches. They inquired about the housing needs for their employees and whether they had land they would consider for affordable housing projects.

The School District said their employees need housing. They do not have land they could use for housing. They said they are supportive of the Suzuki project.

The Parks Department also said their employees need housing, but they do not have land they could use for that purpose. They are also supportive of Suzuki.

The Fire Department has employees who can live elsewhere because of the nature of the work so it does not have the same kind of housing problems.

The Land Trust might be interested in working on something, maybe TDRs with the City as the bank.

It was agreed that more study is needed to develop ideas for partnering or surplusing land that HRB or the City could use.

Friends of the Farms advised the group that they are working on tiny housing for farming interns. The task force unanimously agree to express support for tiny houses and farming housing in our final report.

Bethany Lutheran is still working on their own housing plans, and it was suggested that the task force recommend to staff to make needed changes in the process so this project can “spring loose.”

The task force strongly supported a recommendation in the final report that the work on housing affordability be continued after the task force has been dissolved, by means of an affordable housing standing committee and a dedicated City staff person whose responsibilities would include affordable housing.

PUBLIC COMMENT: None

ADJOURN: Motion to adjourn at 8:00 p.m. approved by a unanimous vote.

NOTES APPROVED: May 9, 2018

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Utility Advisory Committee Meeting Regular Meeting Minutes, March 28, 2018 – Councilmember Nassar (Pg. 377)	Date: 5/22/2018
Agenda Item: COMMITTEE REPORTS - 8:55 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

For information only.

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
Utility Advisory Committee Meeting Regular Meeting Minutes, March 28, 2018	Backup Material



CITY OF
BAINBRIDGE ISLAND

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

MINUTES

Committee members present:

Andy Maron, Jeff Kanter, Co-chairs

Members: Ted Jones, Nancy Nolan, Emily Sato (Absent: Steve Johnson, Jim Thrash)

CC Liaison: Rasham Nassar

Also present: Barry Loveless, COBI Director of Public Works, Liam Thompkins member of the public

1. The meeting was called to order at 5:02 pm by Jeff Kanter, Co-chair.
2. The meeting notes of February 28, 2018 were approved with one abstention on grounds of being absent (Andy Maron moved, Emily Sato seconded).
3. There was no Public Comment.
4. Barry briefed the UAC on the West Eagle Harbor Sewer Basin Study recently performed by Gray & Osbourne, Inc., which led to a discussion of the Sewer Utility's responsibility to pay for system upgrades and the process of charging benefitted individuals for sewer improvements.
5. Barry also updated the Committee regarding the City Manager's presentation on broadband service to the City Council. His plan is centered around the KPUD, as KPUD is now authorized to sell retail internet service.
6. Barry also shared a letter announcing reduced WA State funding for solid waste handling. The issue was discussed, and suggestions were made for the City's possible responses to the letter.
7. It was announced that Luke Carpenter, the COBI Fire Marshall, is retiring. The draft of the Fire Code Fire Flow Recommendation Memorandum was reviewed and revised after further discussion by the Committee. Revisions are to be resubmitted at the next UAC meeting.
8. Ted Jones presented his template for heightened review of the City's utilities and his proposed utility review scope elements. The committee worked together to fill in the template for the Sewer Utility's Heightened Review.
9. The meeting was adjourned at 6:58 pm.


Co-Chair 05/09/18

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Utility Advisory Committee Meeting Regular Meeting Minutes, April 11, 2018 – Councilmember Nassar (Pg. 379)	Date: 5/22/2018
Agenda Item: COMMITTEE REPORTS - 8:55 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

For information only.

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
Utility Advisory Committee Meeting Regular Meeting Minutes, April 11, 2018	Backup Material



CITY OF
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, APRIL 11, 2018
CITY HALL
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

Minutes

1. The meeting was called to order by Co-Chair Andy Maron at 5:00 pm.

Committee members present – Andy Maron, Jeff Kanter, Steve Johnson, Ted Jones, Nancy Nolan, Emily Sato, and Jim Thrash.

Also present – Public Works Director Barry Loveless.

2. No Public Comment.

3. Public Works Update – Barry Loveless noted that the Village pump station sewer project has been awarded, the Ravine outfall has been awarded, the water tanks assessment report has been received, and 2018 paving projects will include those deferred from 2017.

3A. Jeff Kanter noted that there are difficulties setting up a group email using outlook. Andy will discuss with City computer staff.

4. Discuss Fire Code Draft – Committee members reviewed the latest draft and added comments for further minor draft revisions anticipating final approval at the next meeting of the Recommendations On Fire and Other Municipal Codes Impacting Island Water Systems.

5. Discuss Template for UAC Utility Review – Ted Jones provided a detailed review template in generic form with major sections – (1) Performance Effectiveness, (2) Cost Efficiency, (3) Vulnerability (Risk), (4) Opportunities, and (5) Scope. The committee then applied these evaluation factors with detailed sub factors to the Sewer Utility. Priorities, responsibilities, schedule, cost, and resources required for each factor were projected.

6. Comments For The Good Of The Order – None.

7. Meeting was adjourned at 7:00 pm.

Co-Chair

05/09/18

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Utility Advisory Committee Meeting Regular Meeting Minutes, April 25, 2018 – Councilmember Nassar (Pg. 381)	Date: 5/22/2018
Agenda Item: COMMITTEE REPORTS - 8:55 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

For information only.

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
Utility Advisory Committee Meeting Regular Meeting Minutes, April 25, 2018	Backup Material



CITY OF
BAINBRIDGE ISLAND

UTILITY ADVISORY COMMITTEE
REGULAR MEETING
WEDNESDAY, APRIL 25, 2018
CITY HALL
280 MADISON AVENUE NORTH
BAINBRIDGE ISLAND, WA 98110

Minutes

The meeting was called to order by Co-Chair Jeff Kanter at 5:00 p.m.

Committee Members Present – Jeff Kanter, Andy Maron, Steve Johnson, Nancy Nolan, Emily Sato, and Jim Thrash.

Committee member absent – Ted Jones.

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

Public Comment – None.

Agenda Addition – Andy Maron added an item to the agenda, reviewing the committee's progress on the 2018 Utility Advisory Committee's work plan.

Outlook Group Emails – Andy Maron also noted that he will follow up about the possibility of creating group emails on Outlook.

Acceptance of Minutes – The April 11, 2018 minutes were unanimously approved after amending the language of minute #3 from the "Yaquina sewer line" to the "Village Pump Station".

New Fire Marshall – Jeff noted that the City has a new Fire Marshall: Jared Moravec. He previously served as Bainbridge's Fire Marshall in the past. Jim and Jeff will set up a meeting with the new Fire Marshall to discuss the UAC's recommendations and the opportunity to create a fire code update that will impact the entire island and not just focus on the Winslow core.

UAC Fire Code Memorandum – The committee unanimously approved the latest draft of the Fire code recommendation with an amendment to Item 12 and with the actual addition of the cited attachments. Item 12 will now read: Former Fire Marshall Luke Carpenter estimated that 40% of homes on Bainbridge Island do not have access to "fire flow".

Andy and Jeff will get the final finished copy to Roz for the addition of signature lines and will send the recommendation along to the City Council.

Work Plan – The UAC 2018 Work Plan as approved by the City Council was reviewed. Progress on some points was noted. There was discussion about how to move forward with remaining items including seeking an internet update from Doug Schulze. The co-chairs will invite Doug Schulze to a meeting to update the committee about internet connectivity and the improvement of cell phone service on the island.

New Council Member – The new Council member will be Leslie Schneider, owner of Office Ex pats.

Sewer, Water and Culvert Tour – Barry will look into scheduling a tour for the new council members and UAC members. The tour could be about 3 hours in length and could include newly installed culverts.

The meeting adjourned at 5:45 p.m.

The next regular meeting of the UAC is Wednesday May 9, 2018 at 5:00 p.m.


Co-Chair

05/09/18

City of Bainbridge Island

City Council Agenda Bill



PROCESS INFORMATION

Subject: Marine Access Committee Regular Meeting Minutes, April 9, 2018 – Councilmember Peltier (Pg. 383)	Date: 5/22/2018
Agenda Item: COMMITTEE REPORTS - 8:55 PM	Bill No.:
Proposed By: Councilmember Peltier	Referrals(s):

BUDGET INFORMATION

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

REFERRALS/REVIEW

:	Recommendation:	
City Manager:	Legal:	Finance:

DESCRIPTION/BACKGROUND

For information only.

RECOMMENDED ACTION/MOTION

ATTACHMENTS:

Description	Type
☐ Marine Access Committee Regular Meeting Minutes, April 9, 2018	Backup Material



**MARINE ACCESS COMMITTEE
REGULAR MEETING MINUTES
MONDAY, APRIL 9, 2018**

The meeting was **CALLED TO ORDER** at 5:32 PM by Co-Chair Frank Ostrander. Minutes were recorded by Anthony Oddo. In attendance were Committee Members Paula Elliot, Fred Grimm, Peter Hill, Anthony Oddo, Frank Ostrander, and Elise Wright. Harbor Steward Dave Kircher and Council Liaison Ron Peltier were also present. The following members were absent: Greg Spils.

Terry Lande, Executive Director of the Bainbridge Island Metro Park & Recreation District, was also present as an invited guest of the Committee.

Members of the public present to make comment are listed under **PUBLIC COMMENT**.

A **motion** was made (Ostrander) and seconded (Oddo) to move the Liaison with Parks Department discussion to the first agenda item. The motion passed without objections.

A **motion** was made (Hill) and seconded (Elliot) to add an opportunity for Public Comment during each item during the **ACTION ITEMS/DISCUSSION** section of the meeting. The motion passed without objections.

No **CONFLICTS** were reported.

A **motion** was made (Hill) and seconded (Elliot) to approve the **MINUTES** of the Regular Marine Access Committee Meeting on March 12, 2018. The minutes were approved unanimously without modifications or objections.

ACTION/DISCUSSION ITEMS: Liaison with the Park District

Terry Lande attended the Regular Meeting to both present updates from the Park District and listen to suggestions from committee members on areas of cooperation. Frank Ostrander asked about the following Park District properties:

- *Point White Pier*: Currently in disrepair, but possibly one of the best places for marine access on the island as it has parking and restroom facilities. Terry noted that the Park District is evaluating improvements to the pier; however, energies this year were put into improvements at Hidden Cove Dock. Access to the water at Point White by human-powered crafts had not previously been considered, but Terry will bring it back to the Board.
- *Fort Ward Boat Launch/Park*: Parking remains an issue (only four spaces). Terry noted that Park District does not have any space to expand the parking facilities. As for placing a (seasonal) floating dock at the boat launch, it is not possible due to currents and tides in Rich Passage. Frank also noted that part of the park is overgrown and it is not possible to view the water (approximately 800-1000 feet from the parking lot). Terry noted that due to the SMP and other regulations, removal (or even thinning) of vegetation is prohibited.
- *Fay Bainbridge Park*: Frank noted that access to the water is difficult at the park, particularly for those with mobility impairments due to the driftwood on the beach. Terry noted that State and local laws and regulations prohibit movement or removal of driftwood. This would make it impossible to accommodate an ADA trail to the water. A dock or boat launch is also not possible due to strong tidal conditions.

REPORTS

City: Councilmember Peltier noted that the City has hired a new Communications Coordinator. He did not provide any other Marine Access Committee-related updates.

Harbor Stewards: No report provided.

Harbormaster: The Committee reviewed the submitted report from March 2018. No further comment or discussion.

ACTION ITEMS

Review 2018 Work Plan Assignments: The Committee is moving forward with recommendations and other projects associated with the Work Plan. A further review is planned for the regular May meeting.

Memo re Dave Ullin Open Water Marina (OWM): The Committee reviewed a draft memo prepared by Elise regarding the OWM. The memo addressed reconfiguration of the moorage buoys in the OWM to accommodate a total of 16 boats/liveaboards (up from the current nine). The removal of the Linear Moorage System and transition to single-point mooring presents an opportunity for the City to reconfigure the OWM and expand capacity.

Anthony suggested that the memo be modified to focus on the City's obligation under the lease with DNR rather than focus on the affordable housing benefits associated with the OWM (per the mandate of the MAC). He also noted that as a shared resource, the City must balance the needs of all Eagle Harbor users and protect the ability for safe navigation following the reconfiguration of the OWM buoys.

Frank suggested that rather than submitting the memo as-written, a more specific ask be drawn up and developed as a set of recommendations/proposals for a meeting with Morgan. A **motion** (Ostrander) was made and seconded (Elliot) to form a sub-committee to study the issue further and develop action items for the City. The sub-committee will be composed of Elise (chair), Anthony, and Paula. They will schedule a time to meet in the coming weeks.

PUBLIC COMMENT

The following members of the public signed in to make public comment regarding the Memo re Dave Ullin Open Water Marina

- Ted Davis
- Dave Henry
- Andy Rovelstad

Ted Davis and Dave Henry noted that the current application process for the OWM is not adequate and they feel that the demand is high enough to fill all 16 spaces. The current application process, as managed by the Harbormaster, may miss some individuals. Ted Davis suggested that the liveaboards run the process themselves.

Andy Rovelstad noted that time is of the essence for installing the additional buoys as the fish window is in mid-August.

Road Ends Sites Map/App: Item moved to regular May meeting.

Follow-up on Dock in Fletcher Bay: Peter noted that the application for the dock is still pending. He has not heard from Annie Hillier regarding the error in the Hansen application, but will follow-up in the coming days. He will also lead a sub-committee to study the amount of information that is publicly available in dock permit submissions and make proposals to the Committee and Council.

FOLLOW-UP/FUTURE ITEMS

Review Preparations for Police Boat Ride-along: Elise will contact Tami/COBI PD to determine available dates and timing for the committee ride-along.

Open Meetings Training: Roz is in the process of scheduling a make-up session for those Committee Members who still require the Open Meetings and Recordkeeping Training.

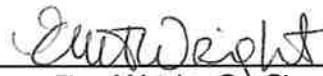
Boater's Fair: The Boater's Fair was originally scheduled for August 7, 2018. It will now be held on July 1, 2018.

NEXT MEETING: Monday, May 14, 2018.

The meeting was **ADJOURNED** at 7:08 PM.



Frank Ostrander, Co-Chair May 14, 2018



Elise Wright, Co-Chair May 14, 2018